



HOEC 98 (CRN# 72108)

Introduction to Nutrition Assistant Program

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Tues & Thurs 9:00-11:00 a.m.
John Adams Campus, Room #103
1860 Hayes St. (near Masonic)

Office Hours: Tues & Thurs 11:00-12:00; other times by appointment. My office is room 127. Email is the preferred way to contact me. I will respond within 24 hours during weekdays (M-F). If you do not hear back from me within 24 hours (M-F), assume I did not receive your email so please re-send it.

Course Description

Focuses on the scope and nature of work in the nutrition field, including higher education pathways, career opportunities, professional roles, skills, responsibilities, ethics. Includes guest presentations by various nutrition paraprofessionals and networking opportunities with registered dietitians. This course is a prerequisite for acceptance to the Nutrition Assistant Program.

NOTE: A final grade of C or higher in HOEC 98 is required for acceptance into the Nutrition Assistant Program. If the number of students who meet these criteria exceeds 30, acceptance will also be determined by academic performance, attendance, and prioritized by earliest registration date.

Required Text

Untangling the Nutrition Web in Career Development, 3rd Edition, by Jennifer Ernst, www.nutritioncareers.com. Be sure to order this book NOW so you have it for the first day of class. Only available for purchase through this weblink. For financial aid students (or those who do not wish to order online) check with Eden at John Adams Bookstore at the start of the semester or earlier, to place a “special order”.

Other Materials

Supplemental materials/handouts provided in class

Method of Grading

Assignments/In-class activities	20
Weekly Learning Summaries & Discussion Questions (2)	50
Job Exploration Report (written & oral)	60
Professional Portfolio Development	15
Class participation/attendance	16
TOTAL possible points:	161

Grade Calculation

A = 91-100% of points or higher
B = 83-90% of points
C = 75-82% of points
D = 67-74% of points; F = <67%

NOTE: <75% of points earned disqualifies student from program

Student Learning Outcomes

Upon completion of this course a student will be able to:

- A. Self-assess personal interests, capabilities, and education/career goals to prepare for success in school and/or professional careers in the nutrition field.
- B. Compare and contrast the diverse employment opportunities in the nutrition field.
- C. Examine educational and career pathways for advancement in the nutrition field.
- D. Demonstrate basic elements of work acculturation and professionalism (i.e. promptness, accountability, reliability, etiquette, ethics, organizational skills, time management, and effective communication skills).
- E. Apply problem-solving and decision-making skills in work situations to be effective members of the health care team.
- F. Demonstrate team player qualities by sharing responsibility for group projects in the classroom and in the workplace.
- G. Integrate various skills and aspects of professionalism to build and expand students' network of professional contacts.
- H. Integrate effective study techniques to achieve academic career goals and to maximize lifelong learning
- I. Prepare and develop a professional portfolio.

Attendance and Participation

Students are expected to attend class regularly, and be on time. This course is taught in such a way that each class builds on information discussed in the previous session. On occasion, some classroom activities must be completed in class, with points earned for participation. Classroom activity sessions will require working individually or in groups.

Students must report an absence to the instructor via e-mail or phone as promptly as possible, just as you would for any job. A “no-show” absence is UNACCEPTABLE and unprofessional! Students who are absent will be responsible for all materials discussed, activities completed and/or assignments that are due. If you are absent, assignments may be dropped off, faxed, or emailed by the due date. As a rule, NO make-up quizzes, tests, and/or late assignments will be accepted. Only in extenuating circumstances, make-ups may be allowed only at the discretion of the instructor. It is the student's responsibility, NOT the instructor's, to take the initiative to make an appointment with the instructor, and/or to find out what he/she missed from fellow classmates.

Any absence will jeopardize your chance for admission to the program. This short-term course only has 8 meetings. Students with an absence must meet with the instructor for a conference. Students with **2 absences** will be **dropped** from the course and **disqualified** from the program.

Please DO NOT come to class if you are ill and risk passing it on to others – you will be sent home.

Attendance at all classes is limited to enrolled students only. Others, including children, will not be allowed to attend class sessions.

