

Food and Nutrition

NUTR 420

Practicum Handbook

	Food and Nutrition Department	For Fall: May 1 For Spring: October 1 For Summer: March 1

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This handbook outlines much of the information you will need to progress through the preparation and participation in a practicum.

. For a quick reference of the steps, turn to the “Checklist” and “Forms and Requirements Submission Deadlines”. Detailed explanations and a glossary of terms are found in the body of the handbook. Appendices contain documents critical to your success in the practicum.

The practicum (NUIR420) is an option for US students pursuing a bachelor's degree in Food and Nutrition. The practicum offers the opportunity to apply the theories and skill sets learned in the classroom to the real world.

The practicum is completed under the supervision of a qualified and experienced food and nutrition professional in the community setting.

All students have the option to complete NUIR420 for a total of 6 credit hours (equal to 300 hours of field experience). Options of 1 to 6 credit hours are available.

1	50
2	100
3	150
4	200
5	250
6	300

Contact hours (50/300) must be completed under supervision of the Preceptor:

The student is to keep record of their time and activities on the Weekly Activity Tracking form. The Preceptor is asked to sign and date the form each week.

The major purpose of a practicum is to provide you with professional experience outside of the classroom that is consistent with your career goals. It provides you opportunity to integrate and apply what you have learned in your coursework to enhance your academic and professional development.

The goals of this experience are to provide relevant and practical professional experience.

enhance understanding and application of food and/or nutrition management or education principles, concepts, and procedures
establish professional contacts within the food and/or nutrition community
strengthen oral and written communications skills
strengthen presentation abilities
strengthen interpersonal skills
strengthen critical thinking and problem-solving skills

Practicums are conducted in a professional work environment and be approached as if it were professional employment.

Meaningful practicum experiences will offer the students

tasks that need to be accomplished for the agency
Activities which are , but not critical to the functioning of the organization

Exposure to the the Fd Óf the organization Ê possible perspective on

Activities that can be , assuming

the student puts in a reasonable amount of time and effort.

for the goals established

commensurate with the student's knowledge, skills, and personal attributes

Before applying for a practicum consider the following issues

Consider your career goals and what type of practicum experience might best help you prepare for your desired position after graduation

Note which courses in your program interest you the most, and which health care settings you prefer:

Talk to other students about their practicum experiences

Join the Food and Nutrition Student Organiza

some cases, students may apply for and be awarded opportunities in specific disciplines and locations throughout the region and tri-state area

Some agencies/facilities may require a lengthy orientation prior to the beginning of the practicum. The student must plan to accommodate these requirements

The practicum is an option for Food and Nutrition majors

The practicum should be completed near the end of the academic program so that you can apply knowledge gained from your coursework. Eligibility for participation in a practicum is as follows:

application for admission to the course (see US's Food and Nutrition website or Administrative Assistant for an application and to see application deadlines)

Satisfactory completion of prerequisite courses NUR285, NUR376 and NUR381 and a GPA of 2.85 at time of application

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For Spring Practices, no later than
For Summer Practices, no later than

Food and Nutrition Training and Profile Requirements Contract (return to Food and Nutrition Practicum Director)

Practicum Learning Goals (return to Food and Nutrition Practicum Director)

CPI form and letter - International Students only (return to Food and Nutrition Practicum Director)

The purpose of these forms is to promote a clear understanding of the focus and substance of the practicum. These forms protect all parties and can be referenced if questions arise relative to any aspect of the experience.

:

Receptor Recommendations and Tasks for Successful Practicums ()

Copy of NUR 420 syllabus

Copy of your résumé

Changes in your work schedule, supervision or problems at your site must be reported to the Food and Nutrition Practicum Director.
If you feel victimized by a work-related incident, contact the USF Food and Nutrition Practicum Director immediately.
Dress appropriately for the work setting.
Follow through on commitments.
Be positive and look for opportunities to lend a hand or contribute.
Keep an open mind. Practice developing global perspective by being an informed participant.
Seek feedback from your preceptor; accept suggestions for corrective changes in behavior and broaden your perspectives. Continuously strive to improve performance.

See your syllabus for details on the practicum requirements and evaluation. You will be expected to develop goals, keep work logs, and submit a final reflection paper, poster, and evaluation forms (both student and Site Receptor). The cost of liability coverage under the University's Professional Liability Plan is attached to tuition for the NUJR420 course.

