



TMCC

Truckee Meadows
Community College

Dietetic Technician Program

STUDENT HANDBOOK

Dietetic Technician Program

Truckee Meadows Community College

7000 Dandini Blvd., RDMT 334 J

Reno, Nevada 89512-3999

Telephone: 775-673-8218 Fax: 775-674-4844

Web: www.tmcc.edu/nutrition

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INTRODUCTION

The material in the Dietetic Technician Program Handbook supplements the Truckee Meadows Community College catalog and presents more detailed requirements and policies for the Dietetic Technician Program.

Disclaimer

Information in the Dietetic Technician Program Handbook describes the TMCC Dietetic Technician Program at the time of publication. However, changes may be made in policies, the calendar, curriculum or costs.

Accreditation

The Dietetic Technician Program has received accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The Commission on Accreditation for Dietetics Education may be contacted at:

Commission on Accreditation for Dietetics Education
American Dietetic Association
120 South Riverside Plaza, Suite 2000
West Jackson Boulevard
Chicago, Illinois 60606-6995
312/899-0040 ext. 5400
www.eatright.org

Upon successful completion of the Dietetic Technician Program, the student is eligible to take the Commission of Dietetics Registration (CDR) national exam for dietetic technician, registered.

For information regarding the Associate of Science (AS) – Dietetics transfer degree, refer to the current TMCC catalog.

A student may successfully complete the Dietetic Technician Program by completing one of the following three options.

Track 1 students

Track 1 is for student seeking an Associate of Applied Science (AAS) degree, but who may eventually seek a 4-year degree. Track 1 students take 16 credits of science prerequisites: Biology 190, Biology 223, Biology 224 and Biology 251. These courses may transfer to a 4-year institution within the NSHE system

Track 2 students

Track 2 is for students who are seeking an Associate of Applied Science (AAS) degree. Track 2 students take 8 credits of science prerequisites: Biology 141 B and Biology 142 B. These credits may not transfer to a 4-year institution within the NSHE system.

Track 3 Students with a four-year degree

A student with a 4 year didactic degree in Clinical Dietetics from an institution accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA) may qualify as a Track 3 student. The following conditions must be met:

The student must provide the following to the dietetic technician program coordinator:

- Official copies of all transcripts,

- The original Verification Statement issued from an ADA accredited 4-year institution. The Verification Statement must be for a Didactic Program for Dietetics
- A minimum of two letters of recommendation from faculty, advisors or preceptors of their 4-year program

To complete the program and be eligible to take the exam for registration for a dietetic technician, a Track 3 student must complete 3 3-credits courses comprised of 450 hours of supervised work experience at a satisfactory level.

To be considered for acceptance as a Track 3 student, please contact the dietetic technician program coordinator at 775-673-8218 or jgrover@tmcc.edu

Non Discrimination Statement

TMCC is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or sexual orientation in the programs or activities which it operates.

For questions or concerns regarding compliance, contact the equity and diversity office, Red Mountain Building, Room 203, Telephone: 775-673-7105, Web: www.tmcc.edu/diversity.

ADA

Disability Access Statement

Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact TMCC's Disability Resource Center at 775-673-7277, TTY 775-673-7888, come by the Red Mountain Building, room 315 B or visit www.tmcc.edu/drc.

The Dietetic Technician Program

The dietetic technician program is part of the School of Science at TMCC. The TMCC dietetic technician program meets all the minimum requirements for the Associate in Applied Science degree and combines a strong academic background with supervised practice experience. This experience consists of 450 hours of supervised work in a variety of health care or community food service institutions. Upon completion of the program the individual will be eligible to take the Registration Examination for Dietetic Technician, Registered. This examination is administered by the Commission on Dietetic Registration of the American Dietetic Association. Satisfactory completion of the examination provides for National Registration as a Dietetic Technician, Registered (DTR).

Registration Advisement

Even though you have read the dietetic technician program handbook, you will need to meet with your academic advisor and the program coordinator of the dietetic technician program before or during each registration period of each semester or at any time when decisions concerning registration are made. Advisors and the program coordinator of the dietetic technician program are here to help students plan their academic programs, become familiar with the regulations of the college and department, and to provide information and guidance regarding the DT program.

THE DIETETIC TECHNICIAN PROGRAM

Mission Statement and Goals

Mission Statement

- Provide an accessible quality educational experience in the dietetic areas of food and nutrition services
- Serve the needs of students, employers, and the community at large
- Anticipate and respond to educational needs of individuals to achieve their goals in the dietetic field by providing
 - a program and degree in a technical field
 - customized job training
 - a transfer degree

Goals, Outcome Measures, and Assessment Methods

Goal 1

Provide theoretical and practical foundations to adequately prepare students to be entry-level dietetic technician practitioners.

Outcome Measure

- At least 80% of students trained at TMCC will successfully pass the CDR exam on their first attempt

Assessment Method

- Data will be collected from the American Dietetic Association (ADA) and reviewed by the program coordinator each August to verify pass rates.

Outcome Measure

- 70% of graduates/completers will sit for the DT exam within 1 year of graduation.

Assessment Method

- Data will be collected through graduate surveys

Outcome Measure

- 100% of students will receive a grade of C or higher in all Nutrition courses that are not on a satisfactory/unsatisfactory grading system

Assessment Method

- Program director and faculty identify students enrolled in the program who receive grades below C once a semester. IR provides course grade distributions. Students receiving a grade less than a C may repeat coursework.

Goal 2

Provide an academic program that establishes high expectations and reflects standards appropriate to dietetic practice

Outcome Measure

- 90% of students will receive satisfactory evaluations from preceptors upon completion of their clinical training

Assessment Method

- Students are evaluated by preceptors on the evaluator checklist and signature sheet at the completion of competencies. Faculty review the competency evaluation forms, assign internship grades and students retain forms.

Outcome Measure

- 90% of graduates/completers or transfer degree students will express satisfaction regarding their level of education and or training in career placement

Assessment Method

- Program director conducts exit interviews. Office of institutional research (IR) administers surveys.

