



**University of Manitoba**  
**Faculty of Agriculture and Food Sciences**  
**Department of Food and Human Nutritional Sciences**

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## COURSE DETAILS

<b>Course Title &amp; Number:</b>	<b>HNSC 4362 Human Nutritional Sciences Practicum</b>
<b>Number of Credit Hours:</b>	6
<b>Class Times &amp; Days of Week:</b>	Tuesdays, 4:00-5:15pm
<b>Location for classes:</b>	400 Tier Building
<b>Pre-Requisites:</b>	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

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### Instructor Contact Information

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<b>Instructor(s) Name:</b>	Carla D'Andreamatteo, RD, MSc
<b>Preferred Form of Address:</b>	Carla, Please do not start messages with "Hey"
<b>Office Location:</b>	Human Ecology Building, Room 407
<b>Office Hours or Availability:</b>	By appointment that has been requested via email to the instructor
<b>Office Phone No.</b>	n/a
<b>Email:</b>	carla.d'andreamatteo@umanitoba.ca All emails must be professionally written. Avoid emoticons, slang, texting shorthand. Emails will be returned within 48hrs of receiving messages, excluding weekends.
<b>Contact:</b>	Please contact the instructor via email for all communication.

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### Course Description

HNSC 4362

Practical applications of nutrition principles in a variety of public service and research applications. Application to the department is required. Limited enrolment.

All students must attend a PHIA presentation that is scheduled within the first few weeks of the semester. Field placements must not begin until this workshop has been completed.

### General Course Information

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All students work with an agency to gain working experience.

HNSC 4362 placements can include experiences in one or more areas, such as food service, nutrition assessment, nutrition education, health promotion or research.

In addition to work experience, there will be in-person and on-line class discussions to attend, assignments and readings to complete.

### Course Goals

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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
<b>Communication</b>	Strategies for effective interpersonal communication	2
	Patient/client/family/community-centred care	1
<b>Interprofessional Collaboration</b>	Interprofessional role clarification, including the role of the dietitian	1
	Team Functioning	2
<b>Management</b>	Organizational behaviour and development	2
	Project management	3
<b>Professional Practice in Dietetics</b>	Ethical conduct	3
<b>Teaching and Learning</b>	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

### Intended Learning Outcomes

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At the end of the course, students can:

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.

### Using Copyrighted Material

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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 UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

### Recording Class Lectures

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Carla D'Andreamatteo and the University of Manitoba hold copyright over the course materials, presentations and lectures, which form part of this course. 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.

### Textbook, Readings, Materials

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

### Course Technology

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It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services. Student should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline "gaming" during scheduled class time. If student is on call (emergency) the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (©S Kondrashov. Used with permission)

All course communication and learning content will be posted on UM Learn. Students are expected to check the site frequently for content updates and communication from the instructor. Please ensure your UM Learn account is working as soon as the course term begins. Any difficulties with logging in, please contact the UM Learn helpdesk for assistance:  
<https://universityofmanitoba.desire2learn.com/d2l/login>

### Class Communication

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The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please visit:  
[http://umanitoba.ca/admin/governance/media/Electronic\\_Communication\\_with\\_Students\\_Policy\\_-\\_2014\\_06\\_05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

Please note that all communication between myself and you as a student must comply with the electronic communication with student policy ([http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html)). You are required to obtain and use your U of M email account for all communication between yourself and the university.

### Expectations: I Expect You To

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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 is obligatory. Please inform the instructor if you will miss a class (**mark deductions, 1% per missed class for any reason that is not a dire emergency**).
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.

### Academic Integrity:

#### PLAGIARISM AND CHEATING

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Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see [Exam Personation](#), found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not necessary to state the source of well-known or easily verifiable facts, but students are

expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources. To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/ herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Working with other students on assignments, laboratory work, take-home tests, or on-line tests, when this is not permitted by the instructor, can constitute Inappropriate Collaboration and may be subject to penalty under the Student Discipline By-Law.

An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

When in doubt about any practice, ask your professor or instructor.

The Student Advocacy Office, 519 University Centre, 474-7423, is a resource available to students dealing with Academic Integrity matters.

## Students Accessibility Services

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### **Student Accessibility Services**

If you are a student with a disability, please contact SAS for 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.

*Student Accessibility Services* <http://umanitoba.ca/student/saa/accessibility/>

520 University Centre

204 474 7423

[Student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca)

### Expectations: You Can Expect Me To

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1. Maintain a safe, positive classroom experience 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.

## OTHER STUDENT SERVICES

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### **Writing and Learning Support:**

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a 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. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

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

<http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 201 Tier Building.

### **University of Manitoba Libraries (UML):**

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 managing citations, or locating appropriate resources, 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 in-person. A complete list of liaison librarians can be found by subject or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

### **Student Counselling Centre (SCC):**

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 University Centre or S207 Medical Services  
(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.

