



**College of Nursing and  
Health Professions**

# Food and Nutrition

## NUTR 420

# Practicum Handbook

**Guidelines for Students and Preceptors**

Updated September 2022



# Nutrition 420 Practicum Checklist

This checklist will guide you through your practicum. Steps are explained in the handbook.

<b>Date completed</b>	<b>✓</b>	Submit a practicum application to the Food and Nutrition department by three deadlines: Fall practicums, May 1; Spring practicums, October 1; Summer practicums, March 1. (See administrative assistant or <a href="https://www.usi.edu/health/food-and-nutrition/practicum-in-food-nutrition-and-wellness/">https://www.usi.edu/health/food-and-nutrition/practicum-in-food-nutrition-and-wellness/</a> )
		Schedule a meeting with the Food and Nutrition Practicum Director (812-465-1140).
		Receive an "Approved for Practicum" email from the Food and Nutrition Department. The email will include important CastleBranch.com information and instructions. You should register with Castle Branch once a practicum is secured (see Appendix A).
		Schedule a meeting with the practicum Career Services Liaison (812-464-1865).
		Have an on-site practicum interview with your potential preceptor (Take all required forms and documents).
		Accept a practicum offer and notify the Food and Nutrition Practicum Director and Career Services Liaison via email.
		Complete and submit the following forms to the Career Services Liaison (see Appendix B): <ul style="list-style-type: none"> <li>• Practicum Site Preceptor Contact Information</li> <li>• Practicum Work Agreement</li> <li>• CPT Form and required letter from preceptor returned to International Program Department (International students only)</li> </ul>
		Complete and submit the following forms to the Food and Nutrition Practicum Director (see Appendix B): <ul style="list-style-type: none"> <li>• Food and Nutrition Training and Profile Requirements Contract</li> <li>• Practicum Learning Goals</li> </ul>
		Place order with Castle Branch at <a href="http://portal.castebranch.com/UE96">portal.castebranch.com/UE96</a>
		Complete all Castle Branch requirements (Fall practicums – by August 1; Spring practicums – by December 1; Summer practicums – by May 1). *Note – see CPR and Influenza deadline information in handbook (Appendix A)
		Receive email notice to register for NUTR 420.
		Register for NUTR 420.
		Post preceptor/student approved practicum schedule to Blackboard course site (see syllabus instructions).
		Begin practicum.
		Submit signed Activity Tracking Forms weekly into Blackboard course site (see syllabus instructions).
		Before your mid-term review, submit your Job Description for Practicum form into Blackboard and to Career Services Liaison (see syllabus instructions).
		3 weeks before mid-term, submit possible dates for the review to the Career Services Liaison.
		Mid-term review (must complete all evaluation forms – found in Blackboard course) <ul style="list-style-type: none"> <li>• Submit mid-term Evaluation Student and Preceptor forms into Blackboard (see syllabus instructions).</li> </ul>
		Complete final paper and submit into Blackboard (see syllabus instructions).
		Complete poster and submit into Blackboard (see syllabus instructions).
		Submit final evaluation. (Must complete all evaluation forms found in Blackboard course. See syllabus instructions.)
		Turn in portfolio binder to Food and Nutrition Practicum Director on or before last day of semester (see syllabus instructions).
		Notify the Career Services Liaison and Food and Nutrition Practicum Director upon completion of your internship.
		Send your Preceptor a "Thank You".

## FORMS AND REQUIREMENTS SUBMISSION DEADLINES

### Deadlines and Contacts for Submission of Forms and Other Required Activities

Form/Requirement	Student will submit to...	Deadline
<b>Application Submission</b>	Food and Nutrition Department	For Fall: May 1 For Spring: October 1 For Summer: March 1
<b>Receipt of Practicum Handbook and Syllabus Form</b>	Food and Nutrition Practicum Director	Prior to first day of semester for the practicum
<b>Meet with Career Services Liaison</b>	Career Services Liaison	For Fall: May 1 For Spring: October 1 For Summer: March 1
<b>Practicum Work Agreement Form</b>	Career Services Liaison	Prior to first day of semester for the practicum
<b>Practicum Site Preceptor Contact Information Form</b>	Career Services Liaison	Prior to first day of semester for the practicum
<b>Food and Nutrition Training and Profile Requirements Form</b>	Food and Nutrition Practicum Director	<b>As early as possible to set up Castle Branch</b>
<b>Practicum Learning Goals Form</b>	Food and Nutrition Practicum Director	Prior to first day of semester for the practicum
<b>USI Practicum Student Preceptor Guide &amp; Preceptor Recommendations &amp; Tasks for Successful Practicums Forms</b>	Preceptor	Provide to preceptor for review at initial meeting
<b>Castle Branch Requirements</b>	Monitored by Food & Nutrition Administrative Assistant and Verified by Food and Nutrition Practicum Director	For Fall: August 1 For Spring: December 1 For Summer: May 1
<b>Practicum Schedule Form/Résumé</b>	Into Blackboard course	Within one week of starting practicum
<b>Weekly Activity Tracking Forms</b>	Into Blackboard course	Weekly throughout the practicum
<b>Job Description</b>	Career Services Liaison and into Blackboard course	Two weeks prior to Midterm Review
<b>Midterm Evaluation</b> - Student evaluation of self form	Into Blackboard course	Immediately after midterm evaluation review
<b>Midterm Evaluation</b> - Preceptor evaluation of student form	Into Blackboard course	Immediately after midterm evaluation review
<b>Final Evaluation</b> - Student evaluation of self form	Into Blackboard course	Immediately after final evaluation review
<b>Final Evaluation</b> - Preceptor evaluation of student form	Into Blackboard course	Immediately after final evaluation review
<b>Final Reflection Paper/Poster</b>	Into Blackboard course	One week prior to end of semester or earlier
<b>Portfolio Binder</b>	Food and Nutrition Practicum Director	On or before last day of semester
<b>Thank you note</b>	Preceptor	Within one week of practicum completion

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## 1. Introduction

This handbook outlines much of the information you will need to progress through the preparation and participation in a practicum. **It is your responsibility to be familiar with this information and act on the instructions without being prompted.** For a quick reference of the steps, turn to the “Checklist” and “Forms and Requirements Submission Deadlines”. Detailed explanations and a glossary of terms are found in the body of the handbook. Appendices contain documents critical to your success in the practicum.

The practicum (NUTR 420) is an option for USI students pursuing a bachelor’s degree in Food and Nutrition. The practicum offers the opportunity to apply the theories and skill sets learned in the classroom to the real world.

The practicum is completed under the supervision of a qualified and experienced food and nutrition professional in the community setting.

All students have the option to complete NUTR 420 for a total of 6 credit hours (equal to 300 hours of field experience). Options of 1 to 6 credit hours are available.

