

CHECKLIST FOR NUTR 350 AS REPLACEMENT FOR HTM 291L

Before the end of the spring semester:

____ 1. Review guidelines for NUTR 350 as replacement for HTM 291L found on Nutrition Science web site. Check with Mrs. Zoss if any questions about the qualifications for an appropriate work experience.

____ 2. Find a job. Check with employer to see if they are willing to provide the opportunities to complete the requirements for NUTR 350. Show the employer the requirements and evaluation form from the web site.

____ 3. Have employer provide verification of agreement to mentor/supervise student in the requirements for NUTR 350. The employer may contact Mrs. Zoss if any questions about the requirements. Send the verification to Mrs. Zoss.

____ 4. Contact Mrs. Zoss to verify that the work experience has been approved and obtain appropriate override to register. Deadline for approval is June 1.

____ 5. Register for NUTR 350 for the fall semester.

During the summer work experience:

____ 1. Student should complete at least 70% for the items listed on the evaluation form.

____ 2. Student should complete special project(s) for employer. Requirements for special projects are listed in the evaluation form. A one page report describing the special project should be completed by the student and sent to Mrs. Zoss.

____ 3. Student should complete 2 -3 page summary of work experience every two weeks (a total of 4 reports) to submit to Mrs. Zoss. Description of reports are listed in the requirement section for NUTR 350 posted on the web site.

At the end of the work experience:

____ 1. Have supervisor/mentor complete evaluation form and send to Mrs. Zoss.

____ 2. Submit written reports to Mrs. Zoss if not already submitted.

____ 3. Deadline for submission of all written reports and evaluation form is September 1.