



Department of Family Relations and Applied Nutrition

Masters of Applied Nutrition Program

**Course Outline (*DRAFT*)**

## **Practicum in Applied Human Nutrition III (FRAN\*6730) Summer 2019**

**Instructor/Practicum Coordinator:** Amy Skeoch

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**Classes:** May 13, June 14 and as needed

**Office Hours:** by appointment

**Courselink:** Course readings, material, discussions and grades will be posted on Courselink. All assignments can be submitted electronically using Dropbox on Courselink.

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### **COURSE DESCRIPTION:**

This course provides a practicum of 3 - 5 days per week for 8-13 weeks in the semester with a dietetic related agency or organization (hereinafter referred to as "the organization"), to develop and perform dietetic competencies (internship experience). For summer term, the placement can start as early as late April and continues through August. The actual schedule for the placement can be negotiated with the student, the placement preceptor and the placement coordinator.

### **PRE-REQUISITE:**

Registration in this course is restricted to students enrolled in the Masters of Applied Nutrition program. Registration for this course indicates the student's consent to the release of personal and academic information to the host organization for the purposes of placement.

### **COURSE FORMAT:**

The course will include at least two in person meetings and individual discussions via Skype or phone. Evaluations will be based largely on presentations and assignments.

### **OVERALL COURSE OBJECTIVE:**

The graduate students will gain practical experience and achieve competencies through placements and increase their theoretical and research knowledge through various interactive assignments and projects.

### **SPECIFIC OBJECTIVES:**

By the end of the course, students will be able to

- ❖ Demonstrate and document attainment of entry level competencies
  - Prepare SMART learning objectives for placement activities
  - Interrelate the tasks of the activity plans to the entry level competencies
  - Appraise their level of competency attainment on a modified Benner scale
  
- ❖ Develop basic entrepreneurial skills by
  - Preparing a financial plan for the nutrition related business proposal started in the fall term
  - Presenting a nutrition business video pitch
  - Reflect on the challenges and opportunities of a nutrition business.
  
- ❖ Apply critical reflection methods to program experiences to generate end products for career development
  - Use literature from various disciplines to support recommendations for future professional advancement.
  - Compose a dietetic practice statement/philosophy based on reflections and lessons learned throughout the MAN program.
  - Write biographical profile to support the marketing of professional skills

### **COURSE EVALUATION:**

#### **A. Nutrition business proposal 35%**

- **Dragon's Den pitch: 15%**
- **Financial plan and readiness review 15% (group)**
- **Reflections on entrepreneurial process 5% (individual)**

#### **B. Practice Philosophy, biography and career objectives 15%**

- **Individual report**

#### **C. Completion of the Practicum Plan 50%**

- *From placement preceptor*

### **RESOURCES: REQUIRED**

#### **Text:**

- Holli, BB,, K, Calabrese, RJ and O'Sullivan-Murray. Communication & Education Skills for Dietetics Professionals. Philadelphia, PA: Lippincott William and Wilkins, 2003

**Workbook:**

- Giroux, I. Applications and Case Studies in Clinical Nutrition. Lippincott William and Wilkins, 2008

This workbook should be completed before your clinical placement. The solutions manual is available from the program coordinator.

**Clinical dietetics handbook** (Cost ~\$25 to \$75)

- Regina Qu'Appelle Health Region  
([http://www.rqhealth.ca/programs/nut\\_food/nut\\_food.shtml](http://www.rqhealth.ca/programs/nut_food/nut_food.shtml))
- *Optional:*
  - o Winnipeg Regional Health Authority ([http://www.hsc.mb.ca/nfs/clinical\\_nutrition.htm](http://www.hsc.mb.ca/nfs/clinical_nutrition.htm)),
  - o Sunnybrook Health Sciences  
(<http://www.sunnybrook.ca/content/?page=clinicalNutritionWelcome>)

**Courselink**

This course will be using courselink for on-line resources. Updated and additional resources will be posted on courselink and it will be the students' responsibility to check courselink to ensure all readings, web resources and assignments have been completed prior to each class.



## Department of Family Relations and Applied Nutrition

### Masters of Applied Nutrition Program

### FRAN\*6730 Practicum in Applied Human Nutrition III Summer - Course Syllabus *Tentative*

In class seminars for the Summer 2019 are scheduled for May 13<sup>th</sup> and June 14<sup>th</sup>. Otherwise course activities done via D2L.

