

DIDACTIC PROGRAM IN DIETETICS (DPD)
Department of Human Nutrition, Foods and Exercise
VIRGINIA TECH

Policy #4: Procedure for Selecting, Evaluating and Maintaining Agreements for Experiential Learning Sites

Policy Statement

The Didactic Program in Dietetics (DPD) requires students to complete experiential learning activities in HNFE 4624 Community Nutrition. Students are expected to complete 20-30 hours of service (experiential) learning to pass the 3-credit course. Students may complete service learning at sites internal to Virginia Tech or outside the organization.

This document provides the guidelines and procedures used to select and evaluate sites for service learning. Additionally, this policy details when written agreements with institutions, organizations and/or agencies are required for service learning activities.

- 1. The HNFE 4624 Community Nutrition instructor of record, in consultation with HNFE administrators and the DPD Director as needed, is responsible for ensuring all service learning sites are able to meet the stated learning outcomes of the course service learning activities.**
 - **Site selection criteria includes:**
 - i. Participation in community nutrition efforts by the service learning site (e.g. community gardens, for profit or not for profit organizations providing meals to low income community members, Cooperative Extension employees, etc.).
 - ii. Ability and willingness to provide the expected learning experience for students.
 - iii. Ability and willingness to supervise students during the duration of site placement.
 - iv. Adequate communication and responsiveness to instructor and student contact.
 - v. Provision of a MOA if site is external to the university (see #2).
 - **Evaluation Process:**
 - i. Sites are evaluated by the HNFE 4624 Community Nutrition instructor of record to determine if they meet selection criteria prior to student placement.
 - ii. Sites are evaluated by the HNFE 4624 Community Nutrition instructor of record to determine if a Memorandum of Agreement is required (see #2) prior to student placement.
 - iii. Following completion of the service learning experience and prior to the completion of the semester of placement, site supervisors complete an evaluation of student performance and their experience as an experiential learning site. (appendix A)
 - iv. Following completion of the service learning experience and prior to the completion of the semester of placement, students complete an evaluation of the experiential learning site. (appendix B)
 - v. The course instructor assesses the responsiveness of contacts at experiential learning sites to students and the instructor.
 - **Timeline for evaluation of adequacy and appropriateness of service learning site:**
 - i. Annually by June 1st, the HNFE 4624 Community Nutrition instructor evaluates the ability and willingness of each site to provide the expected learning experience as described in the MOA.
 - ii. Annually by June 1st, the HNFE 4624 Community Nutrition instructor evaluates the collective site and student evaluations.

- iii. Any deficiencies noted in responses on the part of the site or students will be discussed with the experiential learning site contact.
- iv. If differences cannot be reconciled with the site to provide an adequate learning experience for students, sites will be removed from the available placement list.

2. The HNFE DPD requires a Virginia Tech University Counsel approved Memorandum of Agreement (MOA) with any service learning site external to the university. The MOA delineates the rights and responsibilities of Virginia Tech and the service learning site. (appendix C)

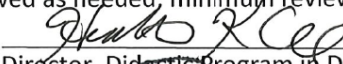
- Virginia Tech entities are expected to perform the same obligations identified for host facilities.
 - i. VT entities are provided with the list of host facility obligations before student placement.
- External site: the specified MOA must be signed by the appropriate facility representative before any student may be placed at a site.
 - i. If the site requests an agreement other than the standard MOA, University Counsel must review and approve. It is recommended that University Counsel be given 2 weeks to review a contract. It is appropriate to follow-up after 2 weeks. For issues related to documentation of university liability coverage, contact Risk Management.

