

UNIVERSITY OF FLORIDA

MASTER OF SCIENCE - DIETETIC INTERNSHIP

Professional Development in Dietetics (DIE 6516) Syllabus

Summer 2018 – Section 7473

Instructors:

Laura Acosta, MS, RDN, CSSD, LDN

ljacosta@ufl.edu

352-273-3472

Office: 2049 McCarty Hall D

Office Hours: By appointment

Kohrine Counts, MS, RDN, LDN

kcounts77@ufl.edu

352-294-3745

Office: 103B FSHN

Office Hours: By appointment

Class Meeting Time: Mondays, 5:10-7:00pm

Class Location: Online (via Zoom) or Dietetics Lab – see course schedule

Attendance: Required

Credits: 2

Prerequisites: DIE 6938

Co-Requisites: DIE 6944

Course Description: Professional development assessment, planning and evaluation for future dietetics professionals.

Objectives: Upon completion of this course, students will be able to:

- Create a professional development plan that: 1) reflects consideration of professional goals and assessment of current knowledge and skills identified by conducting a formal needs assessment; and 2) meets the requirements for continuing professional development set by the Commission on Dietetic Registration.
- Complete an employment interview with a prospective employer that incorporates best practices in preparing for and participating in an employment interview, and conduct a self-assessment/critique of the interview.
- Demonstrate an understanding of coding and billing for reimbursement of nutrition services by developing educational materials for practitioners and apply what you have learned, as appropriate, when working in rotations where reimbursement for services has been established.
- Differentiate between the Standards of Practice and the Standards of Professional Performance and assess practice-based scenarios for compliance with these standards.
- Supervise the integration of financial, human, physical and material resources and services to organize and conduct a professional development conference that focuses on contemporary topics/issues of importance to nutrition and dietetics professionals.
- Perform self-assessment by indicating the level of competency achieved for all dietetics practice competencies, including the Nutrition Education and Wellness concentration, using a competency evaluation scoring matrix and a professional portfolio that references examples of work that demonstrate competency achievement.

- Differentiate between state licensure for dietitians/nutritionists and dietetic registration, apply state licensure laws to case scenarios to determine the implications, and identify and report potential examples of unlicensed activity.
- Identify situations in dietetics work settings that could result in medical errors and formulate strategies for preventing medical errors in dietetics practice settings.
- Describe the credentialing process for registered dietitian nutritionists and implement the steps needed to complete the credentialing process.
- Recognize the importance and value of serving as a preceptor and mentor for dietetics students and interns; identify the roles of a preceptor and mentor; describe the preparation and qualities needed to ensure that preceptors/mentors provide excellent training for dietetics students/interns; and outline the steps you will take to serve as a future preceptor/mentor.
- Demonstrate competency to practice as a dietitian through successful (70% or higher) completion of an exam covering test specifications similar to those used for the National Registration Examination for Dietitians.

Required Texts/Readings: There is no textbook for this course. Assigned readings will come from the Academy of Nutrition and Dietetics website (www.eatrightpro.org), as well as professional journals and other appropriate resources. Assigned readings will be posted on Canvas.

Student Preparation for Class: Students are expected to be prepared for class, including advance reading when required.

Email: Students are required to check their email account(s) daily (at least Monday through Friday) and respond to course/program related requests, inquiries, etc. in a timely manner.

How to Access E-Learning:

- Access requires a Gatorlink account.
- Access the e-Learning support services home page at <http://lss.at.ufl.edu>. Select “e-Learning in Canvas”. Log in using your Gatorlink ID. DIE 6516 should be listed under “courses”.
- If you are unfamiliar with Canvas, information can be found under the “help” tab.

Student Evaluation:

Due to the nature of this course, attendance is required. Ten points will be subtracted from your total score for each class not attended. 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 is required (e.g., note from physician or clinic; vague notes such as “was seen” are not acceptable), death (e.g., obituary), accident (e.g., police report), etc. Please notify the instructor about your situation as soon as possible.

Assignments:

All assignments must be typed. All assignments must be submitted 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 10% per day from the total value of the assignment.

Performance Indicators	Points
Attendance and Participation	50
Professional Development Plan	5
Personal Professional Portfolio and Competency Matrix	50
Professional Development Conference	50
Comprehensive Final Business Plan Report	70
Peer Evaluations	10
Medical Errors Quiz	10
Scope of Practice Scenario with Brief Presentation	30
Preceptor/Mentor Assignment	S/U
Revised Resume	30
Cover letter	20
List of Interview Questions	10
Personal Development Portfolio "Highlight"	S/U
Mock Interview	30
Interview (with real employer)	S/U
Self-Critique of Interview	10
Mock Registration Examination for Dietitians*	125
Total	500

*Students must earn a score of 70% or higher (87 pts). Students who do not achieve this level of performance will be required to repeat the exam as specified in the Dietetic Internship Handbook and Policy and Procedure Manual.