Punctuality

Students **MUST** arrive to class on time. We start and end our classes on time. Any student who arrives more than 10 minutes late (or leaves early) is marked "tardy". Two tardies will be counted as one absence. Be sure to call in and leave a message if you are running very late. But realize that calling to say the student will be late does not excuse the tardiness.

Add and Withdrawal Deadlines and Policy

The last day to ADD is August 18, 2011.

Last day to DROP for refund is August 18, 2011.

Last day to DROP without a "W" and to receive 50% non-resident refund is August 25, 2011.

Last day to DROP with a "W" is September 6, 2011.

Remember, it is the student's responsibility to drop or withdraw from a class if he/she does not want to be assessed fees or avoid a grade notation. It is an instructor's responsibility to clear his/her class rosters. Note the two different types of responsibilities. Instructors are not responsible for meeting student deadlines.

Class Participation

This class is a community. We all have the same objective: to learn. Please work together and help each other. Classroom activity sessions will require working individually or in groups. There are times when your group will be assigned to you, and other times are self-selected. You must learn how to work effectively with a team, collaborate, delegate, take personal responsibility, and resolve potential conflict. A student absent during any activity session will not earn points for the activity and participation. On occasion, some classroom activities must be completed in class, with points earned for participation. Missing a guest speaker presentation will also result in a loss of participation points (at least 5 pts/speaker).

NO texting or cell phone use during class session.

Homework Assignments

Students are expected to submit assignments on time. Late assignments will **NOT** be accepted. All assignments must be completed by the student himself/herself, except for group assignments. No points will be given for work completed by someone else. Since assignments cannot be resubmitted for a better grade, it is important that the student submit his/her best work the first time. All written reports must be typed, double spaced, 1" margins, 12-point font. Please use spell/grammar check.

All of these course policies are established in an effort to create a fair, equitable learning environment for ALL students.

***All City College of San Francisco students are expected to comply with the college's rules and regulations regarding student conduct as stated in the College Catalog and website.**



INTRODUCTION TO THE NUTRITION ASSISTANT PROGRAM
HOEC 98, Fall 2011
August 18 -September 13, 2011
9:00-11:00 a.m.

Tuesday	Thursday
	August 18
	<p>Topics: Orientation/Introduction</p> <ul style="list-style-type: none"> • Introduction • Program Orientation • Course Overview
August 23	August 25
<p>Topic: Networking & Informational Interviewing Workshop by CCSF Career Counselor (9:30-11:00 a.m.)</p>	<p>Topics: Introduction to the Profession of Dietetics; ePortfolio; Code of Ethics</p>
August 30	September 1
<p>Topics: Professional Work Skills; Communication Skills; Teamwork <i>DUE: Weeks 1 & 2 Learning Summary</i></p> <p>NA Guest Speaker: Cheryl Lott, Nutrition Assistant Outreach Coordinator, Homeless Families - Local Vendor Liaison, Alameda County WIC (NA Grad 2008), 9:15 a.m.</p>	<p>Topic: Learning Styles</p> <p>NA Guest Speakers: Elaine Silver (NA Grad 2009) and Laura McCaffrey (NA Grad 2008), Nutrition Education Program Representatives, UC Cooperative Extension, SF/SM Counties 10-11 a.m.</p>
September 6	September 8
<p>Topic: Time Management/Organizational Skills</p> <p>NA Guest Speakers: Carridad Taber (NA Grad 2011), 9-9:45 a.m.</p> <p>Venus Savea (NA Grad 2001), Health & Nutrition Specialist, Children’s Council of San Francisco, 10 a.m.</p>	<p>Topic: Library Orientation—Mauro Garcia, JAD Librarian, 9:30 a.m.</p> <p><i>DUE: Weeks 3 & 4 Learning Summary</i></p>
September 13	
<p>Round Table Talks on Job Exploration Project</p> <p><i>DUE: Job Exploration Project—written report</i> <i>DUE: ePortfolio –Home Page, Biography, & Goals/Philosophy</i></p>	