Master of Applied Nutrition  
Course Outline  
Practicum in Applied Human Nutrition II (FRAN*6720) Winter 2019

Instructor/Practicum Coordinator: Alexia Prescod  
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Classes Monday 11:30-2:20 pm  MACS331  
Office Hours: by appointment  
CourseLink: Course readings, material, discussions and grades will be posted on CourseLink. All pdf-ed assignments can be submitted electronically using Dropbox on CourseLink

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COURSE DESCRIPTION:  
This course provides a practicum of 3 - 4 days per week for 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). In a weekly 3-hour seminar, students discuss and reflect on theory, dietetic practice and research issues.

For winter 2019, the placement starts the week of January 7 and continues through the week of April 1. The University winter break is from February 18-22. The use of the winter break for gaining practicum experiences is flexible depending on timetable and development of competencies. The placement start date is flexible depending on the timetables of the student and the placement organization. Students who have not obtained performance indicators (PIs) associated with selection and recruitment are asked to participate in the program interview and selection process in February.

PRE-REQUISTE:  
Registration in this course is restricted to students enrolled in the Masters of Applied Nutrition (MAN) 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 be highly interactive with presentations and discussions by class members as a main feature. Evaluations will be based largely on presentations and individual/group assignments as presented in seminar.

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
o Demonstrate and document attainment of entry level competencies
  o Prepare SMART learning objectives for placement activities
  o Interrelate the tasks of the activity plans to the entry level competencies
  o Appraise their level of competency attainment on a modified Benner scale
o Participate in simulated client counselling sessions
  o Utilize personal notes as well as feedback from peers and simulated clients to critically reflect on your personal counselling style
  o Compose a statement that describes your personal counselling style to date

o Apply critical refection methods to practicum and academic experiences
  o Frame practicum and academic experiences in using models and theories that were not use previously.
  o Analyze the level of success of SMART objects set at the end of last term
  o Identify two SMART learning objectives and develop a detailed learning plan to meet the learning objectives for the next term.

COURSE EVALUATION:

A. Personal counselling style statement and reflection 20%

B. Practicum presentation or podcast 20%
  a. Individual presentations or podcast- 18%
  b. Individual reference list -2%

C. Nutrition business proposal: target marketing plan (group) 10%

D. Completion of the practicum plan 50%

Resources

Required


Clinical dietetics handbook
  • Clinical Nutrition Professional Resource Handbook - Sunnybrook Health Sciences (http://sunnybrook.ca/content/?page=Dept_CN_Home)
  • PEN: Practiced-based Evidence in Nutrition®.
- Access through the library using your central login. [http://primo.tug-libraries.on.ca/subzero.lib.uoguelph.ca/primo_library/libweb/action/search.do?vid=GUELPH&reset_config=true](http://primo.tug-libraries.on.ca/subzero.lib.uoguelph.ca/primo_library/libweb/action/search.do?vid=GUELPH&reset_config=true)
- Enter “practice-based evidence in nutrition” in the Primo search field.
- Under “PEN practice-based evidence in nutrition,” click on the blue “Online resources.”

Recommended:

Additional Resources:


**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/current/genreg/sec_d0e3039.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e3039.shtml)

As part of this course students are expected to read and complete the academic integrity tutorial available at [https://academicintegrity.uoguelph.ca](https://academicintegrity.uoguelph.ca)

**Social Media**
Students are expected to read and adhere to the University of Guelph – Social Media Guidelines. In healthcare facilities social media exists and can provide opportunities for enhanced communication and collaboration, while at the same time creating vulnerabilities for individuals and facilities. Students are expected to learn and follow social media guidelines as per provincial dietetic regulatory body professional standards and those at the facilities of their practicums.

**Submission of Assignments:**
Unless noted on the course syllabus, all assignments, Reflective Journals, etc. are due by 11:59 pm of the due date. Assignments can be submitted electronically the Dropbox in Courselink. The file naming convention is as follows: **Student Name_assignment name.pdf** - files that are not in a PDF format will not be marked.

**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 ([https://guides.lib.uoguelph.ca/APA](https://guides.lib.uoguelph.ca/APA)).

