

# GASTON COLLEGE

## Work-Based Learning Nutrition and Dietetics Technician

Student's Name \_\_\_\_\_

Semester \_\_\_\_\_ 20 \_\_\_\_\_ Course: WBL 111-23

Faculty Coordinator \_\_\_\_\_ Grade \_\_\_\_\_

Employer \_\_\_\_\_

On-site Supervisor \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor's Phone \_\_\_\_\_

*Completed Workbook due to Faculty Coordinator by*

### **Mission Statement for the Nutrition and Dietetics Technician Program**

The mission of the Nutrition and Dietetics Technician Program is to prepare and develop entry level graduates as life-long learners and competent practitioners in diverse community, health, and business environments.

### **Accreditation**

Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Gaston College. The Commission on Colleges should be contacted only on matters related to the accreditation status of Gaston College and not for general college information.

The Nutrition and Dietetics Technician Program at Gaston College received initial accreditation on April 22, 2006 from the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the credentialing agency for the Academy of Nutrition & Dietetic (AND). The Nutrition and Dietetics Technician Program has reaccreditation until December 31, 2023.

Academy of Nutrition and Dietetics (AND)  
Headquarters  
120 South Riverside Plaza, Suite 2000  
Chicago, Illinois 60606  
800/877-1600

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
800/877-1600, ext. 5400  
Fax: 312/899-4817

### **Equal Opportunity/Affirmative Action**

Gaston College is committed to equal opportunity in employment and educational programs and activities and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Gaston College supports protections under all applicable state and federal laws including, but not limited to, the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008.

Inquiries regarding equal opportunity should be directed to: Chief Administrative Officer (Employees) or Vice President for Student Affairs and Enrollment Management (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.

# Gaston College Work-Based Learning Work Agreement

The following statements constitute the agreement on which participation in the Work-Based Learning Program at Gaston College is based:

## Placement and Employment Procedures

Gaston College and the WBL employer agree to observe placement procedures and employment practices which conform to all federal, state, and local laws and regulations (including nondiscrimination toward any participant or employee because of race, color, religion, sex, veteran's status, handicap, or national origin).

## College Responsibilities

- Assess the student's skills, capabilities, and career objectives.
- Refer the student to interested employer(s).
- Provide consultation and coordination service between the student, the employer, and the College.

## Faculty Coordinator Responsibilities

- Visit the worksite to ensure safety and quality of WBL experience.
- Conduct either 1 on-site and 3 phone/e-mail contacts OR 2 on-site and 1 phone/e-mail.
- Enter student hours in Web Attendance.
- Check student workbook for completion.
- Solicit employer's input for grading purposes.
- Make an appointment to submit completed workbook to WBLP office.
- Determine a grade for the WBL experience and award college credit based on the student's performance and completion of required documentation.

## Employer Responsibilities

- Provide meaningful and challenging work for the student which is closely related to the student's academic program of study.
- Provide a minimum of 160 or 320 hours of employment per semester depending on course credit assigned.
- Provide job description and ensure that job duties remain in accordance with job description.
- Ensure that duties remain in accordance with the job description.
- Provide thorough supervision of student employee.
- Assist student in meeting Measurable Learning Objectives (MLO's).
- Permit on-site visits by a Gaston College representative(s).

- Notify the Work Based Learning Office at least one week before any action which might result in the termination or change of employment status of the student.
- Encourage the student to continue his or her higher education to completion.
- Pay WBL student at a level consistent with regular employees in a similar training situation unless volunteering.
- Provide the WBL student a safe working environment and Worker's Compensation Liability Insurance during the training period or if volunteering, student should sign a release form.

## Student Responsibilities

- Report punctually and regularly for work.
- Strive to do the best job possible for the employer.
- Conduct yourself at all times in accordance with the employer's work rules.
- Notify the employer promptly if unable to work for any reason.
- Maintain a minimum 2.0 GPA or Work-Based Learning Office approval.
- Enter work hours on electronic timesheets found on Blackboard.
- If withdrawal from program occurs, the student should return the workbook to his/her faculty coordinator with up-to-date information. (This should include the WBL Work Agreement, MLO's, Time Report and Supervisor's evaluation).

## Statement of Cooperation

I fully understand the responsibilities of all parties involved in this Work-Based Learning Agreement and shall make a sincere and reasonable effort to make this a successful learning experience.

Student \_\_\_\_\_

On-site Supervisor \_\_\_\_\_

Faculty Coordinator \_\_\_\_\_

## Release Agreement

### (Volunteer Only)

I, \_\_\_\_\_, understand that I have been accepted for a Work-Based  
*WBL Student's Name*

Learning work assignment. The work and learn partnership will involve **Gaston College** and

\_\_\_\_\_. I acknowledge that the college will assume no financial  
*WBL Employer*

responsibility in the event of any accident or illness suffered by said student as a result of the student's educational activities while enrolled in the WBL class at **Gaston College**.

I also understand that I am personally responsible for seeing that arrangements are made through personal insurance or private funds to cover costs incurred for the medical, surgical, or emergency treatment of an accident or illness suffered while involved in the WBL partnership between the college and the employer.

The presence of the student's signature on this form acknowledges that the student understands the information stated in the release agreement. This agreement must be signed at the time of the initial enrollment in the WBL Program.

