

UM Syllabus Template

Below you will find a template for use at the University of Manitoba that conforms to the requirements of ROASS (including 'Schedule A'). You are welcome to adopt and adapt this template for your own use. Each syllabus item required by ROASS is marked by the word ROASS in square brackets, as in [ROASS]. Instructions and ideas are in standard text form, while text that you can copy and paste into your own document is in italics. Additional information for each section is available in a separate syllabus resource guide, available at <https://umanitoba.ca/centre-advancement-teaching-learning/support/syllabus-resources>.

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Course Details [ROASS]

Course Title	Nutrition Option Practicum
Course Number	HNSC 4362
Term	September 2022 – April 2023
Credit Hours	6
Pre-requisites	HNSC 4362: Completion of 84 credit hours in the Human Nutritional Sciences program with two of the following courses: HNSC 3300, HNSC 3310, HNSC 3320, and HNSC 3330
Class Times & days	Tuesdays 4:00 – 5:15PM
Class location	Tier 400 or virtual lectures by WebEx

Instructor Contact Information [ROASS]

Name	Carla D’Andreamatteo, MSc, RD Students are permitted to call me “Carla”.
Email	carla.d’andreamatteo@umanitoba.ca Preference for email communication with students. Messages will be responded to within 48hrs with exception of weekends and university statutory holiday dates.
Office location	Virtual by appointment
Office Phone	n/a

Office/Student/Learner Hours

The course instructor is sessional and not on campus daily. A request by email to meet with the instructor is required. Meetings may occur in-person, by virtual video, or by telephone. This will be determined when requests are received to determine which of these meeting formats works best.

Traditional Territory/Land Acknowledgment

When we go to celebrations, we often connect to spirit, be it through sound, at a cultural gathering, listening to the heartbeat of the drum, katajjaq (Inuit throat singing), or a Métis fiddle, instruments made of the land. We as humanity are like those instruments, we are connection to the land, we are land. Land connects and sustains us, and we learn from land that teaches people responsibility by honoring and acknowledging her gifts. We are all interconnected. (Leah Fontaine, 2022)

A land acknowledgment addresses the cultural practices of connecting to land that Leah describes above, and is one step towards reconciliation, decolonization, and Indigenization. The current UM land acknowledgment is as follows:

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Equity And Inclusion Commitment

The University of Manitoba has created a Respectful Work and Learning Environment (RWLE) Policy that the course instructor upholds. Please see the policy available here:

<https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy>

Course Description [ROASS]

U of M Course Calendar Description

Practical applications of nutrition principles in a variety of nutrition-related field placements in the community. This course is open to students in 3rd or 4th year of the Human Nutritional Sciences degree program. Application to the department is required. Limited enrolment.

General Course Description

This 6 credit course provides the student with the opportunity to work under the supervision of a supervisor in a professional workplace environment. Placements involve working on a project in a community-based nutrition program, government or health care facility where concepts learned in the classroom can be applied to practical problems and projects. Students are required to spend a minimum of 100 hours in their placement, generally averaging 4 hours per week over the regular session academic year.

Course Goals

This course provides an opportunity to work in a business, government or community setting, where the concepts learned in the classroom can be applied to practical problems. It is expected that the experience will give students the ability to deliver professional service to both clients and employers.

Foundational Knowledge Content Areas for Dietetics Education:

This dietetic education program is an accredited program recognized by the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body.

Highest level achieved: 1= demonstrate broad knowledge; 2= demonstrate comprehension; 3 = analyze, interpret and apply knowledge

Content Area	Foundational Knowledge	Cognitive Complexity Level
Communication	Strategies for effective interpersonal communication	2
	Patient/client/family/community-centred care	1
Interprofessional Collaboration	Interprofessional role clarification, including the role of the dietitian	1
	Team Functioning	2
Management	Organizational behaviour and development	2
	Project management	3
Professional Practice in Dietetics	Ethical conduct	3
Teaching and Learning	Strategies to assess teaching and learning needs	3
	Development and assessment of learning outcomes	3

Strategies to address the teaching and learning needs of individuals and populations	3
Learning resource selection and development	3

Course Learning Outcomes [ROASS]

By the end of this course, you should be able to:

1. Apply critical thinking to transpose knowledge gained in previous courses to situations where professionals have to produce results that benefit people and agencies.
2. Identify and improve skills necessary to carry out professional work, including technical, ethical, organizational, and professional practice aspects.
3. Describe examples of:
HNSC 4362 - food and nutrition related work, at the levels of action, program and policy, from personal experience.
4. Demonstrate self-directed learning and the ability to support colleagues in their learning.