Outcome Measure

- 75% of graduates/completers or transfer degree students will be employed within the field or continuing their education within 1 year of graduating/completing.

Assessment Methods

- Graduates/completers maintain contact with program director, faculty and preceptors as to continued education and employment
- Graduates/completers are surveyed electronically through IR office 1 year after graduating, at three years and at five years post-graduation regarding their level of education/training in career placement

Outcome Measures

- 70% of students will complete the AAS-DT degree within 4 years of declaring the major.
- Assessment Method
- Using data generated by Admission and Records, time from the declaration of the major by a student until time of graduation from the program will be reviewed annually by the program coordinator
- 70% of students will complete the AS-Transfer degree – dietetics emphasis within 3 years of declaring the major.
- 70% of AS-Transfer Degree – Dietetics Emphasis graduates will transfer to a 4-year program within 1 year of graduation

Assessment Method

- Transfer degree students will be surveyed electronically one year after graduating on their continued education efforts

Outcome Measure

- TMCC students who graduate with an Associate of Science, Emphasis in Dietetics who go on to complete a four-year degree at an institution accredited by the Commission on Dietetics Registration (CADE) of the American Dietetic Association (ADA) will be accepted into post graduate internships similar in percentages to students who complete their lower division courses elsewhere.

Assessment Method

- Review and retain statistics generated by the American Dietetic Association regarding graduates of four-year degree institutions accredited by the Commission on Dietetics Registration (CADE) of the American Dietetic Association (ADA) regarding placement of graduates into post-graduate internship programs as pertains to graduates of TMCC with an Associate of Science, Emphasis in Dietetics.

Outcome Measure

- TMCC students who graduate with an Associate of Science, Emphasis in Dietetics will graduate with a four-year degree in similar numbers to students who complete their lower division courses elsewhere.

Assessment Method

- Conduct an annual success survey of Associate of Science, Emphasis in Dietetics transfers at institutions who commonly receive dietetics students.

Goal 3

Provide a program that is highly responsive to student and community needs.

Outcome Measure

- 90% of students will indicate they are satisfied with the quality of training they received at TMCC.

Assessment Method

- Students will be surveyed through the practicum evaluation form filled out at the completion of each internship, program director retains evaluations.

Outcome Measure

- 80% of graduates/completers will indicate they were satisfied with the quality of education and training they received at TMCC.

Assessment Methods

- Exit Interviews by program director.
- Personal contacts.
- Graduates/completers will be surveyed through IR by mail within 12 months of graduating, at three years and at five years post-graduation.

Outcome Measure

- 80% of employers will rate TMCC graduates as adequately prepared as entry-level practitioners

Assessment Method

- Employers of TMCC graduates/completers will be surveyed every 2 years through IR and asked to evaluate these employees in the following broad areas: adequacy of education/training in the ability to apply theoretical knowledge in practice; ability to apply critical thinking skills and application of appropriate work ethics

Outcome Measure

- The program will assure accurate, accessible and current information for potential and current students via the program website.

Graduation Requirements

Requirements for Graduation include the following:

1. Meet the course distribution requirements of the Associate of Applied Science Degree at TMCC as defined in the TMCC catalog.
2. Meet all graduation requirements as specified in the TMCC catalog for the appropriate year.
3. Maintain a minimum cumulative grade point average of 2.0.
4. Meet prerequisite course requirements for the DT program with a grade of C (2.0) or higher.
5. Complete courses in the major occupational area (DT) with a grade of C (2.0) or higher in each course.
6. Satisfy course requirements for the Associate of Applied Science Degree in Dietetic Technology for a total of 65.5-77.5 credits.

Each student seeking an associate degree is required to submit to the Admissions and Records office a completed Application for Graduation.

The Credential Process

Upon successful completion of all program requirements, the student will receive a "Student Exit Packet" from the program coordinator. The student will submit to the program coordinator the completed application for registration examination for dietetic technician. The program coordinator will submit graduates for the Registration Examination for Dietetic Technician. You will receive a Verification Statement from your program coordinator. This examination is administered by the Commission on Dietetic Registration of The American Dietetic Association. The DT Coordinator can provide you with additional information. Satisfactory completion of the examination provides for National Registration as a Dietetic Technician or DTR (Dietetic Technician Registered).

Program Costs

Listed below are items that may be potential costs incurred by students. Consult the current TMCC catalog or Admissions and Records for the actual cost of each item.

- College Application Fee
- Tuition Fees
 - Per credit
 - Laboratory fees
- Out-of-State Tuition (if applicable)
- Insurance costs
- Graduation Application Fee
- Lab Fees
- Medical tests
- Fingerprinting and security check

Insurance Requirements

Medical Insurance

Before enrollment in the Supervised Experience Practicums (NUTR 291, 292, 293), the student must show proof of medical insurance.

Travel Insurance

Students assume responsibility for accident liability to and from any off-campus activities such as field trips, professional meetings, or the Supervised Experience Practicums.

Professional Liability Insurance

Professional liability insurance is not necessary while in the program. Upon graduation and entering the workforce, such insurance is available through Maginnis and Associates, Inc., 332 South Michigan Avenue, Chicago Illinois 60604.

Grades and Evaluation

Grades

Truckee Meadows Community College uses the following grading system:

A	superior performance:	4 grade points
B	above average performance:	3 grade points
C	average performance:	2 grade points
D	below average performance:	1 grade point
F	failure:	0 grade points

Individual faculty members choose whether to use the 'plus' and 'minus' grades. Work may also be graded as Pass/Withdraw or Satisfactory (C or above)/Unsatisfactory (D or below) but carry no grade point value. Grading criteria are included in all class outlines.

Evaluation

TMCC policy is that each instructor in a regularly scheduled course will be evaluated each semester by the students enrolled in that course. The evaluations are collected by a student from that class and delivered to the appropriate office. In order to preserve confidentiality, division administrative assistants type up student comments and tabulate the numerical ratings. These results will be shared with the faculty, but only after grades for the course have been assigned.

