



UM | Faculty of Agricultural
and Food Sciences

Syllabus

HNSC 4362: Nutrition Option Practicum
(2021-22)



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COURSE DETAILS

Course Title & Number:	HNSC 4362 - Human Nutritional Sciences Practicum
Number of Credit Hours:	6
Class Times & Days of Week:	Tuesdays 4:00 – 5:15PM
Location class:	Class delivery – Term I virtual delivery Term II TBD
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

Instructor Contact Information

Instructor(s) Name:	Carla D’Andreamatteo, MSc, RD
Office Location:	Virtual Office Appointments
Office Hours or Availability:	By appointment that has been requested via email to the instructor.
Office Phone No.	n/a
Email:	Please ensure to always write emails professionally, avoid use of slang, emoticons, texting shorthand. Messages will typically be returned within 48 hrs (excluding weekends and holidays).
Contact:	Email is the most efficient way to reach the instructor. Email address: carla.d’andreamatteo@umanitoba.ca

Course Description

U of M Course Calendar Description

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 complete a PHIA online learning module that is scheduled within the first few weeks of the semester. Field placements must not begin until this has been completed and verified by the course instructor.

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 Objectives

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.

Textbook, Readings, and Course Materials

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

Using Copyrighted Material

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.

Course Technology

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)

Class 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 UM Learn 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>

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 (**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.
5. Adhere to COVID19 safety protocols established by public health, the University of Manitoba, and your field placement site.

OTHER: Within this course outline, any contacts for services or resources presented should be accessed by email or telephone contact as opposed to in-person office visits during the COVID19 public health pandemic.

I will treat you with respect and would appreciate the same courtesy in return. See [Respectful Work and Learning Environment Policy](#).

I expect you to follow these policies around Class Communication, Academic Integrity, and Recording Class Lectures. The policies and services students are expected to follow/utilize can be found at [Section 2.5 ROASS](#).

Class Communication:

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. 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.

Academic Integrity:

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

- I. Projects are subject to the rules of academic dishonesty;
- II. Any group project must adhere to the principles of academic integrity;
- III. All work should be completed independently unless otherwise specified.

Recording Class Lectures:

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.

Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) 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.

Student Accessibility Services
 520 University Centre
 Phone: (204) 474-7423
 Email: Student_accessibility@umanitoba.ca

Expectations: 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.

CLASS SCHEDULE AND COURSE EVALUATION

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](#).

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation	
			Due Date	Value of Final Grade
Sept 14, 2021	WebEx Class: <ul style="list-style-type: none"> • Introduction to course, assignments • Overview of practicum placements • Getting started with projects: Setting goals and objectives 			
Sept 21, 2021	Personal Health Information Act (PHIA)	Online learning module	Complete by SEPTEMBER 21, 2021	Required to start Practicum on-site work
Sept 28, 2021	WebEx Class: Tentative topic Legal and risk issues – Guest Speaker Rachelle Ross Professionalism			

Oct 5, 2021	No class lecture		Goals & Objectives Assignment due	15%
Oct 12, 2021	No class lecture			
Oct 19, 2021	No class lecture			
Oct 26, 2021	Mandatory WebEx Individual Student Meetings		Instructor to assign times for each student	
Nov 2, 2021	No class lecture		October Field Notes due (by 1159hrs)	2%
Nov 9, 2021	FALL BREAK WEEK			
Nov 16, 2021	No class lecture	Students: Begin making arrangements for mid-point evaluation with practicum supervisor to occur by Dec 10, 2021		
Nov 23, 2021	No class lecture			
Nov 30, 2021	No class lecture		November Field Notes due (by 1159hrs)	2%
Dec 7, 2021	WebEx Class: Mid-Point Project Presentations	Students: Confirm completion of mid-term evaluation received by instructor from placement site		15%
Jan 18, 2022	Virtual Learning: Dealing with Difficult Situations			
Jan 25, 2022	No class lecture			
Feb 1, 2022	No class lecture		December/January Field Notes due (by 1159hrs)	2%
Feb 8, 2022	Virtual Learning: TBD			
Feb 15, 2022	READING WEEK			
Feb 22, 2022	No class lecture			
Mar 1, 2022	Class: Overview of final project presentations		February Field Notes due (by 1159hrs)	2%
Mar 8, 2022	No class lecture			

Mar 15, 2022	No class lecture			
Mar 22, 2022	No class lecture			
Mar 29, 2022	No class lecture			
Apr 5, 2022	No class lecture		March Field Notes due (by 1159hrs)	2%
Apr 12, 2022	Final presentations (TBD per pandemic situation re: live delivery vs pre-recorded videos)		Final Written and Oral Assignments Due	35%
			Supervisor Evaluation Due	25%

University-Wide Important Dates:

Nov 8-12, 2021	Remembrance Day (11) and Fall break (8, 9, 10, 12)
Dec 10, 2021	Last day of classes for 2020
January 17, 2022	First day of Winter term
Dec 24, 2021 - Jan 4, 2022	Holiday period – University closed
January 28, 2022	Last day for Voluntary Withdrawal (VW) from Fall/Winter spanned courses
Feb 22-25, 2022	Louis Riel Day (15) and Spring break (16-19)
Apr 18, 2022	Classes end

Grading

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

Voluntary Withdrawal

January 28, 2022 Last day for Voluntary Withdrawal (VW) from Fall/Winter spanned courses

Students who do not drop the course by the deadline will be assigned a final grade. Withdrawal courses will be recorded on official transcript. Refer to the [Registrar's Office](#) web page for more information.

ASSIGNMENT DESCRIPTIONS

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.

Referencing Style

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

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

Assignments will 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 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.

UNIVERSITY SUPPORT OFFICES & POLICIES

See University support offices and policies in [Schedule “A”](#), some services to highlight:

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 205 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: <http://bit.ly/WcEbA1> 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.

In addition to the above services, 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 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

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 [peer support from Healthy U](#) or 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 <https://umanitoba.ca/student/health-wellness/welcome-about.html>
britt.harvey@umanitoba.ca

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>

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 http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf

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