Credit Hours	Contact Hours
1	50
2	100
3	150
4	200
5	250
6	300

“Contact hours” (50-300) must be completed **on site** at the agency and/or under the supervision of a qualified Preceptor. Practicum-related work performed at home does not count as “contact hours.”

## 2. Overview of the Practicum Experience

### a. Purpose/Goals

The major purpose of a practicum is to provide you with professional experience outside of the classroom that is consistent with your career goals. It provides you opportunity to integrate and apply what you have learned in your coursework to enhance your academic and professional development.

The goals of this experience are to:

- provide relevant and practical professional experience

- enhance understanding and application of food and/or nutrition management or education principles, concepts, and procedures
- establish professional contacts within the food and/or nutrition community
- strengthen oral and written communication skills
- strengthen presentation abilities
- strengthen interpersonal skills
- strengthen critical thinking and problem-solving skills

Practicums are conducted in a professional work environment and **MUST** be approached as if it were professional employment.

Meaningful practicum experiences will offer the students:

- **Real** tasks that need to be accomplished for the agency
- Activities which are **significant**, but not critical to the functioning of the organization.
- Exposure to the **internal workings** of the organization
- Activities that can be **completed within the timeframe provided**, assuming the student puts in a reasonable amount of time and effort.
- **Tangible, measurable outcomes** for the goals established.
- **Challenges** commensurate with the student's knowledge, skills and personal attributes.

### 3. Planning for the Practicum Experience

#### a. Early Planning (Freshman/Sophomore)

Before applying for a practicum consider the following issues:

- **Review and consider financial viability when considering the timing of the practicum**
- **Schedule courses to complete pre-requisite course requirements (see syllabus) prior to application period. A course in Microsoft Office is strongly recommended.**
- Consider your career goals and what type of practicum experience might best help you prepare for your desired position after graduation.
- Note which courses in your program interest you the most, and which health care settings you prefer.
- Talk to other students about their practicum experiences.
- Join the Food and Nutrition Student Organization (FNSO) and discuss options with student members.
- Discuss ideas with your academic advisor and/or instructors.

You should plan your class schedule and finances in order to accommodate distance learning experiences. Some practicum sites may be an hour or more drive from the

USI campus. Summer practicums may be located in a student's home area and in some cases, students may apply for and be awarded opportunities in specific disciplines and locations throughout the region and tristate area.

Some agencies/facilities may require a lengthy orientation prior to the beginning of the practicum. The student must plan to accommodate these requirements.

#### **4. Application Process**

##### **a. Eligibility and Castle Branch Requirements**

The practicum is an option for Food and Nutrition majors.

The practicum should be completed near the end of the academic program so that you can apply knowledge gained from your coursework. Eligibility for participation in a practicum is as follows:

- **On-time** application for admission to the course (see USI's Food and Nutrition website or Administrative Assistant for an application and to see application deadlines)
- Satisfactory completion of prerequisite courses NUTR 285, NUTR 376, and NUTR 381
- Completion of the required Castle Branch Training and Profile Requirements (**see Appendix A**). These will be at the student's expense.
  - Serv Safe food safety training completed and passed
  - Background check completed
  - HIPAA training, confidentiality statement and workforce member review of HIPAA policies completed
  - OSHA training completed
  - Measles, Mumps & Rubella (MMR)
  - Varicella (Chicken Pox)
  - Hepatitis B
  - TB Skin Test
  - Tetanus, Diphtheria & Pertussis (Tdap)
  - CPR Certification
  - Influenza
  - Physical Examination
  - Medical History

Castle Branch profile includes a background check. In the case of questionable results, students will not be admitted to the practicum program until results have been reviewed by the Food and Nutrition Practicum Director and/or Dean's office. All documentation required for the Castle Branch profile must be completed prior to course registration and beginning of the practicum.

## Castle Branch Completion Deadlines

- For Fall Practicums, no later than **August 1**
- For Spring Practicums, no later than **December 1**
- For Summer Practicums, no later than **May 1**

**Failure to meet this deadline may mean that your practicum opportunity will be withdrawn by the Food and Nutrition Program.**

### b. Application Deadlines

You must complete the practicum application to be considered for a practicum no later than the dates listed below.

#### **Application Deadlines**

- **May 1** for the Fall Semester
- **October 1** for the Spring Semester
- **March 1** for the Summer Semester

These deadlines are fixed in order for the Career Services Liaison to have enough time to assist you in scheduling interviews and setting up practicum sites throughout the Evansville area and other communities as needed. It may sometimes take several months for the University to put Affiliation Agreements into place, so time is of the essence in completing and submitting an application for your practicum

**Note that failure to meet this deadline may delay your graduation date.**

### c. Application Submission

File a practicum application with the Food and Nutrition program in HP 3042 prior to the stated deadlines – see “Deadlines”.

### d. Meeting with Food and Nutrition Practicum Director

Once your application has been submitted, contact the Food and Nutrition administrative assistant at 812-465-1140 to schedule a meeting with the Food and Nutrition Practicum Director.

- Know the information included in this document.
- Bring your updated résumé to the meeting.
- Identify your areas of interest and be prepared to discuss them.
- Bring ideas of possible practicum sites or contacts.



#### **e. Application Approval Decision and Notification**

You will be notified via e-mail of the decision of application approval by the Food and Nutrition Program. The email will contain important information for you to read and complete.

#### **f. Meeting with the Career Services Liaison**

Once you receive an “Approval for Practicum” email, schedule an appointment with the Career Services Liaison at 812-464-1865, and bring your résumé. Appointments with the Career Services Department Liaison must be scheduled on the following timetable:

- Before or during the month of **May** for the Fall semester
- Before or during the month of **October** for the Spring Semester
- Before or during the month of **March** for the Summer semester

**Failure to meet this deadline may mean that your practicum will be postponed to the next semester due to inability to arrange placement in a timely manner.**

**Note:** Those applying for a continuation of a second practicum with the same or new facility must reapply and notify Career Services, in addition to the Food and Nutrition Practicum Director, and complete a second agreement as well as forming new practicum goals.

The Career Services Liaison will help you augment your academic training with an appropriate practicum by:

- Assisting the Food and Nutrition Practicum Director in assessing academic preparation, interests, strengths and weaknesses
- Reviewing the practicum student’s objectives and establishing realistic expectations for the practicum experience.
- Designing a meaningful, goal-directed practicum by aligning the needs and skills of each practicum student with an appropriate food and/or nutrition organization.
- Agreeing on the time commitment, beginning, and ending dates.
- Reviewing practicum logistics such as work requirements, dress code, hours, office space, and other related issues as needed.
- Clarifying agency requirements such as immunizations, fingerprinting, etc.

### **5. Practicum Site Selection**

#### **a. Identifying an Appropriate Practicum Site**

You play an important role in identifying an appropriate site. You are encouraged to discuss preliminary ideas with your advisor, Career Services, and the Food and

Nutrition Practicum Director. Bring your ideas to your meetings with the Food and Nutrition Practicum Director and Career Services Liaison, who will assist with aligning your interests with participating sites.

