

Policy: Admitted students may apply for prior assessed learning (PAL) credit to apply toward supervised practice hours.

Purpose: To recognize student work and volunteer experiences that meet ACEND competencies and to consistently analyze and document the hours that might contribute to supervised practice.

Procedure:

The Prior Assessed Learning (PAL) program is designed to grant varying degrees of SEL hours in specific rotations of the program based on the qualified applicant's learning and demonstration of competency associated with the PAL, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates associated entry-level competency. Experiences considered for PAL must meet competencies required by Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Program Director has the authority to grant credit towards SEL hours from prior learning and/or work experience for those individuals with extensive learning and professional competency acquired outside the academic setting.

LEARNING CREDITS ALLOWED:

Students **cannot** apply for credit towards SEL hours for any of the medical nutrition therapy rotations. Students can apply for credit towards SEL hours for community, WIC, wellness, hospital food service, and school food service rotations. The UWGB MSNIH program is a full-time program; interns are required to complete any required SEL hours as a full-time intern exceptions may be made if program preceptors are available and willing to accommodate anything less than full time. All students will be required to complete all clinical application exams and all RDN prep exams as indicated by syllabi prior to the completion of the program.

PAL SPECIFICS:

If a student is granted PAL:

- Prior learning is only assessed AFTER students are accepted to the program.
- Applications for prior assessed learning must be submitted by Fall of year one, so that the individuals can be scheduled to reflect credit that was given.

COMPETENCIES:

The documented learning must be clearly and directly related to the competency statements required by ACEND for completion of the program. It is the responsibility of the student to obtain these competencies from the Program Director for that specific SEL rotation they are requesting credit. This will assist the student in preparation of the portfolio and help to demonstrate and clarify completion of competencies.

PORTFOLIO:

While the Program Director can provide guidance and assistance, it is the sole responsibility of each student to provide a portfolio of documentation (examples can include but not limited to: projects/assignments/previous job experiences related to the competency statements from post-college work experience) that will serve as the basis for determination of credit towards SEL hours. The student must also obtain a letter verifying this experience from their immediate employer(s)/supervisor(s). The student must present the portfolio to the Program Director by July 15 of the Fall they will enter the MSNIH program.

CREDIT EXPLANATION:

The amount of SEL hours to be credited will be dependent upon the number of rotation hours assigned to the rotation being requested. If determined that the student will receive credit hours for prior experience, the length of the SEL rotation will be shortened accordingly. Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested. Applicants are encouraged to discuss potential PAL experiences with the Program Director prior to preparing and submitting the application materials to ensure greatest success.

AWARDING CREDIT:

Credit will only be awarded in the following manner:

- A student's SEL hours for that rotation may be reduced dependent on the number of associated competencies for which the student demonstrates entry-level competency as documented in the portfolio

APPLICATION FOR PAL TO INCLUDE:

1. Experiences submitted for PAL evaluation must be classified as: Community Nutrition, WIC, Wellness, Hospital Food Service Management, and School Foodservice Management.
2. Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.
3. These supporting materials shall be clearly labeled and dated as to which experience(s) they are applicable. They may be neatly bound in a folder or portfolio cover or online portfolios.
4. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the program.
5. Additional documentation / clarification of activities must be provided to the Program Director upon request. Failure to do so in a timely manner (48 hours of request) may preclude obtaining PAL credit.

PORTFOLIO FORMAT REQUIRED:

