



HOEC 98 (CRN#77287)
Introduction to the Nutrition Assistant Program

FALL 2009

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Tues & Thurs 9:00-11:00 a.m.
DeAvila school site, Room #308
1250 Waller St. (near Masonic)
(entrance on Waller St. only)

Office Hours: Tues & Thurs 11:00-12:00; other times by appointment

Course Description

Introduction to the scope and nature of work as nutrition paraprofessionals in various health care settings; career opportunities, and advancement potential. Students will also develop practical skills in critical thinking and problem solving, professionalism, organization, and time management to achieve personal, academic and career goals. 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 thirty (30), acceptance will also be determined by the filing date of the application on a first-come, first-serve basis.

Required Text

None

Other Materials

Supplemental materials/handouts provided in class

Method of Grading

Assignments/In-class activities	20
Nutrition Math quiz	10
Weekly Learning Summaries & Discussion Questions (3)	45
Job Exploration Report (written & oral)	60
Class participation/attendance	16
TOTAL possible points:	151

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

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. 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.

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.

Attendance at all classes is limited to enrolled students only. Others, including children, will not be allowed to attend class sessions. Any student who does not comply with this will be sent home.

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 is marked "tardy". Three 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, 2009.

Last day to DROP for refund is August 18, 2009.

Last day to DROP without a "W" and to receive 50% non-resident refund is August 20, 2009.

Last day to DROP with a "W" is September 3, 2009.

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

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, and resolve potential conflict. A student absent during any activity session will not earn points for the activity and participation.

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.



INTRODUCTION TO THE NUTRITION ASSISTANT PROGRAM
HOEC 98, Fall 2009
Tuesday & Thursday, August 18-September 10, 2009
9:00-11:00 a.m.

Tuesday	Thursday
August 18	August 20
<p>Topic: Orientation/Introduction</p> <ul style="list-style-type: none"> • Introduction • Program Orientation • Course Overview 	<p>Topic: Networking & Informational Interviewing Workshop by Greg Johnson, CCSF Career Counselor (9:30-11:00 a.m.)</p>
August 25	August 27
<p>Topics: Communication Skills; Teambuilding <i>DUE: Week 1 Learning Summary</i></p> <p>NA Guest Speakers: Jan McCulloch (NA Grad 2003) and Laura McCaffrey (NA Grad 2008), Community Health Program Representatives, UC Cooperative Extension, SF/SM Counties, 10-11 a.m.</p>	<p>Topic: Library Orientation—Mauro Garcia</p>
September 1	September 3
<p>Topic: Learning Styles and Multiple Intelligences <i>DUE: Week 2 Learning Summary</i></p> <p>NA Guest Speaker: Cheryl Lott, Homeless Families Outreach Coordinator, Alameda County WIC (NA Grad 2008) a.m.</p>	<p>Topic: Professional Work Skills and Ethics; Basic skills/Math quiz</p> <p>NA Guest speaker: Pat Catolico, WIC Nutrition Assistant, Santa Clara County (NA Grad 1997), 10-11 a.m.</p>
September 8	September 10
<p>Topic: Time Management/Organizational Skills <i>DUE: Week 3 Learning Summary</i></p> <p>NA Guest Speaker: Alice He, Chinatown Public Health (NA Grad 2005) 10:15-11 a.m.</p>	<p>Round Table Presentations of Job Exploration Project <i>DUE: Job Exploration Project—written report</i></p>