**b. Using Your Place of Employment as the Practicum Site**

You may **only** use your current place of employment as your practicum site if you can document that:

- The practicum assignment is distinct from your employment responsibilities and will be completed in a department or division distinct from your regular position
- The hours devoted to the practicum are distinct from your hours of employment
- There is a qualified Preceptor, other than your immediate supervisor, who can supervise your work
- The new department agrees to host you.
- The above criteria are reviewed by your employer and your supervisor is willing to submit a written statement that the criteria are acceptable and that each will be met. The feedback on using one's place of employment as a practicum site is mixed. Two of the major disadvantages reported are role confusion and job-related interruptions. The major advantage reported is convenience.

**c. Paid Practicums**

Paid practicums are rare; however, these opportunities are acceptable if the facility offers compensation for the experience.

**6. On-site Practicum Interview**

**a. Purpose of the Interview**

You must have a face-to-face interview with your potential Preceptor. The Preceptor will assess your interests and whether you are a good fit for their organization. You **must** be able to articulate your interests during this interview.

**b. Preparation for the Interview**

Employers tell us that they are seeking practicum students who demonstrate professional behavior and appearance, a positive attitude toward learning, dependability, flexibility, initiative, quality work, and the ability to collaborate and work well in teams in a diverse environment. **It is essential that you demonstrate**

**these qualities during your interview. An interview does not guarantee that you will be accepted!**

You should **research the organization** before the interview, so you are familiar with their services, department, and specialties. This will allow you to ask informed questions and help articulate why you are interested in working with them.

**Preceptors will ask you what you are interested in learning, please be prepared for this question!**

## **7. Information and Documents to Obtain and Share During Your Interview with Preceptor:**

You will need to prepare questions and bring forms which require preceptor signatures and other documents to provide to your preceptor during the interview. Suggested questions and required documents are discussed here.

**Questions to consider asking during the interview are:**

- Will I have assigned project and related activities?
- Will I have opportunities to attend meetings/conferences within and outside of the program or agency?
- Will I receive supervision by my Preceptor on a regular basis?
- Will my Preceptor give me feedback on my performance during my practicum?
- Will I have the resources required to complete my assignments (e.g., office space, phone, fax, photocopier, computer, etc.)?
- Will I be expected to work independently or as part of a team?
- Will I be working with other students?
- What is the procedure for requesting a change in schedule or for reporting an absence?
- When I complete my assignments can I request additional projects?
- Will I report to an additional person other than my Preceptor?
- In the event that my Preceptor is unavailable, who will be authorized to assign activities to me?
- How will my schedule be arranged?
- Other \_\_\_\_\_?

**Documents to take with you to interview to complete include (see Appendix B):**

- Practicum Site Contact Information form (return to Career Services Liaison)
- Preceptor Work Agreement (return to Career Services Liaison)
- Food and Nutrition Training and Profile Requirements Contract (return to Food and Nutrition Practicum Director)
- Practicum Learning Goals (return to Food and Nutrition Practicum Director)
- CPT form and letter – International Students only (return to Food and Nutrition Practicum Director)

The purpose of these forms is to promote a clear understanding of the focus and substance of the practicum. These forms protect all parties and can be referenced if questions arise relative to any aspect of the experience.

***These forms must all be signed by both the practicum student and the site preceptor.***

**Provide the Preceptor with the following documents:**

- Preceptor Recommendations and Tasks for Successful Practicums (**see Appendix C**)
- Copy of NUTR 420 syllabus
- Copy of your résumé

## **8. Accepting an Offer**

**Once you accept a practicum offer**, please notify via email the Food and Nutrition Practicum Director and the Career Services Liaison. Once a **Practicum Work Agreement** form is signed, it is expected that you will honor your commitment.

### **a. Practicum Start & End Dates/Schedule**

Practicums generally begin at the start of the term but cannot be started until the requirements for the **Castle Branch Profile** have been met. You may start your practicum before or beyond the end of a semester if approved. These dates should be reflected on your **Practicum Work Agreement** Form. Unforeseen circumstances may arise that may interfere with the timeline of the experience. It is imperative that communication be made with all parties involved to adjust the timeline if necessary. Tracking entries are required for these pre-semester hours if you want them counted toward the total hour requirement. Practicums not completed by the end of the term will receive an "Incomplete" grade until all requirements are met.

Note: **POST YOUR SCHEDULE!** Once your practicum schedule is established, it is imperative that you provide the University with your planned schedule – there is an area on the Course Blackboard site for this information to be uploaded. In the event that your schedule changes over the course of the practicum, you must **UPDATE**.

It is desirable to be onsite at least twice per week. This provides you with adequate exposure to the agency so that you can become acquainted with the organization personnel and to maximize your learning opportunities.

## **9. Registering for the Practicum Course**

Upon completion of all pre-registration requirements, The Food and Nutrition Program will clear the student to register online for the appropriate course (e.g.,

NUTR 420) for the number of credits approved on your Agreement Form (1-6 credits). An **email** will be sent from the Food and Nutrition program notifying the student to register for their course.

## **10. Professional Conduct**

### **a. Code of Conduct**

Conducting yourself in a professional manner with the highest standards of personal ethics is an absolute requirement. Violations of professional conduct and/or generally accepted standards of ethical behavior will be grounds for termination from the practicum with assignment of a not passing grade.

As a practicum student you will be expected to behave in a professional and ethical manner. Your conduct should be honorable, productive and represent the University in a manner such that hosts will want more USI students to follow.

The College of Nursing and health Professions (CNHP) has adopted a **Social Media Policy**. It is expected that all practicum students abide by this policy. Failure to do so will mean an administrative withdrawal from the practicum experience and course.

The following is expected of you as you participate in your practicum and represent USI in the community.

- Assert yourself and your ideas in an appropriate and tactful manner
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with coworkers. DO NOT gossip.
- Communicate- keep people informed in a useful succinct way, listen and ask questions
- Do not conduct personal business during work hours (This is the use of any emails, cell phone, internet, or appointments)
- Be observant- watch how people organize their thoughts, share them and how they respond to communications both positive and negative.
- Remain drug and alcohol free.
- Maintain confidentiality of work- related projects and personnel.
- Familiarize yourself with and adhere to, relevant organizational arrangements, procedures, and functions – this includes OSHA and HIPAA requirements.
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments. Always give your best effort!
- Changes in your work schedule, supervision or problems at your site must be reported to the Food and Nutrition Practicum Director and/or Career Services Liaison.