Process to generate a Memorandum of Agreement with external sites:

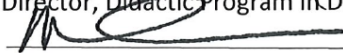
- a) To generate a MOA, the HNFE 4624 Community Nutrition instructor provides the following information to the DPD Director:
 - Name of site
 - Name of approved signer
 - Name, address, and email of the person to send MOA
 - Memo to facility requesting MOA, if needed
- b) Once site information is received for the MOA, the DPD Director or HNFE Dietetics Education Specialist will:
 - Create the agreement using the program standard MOA and information provided.
 - Have 2 copies signed by Department Head of HNFE, 1 copy if email is being used.
 - i. The HNFE Department Head is the only departmental representative that has signing privileges for legal documents.
 - Mail the memo and 2 copies of agreement with a return mailing label or email a scanned copy to the contact provided for the site.
- c) When the signed agreement is received, the HNFE Dietetics Education Specialist notifies the DPD Director and HNFE 4624 Community Nutrition instructor. The specialist posts a scanned copy to the HNFE internal site designated, the original is filed in 338 Wallace Hall, and the agreement is listed on the HNFE MOA google spreadsheet.
- d) A review of existing MOA occurs annually by June 1st to determine agreements that will expire during the upcoming academic year.

This policy will be reviewed as needed; minimum review every three years.

APPROVED:



Director, Didactic Program in Dietetics



Department Head, HNFE

07-14-2017

Date

7/17/17

Date

Reviewed and approved by the Dietetics Committee: October 26, 2017

History of the Policy:

Established in July 2017 by Department Head and DPD Director after approval of MOA by VT University Legal
First review and approved by vote of Dietetics Committee on October 26, 2017

Appendix A

Evaluation of Student Performance

Evaluation of Student Performance
Community Nutrition: HNFE 4624
Didactic Program in Dietetics

Please complete this evaluation for the service learning student and experience that you hosted this year. We will use this information to assign the student a grade for the service learning assignment. This information will also be used as part of the evaluation process for experiential learning sites used in the course.

*Please complete one form per student.

Your Name:
Community Organization:
Student Name:
Date:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A	Comments
The student met the established service learning objectives for the site experience							
The student met the expectations of a service learning student in our organization							
The student was on time and prepared based on agreed upon schedule							
The student interacted appropriately with our clients or target population							
The student positively impacted our clients/organizations							
The service learning project helped us build capacity in our organization							

Was having service learning students helpful to you?

Thank you for your time and for hosting students this year. We hope you enjoyed the experience.

Appendix B
Evaluation of Experiential Service Learning Site

Evaluation of Experiential Service Learning Site
Community Nutrition: HNFE 4624
Didactic Program in Dietetics

Please complete this evaluation on your experience at that Service Learning Site that hosted you this term. This evaluation is a required component of your Service Learning Project. We will use this information as part of the evaluation process for experiential learning sites used in the course.

Your Name:	
Experiential Service Learning Site:	
Your Site Supervisor:	
Date:	

*Any feedback of "Disagree" or "Strongly Disagree" requires a comment explaining the rating.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A	Comments
The site met the established service learning objectives for the experience							
The site provided an orientation to the site that met your needs							
Communication with the site adhered to established guidelines							
The site was prepared to work with you based on an agreed upon schedule							
The site assured a safe environment for you and the site clients							
The site did not discriminate or require unacceptable activities							

What was the most valuable outcome of the experience for you?

Do you have any other comments about the service learning experience?

Appendix C
Memorandum of Agreement (MOA)- version August 9, 2017

MEMORANDUM OF AGREEMENT

The parties to this Memorandum of Agreement ("Agreement"), Virginia Polytechnic Institute and State University ("Virginia Tech") and _____ ("Host Facility"), agree to the following terms and conditions for Virginia Tech students enrolled in its Human Nutrition, Foods and Exercise ("HNFE") Dietetics option degree curriculum program ("Program") and participating in the HNFE student service learning experiences ("experience"). Service learning is a required part of the HNFE Dietetics option degree curriculum. The purpose of each experience is to provide HNFE Dietetics students with an enhanced understanding of curriculum content and concepts.