**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 e-mail or 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 MAN 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](http://www.uoguelph.ca/uaic/vii-religious-holidays)

Roles and Responsibilities:
Students are assigned to practica by the practicum coordinator. 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 detailed outline of the roles of responsibilities is provided at the end of the course outline.
FRAN*6720 Course Syllabus Tentative

Seminars for the winter term are scheduled for Mondays 11:30 am to 2:20 p.m. A regular lunch break will be between 11:30 am and 12:00 pm unless otherwise indicated via Courselink or email.

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 Courselink as soon as possible if such changes become necessary.

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<tr>
<th>W</th>
<th>Date</th>
<th>Topic</th>
<th>Student Activities</th>
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| 1 | Jan 7 | Review of course outline (12:00-1:00pm) | All Bring your questions
Why is simulation and why do it?
Reflection in group #1 |
| 2 | Jan 14 | Research project check-in with Laura Forbes | All |
| 3 | Jan 21 | Simulation week 1 | Attendance as per the matrix chart
**Please post to W19 folder in OneDrive:**
Student Declaration of Understanding, signed Placement Orientation Checklist and Contact Information forms |
| 4 | Jan 28 | Review Nutrition business assignment and group work time | All
Reflection in group #2 |
<p>| 5 | Feb 4 | Simulation week 2 | Attendance as per the matrix chart |</p>
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<th>W</th>
<th>Date</th>
<th>Topic</th>
<th>Student Activities</th>
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<tbody>
<tr>
<td>6</td>
<td>Feb 11</td>
<td>Simulation week 3: Attendance as per the matrix chart</td>
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<tr>
<td>7</td>
<td>Feb 18</td>
<td>Reading Week – No class… …but need volunteers to participate in interviews and to answer questions from MAN applicants post interviews on Feb 19, 20 &amp; 21</td>
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<td>8</td>
<td>Feb 25</td>
<td>Nutrition business proposal: target market presentation Reflection in group #3</td>
<td>All</td>
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<td>9</td>
<td>Mar 4</td>
<td>Simulation week 4: Attendance as per the matrix chart Nutrition business proposal: target market plan with feedback from peers due</td>
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<td>10</td>
<td>Mar 11</td>
<td>Nutrition business proposal: target market presentation Reflection in group #4</td>
<td>All Please submit to Dropbox in Courselink: Counselling style statement due March 15 Please submit to Discussion in Courselink: Podcasts and infographics for next week</td>
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<td>11</td>
<td>Mar 18</td>
<td>Practicum presentations</td>
<td>All Please submit to Dropbox in Courselink: Nutrition business proposal: target market plan with feedback from peers due March 23 Please submit to Discussion in Courselink: Podcasts infographics for next week</td>
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<td>12</td>
<td>Mar 25</td>
<td>Practicum presentations</td>
<td>Please submit to Dropbox in Courselink: Podcast or infographic with reference list</td>
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<tr>
<td>13</td>
<td>April 1</td>
<td>Media pitch workshop</td>
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ADDITIONAL INFORMATION TO SUPPORT COURSE OUTLINE

DETAILED ROLES AND RESPONSIBILITIES
COURSE INSTRUCTOR & PRACTICUM COORDINATOR:

Placement Selection/Acceptance
1. Communicate with practicum agencies about potential ability to accept a practicum student for the coming academic year. Communicate placement opportunities to students.

2. Review students’ resumes and communicate with individual students about learning needs and interests for the coming year and coordinate the interview process with potential organization supervisors; ideally 4 to 6 weeks prior to cohort start date.

3. Coordinate the selection and acceptance process to match students with agencies; ideally 4 to 6 weeks prior to cohort start date.

4. Compile the completed Affiliation Agreements from all the practicum agencies practicum as required. The Affiliation Agreement generally applies for a three-year period.

5. Provide students with all procedures, guidelines and forms needed for the practicum and review them carefully at orientation before cohort start date.

Draft Practicum Plan – to be completed during the first 4 weeks of the practicum.
1. Review draft practicum plan (in the form a Gantt chart) for each student, providing feedback, as appropriate.