- If you feel victimized by a work-related incident, contact the USI Food and Nutrition Practicum Director or Career Services Liaison immediately.
- Dress appropriately for the work setting
- Follow through on commitments
- Be positive and look for opportunities to lend a hand or contribute.
- Keep an open mind. Practice developing global perspective by being an informed participant.
- Seek feedback from your preceptor, accept suggestions for corrective changes in behaviors and broaden your perspectives. Continuously strive to improve performance.

## **11. Practicum Requirements and Activities (See Syllabus)**

See your syllabus for details on the practicum requirements and evaluation. You will be expected to develop goals, keep work logs, and submit a final reflection paper, poster, and evaluation forms (both student and Site Preceptors). The cost of liability coverage under the University's Professional Liability Plan is attached to tuition for the NUTR 420 course.

### **a. Practicum Weekly Activity Tracking Form**

The practicum tracking form is a detailed account of your daily activities: a record of your practicum dates, hours, and significant learning exercises, noting gaps between what you are learning and what you expected to learn.

- Entries may briefly summarize your day's events including points of interest or difficulties encountered
- Your entries may include a description of meetings attended, data compiled, or materials read. It is the means by which you can track your own progress and provides necessary information for the integrative practicum research paper.
- You and your Preceptor must sign and date weekly.
  - Forms will be submitted to the course Blackboard site.

See syllabus for further details.

### **b. Midterm Review**

You are responsible for coordinating a time with your Preceptor and Career Services Liaison (812-464-1865) for a midterm review of your goals and progress 3 weeks before midterm. Please call Career Services for possible dates for the midterm review. The meeting can be by phone or face-to-face and will last about an hour. You should plan several weeks before to schedule the meeting date. **This is a mandatory requirement for successful completion of the Practicum.** See syllabus for further details.

**c. Project**

You are expected to complete at least one project for the agency. The project will be decided in consultation with your Preceptor. Your Preceptor will familiarize you with the overall functions/activities of your site and help you to identify appropriate projects. See syllabus for further details.

**d. Reflection Report/Binder**

You are expected to prepare a paper reflecting on your goals and prepare a binder including materials gathered/prepared during the practicum. Please see the syllabus for details.

**e. Electronic Poster Symposium**

All practicum students will formally develop a poster for display in the College of Nursing and Health Professions at the end of the semester. Please see the syllabus for details.

**f. Final Evaluation**

Schedule a time with your preceptor to complete final evaluations at the end of your practicum. This evaluation will have several components. See syllabus for further details.

**g. Professional Development**

Professional Development opportunities are offered as a part of the Practicum Experience and will include topics such as

- CPR Training
- Dinner view experience
- Interview/presentation skills
- Résumé updates
- Elevator speech
- Dress to achieve

If you are interested in attending any of these activities contact the Career Services Liaison. Please note that fees may be attached to these activities.

**h. Receiving a Grade for the Practicum**

A grade will be recorded upon completion of the practicum hours and once all requirements have been met. See the syllabus for further details.

**12. Unanticipated Situations**

**a. Activities Not Specified on the Practicum Agreement Form**

As it is impossible to anticipate every practicum activity, you may be asked to perform a function that you did not anticipate, but that is within the general expected duties of

any practicum. Certain tasks are common practice for most practicum placements including photocopying, answering telephones, data management, letter-writing, delivery of documents, and on occasion, stuffing envelopes. However, as important as these activities are to the operation and success of any agency or program, they should not constitute the substance of your practicum.

If you feel that you are being asked to perform duties not in line with your goals, please feel free to contact either the Career Services Liaison or Food and Nutrition Practicum Director.

**b. Activities That Compromise Your Personal or Professional Values or Beliefs**

In the unlikely situation, that you are asked compromise your personal or professional values or beliefs, please contact either the Career Services Liaison or Food and Nutrition Practicum Director for further direction.

**c. Discrimination/Harassment**

You should not feel you are being harassed or discriminated against in any way. If such should occur, please contact either the Career Services Liaison or Food and Nutrition Practicum Director for further direction.

## **GLOSSARY**

**Affiliation Agreement:** A formal Affiliation Agreement established between USI and your practicum site – is only required by some agencies. It describes issues related to liability, scope of responsibility among other issues. If required, this inter-institutional agreement must be in place prior to the practicum start date. It may take several months to establish so advanced planning is important.

**CPT:** Curricular Practical Training – CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student’s academic program. CPT must be authorized by the Center for International Programs.

**Career Services Liaison:** The professional currently employed by USI’s Career Services Department who has been assigned the responsibility of managing the relationship between USI and the community site. This person also ensures that NACE guidelines are met.



**Food and Nutrition Practicum Instructor:** A faculty member or chair of the Food and Nutrition program, who serves as the instructor for the practicum in food and nutrition and who is responsible for teaching the practicum experience (NUTR 420).

**Food and Nutrition Students:** Students enrolled in USI's 120 credit hour bachelor's degree in Food and Nutrition

**HIPAA: Health Information Portability and Accountability Act**  
(<http://www.hhs.gov/ocr/privacy/>)

This Act guarantees the privacy of a patient's/client's health information. HIPAA Training can be found on the following website: <https://www.usi.edu/health/about-the-college/hipaa-module/>

**Memorandum of Understanding (MOU):** The official agreement between the University and external Health Care Agencies and Facilities, generally referring to clinical settings such as hospitals. It is this legal agreement that will allow students to be a part of the agency/facility in a practicum student capacity, and to ensure that appropriate liability insurance coverage is in place or any other requirements as established in the agreement.

**NACE:** The National Association of Colleges and Employers, organizations which connects employers and career services professionals to provide best practices, trends, research, professional development, and conferences (<http://www.nacweb.org/>).

**OSHA: Occupational Safety and Health Administration** (<https://www.osha.gov/>) assures a safe workplace and that all workers comply with standards that keep workers safe on the job. Training is found at <https://www.usi.edu/health/about-the-college/osha-module/>.

**Practicum:** The educational experience of a Food and Nutrition student in a community setting is provided. A total of six (6) credit hours may be earned. This may be done in more than one practicum.

**Preceptor:** An appropriately credentialed and experienced practitioner, who is employed full-time by a food and/or nutrition agency and who serves as your on-site practicum preceptor and mentor. Ideally, your preceptor should possess a (graduate degree) with specialized training and experience in his/her chosen field. Other individuals who possess extensive experience but without advanced degrees may also be approved as a preceptor. The preceptor is responsible for supervising your projects, duties and performance, completion of your evaluation, and notifying the Food and Nutrition Practicum Director if problems are encountered during the practicum period.

# **APPENDIX A: Castle Branch Training and Profile Instructions**



## **CASTLE BRANCH STUDENT INSTRUCTIONS FOR UNIVERSITY OF SOUTHERN INDIANA FOOD AND NUTRITION**

### **About Castle Branch**

Castle Branch is a secure platform that allows you to order your Background Check, Drug Test & Medical Document Manager online. Once you have placed your order, you may use your login to access additional features of Castle Branch, including document storage, portfolio builders and reference tools. Castle Branch also allows you to upload any additional documents required by your school.

