

RECEIVED

DEC 10

Course Information

Date Submitted: 10/21/2015

Current Prefix and Number: DHN - Dietetics and Human Nutrition, DHN 812 FOOD SERV SYSTEMS MNGT
SUPERVISED PRACTOFFICE OF THE
STATE COUNCIL

Other Course:

Proposed Prefix and Number: DHN 522

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

b. Department/Division: Dietetics and Human Nutrition

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Sandra Bastin

Email: sbastin@uky.edu

Phone: 7-3800

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: January 2016

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: FOOD SERVICE SYSTEMS MANAGEMENT: SUPERVISED PRACTICE

Proposed Title: FOOD SERVICE SYSTEMS MANAGEMENT I: SUPERVISED PRACTICE

c. Current Transcript Title: FOOD SERV SYSTEMS MNGT: SUPERVISED PRACT

Proposed Transcript Title: FOOD SERV SYST MGT I: SUPERVISED PRACT

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

PRACTICUM: 298

Proposed Meeting Patterns

PRACTICUM: 298

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 5

Proposed number of credit hours: 5

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: Supervised practice in food service management in a variety of food service operations. Experience may include participation in management functions including procurement, production, financial and human resources management, marketing, and training.

Proposed Course Description for Bulletin: Supervised practice in foodservice systems management in a variety of food service operations. Experience involves participation in management functions including procurement, production, financial and human resources management, marketing, and training.

2j. Current Prerequisites, if any: Prereq: Admission to UK DHN Supervised Practice Program (SPP); Concurrent enrollment in DHN 810 and DHN 518.

Proposed Prerequisites, if any: Admission to UK DHN Supervised Practice Program (SPP)

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? Yes

Proposed to be taught off campus? Yes

If YES, enter the off campus address: Appropriate previously agreed upon sites and preceptors in Kentucky.

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|LGRABAU|Larry J Grabau|DHN 812 CHANGE College Review (MINOR CHANGE)|20150415

SIGNATURE|JEL224|Janie S Ellis|DHN 812 CHANGE Senate Council Review (MINOR CHANGE)|20150416

SIGNATURE|SBASTIN|Sandra S Bastin|DHN 812 CHANGE Approval Returned to Dept (MINOR CHANGE)|20150506

SIGNATURE|JEL224|Janie S Ellis|DHN 812 CHANGE Senate Council Review (MINOR CHANGE)|20150518

SIGNATURE|SBASTIN|Sandra S Bastin|DHN 812 CHANGE Approval Returned to Dept (MINOR CHANGE)|20150529

SIGNATURE|LGRABAU|Larry J Grabau|DHN 812 CHANGE College Review|20151021

SIGNATURE|SBASTIN|Sandra S Bastin|DHN 812 CHANGE Dept Review|20151021

SIGNATURE|JMETT2|Joanie Eli-Mims|DHN 812 CHANGE Undergrad Council Review|20151111

SIGNATURE|ZNNIKO0|Roshan Nikou|DHN 812 CHANGE Graduate Council Review|20151210

Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Open in full window to print or save

Generate R

Attachments:

Upload File

ID	Attachment
Delete 5748	UPDATED DHN 522 Food Service Systems Management I

First 1 Last

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		DHN - Dietetics and Human Nutrition DHN 812 FOOD SERV SYSTEMS MNGT: SUPERVISED PRACT	Proposed Prefix & Number. (example: PHY 401G) <input type="checkbox"/> Check if same as current	DHN 522
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, ex 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the addition or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		AGRICULTURE, FOOD AND ENVIRONMENT	Submission Date: 10/21/2015	
b. Department/Division:		Dietetics and Human Nutrition		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...				
e.* * Contact Person Name:		Sandra Bastin	Email: sbastin@uky.edu	Phone: 7-3800
* Responsible Faculty ID (if different from Contact):			Email:	Phone:
f.* Requested Effective Date:		<input type="checkbox"/> Semester Following Approval	OR	Specific Term: ² January 2016
2. Designation and Description of Proposed Course.				
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed change will not affect DL delivery.				
b. Full Title:		FOOD SERVICE SYSTEMS MANAGEMENT: SUPERVISED PRACTICE	Proposed Title: *	FOOD SERVICE SYSTEMS MANAGEMENT: SUPERVISED PRACTICE
c. Current Transcript Title (if full title is more than 40 characters):			FOOD SERV SYSTEMS MNGT: SUPERVISED PRACT	
c. Proposed Transcript Title (if full title is more than 40 characters):			FOOD SERV SYST MGT I: SUPERVISED PRACT	
d. Current Cross-listing:		<input checked="" type="checkbox"/> N/A	OR	Currently ² Cross-listed with (Prefix & Number): none