A. **Obligations of the Program:** The Program agrees to:

1. Authorize only those students who have met HNFE academic and procedural undergraduate requirements to participate in the practicum at the Host Facility. This includes being in good academic standing and having faculty approval for the experience.
2. Have the experience approved by the instructor-of-record before the experience begins. This includes the development and approval of the student's learning objectives prior to the start of the experience. Any proposed changes to the learning objectives once the experience has been approved require re-approval by both the Host Facility and the instructor-of-record.
3. Designate the instructor-of-record as the point of contact for the Program.
4. Provide liability coverage for students participating in approved experiences as a mandatory part of the HNFE curriculum. Such liability coverage includes, but is not limited to claims, demands, losses, costs, damages and expenses of every kind and description (including death), or damage to persons or property arising out of student training activities at the Host Facility up to the maximum amount set forth in the Code of Virginia. The Program's liability coverage shall not extend to negligent acts or omissions of agents and employees of the Host Facility.

B. **Obligations of Host Facility:** The Host Facility agrees to:

1. Be ultimately responsible for providing services to the Host Facility's clients and monitor the student's performance while working with the Host Facility.

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2. Provide the student a complete orientation to its facility, which will cover policies, procedures, standards, and practices, including attendance requirements, dress code, first aid and emergency care, and confidentiality of records, as applicable.
 3. Identify a site supervisor for each student placed in an experience with the Host Facility.
 4. Provide the physical facilities, equipment and supplies necessary to complete the identified learning objectives of the experience.
 5. Make reasonable accommodations to ensure accessibility for students with disabilities.
 6. Be responsible for establishing a schedule for students. Except for true emergencies, students shall not be granted leave of absence while scheduled to be working with the Host Facility.
 7. At the end of the experience, provide the Program with an evaluation of the student's performance, using a form provided by the Program.
 8. Contact the instructor-of-record if any questions or problems arise concerning the student or the Program and shall make reasonable efforts to keep the instructor-of-record informed of student performance issues and attempts at their resolution prior to dismissal. However, the Host Facility may immediately suspend the experience of any student whose performance or conduct is unsatisfactory, adversely affects the safety or welfare of clients, or interferes with the development of professional relationships with personnel or clients in the Host Facility.
- C. **Notices:** Notice to either party hereunder shall be sent by certified mail, postage prepaid, return receipt requested, or by overnight courier service (UPS, Federal Express, or similar service) to the address listed in this Agreement or to such other address as hereafter designated by written notice. Notice shall be deemed effective upon receipt.

Authorized representative of the Program:

Print Name and Title: _____

Address: _____

Phone: _____ Email: _____

Authorized representative of Host Facility:

Print Name and Title: _____

Address: _____

Phone: _____ Email: _____

- D. **Relationship:** All parties expressly intend that, with regard to the provisions of this Agreement, said parties shall be independent contractors, and no party hereto shall receive any other benefits besides those expressly provided for herein. Nothing in this Agreement shall create, be deemed or be construed to create an employer/employee relationship, an agency relationship, a partnership or a joint venture relationship. It is understood that in no event shall students be considered or represent themselves as agents, officers, servants, or employees of the Host Facility.
- E. **Non-Discrimination:** Neither party will discriminate against any student on the basis of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of that party. The parties agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- F. **Force Majeure:** Neither party shall be liable or be deemed to be in default for any delay or failure to perform or interruption resulting directly or indirectly from any cause or circumstance beyond its reasonable control, or failure of any third party to perform any agreement that adversely affects such party's ability to perform its obligations hereunder.
- G. **Term:** This Agreement will be effective after review and signature by the Program and the Host Facility for a period of one (1) year and shall be automatically renewed for one-year consecutive terms unless either party requests a change or termination of the Agreement a minimum of sixty (60) days prior to the expiration date.
- H. **Applicable Law:** This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth.
- I. **Modification:** This Agreement may be modified by mutual written consent at any time or may be terminated by either party by submitting notice of such intent in writing at least thirty (30) days in advance.
- J. **Entire Agreement:** This Agreement contains all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and the Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the

Agreement is found to be illegal or unenforceable, the remainder of the Agreement shall remain in full force and effect and such term or provision shall be stricken.

Approved:

<i>Host Facility</i>	<i>Program</i>
	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
BY:	BY:
NAME:	NAME:
TITLE:	TITLE:
DATE:	DATE: