



**FACS 5079 Dietetic Internship Practicum
Spring 2018
College of Health Sciences
Department of Family and Consumer Sciences**

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Office Hours: Monday 2:30 pm - 4:30 pm; Wednesday 9:30 am - 12:30 pm; by appointment

Day and Time Class Meets: Monday, 9:00 am - 11:50 am

Location of Class: Margaret Lea Houston Building, Room 201

Course Format: face-to-face

Required Textbook: Hands-On Nutrition Education: Teaching Healthy Eating Skills Through Experiential Learning. Renee Hoffinger, MHSE, RDN. ISBN: 978-0-88091-994-4

Course Description: This course is composed of many hours of supervised practical instruction at a variety of rotation sites and forms part of the Dietetics Internship (DI) program. The student must be enrolled concurrently in the Masters of Science in Dietetics to receive credit. Class members will rotate (as assigned) among various preceptor sites in accordance with the prescribed approved DI curriculum (see rotation schedule).

Learning Outcomes: Upon completion of three enrollments in this course, the student should have acquired the necessary practical skills to:

1. Meet all ACEND competencies with a score of competent or proficient.
2. Demonstrate knowledge of nutritional support and management of patients in clinical settings, food service systems management, community nutrition and research.
3. Learn to apply factual knowledge to improve thinking, problem solving and decision making skills.
4. Acquire skills in working with others as a member of a healthcare team.
5. Perform specific skills, competencies and point of view needed by professionals in the field of dietetics and dietetics practice.
6. Demonstrate commitment to continuing education and participation in local and professional organizations.

Competencies: This course complies with the following Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Nutrition and Dietetics Internship Programs (DI) core competencies:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics

- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

Course Content: This is a tentative course schedule and changes may be necessary during the semester. The schedule includes topics to be covered in each class and readings/activities students are expected to complete prior to class.

Date	Topic	Review Before Class	Assignments Due
1/22	<ul style="list-style-type: none"> Rotation Readiness Code of Ethics Professionalism 		
1/29	<ul style="list-style-type: none"> RDN Practice Exam and Self-Assessment 1 Research Progress/Plan for Semester Journal Selection for Publication 	<ul style="list-style-type: none"> Registration Examination for Dietitians Test Specifications Review potential journals 	
2/5	<ul style="list-style-type: none"> Author Guidelines Turning Proposal into Manuscript 	<ul style="list-style-type: none"> Obtain "Guidelines for Authors" 	RDN Practice Exam and Self-Assessment 1
2/12	<ul style="list-style-type: none"> Grocery Store Tour Preparation Cooking Demonstration Preparation 	<ul style="list-style-type: none"> HONE Grocery Store Tours PBH Store Tour Training Guide HONE Cooking Demonstrations 	
2/19	<ul style="list-style-type: none"> Groups 1-3: Grocery Store Tour with HEB Dietitian @ 9 am 		IRB Submission Deadline - submit confirmation email
2/19-2/20	<ul style="list-style-type: none"> Cooking Demonstrations @ Camp Arnold 		
2/26	<ul style="list-style-type: none"> Groups 4-5: Grocery Store Tour with HEB Dietitian @ 9 am 		
3/5	<ul style="list-style-type: none"> Research Day 		
3/12	Spring Break		
3/19	<ul style="list-style-type: none"> Coding and Billing 	<ul style="list-style-type: none"> Coding & Billing Resources, Terminology, & Decision Tree 	Coding & Billing Assignments
3/26	<ul style="list-style-type: none"> Coding and Billing 	<ul style="list-style-type: none"> Coding & Billing Resources, Terminology, & Decision Tree 	Coding & Billing Assignments
4/2	<ul style="list-style-type: none"> Group Program for Certificate of Training in Adult Malnutrition 		

Date	Topic	Review Before Class	Assignments Due
4/9	<ul style="list-style-type: none"> CDR Professional Development Portfolio Preparation for Professional Meetings 	<ul style="list-style-type: none"> PDP Guide CDR Essential Practice Competencies 	Professional Development
4/12 - 4/14	2018 Texas Academy of Nutrition & Dietetics Annual Conference and Exhibition Houston, Texas		
4/16	Practice Journal Day		
4/23	Research Progress/Plan for Summer		Certificate of Training in Adult Malnutrition
4/30	RDN Practice Exam and Self-Assessment 2		RDN Practice Exam and Self-Assessment 2

Technical Requirements: Students must have access to the internet and Blackboard. Students will use Blackboard during this course to access their grades, course assignments, course resources, and to turn in assignments. Blackboard may be accessed at <https://shsu.blackboard.com>. The student's username and password are provided by SHSU. For any technical support issues with Blackboard, call 936-294-2780 or email blackboard@shsu.edu.

Email Communication: For one-on-one communication, you can e-mail the program director. The program director will typically respond within 24 hours Monday through Friday 8 am until 5 pm CST. Your instructor may respond on the weekend, but no guarantee. When emailing the program director, provide the following:

1. Provide a meaningful subject to your email to clarify your message.
2. Address your instructor professionally. For example, begin the email with Dear Dr. Frazier, not "Hey". Unprofessional correspondence may not be answered.
3. Use proper grammar and correct spelling. Do not send an email to the instructor written similar to how you text with friends or family. Avoid using emoticons, all caps, and abbreviations.
4. Sign your name at end of the message.

Class Attendance Policy (see SHSU Class Attendance policy AP 800401): Regular and punctual class attendance is expected as stated in the latest Sam Houston State University catalog.

