

# Syllabus

Food Industry Option Practicum: HNSC 4364 A01  
(Summer 2022)

Department of Human Nutritional Science

University of Manitoba

*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.*

**Faculty of Agriculture and Food Science \***



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## COURSE DETAILS

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<b>Course Title &amp; Number:</b>	Food Industry Option Practicum: HNSC 4364 A01
<b>Number of Credit Hours</b>	6
<b>Pre-Requisites:</b>	Pre-Requisites: Completion of 84 credit hours in the Human Nutritional Sciences Foods Option including HNSC 3260 and HNSC 3330. Students must also have FOOD 4150 and one of the following management courses, GMGT 2030, GMGT 2070 or GMGT 2060. Application required. Limited enrolment.

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## Instructor Contact Information

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Snehil Dua Snehil or Dr. Dua
<b>Office Hours or Availability:</b>	Please drop in during my virtual office hours on Fridays between 10-11 am, should you have any questions. Here's the link to join the office hours. <a href="#">The link for my office hours on Fridays 10-11 am</a>
<b>Office Phone No.</b>	204-4746505 (Please do not leave a message) 204-2614512 (Home, landline, no texting)
<b>Email:</b>	<a href="mailto:Snehil.Dua@Umanitoba.ca">Snehil.Dua@Umanitoba.ca</a> Please indicate the course number you are write to me about. I am teaching multiple courses this term. Knowing which course your question pertains to will help me respond meaningfully to your email. <i>Note:</i> All email communication must conform to the <a href="#">Communicating with Students</a> university policy.
<b>Contact:</b>	Please regularly check UMLearn announcements. This will be my primary way to inform you about any important information about

this course. The best way to get in touch with me will be via email. I encourage you to join me during my office hours (virtual) should you have a question. Phone calls should typically be used for urgent matters. I check my emails more often than my phone calls.

## COURSE DESCRIPTION

### U of M Course Calendar Description

Supervised application of food quality, safety, marketing and management principles in a commercial or government setting. Requirements include a minimum of 280 hours of work with the internship placement. The 280 hours will be completed after the student's third year of their program and can only be taken with a maximum of an additional 9 credit hours. In addition, learning plans, weekly activity logs, monthly journals, a written report, and an oral presentation will be completed (6 credit hours).

### Course Learning Objectives

Upon completion of this course, students should have an understanding of the typical work structure, management style and activities of the food industry with regards to food quality assurance or food product development or food service management. Students will have acquired specific skills that can enable them function as an employee in one or more of these 3 food industry departments.

#### 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>Biochemistry</b>	Foundations of chemistry and biochemistry	3
	Major metabolic pathways	3
	Foundations of cellular and molecular biology	2
	Mechanisms of metabolic regulation	3
<b>Communication</b>	Opportunities for and barriers to communication	3
	Communication channels and techniques, and their appropriate usage	3
	Strategies for effective written communication	3
	Strategies for effective oral communication	3
	Strategies for effective interpersonal communication	3
	Medical and dietetics-related terminology	1
<b>Food</b>	Physical properties and chemical composition of food	3
	Food preservation, storage and packaging	3
	The role of ingredients and their interaction in food preparation	3
	Sensory evaluation of food	3

