**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**SUMMER 2012**

1. **GENERAL COURSE INFORMATION**

Course Number: DIET 1635
Course Title: Field Experience in Human Resources Management
Credit Hours: 2 credit hour
Prerequisite: Be concurrently enrolled in Human Resources Management (DIET 1632)
Division and Discipline: WTCE/Dietary Manager
Course Description: This course offers field experience in the study and application of personnel management, policies, evaluation and communication within a foodservice department. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a registered dietitian preceptor.

1. **CLASSROOM POLICY**

Students and Faculty of Barton County Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton County Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link: [Academic Integrity](http://academicintegrity.bartonccc.edu/)

1. **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is a requirement for the Dietary Manger Program (aka Dietetic Assistant Program).   The course prepares the student to take the National Credentialing Exam offered by the Association of Nutrition and Foodservice Professionals. This course fulfills 37.50 hours plus 17 preceptor hours of the 150 total hours of field experience instruction included in the Dietary Manager's Program.

1. **ASSESSMENT OF STUDENT LEARNING/COURSE OUTCOMES**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes/Competencies

1. Hire and Supervise Employees
2. Develop and Maintain Employee Time Schedules and Assignments
3. Define Personnel Needs and Job Functions
4. Interview and Select Employees
5. Manage Department Personnel
6. Develop Personnel and Communications within the Foodservice Department
7. Implement Required Changes in Foodservice Department
8. Prepare, Plan and Conduct Department Meetings
9. Meet Department Goals by Presenting Work Procedure and Plans
10. Develop and Implement Training Program for Employees
11. Present Professional Interaction
12. Represent Department at External Meetings
13. Manage Business Operations
14. Administer Salary and Wage Adjustment for Employees
15. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**
16. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
17. **REFERENCES**
18. **METHODS OF INSTRUCTION AND EVALUATION**
19. **ATTENDANCE REQUIREMENT**
20. **COURSE OUTLINE**