COURSE DESCRIPTION
Students engage in 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)
The goal of this course is to prepare you for your future profession in the nutrition field. Thus, you should treat the experience professionally and responsibly. You should behave as if your mentor is your supervisor. The written work you submit for grading must represent the very best of your ability. Poorly crafted assignments will result in low grades.

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

• Completion of the following hours:
  o 75 semester credit hours
  o 24 semester credit hours from TEXAS STATE
  o 24 NUTR semester credit hours, including currently enrolled courses**
• Completion of the following courses or their equivalents:
  o ENG 1310, 1320
  o MATH 1315
  o COMM 1310
  o HIST 1310, 1320
  o POSI 2310, 2320
  o CHEM 1341/1141 & CHEM 1342/1142**
• GPA Criteria:
  o Cumulative GPA ≥ 2.00
  o Cumulative Texas State GPA ≥ 2.00
  o Major GPA ≥ 2.25
• Criteria for Specific Career Exploration Experiences (CEE):
  o Completion of/enrollment in NUTR 4360 (Medical Nutrition Therapy) is required for hospital-based CEEs.
  o 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 and cover letter
• 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
LEARNING OUTCOMES

Course learning outcomes are based on the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards for Didactic Programs in Nutrition & Dietetics (2017). Core knowledge and learning outcomes that are met in this course and that students are expected to be able to do by the end of the course include:

- **KRDN 1.3** Apply critical thinking skills.
- **KRDN 2.1** Demonstrate effective and professional oral and written communication and documentation.
- **KRDN 2.2** Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- **KRDN 2.8** Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

The 2017 Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards for Nutrition and Dietetics Didactic Programs requires the curriculum to be designed to ensure the breadth and depth of requisite knowledge needed for entry into supervised practice to become a registered dietitian nutritionist. The program’s curriculum must include required components, including prerequisites. **The Knowledge for Registered Dietitian Nutritionists (KRDN) in this course is KRDN 2.8. This will be measured as a requirement to obtain a verification statement for dietetics track (DT) students. All DT students must pass (earn a score of at least 70%) the “interview a Professional” assignment associated with this KRDN during this course.** If the assignment is not passed, the student will have an opportunity for remediation during the semester however, the original grade earned will not be changed. Remediation will require additional work and/or testing. If a student does not pass the assignment even after remediation, the course instructor will notify the Didactic Program Director. A verification statement will not be awarded unless the student provides the Didactic Program Director with evidence that he/she has met the KRDN. This evidence can be in the form of a non-course assignment or activity that will be reviewed and graded by the Didactic Program Director. In certain classes students will be responsible for loading items into the ePortfolio system.

**Occupational License HB 1508**

This course is included in degree plans that prepare students for occupational licenses, including, but not limited to, occupations in education and dietetics. Please note that jobs in these and related fields may require background checks. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program. You are encouraged to review all applicable eligibility requirements related to any occupational license of interest. Questions related to eligibility requirements should be directed to the applicable licensing authority. For more information, see: [http://www.txstate.edu/curriculumservices/programs/occupational-license-HB-1508.html](http://www.txstate.edu/curriculumservices/programs/occupational-license-HB-1508.html).

**COURSE TEXT AND READINGS**

As required by site/mentor

**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 postgraduate 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).

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 and here http://tracsfacts.its.txstate.edu/Students.html

Missed/Late Work. No assignments will be accepted after the deadlines published in this syllabus. No exceptions. Students who fail to submit work by 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.

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). Your portfolio assignment should be submitted as a PDF and all other assignments should be submitted as a PDF or 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.

Written Work: Written work completed outside of class will be submitted electronically using the Assignments tab on TRACS, which employs Turnitin to detect plagiarism. Plagiarism includes, but is not limited to, copying from any source, published or unpublished, and includes another student’s work. When you write your assignments, you must begin with a blank document. Even when writing a draft, never use words from another source. Any plagiarism can result in loss of credit. If the instructor deems that plagiarism is excessive, the assignment will be given a grade of zero.

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). Plagiarism and other forms of academic dishonesty will not be tolerated.

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, the use of curse words, offensive slang, abusive language, name-calling, criticizing grammar or spelling of your classmates, responding in ALL CAPS, or making fun of or sharing responses of your classmates in a separate online forum 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/).

**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 observational 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. Complete the Introduction/Expectations for Mentor form (in TRACS and on Texas State’s NUTR 4301 webpage) and provide the form to your CEE mentor, using it to help you explain the requirements for the CEE.
- Once you have identified you mentor and discussed expectations, complete the Mentor Information Survey (under Assessments in TRACS).

**Finalize CEE Agreement.**
- If your Nutr 4301 application is approved, you will finalize the description of your CEE in consultation with your mentor and complete Mentor Agreement Assignment (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 several reports and a Final Report Survey (via Assignments) throughout the course. All reports are due by dates identified in the schedule in the Course Evaluation section and below on the calendar. All reports should be single or double-spaced, with all margins no larger than 1 inch.
  - **Interview a Professional Report.**
    - **Remember:** Satisfactory completion of this assignment is used to assess KRDN 2.8 (“Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.”) and is required to obtain a verification statement for dietetics track (DT) students. Satisfactory completion is defined as a score of 70% or higher on this assignment. All DT students must pass (earn a score of at least 70%) this assignment in order to earn a verification statement. Your performance on this assignment will be reported to the Didactic Program Director in charge of issuing verification statements. If the assignment is not passed, you will have one opportunity for remediation with your professor. Remediation will require additional work and/or testing and will not change your grade on this assignment. If you do not pass the assignment even after remediation, your instructor will notify the Didactic Program Director. A verification statement will not be awarded unless you provide the Didactic Program Director with evidence that you have met KRDN 2.8. This evidence can be in the form of a non-course assignment or an activity that will be reviewed and graded by the Didactic Program Director, and will be used to assess achievement of KRDN 2.8.
Mentor (Student Performance) Evaluation.

- You must provide the CEE site mentor name, mentor email address, and CEE site. 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) completes fewer than 150 hours of field experience at their site; or (3) fails to perform competently the activities agreed upon with their 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 Andrew 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 > 492 points
- B = 437 – 491 points
- C = 382 – 436 points
- D = 327 – 381 points
- F < 327 points

WRITTEN WORK

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/).

GRADING CRITERIA

- Attention to report instructions;
- Thoughtfulness, thoroughness, and professionalism of writing;
- Correct grammar, punctuation, and formatting;
- Use of essay format (vs. bullet/outline format);
- Cohesive flow of thought (e.g. indicating appropriate transition of thought/topic and connecting sentences/paragraphs to each other in a logical manner);
- Use of complex sentence structure (vs. overuse of simple sentences; sentences starting with “I”);
- Sentence agreement (e.g. consistency of verb tense within sentences/paragraph)
<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Application Form &amp; Degree Audit</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Mentor Information Survey (under “Assessments” on TRACS)</td>
<td>5</td>
<td>8/12</td>
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<tr>
<td>Mentor Documents</td>
<td>15</td>
<td>8/26</td>
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<tr>
<td><strong>must complete to continue with course and begin practicum site work</strong></td>
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<tr>
<td>• Participant Release Indemnity Agreement</td>
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<td>• Agreement to Terms of the Field Observational Experience</td>
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<td>• Policy for Selecting New Off-Campus Lab or Observational Experience</td>
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<tr>
<td>• DPD Off Campus Labs or Observational Experience Policy</td>
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<tr>
<td>• NUTR 4301 Student CEE Policy and Confirmation Form</td>
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<tr>
<td>Portfolio</td>
<td>200</td>
<td>9/27</td>
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<tr>
<td><strong>Must show proof of meeting with Career Services counselor to receive full credit for this assignment</strong></td>
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<tr>
<td>• Job Description (50 points)</td>
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<td>• Cover Letter (50 points)</td>
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<td>• Resume (50 points)</td>
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<td>• Goals and Objectives (50 points)</td>
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<tr>
<td>CEE Progress Report</td>
<td>100</td>
<td>10/25</td>
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<tr>
<td>Interview a Professional</td>
<td>125</td>
<td>11/22</td>
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<tr>
<td>• Interview (provide proof of thank you note to interviewee (50 points)</td>
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<tr>
<td>• Written report of interview (75 points)</td>
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<tr>
<td>• Satisfies KRDN 2.8 (See “Learning Outcomes” above)</td>
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<tr>
<td>Online CEE Mentor (Student Performance) Evaluation*</td>
<td>100</td>
<td>12/5</td>
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<tr>
<td><strong>The mentor must COMPLETE the evaluation before or on the due date.</strong></td>
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<tr>
<td>Exit Survey (Completed by Students)</td>
<td>5</td>
<td>12/5</td>
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<tr>
<td>Total Points</td>
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</tbody>
</table>

**See the Assignments tab on TRACS for assignment instructions and due dates**

** 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 Qualtrics. 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.

INSTRUCTOR
Faculty: Lindsey Menge, MS, RD
Office: FCS 287G
Office Hours: On campus office hours are M 9:00-11:00am and Tu/Th 2:00-4:00pm. Virtual meetings via Zoom, Skype, or by phone can be made by appointment.
Email: ldr52@txstate.edu
Phone: 512-245-3786
Communication Policy: I will respond to emails and forums in a prompt manner; however, please allow at least 24 hours to receive a response.