### **Order Summary**

- Required Personal Information – In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- Drug Test (LabCorp) – Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your Castle Branch account. This echain will explain where you need to go to complete your drug test.
- Immunizations – Document trackers provide secure online storage for all of your important documents. At the end of the online order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.
- Payment Information – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

### **Place Your Order**

Go to: [portal.castlebranch.com/UE96](https://portal.castlebranch.com/UE96), select Food Nutrition, and select package UFOO – Background Check – Compliance Trackers – Drug Test. You will be charged \$130.75. You will then be set up to your Castle Branch account.

### **View Your Results**

Your results will be posted directly to your Castle Branch account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.



University of Southern Indiana - College of Nursing & Health Professions

## How to Place Order

Welcome to **my** 

To place your order go to:

<https://portal.castlebranch.com/UE96>

Package Name (if applicable):

UF00 – Background check – Compliance Trackers – Drug Test

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)

## Castle Branch requirements:

### **Hepatitis B**

One of the following is required:

- 3 vaccinations AND a positive antibody titer (lab report OR physician verification of results required) OR
- Positive antibody titer (lab report OR physician verification of results required)

### **CPR Certification**

One of the following is required:

- **American Heart Association BLS for Healthcare Providers (Instructor-Led Training)**
- **American Red Cross BLS/CPR for Healthcare Providers.**

### **Physical Examination**

Download print and complete the one page Report of Physical Examination and upload to this requirement. Must be signed by a medical professional.

### **Influenza**

One of the following is required:

- Documentation of a flu vaccination administered before 01/01 of the current flu season, OR/
- Declination of flu vaccine along with statement from Healthcare provider

### **Tetanus, Diphtheria & Pertussis (Tdap)**

Documentation of a Tdap booster within the past 10 years.

### **Varicella (Chicken Pox)**

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer (lab report OR physician verification of titer results required) OR
- Medically documented history of the disease that has been verified by a physician or nurse practitioner and contains their signature.

### **Measles, Mumps & Rubella (MMR)**

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer for (lab report OR physician verification of titer results required) for all 3 components.

### **Tuberculosis (TB)**

One of the following is required:

- 2 step TB skin test (2 separate TB Skin Tests within 1-3 weeks apart within the past 12 months), OR
- QuantiFERON Gold blood test within the past 12 months (negative laboratory report OR physician verification of negative results required), OR
- T-Spot TB blood test within the past 12 months (negative laboratory report or physician verification of negative results required), OR

- If positive results, provide a clear Chest X-Ray dated anytime after the positive result (lab report OR physician verification of results required)

**Medical History**

Download, print & complete the 2 page Report of Medical History form and upload to this requirement.

**OSHA Score**

Print your OSHA score and upload the document to this requirement.

**HIPAA Score**

Print your HIPAA score and upload the document to this requirement.

**Confidentiality Statement**

Upload proof of your signed Confidentiality Statement to fulfill this requirement.

**Workforce Member Review of HIPAA policies**

Upload your signed Workforce Member Review of HIPAA policies document to fulfill this requirement.

**CNHP Lab and Clinical Waiver**

Upload your signed clinical waiver form to fulfill this requirement.

The **MyCB** app is available for iPhone and Android phones. With the app you can access your To-Do Lists to upload all your required documents such as immunization records and certifications. For the best user experience, be sure to connect to wi-fi.

Features:

- \* Complete To-Do Lists for school, clinical site or employment requirements
- \* Track status of requirements
- \* Receive messages regarding requirements
- \* Upload photos of required documents directly to requirements
- \* Store required documents in the Document Center
- \* Organize and store your information



If you need assistance please contact Castle Branch at 888-914-7279 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com) and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm.

### Additional Information on Castle Branch requirements

#### Hepatitis B

In the event that a student receives a second negative titer for Hepatitis B, the student will need to submit a Non-Responder Form along with the second negative titer to Castle Branch. This form is available in the Castle Branch Hepatitis B document upload area.

#### Flu Vaccine

A flu vaccine may be required to complete the Food and Nutrition practicum depending on the semester of the practicum.

- For fall practicums the vaccine is not available prior to the beginning of the semester. The vaccine is available in late September/early October. USI requires that students be vaccinated and submit proof of vaccination no later than **October 10** to Castle Branch.
- For spring practicums, students must submit proof of vaccination into Castle Branch.
- For summer practicums, students are not required to receive the flu vaccine.

#### CPR Certification

**CPR is required in order to complete the Food and Nutrition practicum. You may:**

- Complete a CPR course offered at USI on the first day of the practicum semester – the fee is \$50.00. Please bring cash or a check to the course. Details of the time and room will be emailed to you before you attend the course.

**-AND/OR-**

- If you have already completed CPR certification training, upload into Castle Branch your complete CPR card (front & back) that will verify your certification **through** the completion of your practicum.

Other sites are available for CPR certification in the Evansville area include but are not limited to:

**The Red Cross**

29 S. Stockwell Rd.  
Evansville, IN 47714  
Phone: 812.471.7200

**American Heart Association**

801 E. Michigan St.  
Evansville, In 47711  
Phone: 812.425.0775

One of the following is required: **American Heart Association BLS for Healthcare Providers (Instructor-Led Training)** course OR **American Red Cross BLS/CPR for Healthcare Providers**. Students should submit the front & back of a signed, valid American Heart Association CPR card OR an American Red Cross Certificate of completion. Cards with expired dates are not valid. Letters from providers of AHA are accepted temporarily until a card arrives with a renewal date of 30 days. If CPR card or certificate of completion is submitted, renewal date will be set based on the expiration of the card or certificate.



Guidance on CPR for students

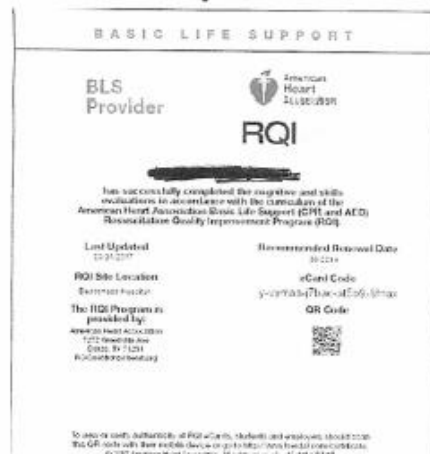
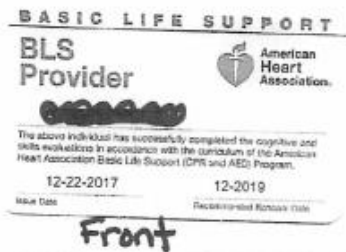
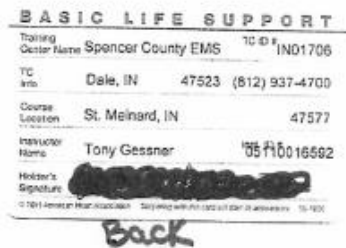
One of the following is required for CPR by the College of Nursing and Health Professions. It is up to the student to select the appropriate course from the American Heart Association or American Red Cross to meet this requirement. Students should utilize the American Heart Association or American Red Cross website to find one of the courses listed below:

- American Heart Association BLS for Healthcare Providers (Instructor Led Training)

OR

- American Red Cross BLS/CPR for Healthcare Providers

For CastleBranch, you should submit proof of an approved American Heart Association or American Red Cross card, e-card, or certification of completion. Below are some examples of what they look like.