| Event | Date                              | Topic   | Student Activities   |
|-------|-----------------------------------|---|--|
| 1     | May 13<br>Class Meeting           | <input type="checkbox"/> Resume and Job search skills<br><input type="checkbox"/> What a recruiter wants<br><input type="checkbox"/> Role of the in store RD at Loblaw<br><br><input type="checkbox"/> <i>What I've learned as an entrepreneur RD, Shannon Crocker RD</i><br><input type="checkbox"/> Tips for writing CDRE | Room: Community kitchen<br>Loblaw Imperial Rd<br>Time: 9 am -1pm<br><br>MacKinnon 109 Time:2pm -4pm (guest speakers) |
| 2     | On or before May 25               | <input type="checkbox"/> Orientation check list/ WSIB letter Posted to courselink dropbox   | Due: Reflective Journal due Friday at 11:59 pm   |
| 3     | May 27                            | <input type="checkbox"/> Students to submit Powtoon and one page business pitch to be evaluated as finalists for June 14 <sup>th</sup> .  | All<br>Due: Powtoon and one pager business pitch at 11:59pm  |
| 4     | On or before June 4 <sup>th</sup> | Students to review competency development and reach out to practicum coordinator <b><i>*only if there are issues around not meeting competencies</i></b>  | All  |

|   |  |  |   |
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| 4 | June 14<br>9am-4pm<br><br>Longos<br>Loft | <ul style="list-style-type: none"> <li>• Dragon's Den presentations of three finalist nutrition business proposals (am)</li> <li>• Submission of business financials and readiness assignment via Courselink</li> <li>• Research project walk-about (if available)</li> <li>• Guest speakers: Kiran Bains, Dana McCauley</li> <li>• Celebration of Completion</li> </ul> | All<br>Due: of business financials and readiness assignment by 11:59pm<br>Preceptor Thank you list due to Shauna Porter<br><a href="mailto:frangs@uoguelph.ca">&lt;frangs@uoguelph.ca&gt;</a><br>- Preceptor name, organization and email |
|---|--|--|---|

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|---|---------|---|--|
| 5 | June 28 | □ Reflection on entrepreneurial process                         | All<br>Reflective Journal due Friday at 11:59 pm |
| 6 | June 28 | □ Practice Philosophy, biography/Linkedin and career objectives | All<br>Due by 11:59pm                            |

**Note:** This syllabus is an overall semester plan and *may be changed at the discretion of the instructor* to accommodate guest speakers, student scheduling issues, storms and other unforeseen circumstances. Class members will be emailed or notified on D2L as soon as possible if such changes become necessary.

**ROLES AND RESPONSIBILITIES:** The practicum coordinator assigns students to practica. In assigning particular placements, consideration is given to, among other factors, the learning needs, skills and interests of the student, the needs of the organization and availability of placements. The practicum coordinator makes the final decision as to the placement assignment. Students are responsible for their own transportation to the placement site.

A successful placement requires cooperation by all three parties involved, the student, the organization and the University. Students are responsible for familiarity and compliance with the organization's regulations, rules and policies. Failure to comply with such regulations, rules and policies may result in termination of the placement by the organization or the University.

**STUDENT:**

- **Practicum seminar:** Students are expected to **participate fully in ALL discussions and exercises**. Students are responsible for supporting the learning of fellow students. However, projects and presentations that are to be submitted individually are to be worked on independently.
- **Practicum placements** (*See Practicum Role & Responsibilities for further details*):
  1. Students attend placement minimum 3 days/week for 13 weeks for a minimum total of 39 days.
  2. Students must meet **regularly** with their preceptor, a minimum of **ONCE PER WEEK** to obtain feedback on performance, discuss progress on activity plans, etc
  3. Students **must** follow the policy and procedures of the Organization, as well as the professional and ethical standards of the College of the Dietitians of Ontario. It is the student's responsibility for obtaining and familiarizing themselves with the Organization's regulations, rules, policies and procedures.
  4. Students must also be aware of the obligation to observe strictly each patient's right to confidentiality and each organization's responsibility to preserve this confidentiality in respect of all information, both written and unwritten, to which the students may have access. In this context, students may have to sign a standard confidentiality agreement (in a form supplied by an organization), the breach of which could result in the termination of the student from the relevant placement.
  5. Develop, in collaboration with the placement preceptor, a practicum plan consisting of activity plans that specify tasks to complete and competencies to be achieved during the practicum

It is the student's responsible to ensure ALL placement forms are complete appropriately submitted by the deadlines.

  7. Document the PDEP Entry-Level Competencies that have been achieved in each of the activities of the practicum plan. Completion of the competencies

will be reviewed by the practicum coordinator at week 6 (mid evaluation) and week 13 (final evaluation). Completed final competencies will be recorded on the Student Competency Record and submitted to Program Coordinator.

