

Instructor: Jeanette Andrade PhD, RDN/LDN, FAND  
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Office Hours: by appointment

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### **Class meeting times:**

We will meet bi-weekly through Zoom from 6-7pm on Mondays.

### **Course Description**

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.

### **Course Objectives**

Activities and assignments completed in this course contribute to the achievement of the following ACEND competencies:

- 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.
- CRDN 3.4: Design, implement, and evaluate presentations to a target audience.
- 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 develop 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.

### **Course Policies and Procedures**

#### **Grades are not curved and are not negotiable.**

All assignments **must be typed**. All assignments must be submitted (or post-marked) by 1159 PM on the day they are due unless otherwise indicated in the syllabus. Beginning with the due date, course work turned in late will be penalized by deducting 10% per day for up to 5 days from the total value of the assignment.

**Other:** Additional course information and materials will be posted on E-Learning in Canvas (<http://lss.at.ufl.edu/>) and/or available through the Marston Science Library online reserve system (Ares), the Academy of Nutrition and Dietetics website or other resources 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 in Canvas or other sites to class.

#### **How to Access E-Learning:**

- Access requires a Gatorlink account. If you need to establish a Gatorlink account, go to <http://www.gatorlink.ufl.edu/>.
- Once you have created a Gatorlink account, access e-Learning Support Services homepage at <http://lss.at.ufl.edu>. Select “e-Learning Login”. Log in using your Gatorlink ID. FYC 6934 should be

listed under “My Workspace”. If you are unfamiliar with e-Learning in Sakai, select “Student Tutorials & FAQs from the menu.

**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-conducthonor-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.

**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/](http://www.dso.ufl.edu/drc/).

**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](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	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"> <li>▪ Counseling Services - individual and group</li> <li>▪ Groups and Workshops</li> <li>▪ Outreach and Consultation</li> <li>▪ Self-Help Library</li> <li>▪ Wellness Coaching</li> <li>▪ Training Programs</li> <li>▪ Community Provider Database</li> </ul>
U Matter We Care		352-294-CARE	www.umatter.ufl.edu	Care-related programs and resources for students and employees
Career Resource Center	First Floor J. Wayne Reitz Union	352-392-1601	www.crc.ufl.edu	Career development assistance and counseling

**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.

**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.

**Attendance:** Per University Policy, **attendance** is expected at *all* class sessions. When an absence does occur, the student is responsible for the material covered during the absence. When possible, the student should notify the instructor in advance of an anticipated absence. Dr. Andrade will grant make-up privileges (when possible) to students for properly verified absences due to illness, emergency, or participation in an official University activity.

### Course Materials

Relevant articles are accessible through Canvas

### Course Procedures: All Assignments due by 1159pm in 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). Identify at least 1 individual who may potentially be practicing nutrition/dietetics without a license or outside his/her professional scope of practice. Explain what you will do in this situation.

#### Medical Errors Quiz and Discussion

Prior to class, read assigned Florida Health document about medical errors in healthcare (will be provided on Canvas). Complete the 10-question multiple choice quiz after reviewing this information.

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 and strategies for preventing them in the future.

### Personal Professional Portfolio

Submit your Personal Professional Portfolio that portrays your efforts, progress, and achievements related to the competencies, as well as general achievements and readiness for professional practice, as applicable. 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.

- Examples of 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); educational materials developed/published; research abstracts/manuscripts; certifications – Food Handlers, CPR, etc.; professional meetings attended or meetings/conferences at which you made a presentation; and other relevant information.

Assignments	Points
Standards of Practice	100
Medical errors quiz (20 points) and discussion (30 points)	50
Personal Professional Portfolio	150
Total	300

### Grading Scale

A: 279-300 (93-100%)	A-: 270-278 (90-92.9%)	B+: 261-269 (87-89.9%)
B: 249-260 (83-86.9%)	B-: 240-248 (80-82.9%)	C+: 231-239 (77-79.9%)
C: 219-230 (73-76.9%)	C-: 210-218 (70-72.9%)	D+: 201-209 (67-69.9%)
D: 189-200 (63-66.9%)	D-: 180-188 (60-62.9%)	E: <180 (<60%)

### Tentative Schedule

Date	Topic	Assignments Due
1/6	Business plan for theme meal	
1/27	Interviewing for your dream job / Negotiation	
2/3	Food Systems Management Reflection <i>Facilitator: Dr. Gankofskie</i>	
2/17	Standards of Practice (SOP) Discussion	SOP Discussion
3/2	Medical Errors Discussion	Medical Errors Quiz
3/16	Mock RDN exam – Test Specifications and Preparation	
3/30	Clinical rotation reflection	
4/13	Professional Portfolio Discussion	
4/27	Reflections of the Internship	Professional Portfolio