



LAMAR UNIVERSITY

SYLLABUS

Lamar University, a Member of The Texas State University System, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Masters, and Doctorate degrees (for more information go to <http://www.lamar.edu>).

Course Title:	Dietetic Practicum I
Course Number:	5306
Course Section:	1
Department:	Family & Consumer Sciences
Professor:	Dr. Jill Killough, RDN, LD
Office Hours:	Wednesday: 9:00am-2:00pm, Others by Appointment
Contact Information:	LU email: jill.killough@lamar.edu Office: 114, FCS Building Phone: (409) 880-8669

PERSONAL INTRODUCTION

Welcome to Lamar University. My name is Dr. Jill Killough, and I will be your instructor of record for FCSC 5306 Dietetic Practicum I. By way of a very brief introduction, I earned my baccalaureate in Food, Nutrition, & Dietetics and master's degrees in Family & Consumer Sciences- Dietetics. My doctorate is in Nutrition. My area of expertise is in program management, but I also enjoy the challenges of clinical dietetics. I joined the faculty at Lamar in 1999 and I am currently the instructor and program director for the dietetic internship in the Department of Family & Consumer Sciences in the College of Education & Human Development.

COURSE DESCRIPTION

Supervised practice which includes an average of 32 hours per week field experience in the area of clinical nutrition, community nutrition, and food service management. Rotations include hospitals and other health care facilities, community nutrition sites, and food service facilities.

COURSE-LEVEL OBJECTIVES

Students who successfully complete this course will be able to:

- Demonstrate ability to meet Core Performance Requirements for Entry Level Dietitians by satisfactorily completing rotation requirements and all assignments. The Program Director will determine on an individual basis when substitutions or modifications in rotations and assignments can be made and will determine when entry level competency is achieved.
- Apply and practice acceptable professional standards of ethics during the program (Code of Ethics).
- Display appropriate personal conduct during the program (Code of Ethics).
- Demonstrate adequate verbal and written skills throughout the program.

STUDENT LEARNING OUTCOMES (Department Specific, if needed)

At the end of this course, students will:

- Utilize and apply critical thinking skills
- Demonstrate how to interpret and evaluate professional literature to make ethical, evidence-based decisions

- Demonstrate effective written communication utilizing professional, reflective, and research-based styles
- Demonstrate effective professional oral communication and presentation skills

ACADEMIC PREREQUISITES

- Acceptance into Internship Program in Nutrition & Dietetics (IP) and successful completion of the IP Summer II Semester (A or B).

COURSE SPECIFIC TECHNOLOGY SKILLS REQUIREMENTS

TECHNOLOGY PREREQUISITES

Students are required to have basic technology skills and appropriate access to the Academy of Nutrition & Dietetics Evidence Analysis Library in order to be successful in the class. Additionally, they should feel confident about their ability to navigate through typical online websites and their ability to use common word processing software and presentation software in order to submit written assignments.

The minimum technical skills and the system requirements for this course:

- Word Processing
- PowerPoint

LU LEARN / BLACKBOARD Learning Management System (LMS)

Students will utilize the Lamar University's Learning Management System (LMS), Blackboard, for online courses. This is not an online course; however, course materials are provided through Blackboard. For Blackboard support go to (<https://blackboardsupport.lamar.edu>) for more information.

SOFTWARE USED IN THIS CLASS

- None

RESPONSE TIMES

Students may contact me at jill.killough@lamar.edu. Every effort will be made to respond to emails within 24 hours; however, the response time is often much sooner with exception of weekends and holidays. Assignments are typically graded within 1 week of submission. You will receive feedback on each rotation each Friday.

COURSE MATERIALS

Required Text:

- Escott-Stump S. Nutrition and Diagnosis-Related Care, latest edition
- Holli B. & Beto J. Nutrition Counseling and Education Skills: A Guide for Professionals, 7th edition (2018).
- Mahan LK and Raymond J. Krause's Food and The Nutrition Care Process, 14th edition (2017).
- Charney, P. & Maline, A. Academy of Nutrition and Dietetics Pocket Guide to Nutrition Assessment, 3rd edition (2015). Available for purchase through the Eatright.org store.
- Web-based Nutrition Care Process Terminology (eNCPT). Subscribe at <https://ncpt.webauthor.com>; Academy membership is required to receive the student pricing of \$25 for a single user. Without Academy membership, it is \$100. OR if you have an older book version of the IDNT Reference Manual.

Required Electronic Course Materials:

- Lamar University Internship Program Rotation Student Handbook and Curriculum provide detailed information for program policies and specific rotation curriculum including but not limited to pre-assignments, rotation responsibilities, reading assignments, and other activities as assigned which will be completed throughout the course of the semester in individual rotations.