You are expected to complete at least one project for the agency. The project will be decided in consultation with your Preceptor. Your Preceptor will familiarize you with the overall functions/activities of your site and help you to identify appropriate projects. See syllabus for further details

You are expected to prepare a paper or presentation reflecting on your goals and prepare an electronic portfolio including materials gathered/prepared during the practicum. Please see the syllabus for details

All practicum students will formally develop a poster for display in the College of Nursing and Health Professions at the end of the semester. Please see the syllabus for details

Schedule a time with your preceptor to complete final evaluations at the end of your practicum. This evaluation will have several components. See syllabus for further details

Professional Development opportunities are offered as a part of the Practicum Experience and will include topics such as

Basic work skills, B, p, y, u, C, c, c, C

B ✓

delivery of documents, and on occasion, stuffing envelopes. However, as important as these activities are to the operation and success of any agency or program, they

This Act guarantees the privacy of a patient's/dieter's health information. HIPAA Training can be found on the following website: <https://www.usi.edu/health/about-the-college/hipaa/module/>

The National Association of Colleges and Employers, organizations which connects employers and career services professionals to provide best practices, trends, research, professional development, and conferences (<http://www.naceweb.org/>).

_____ assures a safe workplace and that all workers comply with standards that keep workers safe on the job. Training is found at <https://www.usi.edu/health/about-the-college/osh/module/>.

The educational experience of a Food and Nutrition student in a community setting. A total of six (6) credit hours may be earned. This may be done in more than one practicum.

An appropriately credentialed and experienced practitioner, who is employed full-time by a food and/or nutrition agency and who serves as your on-site practicum preceptor and mentor. Ideally, your preceptor should possess a (graduate degree) with specialized training and experience in his/her chosen field. Other individuals who possess extensive experience but without advanced degrees may also be approved as a preceptor. The preceptor is responsible for supervising your projects, duties and performance, completion of your evaluation, and notifying the Food and Nutrition Practicum Director if problems are encountered during the practicum period.

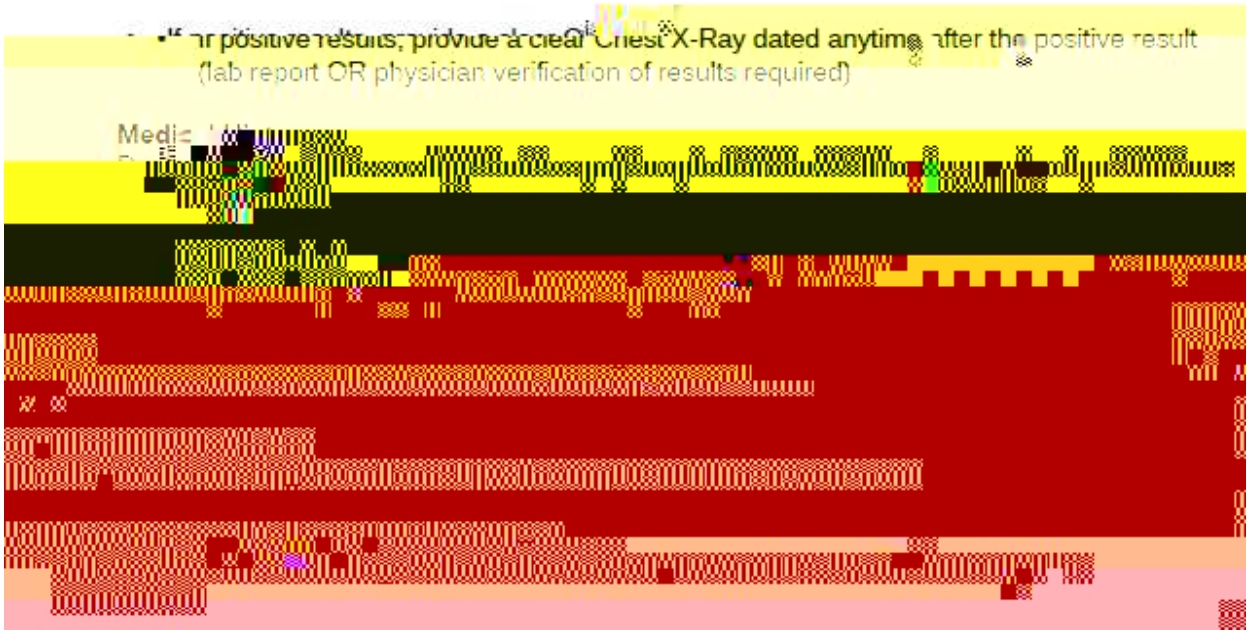


Hepatitis B

One of the following is required:

- 3 vaccinations AND a positive antibody titer (lab results required) OR physician verification of



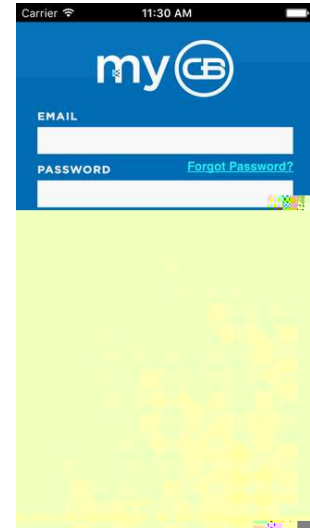


Upload your signed clinical waiver form to fulfill this requirement.