Proposed -- ADD ³ Cross-listing (Prefix & Number):					
Proposed -- REMOVE ^{3,4} Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern					
Current:	Lecture	Laboratory ²	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum 298	Research	Residency
	Seminar	Studio	Other Please explain:		
Proposed: *	Lecture	Laboratory ²	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum 298	Research	Residency
	Seminar	Studio	Other Please explain:		
f.	Current Grading System:		ABC Letter Grade Scale		
	Proposed Grading System:*		<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale		
g.	Current number of credit hours:		5	Proposed number of credit hours:*	5
h.*	Currently, is this course repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/>
*	Proposed to be repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/>
	If YES:	Maximum number of credit hours:			
	If YES:	Will this course allow multiple registrations during the same semester?			<input type="radio"/> Yes <input type="radio"/>
i.	Current Course Description for Bulletin:				
	Supervised practice in food service management in a variety of food service operations. Experience may include participation in management functions including procurement, production, financial and human resources management, marketing, and training.				
*	Proposed Course Description for Bulletin:				
	Supervised practice in foodservice systems management in a variety of food service operations. Experience involves participation in management functions including procurement, production, financial and human resources management, marketing, and training.				
j.	Current Prerequisites, if any:				
	Prereq: Admission to UK DHN Supervised Practice Program (SPP); Concurrent enrollment in DHN 810 and DHN 518.				
*	Proposed Prerequisites, if any:				
	Admission to UK DHN Supervised Practice Program (SPP)				
k.	Current Supplementary Teaching Component, if any:			<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both	

	Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/>
*	Proposed to be taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/>
If YES, enter the off campus address; Appropriate previously agreed upon sites and preceptors in Kentucky.		
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/>
If YES, explain and offer brief rationale:		
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/>
If YES, identify the depts. and/or pgms:		
b.*	Will modifying this course result in a new requirement ² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/>
If YES ² , list the program(s) here:		
6.	Information to be Placed on Syllabus.	
a.	<input checked="" type="checkbox"/> Check box if <u>changed to 400G or 500.</u>	If <u>changed to 400G- or 500-level course</u> you must send in a syllabus and you <i>must include the differentiation</i> between undergraduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading course for graduate students. (See SR 3.1.4.)

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be appropriate academic Council for normal processing and contact person is informed.

²Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

⁶You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷In order to change a program, a program change form must also be submitted.

DHN 522
Food Service Systems Management I: Practicum

Instructor: Aaron Schwartz, MS, RD, LD
Office Address: 206H Funkhouser Bldg.
Email: ASchwartz113@uky.edu (preferred method of contact)
Office Phone: 859-218-3308
Office hours: Available by appointment only

Course Description

Supervised practice in foodservice systems management in a variety of food service operations. Experience involves participation in management functions including procurement, production, financial and human resources management, marketing, and training.

Prerequisites

Admission to UK DHN Supervised Practice Program (SPP)

Student Learning Outcomes

After completing this course, the student will be able to:

1. Discover new knowledge by conducting research on a topic of the intern's choice
2. Apply foodservice systems management principles in a food service system that provides a variety of experiences in operations, financial and managerial aspects
3. Perform in a supervisory capacity by the completion of the rotation

Required Materials

Academy of Nutrition and Dietetics (A.N.D.) membership

Technical Requirements

There are minimum technology requirements that should be met. The University of Kentucky strongly recommends that each student purchase a personal computer. Students are also encouraged to acquire the following software and Internet connection to ensure that all systems used for the course will function properly.

- | | |
|---------------------|--|
| Software | <ul style="list-style-type: none">• The latest version of Java (Available Here)• The latest version of Adobe Flash (Available Here)• The latest version of Adobe Acrobat Reader (Available Here)• Microsoft Office (Available free to students through http://download.uky.edu) |
| Internet Connection | <ul style="list-style-type: none">• 1 MBPS Broadband Connection |

If you have any questions or need assistance, the UKIT Service Desk is available for all supported student technology needs. Contact information for UK's Information Technology Customer Service Center: <http://www.uky.edu/UKIT> or 859-218-HELP.