Recommended: None

Optional Material: None

GRADING POLICY AND EVALUATION

Grading Scale: B or Better is Required for Successful Completion of the Internship Program

A	B	C	D	F
800-716	715-636	635-556	555-476	475 - below

GRADING OF ASSIGNMENTS AND ASSESSMENTS

ASSESSMENTS	POSSIBLE POINTS	% Grade
Introduction Discussion Post <ul style="list-style-type: none">Course Syllabus (Read online)Online Discussion Board Post- Topic: Challenges and Benefits of Rotating in a Supervised Practice Site when a natural disaster has occurred.Submit 1 post to the Discussion Board on the topic. Post due by Friday, 9/8th. If you are unable to complete by Friday, 9/8th, please let me know.	0	0
Rotation Evaluations = 15 weeks of Supervised Practice / # of Rotations = <ul style="list-style-type: none">Preceptor EvaluationMid-Point EvaluationStudents work with over 30 preceptors in the area of clinical nutrition, community nutrition and food service management which is coordinated and supervised by the program director.	700	87.5%
Program Director Evaluation = 2 Site Visits (50 Points Each) <ul style="list-style-type: none">Observation & Feedback (Clinical, Foodservice, Community &/or Nutrition Education & Counseling Rotations)Quiz over Clinical Workbooks (as applicable)	100	12.5%
Total	800	100%

Students will be expected to actively participate in discussion topics in supervised practice. Professional behavior should be maintained at all times as well as following the Dietetics Code of Ethics. Refer to IP Student Handbook for policies pertaining to the program. Lamar University IP notebooks provide information pertaining to specific rotations. Important Program Policies to Remember:

- All absences are to be made-up, excused or unexcused, due to the natural disaster and emergency shut-down of the university.
- Students to contact preceptor and instructor when an absence is necessary. Hours will need to be made-up.
- Students need to complete LU IP hours log and submit to instructor. If it is likely students will be short supervised hours during a specific rotation, students are to contact Jill Killough to receive an additional assignment.

PARTICIPATION REQUIREMENTS

All students are expected to actively participate in discussions. Attendance in supervised practice is mandatory. For each unexcused absence, students will be subject to dismissal from the program per the IP Student Handbook. For tardiness in a rotation that is document by a preceptor, 25 points will be deducted from the overall course score of the supervised rotation.

ONLINE WEB CONFERENCES: N/A- Online web conferencing is not utilized in this Face-to-Face course; therefore, the below information is not applicable to this course and has been left blank. However, I

am available to all students via office house, appointments, email, and phone. In the event of an emergency when face-to-face interaction is not possible, online web conferencing will be utilized.

To enhance student-to-student and instructor-to-student interaction, Online Web Conferences utilizing place the technology (i.e. Blackboard Collaborate) here have been scheduled for every place consistent day and time of the week (i.e. Tuesday evening from 9:00pm-10:00pm Central Standard Time) for place topic here (i.e. Office Hours). I will embed the link to these Web Conferences in the course so you will have access. I will record each Web Conference so that students who are unable to participate can access, review and respond to our group discussions. Arrangements can be made for additional conferences as needed upon request.

MAKE-UP WORK

All assignments are due to Preceptors as stated in the specific rotation curriculum. No make-up work is allowed without special permission from the Preceptor and the Program Director.

DROP DATES

This course adheres to the add/drop standards for each term as stated by Lamar University. For more details, refer to the <http://www.lamar.edu> and search "Academic Calendar."

COURSE EVALUATION

Instruction as well as student performance is subject to evaluation. Procedures for evaluation will be provided near the end of this course via email from the university. Please respond to each evaluation link provided.

Course Content Outline

Place Course FCSC 5306 Dietetic Practicum I	
Week of 9/4 th	<p>Welcome and Course Introduction</p> <ul style="list-style-type: none">• Course Syllabus (Read online)• Online Discussion Board Post- Topic: Challenges & Benefits of Supervised Practice following a Natural Disaster. <p>Submit 1 post to the Discussion Board on the topic. Post due by Friday, 9/8th. If you are unable to complete by Friday, 9/8th, please let me know.</p>
Prior to Supervised Practice Experiences:	<p>Readings: Prior to Starting Supervised Practice Experience</p> <ul style="list-style-type: none">• Student Handbook• Rotation Curriculum Review <p>Lecture:</p> <ul style="list-style-type: none">• Not applicable to this course. <p>Web Conferencing:</p> <ul style="list-style-type: none">• Not applicable to this course. <p>Activities</p> <ul style="list-style-type: none">• <i>Not applicable to this course.</i> <p>Assignments:</p> <ul style="list-style-type: none">• Once the supervised schedule is provided, begin working on the 1st supervised practice rotation experience. Each student schedule is individualized. <p>Discussion(s):</p> <ul style="list-style-type: none">• Complete a brief post on the challenges and benefits of being in a supervised practice facility following the natural disaster of devastating flooding in Southeast Texas