Course Materials [ROASS]

No assigned textbook for this course. All reading and related materials will be on the course UMLEARN site for students to access.

Course Schedule [ROASS]

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to [Section 2.8 of ROASS \(https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students\)](https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students).

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation	
			Due Date	Value of Final Grade
Sept 13, 2022	<u>On Campus: 400 Tier</u> <ul style="list-style-type: none"> • Introduction to course, assignments • Overview of practicum placements 			

	<ul style="list-style-type: none"> Getting started with projects: Setting goals and objectives 			
Sept 20, 2022	<u>On Campus: 400 Tier</u> <ul style="list-style-type: none"> Professionalism Placement Preparation 			
Sept 27, 2022	Personal Health Information Act (PHIA)	<u>Online learning module</u>	Complete by SEPTEMBER 30, 2022	Required completion to start Practicum on-site work
Oct 4, 2022	No class lecture			
Oct 11, 2022	No class lecture		Goals & Objectives Assignment due	15%
Oct 18, 2022	No class lecture			
Oct 25, 2022	Mandatory <u>WebEx</u> Individual Student Meetings		Instructor to assign times for each student	
Nov 1, 2022	No class lecture		October Field Notes due (by 1159hrs)	2%
Nov 7-11, 2022	FALL BREAK WEEK			
Nov 15, 2022	No class lecture	Students: Begin making arrangements for mid-point evaluation with practicum supervisor to occur by Dec 9, 2022		
Nov 22, 2022	No class lecture			
Nov 29, 2022	No class lecture		November Field Notes due (by 1159hrs)	2%
Dec 6, 2022	<u>On Campus: 400 Tier</u> Student Project Presentations			15%
Jan 10, 2023	<u>Virtual Learning Activity:</u> Dealing with Difficult Situations			
Jan 17, 2023	No class lecture			
Jan 24, 2022	No class lecture			

Jan 31, 2023	<u>Virtual</u> Learning Activity: TBD		December/January Field Notes due (by 1159hrs)	2%
Feb 7, 2023	No class lecture			
Feb 14, 2023	No class lecture			
Feb 20-24, 2023	SPRING BREAK WEEK			
Feb 28, 2023	No class lecture		February Field Notes due (by 1159hrs)	2%
Mar 7, 2023	<u>WebEx Class</u> : Overview of final project presentations			
Mar 14, 2023	No class lecture			
Mar 21, 2023	No class lecture			
March 28, 2023	No class lecture		March Field Notes due (by 1159hrs)	2%
Apr 4, 2023	Final presentations (delivery method TBD re: live delivery vs pre-recorded videos)		Final Presentation with Written Report Due	35%
Apr 11, 2023	No class lecture		Practicum Placement Evaluation Due	25%

University-Wide Important Dates:

Nov 7-11, 2022	Fall break (7, 8, 9, 10) and Remembrance Day (11)
Dec 12, 2022	Last day of classes for 2022
January 9, 2023	First day of Winter term 2023
January 20, 2023	Last day for Voluntary Withdrawal (VW) from Fall/Winter spanned courses
Feb 22-25, 2023	Louis Riel Day (21) and Spring break (22-25)
Apr 12, 2023	Classes end

Course Evaluation/Assessments [ROASS]

Assessment Descriptions [ROASS]

All course-specific assignment instructions, grading rules, and rubrics (if applicable) will be posted on the course UMLearn site for students to access and view. All assignments are completed individually.

Due to the nature of a practicum, students will also complete assignments/projects at placement sites, which are evaluated and discussed directly with your supervisor. These assignments do not receive a grade however, they will be used to inform the final practicum

evaluation completed by the placement supervisor/s, which accounts for 25% of the final grade in this course.

Writing style Requirements and format:

All assignments must be written in clear grammatically accurate and inclusive (non-sexist/non-racist) language. Students must use their own sentences to write their papers and assignments.

Referencing:

The system required for referencing is the Publication Manual of the American Psychological Association, 7thed. Washington, DC. See Publication Manual of the American Psychological Association (APA), 7th edition or visit <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

Assignment Feedback [ROASS]

The course instructor will make all reasonable attempts to grade submitted assignments 7-10 days of the submission due date.