Course Assignments

	Assignment	Due Date	Points
1.	Competency Fulfillment Plan	Friday of week 1 of FSSM rotation	25 points
2.	Pre-Meal Checklist	Friday of week 2 of FSSM rotation	75 points
3.	Plate Waste Study	Friday of week 4 of FSSM rotation	100 points
4.	In-Service Assignment	Friday of week 6 of FSSM rotation	100 points
5.	Capital Planning Report	Friday of week 7 of FSSM rotation	<u>100 points</u>
TOTAL			400 points

Summary Description of Course Assignments

- 1. Competency Fulfillment Plan:** Develop a detailed schedule of planned activities for the Food Service Systems Management (FSSM) rotation. This should include scheduled site visit and evaluation dates as well as how you plan to meet each competency.
- 2. Pre-Meal Checklist:** To provide experience in quality assurance.
- 3. Plate Waste Study:** To identify levels of acceptability of typical foods served in a food-service program, the impact plate waste has on the environment, and how to reduce food waste.
- 4. In-Service Assignment:** Identify a need in the facility and present to a target audience (i.e. employees or colleagues) in an effort to improve outcomes.
- 5. Capital Planning Report:** Identify capital expenditures and procedures used to justify an expenditure. Plan requirements to maintain, repair and replace the most widely used piece of equipment and the least widely used piece of equipment in their facility.

Course Grading

Grading scale for undergraduates:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- Below 60% = E

Grading scale for graduate students (no D for Grad Students):

- 90-100% = A
- 80 - 89% = B
- 70 - 79% = C
- Below 70%= E

Expectations for graduate students beyond the expectations for undergraduates

Graduate students will be assigned an additional assignment during their Community Nutrition rotation. See below for more information.

Graduate Student Assignment: One type of writing is a Literature Review, which is an organized “synthesis of the literature on a topic.” When developing a literature review, you will summarize and make sense of peer-reviewed journal articles on a specific topic. Choosing a topic can often be the most challenging aspect of this assignment. Choose a topic that is current and innovative, but also has peer-reviewed journal articles to summarize. Some topics can be so new or unique that there really have not been peer-reviewed studies conducted and published on the topic. As such, that would not be a good topic for a literature review. There are SEVERAL steps to the literature review process that will be completed.

- To be submitted:
 1. Literature Review Topic: Week 1
 2. Literature Review Preliminary List of Sources: Due Week 2
 3. Literature Review Outline: Final Draft due Week 4

Tentative Course Schedule

Week	Assignment Due
1	Competency Fulfillment Plan (Friday)
2	Pre-Meal Checklist (Friday)
3	
4	Plate Waste Study (Friday)
5	
6	In-Service Assignment (Friday)
7	Capital Planning Report (Friday)
8	
9	
10	

Final Exam Information

There is no Final Exam for this course.

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

Submission of Assignments

All assignments are to be submitted to the DHN 522 Canvas shell.

Original and sensitive documents or material that is not able to be submitted electronically are to be submitted via hardcopy at the end of the rotation.

Attendance Policy

Students are required to attend all planned working days at their facility. Students must submit documentation for all excused absences.

Excused Absences

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following

website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

DHN 522 Food Service Systems Management: Supervised Practice Program Responsibilities.

Intern Responsibilities:

1. Comply with the A.N.D. Standards of Practice and the Code of Ethics
2. During the first week of rotation:
 - a. Review performance competencies with preceptor
 - b. Plan activities/experiences to meet the competencies
 - c. Submit PRECEPTOR Contact Information Form to Canvas
3. Mid-point:
 - a. Complete mid-point evaluation with preceptor
 - b. Complete mid-point self-evaluation
4. Final week:
 - a. Complete final evaluation with preceptor
 - b. Complete final self-evaluation
5. Work minimum 40 hours per week
6. In case of absence call the DHN Office, 859-257-3800, and the community faculty.
7. Make up absences at the convenience of the community faculty.
8. Complete assignments given by the community faculty.
9. Document activities in DHN 518 blog.
10. Follow facility policies and procedures including:
 - Parking
 - Identification
 - Dress Code

Preceptor Responsibilities:

- Review course syllabi and competencies with intern during the first week of the rotation
- Provide orientation to facility
- Formally evaluate intern's performance at mid-point and final week of rotation
- Provide informal feedback and guidance on a regular basis

DHN SPP Faculty Responsibilities:

- Attend at least two (2) site visits per intern over the entire SPP
- Review Blog biweekly
- Assign grades as assignments are submitted
- Respond to email within 24 hours during the work week

DHN Supervised Practice Program Disciplinary Action Plan

Strike 1: Verbal warning.