	<p>related to Harvey. Submit by Friday, September 8th by 11:59Pm</p> <p>Assessment(s) Exams or Quizzes:</p> <ul style="list-style-type: none"> • None
Week 1-15:	<p>Readings:</p> <ul style="list-style-type: none"> • Rotation Curriculum for Specific Rotation Assigned <p>Lecture:</p> <ul style="list-style-type: none"> • Not applicable to this course. <p>Web Conferencing:</p> <ul style="list-style-type: none"> • Not applicable to this course. <p>Activities</p> <ul style="list-style-type: none"> • <i>Refer to the Specific Rotation Curriculum to determine what activities are required.</i> <p>Assignments:</p> <ul style="list-style-type: none"> • <i>Refer to the Specific Rotation Curriculum to determine what assignments are required prior to starting the rotation and during the rotation</i> <p>Discussion(s):</p> <ul style="list-style-type: none"> • Not applicable. <p>Assessment(s) Exams or Quizzes:</p> <ul style="list-style-type: none"> • Completion of Online Preceptor and Self Evaluations are required for each rotation experience.

UNIVERSITY POLICIES AND SERVICES

STUDENT HANDBOOK

Students may access the Student Handbook online at <http://students.lamar.edu/student-handbook.html>.

STUDENTS WITH DISABILITIES

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center(DRC)is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

For students:

- If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.
- If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the DRC website, <http://www.lamar.edu/disability-resource-center/>.

TECHNICAL SUPPORT

Technical Support can be located at <http://students.lamar.edu/it-services-and-support/index.html>.

Phone: 409-880-2222

Email: servicedesk@lamar.edu

Hours of Operation (CST):

Monday - Thursday 7:30 a.m.-12:00 a.m.

Friday 7:30 a.m. - 7:30 p.m.

Saturday 9:00 a.m. - 6:00 p.m.

Sunday 3:00 p.m. - 12:00 a.m.

For Blackboard technical support go to <https://blackboardsupport.lamar.edu>.

Phone: 866-585-1738

Phone and chat are available 24/7/365

LU CONNECT PORTAL

Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University's homepage (<http://www.lamar.edu>) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

SYSTEM REQUIREMENTS

Computer/Technology Requirements:

- Students will need regular access to Windows, MAC with a broadband Internet connection. Note: mobile devices (if you have mobile devices there are limitations)
The minimum computer requirements are:
 - Most current version of Firefox is recommended
 - *Please note that Blackboard may not support Internet Explorer, Safari, or Chrome.*
 - 8 GB or more preferred
 - Broadband connection (cable modem, DSL, or other high speed) required – some courses are video intensive
 - 1024 x 768 or higher resolution
 - Strongly recommended that you have a headset with microphone. You may also use webcam, and speakers
 - Example: Plantronics Audio 628 USB headset
 - Current anti-virus software must be installed and kept up to date.
 - Students will need some additional free software for enhanced web browsing. Be certain to download the free versions of the software.
 - Firefox (<http://www.mozilla.org>)
 - Adobe Reader (<https://get.adobe.com/reader/>)
 - Adobe Flash Player (<http://get.adobe.com/flashplayer>)
 - Java (<http://www.java.com>)
 - QuickTime (<https://www.apple.com/quicktime/download/>)
 - Silverlight (<https://www.microsoft.com/silverlight/>)
 - Most home computers purchased within the last 3-4 years meet or surpass these requirements.
- At a minimum, students must have Microsoft Office 365 (<https://my.wip.lamar.edu>) click on MS Office 365). Microsoft Office 365 is available for all students.

Required Skills:

- Navigate websites, including downloading and reading files from them.
- Use e-mail, including attaching and downloading documents/files.
- Save files in commonly used word processing formats (.doc, .docx).
- Copy and paste text and other items in computer documents.
- Save and retrieve documents and files on your computer.
- Locate information on the Internet using search engines.
- Locate information in the library using the online catalog.

NETWORK USE

ACCEPTABLE USE

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

UNACCEPTABLE USE

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university's Sexual Harassment Policy.

ACADEMIC SUPPORT

Academic Support can be located at <http://students.lamar.edu/academic-support/index.html>.

