



Food and Nutrition Practicum Program Terms and Conditions

The student will agree to abide by the Terms and Conditions to fulfill the goals and purposes of the Food and Nutrition Practicum Program. The Terms and Conditions will be signed by the student prior to confirmation of the Food and Nutrition Practicum. Students who do not fulfill the Terms and Conditions may be terminated from the Food and Nutrition Practicum Program.

It is very important that you read, understand, and agree to everything in this document. If you have any questions, please consult with your faculty advisor.

This agreement complies with the requirements of Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP). It reflects your right to privacy and permits the Food and Nutrition Practicum Program to disclose relevant information about you to Faculty Supervisors and current and potential Sponsor Supervisors. It also stipulates Food and Nutrition Practicum regulations and policies.

It is intended to assure procedural fairness for all individuals by articulating one set of principles governing Food and Nutrition Practicum Program students at Mount Saint Vincent University (MSVU). These Terms and Conditions are in addition to those regulations listed in the MSVU's Undergraduate and Graduate Academic Calendars.

University Requirements

I must comply with the academic standards and regulations as outlined in the program description sections of the MSVU Undergraduate (www.msvu.ca/ugcalendar) and Graduate Academic Calendars (www.msvu.ca/gdcalendar). A failing grade in the Food and Nutrition Practicum results in dismissal from the Food and Nutrition Practicum Program. Students may still complete the BScAHN, MAHN or MScAHN.

I must register for the Food and Nutrition Practicum. Tuition and withdrawal fees apply. The Food and Nutrition Practicum receives academic credit and tuition fees valued at one unit.

I must submit a "Change of Program" form to the Registrar's Office to add Food and Nutrition Practicum to my program to ensure my degree is accurately reflected on my parchment when I graduate. I understand that I will need to withdraw an "Intent to Graduate" if previously submitted. If you have submitted an "Intent to Graduate", you will need to withdraw it.

If I have a medical issue or disability which requires special accommodations, I will notify the Faculty Supervisor of the Food and Nutrition Practicum Program in order to determine if Sponsor Supervisors/Sponsoring Organizations are able to provide the accommodations required.

Undergraduate Students: I understand that I must maintain full-time registration, a cumulative GPA of 2.7 or higher in BScAHN (Nutrition or Dietetics) program required courses and a minimum grade of C- in each of these units.

Graduate Students: I understand that I must maintain full-time registration, a cumulative GPA of ≥ 3.0 for all MAHN or MScAHN courses, with a passing grade in each of these courses.

International Students: I understand that I must obtain the required Internship Work Permit to complete each internship placement and that I am responsible for any associated costs.

Evaluation for successful completion of a Food and Nutrition Practicum is based upon a) Sponsor Supervisor evaluation b) completion/submission of a Food and Nutrition Practicum report/project, c) submission of all required documents in the electronic debriefing package, and d) debriefing by the Faculty Supervisor. I understand that a final grade for the Food and Nutrition Practicum will not be submitted to the Registrar's office until all required documents have been submitted on the Food and Nutrition Practicum Program Moodle site or emailed directly to the Faculty Supervisor, and I have been debriefed by the Faculty Supervisor. The results of the Food and Nutrition Practicum are indicated on my academic transcript, with three possible grades (P (Pass), NCR (No Credit, Repeat), or F (Fail). A grade of DEF (deferred) may only be assigned by the Dean of Graduate and Professional Studies in exceptional circumstances.

Freedom of Information Protection of Privacy Act – FOIPOP

I give my consent to the Food and Nutrition Practicum Program to disclose and release personal information consisting of my resume, health screening/immunization record (if required), criminal record check including a vulnerable sector search (if required), and to discuss my academic records, employment history, special needs/accommodations, and qualifications with Faculty Supervisors and Sponsor Supervisors for the purpose of assisting me secure and maintain a Food and Nutrition Practicum while I am enrolled in the Food and Nutrition Practicum Program.

If I acquire a criminal conviction during enrolment in the academic program, I must notify the Faculty Supervisor immediately.

Food and Nutrition Practicum Program Requirements

I agree to complete the Food and Nutrition Practicum according to the academic course sequencing plan prescribed by my academic department. Only under specific circumstances, would I be able to defer a Food and Nutrition Practicum. Application for a deferral must be made in writing and approved by the Faculty Supervisor.