The app is available for iPhone and Android phones. With the app you can access your To Do lists to upload all your required documents such as immunization records and certifications. For the best user experience, be sure to connect to wi-fi.

Features

- * Complete To Do lists for school, clinical site, or employment requirements**
- * Track status of requirements**
- * Receive messages regarding requirements**
- * Upload photos of required documents directly to requirements**
- * Store required documents in the Document Center**
- * Organize and store your information**



In the event that a student receives a second negative titer for Hepatitis B, the student will need to submit a Non Responder Form along with the second negative titer to Castle Branch. This form is available in the Castle Branch Hepatitis B document upload area.

A flu vaccine may be required to complete the Food and Nutrition practicum depending on the semester of the practicum.

For fall practicums the vaccine is not available prior to the beginning of the semester. The vaccine is available in late September/early October. US requires that students be vaccinated and submit proof of vaccination no later than



. The fee is \$15 at the health center and can be administered on Monday, Tuesday, Wednesday, and Friday. You must return to have each test read with a 24-72 hour period. If you receive your test on Friday, you must return on Monday before the time the test was given (Ex: Test given on Friday at 11:30 must return on Monday before 11:30)

If positive results, provide a clear Chest XRay dated any time after the positive result (lab report OR physician verification of results required).

A TB101 module and successful completion of a TB101 quiz will satisfy the TB renewal requirement upon expiration of the initial test. To view the module and take the quiz, visit <https://www.usi.edu/health/about-the-college/tuberculosis/module/>.

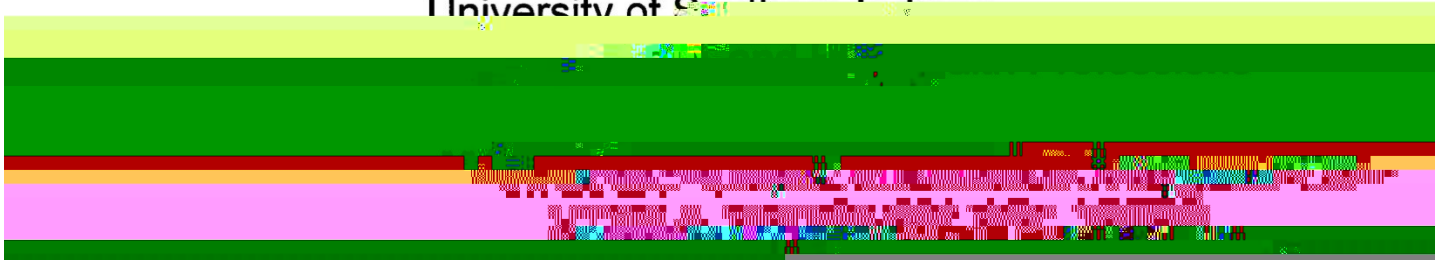
Should you require a drug test you will be given a collection site through Castle Branch. You will be responsible for scheduling your appointment at the designated collection site and providing your registration information at the time of collection.

You will find HIPAA and OSHA training and quizzes on the CNP website.

<https://www.usi.edu/health/about-the-college/hipaa/module/> - HIPAA

<https://www.usi.edu/health/about-the-college/osa/module/> - OSHA

Make sure to read through the presentation slides and educational materials before taking the quiz, session 1, regarding anti-fraud.



of and in disclosure actual AS a condition
with

1. I will agree to use on
The Florida

2. I understand the line of confidentiality
Prevents immediate discharge.

3. I understand
I understand

Printed Name: _____

Department/Program: _____

Check one

Submit Log Out

To complete the necessary requirements to graduate from the University of Southern Indiana ("USI") with a degree from the College of Nursing and Health Professions, students must complete certain simulation(s), lab(s), and/or clinical(s) as identified by the program faculty. It is important students understand these simulation(s), lab(s), and/or clinical(s) will be made available to them for completion at a later date, but postponing participation may inhibit their ability to meet graduation requirements within their current academic timeline and may delay graduation.



_____ - You must fill out the application below and obtain an offer letter from your preceptor/employer. The offer letter must be on their co

The student must submit the signed Practicum Work Agreement form and Receptor Contact form to the Career Services Liaison Department before they can register for the NUIR420 course

Students may opt for a 1-credit (50 hour) up to a 6-credit (300 hour) practicum, as is arranged with you, as Receptor:

Contact hours (50-300) must be completed under supervision of the Receptor:

The College of Nursing and Health Professions maintains policies and procedures on infection control. The policies and procedure found within the Infection Control policy are designed to prevent transmission of pathogens and must be adhered to by all students and faculty in the College of Nursing and Health Professions when participating in clinical education experiences. See link below

see link below

see link below

Please review the CNPH handbook for these policies. The handbook is located on the CNHP website listed under "About the College"

<https://www.usf.edu/health/about-the-college/>