

**DIE 6938 - Advanced Dietetic Seminar
Spring 2017 - Section 6630**

Instructor: Gail P. A. Kauwell, PhD, RDN, LDN, FAND
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Office Hours: Wednesday 12:30 - 2:30 PM by appointment*
 Thursday 1:30 - 3:00 PM (walk-in)

*Call Mindy Edwards at 352-294-3700 to schedule an appointment. If you cannot make my regularly scheduled or walk-in office hours, you may e-mail me or call me directly to schedule an appointment.

Guest Instructors:

Gail C. Rampersaud, MS, RDN, LDN FETL - PO Box 110720 352-294-3975 gcr@ufl.edu	Susan Brown, MS, RDN, LDN 850-727-4701 smbr@ufl.edu	Beth Gankofskie, PhD, RDN G025 McCarty Hall D 352-273-3471 gankofskie@ufl.edu
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Class Meeting Time: Monday 5:10-6:30 pm (later on nights with double periods)
Class Location: Dietetics Lab
Attendance: Required
Credits: 1

Required Texts: Assigned readings

Course Description: Problem-solving, leadership, and analytical skills. This course provides students with the opportunity to continue to develop and apply their communication, leadership, organizational, and problem-solving skills to situations they are likely to encounter during their careers (i.e., media interviews, advocacy related to legislative issues, conference/program planning); to reflect on what they have learned and done during their core internship rotations (i.e., community, food systems management and clinical); and to introduce students to the content and resources available for preparing for the Examination for Registered Dietitians. Activities and assignments completed in this course contribute to the achievement of the following ACEND competencies:

CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data
CRDN 1.4	Evaluate emerging research for application in dietetics practice
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings
CRDN 2.7	Apply leadership skills to achieve desired outcomes
CRDN 2.8	Demonstrate negotiation skills
DRCN 2.10	Demonstrate professional attributes in all areas of practice

CRDN 2.12	Perform self assessment and develop goals for self-improvement throughout the program
CRDN 3.4	Design, implement, and evaluate presentations to a target audience
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends
CRDN 4.1	Participate in management of human resources
CRDN 4.4	Use current informatics technology to develop, store, retrieve and disseminate information and data
CRDN 4.5	Analyze quality, financial or productivity data and develops a plan for intervention
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
CRDN 4.10	Analyze risk in nutrition and dietetics practice

Student Evaluation:

Due to the nature of this course, attendance is required. (Exceptions will be made for excused absences as defined below.) Ten points will be subtracted from your total score for each class not attended (20 points for a double class period). Excused absences are at the discretion of the instructor and must be arranged prior to the start of the class period. An “excused absence” is any unavoidable, unplanned situation such as an illness, death in the family, or car accident. However, to be fair to all students, proof of the illness (note from physician or clinic; vague notes such as “was seen” are not acceptable), death (obituary), accident (police report), etc., will be required to substantiate the need to be excused. Please notify the instructor about your situation as soon as possible. If the instructor is not available, please leave a message.

Absences and Make-Up Work:

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>. (See below for more details.)

Evaluation of Student Performance: Policies, Grades and Grading Scale:

For information on current UF policies for assigning grade points, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Performance Indicators	Points
Media Presentation and Evaluation	60
FSM Rotation – Discussion	25
Risk Management Presentation and Discussion	45
Letter(s) to Legislator(s) and Reference List	30
Legislative Issues Presentation	30
Conference Timeline and Responsibilities	15
Conference Business Plan	115
Conference Planning Status Report #1 (submitted by team)	30
Team Member Evaluation (submitted by each student)	25
Total	375

Grading scale: (Grades will not be curved.)

A = 350-375 93.34-100%	A- =338-349 90-93.33%	B+ =325-337 86.68-89.9%	B = 313-324 83.34-86.67%	B- = 300-312 80-83.33%
C+ =288-299 76.68-79.9%	C =275-287 73.34-76.67%	C- =263-274 70-73.33%	D+ = 250-262 66.68-69.9%	D = 238-249 63.34-66.67%
D- =225-237 60-63.33%	E = <225 <60%			

All assignments must be typed. All assignments must be submitted (or post-marked) by 5:10 PM on the day they are due. Beginning with the due date, **course work turned in late will be penalized by deducting 30% per day from the total value of the assignment.** Due to the competency-based nature of the MS-DI program, **all assignments must be submitted even if they are submitted past the date for which credit could still be earned. Failure to submit an assignment will result in an automatic reduction in the final grade for the course (i.e., one letter grade for each assignment that is not submitted).** It is assumed all work will be completed independently unless the assignment is defined as a group project by the instructor. This policy will be vigorously upheld at all times in this course.

Required Materials: Course information and materials posted on e-Learning/Canvas (see below for access information); materials available through the Marston Science Library online reserve system (Ares); and the Academy of Nutrition and Dietetics website or other resources will be needed to complete assignments.

