Texas State University-San Marcos  
Department of Family and Consumer Sciences  
NUTR 4301 - Career Exploration in Nutrition and Foods  
Fall 2016 – Amanda Reat

COURSE DESCRIPTION
Applied experience under the supervision of a professional mentor in nutrition and foods-related professions, services, businesses, and/or research. Prerequisite: must meet college, department and program requirements. (Capstone Course)

This goal of this course is to prepare you for your profession. Thus, you should treat the experience as if you were hired to work in a paid position. You should behave as if your mentor is your work supervisor. The written work you submit for grading must represent the very best of your ability. Poorly crafted assignments will be given low grades.

PREREQUISITES AND COURSE CREDIT*
In order to take NUTR 4301, students must first meet these specific enrollment criteria:

- Completion of the following hours:
  - 75 semester credit hours
  - 24 semester credit hours from TEXAS STATE
  - 24 NUTR semester credit hours, including currently enrolled courses**

- Completion of the following courses or their equivalents:
  - ENG 1310, 1320
  - MATH 1315
  - COMM 1310
  - HIST 1310, 1320
  - POSI 2310, 2320
  - CHEM 1341/1141 & CHEM 1342/1142**

- GPA Criteria:
  - Cumulative GPA ≥ 2.00
  - Cumulative Texas State GPA ≥ 2.00
  - Major GPA ≥ 2.25

- Criteria for Specific Career Exploration Experiences (CEE):
  - Completion of/enrollment in NUTR 4360 (Medical Nutrition Therapy) is required for hospital-based CEEs.
  - Completion of/enrollment in NUTR 4367 & 4167 (Food Systems Management) is required for food service-related CEEs.

* Exceptions will be made for those who already have a baccalaureate degree and are working to complete courses for a Verification Statement.

** NUTR 4361 (Biochemical Nutrition) and NUTR 4362 (Nutrition & Genetics) are NOT prerequisites. For the nutrition (with a minor) or teacher certification tracks: If chemistry is not required for your degree plan, substitute 2 biology courses for the chemistry requirements. If you are in these tracks, you must have completed (or be enrolled in) at least 5 NUTR courses (e.g. at least 15 hours instead of 27 hours) before you are qualified to enroll.

COURSE OBJECTIVES
- Identify and procure a supervised professional experience
- Prepare a professional portfolio
- Prepare a current resume
- Engage in professional practice related to an area of interest in nutrition and food science
- Explore the positive and negative aspects of working in the chosen professional environment
- Define short and long term career goals

**COURSE TEXT AND READINGS**


**COURSE POLICIES**

- **Terminology**: This course is NOT an “internship” and your role is not that of an “intern”. More correctly, the course is a “practicum” or “Career Exploration Experience” (CEE), you are a “student”, and the professional contact at your site is often referred to as a “mentor”. This distinction is particularly important to avoid confusion in the field of nutrition, because nutrition graduates enrolled in a post-graduate Dietetic Internship because they are seeking the Registered Dietitian (RD) credential are termed “interns”.

- **Eligibility**: Students must meet eligibility criteria before enrolling in NUTR 4301.

- **TRACS**: This course is supported by TRACS, and uses the Assignments folder for submitting Reports. Most interaction with faculty will be through TRACS via announcements, forums, and instructional videos. Forms and guidelines required for the course can be found in their corresponding assignments. Many of the forms are also available on the NUTR 4301 website ([http://www.fcs.txstate.edu/degrees-programs/nutr/nutr_4301.html](http://www.fcs.txstate.edu/degrees-programs/nutr/nutr_4301.html)).