Evaluation of Prior Work Experience

A minimum of 900 clock hours for dietitian programs including program emphasis areas and 450 clock hours for technician programs is required for supervised practice.

Guideline

The 900/450 hours may include hours credited from an individual's prior experience if the program has established a policy and process for assessing achievement of competencies.

Policy

It is the policy of the dietetic technician training program at TMCC to allow credit for prior experience as part of the 450 hours of supervised work experience.

Process

1. The student shall provide to TMCC the following documentation of prior experience:
 - a) A job description of all positions held that may count for prior experience.
 - b) A written statement from the job supervisor, verifying
 - i. Length of employment
 - ii. Current employment, if applicable
 - iii. Satisfactory/unsatisfactory performance
 - iv. May include a recommendation
 - c) Length of time in the job related to the competency
 - d) A detailed list of job responsibilities and duties, and length of time performing those responsibilities and duties.
 - e) If the student qualifies as a track 3 student (has a 4-year degree in Clinical Dietetics), the student will provide copies of all transcripts, and a copy of the Verification Statement. The Verification Statement must be for Didactic Program for clinical dietetics.
2. The program coordinator will review the information with the student
3. The program coordinator will determine which competencies have been met
4. The program coordinator will determine the number of hours to be credited
5. The program coordinator will keep a file on each student.
6. During the supervised work experience, the student must demonstrate the competency throughout their clinical time.
7. If the student is unable to demonstrate the competency during the supervised work experience, the work site shall contact the program coordinator for re-evaluation of the competency and re-evaluation of the reduction of clock hours from the practicum.

Practicum Site Checklist

Student Name - Print

Before starting any dietetic technician practicum, copies of the following must be on file with the dietetic technician program coordinator.

Student Instructions

You will be required to give prove of evidence of vaccinations. You will be required to take TB tests. Background checks and fingerprints may be required by specific training sites.

Keep this form for your records. Check off each item when you have provided the information to the dietetic technician program office.

- On line application to the program
- Codes of conduct signature page
- Practicum Activity #1 signature page (Signifying completion of didactic portion of ADA code of ethics)
- Vaccination records
- TB test
- Proof of medical insurance
- Background check and fingerprints if required by specific training sites

In addition to the above items, Track 3 students must have the following on file:

- Original Verification Statement from granting institution
- Minimum of two letters of recommendation

Practicum Site Dress Code

1. You may be required to wear a lab coat issued by a medical facility.
2. You may be required to wear a name badge issued by a facility.
3. While in food service areas, you will be required to wear hair coverings, such as hairnets. These will be provided for you.
4. If hair is long, it must be worn back or up. No unusual hair color (such as purple) is allowed.
5. Jewelry. Please check with your foodservice rotation ahead of time to determine whether or not jewelry on the hands and wrists are allowed. You may wear one pair of earrings in ear lobes. No other visible piercing or tattoos are allowed.
6. Appropriate footwear must be worn at all times. Closed toed, low-heeled shoes with sturdy soles must be worn in kitchen areas and are recommended for wear in all clinical settings.
7. High heels are not appropriate.
8. Tank tops, shorts, and jeans are not allowed.
9. Sleeveless shirts are generally not allowed.

Practicum Site Code of Conduct

All dietetic technician students are ambassadors of the program while at the practicum site experiences. Professional, courteous and respectful behavior is expected of all students.

1. If you are going to be late, or cannot make it to work, call with as much advance warning as possible. You must also call or email your professor and leave a message regarding your absence. The hours missed will be made up at the Practicum Site's convenience.
2. Adhere to the dress code.
3. Stay in communication with your preceptors.
4. Use appropriate language - no swearing or loud voices.
5. Utilize professional behavior at all times.
6. Maintain client confidentiality at all times.
7. Do not speak of patients/clients in public places, such as elevators.
8. Students will not fraternize with clients, patients, and members of their families or staff members outside of the practicum experience.
9. No gum or tobacco chewing.
10. Adhere to the practicum sites drug and alcohol policies.
11. Comply with the practicum sites policies and procedures.
12. When you are unsure of how to act in a specific situation, talk to your preceptor or to the program coordinator.
13. Be an attentive listener. Allow your preceptors to explain their expectations of you in detail before asking questions.
14. Ask thoughtful, appropriate questions. Try to find the answers yourself before asking another person.
15. If you are having concerns about your internship, express your concerns to your instructor on campus first.
16. Be enthusiastic. Regardless of the topic or the learning experience, remember that your preceptor is trying to help you accomplish your goals.
17. Be positive. Your attitude reflects not only on yourself but also on the program.
18. Meet with your campus instructor, on campus or on site, a minimum of three times during each rotation. Bring all completed and work-in-progress practicum activity sheets with you to the meeting. It is your responsibility to schedule the meetings.

CODES OF CONDUCT SIGNATURE

I acknowledge that I have read and will adhere to the practicum site dress code and code of conduct policies for the Truckee Meadows Community College Dietetic Technician Program.

Student Signature

_____/_____/_____
Date

Program Coordinator

_____/_____/_____
Date

PRACTICUMS

There are five sets of paperwork in this section:

- 1. Competency statements for the supervised practice component**
 - a. The American Dietetic Association's (ADA) competency statements. You must complete these during NUTR 291, NUTR 292 and NUTR 293. You will complete approximately one-third of the competencies in each of the courses.
- 2. Practicum activities master list**
 - a. The ADA competency statements are grouped into practicum activities 1 through 17. You must complete all 17 practicum activities in one of the following courses; NUTR 291, NUTR 292 or NUTR 293.
- 3. Evaluator checklist, comments and practicum activity signature**
 - a. Both preceptor and student sign
- 4. Practicum activities 1 through 17 reports**
 - a. Each practicum activity, except practicum activities 1 and 17, must include the following in this order:
 1. practicum activity cover sheet
 2. evaluator checklist, comments and signature sheets
 3. typed student report of activity
 4. copies of all materials associated with the practicum activity completed
 - b. These items will be compiled in a separate portfolio for each internship. This will be submitted to your TMCC instructor at the end of each internship rotation.
- 5. Practicum site evaluation form**
 - a. Completed and submitted by the student to the program coordinator at the completion of each of the following courses; NUTR 291, NUTR 292 and NUTR 293

You must keep a practicum log for every day that you are at the practicum site. The log is to be done daily during the times that the student is at a practicum site. The log must be included in the portfolio. It may be either typed or neatly hand written. The log should include the following:

- Date, day, time of arrival, time of departure, and a brief summary/description of what the student is doing during each day of the practicum.