Grading [ROASS]

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	95-100	4.25-4.5	4.5
A	90-94	3.75-4.24	4.0
B+	85-89	3.25-3.74	3.5
B	80-84	2.75-3.24	3.0
C+	70-79	2.25-2.74	2.5
C	60-69	2.0-2.24	2.0
D	50-59	Less than 2.0	1.0
F	Less than 50		0

Expectations

I Expect You To:

1. Attend all field placement times agreed by you and your placement supervisor. You are regarded as an employee and you are expected to come to work on time and every time.
2. Attend all class discussions. Attendance (virtual) is obligatory. Please inform the instructor if you will miss a class.
3. Complete all readings and assignments set by the instructor. Course assignments should include relevant material from the readings.

4. Participate in all performance evaluations of your work by the field supervisor.
5. Adhere to COVID19 safety protocols established by public health, the University of Manitoba, and your field placement site.

I will treat you with respect and would appreciate the same courtesy in return. See the university policy to learn more details regarding respectful work and learning environment: [Respectful Work and Learning Environment Policy \(https://bit.ly/3aMI7nE\)](https://bit.ly/3aMI7nE).

You Can Expect Me To:

1. Maintain a safe, positive classroom experience (in-person or virtual delivery) where students will be able to speak freely and constructively about topic discussions.
2. Post all course material on the UMLearn site in a timely manner.
3. Provide support for students during their practicum experience. Please feel free to contact the instructor to discuss any items throughout the year that are important for you to have a successful practicum experience.

Course Policies [ROASS]

Academic Integrity [ROASS]

Each student in this course is expected to complete their coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage.

The University of Manitoba's policy for academic integrity is located within the Student Discipline Bylaw and Student Academic Misconduct Procedure (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/student-discipline-bylaw/>).

Please refer to these specific course requirements for academic integrity:

- Do not share course materials (e.g., notes, exam questions, assignment instructions, article) that have been created by the instructor or were authored by another person. Unpermitted sharing of such materials with your peers or with note-sharing companies, such as One Class, Course Hero, or Chegg (or other similar websites), is a violation of Copyright Law.
- Plagiarism, duplicate submission, inappropriate collaboration, and academic fraud are violations of the Student Discipline Bylaw and will lead to the serious disciplinary action.

Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.

Accessibility [ROASS]

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](https://umanitoba.ca/student-supports/accessibility) (<https://umanitoba.ca/student-supports/accessibility>) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g., mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

520 University Centre

(204) 474-7423

Student_accessibility@umanitoba.ca

Attendance [ROASS]

Attendance at all class discussions (in-person or virtual) is mandatory. Please inform the instructor if you will miss a class as there will be a **mark deduction of 1% per missed class for any reason that is not related to a justifiable reason**. In those situations, students will not be unfairly impacted with mark deductions for an absence.

Assignment Extension and Late Submission Policy [ROASS]

Assignments must be submitted electronically therefore, submissions up to 11:59PM on the day of the assignment due date will be accepted as “on time”. The assignment dropbox on UMLearn for the course will close at midnight of the due date. Submissions beyond this time restriction will require a justifiable reason presented to the instructor to determine if a late submission will be accepted. All assignments received past the due date and time will receive a 10% mark deduction for each day late (this includes weekends and statutory holiday dates). Once five days has lapsed from the original due date the assignment will receive a grade of zero.

All assignments are required to be submitted to receive a final grade in this course.

Class Communication [ROASS]

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university, as well as your practicum placement site/supervisor. All communication must comply with the Electronic Communication with Student Policy:

http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.

Recording Class Lectures [ROASS]

No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from Carla D'Andreamatteo. Course materials (both paper and digital) are for the participant's private study and research.

Referencing Style

The system required for referencing is the Publication Manual of the American Psychological Association, 7thed. Washington, DC. See Publication Manual of the American Psychological Association (APA), 7th edition.