2. Meet with the student and placement preceptor by the mid-point of the placement to review progress on Practicum Plan and competencies, and clarify procedures for evaluation.

Monitor Practicum Plans and Coordinate and Facilitate Seminars
1. Develop seminar outline, allowing for presentations of organization information early in the semester, discussion of theory and practice issues throughout the semester and presentations of Practicum Reports at the end of the semester. Incorporate students’ suggestions for topics for other seminars.

2. Facilitate seminars and evaluate students’ reflection and discussion according to grade evaluation guidelines.

3. Be available to communicate with placement preceptors and students, as needed. Negotiate with placement preceptors and students to resolve issues about completing tasks and responsibilities. For any outstanding issues with student progress in practica, present information about the issues to the Masters of Nutrition Advisory Committee for resolution.

Practicum Evaluation
1. Review and evaluate Practicum Report.

2. Communicate with placement preceptors about the completion of the practicum plan and the any evaluation forms. Compile all evaluation information. Assign mark for evaluation of Completion of the Practicum Plan for each student.
3. Assign a final grade for the practicum.

4. Review the competency development and documentation with the student, considering the competencies achieved during the practicum and relating these to learning needs for developing the Practicum Plan for next practicum.

5. Review the student’s Record of Dietetic Practices entries for the practicum.

6. Review all practicum evaluation forms and make revisions to procedures and course outline, as indicated.

A. STUDENT:

Practicum seminar: Students will prepare for, attend class and participate fully in all discussions and exercises. Projects that are based on the individual’s work are to be worked on independently. Students are also responsible for supporting the learning of fellow students.

Placement Selection/Acceptance – ideally 6 weeks prior to practicum start date.
1. Maintain a current competency portfolio (includes CV or resume, competency record, learning goals and objectives etc.) to discuss with the practicum coordinator and potential placement preceptors. You may be asked to email your CV to a potential preceptor on short notice.

2. Meet with practicum coordinator to discuss learning needs and potential practicum agencies, based on the competency portfolio.

3. Interview with potential placement preceptor to discuss possible activities. An interview with more than one potential supervisor may be needed to find an appropriate placement.

4. The student and the placement preceptor discuss placement activities; ideally 4 weeks prior to the practicum start date, if possible.

5. Meet prior to the start of the placement to begin orientation and planning activities. Compile all documentation needed for the placement. This can include medical documentation of immunization and TB testing. Complete the Student Letter of Understanding for WSIB coverage (as required), and submit to the practicum coordinator.

Develop Draft Practicum Plan – to be completed during the first 3-4 weeks of the practicum. Develop draft practicum plan in the form of an Activity Plan/Gantt chart with the placement preceptor. The chart should document the major tasks and sub-tasks to be completed during the placement and their associated timelines.

Submit draft practicum plan to the practicum coordinator at the end of the 5th-6th week of the placement.

Participate in Practicum and Seminar Activities
1. Complete the Placement Orientation Checklist and provide a brief presentation about the organization at a seminar. Become familiar with and follow organization policies, procedures and regulations related to the activities, especially those affecting confidentiality of information.

2. Participate in discussion with colleagues at seminars about unique characteristics and challenges of dietetic practice at each practicum organization.
3. Complete the activities of the practicum plan, revising the plan as needed, in consultation with the placement preceptor. The hours of work or work schedule will depend on the activities to be completed, e.g. teaching an evening class.

4. Perform in a manner considered appropriate by the placement preceptor, following the organization policies, procedures and regulations, and professional and ethical standards of the College of Dietitians of Ontario (CDO).

5. Meet regularly with the placement preceptor to discuss progress on the practicum plan, once a week if feasible. Meet with practicum coordinator as needed.

6. Review the practicum plan with the placement preceptor by the end of week 6 of the semester, indicating progress made and tasks completed. Revise placement plan as needed. Meet with the placement preceptor and practicum coordinator to discuss progress between the 6th to 8th week of placement.

7. Contribute to seminar discussions on a variety of practice issues and to the professional and academic development of peers.