The student is required to meet with their TMCC faculty staff five times per rotation. The first meeting is prior to the beginning of each practicum rotation and is held at TMCC. The last meeting is after you have completed the practicum rotation and are ready to submit your portfolio for grading. That meeting is at TMCC. The other three meetings will be during and at your practicum rotation site. It is the student's responsibility to schedule all five meetings. The student must take into consideration the faculty member's schedule, in addition to their rotation schedule when scheduling all meetings. The student must bring all portfolio, practicum activities and/or dietetic competencies materials with them to each meeting.

General guidelines

Your student report of activity must be typed. Both you and your preceptor must print your names, sign your names and date your signature on the practicum activity signature sheet. Signatures should be in blue ink for all signatures. You are NOT limited in length to your "student report of activity". Make sure you include copies of any materials used, including pictures of items that are too big to fit in a binder (such as a poster). Make copies of your original competency sheets for your own record. Submit the original signed sheets to your TMCC instructor in a portfolio at the end of each practicum.

When going to practicum sites, anticipate completing approximately one-third (1/3) of the total competencies per practicum. There are 44 DT's (dietetic technician) competencies; therefore you should complete at least 15 competencies per practicum. You must complete each competency at least once. It is expected that you will complete many of the competencies more than once. (For example, you should do several screenings and assessments, not just one).

Note: Practicum activities 1 and 17 have evaluation sheets and signature forms specific to those activities attached to them and are to be signed by TMCC nutrition faculty and/or program coordinator.

Portfolio organization:

- The student can choose to organize the binder in numerical order by practicum activity (1-17) or by competencies (1-44). Regardless of which order the student uses, each must have a tabbed sheet. The tab must have the practicum activity number or the competency number on it.
- The practicum activity cover sheet and evaluator checklist, comments and signature sheets should be placed in one or two plastic sleeves. If in one sleeve, the sheets must be placed back to back.
- The typed student report of activity should not be in a plastic sleeve.
- Copies of all materials associated with the practicum activity should be put in plastic sleeves and can be placed back to back.

It is your responsibility to complete all paperwork and to obtain all necessary signatures. It is your responsibility to schedule a meeting with your TMCC professor after each practicum to review your paperwork and receive your grade in the practicum.

COMPETENCY STATEMENTS FOR THE SUPERVISED PRACTICE COMPONENT

Competency statements specify what every dietetic technician should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably at the performance level indicated.

The minimum performance level for the competency is indicated by the action verb used at the beginning of the statement. The action verbs reflect four levels of performance. The higher level of performance assumes the ability to perform at the lower level:

1. *assist* - independently perform under supervision, or participate - take part in team activities;
2. *perform* - able to initiate activities without direct supervision, or conduct - independently perform activities;
3. *consult* - able to perform specialized functions that are discrete, delegated activities intended to improve the work of others, or supervise - able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or, able to coordinate and direct the activities of a team or project ,workgroup;
4. *manage* - able to plan, organize, and direct an organization unit through actual or simulated experiences, including knowing what questions to ask.

If the verb "supervise" is used, it assumes that the graduate will progress from "perform/do" the activity while in the program. (*Note: the perform level is indicated below, 1n parentheses, at the end of the statements to which it applies.*) Students may demonstrate that they can supervise an activity rather than an individual, through such activities as quality improvement audits or coordinating the work of others.

CORE COMPETENCIES FOR DIETETIC TECHNICIANS (DT)

Upon completion of the supervised practice component of a dietetic technician education program, the graduate will be able to do the following:

- DT1. Perform in accordance with the Code of Ethics for the Profession of Dietetics
- DT2. Refer clients/patients to other dietetics professionals or disciplines when a situation is beyond one's level of competence (perform)
- DT3. Participate in professional activities
- DT4. Perform self-assessment, prepare a portfolio for professional development, and participate in lifelong learning activities
- DT5. Participate in legislative and public policy processes as they affect food, food security, Nutrition, and health care
- DT6. Use current technologies for information and communication activities (perform)
- DT7. Document Nutrition screenings, assessments, and interventions (perform)
- DTS8. Provide dietetics education in supervised practice settings (perform)
- DT9. Educate patients/clients in disease prevention and health promotion and medical Nutrition therapy for uncomplicated instances of common conditions, e.g., hypertension, obesity, diabetes, and diverticular disease (perform)
- DT10. Conduct education and training for target groups
- DT11. Assist with development and review of educational materials for target populations