I must be prepared to relocate to complete the Food and Nutrition Practicum. Participation in the Food and Nutrition Practicum Program may require me to accept relocation with little or no financial compensation. I will be responsible for the necessary expenses to relocate and/or travel to one or more facilities. I will be responsible for accommodation, food and other expenses unless otherwise notified by my Sponsor Supervisor. I am not permitted to make independent contact with current or prospective sponsors unless the Faculty Supervisor has granted permission. Practicum matching takes into consideration a number of factors including needs of the Sponsoring Organizations, consultation with AHN faculty, student past performance, and student career aspirations and experience. This is to provide the best possible match between students and organizations to facilitate student success.

I understand that when my Food and Nutrition Practicum has been confirmed with a Sponsoring Organization, I am committed to undertake and complete that practicum. Only under specific circumstances would I be able to terminate or change (e.g., start/end date) the conditions of a practicum. Application for termination/change of conditions of a practicum must be made in writing and approved by the Faculty Supervisor. Terminating a practicum without permission results in a "Fail" for the Food and Nutrition Practicum and dismissal from the Food and Nutrition Practicum Program.

Some institutions require additional or updated health screening and immunizations. Some institutions have pre-placement requirements and/or may require additional insurance. It is my responsibility to ensure that any additional requirements are completed by the deadline set by the institution. I am responsible for any associated costs.

Some institutions may require additional security clearance such as a child abuse registry check and/or an updated and/or duplicates of original documents. It is my responsibility to ensure that any additional requirements are completed. I am responsible for covering any associated costs.

I am required to attend and complete all Food and Nutrition Practicum Program Orientation Sessions or introductory meetings with the Faculty Supervisor. Failure to attend all orientation sessions and/or complete these requirements may result in dismissal from the Food and Nutrition Practicum Program.

I must devote full-time effort and time to the Food and Nutrition Practicum. I may be required to spend time outside the regular schedule or the placement (evenings, weekends).

The Food and Nutrition Practicum is considered a full-time course of study and will normally be completed full-time (approximately 35 hours / 5 days / week) in a workplace during a Fall or Winter academic term. Only under specific circumstances, am I able to register in no more than one-half unit of credit while on a Food and Nutrition Practicum. I understand that course work also includes honours and MScAHN thesis work. The Food and Nutrition Practicum Program Course Approval Form must be signed and approved by the Faculty Supervisor and the Sponsor Supervisor prior to the beginning of the practicum to ensure the course will not interfere with my Food and Nutrition Practicum.

Only under specific circumstances, am I able to maintain employment during my Food and Nutrition Practicum. The Food and Nutrition Program Employment Approval Form must be signed and approved by the Faculty Supervisor and the Sponsor Supervisor prior to the beginning of the Food and Nutrition Practicum to ensure employment will not interfere with my Food and Nutrition Practicum.

While on a Food and Nutrition Practicum, I am representing my educational program, MSVU and my Sponsor/Sponsoring Organization, therefore, I agree to conduct myself in a professional and ethical manner. I agree to abide by my Sponsoring Organization's policies, procedures, guidelines and code of conduct. I understand that documents that I complete or have access to during my Food and Nutrition Practicum are the intellectual property of the Sponsoring Organization. I am not entitled to access this information outside of the Food and Nutrition Practicum term without the expressed written consent from the Sponsor Supervisor/Sponsoring Organization. I must respect the confidentiality of information related to the Sponsoring Organization. I will adhere to policies and legal requirements when using the Internet and email. As a user, I will comply with the license agreements associated with computer software. I agree to use the Internet responsibly and productively while on a Food and Nutrition Practicum.

I understand that if I experience any serious difficulties or conflicts while on my Food and Nutrition Practicum, I agree to attempt resolution of these issues and to communicate with the Faculty Supervisor so they can provide support and guidance.

While on a Food and Nutrition Practicum, I must regularly communicate with the Faculty Supervisor and complete a minimum of six (6) bi-weekly reports, one-on-one-meetings, and/or participate in on-

line Collaborate sessions (determined by Faculty Supervisor) to successfully complete a Food and Nutrition Practicum.

I must complete all assignments, learning activities, and reports assigned by the Sponsor Supervisor at the Sponsoring Organization. I must complete a work term report/project by the date(s) communicated in the work term report/project guidelines, by the Faculty Supervisor.

I have read, understood and agree to abide by these Terms and Conditions during my participation in the Food and Nutrition Practicum Program. I understand that failure to comply with any of the above can result in dismissal from the Food and Nutrition Practicum Program.

Name: _____ Signature: _____

Date: _____

☐ Check here if you are sending this form electronically via email. This indicates acceptance of the above information and will have the same effect as a handwritten signature.

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