	Religious and cultural food practices	3
	Food labeling	3
	Food-borne illness	3
<b>Human Nutrition across the Lifespan</b>	Ingestion, digestion, absorption, metabolism and excretion of nutrients	3
	Biochemical utilization of nutrients and energy	3
	Nutrient and energy requirements	3
	Nutrition recommendations and guidelines	3
	Effect of deficiencies and toxicities of nutrients	3
	Food sources of nutrients and dietary supplements	3
	Role of nutrients and other food components in health	3
	Dietary practices	1
<b>Interprofessional Collaboration</b>	Interprofessional communication	3
	Team Functioning	3
	Collaborative leadership	3
	Interprofessional conflict resolution	3
	Financial management	2
<b>Management</b>	Human resource management	2
	Strategic and operational planning including needs assessment, goal setting and outcome assessment	2
	Organizational behaviour and development	2
	Project management	2
	Regulations, policies and procedures	3
	Marketing	2
	Quality improvement	3
	Classification of microbes	1
<b>Microbiology</b>	Microbes in food safety	3
	Host-vector spread of infection and risk management	3
	Microbes in food production including prebiotics and probiotics	2
	Food and nutrient intake of individuals and populations	1
<b>Nutrition Assessment</b>	Environmental and individual factors affecting food intake	1
	Nutrients and nutraceuticals as pharmacological agents	1
<b>Pharmacology</b>	Natural health products	3
	Food production, preparation, processing, distribution and waste management	3
<b>Population Food Systems and Food Security</b>	Global and local food systems and factors affecting the supply of food	2
	Sustainable food practices	2
	Food markets and marketing of food	2
	Disaster planning	1
	Food consumption patterns and trends	2
	Theoretical foundations of research	1

<b>Research and Evaluation</b>	Ethics in research	1
	Literature search strategies	3
	Systematic review and critical appraisal of literature	3
	Use of technology to seek and manage information	3
	Behavioural theories relevant to eating and food choice	1
<b>Social and Psychological Foundations</b>	Social and psychological aspects of eating and food choice, in health and disease	1

## **COURSE MATERIALS AND TECHNOLOGY**

Be aware of copyright 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).

Required textbook: The following required materials are available for purchase from the University of Manitoba Bookstore. Please order your materials immediately, if you have not already done so. See your Distance and Online Education Student Handbook for instructions on how to order your materials.

**Textbook: Not applicable**

## **EXPECTATIONS AND POLICIES**

### **Class Communication:**

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 me and you as a student must comply with the electronic communication with student policy

([http://umanitoba.ca/admin/governance/governing\\_documents/commModuley/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/commModuley/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.

### **Student Accessibility Services:**

The University of Manitoba is committed to providing an accessible academic community, so am I. [Students Accessibility Services \(SAS\)](#) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. If you have, or you think you may

have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual), please contact SAS to arrange a confidential consultation. This is a very useful service for the students with disabilities. I have made every effort to make the course content accessible and will accommodate your needs as per SAS recommendations. Please do not hesitate to contact SAS.

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

## Recording Synchronous Sessions/Online Lectures

Not applicable

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### COURSE SCHEDULE

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 – ROASSProcedure). The student will use knowledge from their foods and nutrition courses to develop their skills from the selected content areas provided below:

1. Personnel Management
2. Financial Management
3. Facility Resources
4. Systems Management
5. Quality Assurance
6. Marketing
7. Product Development
8. Professional Communications

In addition, the student will complete a project approved and supervised by the food industry sponsor.

#### **Industry Sponsor Responsibilities:**

- Appoint a mentor or advisor to oversee the student's program.
- Develop a written program that outlines the experiences, activities, and projects scheduled for the period of the practicum.
- Discuss the student's progress on a weekly basis.
- Contact the course instructor if any issues arise with the student's progress.
- Conduct an exit interview with the student during the final week of the practicum.
- During the last week of the placement, submit a written performance evaluation of the student to the course instructor.

#### **Expectations of the Student:**



The student will assume the role of a self-directed learner, demonstrating initiative, and responsibility for her/his own learning and professional development. The student must be proactive and seek out the necessary tools (i.e., journal articles, books, appropriate personnel) to complete the assigned activities. The student will apply theoretical knowledge and actively participate in the learning activities outlined in the manual. These are designed to encourage the learner to focus on the specific areas. HNSC 4364: Food The student is expected to use extra time to participate in additional activities to gain new knowledge and skills and to deepen understanding of each setting. This may involve taking advantage of unique experiences/opportunities provided by the industry sponsor and/or be of particular interest to the intern. In order to provide maximum exposure to hands on activities in the work setting, the student is required to contribute personal time to the completion of written assignments.