- DT12. Apply new knowledge or skills to practice (perform)
- DT13. Participate in quality improvement, including systems and customer satisfaction, for dietetics service and/or practice
- DT14. Participate in development and measurement of outcomes for food and nutrition science and practice
- DT15. Participate in organizational change and planning and goal setting processes
- DT16. Participate in development of departmental budget/operating plan
- DT17. Collect and process financial data (perform)
- DT18. Assist with marketing functions
- DT19. Participate in human resources functions
- DT20. Participate in facility management, including equipment selection and design/redesign of work units
- DT21. Supervise organizational unit, including financial, human, physical, and material resources and services
- DT22. Supervise production of food that meets Nutrition guidelines, cost parameters, and consumer acceptance
- DT23. Develop and/or modify recipes/formulas (perform)
- DT24. Supervise translation of Nutrition into foods/menus for target populations
- DT25. Design menus as indicated by the patient's/client's health status (perform)
- DT26. Participate in applied sensory evaluation of food and Nutrition products
- DT27. Supervise procurement, distribution, and service within delivery systems.
- DT28. Supervise safety and sanitation issues
- DT29. Perform Nutrition screening of individual patients/clients.
- DT30. Assess Nutritional status of individual patients/clients with health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g., hypertension, obesity, diabetes, and diverticular disease (perform)
- DT31. Assist with Nutrition assessment of individual patients/clients with complex medical conditions, e.g., renal disease, multisystem disease, organ failure, and trauma
- DT32. Assist with design and implementation of Nutrition care plans as indicated by the patient's/client's health status
- DT33. Monitor patients'/clients' food and/or nutrient intake (perform)
- DT34. Participate in the selection, monitoring, and evaluation of standard enteral Nutrition regimens, i.e., in a medically stable patient to meet Nutritional requirements where recommendations/adjustments involve primarily macronutrients
- DT35. Implement transition feeding plans (perform)
- DT36. Participate in interdisciplinary team conferences to discuss patient/client treatment and discharge planning
- DT37. Refer patients/clients to, appropriate community services for general health and Nutrition needs and to other primary care providers as appropriate (perform)
- DT38. Conduct screening of the Nutritional status of the population and/or community groups

- DT39. Assist with assessment of the Nutritional status of the population and/or community groups
- DT40. Participate in Nutrition care for people of diverse cultures and religions across the lifespan--from infancy through geriatrics
- DT41. Participate in community-based or worksite health-promotion/disease-prevention programs
- DT42. Participate in development and evaluation of a community-based food and Nutrition program
- DT43. Implement and maintain community-based food and Nutrition programs (perform)
- DT44. Participate in coding and billing of dietetics/nutrition services to submit for reimbursement from public or private insurers

PRACTICUM ACTIVITIES

Competency #	Practicum	Title	Activity #
DT 1	ALL	Code of Ethics	1
DT 2	CLINICAL	Documentation and Intervention	11
DT 3	CLINICAL	Discharge Planning	14
DT 4	ALL	Portfolio and lifelong learning	17
DT 5	COMMUNITY	Community Based food and Nutrition programs	9
DT 6	COMMUNITY	Provision of class or training session	10
DT 7	CLINICAL	Documentation and Intervention	11
DT 8	COMMUNITY or CLINICAL	Education and Training	15
DT 9	COMMUNITY	Health promotion/disease prevention	8
DT 10	COMMUNITY or CLINICAL	Education and Training	15
DT 11	COMMUNITY or CLINICAL	Education and Training	15
DT 12	COMMUNITY	Provision of class or training session	10
DT 12	COMMUNITY	Community Based food and Nutrition programs	9
DT 13	FOOD SERVICE	Outcome assessment and quality improvement	2
DT 14	FOOD SERVICE	Outcome assessment and quality improvement	2
DT 15	COMMUNITY	Nutrition Screening and Assessment of Populations	7
DT 16	FOOD SERVICE	Budget, Operating Plan, Financial Data	16
DT 17	FOOD SERVICE	Budget, Operating Plan, Financial Data	16
DT 18	FOOD SERVICE	Recipe Development and evaluation	3
DT 19	FOOD SERVICE	Facility mgt	6
DT 20	FOOD SERVICE	Facility mgt	6
DT 21	FOOD SERVICE	Facility mgt	6
DT 22	FOOD SERVICE	Food production	5
DT 23	FOOD SERVICE	Recipe Development and evaluation	3
DT 24	FOOD SERVICE	Food Production	5

DT 25	CLINICAL	Transitional feeding	13
DT 26	FOOD SERVICE	Recipe Development and evaluation	3
DT 27	FOOD SERVICE	Ordering and distribution of food	4
DT 28	FOOD SERVICE	Food production	5
DT 29	CLINICAL	Documentation and intervention	11
DT 30	COMMUNITY	Health promotion/disease prevention	8
DT 31	CLINICAL	Nutrition assessment and Nutrition care plans	12
DT 32	CLINICAL	Nutrition assessment and Nutrition care plans	12
DT 33	COMMUNITY	Health promotion/disease prevention	8
DT 34	CLINICAL	Transitional feeding	13
DT 35	CLINICAL	Transitional feeding	13
DT 36	CLINICAL	Discharge Planning	14
DT 37	CLINICAL	Discharge Planning	14
DT 38	COMMUNITY	Nutrition Screening and Assessment of Populations	7
DT 39	COMMUNITY	Nutrition Screening and Assessment of Populations	7
DT 40	COMMUNITY	Nutrition Screening and Assessment of Populations	7
DT 40	COMMUNITY	Health promotion/disease prevention	8
DT 41	COMMUNITY	Community Based food and Nutrition programs	9
DT 42	COMMUNITY	Community Based food and Nutrition programs	9
DT 43	COMMUNITY	Community Based food and Nutrition programs	9
DT 44	CLINICAL	Discharge Planning	14

EVALUATOR CHECKLIST

The following bullet points define a Satisfactory Level.

Satisfactory Grade indicates the student achieved the competency demonstrating the:

- Ability to apply theoretical knowledge and critical thinking skills in practice
- Adherence to the ADA Code of Ethics at all times
- Adherence to timelines and due dates assigned
- Adherence to your institutions policies and procedures

Please check the appropriate box to indicate if the student completed this assignment at or above a satisfactory level or at an unsatisfactory or below level based on the following criteria.

The student:

1. Was able to help identify an activity or activities to appropriately complete this assignment.

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

2. Exhibited professional behavior while working on this assignment.

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

3. Was able to work independently on this assignment.

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

4. Showed initiative while working on this assignment

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

5. Completed this assignment in a timely manner.

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

6. Worked as an effective team member on this assignment.

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

7. Produced written materials that were legible and neat for this assignment.

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory Not Applicable

Evaluator Comments:

Evaluator Signature

_____/_____/_____
Date

This signature sheet is for Practicum Activity Number: _____

I spent _____ hours on this assignment.