Student Preparation for Class: Students are expected to complete reading assignments in advance. Class preparation may require use of the Internet, library and/or other reference materials. Students are expected to bring materials printed from e-Learning/Canvas or other sites to class as appropriate.

How to Access Canvas:

- Access requires a Gatorlink account. If you need to establish a Gatorlink account, go to <http://identity.it.ufl.edu/process/gatorlink/create-account/>.
- Once you have created a Gatorlink account, access e-Learning support services home page at <http://lss.at.ufl.edu>. Select "e-Learning in Canvas". Log in using your Gatorlink ID. DIE 6938 should be listed under "courses". If you are unfamiliar with Canvas, information can be found under the "help" tab.

Online Course Evaluation Process:

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Academic Honesty:

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that

facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources:

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health Services provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

Service	Location	Phone	Web site	Services provided
University Counseling and Wellness Center	3190 Radio Road	352-392-1575	www.counseling.ufl.edu/cwc/	<ul style="list-style-type: none"> ▪ Counseling Services - individual and group ▪ Groups and Workshops ▪ Outreach and Consultation ▪ Self-Help Library ▪ Training Programs ▪ Community Provider Database
U Matter We Care		352-294-CARE	www.umatter.ufl.edu	Care-related programs and resources for students and employees
Student Health Care Center	Student Health Care Center 280 Fletcher Drive	352-392-1161	www.shcc.ufl.edu	Primary and specialty care
Career Resource Center	First Floor J. Wayne Reitz Union	352-392-1601	www.crc.ufl.edu	Career development assistance and counseling

Students with Disabilities:

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. 0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/.

Writing Studio: The Writing studio is a free service designed to help UF students become more effective writers. Appointments can be scheduled online at <http://writing.ufl.edu/writing-studio/for-students/>.

Student Complaints: The following link describes the University of Florida’s policy related to student complaints.

Residential Course: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

Other Information: Lecture material and information are the property of the University of Florida and the course instructor and may not be used for any commercial purpose. Students found in violation may be subject to disciplinary action under the University’s Student Conduct Code. Only students formally registered for the course are permitted to attend lectures and take quizzes/tests.

Assignments

Business Plan Development and Implementation – Continuing Professional Education Conference (group project - all students)

Develop and implement a business plan for a continuing professional education conference for registered dietitian nutritionists and other food and nutrition professionals. The business plan must include a description of the “service” (i.e., continuing education program) to be offered, projected budget, projected resources, staffing needs and responsibilities (include an organizational chart and updated timeline and list of responsibilities showing adjustments and rationale), facility requirements, equipment, supplies, catering plans, marketing strategies (including theme and logo), implementation plan, and other information as outlined in a separate handout. Submit only one business plan from your team. Develop a timeline that includes a detailed list of responsibilities to be accomplished by each member of the team for this project. Submit the timeline and responsibilities on the designated due date. Track modifications and rationale for changes, if any, and submit the final version as part of your business plan.

Prepare one status report that includes an update on the activities outlined in your timeline; include updates to the timeline along with justifications for each adjustment as necessary; and provide copies of supporting materials as appropriate (i.e., supporting materials, in draft or final form as specified in your timeline, should provide evidence of what you have accomplished by the report due date). All students must contribute to the development of the business plan, the conference planning timeline and responsibilities, and the status report. Submit one status report from your team. This project will continue into the summer semester as part of DIE 6516, at which time you will be responsible for finalizing the plans, implementing your plans, evaluating the outcome and preparing a final report.

Imagine that you are a professional work group – a company that organizes, promotes and presents continuing professional education programs for registered dietitian nutritionists and other food and nutrition professionals. Evaluate the performance of each member of your workgroup from a human resource management perspective. (2072 Competency: CRDN 4.1)

Assignment	Due Date	Faculty
Timeline and Responsibilities	January 23	Kauwell
Business Plan (last day to submit)	March 6	Kauwell
Conference Status Report	April 17	Kauwell
Team Member Evaluation	April 17	Kauwell

Community Rotation Discussion

Prior to class on February 1, review the discussion questions distributed to you by your instructor. Be prepared to share in a discussion related to each question. Complete assigned readings and be prepared to fully engage in a discussion of the readings.

Discussion Topics from FSM Rotation

Be prepared to discuss the following FSM rotation narrative objectives in class on February 27:

Objective 1.10

Objective 2.2

Objective 3.1

Objective 12.2, 12.3, 12.6, 12.7

Media Presentation

Select a topic from a list of “fad” diet topics. Research the topic and prepare for a short media interview (5 to 7 minutes) to be conducted and videotaped in class. As part of the preparation, develop three key messages and related proof points. Include an appropriate prop (minimum of one prop such as food products, graphics, etc.) to use during your interview. (Remember, you are on TV, so consider this when selecting your prop.) View the videotape of your interview and evaluate your performance. Evaluate the performance of each of your peers.