Strike 2: Written warning.

Strike 3: Disciplinary action (delayed graduation/extended hour requirement).

Strike 4: Removed from Supervised Practice Program.

Strikes are defined as, but not limited to:

1. Missing any assignment deadline without prior communication with DHN SPP Faculty, conditional on an unexcused absence.
2. Receiving a C or below on any two assignments in the same domain.
3. No-call, no show absence at rotation.
4. Any communication we receive from preceptor of poor intern performance.
5. Not complying with the A.N.D. Standards of Practice and Code of Ethics.

DHN 522 Course Expectations

The following ACEND competencies listed in the table below (column 1) must be met during your food service rotation. In addition, listed in the table below (column 2) are possible learning activities that would fulfill each competency. Remedial action will be taken if a competency is not met.

Competency	Possible Learning Activities
<p>1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.</p> <p>CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.)</p> <p>CRD 1.4 Evaluate emerging research for application in dietetics practice.</p>	<ul style="list-style-type: none"> • <i>Plate Waste Study</i> • <i>Observe a preceptor teach an in-service class.</i> • <i>Conduct in-service education program, including employee evaluation instrument</i> • <i>Determine quantity required utilizing specifications for quality standards.</i> • <i>Prepare and place orders for the items needed for a segment of the cycle menu and/or special function following quality specifications and purchasing procedures.</i> • <i>Taste and assess quality food products prepared.</i> <ul style="list-style-type: none"> • <i>Plate Waste Study</i> • <i>Read policies and procedures concerning menus. Evaluate the facility's ability to meet nutritional needs of patient/including social, cultural, religion, psychological, and economics factors.</i> • <i>Observe a preceptor teach an in-service class.</i> • <i>Examine policies and procedures related to the budget, i.e. records, demographic reports, financial reports</i> • <i>Read related literature</i>
<p>2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.</p> <p>CRD 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.</p>	<ul style="list-style-type: none"> • <i>Theme Meal</i> • <i>Study departmental organization chart; assign names to positions represented in the chart.</i> • <i>Identify procedures for requisitioning food and supplies from the food production manager and from departmental policy manual</i> • <i>Examine policies and procedures related to the budget, i.e. records, demographic reports,</i>

CRD 2.2	<p>Demonstrate professional writing skills in preparing professional communications. (Tip: <i>Examples include research manuscripts, project proposals, education materials, policies and procedures.</i>)</p>	<p><i>financial reports</i></p> <ul style="list-style-type: none"> • <i>Capital Planning Report</i> • <i>Theme Meal</i> • <i>Plate Waste Study</i> • <i>Conduct in-service education program, including employee evaluation instrument</i> • <i>Write specification and justification to purchase one major item of foodservice equipment including placement and installation, if possible</i> • <i>Write or revise a job description for an assigned position</i>
CRD 2.5	<p>Demonstrate active participation, teamwork and contributions in group settings.</p>	<ul style="list-style-type: none"> • <i>Competency Fulfillment Plan</i> • <i>Theme Meal</i> • <i>Conduct in-service education program, including employee evaluation instrument</i>
CRD 2.10	<p>Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. (Tip: <i>Other health professionals include physicians, nurses, pharmacists, diabetes educators, health educators, etc.</i>)</p>	<ul style="list-style-type: none"> • <i>Observe a preceptor teach an in-service class.</i>
CRD 2.11	<p>Demonstrate professional attributes within various organizational cultures. (Tip: <i>Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.</i>)</p>	<ul style="list-style-type: none"> • <i>Pre-meal Checklist</i> • <i>Investigate orientation procedures that are currently in practice</i> • <i>Study departmental organization chart; assign names to positions represented in the chart.</i>
CRD 2.13	<p>Demonstrate negotiation skills.</p>	<ul style="list-style-type: none"> • <i>Cost preselected recipes; determine appropriate (cafeteria) selling price.</i> • <i>Examine policies and procedures related to the budget, i.e. records, demographic reports, financial reports</i>

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.