- A record of student's attendance will be kept, including tardies. If a student arrives late for class and roll has been taken, the student is considered absent for the day unless otherwise corrected during the class period.
- Student's may miss one class without penalty. Each additional unexcused absence will result in a penalty to the professionalism grade (see rubric in Blackboard).
- If a student misses class due to an illness, death in the family, etc., the student must contact the instructor prior to class if possible. Documentation of excused absence must be provided to instructor no later than the next class day.
- For excessive tardies, 2 tardies will equal one unexcused absence.

Supervised Practice Attendance Policy: Students are expected to be on time (15 minutes early) and well prepared each day of their supervised practice experience. Absences from scheduled supervised practice hours will only be excused under extraordinary circumstances, such as death in immediate family or personal illness. Students will observe the following:

- Absence from supervised practice must be discussed with the preceptor either by phone call or in person at least 2 hours before the scheduled rotation start time.
- The instructor must also be notified by the student the day of the absence. Absence must be approved by program director to be excused.
- An absence of 3 or more consecutive days due to illness requires a note from a physician. Documentation of excused absence must be provided to instructor no later than the next class day.
- Each unexcused absence will result in a penalty to the professionalism grade (see rubric in Blackboard).
- Arrangements for making up supervised practice experiences will be made on the basis of preceptor schedules in the facility. Time lost due to approved absences must be rescheduled. However, some rotations that are missed may be difficult to reschedule and thus may extend time to the program length.

Classroom Etiquette: Students are expected to be respectful in the classroom setting.

- Cell phones are to be turned off during all class times.
- Laptops may be used for taking notes or working on a topic specifically related to current class activities. Students engaged in other activities with their laptops or other electronic device will be asked to remove the barrier to learning from the classroom for the remainder of the semester.
- Inappropriate talking will not be tolerated when the professor, guest lectures, or other students are presenting. Please be respectful when individuals are speaking and keep side conversations to a minimum.
- Please come to class on time. This means you are in your seat with your books, etc. notes open and ready to recap the previous class period and or assigned readings by the start of class. Please bring a positive mental attitude to class – your program director also promises to do so.
- Each disturbance will result in a penalty to the professionalism grade (see rubric in Blackboard).

Individual Meetings with Program Director: Each student must meet at least once per month with the program director for a one-on-one private meeting to discuss the program and supervised practice experiences. The first meeting must occur within the first two weeks of the semester. Students are responsible for making each appointment with the program director via email. The meetings are part of the professionalism grade (see Rubric in Blackboard).

Professionalism: Students must develop and bring professional attitude, behavior, work ethics, and values into their roles as professional RDNs. Professionalism also includes reliability, dress, academic integrity, code of conduct and ethical practice, and public service. Students will be graded on professionalism in the class and in their supervised practice experience. Instructions will be provided in class and a rubric will be available in Blackboard.

Activities and Assignments: This course will include a variety of activities and assignments. Some of the course activities and assignments will be assessed and competency completion determined. Feedback will be provided as part of the process. Specific directions to complete each assignment will be provided by the program director. Late assignments will receive no credit, unless arrangements have been made in advance with the program director.

Rotation Forms & Evaluations: Rotation forms & evaluations (rotation hour verification log, conditions & populations weekly log(s), etc.) are due within 1 week of rotation completion.

Course Evaluation: All course grades will be recorded in the Blackboard grade book.

Professionalism	100 points
Activities & Assignments	100 points
Rotation Forms & Evaluations	<u>100 points</u>
	300 points

- The instructor reserves the right to implement other additional assignments.
- The instructor may take up to 2 weeks to return grades.

Grading Scale: (grades will not be curved or rounded)

A	90.0% - 100%
B	80.0% - 89.9%
C	70.0% - 79.9%
F	< 70%

Student Syllabus Guidelines: You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure: <http://www.shsu.edu/syllabus/>

Academic Dishonesty (AP 810213): All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action as described in the student handbook. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. Plagiarism includes, but is not limited to, copying the work of another student, copying published work without appropriate citations, and allowing someone else to complete an assignment or work for the student.

Students with Disabilities (AP 811006): It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Director of the Office of Services for Students with Disabilities, Lee Drain North Annex, or by calling 936.294.3512, TDD 936.294.3786. **NOTE: No accommodation can be made until the student registers with the Office of Services for Students with Disabilities (SSD).**

Cell Phone and Electronic Devices (AP 100728): The use by students of electronic devices that perform the function of a telephone or text messenger during class-time may be prohibited if deemed disruptive by the instructor to the conduct of the class. Arrangements for handling potential emergency situations may be granted at the discretion of the instructor. Failure to comply with the instructor's policy could result in expulsion from the classroom or with multiple offenses, failure of the course. Cell phones may not be using for taping or photography without the consent of the professor and for class related projects that may arise. Any use of a telephone or text messenger or any device that performs these functions during a test period is prohibited. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty.

Religious Holy Days (AP 861001): Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students remain responsible for all work, and any missed work must be made up in a reasonable amount of time.

Academic Grievance Procedures for Students (AP 900823): The purpose of this academic policy statement is to provide for the resolution of student academic grievances in a prompt and equitable manner. Under the provisions of this policy, academic grievances include disputes over: course grades, unauthorized class absences or tardiness, and/or an instructor's alleged unprofessional conduct related to academic matters. If the dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved. After considering the advice provided by any or all of the administrators participating in hearing the grievance, the individual(s) involved in the dispute shall retain the academic freedom to decline to change the original judgment in the matter.