  - In order to access course materials and participate in the course, you must ensure that you are using an appropriate web browser. The recommended browser for TRACS is Mozilla Firefox. More information about TRACS browsers and TRACS support can be found here: [http://tracsfacts.its.txstate.edu/Documents/Getting-Started/about-tracs.html#browsers](http://tracsfacts.its.txstate.edu/Documents/Getting-Started/about-tracs.html#browsers) and here [http://tracsfacts.its.txstate.edu/Students.html](http://tracsfacts.its.txstate.edu/Students.html)

- **Missed/Late Work**: No assignments will be accepted after the deadlines published in this syllabus. Students who fail to submit work be the appropriate deadline will receive a grade of zero for that assignment. Only students with a valid university excuse from the Dean of Students will be given the opportunity to make up work. The Dean of Students’ office can be reached by email (dos@txstate.edu) or by phone (512-245-2124), or at the following link: [http://www.dos.txstate.edu/about/Contact-Us.html](http://www.dos.txstate.edu/about/Contact-Us.html)

- **Required Format for Assignments Submitted Online**: This course requires online submission of various assignments. All assignments must be submitted in a PC-compatible format (e.g. doc, docx, PDF, xls, xlsx, jpeg). Your portfolio assignment should be submitted as a PDF and all other assignments should be submitted as a Word document. You are encouraged to check compatibility of completed assignments prior to submission so that you can transfer your work to a PC-compatible format if necessary. NOTE: Your professors will not perform this check for you. If an assignment cannot be opened due to an incompatible format, the assignment will be considered late, and handled according to the policy for missed/late work detailed above.

- **Student Courtesy**: Our online course is a learning environment and each student has the responsibility to maintain it as such for the sake of their peers. Courtesy is expected in all communications. Disrespectful behavior will not be tolerated. Additionally, curse words, offensive slang, abusive language, name-calling, criticizing grammar or spelling of your classmates, responding in ALL CAPS, or making fund of or sharing responses of your classmates in a separate online forum will not be tolerated.
• **Honor Code.** All students are expected to comply with the Texas State University Honor Code ([http://www.txstate.edu/effective/upps/upps-07-10-01-att1.html](http://www.txstate.edu/effective/upps/upps-07-10-01-att1.html)). Plagiarism and other forms of academic dishonesty will not be tolerated.

• **Special Needs.** If you are a student with a disability who will require accommodations to participate in this course, please contact me within the first two weeks of the semester. You will be asked to provide documentation from the Office of Disability Services ([http://www.ods.txstate.edu/](http://www.ods.txstate.edu/)).

**STAGES OF PREPARATION FOR THIS COURSE**

• **Locate Career Exploration Experience (CEE).**
  
  • Prior to registering to take this course, each student must identify a suitable Career Exploration Experience (CEE) site that will offer a minimum of 150 hours of work experience under professional supervision.
  
  • Potential sites include a variety of venues where food and nutrition services comprise a significant component of the effort, and include, but are not limited to, health care facilities such as hospitals and clinics, public health venues, restaurants and institutional food service facilities, sports facilities, spas, community service organizations such as senior meal programs, food banks, homeless feeding programs, community outreach/research venues, research laboratories, and industry. **Your mentor must be a professional who can provide you with professional training and oversight.**
  
  • Once you have identified a potential CEE site, you can approach the prospective mentor/agency with your request. You should complete the **Introduction/Expectations for Mentor form** (in TRACS in the Application assignment) and provide the form to your CEE mentor, using it to help you explain the requirements for the CEE.

• **Finalize CEE Agreement.**
  
  • If your Nutr 4301 application is approved, you will finalize the description of your CEE in consultation with your mentor (with mentor signature) and submit the completed **CEE Agreement Form** (see schedule).

• **Portfolio and Reports.**
  
  • **Portfolio.** A portfolio (assignment on TRACS and NUTR 4301 website) is a professional document that includes information about you as a professional. Review the assignment and Career Services guidelines posted before submitting.
  
  • **Reports.** You will be required to submit 3 Reports and a Final Report (via Assignments). All reports are due by dates identified in the schedule in the Course Evaluation section. All reports should be single or double-spaced, with all margins no larger than 1 inch.
• **Mentor (Student Performance) Evaluation.**

  • You must provide the CEE site mentor name, mentor email address, and CEE site. [A Survey Monkey link will be included in the instructions for the Portfolio assignment.](#) At the end of the CEE experience, your Site Mentor will be sent a notice to complete a CEE Student Performance Evaluation Survey. The mentor must complete the survey by the specified deadline. The evaluation is confidential and should not be viewed by the student. The mentor must also verify that you have completed at least 150 hours and performed all the duties agreed upon between the mentor and the student. **NOTE:** The grade for this course may be docked substantially or changed to an F, regardless of grades earned on assignments, if the student: (1) provides false information about the CEE experience; (2) works less than 150 hours; or (3) fails to perform quality work as per the agreement with the mentor. Thus, if the mentor denies your participation or indicates that your performance was very poor, you may receive an F in the course.