This competency completed for (check one): 291 B 292 B 293 B

Student Name - Print

Student Signature

_____/_____/_____
Date

Preceptor Name - Print

Preceptor Signature

_____/_____/_____
Date

INTERN MID-INTERNSHIP SELF EVALUATION

Intern Name:

Internship site:

Circle the internship you are completing: Nutr 291 Nutr 292 Nutr 293

Directions to intern

You must schedule a mid-internship evaluation with your preceptor and your faculty instructor to be held when you have completed 75 hours of the internship rotation. It is your responsibility to schedule the evaluation meeting with your preceptor. It is also your responsibility to provide your preceptor with a blank mid-internship evaluation form for them to fill out when you schedule the meeting. You must complete the Mid-Internship Checklist Form and provide it to your preceptor at the mid-internship evaluation meeting.

It is your responsibility to:

schedule the meeting with your preceptor and faculty instructor

provide the preceptor with a blank mid-internship evaluation form prior to the meeting

provide your TMCC faculty instructor with the original signed mid-internship evaluation within one week after the mid-internship evaluation meeting

retain one copy of the signed form for your binder

You must fill out this portion before you meet with your preceptor and faculty instructor and provide it to her/him at the time of the meeting, unless the preceptor requests your written self-evaluation prior to that meeting. Your portion must be typed, the preceptor may hand write their evaluation of you.

What do you perceive as the most positive strengths you have exhibited up to this point in the internship?

What do you perceive as the most challenging areas of improvement that you need to work on for the remainder of the internship?

What are your expectations for the remainder of this internship in terms of new knowledge you would like to gain and/or skills that you would like to improve upon? Give specific examples, i.e. "I would like to improve my knowledge of medical terminology" or "I would like to be more confident when going into patient's rooms to talk with them". What could help you fulfill these expectations?

Is there anything else that you want to learn more about that has not been covered up to this point in the internship?

At this point in the internship, how would you rank your performance?

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory

PRECEPTOR MID-INTERNSHIP EVALUATION OF INTERN

The intern must schedule a mid-internship evaluation meeting with you and the intern's faculty instructor. This is to be held when the intern has completed 75 hours of the internship rotation, unless you request to have the evaluation be done prior to that time.

Please provide written comments either during or after the mid-internship evaluation meeting that the student has scheduled with you.

It is the student's responsibility to:

schedule the meeting with you and the faculty instructor

provide you with a blank mid-internship evaluation form prior to the meeting,

provide TMCC faculty instructor with the original signed mid-internship evaluation within one week after the mid-internship evaluation meeting

retain one copy of the signed form for their binder

The intern should have filled out their portion of the evaluation form before the meeting. The student's portion must be typed, however, your evaluation may be hand written.

Are there specific areas in which the student would benefit from reviewing a subject or subjects? If so, what subjects would those be (i.e. medical terminology or abbreviations, specific disease states, governmental regulations, community resources, etc).

What are the strengths of the intern?

What are the areas of improvement for the intern?

Is the intern learning and applying new skills in a manner consistent with your expectations of what an intern should be able to perform at this point in the internship?

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory

Is the intern showing appropriate progression of the application of knowledge to the internship experiences?

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory

At this point in the internship, how would you rank the intern's overall performance?

Excellent Above Satisfactory Satisfactory Approaches Satisfactory Unsatisfactory

MID-INTERNSHIP EVALUATION SIGNATURE PAGE

Please sign this form when the mid-internship evaluation has been completed satisfactorily

Student Name - Print

Student Signature

_____/_____/_____
Date

Preceptor Name - Print

Preceptor Signature

_____/_____/_____
Date

Faculty Name - Print

Faculty Signature

_____/_____/_____
Date

PRACTICUM ACTIVITY #1: ALL

General Topics: Ethics for the Practice of Dietetics

COMPETENCY:

- **DT 1:** Perform in accordance with the Code of Ethics for the Profession of Dietetics.
 - Level of achievement: able to initiate activities without direct supervision

CLASSROOM EXPERIENCE

1. Successfully complete coursework related to discussion and understanding of the Code of Ethics for the Profession of Dietetics.
 - a) Material specifically taught in nutrition courses
 - b) Student will complete assignment with a grade of C or higher
 - c) and/or Complete an ADA Code of Ethics assignment with TMCC faculty

PRACTICUM EXPERIENCE

1. Satisfactory completion of all activities requires appropriate behavior especially as this relates to the ethical treatment of:
 - a) Patients/clients
 - b) Patient/client information
 - c) All staff
 - d) Information and data collection, analysis, and interpretation

EVALUATION

1. Signature by professor of nutrition course

Signature by program coordinator

I have completed _____ with a grade of C or higher in work related to the Code of Ethics for the Practice of Dietetics.

Grade

_____/_____/_____
Date of Completion of Course Work

Student Name - Print

Student Signature

Date

Instructor Name - Print

Instructor Signature

Date

Program Coordinator Name – Print

Program Coordinator Signature

Date

PRACTICUM ACTIVITY #2: FOOD SERVICE

General Topics: Outcome Assessment and Quality Improvement

COMPETENCIES:

- **DT 13:** Participate in quality improvement, including systems and customer satisfaction for dietetics service and/or practice
 - Level of achievement: take part in team activities
- **DT 14:** Participate in development and measurements of outcomes for food and Nutrition services and practice:
 - Level of achievement: take part in team activities

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #3: FOOD SERVICE

General Topics: Recipe Development and Evaluation

COMPETENCIES:

- **DT 18:** Assist with marketing functions
 - Level of achievement: assist- independently perform under supervision
- **DT23:** Develop and/or modify recipes/formulas (perform):
 - Level of achievement: able to initiate activities without direct supervision
- **DT26:** Participate in applied sensory evaluation of food and Nutrition products.
 - Level of achievement: take part in team activities

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #4: FOOD SERVICE

General Topics: Ordering and Distribution of Food

COMPETENCY

- **DT27.** Supervise procurement, distribution, and service within delivery systems
 - Level of achievement: able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or coordinate and direct the activities of a team or project workgroup

