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

FALL 2010

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Office Hours: Tues & Thurs 11:00-12:00; other times by appointment. My office space is in 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
This course is a prerequisite for acceptance to the Nutrition Assistant Program. Provides orientation to the program, exploration of education/career opportunities in the field, and development of practical skills to achieve personal, academic, and career goals. Focuses on the scope and nature of work as a nutrition paraprofessional in various health care settings, professional roles, skills, responsibilities, and career opportunities. Includes guest presentations by various nutrition paraprofessionals.

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 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.
Student Learning Outcomes

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

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

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.

Any absence will jeopardize your chance for admission to the program. 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.
**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 17, 2010.
Last day to DROP for refund is August 17, 2010.
Last day to DROP without a “W” and to receive 50% non-resident refund is August 24, 2010.
Last day to DROP with a “W” is September 2, 2010.

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.

**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 2010**
**Tuesday & Thursday, August 17-September 9, 2010**
**9:00-11:00 a.m.**

<table>
<thead>
<tr>
<th>Tuesday</th>
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<td><strong>August 17</strong></td>
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| **Topic:** Orientation/Introduction  
  - Introduction  
  - Program Orientation  
  - Course Overview | **Topic:** Networking & Informational Interviewing Workshop by Greg Johnson, CCSF Career Counselor (9:30-11:00 a.m.) |
| **August 24** | **August 26** |
| **Topics:** Communication Skills; Teambuilding  
  **DUE:** Week 1 Learning Summary | **Topic:** Professional Work Skills and Ethics; Basic skills |
| **NA Guest Speaker:** Cheryl Lott, Nutrition Assistant Outreach Coordinator, Homeless Families - Local Vendor Liaison, Alameda County WIC (NA Grad 2008), 9:15 a.m. | **NA Guest Speaker:** Mylena Dominguez, NA Grad, June 2010 10-11 a.m. |
| **August 31** | **September 2** |
| **Topic:** Library Orientation—Mauro Garcia, JAD Librarian, 9:30 a.m.  
  **DUE:** Week 2 Learning Summary | **Topic:** Learning Styles and Multiple Intelligences  
  **NA Guest Speakers:** Elaine Silver (NA Grad 2009) and Laura McCaffrey (NA Grad 2008), Community Health Program Representatives, UC Cooperative Extension, SF/SM Counties 10-11 a.m. |
| **September 7** | **September 9** |
| **Topic:** Time Management/Organizational Skills; Nutrition Math Quiz  
  **DUE:** Week 3 Learning Summary | Round Table Talks on Job Exploration Project  
  **DUE:** Job Exploration Project—written report |
| **NA Guest Speaker:** Venus Savea (NA Grad 2001), Health & Nutrition Specialist, Children’s Council of San Francisco, 9:15 a.m. |  |