Grading scale: (Grades will not be curved.)

A = 466 - 500 93.34 - 100%	A- = 450 - 465 90 - 93.33%	B+ = 433 - 449 86.68 - 89.9%	B = 416 - 432 83.34 - 86.67%	B- = 400 - 415 80 - 83.33%
C+ = 383 - 399 76.78 - 79.9%	C = 366 - 384 73.34 - 76.67%	C- = 350 - 365 70 - 73.33%	D+ = 333 - 349 66.68 - 69.9%	D = 316 - 332 63.34 - 66.67%
D- = 300 - 315 60 - 63.33%	E = <300 <60%			

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/>.

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.

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.

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. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. Contact information: 0001 Reid Hall, 392-8565, www.dso.ufl.edu/drc/.

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>.

Student Complaints: The following link describes the University of Florida’s policy related to student complaints. https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

Campus Helping Resources: Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides 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	Website	Services Provided
University Counseling and Wellness Center Location: 3190 Radio Road Phone: 352-392-1575	https://counseling.ufl.edu/	<ul style="list-style-type: none"> • Counseling services (individual and group) • Groups and Workshops • Outreach and consultation • Self-help library • Wellness Coaching • Training Programs • Community Provider Database
U Matter We Care Phone: 352-294-CARE	www.umatter.ufl.edu	<ul style="list-style-type: none"> • Care-related programs and resources for students and employees
Career Resource Center	www.crc.ufl.edu	<ul style="list-style-type: none"> • Career development assistance and counseling

Assignments

Preparation for Employment Project

This is a comprehensive project. Assignments will include:

- Resume and Cover Letter Workshop, information from which you will use to refine and revise your draft resume.
 - Revision of your resume.
 - Development of a cover letter tailored to an employment interview you will have later in the semester with a prospective employer.
- Compilation of a list of potential interview questions – questions you may ask an interviewer AND questions an interviewer may ask you.
- Collection of carefully and thoughtfully selected items from your Professional Development Portfolio that highlight your best work and skills. This “Portfolio Highlight” should be compiled into a folder to use in your mock and real interviews.
- Mock employment interview
- Real employment interview
 - Prepare for an employment interview based on the information learned from the interview you completed in the Food Service Management rotation, the Employer Round Table Discussion, mock interview, and assigned readings.
 - Schedule an interview with a prospective employer of RDNs. This should be for a position you are seeking. (If you are not seeking a position or have not found a particular position that you would like to fill, schedule an interview with an employer in an area of dietetics that is of interest to you.)
 - Research the organization and information about the position.
 - Refine your list of interview questions, tailoring it to the position, facility, etc.
 - Bring your résumé, cover letter, and “Portfolio Highlight” to the interview.
 - Submit a critique of your performance in narrative style, commenting on your comfort level, adequacy of preparation, ability to answer questions, ability use examples of work from your “Portfolio Highlight” and internship experiences during the interview, ability to discuss/negotiate salary and benefits if applicable, what you think went particularly well, what you would do differently, what surprised you, etc.
 - Submit with cover page (template to be provided on Canvas).

Standards of Practice, Standards of Professional Performance, and Scope of Practice

Read the Academy’s 2017 Standards of Practice and Standards of Professional Performance (SOP/SOPP). You will be assigned a scenario and will need to utilize the Scope of Practice Decision Tool to determine whether the activity depicted is appropriate. Present your scenario, conclusion, and rationale in class.

Standards of Practice, Standards of Professional Performance, and Scope of Practice

As a group, identify two individuals who may potentially be practicing nutrition/dietetics without a license or outside their professional scope of practice.

Site Preceptors and Mentors: Giving Back to Your Profession

Complete the readings posted on Canvas. Assignment: TBA.

Professional Development Conference - Implementation of Business Plan - Group Project

Finalize all aspects of the business plan you developed during DIE 6938; execute per your timeline, evaluate the conference outcome, and prepare a final report. Individually evaluate the performance of each team member using the evaluation form on Canvas.

Final report must include:

- The final revised version of the business plan developed during the spring semester.
- Budget and expenditures (include proposed budget, actual expenditures, and explanation of budget deviations).
- Copies of all developed/distributed materials (i.e.: Invitation, brochure/flyers, agenda, any displays, exhibitor/donor marketing materials, contracts, etc.).
- All forms submitted to CDR.
- Conference menu.
- Photos from the event.
- Original copy of attendance sheet and licensure sign-in sheet.
- Summary of the attendees' evaluations of the conference.
- Narrative evaluation of all aspects of your plan and the conference.
- The Chair is responsible for follow up with post-conference details, including ensuring that all invoices are received and paid, as well as all receipts, reimbursements, etc. are handled properly and in a timely manner.