1. **Cover Letter:** This letter is a short introduction to the evaluator outlining the area or areas that are covered in the portfolio. The student should list personal information, such as telephone numbers, e-mail address and regular mailing address in case the evaluator needs to make further contact to verify or clarify information with regard to the portfolio date and signature of student.
2. **Table of Contents:** The table of contents should show the headings of the various subdivisions of the portfolio in order to assist the evaluator in reading the portfolio. Each item listed must have an accurate page number in the bottom center of the page. Be sure that the table of contents lists every item included in the portfolio.
3. **Resume:** This is a brief description of personal information, employment, military and educational background. The resume serves as an introduction to the assessor. The resume must be typed and the maximum length should be no more than two pages.
4. **Narrative of How This Area of Prior Learning Relates to the ACEND Competencies:** The applicant will want the narrative in this area to include: (1.) The subject matter for which you are seeking credit; specify how many hours of credit (2.) The area of the SEL rotations into which prior learning credit will fit. Projects with a narrative describing each experience, what was demonstrated, what was learned and how these apply to the ACEND competencies must be included (see example table below for how to specifically install the competencies into your work). Supporting materials such as samples of projects, newsletters, and materials produced by the applicant that demonstrate the competencies described should be included. Supporting materials may be returned to the applicant if requested, after they have been evaluated. The Director may copy materials to keep in intern's file for documentation purposes. Original summary form and narrative(s) will be maintained in the program file for the student.
5. A syllabus (provided by Program Director) will highlight necessary competencies to address in your portfolio.

6. An evaluation must be completed by the previous work / volunteer supervisor in the form of both a letter and evaluation. This can be an evaluation provided from the program or a letter from the supervisor describing the student's performance will be adequate. Evaluation is provided by the program to the supervisor.

NARRATIVE EXAMPLE:

TYPE OF WORK EXPERIENCE: WIC & Community

DATES: 5/21/2009-5/25/2010 – 20 hours per week – TOTAL HOURS 1000

POSITION: Nutritionist

LOCATION: ABC County WIC

REPORTING TO: Jane Doe, Program Director

PHONE: (250)359-2259

EMAIL: jdoe@wic.org

SUMMARY: From 5/21/17 to 5/25/17 I was employed as a nutritionist in the ABC County WIC office. I worked 20 hours per week for 50 weeks. As can be seen in the attached job description (1), the duties of this position included; providing education and certification to WIC clients obtaining diet histories from and providing diet counseling to participants at ABC WIC. I participated in WIC draft pick up. I observed high risk follow up appointments by RDN. I conducted breastfeeding classes with assistance by RDN bi-monthly, wrote articles for a community newspaper read by a diverse population quarterly; prepared hand-outs for a multi-cultural client population on eating healthy for holidays and packing healthy snacks. I participated in healthy weight collation meetings monthly.

PROJECTS WITH NARRATIVE: These activities are documented by the following Supporting Materials:

1. Examples of newspaper articles written by me during this program (4) Handouts for multi-cultural client on eating healthy for holidays and packing healthy snacks;
2. 2 client summaries (1 child, 1 breastfeeding mom) with **names blacked out and no personal information can be included that would violate HIPPA**
3. Work schedule for 2-week period
4. Evaluation by supervisor with supported narrative of experiences
5. Schedule and outline of breastfeeding classes
6. Healthy weight coalition meeting notes noted with my name as attended

WRITTEN SUMMARY: Written summary of experience and learning to include:

1. What was the most important thing learned during experience at WIC and why?
2. What was the most important/challenging thing learned and why?
3. What did you learn about yourself during this time?
4. Other observation summaries to include:
 - a. research a current bill or legislative issue
 - b. who and how you referred clients to community resources
 - c. identify aspects of culture that impact on community nutrition services
 - d. budget and data control
 - e. identify WIC funding and current legislative issues

SEL HOURS REQUEST: 96 hours of WIC rotation and 128 hours of community credit

ACEND COMPETENCIES: (example of one competency listed, but all competencies requested must be listed)

ACEND competencies	Date, location, hours spent	Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.) "What I did"	Describe what was learned. Describe How professional growth was achieved. "What I learned from this experience." Or "How I grew professionally from this Experience..."
<p>C1.13.1 Analyzes appropriate data in electronic format to make best decisions related to nutrition and diet.</p> <p>1.14.1 Evaluates, integrates and communicates nutritional requirements across the life cycle.</p> <p>2.3.2 Interviews client/patient to collect subjective information considering the determinants of health.</p>	<p>50 weeks 5/09-5/10 ABC WIC Average 6 clients per day (180 hours)</p>	<p>Completed approximately 300 client summaries, certifications</p>	<p>I learned how to certify clients for WIC referral. I was able to refer to outside agencies such as food share and food pantries. I learned how to interview clients, identify problems and set goals and monitor progress of goals.</p>