**Practicum Requirements:**

- Hours: Minimum of 280 clocked hours of work with one or more sponsors over a three month period (Note: minimum of 28 hours per week during regular working hours).
- Pre-Study Questions and Supervisory Personnel Worksheets: Using resources listed on pages five and six, answer the questions thoroughly. Please submit a typed document addressing the questions to the course instructor by the second week of the practicum. (Appendix A)
- Food Industry Option Practicum Learning Plan: Complete all activities and objectives listed. The supervisor whom you are working under must sign and date the completed learning activity. The learning plan must be completed by the final week of the practicum. All of the activities should be typed and inserted into a three-ring binder. (Appendix B)
- Activities Log: Submit an activities log in the form of a typed one-page table outlining the activities and dates completed. This log must be signed by the student's supervisor and submitted with the month-end journal. The log may cover less than four weeks depending on start and end dates.
- Month-End Journals: The purpose of the month-end journal is to allow students to reflect on the activities of the practicum, and integrate these experiences with knowledge acquired through university/college classes and work experiences. Reflective journals should include a variety of the following: thoughts, observations, speculation, doubt, ideation, questioning, self-awareness, problem solving, and emoting. The journal is an honest assessment of the experiences (activities, relationships, feelings, concerns, excitement, etc.) from the student to the course instructor. The journal should be approximately 2-3 typed pages (double-spaced). This is not for review by the industry sponsor. Due on the first Monday of each month.
- Final Report: The final report documents the student's reflections on the entire practicum. The following format should be used:

Part One: Description and final results of major project completed during the practicum.

Part Two: An evaluation of the overall experience including such topics as strength and weaknesses of the practicum, special skill building experiences such as team building, scheduling, relationships, communications, and leadership. Provide recommendations for future students and suggestions for faculty when approving this site.

Part Three: Provide a summary of the Exit Interview conducted by the Food Industry Mentor (FIM) at the sponsoring site(s).



- Final Presentation in the Department of Human Nutritional Sciences (Course Wrap-up):
- An informative presentation describing: 1) the sponsoring site(s); 2) the main project completed at the site; and 3) an overview of competencies learned during the placement. This will be a timed presentation. Students will be given 15 minutes to present and 5 minutes for questions.
- Develop a PowerPoint presentation and use any visual aids that will enhance the talk (physical props) within the given time limit.
- This is a professional presentation dress in business casual attire.
- Evaluation Criteria:

Content: appropriate, correct, relevant, current information, sources cited using APA Reference Style.

Organization: clear, specific purpose, complete introduction and conclusion, effective use of transitions, main points and summary provided Visual Aids: relevant, legible, appropriate and clearly presented Delivery: posture, eye contact, speaking rate, posture, volume, vocal expressiveness and fluency, gestures/movement, language use

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### Voluntary Withdrawal

The last date to add/drop this course: May 19, 2022

The voluntary withdrawal date (No refund of the fee): July 21, 2022

Please refer to the [Registrar's Office](#) web page for more information.

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### Referencing Style

Assignments should use the APA reference style as outlined in the text: American Psychological Association. (2009). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Author. Please see the discussion board for more specific requirements.

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### Assignment Feedback

See course evaluation methods

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### Assignment Extension and Late Submission Policy

Not applicable

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## COURSE ASSESSMENT

### Course Evaluation Methods

Activities	Due Date	Contents	% Grade
Pre-Study Questions and Shadowing Supervisory Personnel Worksheets (Appendix A)	Second week of the practicum	<ul style="list-style-type: none"> <li>• Type responses to questions based on a review of literature.</li> </ul>	5%