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

Faculty Coordinator Signature \_\_\_\_\_

WBL Representative Signature \_\_\_\_\_

#### **Family Rights and Privacy Act- Release of Student Information**

*Gaston College has a long-standing commitment to the protection of students' rights and privacy of information. Gaston College complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974, State of North Carolina Law, and the State Department of Education Division of Community College rules. These federal and state requirements relate to accessibility and confidentiality of student records.*

*Gaston College Policy & Procedures Manual, section 4-31, Confidentiality and Access of Student Records, provides pertinent and detailed information concerning classification of student records. Detailed information is also provided in the Gaston College Student Handbook.*

## Nutrition and Dietetic Technician WBL Measurable Learning Objectives

Measurable Learning Objectives (MLO's) are goals that a student plans to accomplish by the end of the semester. The MLO's must be directly related to the student's classroom studies and enhance the student's creative, problem solving, and technical skills as well as personal improvement. Credit is granted for learning that occurs as a result of working and not for actual work done on the job. Learning objectives are the most effective method to assess the extent and value of this type of learning.

	<b>MLO's and Competencies/Learning Outcomes</b> (Opportunities to demonstrate all competencies may or may not be available in a practice setting. You must complete a minimum of 4 competencies.)	<b>MLO's to be Accomplished By the end of the semester</b>	<b>On-site Supervisor's Initials &amp; Rating (0-100%)</b>
CDT 1.1	Access data, references, patient education materials, consumer and other information from credible sources		
CDT 1.2	Evaluate consumer information to determine if it is consistent with accepted scientific evidence		
CDT 1.3	Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria		
CDT 1.4	Implement actions based on care plans, protocols or policies		
CDT 2.1	Adhere to current federal regulations and state statues and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics		
CDT 2.2	Use clear and effective oral and written communication		
CDT 2.3	Prepare and deliver sound food and nutrition presentations to a target audience		
CDT 2.4	Demonstrate active participation, teamwork and contributions in group settings		
CDT 2.5	Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional		
CDT 2.6	Participate in professional and community organizations		
CDT 2.7	Establish collaborative relationships other health care professionals and support personnel to effectively deliver nutrition services		
CDT 2.8	Demonstrate professional attributes within various organizational cultures		
CDT 2.9	Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration		
CDT 3.1	Perform nutrition screening and identify clients or patients to be referred to the Registered Dietitian		
CDT 3.2	Perform specific activities of the nutrition care process ( a-e below) as assigned by the Registered Dietitian in accordance with the Scope of Dietetic Practice for individuals, groups and populations in a variety of settings:		
	a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered		
	b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (RES) statements		

	c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention		
	d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis		
	e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting		
CDT 3.3	Provide nutrition and lifestyle education to well populations		
CDT 3.4	Promote health improvement, food safety, wellness and disease prevention for the general population		
CDT 3.5	Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience		
CDT 3.6	Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, health needs		
CDT 3.7	Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals		
CDT 4.1	Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services		
CDT 4.2	Perform supervisory, education and training functions		
CDT 4.3	Participate in legislative and public policy activities		
CDT 4.4	Use current informatics technology to develop, store, retrieve and disseminate information and data		
CDT 4.5	Participate in development of a plan for a new service including budget		
CDT 4.6	Assist with marketing clinical and customer services		
CDT 4.7	Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment		

**Please evaluate how well the student has achieved each of the selected objectives. Rate student with a percentage between 0-100%.**

Strengths:

Areas for Improvement:

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Student's signature

Date

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On-site supervisor's signature

Date

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Faculty Coordinator's Signature

Date

## Employer Final Evaluation of WBL Student

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

This form must be completed by the WBL on-site supervisor/employer.

Please evaluate the student objectively, comparing him or her with other students of comparable academic work or with other personnel assigned similar jobs, or with individual standards. Please check each box that applies to your WBL student.

<b>Evaluation Criteria</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Average</b>	<b>Marginal</b>	<b>Not Applicable</b>	<b>Comments</b>
Relationship with others						
Judgment						
Ability to Learn						
Communication skills						
Teamwork						
Dependability						
Quality of work						
Leadership ability						
Attitude						
Punctuality						
Attendance						
Potential for greater responsibility						

Describe the WBL student's strength \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Reminder: Go to pages 4 and 5 to complete percentages for MLO's.*

\_\_\_\_\_  
 Signature of WBL On-site Supervisor/Employer

\_\_\_\_\_  
 Student's Signature

## Student's Self-Evaluation

Please evaluate your WBL work experience. This information will be used to evaluate the position. It is for **WBL office use only** and will **not** be seen by employers.

**Name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

Explain how your Work-Based Learning experience has improved your ability to work in your area of study. List skills you have learned or improved.

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During this Work-Based Learning experience, describe a specific learning experience related to your MLO's that was helpful.

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Describe any significant positive or negative experience(s) that helped you learn something important.

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Describe how your supervisor/employer helped you during your Work-Based Learning experience?

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Was your Gaston College Faculty Coordinator available to you during your Work-Based Learning experience to answer questions or address your concerns? How did your Faculty Coordinator help you during your work experience?

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Were you hired by your Work-Based Learning employer after you completed your work experience?

Yes       No

\* This was my employer before I started my work experience.       Yes       No

If no, Would you accept a position with this employer after graduation?       Yes       No

Would you recommend this position for other WBL students?       Yes       No

How can the WBL staff improve its service to student?

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Overall, were you satisfied with your Work-Based Learning experience?       Yes       No

Do you have additional comments?

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