## **TB Skin Test**

**A 2-step TB test (2 separate TB tests administered 1-3 weeks apart) may be obtained at your doctor's office or at the USI Student Health Center.** The fee is \$15 at the health center and can be administered on Monday, Tuesday, Wednesday, and Friday. You must return to have each test read with a 24–72-hour period. If you receive your test on Friday, you must return on Monday before the time the test was given. (Ex. Shot given on Friday at 11:30 must return on Monday before 11:30)

If positive results, provide a clear Chest X-Ray dated any time after the positive result (lab report OR physician verification of results required).

A TB 101 module and successful completion of a TB 101 quiz will satisfy the TB renewal requirement upon expiration of the initial test. To view the module and take the quiz, visit <https://www.usi.edu/health/about-the-college/tuberculosis-module/> .

## **Drug Test**

Should you require a drug test you can choose to have it administered at your doctor's office or you can choose one of the following *Castle Branch* sites with LabCorp or Quest.

### **LabCorp**

1200 Professional Blvd  
Evansville, IN  
812.477.5518

OR

706 N. Burkhardt Rd.  
812.475.9018

### **Tulip Tree Health Services**

123 N. McCreary St. Ft. Branch, IN  
812.753.1039  
A Quest Diagnostics site

### **Physicians Affiliates Laboratory**

2200 E. Parrish Ave. Building A  
Owensboro, KY  
270.926.2273  
A Quest Diagnostics site

**The student will incur the cost of these requirements unless otherwise covered by the facility.**

## **HIPAA/OSHA**

You will find HIPAA and OSHA training and quizzes on the CNHP website:

<https://www.usi.edu/health/about-the-college/hipaa-module/> - HIPAA

<https://www.usi.edu/health/about-the-college/osha-module/> - OSHA

Make sure to read through the presentation slides and educational materials before taking the quizzes. Once you have passed the quizzes (you can take the quizzes as many times as you need to pass), you will be directed to a quiz results page. Print this page and submit to CastleBranch. Also print and fill out the Confidentiality Statement and Workforce Member Review of HIPAA policies ( two sheets that require your signature) These documents are located on the following pages.

University of Southern Indiana  
College of Nursing and Health Professions

**WORKFORCE MEMBER REVIEW OF  
HIPAA PRIVACY POLICIES  
AND PROCEDURES**

I, \_\_\_\_\_, have received and reviewed a copy of the  
University of Southern Indiana College of Nursing and Health Profession's health information  
privacy policies and procedures.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**University of Southern Indiana**  
**College of Nursing and Health Professions**  
**Confidentiality Agreement**

As a condition of and in consideration of my use, access, and/or disclosure of confidential personal health information,

I, \_\_\_\_\_ understand and agree to the following:

1. I will access, use, and disclose confidential personal health information only as necessary to perform my job functions. This means, among other things, that:
  - a) I will only access, use, and disclose confidential personal health information which I have authorization to access, use, and disclose which is required to do my job;
  - b) I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential personal health information except as properly and clearly authorized within the scope of my job and as in accordance with all applicable University of Southern Indiana and CNHP policies and procedures and with all applicable laws;
  - c) I will report to my supervisor or to the appropriate office any individual's or entity's activities that I suspect may compromise the confidentiality of confidential personal health information.
2. I understand that it is my responsibility to be aware of University of Southern Indiana and CNHP policies that specifically address the handling of confidential information and misconduct that warrants immediate discharge.
3. I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions may result in disciplinary action, including termination of employment or dismissal from my educational program. In addition, federal penalties for privacy violations can result in fines up to \$250,000 and prison sentences of up to 10 years.

---

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department/Program: \_\_\_\_\_

**Check appropriate box:**

student       faculty       staff       student worker       other \_\_\_\_\_

**UNIVERSITY OF SOUTHERN INDIANA  
COLLEGE OF NURSING AND HEALTH PROFESSIONS  
SIMULATION, LAB, & CLINICAL PARTICIPATION WAIVER**

To complete the necessary requirements to graduate from the University of Southern Indiana (“USI”) with a degree from the College of Nursing and Health Professions, students must complete certain simulation(s), lab(s), and/or clinical(s) as identified by the program faculty. It is important students understand these simulation(s), lab(s), and/or clinical(s) will be made available to them for completion at a later date, but postponing participation may inhibit their ability to meet graduation requirements within their current academic timeline and may delay graduation.

Students in programs within College of Nursing and Health Professions shall review and acknowledge the below affirmative statements before they may participate in any simulation, lab, or clinical.

1. I acknowledge that my participation in any simulation, lab, or clinical is voluntary. I further understand that there will be no penalty if I choose not to participate other than the delay of meeting graduation requirements.
2. I agree to follow all Center for Disease Control (CDC) guidance associated with the COVID-19 prevention, including all personal protective equipment (PPE) while participating in any USI program.
3. I agree to follow instructions from my professor or site supervisor regarding preventative measures, including any required PPE, or screening procedures to participate in any simulation(s), lab(s), and/or clinical(s). Failure to comply with these instructions prior to participating may result in me being ineligible and I will not be allowed to complete the academic requirement.
4. I agree to immediately contact the chair of my program if I test positive for COVID-19, develop symptoms of a possible infection with COVID-19, and/or come in close contact with an individual testing positive for COVID-19. I understand that it may be necessary for the chair to provide this information to my professors and/or site supervisors.
5. I acknowledge that I understand the potential risks related to my participation. I further acknowledge the USI College of Nursing and Health Professions Handbook and any other applicable programmatic handbook will continue to govern my conduct.
6. I agree to indemnify and hold harmless the University of Southern Indiana, its trustees, its agents, and its employees from all liabilities or charges for any damages, injuries, deaths, or other claims related to or resulting from my participation.
7. I agree to provide this signed document to the chair of my program prior to participation.
8. I certify that I have read and signed this document with full knowledge of its significance.