**During the placement the student will:**

1. Develop, in collaboration with the placement preceptor, a practicum Gantt chart consisting of activities and tasks to complete during the practicum. This will be the practicum plan.

2. Work in the organization at least 3 days per week to complete the practicum plan, having regular interaction with the placement preceptor to monitor the plan and amend activities if needed.

3. Attend a weekly seminar to discuss and reflect on theory and practice issues related to placement activities, according to seminar schedule.

4. Describe the services of the organization with a focus on the dietetic-related services and the characteristics of the clients served during the orientation presentation to the class.

5. Compose regular journal entries for use in the completion of your practicum report and presentation. Submit two (2) as specified in the course syllabus.

6. Prepare and present a report on completing the practicum plan, including results of the activity plans.

7. Document the ICDEP Entry-level Competencies that have been achieved in each of the activities of the practicum plan. Completion of the competencies will be discussed in seminar and reviewed by the practicum coordinator. Completed competencies will be recorded on the Student Competency Overview.

8. Students are responsible for familiarizing themselves with the placement organization’s regulations, rules, policies and procedures. In particular, students will need to comply with an organization's regulations in relation to preventative health programs and measures, or any other special procedures which may be required of the organization's staff in a specific clinical or practice area. Students also need to become familiar with and observe an organization's:

   - philosophy;
   - procedures of an organization and its relevant clinical and practice areas; and
   - any and all relevant governing legislation.
Students must also determine if the organization at which they are placed requires them to receive vaccination for influenza or other vaccinations (unless documented medical contra-indication is provided by the student).

**Confidentiality:** 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.

**Termination Policies and Procedures:** According to the standard MAN Affiliation Agreement, a placement organization has the right to suspend or dismiss a student whose conduct jeopardizes the well-being of patients or staff, or both. External affiliation agreements contain similar clauses to this effect. Placement preceptors follow their organization’s procedures when suspending or dismissing a student, including required documentation.

For resolving placement issues, the Practicum in Applied Human Nutrition Course Outline states: "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 program coordinators 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 Graduate Advisory Committee for resolution. Refer to the Graduate Calendar General Regulations, Academic Standings, Departmental Review [http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-as-deptrev.shtml](http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-as-deptrev.shtml).

**End of Practicum and Course Term**
1. Prepare and/or present a reflective project according to the course outline. The practicum project is to be submitted by the end of week 13 to the course instructor.

2. Review the completion of the practicum plan (Gantt chart) with the placement preceptor, documenting completion of activities.

3. Review the evaluation forms completed for the placement and the level of achievement with the placement preceptor.

4. The placement preceptor can then submit the documents electronically to practicum coordinator via email. If preferred, the placement preceptor can sign the document scan it and the student can submit an e-copy. All documentation needs to be uploaded to the appropriate One Drive file folder.

5. Students document experiences on the Record of Dietetic Practice form, indicating the level of participation (observation, participant, or independent) for discussion with the program coordinators.

6. Submit Student Evaluation of Practicum and other graduate courses on form provided by program coordinator.
B. PRECEPTOR:
(Where the placement preceptor represents the placement organization and manages the practicum from the organization perspective. The placement preceptor can delegate preceptor responsibilities to a colleague involved with a specific placement activity.)

Placement Selection/Acceptance
1. Provide information about the organization and possible learning activities to the practicum coordinator, ideally 4 to 6 weeks prior to cohort start date.

2. Interview student(s) about the practicum if desired, ideally 4 to 6 weeks prior to the cohort start date.

3. Select student for the practicum ideally 4 weeks prior to practicum start date. Provide information needed for orientation to the placement and any documentation required by the organization or the program (e.g. Employer Letter and Due Diligence Checklist for WSIB coverage). This can be done at the interview or at a meeting prior to the start of the placement.

4. Arrange for completion of the Affiliation Agreement and submit to practicum coordinator. The Affiliation Agreement generally applies for a three-year period.

Draft Practicum Plan – to be completed during the first 4 weeks of the practicum.
1. Support student in developing draft Practicum Plan in the form of a Gantt chart, providing suggestions for activities or projects of value to the organization and the student.