Assignments	Due Date	Faculty
Select a topic. (Each student must select a different topic. Dr. Kauwell will coordinate. Submit your ranked preferences to Dr. Kauwell via email. Last day to submit is Feb 6.)	February 6	Kauwell & Rampersaud
Key messages and proof points (last day to submit)	February 27	Kauwell & Rampersaud
Media interview	March 20	In class
Peer media evaluations	March 20	In class
Self-critique/evaluation (review and critique of DVD at home)	March 27	Kauwell

Risk Management Presentation and Discussion

Attend the in class introduction to risk management. Identify a potential source of risk to self, staff, customers, and/or the public from one of your rotations. Substantiate the risk(s) giving consideration to existing practice guidelines/standards of practice/care, facility/organization policies and procedures, legislation, regulations, etc., as applicable. Apply risk management and safety principles to explain how you would manage the risk. Identify the individuals with whom you would interact to coordinate implementation of your risk management strategy, and outline the approach you would take to evaluate and monitor the success of your intervention. Participate in a discussion of each presentation by asking thoughtful questions and critiquing the risk management assessment and intervention and evaluation plan.

Assignments	Due Date	Faculty
Attend in class presentation on risk management	March 6	In class
Risk Management Presentation and Discussion	April 10	Kauwell

Legislative Issues Presentation

Review the information presented at the Sprig 2016 FAND Legislative Workshop. Identify your current state and federal legislators. Select a national or state legislative issue related to nutrition and dietetics. Research this issue using current technologies. On a separate sheet of paper (cover page), identify your issue, whether it is a state or national issue and why you selected the issue. Write a letter to the appropriate legislator(s) regarding the issue you selected using the style guidelines provided to you in class/on e-Learning/Canvas. (It can be an issue you support or don't support.) Submit the cover page and a copy of your letter(s) and a list of the references used to research the issue. Formulate a brief persuasive oral presentation (~5 minutes) on the issue you selected, and present it to your “legislator” and his/her staff in a mock legislative visit. Be prepared to defend your position and answer questions related to your legislative issue. UF faculty (and perhaps outside guests) will be invited to serve as

“legislators” and “legislative staff”. Students enrolled in this course also will participate in this manner. You will be expected to introduce yourself to the “legislator” and his/her “staff”, state the purpose of your visit, explain what the bill will authorize if passed, address historical background relevant to the legislation as applicable, address the implications of the legislation for dietetics professionals and the public, and other relevant information. You will need to present your views persuasively. You should be prepared to answer questions that the “legislator” and his/her “staff” may have that are related to the legislative issue you selected. You should prepare for this as though you were actually visiting the “legislator” at his/her office.

Assignments	Due Date	Faculty
Review information and your “homework assignment” from Spring 2016 FAND Legislative Workshop in Tallahassee. Be prepared to answer questions about the legislative process. Identify your current state and national legislators. Bring a copy (to submit) of your voter registration card to class.	February 13	In class/ Kauwell
Complete assigned readings prior to class and contribute to discussion	February 13	In class
View the Public Policy Workshop Webinar(s) (Dates and times TBA by FAND)	TBA	
Select a legislative issue (Email issue to Dr. Kauwell. Each student must select a different legislative issue. Dr. Kauwell will coordinate.)	March 13	Kauwell
Letter(s) to legislator(s), cover page, & references	April 17	Kauwell
Mock visit to legislator – persuasive presentation	April 17	In class

Tentative Class Schedule - 2017*

Date	Topic	Faculty Leader	
December	8	Course Introduction Business Plan Development - Conference Planning Process (double class period)	Kauwell
January	9	Business Plan Development – Status and Discussion	
	16	Martin Luther King Jr Holiday – No Class	
	23	Working with the Media	Rampersaud & Kauwell
	30	Community Rotation Discussion	Kauwell
February	6	Business Plan Development – Status and Discussion	Kauwell
	13	Legislative Process, Issues and Advocacy	Kauwell
	20	The Commission on Dietetic Registration – Test Specifications and Preparation	Kauwell
	27	Food Systems/Service Management Rotation Discussion	Gankofskie, Brown (by Skype) & Kauwell
March	6	Managing Risk in Nutrition and Dietetics Practice	Kauwell
	13	Business Plan Development – Status and Discussion	Kauwell
	20	Media Presentations (double class period)	Kauwell & Rampersaud
	27	General Clinical Rotation Discussion	Kauwell & Brown (by Skype)
April	3	MS-DI Spring Break – No Class	
	10	Risk Management Presentations and Discussion	Kauwell
	17	Legislative Issues Presentations (double class period)	Kauwell & Guest Faculty

*Subject to change.