Food Industry Option Practicum Learning Plan (Appendix B)	Final week of practicum	<ul style="list-style-type: none"> <li>All activities and objectives completed and signed by the FIM.</li> </ul>	20%
Student's Month-Journal (2)	First Monday of each month	<ul style="list-style-type: none"> <li>Activity log in the form of a table (one per month)</li> <li>Reflection of activities completed</li> </ul>	20%
Student's Final Report	Final week of practicum	<ul style="list-style-type: none"> <li>Final Critique should include:               <ol style="list-style-type: none"> <li>Description and results of final project</li> <li>Overall evaluation and recommendations for future interns</li> <li>Summary of Exit Interview</li> </ol> </li> </ul>	15%
Student's Final Presentation	Final week of practicum	<ul style="list-style-type: none"> <li>A 15-20 minute presentation describing: internship site; the main project completed at the site; and an overview of competencies learned</li> </ul>	15%
Sponsor's Final Evaluation (Appendix C)	Final week of practicum	<ul style="list-style-type: none"> <li>Cover sheet/verification of hours</li> <li>Completion of performance evaluation form</li> </ul>	25%

## Grading

Indicate your grading scale. A sample is given below that you can adjust to your course expectations.

**Important:** Ask your department head for the faculty/ departmental approved grading scale.

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	90-100	4.25-4.5	4.5
A	80-89.9	3.75-4.24	4.0
B+	75-79.9	3.25-3.74	3.5
B	70-74.9	2.75-3.24	3.0
C+	65-69.9	2.25-2.74	2.5
C	60-64.9	2.0-2.24	2.0
D	50-59.9	Less than 2.0	1.0
F	Less than 50		0

## Academic Integrity

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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. You must do your own work during exams. 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.

Refer to specific course requirements for academic integrity for individual and group work such as:

- I. All assessments are individual, and any form of collaboration is prohibited;
- II. All work should be completed independently unless otherwise specified;
- III. The term tests and the final exams are closed-book assessments.

## LEARNER SUPPORT

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### Schedule “A”

**Section (a):** A list of academic supports available to Students, such as the Academic Learning Centre, Libraries, and other supports as may be appropriate:

#### 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](http://www.umanitoba.ca/libraries).

### Section (b):

**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](mailto: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>

### **Section (c):** 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.

### **Section (d):** A statement directing the student to 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](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 [https://umanitoba.ca/governance/sites/governance/files/2021-06/Intellectual%20Property%20Policy%20-%202013\\_10\\_01%20RF.pdf](https://umanitoba.ca/governance/sites/governance/files/2021-06/Intellectual%20Property%20Policy%20-%202013_10_01%20RF.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](mailto:student_advocacy@umanitoba.ca)

## ACKNOWLEDGEMENTS

Content specialist:	Mohammed Moghadasian, PhD Professor Department of Human Nutritional Sciences Faculty of Human Ecology The University of Manitoba
	Dr. Moghadasian received his PhD degree in the discipline of Pathology and Laboratory Medicine from the University of British Columbia in 1999. Dr. Moghadasian is currently a Professor of Nutrition at the University of Manitoba and a Principal Investigator at the Canadian Centre for Agri-food Research in Health and Medicine. Dr. Moghadasian teaches several nutrition courses at the University of Manitoba. His research interest includes investigations of mechanisms by which functional foods may modify cardiovascular risk. Dr. Moghadasian has extensively published in the area of nutrition and heart disease. Dr. Moghadasian is the recipients of several teaching and research awards.
Instructional designer:	Kathy Enid Snow, MA. Distance and Online Education The University of Manitoba
Web developer:	Raelene Dziedzic Distance and Online Education The University of Manitoba

## Using Copyrighted Material

Include a statement about 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](mailto:um_copyright@umanitoba.ca).

**Note:** You hold the copyright to all of your course material that you prepare and present. Course materials (both paper and digital) are for the participant's private study and research and should not be shared.

### **Application Form Guidelines**

Students must apply for a practicum position by completing and submitting the following:

1. Practicum application form (all material should be typed)
2. Current resumé
3. Reference letters from two individuals. One should be a University faculty member and the other an individual who can comment on your work or volunteer experiences.