CRD 3.2	<p>Demonstrate effective communications skills for clinical and customer services in a variety of formats. (Tip: <i>Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.</i>)</p>	<ul style="list-style-type: none"> • <i>Pre-meal Checklist</i> • <i>In-service</i> • <i>Theme Meal</i> • <i>Analyze routes for informal and formal communication with the facility.</i> • <i>Analyze pathways for communication and promotion within the department.</i>
CRD 3.5	<p>Coordinate procurement, production, distribution and service of goods and services. (Tip: <i>Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and</i></p>	<ul style="list-style-type: none"> • <i>Theme Meal</i> • <i>Plate Waste Study</i> • <i>Assume a position on the line; check trays for diet prescription, and accuracy.</i> • <i>Review purchasing guidelines and previous</i>

disposable goods.)

purchasing records, i.e. vendors, delivery dates, specifications.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

CRD 4.1 Participate in management of human resources

- *Theme Meal*
- *Read policies and procedures concerning menus. Evaluate the facility's ability to meet nutritional needs of patient/including social, cultural, religion, psychological, and economics factors.*
- *Investigate orientation procedures that are currently in practice*
- *Study departmental organization chart; assign names to positions represented in the chart.*
- *Write or revise a job description for an assigned position*
- *Observe interview conducted by the Director, if possible*
- *Assistant with the hiring process by evaluating credentials, checking references, meshing candidate's capabilities with the job description for the vacant position.*
- *Make recommendation for hire from the available applicant pool*

CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

- *Pre-meal Checklist*
- *Theme Meal*
- *Assume a position on the line; check trays for diet prescription, and accuracy.*
- *Conduct a time and temperature study; analyze results*

CRD 4.4 Conduct clinical and customer service quality management activities

- *Theme Meal*
- *Assume a position on the line; check trays for diet prescription, and accuracy.*
- *Determine quantity required utilizing specifications for quality standards.*
- *Prepare and place orders for the items needed for a segment of the cycle menu and/or special function following quality specifications and purchasing procedures.*
- *Taste and assess quality food products prepared.*
- *Conduct a time and temperature study; analyze results*

CRD 4.6 Prepare and analyze quality, financial or productivity data and develops a plan for intervention.

- *Capital Planning Report*
- *Theme Meal*
- *Plate Waste Study*
- *Analyze current cycle menu; compare to previous cycles.*
- *Cost preselected recipes; determine appropriate*

		<ul style="list-style-type: none"> (cafeteria) selling price. Determine quantity required utilizing specifications for quality standards. Prepare and place orders for the items needed for a segment of the cycle menu and/or special function following quality specifications and purchasing procedures. Taste and assess quality food products prepared.
CRD 4.7	Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.	<ul style="list-style-type: none"> Theme Meal Plate Waste Study
CRD 4.8	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	<ul style="list-style-type: none"> Capital Planning Report Theme Meal Plate Waste Study Conduct in-service education program, including employee evaluation instrument

Allocation of Time

Supervised Practice Areas	Supervised Practice Hours	Rationale
Food Service Systems Management		
Foodservice Systems Practicum	40 hours X 7 weeks = 280	On site with Preceptor
Total	= 280 hours	
Practical Work Hours – RD supervised		
	Amount of Time	Students are assigned to DHN RD faculty and complete these activities under the direct supervision of DHN Faculty and/or their Preceptor
In-Service FSSM	8 hours	Conduct clinical and customer service quality management activities. Develop quality control and patient satisfaction protocols and present to preceptor. Implement if possible. In-service could also involve human resource hiring, firing and re-training.
Capital Planning Report FSSM	3 hours	Identify capital expenditures and procedures used to justify an expenditure. Plan requirements to maintain, repair and replace the most widely used piece of equipment and the least widely used piece of equipment in the facility.
Pre-Meal Checklist FSSM	2 ½ hours	Perform multiple 'pre-meal' checks to provide experience in quality assurance checking for menu accuracy, correct food temperatures, proper stocking, professionalism among personnel and others.
Plate Waste Study FSSM	4 ½ hours	Conduct a literature review on plate waste studies. Conduct plate waste study within facility. Identify levels of acceptability of typical foods served in a food-service program. Identify impact on environment and ways to reduce food waste.
Total	18 hours	
Total hours for DHN 522	298 hours	