NOTE: If the verb "supervise" is used, it assumes that the student will progress from perform/do: the activity while in the program. Students may demonstrate that they can supervise an activity rather than an individual, through such activities as quality improvement audits or coordinating the work of others

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #5: FOOD SERVICE

General Topics: Food Production

COMPETENCIES:

- **DT22.** Supervise production of food that meets Nutritional guidelines, cost parameters, and consumer acceptance
 - Level of achievement: able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or coordinate and direct the activities of a team or project workgroup

NOTE: If the verb "supervise" is used, it assumes that the student will progress from perform/do: the activity while in the program. Students may demonstrate that they can supervise an activity rather than an individual, through such activities as quality improvement audits or coordinating the work of others

- **DT24:** Supervise translation of Nutrition into foods/menus for target populations
 - Level of achievement: able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or, coordinate and direct the activities of a team or project workgroup.

NOTE: if the verb "supervise" is used, it assumes that the graduate will progress from "perform/do" the activity while in the program. Students may demonstrate that they can supervise an activity rather than an individual, through such activities as quality improvement audits or coordinating the work of others

- **DT28.** Supervise safety and sanitation issues
 - Level of achievement: able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or coordinate and direct the activities of a team or project workgroup

Note: If the verb "supervise" is used, it assumes that the student will progress from perform/do: the activity while in the program. Students may demonstrate that they can supervise an activity rather than an individual, through such activities as quality improvement audits or coordinating the work of others

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #6: FOOD SERVICE

General Topics: Facility Management

COMPETENCIES

- **DT 19.** Participate in human resources functions
 - Level of achievement: Participate: take part in team activities
- **DT20.** Participate in facility management including equipment selection and design/redesign of work units
 - Level of achievement: take part in team activities
- **DT21.** Supervise organizational unit including financial, human, physical, and material resources and services
 - Level of achievement: able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or coordinate and direct the activities of a team or project workgroup

NOTE: If the verb "supervise" is used, it assumes that the student will progress from perform/do: the activity while in the program. Students may demonstrate that they can supervise an activity rather than an individual, through such activities as quality improvement audits or coordinating the work of others

Other Competencies Completed with this activity: _____

Report must include:

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #7: COMMUNITY

General Topic: Normal Lifecycle Nutrition

COMPETENCIES

- **DT 15.** Participate in organizational change and planning and goal setting processes
 - Level of achievement: take part in team activities
- **DT38.** Conduct screening of the Nutrition status of the population and/or community groups.
 - Level of achievement: activities performed independently
- **D39.** Assist with assessment of the Nutritional status of the population and/or community groups
 - Level of achievement: independent performance under supervision
- **DT 40.** Participate in Nutrition care for people of diverse cultures and religions across the lifespan - from infancy through geriatrics
 - Level of achievement: take part in team activities

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #8: COMMUNITY

General Topics: Health Promotion/Disease Prevention Programs

COMPETENCIES

- **DT 9.** Educate patients/clients in disease prevention and health promotion and medical Nutrition therapy for uncomplicated instances of common conditions, e.g. hypertension, obesity, diabetes, and diverticular disease. (Perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT 30.** Assess Nutritional status of individual patients/clients with health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g. hypertension, obesity, diabetes, and diverticular disease. (Perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT33.** Monitor patient's/client's food and/or nutrient intake (perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT 40.** Participate in Nutrition care for people of diverse cultures and religions across the lifespan- from infancy through geriatrics
 - Level of achievement: take part in team activities

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #9: COMMUNITY

General Topics: Community Based Food and Nutrition Programs

COMPETENCIES

- **DT 5:** Participate in legislative and public policy processes as they affect food, food security, Nutrition and healthcare.
 - Level of achievement: take part in team activities
- **DT 12:** Apply new knowledge or skills to practice (perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT41.** Participate in community based or worksite health-promotion/disease-prevention programs.
 - Level of achievement: take part in team activities
- **DT 42:** Participate in development and evaluation of community-based food and Nutrition program
 - Level of achievement: take part in team activities
- **DT 43:** Implement and maintain community-based food and Nutrition programs (perform).
 - Level of achievement: able to initiate activities without direct supervision

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #10: COMMUNITY

General Topics: Provision of Class or Training Session

COMPETENCIES

- **DT 6:** Use current technologies for information and communication activities (perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT 12:** Apply new knowledge or skills to practice (perform)
 - Level of achievement: able to initiate activities without direct supervision

Other Competencies Completed with this activity: _____

Report must include:

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #11: CLINICAL

General Topics: Documentation and Intervention

COMPETENCY

- **DT 2.** Refer clients/patients to other dietetics professionals or disciplines when a situation is beyond one's level of competence (perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT 7.** Document Nutrition screenings, assessments, and interventions. (Perform)
 - Level of achievement: able to initiate activities without direct supervision.
- **DT 29.** Perform Nutrition screening of individual patients/clients
 - Level of achievement: able to initiate activities without direct supervision

Other Competencies Completed with this activity: _____

Report must include:

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #12: CLINICAL

General Topics: Nutrition Assessment and Nutrition Care Plans

COMPETENCIES

- **DT31:** Assist with Nutrition assessment of individual patients/clients with complex medical conditions, e.g. renal disease, multisystem disease, organ failure, and trauma.
 - Level of achievement – independently perform under supervision.
- **DT32:** assist with design and implementation of Nutrition care plans as indicated by the patients/clients health status.
 - Level of achievement: Assist: independent performance under supervision

NOTE: Implementation of care plan follows initial assessment

Other Competencies Completed with this activity: _____

Report must include:

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #13: CLINICAL

General Topics: Transitional Feeding

COMPETENCIES

- **DT 25:** Design menus as indicated by the patient's/clients health status (perform)
 - Level of achievement: able to initiate activities without direct supervision, or conduct activities independently
- **DT34:** Participate in the selection, monitoring, and evaluation of standard enteral Nutrition regimens, i.e., in a medically stable patient to meet Nutritional requirements where recommendations/adjustments involve primarily macronutrients.
 - Level of achievement: Take part in team activities
- **DT35:** Implement transition feeding plans (perform)
 - Level of achievement: able to initiate activities without direct supervision