There are many areas (i. e. Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

STUDENT SERVICES

Information on Student services can be located at <http://students.lamar.edu/student-services/index.html>.

There are many resources (i. e. Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.

ACADEMIC HONESTY POLICY

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Disciplinary proceedings may be initiated 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 shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

Collusion shall mean the unauthorized collaboration with another person in preparing work offered for credit.

Abuse of resource materials shall mean the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

Academic work shall mean the preparation of an essay, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Students are specifically warned against all forms of plagiarism, which include "purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm." Plagiarism is defined as, "the appropriation and the unacknowledged incorporation of another's work or ideas into one's own offered for credit" (82). Students seeking to avoid plagiarism should consult either the course instructor or the most recent addition of the *MLA Handbook for Writers of Research Papers* or the most recent addition of the *APA Style Guide*, depending on your College requirements for writing research papers. The course instructor will complete a thorough and impartial investigation of any

instance of academic dishonesty. A student found guilty of academic dishonesty will be notified in writing by the instructor of the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. Penalties for academic dishonesty in this course will result in either a lowered letter grade or failure of the course as determined by the instructor. The penalty may vary by instructor. For complete policy: go to

<https://students.lamar.edu/academic-support/academic-policies.html>.

COPYRIGHT POLICY STATEMENT

Copyright is defined as the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

NETIQUETTE (ONLINE ETIQUETTE) STATEMENT

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing email and when taking part in collaborative and discussion board activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the *Lamar University Acceptable Use Policies when Using Networks*. More comprehensive student code of conduct can be found at <https://students.lamar.edu/academic-support/code-of-conduct.html>.

GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)

- Always sign your names to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use short paragraphs focused on one idea.
- Use appropriate business language at all times.

DISTANCE EDUCATION LIBRARIAN

Distance education students and faculty have access to a dedicated distance education librarian. Access this link, <http://libguides.lamar.edu/distancelearning> , for more information.

INSTRUCTIONAL ASSOCIATES/TEACHING ASSISTANTS- Not Applicable to This Course

If you are in a large class, Instructional Associates/Teaching Assistants may be utilized. In the event they are present in the course, you will be notified, via email, regarding their information. Instructional Associates/Teaching Assistants are Registered Dietitian Nutritionists who have been selected based upon their teaching experiences and accomplishments, their interest in nutrition, their pedagogical understanding of nutrition, and their command of evidence based nutrition guidelines. Course activities, assignments, questions, and correspondence are to be emailed to the Instructional Associates/Teaching Assistants. University faculty members have ultimate responsibility for all assessments and final course grades. Each semester, faculty members will conduct random reviews of materials to ensure inter-rater reliability among all Instructional Associates/Teaching Assistants.

LAMAR UNIVERSITY PRIVACY POLICY STATEMENT

Student records maintained by Lamar University comply with the Family Education Rights and Privacy Act of 1974 as amended (PL93-380). Detailed information should be accessed through this link:
<https://sacs.lamar.edu/catalog/PrefMaterial/V.GenAcademicPol.htm#edurights>.

ACADEMIC CONTINUITY STATEMENT

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage (<http://www.lamar.edu>) for instructions about continuing courses remotely.

EMERGENCY PROCEDURES

Be sure to update your MyLamar Account with the most current information.

Many types of emergencies can occur on campus instructions for specific emergencies such as severe weather, active shooter, or fire can be found at
<http://www.lamar.edu/about-lu/administration/risk-management/index.html>.

These procedures may or may not apply to you:

Severe Weather:

- Follow the directions of the instructor or emergency personnel
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- **CALL-** 9-1-1
- **AVOID-** If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY-** Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it's safe.
- **DEFEND-** Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

ACCESSIBILITY POLICIES

Lamar University

<http://www.lamar.edu/about-lu/accessibility.html>

Blackboard

<http://www.blackboard.com/accessibility.aspx>

Firefox

<https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we>

Microsoft

<https://www.microsoft.com/enable/microsoft/mission.aspx>

Adobe Acrobat

<http://www.adobe.com/accessibility/products/acrobat.html>

Adobe Flash

<http://www.adobe.com/accessibility/products/flash.html>

Adobe Reader

<http://www.adobe.com/accessibility/products/reader.html>

PRIVACY POLICIES

Lamar University

<http://www.lamar.edu/about-lu/privacy-and-security.html>

Blackboard

<http://www.blackboard.com/Footer/Privacy-Center.aspx>

Firefox

<https://www.mozilla.org/en-US/privacy/>

Microsoft

<https://privacy.microsoft.com/en-US/>

Adobe

<http://www.adobe.com/privacy.html>