

**Department of Health, Nutrition and Exercise Sciences
College of Human Development and Education
North Dakota State University**

HNES 480 - Dietetics Practicum (12 credits)

Days:	This course includes two 8-week practicums of 40 hours per week. It may include evenings and weekends.
Length of Course:	16 weeks
Facility:	A variety of community, nutrition therapy, and foodservice sites will be utilized in the Fargo and surrounding areas.
Instructor:	Elizabeth Hilliard, MS, RD Assistant Professor Email: Elizabeth.hilliard@ndsu.edu Office: EML 351 Telephone: 231-7480

Course Description:

Practical experience with the responsibility equal to that of an entry-level dietitian on the job; 40 hours laboratory per week in clinical facility. Prerequisites: HNES 458L and 460L.

Course Objective:

The student will be able to practice dietetics as a generalist at the entry level.

Attendance:

Attendance is mandatory for all practicum experiences. **Two or more instances of absenteeism or tardiness in any ongoing 8-week practicum period are grounds for progressive disciplinary action.** Absenteeism and tardiness will be monitored separately.

Students will be allowed to miss one day of work during each practicum for illness, family emergencies, or job interviews only. If the student is sick, the student should inform her/his preceptor immediately. If the student misses more than one day, the student will be required to make up time missed. The student must make up those days at the convenience of the facility as coordinated through the preceptor.

A job interview absence must be arranged with the student's Preceptor at least one week in advance of the planned absence. Approval of absence is based on the needs of the facility and will be determined by the preceptor.

Except under extreme conditions, leave (absence) will not be granted. If an extreme condition such as death in the immediate family or serious illness occurs, the preceptor will arrange for leave (absence) to be taken and the missed work to be made up.

Individual Schedules, Hours & Work Expectations, and Holiday and Vacation Time:

Students complete two practicum experiences. A minimum of 320 hours is required for each 8-week practicum.

Individual schedules will be planned and distributed by the Preceptor. The specific days and hours are to be designated by the Preceptor at each facility. Hours of work may vary according to the practicum and assignments within affiliated facilities. Some days may be longer than scheduled due to job responsibilities. Weekend work hours may be included in the practicum experiences.

Since one or more university holidays may fall within the span of the practicum, a holiday will not be considered a day off unless it is recognized as a holiday for the facility. The student will have one week off between experiences, except if schedule changes have been pre-approved through the facility and the senior student.

The student is reminded that during the practicum he/she is unavailable for university functions such as extra curricular activities and committee work during the work day. However, if such functions are in the evening and don't conflict with facility work hours, then participation is encouraged and allowed. The practicum is to be treated like any full time job; hence, it is a transition to a professional career.

Contact with NDSU Practicum Faculty:

The practicum faculty members are the facilitators for the practicum. Preceptors are encouraged to call the Director of the Coordinated Program in Dietetics, Lynette Winters, concerning any issues with a student. The Program Director will contact students and preceptors as needed during each of the 8-week periods. Students and preceptors are also encouraged to contact the Program Director at any time if they have questions or concerns.

Evaluation:

The preceptor should be objective in evaluations and allow for individual differences and abilities.

The preceptor should evaluate the student's progress periodically for all assigned responsibilities and tasks. Evaluation and documentation of the student's abilities during and at the completion of the practicum are required. Student's projects and reports should be a part of this evaluation. During a mid-term evaluation "HNES Spring Practicum Student Self-evaluation" (Appendix) student progress should be discussed to evaluate the experience and goal setting for the second half of practicum.

At the end of each practicum, a copy of the final evaluation (4 pages) should be provided to the student who will be responsible to provide a copy to the Coordinator of CPD during finals week.

Project:

The student is responsible for one or more special projects during each practicum. This could be patient education material, menu planning, in-service classes, client classes, temperature studies, research, special functions, recipe standardization, etc.

Possible Suggested Learning Experience Activities:

All students entering the practicum have had the same dietetic education experiences; the degree of mastery will vary from student to student. The basic foundation of coursework is taken by all students. Students will vary in their work experience and the level of confidence in their ability to perform the tasks. Each brings different strengths and weaknesses to the practicum.

The following are learning experiences that all students have had during their previous courses and clinical hours.

Food Service Administration

- Menu planning, food purchasing, food and supply storage records of food costs and nutritional values to include:
- Food production and food service practice and supervision; sanitation, personnel selection, training, and supervision; safety; and cost controls to include:
- Management experience in food service administration (to include management of a food production unit and food service units for both patients and personnel) to include:

Nutrition Therapy and Community Nutrition

- Application of the basic principles of nutrition in planning menus to meet the needs of different individuals and groups.
- Use of a diet manual, food consumption tables and other references as guides in planning menus for normal and modified diets.
- Evaluation of the nutritional adequacy of menus, and menu combinations, planned and served to different individuals and age groups.
- Effective cooperation with physicians and other members of the medical team through individual consultation, group conferences, and/or bedside rounds.
- Analysis of the nutritional adequacy of food intake of different individuals.

- Techniques of the nutritional interview (screen and assessment) and diet history.
- Therapeutic diet instruction to individuals and families taking into consideration their present food pattern and lifestyles.
- Reading and interpretation of information in medical records for nutrition therapy; use of patients' charts as a technique for communicating with the physician and other members of the medical team.
- Accurate evaluation of nutrition information and its sources.
- Evaluation of the patient's social and medical history, including laboratory findings and diagnostic procedures, in relation to nutrition therapy and total care.
- Planning of classes for students, patients, personnel, or customers, relative to nutrition or diet therapy. Leading of group discussion, present the demonstrations or lectures, and evaluate results.

Evaluation Procedures and Criteria:

Students will earn a grade of pass, incomplete or fail, based upon the following parameters:

- Must complete a minimum of 640 hours during the two 8-week practicums (320 hours each). This allows for two excused absences per practicum.
- All competencies: learning outcomes listed on the evaluation forms have been satisfactorily met, as indicated on final student evaluation.
- Evaluation Forms for each practicum have been completed by facility preceptor and given to the student. It is the student's responsibility to make sure that final evaluations are completed for each practicum and provided to University faculty during finals week, so that grades can be distributed.

Final Grade:

Pass = Satisfactory Completion of Course Criteria as listed above.

Incomplete = Any one of the above criteria not completed satisfactorily. The facility preceptor, University instructor and student will coordinate how and when the student will complete the course requirements. Criteria must be completed by mid-term the following Fall Semester.

Fail = Grade of Incomplete will turn into Fail if course criteria is not met by mid-term the following Fall Semester.

Disabilities:

Any students with special needs who need special accommodations in this course are invited to share these concerns or requests with the instructor as soon as possible. Students needing accommodations should contact the Coordinator of Disabilities Services in Room 212 Ceres or by calling 1-7198 during the first week of classes.

Academic Dishonesty/Plagiarism

All the academic community is operated on the basis of honesty, integrity and fair play. NDSU Policy, Section 355: Code of academic responsibility and conduct is found at

<http://www.ndsu.edu/policy/335.htm>. This applies to cases in which cheating plagiarism or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Informational resources about academic honesty for students and instructional staff members can be found at http://www.ndsu.nodak.edu/ndsu/hde/undergrad/HDE_Honor_Code.pdf.