Application Deadline

Due the following times:

February 1 for May Start

June 1 for September Start

October 1 for January Start

**Applications will be accepted until 4:30 p.m. Email application package to [Snehil.Dua@umanitoba.ca](mailto:Snehil.Dua@umanitoba.ca).**

## HNSC 4364: Food Industry Option Practicum

### APPLICATION FORM

1. **Name:** \_\_\_\_\_ **Student #:** \_\_\_\_\_

2. **Permanent Home Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-mail address:** \_\_\_\_\_

3. **Home Phone #:** \_\_\_\_\_ **Work Phone #:** \_\_\_\_\_

4. **Select the term you are applying for:**

**September** \_\_\_\_

**January** \_\_\_\_

**May** \_\_\_\_

5. **Area of Emphasis:** \_\_\_\_ **Foods** \_\_\_\_ **Dietetics** \_\_\_\_ **Nutrition**

6. **GPA (cumulative):** \_\_\_\_\_ **GPA (Last 30 credit hours):** \_\_\_\_\_

**Please complete the following questions:**

7. **Describe your reasons for taking this practicum course.**



**12. List personal resources you will bring to the practicum below. For example, ability to organize time, ease in public speaking, ability to write, access to a car, able to think conceptually, and/or have a practical focus.**

- a.
- b.
- c.
- d.

**13. Please identify two people (name, position, organization address, phone #) who have agreed to provide letters of recommendation.**

- 1)
- 2)

**14. a. In addition to practicum, how many additional credit hours will you be taking in:**

Term 1 \_\_\_\_\_ Term 2 \_\_\_\_\_ Summer Session \_\_\_\_\_  
# credit hours # credit hours # credit hours

**b. If you work for paid employment, how many hours per week do you anticipate working?**

Term 1 \_\_\_\_ hrs/wk Term 2 \_\_\_\_ hrs/wk Summer Session \_\_\_\_ hrs/wk

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**15. Learning Opportunities: What learning opportunities do you want to have during the practicum? What level of involvement would you like to have?**

**a.**

**b.**

**c.**

**d.**

**16. Is there an organization you would prefer for placement? Why do you wish to be placed there? (Note: Sometimes two or three appeal to you – feel free to list more than one.)**

**17. Supervision style and personality: With what personal qualities of a supervisor do you think you would work best?**

**18. What personal styles of supervision might challenge you?**

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**19. Please list any concerns you may have about the limits of your abilities or knowledge.**

**20. Identify any concerns you have about your personal safety or risks relating to your possible placement?**



**LETTER OF REFERENCE**

I, \_\_\_\_\_ [name of applicant] am applying for a Food Industry Option Practicum at the University of Manitoba. Would you please complete this letter of reference for me and return it **Dr Snehil Dua** by \_\_\_\_\_.

1. Please state in what capacity and how long you have known the student.

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2. Please assess the student’s suitability for a practicum placement by marking the best response.

	<b>Out-standing</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unacceptable</b>	<b>Cannot Comment</b>
<b>Sense of Responsibility</b>						
<b>Ability to work with others</b>						
<b>Ability to work well independently or with a minimum of direction</b>						
<b>Communication skills</b> <b>Verbal</b> <b>Written</b>						
<b>Organizational ability</b>						

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<b>Standards of work</b>						
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**Other characteristics (use reverse side if necessary)**

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**Name (Print)**

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**Position Title**

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**Address**

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**Phone Number**

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**Signature**

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**Date**

Return to Dr. Snehil Dua, Instructor-1, Department of Food and Human Nutritional Sciences, Faculty of Agriculture and Food Sciences, University of Manitoba, 408-Human Ecology Building, Winnipeg, MB R3T 2N2. Please place the reference form in an envelope and sign across the flap.  
Or email the letter to [Snehil.Dua@UManitoba.ca](mailto:Snehil.Dua@UManitoba.ca)