**COURSE EVALUATION**

The table below details the basis for the grade assigned for the course. All work must be turned in by the specified date/time. **All late work will be assigned a grade of zero.** All work must use the forms provided. Written work will be graded for originality, professionalism, grammar, writing style, and adherence to guidelines. You must use the following naming conventions to name files that you upload in the Assignment section of TRACS: **NUTR 4301_Assignment Name_First Name_Last Name.docx.** For example, the Final Report document file name for John Jones would be NUTR 4301_Final Report_Andrew_Jones.docx. **NOTE:** You must name the file correctly and save to your hard drive **before uploading.** If your file has a different name and you rename it in TRACS as you upload, the actual file name the instructor downloads to grade will not be correct.

**COURSE GRADES:**

- A > 450 points
- B = 400 – 449 points
- C = 350 – 399 points
- D = 300 – 350 points
- F < 300 points

**WRITING INTENSIVE**

This is a writing intensive course. At least 65% of assignments and exams must be written. All written materials will be graded for grammar, spelling, and other components of good writing, as well as content. Reports should be written using **professional language and tone** and use excellent grammar and style. All written assignments must be computer generated. All work should follow the guidelines of William Strunk in **Elements of Style** ([http://www.bartleby.com/141/](http://www.bartleby.com/141/)).

**INSTRUCTOR**

Faculty: Amanda Reat, MS, RD

Office: No office hours are held on campus. However, meetings via Skype, Connect, or phone can be made by appointment.

Email: ar1697@txstate.edu
Communication Policy: I will try my hardest to respond to emails and forums in a prompt manner; however, please allow at least 24 hours to receive a response. While I may check emails and forums over the weekends, please do not expect a prompt response during that time.

<table>
<thead>
<tr>
<th>Due*</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to August 29th</td>
<td>Application Form &amp; Transcript</td>
<td>0</td>
</tr>
<tr>
<td>September 5th</td>
<td>Introduction/Expectations for Mentor form &amp; *Survey</td>
<td>50</td>
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<tr>
<td>*Mentor Email Address: You must complete the questionnaire providing your Mentor’s email address and other info into Survey Monkey using the link found in the Portfolio &amp; CEE Agreement form assignment in TRACS.</td>
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<tr>
<td>September 5th</td>
<td>CEE Agreement Form</td>
<td>50</td>
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<tr>
<td>September 19th</td>
<td>Portfolio</td>
<td>150</td>
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<tr>
<td>October 3rd</td>
<td>Report 1</td>
<td>50</td>
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<tr>
<td>October 17th</td>
<td>Report 2</td>
<td>50</td>
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<tr>
<td>October 31st</td>
<td>Report 3</td>
<td>50</td>
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<tr>
<td>November 14th</td>
<td>Final Report</td>
<td>50</td>
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<tr>
<td>November 28th</td>
<td>Extra Credit</td>
<td>25</td>
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<tr>
<td>December 12th</td>
<td>Online CEE Mentor (Student Performance) Evaluation*</td>
<td>50</td>
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<tr>
<td>* Note: The mentor must COMPLETE the evaluation before or on the due date.</td>
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<tr>
<td><strong>Total Points</strong></td>
<td></td>
<td>500</td>
</tr>
</tbody>
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* It is the responsibility of the student to (1) provide the mentor’s email address at the beginning of the semester [see Mentor (Student Performance) Evaluation] and (2) ensure that the mentor completes the evaluation via Survey Monkey. The NUTR 4301 instructor will send a link for the survey to the mentor before the deadline, but the student must remind, encourage, and urge the mentor to respond to the email and complete the survey by the deadline. If the mentor does not complete the survey, the grade for the Mentor (Student Performance) Evaluation will be zero.