Printed Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX B: Forms**



## PRACTICUM SITE PRECEPTOR CONTACT INFORMATION

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Concentration \_\_\_\_\_ Class for practicum \_\_\_\_\_ Semester \_\_\_\_\_

Student email \_\_\_\_\_

Student phone \_\_\_\_\_

Site Supervisor Name \_\_\_\_\_

Supervisor Title/Position \_\_\_\_\_

Supervisors phone \_\_\_\_\_

Supervisors mailing address \_\_\_\_\_

Supervisors email \_\_\_\_\_

Start date of this Practicum \_\_\_\_\_

Number of site hours needed for this practicum \_\_\_\_\_

Date of midterm visit \_\_\_\_\_



**This form must be returned to the Food and Nutrition – Room HP 3042  
or email this form to the Career Services Liaison.**

PRACTICUM WORK AGREEMENT

We, the undersigned, have read the following and agree:

- This contract and any other forms required by the Faculty Supervisor, Field Supervisor, or Practicum Coordinator must be completed before the practicum begins. Calculation of hours spent in the field begins after the proper contracts have been returned to the University. No credit will be given if this condition is not met, regardless of time spent in the field.
- The practicum student should honor the ethical standards and professional codes and practices of the field of the practicum and of the university.
- The practicum should provide varied learning experiences and activities; it should not exploit the student.
- The practicum student's work responsibilities and work schedule, including vacation time, shall be arranged by the student and the practicum field supervisor.
- The number of working hours per practicum shall be a minimum of 150 hours per semester,
- The student will maintain a log or portfolio documenting the practicum. The faculty practicum supervisor may require additional material which will be stated below.
- The student will complete all paperwork provided in the practicum packet including a goals statement, two (2) evaluations, and a final paper.
- The legal agreement between the University and the organization shall be effective until formally rescinded by Career Services and the organization.
- The practicum field supervisor will provide continual evaluative information to the practicum student regarding the student's work and will submit a minimum of two written evaluations to the University.
- The practicum student shall schedule periodic conferences with the faculty practicum supervisor. The number and nature of these conferences shall be determined by the faculty practicum supervisor. Failure to adhere to an agreed upon schedule of these conferences will result in the termination of the practicum.
- The practicum may also be terminated at any time that (1) one or more of the above conditions is violated; or (2) an agreement to terminate is decided mutually between below signed parties. If termination is due to negative actions of the intern, a failing grade may be assigned.

The following additional requirement(s) shall be met:

\_\_\_\_\_  
 STUDENT

\_\_\_\_\_  
 HOST SUPERVISOR & Company Name

\_\_\_\_\_  
 USI FACULTY SUPERVISOR

\_\_\_\_\_  
 USI PRACTICUM COORDINATOR

Semester \_\_\_\_\_

Date \_\_\_\_\_

**This form must be returned to Career Services**

**INTERNATIONAL STUDENTS ONLY**– You must fill out the application below and obtain an offer letter from your preceptor/employer. The offer letter must be on their company letterhead and must include all requirements listed on this form.



## Curricular Practical Training Application

Curricular Practical Training (CPT) must be an integral part of an established curriculum, such as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. Thus, CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student's academic program, prior to completion of that program. CPT can only be authorized after you have completed one full academic year (Fall and Spring semester) of full-time study. Please contact Center for International Programs at 812/465-1248 if you have any questions.

The Center for International Programs can authorize CPT if it can be clearly documented that the proposed employment meets one of the two conditions below.

- The training employment is required of all degree candidates in the program and is necessary for the awarding of the degree. Included in this category is employment in a required internship, practicum, or clinical. There are only a few academic programs at USI which require a period of off-campus employment for all degree candidates. This requirement must be formally documented in school publications.
- The training employment will result in the awarding of academic credit. Undergraduate students should consult the appropriate advisor in the USI Career Services and Internships Office or your academic advisor to determine if the proposed employment qualifies for internship credit. You must register and complete the internship during the semester that you are working under CPT authorization. For example, if you will be working in the summer, you must register and complete the internship course in the same summer semester.

CPT authorization is employment specific, so any additional employment or internship requires a separate CPT authorization.

If CPT is for your last semester, you must have at least one other remaining degree-required course for which to register, in addition to the CPT course unless the CPT course is the degree-required course.

You are only allowed to work part-time (no more than 20 hours per week) while school is in session. Full-time employment can only be authorized during a vacation period from school. CPT can be authorized for up to one year at a time. CPT can be authorized at any point during your program of study, but if you accumulate 365 days of full-time CPT you will not be eligible for Optional Practical Training (OPT) after you graduate.

Updated 6/19/2017

Name: \_\_\_\_\_  
USI ID: \_\_\_\_\_

Once your CPT is approved, you must pick up your I-20 before beginning the CPT employment as that is proof of your employment authorization and you must show your I-20 to your employer.

Please sign your name here to show that you understand this requirement: \_\_\_\_\_

You will need the following documents to apply for CPT:

- Offer letter from employer with the following information:
  - Start and End date of employment
  - Number of hours working per week
  - Address of where you will be working
  - Supervisor's name and contact information
  - Job title
  - Summary of job duties
- Verification of course enrollment from:
  - Career Services and Internships

**OR**

  - Academic Advisor

Department Official's Name: \_\_\_\_\_

Department Official's Signature: \_\_\_\_\_

Department Official's Phone Number : \_\_\_\_\_

Course name and number: \_\_\_\_\_

Semester in which you will be enrolled:

- Fall 20\_\_\_\_
- Spring 20\_\_\_\_
- Summer 20\_\_\_\_

Please circle which summer session(s): SU I SU II SU III



**NUTR 420: Practicum in Food, Nutrition and Dietetics**

**Training and Profile Requirements Contract:**

It is the policy of the Food and Nutrition (F&N) Program in the College of Nursing and Health Professions that students intending to complete a practicum must meet F&N minimum training and profile requirements prior to beginning an approved practicum and verify with the practicum site if any additional requirements are needed.

**The following items are required before this student starts their practicum.**

**I. USI requirements to be met prior to start of practicum:**

**Practicum Director will assure student has met and completed these requirements.**

- ✓ Maintain a minimum overall GPA of 2.85 - at time of application
- ✓ Nutr 285, 376, and 381 – must be completed and passed at time of application
- ✓ Serv Safe food safety training – must be completed and passed at time of application

**Items to be submitted into Castle Branch by student, Castle Branch verifies, and Practicum Director confirms student has completed.**

- ✓ Background check – must be completed by CastleBranch.com within the last 12 months
- ✓ HIPAA training - must be completed within the last 12 months
- ✓ HIPAA confidentiality statement - must be completed within the last 12 months
- ✓ HIPAA workforce member review of policies - must be completed within the last 12 months
- ✓ OSHA training – must be completed within the last 12 months
- ✓ Flu Vaccine – must be completed in flu season (usually Oct to April)
- ✓ CPR training – must be completed prior to practicum or on the first day of class.  
*Training must be American Heart Association BLS for Healthcare Providers (Instructor-Led Training) course OR American Red Cross BLS/CPR for Healthcare Providers.*
- ✓ TB test
- ✓ Hepatitis
- ✓ Physical Exam
- ✓ Medical History
- ✓ Varicella
- ✓ Drug Test - (Min.7 panel) – 1st test must be completed within last 12 months of first date the course begins

**If there are additional requirements for the student for your site, we ask that you place a check next to or write in the requirement below.**

**USI students will use USI forms and follow the USI Infection control policy and procedures, unless otherwise agreed upon by USI and the site.**

Other requirements deemed necessary by site. \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Site Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Food and Nutrition department in HP 3042 or email to [aldoninger@usi.edu](mailto:aldoninger@usi.edu)

## PRACTICUM LEARNING GOALS

Practicums are most productive when students articulate and record their learning goals at the beginning of the work experience. First, determine what learning you hope to gain from the practicum. Then, discuss with your supervisor to make sure the position will offer you the opportunity of achieving these goals. At mid-term, we will evaluate the progress of your goal achievements.