Current Issues in Professional Development: Medical Errors

Prior to class, read assigned articles on medical errors and access course material (will be provided on Canvas) for a medical errors prevention course. There will be an in-class quiz on the course material you will read ahead of class.

As part of a group discussion on the prevention of medical errors, each student is expected to:

- share examples of preventive measures taken to safeguard against medical errors observed during rotations;
- describe potential medical errors that could occur due to the absence of appropriate safeguards related to dietetics;
- share examples of medical errors observed during rotations and strategies for preventing them in the future.

Professional Development Plan

Use the Dream Demo Wizard to complete a needs assessment, identify competencies relevant to your future roles/interests in dietetics, and develop a learning plan that reflects your practice needs and goals.

Personal Professional Portfolio

- Finalize and submit the Personal Professional Portfolio that portrays your efforts, progress, and achievements related to the competencies for entry-level dietitians

established by ACEND and those developed for the Nutrition Education and Wellness concentration, as well as general achievements and readiness for professional practice.

- Examples things to include in your portfolio are: updated résumé (must be included); awards, honors, scholarships, and certificates (only include items from college in this category; items should be relevant to your future career); letters of commendation (recent and relevant to your future career); educational materials developed/published (i.e., EDIS publications, handouts, manuals, curricula, booklets, etc.); research abstracts/manuscripts; newsletters/newspaper articles; certifications – Food Handlers, CPR, etc.; professional meetings attended (GAND attendance certificates - must be included) or meetings/conferences at which you made a presentation; sample chart notes (protect confidentiality); participation in health fairs – flyers, pictures, etc.; and other relevant information.
- Evaluate your professional development status using the competency matrix and reference the examples of work in your portfolio that demonstrate how you met this competency, as appropriate. Submit along with your portfolio

Tentative Class Schedule (Subject to Change)

READINGS: TBA – will be posted on Canvas

Date	Topic	Assignments Due
Monday, May 21	<ul style="list-style-type: none"> • Syllabus Overview • Conference Update and Discussion 	
Tuesday, May 29	<ul style="list-style-type: none"> • “Who Wants to be a Registered Dietitian?” – Registration Exam Game 	
Monday, June 4	<ul style="list-style-type: none"> • Preparing a Case Report Manuscript 	
Monday, June 11	<ul style="list-style-type: none"> • Resume/Cover Letter Workshop 	<ul style="list-style-type: none"> • Bring draft of current resume
Monday, June 18	<ul style="list-style-type: none"> • Round Table Discussion with Employers of Registered Dietitians 	<ul style="list-style-type: none"> • Final revised professional resume • Bring 3-5 questions to ask employers, utilizing information from assigned readings
Monday, June 25	<ul style="list-style-type: none"> • Scope of Practice/Standards of Practice/Standards of Professional Performance 	<ul style="list-style-type: none"> • Identify tentative position you are seeking for employment interview
Monday, July 2	<ul style="list-style-type: none"> • Scope of Practice Scenario Presentation • Conference Update and Discussion 	<ul style="list-style-type: none"> • Scope of Practice Scenarios / Decision Tool • Scope of Practice Presentation
Monday, July 9	<ul style="list-style-type: none"> • Unlicensed Activity Discussion 	<ul style="list-style-type: none"> • As a group, identify two individuals who potentially are practicing nutrition/dietetics without a license or outside their professional scope of practice. Bring their names and information to class. • Cover Letter • List of interview questions (includes questions you anticipate will be asked, as well as questions you intend to ask the interviewer)

Monday, July 16	<ul style="list-style-type: none"> • Mock Interview 	<ul style="list-style-type: none"> • Mock Interview • Bring and be prepared to showcase “Portfolio Highlight”
Monday, July 23	<ul style="list-style-type: none"> • Conference Planning Update and Discussion 	
Wednesday, July 25	<ul style="list-style-type: none"> • Mock RDN Exam 	<ul style="list-style-type: none"> • Mock RDN Exam
Monday, July 30	<ul style="list-style-type: none"> • Medical Errors Quiz • Medical Errors Discussion 	<ul style="list-style-type: none"> • Medical Errors Quiz (complete in-class)
Thursday, August 2	<ul style="list-style-type: none"> • CPEU Conference 	<ul style="list-style-type: none"> • Conduct CPEU Conference
Monday, August 6	<ul style="list-style-type: none"> • Professional Development Plan • Credentialing Process for Dietetic Registration, State Licensure 	<ul style="list-style-type: none"> • Have employment interview completed • Turn in self-critique of interview • Professional Development Plan (completed in class)
Thursday, August 9	No Class	<ul style="list-style-type: none"> • Final Conference Business Plan Report • Personal Professional Portfolio and Competency Matrix