Online reference information can also be found at the following sites:

<https://apastyle.apa.org/instructional-aids/tutorials-webinars>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Technology Use [ROASS]

Some course delivery will occur via virtual web-based platforms (WebEx) that the student must be able to access with webcam and audio capabilities. All course communication and learning content will be posted on UMLearn. Students are expected to check the site frequently (at least every 24hrs excluding weekends and holidays) for content updates and communication from the instructor. Please ensure your UMLearn account is working as soon as the course term begins. Any difficulties with logging in, please contact the UMLearn helpdesk for assistance:

<https://universityofmanitoba.desire2learn.com/d2l/login>

During lecture delivery of course materials, student are permitted to use technology for the purpose of learning and related to the topic of the classroom lecture. This technology may include tablets, cellphones, laptops. A reminder to students that policies such as the [Respectful Work and Learning Environment policy \(RWLE\)](https://bit.ly/3OxGtnd) (<https://bit.ly/3OxGtnd>) are applicable in all University-related activities, even ones happening in online environments such as social media platforms. It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical, and legal manner.

Using Copyrighted Material [ROASS]

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as

UMLearn) or any website (e.g., Course Hero, Chegg, etc.), unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the [University's Copyright Office website \(http://umanitoba.ca/copyright/\)](http://umanitoba.ca/copyright/) or contact um_copyright@umanitoba.ca.

UM Policies [ROASS]

A notice with respect to copyright:

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Visit <http://umanitoba.ca/copyright> for more information.

University and Unit policies, procedures, and supplemental information available on-line:

Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar http://umanitoba.ca/student/records/academiccalendar.html](http://umanitoba.ca/student/records/academiccalendar.html) is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support

<http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.

- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Student Discipline

http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,

Violent or Threatening Behaviour

http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting.

The **Sexual Assault** policy may be found at:

http://umanitoba.ca/admin/governance/governing_documents/community/230.html

More information and resources can be found by reviewing the Sexual Assault site

<http://umanitoba.ca/student/sexual-assault/>

For information about rights and responsibilities regarding **Intellectual Property** view the policy: https://umanitoba.ca/admin/governance/governing_documents/community/235.html

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site

<http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns. <http://umanitoba.ca/student/advocacy/>

520 University Centre
204 474 7423
student_advocacy@umanitoba.ca

UM Learner Supports [ROASS]

Schedule “A” is a list of academic supports available to Students, such as the Academic Learning Centre, Libraries, and other supports are available and outlined below. These are also available at the following links:

[Schedule A \(PDF\) \(https://bit.ly/3NVSToL\)](https://bit.ly/3NVSToL)

[Schedule A \(Word\) \(https://bit.ly/3NVgU2\)](https://bit.ly/3NVgU2)

Writing and Learning Support

The Academic Learning Centre (ALC) offers writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at:

<http://um anitoba.ca/student/academiclearning/>

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca. Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

University of Manitoba Libraries (UML)

Research begins at [UM Libraries](#). [Learn at the Libraries](#) is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. As the primary contact for all research needs, your [liaison librarian](#) can play a vital role when completing academic papers and assignments. Liaisons can answer questions about locating appropriate resources or managing citations, and will address any other concerns you may have regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you online. When working remotely, students can also receive help online through [Ask Us!](#) chat.

For further detail about the libraries' services and collections, [visit the Libraries' web site](#).

In addition to the above supports, there are a number of health and mental health resources available to students:

For 24/7 mental health support, contact the Mobile Crisis Service at 204- 940-1781.

Student Counselling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:*

<http://umanitoba.ca/student/counselling/index.html>

474 UMSU University Centre or S211 Medical Services Building
(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

<http://umanitoba.ca/student/case-manager/index.html>

520 UMSU University Centre
(204) 474-7423 (Student Support Intake Assistant)

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

University Health Service <http://umanitoba.ca/student/health/> (204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

Health and Wellness Educator

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

britt.harvey@umanitoba.ca

469 UMSU University Centre

(204) 295-9032

Sexual Violence Resource Centre

Contact SVRC if you have experienced sexual violence or are seeking information about how to help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Clinic.

Sexual Violence Resource Centre

<https://umanitoba.ca/student-supports/sexual-violence-support-and-educationsvrc@umanitoba.ca>

537 UMSU University Centre

(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

Student Services at Bannatyne Campus

Contact SS@BC to access a full range of resources and supports for learners at the Rady Faculty of Health Sciences. Services are provided through a one-stop hub that includes a range of supports for personal and academic success, including counselling, mental health consultation, and spiritual care.

Student Services at Bannatyne Campus

<https://umanitoba.ca/student-supports/student-services-bannatyne-campusbcss@umanitoba.ca>

S211 Medical Services Building

(204) 272-3190 (Intake and Triage Specialist)