

HDFN 400

Seminar

Fall 2007

Department of Health and Human Development
Montana State University

Professor: Alison Harmon, PhD RD LN

Office: 201A Romney Gym

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Office Hours: Monday, 10:30am-12:30pm

Course Meeting Times and Location:

Mondays, 9-9:50am, 114 Herrick Hall

Course Credits: 1 Lecture Credit

Prerequisite: Graduating Senior or Graduate Student in Foods & Nutrition Option

Course Description

In this course, students prepare an application for a dietetic internship or graduate program.

We emphasize resume and portfolio development, ethics, professionalism, and skills in writing, speaking and interviewing.

Course Text:

- Payne-Palacio J, Canter DD. The Profession of Dietetics: A Team Approach, Third Edition. Philadelphia, PA: Lippincott Williams & Wilkins. 2006
- Other readings will be available on-line.

Grades and Course Activities

In order to earn an "A" in the course each of the following assignments or activities must be satisfactorily completed:

- **Resume**
- **Cover Letter**
- **Portfolio**
- **Professional Ethics Discussion**
- **Mock Interview**
- **List of selected supervised practice programs and/or graduate programs**
- **Dietetics Program Alumni Newsletter Contribution**
- **90% attendance**

One purpose of the course is to help you refine the components of an application for a dietetic internship or a graduate program. Therefore, resumes and cover letters will be submitted, revised, and re-submitted. Your professor will provide comments to help with your first revision. Your class mates will provide comments to help you with your second revision, and your professor will review your materials once more to help you polish your work.

Course Policies

Assignments:

All assignments are due at the start of class on or before the day indicated on the class schedule. Please plan ahead. To turn in an assignment late, bring it to office hours or to the HHD advising office in the PE Complex for placement in your professor's mailbox. You must make prior arrangements with your professor in order to turn in an assignment late. Otherwise, late assignments will not be accepted.

Communicating with your Professor:

When you need help in the course, please contact me. You are welcomed and encouraged to speak with me before or after class. I am also available during office hours, by appointment, by phone 9am-5pm Monday through Friday, and by e-mail 9am-5pm Monday through Friday. (Of course you are free to call or e-mail any time, but I will respond during normal business hours.) For the most rapid response, put HDFN 400 in the subject line of an e-mail. In a voicemail, clearly state your name, question, and return phone number.

Written Assignments:

Assignments should be well-written with correct spelling and grammar. You are encouraged to get help with your writing before handing in an assignment. Poorly written assignments will be returned to the student to be re-written. Writing tutors are available at the MSU Writing Center, 1-108 Wilson Hall, 994-5315, wc@english.montana.edu.

Preparation for Class:

Due dates and reading assignments will be announced during class. Discussions will require that you have completed readings, so come to class prepared.

Academic Integrity:

"Montana State University believes that academic honesty and integrity are fundamental to the scholastic mission of higher education and have established standards to sustain them. Students who violate these standards will be subject to academic and/or disciplinary sanctions."

According to MSU policy, "The integrity of the academic process requires that credit be given where credit is due. Accordingly, it is academic misconduct to present the ideas or works of another as one's own work, or to permit another to present one's work without customary and proper acknowledgment of authorship. Students may collaborate with other students only as expressly permitted by the instructor. Students are responsible for the honest completion and representation of their work, the appropriate citation of sources and the respect and recognition of others' academic endeavors." (Policy 340.00) Other Conduct Guidelines and Grievance Procedures for Students for 2004-2005 are available on the Web: at http://www2.montana.edu/policy/student_conduct/

Students in this course are encouraged to discuss assignments and share ideas, but each must hand in his or her own original work to receive credit. Cheating or plagiarism will result in course failure.

Course Objectives

Attendance:

Attendance is necessary. When you are not in class, you miss important information and announcements. In addition you miss the opportunity to participate in discussion. There are no “make-ups” for what happens in class. However, there will be circumstances where missing class is necessary. If you find yourself in one of the following situations, it will be your responsibility to communicate with your professor as soon as you are able.

- 1) illness
- 2) serious illness or death in student's immediate family
- 3) being away from campus with the sanction of the University or for a religious holiday
- 4) participation in legal proceedings or administrative procedures that require a student's presence
- 5) required participation in military duties
- 6) mandatory admission interviews for professional or graduate school.

Otherwise, 90% attendance is required in order to earn an “A” in the class.

Students with Disabilities:

If you have a documented disability for which you are or may be requesting accommodations, you are encouraged to contact your professor and Disabled Student Services as soon as possible. Their office is located in the Strand Union Building Room 155, phone 994-2824.

In this course we will address the following objectives, based on the knowledge and skills required for the academic component of dietetic education programs.

Communications

Demonstrate knowledge of interpersonal communication skills (written and oral)

Demonstrate knowledge of interviewing techniques

Demonstrate knowledge of public speaking

Demonstrate the ability to use current information technologies

Demonstrate ability to explain a public policy position regarding dietetics

Demonstrate ability to use oral and written communications in presenting an educational session for a group

Demonstrate the ability to work effectively as a team member

Management

Demonstrate the ability to develop a personal portfolio

Health Care

Demonstrate knowledge of current reimbursement issues, policies, and regulations

Other

Demonstrate knowledge of RD certification process with CDR

Demonstrate knowledge of Montana licensure laws

Demonstrate knowledge of the supervised practice program application process

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Class Schedule

Fall 2007

DATE	TOPIC	ASSIGNMENTS & READINGS
August 27	Introduction Course Overview	Submit Resume 1 Complete Graduation Papers
Sept 3	Labor Day	No Class Meeting
Sept 10	Vision, Mission, & Goals	Look at internship binders
Sept 17	Professionalism	Look at internship binders The Profession of Dietetics CH 1-2
Sept 24	Choosing an Internship	The Profession of Dietetics CH 5-6
Oct 1	ADA FNCE in Philadelphia	No Class Meeting
Oct 8	Writing Cover Letters	Submit Resume 2 The Profession of Dietetics CH 4
Oct 15	Portfolios	Submit Cover Letter 1 The Profession of Dietetics CH 4
Oct 22	Application Process	Current application and reference letter materials will be posted on WebCT
Oct 29	Alumni Newsletter Review of Cover Letters, Resumes ADA Code of Ethics	The Profession of Dietetics CH 7, Figure 7.2 ADA Standards of Practice & Figure 7.3 ADA Code of Ethics
Nov 5	Ethics Case Studies	Complete Other Readings on Ethics Review Ethics Case Studies Submit Cover Letter 2
Nov 12	Veteran's Day Holiday	No Class Meeting
Nov 19	Interviewing Skills	The Profession of Dietetics CH 4
Nov 26	Mock Interviews	Bring Professional Portfolio to interview
Dec 3	Interview Feedback	E-mail your alumni newsletter contribution to your instructor
Dec 10	FINAL EXAM 4-5:50	Present Portfolio Turn in list of supervised practice programs or graduate programs, and draft of Declaration of Intent Statement

** I will schedule two "help" days during early Spring Semester to read cover letters, resumes, personal statements and applications if you need additional feedback before submitting for internships or graduate programs.