8. To inform preceptor and/or program coordinator of any concerns, issues *promptly*.

**PRECEPTOR:**

1. To provide all necessary information, policies and procedures about the Organization during placement.
2. Provide orientation to the Organization and assistant in filling out placement forms as needed.
3. Support student in developing practicum activity plans, providing suggestions for activities, projects and tasks of value to the Organization and the student. Provide continued monitoring of the Plans and change if necessary.
4. Provide the student with opportunities to participate in your routine work activities, including attending staff conferences, consistent with the practicum plan.
5. Supervise the student's activities, especially those related to the practicum/activity plan, this includes, but not restricted to regular meetings to discuss progress (ie weekly), mid and final evaluation of competencies.
6. To inform program coordinator of student's progress at mid and final evaluation and submit final grade and competencies to program coordinator at end of practicum.

**PROGRAM COORDINATOR/INSTRUCTOR:**

**Practicum Seminar:** No seminars or 6730.

**Practicum Placements:**

1. Select and confirm placements for each student based on placement/preceptor availability; needs of the group; individual learning needs, career goals and interests.
2. Ensure all necessary paperwork (ie Affiliation Agreement; Immunizations) and training (ie Preceptor training) completed.
3. Review placement projects with preceptors; activity plans with students;
4. Organization/site visits/calls for mid evaluations (~week 6) with students and preceptors, as well as needed.

5. Review of final evaluation, practicum grade submissions from preceptors, completion of PDEP competencies and assignment of final grade for the practicum

## **COURSE POLICIES:**

### **Academic Integrity:**

Detailed information about the regulations governing academic misconduct is in the Graduate Calendar at:

[https://www.uoguelph.ca/registrar/calendars/graduate/20162017/genreg/sec\\_d0e3050.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/20162017/genreg/sec_d0e3050.shtml)

As part of this course students are expected to read and complete the academic integrity tutorial available at

[https://www.uoguelph.ca/graduatestudies/current/academics/academic\\_integrity](https://www.uoguelph.ca/graduatestudies/current/academics/academic_integrity)

### **Submission of Assignments:**

Unless noted on the course syllabus, all assignments, Reflective Journals, etc are due by 5:00 pm of the due date. Assignments must be submitted electronically the Dropbox in courselink. The file naming convention is as follows: StudentName\_assignment name.pdf. **Files that are not in a PDF format will not be marked and a grade of zero will be posted.**

### **Late Assignments:**

Late written work will be accepted **up to 3 days past the due date with 10% per day penalty** including weekends and holidays (unless accompanied by a medical note). Papers are **NOT accepted after 3 days overdue**. An extension can be negotiated if requested at least four days before the due date.

### **Referencing:**

Referencing of all resources must be in the American Psychological Association (APA) style. APA Style guidelines are available in the Library.

### **Electronic Equipment within the Classroom:**

Laptops are welcomed in the classroom; However the use of Facebook, Twitter, email, etc is strongly discouraged during the session. During any student or guest speaker presentations, laptops should not be used unless approved by the presenter. All cell phones are to be turned off during class times. If it is vital that your cell phone be on during a class, let the instructor know prior to the start of the session. At no time can the instructor or any portion of the class be videotaped or recorded without prior consent.

### **Withdrawals:**

If a student is terminated from a placement or withdraws from the placement without first obtaining written authorization of the practicum coordinator, that student may be offered another placement solely in the discretion of the Placement Coordinator. Students who voluntarily withdraw from a placement and have the written authorization of the practicum coordinator will be offered another placement, if reasonable in the circumstances.



**Illness/Absence from Placement:**

In case of illness, or other reason for being absent from the practicum site, the student is responsible for notifying the placement preceptor as soon as possible on the first day absent, according to organization policy. Student must also notify practicum coordinator via voicemail or email and complete the appropriate MAN program forms. Arrangements for completing tasks will be negotiated by the student with the placement preceptor following return to the organization. If the student is absent for more than 2 days during the practicum, the student must notify the practicum coordinator via phone to discuss the implications of the absence on completion of the practicum. If completion of the practicum is at risk, the practicum coordinator will compile information from the student and the placement preceptor and will negotiate resolution with them about completing necessary activities. Any outstanding issues are taken to the Masters of Applied Nutrition Advisory Committee for resolution. Refer to the Graduate Calendar Academic Regulations, 5, Academic Standings.

**Incomplete Activity Plans/Projects/Tasks:**

In the case that a student is having difficulty in completing the activities according to the practicum plan and this cannot be resolved with the placement preceptor, the student meets with the practicum coordinator to discuss options for resolution. If completion of the practicum course is at risk, the practicum coordinator will compile information from the student and the placement preceptor and will negotiate resolution with them. Any outstanding issues, including termination of the practicum experience, are taken to the Masters of Applied Nutrition Advisory Committee for resolution. Refer to the Graduate Calendar Academic Regulations, 5, Academic Standings.

**Accessibility:**

- ☐ Students who need course adaptations or accommodations because of a disability, or who have emergency medical information to share, please speak to instructor during the first week of class.
- ☐ Students who require accommodation on the basis of religious obligations are referred to the policy at <http://www.uoguelph.ca/uaic/vii-religious-holidays>