To be meaningful, goal statements must be:

- Specific
- Measurable
- Verifiable
- Achievable
- Agreed upon

List five goals below which you wish to achieve as a result of participating in this practicum experience. ***These learning goals should be discussed in your final paper.***

### GOAL STATEMENTS:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Site \_\_\_\_\_ Semester of Practicum \_\_\_\_\_

**Post to Course Blackboard Site**

# **APPENDIX C: Recommendations and Preceptor Tasks for Successful Practicums**

**(Give to Preceptor)**

## **USI STUDENT PRACTICUM STUDENT PRECEPTOR GUIDE**

The faculty and staff of the USI Food and Nutrition program want to thank you for hosting one of our students. We believe the best way to learn is through experience and we appreciate you sharing your time and talent to make this possible.

We encourage our students to be the contact point and resource for most of your information from the university. This is *their* learning experience. However, at any point we encourage you to contact the Career Coordinator, at 812-464-1865 in the USI Career Services Office with any questions or concerns.

We have three points we hope each practicum student has an opportunity to experience during this 50 - 300 hour practicum.

- We encourage our students to become involved in a project that requires most of their time. This is a project the two of you agree upon. It should allow the student to gain a deeper understanding of your agency and how it works.
- We believe your staff are the best teachers to give a student insight into careers within your industry. We hope there is time for the practicum student to meet with various department personnel to learn their duties, career path and training.
- Students need a wide variety of experiences to help them develop their academic and professional skills.

For many of our students this is the first experience in their chosen academic field. They will depend on your guidance to introduce them to the functions and responsibilities of your company or department. However, they should demonstrate the initiative to ask questions and offer assistance at any time. Your role is their coach to guide, encourage, redirect, and praise whenever it is appropriate.

We sincerely appreciate your partnership in giving USI students an opportunity to experience actual working environment in their chosen field. We hope this will be as rewarding for you as we know it will be for the student.

Sincerely,

Career Services Coordinator  
College Nursing & Health Professions  
Dept. Education, Social Work,  
Kinesiology, Exercise Science

## **Preceptor Recommendations and Tasks for Successful Practicums**

### **Practicum Work Agreement Form**

The student must submit the signed Practicum Work Agreement form and Preceptor Contact form to the Career Services Liaison Department before they can register for the NUTR 420 course.

### **Contact Hours/Credit Hours**

Students may opt for a 1-credit (50-hour) up to a 6-credit (300-hour) practicum, as is arranged with you, as Preceptor.

Contact hours (50-300) must be completed on site at the agency, and/or under supervision of the Preceptor. **Practicum-related work performed at home does not count as “contact hours.”** The student is to keep record of their time and activities on the Weekly Activity Tracking form. The Preceptor is asked to sign and date the form each week.

It is usually best when practicum students can be onsite at least twice per week. This provides them with substantial exposure to the agency so that they can become acquainted with agency personnel and to maximize their learning opportunities.

### **Preceptor Responsibilities/ Expectations**

- Develop meaningful and challenging experiences relating to the practicum student’s academic and career goals as per the Practicum Learning Goals Form.
- Provide the practicum student with appropriate orientation to the organization, work environment, and organization policies and procedure including expected performance standards; office etiquette and attire; work hours; telephone manners; availability of supplies; confidentiality; and process for resolution of ethical dilemmas.
- Define the role of the practicum student and communicate this role to the student and relevant staff.
- If possible, schedule activities that allow the practicum student to gain broad exposure to the professional field as well as to develop proficiency at more narrow tasks.
- Provide oversight of practicum student’s projects, duties, and performance.
- Schedule regular supervisory meetings with the Practicum student to enable the student to ask questions, resolve problems, report on his/her progress, receive training and instructions, and receive advice related to his/her future career plans.



- At the halfway point during the practicum, the practicum student will organize a midterm review with the Career Services Liaison. The phone or face-to-face meeting will require the preceptor to complete an evaluation of the practicum student prior to the meeting. (The practicum student will provide the preceptor with the midterm evaluation form.)
- At the end of the practicum, an exit interview should be conducted with the preceptor and the practicum student to discuss the Preceptor Evaluation Form (link for evaluation form will be available on Blackboard at midterm and upon completion of practicum student's contact hours).
- Notify the Food and Nutrition Practicum Director or Career Services Liaison immediately of any problems or if you have questions or suggestions.
- If practicum is conducted at place of employment, Preceptor will assure that practicum activities will be different than practicum student's regular job duties/activities.

### **Expectations of Practicum Student's Professional Conduct**

All practicum students must conduct themselves in a professional manner (dress, personal hygiene, and minimal use of personal electronic devices). During the winter months, The University of Southern Indiana may designate a snow day. Practicum students are expected to follow the agencies work calendar (national holidays) not the university's holidays. However, if travel conditions are unsafe, they should notify you that they cannot be present.

### **Discrimination/ Harassment**

Practicum students should be provided a copy of the agency's policy on discrimination and harassment.

### **Termination from the Practicum Program**

Please contact the Food and Nutrition Practicum Director or Career Services Liaison immediately in the event of violations of professional conduct and/or generally accepted standards of ethical behavior.

### **Food and Nutrition Practicum Director**

812-465-1140

### **Career Services Liaison**

812-464-1865

## **APPENDIX D: Policies**

**Infection Control** - The College of Nursing and Health Professions maintains policies and procedures on infection control. The policies and procedure found within the Infection Control policy are designed to prevent transmission of pathogens and must be adhered to by all students and faculty in the College of Nursing and Health Professions when participating in clinical education experiences. See link below.

**HIPAA Compliance Policy - Health Information Privacy Policies & Procedures** – see link below

**Notice of Privacy Practices** – see link below

Please review the CNHP Handbook for these policies. The handbook is located on the CNHP website listed under “About the College.”

<https://www.usi.edu/health/about-the-college/>