*Student Support Intake Assistant* <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre

(204) 474-7423

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

### **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/>

104 University Centre, Fort Garry Campus

(204) 474-8411 (Business hours or after hours/urgent calls)

### **Health and Wellness:**

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

*Health and Wellness Educator* <http://umanitoba.ca/student/health-wellness/welcome.html>

[Katie.Kutryk@umanitoba.ca](mailto:Katie.Kutryk@umanitoba.ca)

469 University Centre

(204) 295-9032

### **Live Well @ UofM:**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

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

### **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:

**Respectful Work and Learning Environment**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

**Student Discipline**

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](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](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](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

[http://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](http://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](mailto:student_advocacy@umanitoba.ca)

## Class Schedule 2018/19

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 the – [ROASS-Procedure](#)). The schedule should include dates and times of classes, including missed classes due to holidays or other commitments of the teacher. It also includes dates of assignments/quizzes/exams and alternate forms of assessments, date for voluntary withdrawal, and dates when students can expect to receive their assignment or test grades.

<b>Date/ week of</b>	<b>Topic</b>	<b>Important Dates/ Responsibilities</b>
Sept 4	<ul style="list-style-type: none"> <li>• Introduction to class, assignments</li> <li>• Overview of practicum placements</li> <li>• Getting started with projects: Setting goals and objectives</li> </ul>	
Sept 11	Class: <b>Personal Health Information Act (PHIA)</b> Legal and risk issues – Guest Speaker: Robyn Wellman	<b>REQUIRED BEFORE STARTING PRACTICUM SITE WORK</b>
Sept 18	Class: Professionalism	
Oct 2	No class lecture	<b>Goals &amp; Objectives Assignment due</b>
Oct 9	No class lecture	
Oct 16	No class lecture	
Oct 23	Mandatory Student Meetings	Instructor to assign times for each student
Oct 30	Class: Half Term Project Presentations	
Nov 6	No class lecture	<b>October Field Notes due</b> Arrange mid-point evaluation with practicum supervisor to occur by Dec 7, 2018
Nov 13	FALL BREAK WEEK	
Nov 20	Class: Project Presentations	
Nov 27	Class: Project Presentations	
Dec 4	Final Project Presentation for ½ term students	<b>November Field Notes due</b>
Jan 8, 2019	Virtual Class: Dealing with Difficult Situations	
Jan 15	No class lecture	
Jan 22	No class lecture	
Jan 29	No class lecture	<b>January Field Notes due</b>
Feb 5	Virtual Class: Topic TBA	
Feb 12	No class lecture	
Feb 19	READING BREAK WEEK	
Feb 26	No class lecture	
Mar 5	No class lecture	<b>February Field Notes due</b>
Mar 12	Class: Overview of final project presentations	

Mar 19	No class lecture	
Mar 26	<b>Final Oral Report/Presentation</b>	
Apr 2	<b>Final Oral Report/Presentation</b>	
Apr 9	No class lecture	<b>Final Written Report Due Supervisor Evaluation Due</b>

**University-Wide Important Dates:**

Nov 12-16, 2018	Fall break
Dec 22, 2018 - Jan 2, 2019	Holiday period – University closed
November 19, 2019	Last day for Voluntary Withdrawal (VW) from Fall courses
January 18, 2019	Last day for Voluntary Withdrawal (VW) from Fall/Winter spanned courses
Feb 18-22, 2019	Louis Riel Day (18) and Spring break (19-22)
Apr 9, 2019	Classes end

**Course Evaluation Methods**

A variety of individual assessment approaches will be utilized to evaluate student learning. Assignments will include written and oral reports. The course does not include written quizzes, tests, and/or a final exam.

Due Date:	Assessment Tool	Value of Final Grade
Monthly (see course syllabus for due dates each month)	Field Notes	10%
October 2, 2018	Goals and Objectives Assignment	15%
Oct 30 (Half-term students) November 20 or 27, 2018 (date assigned by instructor)	Mid-Point Project Presentation	15%
FINAL PRACTICUM PRESENTATIONS December 4, 2018 (Half-term students) March 26 or April 2, 2019 PRACTICUM PRESENTATIONS (date assigned by instructor)	Final report (written)	35%
April 9, 2019 WRITTEN REPORT		
April 9, 2019	Evaluation by Placement Supervisor	25%

**Grading**

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
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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

### Referencing Style

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#### **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, 6<sup>th</sup> ed. See Publication Manual of the American Psychological Association (APA), 6<sup>th</sup> edition or visit <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

### Assignment Grading Times

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The course instructor will make all reasonable attempts to grade submitted assignments within a week of the submission due date.

### Assignment Extension and Late Submission Policy

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Assignments will be submitted electronically therefore, submissions up to midnight on the day of the assignment due date will be accepted as "on time". The assignment dropbox on UM Learn for the course will close at midnight of the due date. Submissions beyond this time restriction will require a substantial 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 will include weekends and statutory holiday dates.