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #14: CLINICAL

General Topics: Discharge Planning

COMPETENCIES:

- **DT3:** Participate in professional activities
 - Level of achievement: take part in team activities
- **DT36:** Participate in interdisciplinary team conferences to discuss patient/client treatment and discharge planning.
 - Level of achievement: Take part in team activities
- **DT37:** Refer patients/clients to appropriate community services for general health, Nutrition needs and to other primary care providers as appropriate (perform)
 - Level is achievement: able to initiate activities without direct supervision
- **DT 44:** Participate in coding and billing of dietetics/nutrition services to submit for reimbursement from public or private insurers.
 - Level of achievement: take part in team activities.

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #15: CLINICAL OR COMMUNITY

General Topics: Education and Training

COMPETENCIES

- **DT8:** Provide dietetics education in supervised practice settings (perform)
 - Level of achievement: able to initiate activities without direct supervision
- **DT10.** Conduct education and training for target groups
 - Level of achievement: activities performed independently
- **DT 11.** Assist with development and review of educational materials for target populations
 - Level of achievement: independent performance under supervision

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #16: FOOD SERVICE

General Topics: Budget, Operating Plan, Financial Data

COMPETENCIES

- **DT16.** Participate in development of departmental budget/operating plan
 - Level of achievement: take part in team activities
- **DT17:** Collect and process financial data (perform)
 - Level of achievement: able to initiate activities without direct supervision

Other Competencies Completed with this activity: _____

Report must include:

1. This practicum activity cover sheet
2. Evaluator checklist, comments and signature sheets with signatures
3. typed student report of activity
4. copies of all materials associated with the practicum activity completed

PRACTICUM ACTIVITY #17: ALL

General Topics: Portfolio and Lifelong Learning

COMPENTENCY: DT 4

PORTFOLIO

Complete portfolio as outlined.

LIFELONG LEARNING

1. Attend one professional meeting such as a meeting of the Nevada Dietetic Association.
2. Attend one educational program outside the college, which could contribute to continuing education credits.

EVALUATION

1. Attach certification of completion (if available).
2. Attach meeting program.
3. Write and attach a brief report of one aspect of the meeting or program.

EVALUATOR: PROGRAM COORDINATOR

Student Name - Print

Student Signature

Program Coordinator Name – Print

Program Coordinator Signature

Date

Date

PRACTICUM SITE EVALUATION

Student Completes this form for each internship rotation:

Practicum Course # (please check one): NUTR 291B 292B 293B Initials: _____

Practicum site: _____

Name of preceptor/preceptors: _____

Name of primary preceptor (who you spent most time with): _____

Directions

Circle the appropriate number on the scale attached to this sheet. If the statement does not relate to your experience in the practicum, then circle "NA" (not applicable). Use the "comments" section to site examples or explain the rating that you selected. Both positive and negative written comments are encouraged.

Please note that one section, COMMUNICATION - PRECEPTOR, is to be filled out on the primary preceptor you have designated above.

You must complete this evaluation at the end of each practicum. When you have completed the form, initial the evaluations in the space provided and submit to the dietetic technician program coordinator, Janice Grover. If you leave the form in the director's mailbox, place in a sealed envelope marked confidential.

At the end of each school year, these evaluations will be averaged together and comments will be summarized, typewritten. The practicum site will receive a copy of the summative evaluation. The practicum sites will not see the individual evaluations. In the event that only one student attended a particular practicum site during the year, the practicum site will not receive that evaluation until additional students have completed a practicum there.

	Strongly Disagree	Strongly Agree					Comments
PROVISION OF LEARNING EXPERIENCES							
1. Effort was made by practicum site to provide learning experiences to meet program objectives.	1	2	3	4	5	N/A	
2. Effort was made by practicum site to provide additional learning experiences or enhanced learning experiences	1	2	3	4	5	N/A	
3. Neither too much nor too little was expected of you in terms of your performance	1	2	3	4	5	N/A	
4. Learning experiences were well organized	1	2	3	4	5	N/A	
5. Learning experiences were	1	2	3	4	5	N/A	

meaningful and useful.							
6. Adequate references and other materials were made available.	1	2	3	4	5	N/A	
COMMUNICATION - PRIMARY PRECEPTOR							
1. Preceptor was sensitive to situations, needs, feelings and attitudes	1	2	3	4	5	N/A	
2. Preceptor was supportive, encouraging and intellectually stimulating	1	2	3	4	5	N/A	
3. Preceptor encouraged participation and questions	1	2	3	4	5	N/A	
4. Preceptor was effective in communicating ideas and expectations	1	2	3	4	5	N/A	
5. Feedback from preceptor was regular, constructive and usable.	1	2	3	4	5	N/A	
6. Evaluation conferences were beneficial, constructive and timely.	1	2	3	4	5	N/A	
COMMUNICATION - GENERAL STAFF							
1. Staff was supportive, encouraging and sensitive to students needs	1	2	3	4	5	N/A	
2. Staff encouraged participation and questions	1	2	3	4	5	N/A	
3. Staff helped provide atmosphere conducive to learning	1	2	3	4	5	N/A	
KNOWLEDGE AND ENTHUSIASM - PRECEPTOR							
1. Preceptor was experienced and knowledgeable, relating theory and practice	1	2	3	4	5	N/A	
2. Preceptor was up-to-date on	1	2	3	4	5	N/A	

current developments in the profession of dietetics.		
3. Preceptor appeared interested and enthusiastic about the profession of dietetics	1	2 3 4 5 N/A

Please answer the following questions:

1. List suggestions and recommendations for future program planning in this practicum.

2. What helped you the most in this practicum (for example: activities, preceptor feedback, etc.?)

3. What hindered you from learning the most in this practicum?