2. Review and accept the Practicum Plan prior to student discussing it with the practicum coordinator at the university.

Supervise Practicum Plan
1. Support the student’s orientation at the organization. Identify on the Placement Orientation Checklist, the activities and documents needed for orientation to the organization policies and procedures and the materials that need to be reviewed early in the placement (e.g. specific diseases and treatments). If appropriate, provide materials for orientation prior to beginning the placement to reduce the orientation period.

2. Provide the student with opportunities to participate in routine work activities, including attending staff conferences, consistent with the Practicum Plan.

3. Supervise the student’s activities, especially those related to the Practicum Plan. Ensure that resources that are required to complete the activities are available or accessible. Student supervision may be delegated to the staff member who normally supervises a specific activity.

4. Meet regularly with the student to discuss progress on Practicum Plan and answer questions about organization activities, once a week if feasible in a confidential environment.

5. Communicate with the practicum coordinator by the mid-point of the practicum about the student’s progress on the Practicum Plan (earlier if there are any questions or concerns). When feasible, this will be a meeting including the student supervisor and coordinator, in person or through a conference call.

6. If the student’s behaviour is unacceptable or the organization’s service or care is being compromised by the behaviour, the practice supervisor can terminate the practicum experience, preferably after
consultation with the practicum coordinator. The placement preceptor shall advise the practicum coordinator in writing of the reasons for the decision and action.

**Practicum Evaluation**

1. Review the student’s Practicum Plan with the student in a confidential environment. Assess the level of achievement for each evaluation form used. Submit completed evaluation documents by email.

2. Forward the completed Practicum Evaluation Form to the practicum coordinator as requested. This may be done by email.
Nutrition Business Financial Plan and Readiness Review

For this assignment you will continue to develop the elements of your nutrition business plan. In this 3rd term you will conduct more in depth research and planning for the financial health and growth of your proposed business. Using the target market information and operational plan information you gathered last term build a financial plan for your business.

In your financial plan include the following:

Start-up costs:
- Outline the capital needed to start the business and to expand it for the next few years.
- How will the capital be used?
- How much will each member invest in the business? How much will come from loans? What will be used as collateral for any loans?

How will your business make money?
- Research how much it will cost to run your business on a monthly basis. Consider your planned overhead costs, professional services you will outsource, salary, phone, website, raw materials costs, marketing costs, loan + interest payment (if appropriate), taxes, etc. Present a draft budget.
- How much revenue can your business make in one month? Use the target market information generated last term.
- What will your break even point be? At what point in your business lifecycle will you reach breakeven? When do you predict you will make a profit?

Readiness Review

Find and contact two (if you can three) business experts. One expert must have experience with business financing. Once you have selected your experts, ask them to review your fully developed business proposal and interview them to gather feedback on how to make your business idea viable and successful. Prepare a readiness review section to append to the financial plan which includes the following elements:

A. The experts (name, background, contact info, why selected to review proposal)
B. Summary of feedback from each expert
C. SWOT analysis of feedback on your nutrition related business
D. Next steps: Can this business proposal move forward? If not, what needs to be done to move forward?

Individual reflections on entrepreneurial process

As the year-long assignment comes to a close, share your insights on this experience of starting your own business. Please share the following:

A. Three personal lessons/insights from engaging in this process.
B. What PDEP competencies did you demonstrate or realized you need to gain from engaging in this process?
C. Would you launch a nutrition business?
D. How could this assignment be changed to make it better for future MAN cohorts?
**Dragon’s Den Presentation**

For this part of the nutrition business assignment you will create and give a persuasive presentation to four Dragons. You will have **10 minutes** to convince the Dragons to invest in your nutrition business. Here is a link to PDF document that outlines some sample slides for a Dragon’s Den type of presentation. [https://www.b2match.eu/ceoday2012/system/files/Pitching-Template-Dragons-Den-CEO-Day-2012-final.ppt.pdf](https://www.b2match.eu/ceoday2012/system/files/Pitching-Template-Dragons-Den-CEO-Day-2012-final.ppt.pdf)