



Nutrition & Foodservice Professional Training

Course Details

COURSE LOCATION

Online

INSTRUCTOR INFORMATION

Erica Blake: ekukulka@ufl.edu | Jean Epling: jepling@dce.ufl.edu

(Follow in-course instructions to determine who is your instructor.)

COURSE LOGIN

<https://reg.distance.ufl.edu/reg/Lms/Login/>

COURSE COMMUNICATIONS

Contact your instructor via the inbox tool in your online course:

How do I use the Canvas Inbox?

Course Description

PURPOSE OF COURSE

This course prepares students for the nationally recognized CDM Credentialing Exam offered through the Certifying Board for Dietary Managers (CBDMD).

COURSE OBJECTIVES

By the end of this course, students will:

- Utilize the systems approach to procure, produce, and serve food to all customers
- Provide a safe and sanitary environment for employees
- Exercise fiscal accountability
- Utilize human resource management techniques
- Provide appropriate quality nutritional care for the client
- Meet all licensing and regulatory agency standards
- Constantly strive for improved performance
- Utilize business, marketing, and public relation skills to improve foodservice and nutrition to peers, patients, and community

REQUIRED TEXT

Title	Author	ISBN
<i>Foodservice Management – By Design, 3rd Edition</i>	Dee Levgold Kristi Salisbury	978-0-578-78561-5
<i>Nutrition Fundamentals and Medical Nutrition Therapy, 3rd Edition</i>	Julie Zikmund	978-0-578-78016-0

The textbook should be purchased from the [ANFP textbook site](#).

ADDITIONAL RESOURCES/ANFP Information

Upon successful completion of our ANFP Approved Training Program, you are eligible to sit for the nationally recognized CDM Credentialing Exam to become a Certified Dietary Manager (CDM)/Certified Foodservice Protection Professional (CFPP). You will need to apply and satisfactorily pass the CDM credentialing exam in order to receive the credentials CDM, CFPP after your name. All information regarding the CDM Credentialing exam is subject to change. For the most up to date information, visit the CBDM website. Questions can be answered by contacting ANFP at 1-800-323-1908. Students are eligible for ANFP Pre-Professional membership and graduates are eligible for ANFP Professional membership.

COURSE TECHNOLOGY

- [What do I need to know about the internet browsers?](#)
 - For this course, Chrome and Internet Explorer are the recommended browsers.
- [What is the User Dashboard?](#)
- [How do I set my Notification Preferences in Canvas?](#)
 - It is very important you regularly check the Inbox in Canvas or the email you used to register in order to read important course announcements and comments to your coursework.
- [How do I set up my profile?](#)

Course Policies

PARTICIPATION POLICY

This is a self-paced non-credit, online course. There are no requirements to come to the University of Florida campus. There are no admission requirements for the program.

PRECEPTOR

This course requires that you have a preceptor who will oversee the minimum 150 hours of field experience and directly oversee 52 of those hours (25 non-nutrition-related and 27 nutrition-related). The preceptor should:

- Be a Registered Dietitian Nutritionist (RDN), or a state approved Licensed Dietitian (LD)
- Have six months of experience related to the subject matter
- Have at least one year of post-registration, full-time employment

If the RDN or LD cannot be a preceptor for the entire time, a Certified Dietary Manager/Certified Food Protection Professional (CDM/CFPP), Dietary Technician Registered (DTR) or with the approval of the program director other healthcare professionals (like executive chefs or directors of foodservice) who have 5+ years of work experience in a supervisory capacity may directly oversee any of the non-nutrition-related field experiences.

If for any reason you need to change your preceptor, please complete the UF Change of Preceptor Form available in the course, and email the form to questions@ad.ufl.edu once it has been completed.

COURSE TEST POLICY

There will be two tests in the course: mid-program test and final test. All assignments must be satisfactorily completed before a test, and the enrollment team will contact your preceptor to verify the field experience hours. You will submit a request to your instructor to take the test. You will be able to take the test once your instructor approves and the enrollment team verifies your field experience hours with your preceptor.

If you are working against a deadline, plan ahead for any possible delays. Notify the instructor and UF Professional Development of any deadline(s) in an effort to coordinate schedules.

There is only one attempt allowed for the tests, and the passing requirement is a 75%. If another attempt is needed to pass, please contact your instructor. You will not be allowed to use your textbook, notes, or any other course materials or aids. You may only use a basic calculator.

QUIZ POLICY

There will be a quiz at the end of each module. You will have three attempts to earn at least an 80% on the quiz. If you do not earn an 80% after the third attempt, please contact your instructor for assistance.

ASSIGNMENT POLICY

Generally, there is one lesson assignment and one field experience for each module.

ASSIGNMENTS

You will have three attempts to earn a 75% on the assignments. The assignments are not timed, and you may use the textbook or notes to complete them.

FIELD EXPERIENCES

Generally, for each lesson there is a field experience that should be completed with the help of your preceptor. You are required to meet the minimum hours set forth for the module's field experiences. By the end of the module, you should complete the field experience form and have your preceptor sign the form (more directions are noted in the course). You should then scan or share a photo of the form to submit online.

All forms must be submitted online. We cannot accept faxed forms because an electronic record is required.

COURSE EXTENSION POLICY

Requests to extend the time to complete a course should be made only due to extenuating circumstances. For more information about extensions, visit the [UF Professional Development's duration policy](#).

Additional Policies

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must contact UF Professional Development (questions@dce.ufl.edu) Accommodations are not retroactive; therefore, students should contact the office before registering for the course.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code](#).

NETIQUETTE: COMMUNICATION COURTESY

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. View the [netiquette guide](#).

Getting Help

CANVAS NAVIGATION HELP

- [Canvas Student Tour](#)
- [Canvas Student Guide](#)

TECHNICAL HELP

For non-content related issues with your online course, please contact:

- UF Professional Development: questions@ad.ufl.edu | 352-392-8660

CONTENT HELP

Contact your instructor using the Inbox tool in Canvas.

ENROLLMENT AND COMPLETION HELP

If you are having problems enrolling in the course or receiving your certificate of successful completion, contact UF Professional Development at questions@ad.ufl.edu or 352-392-8660.

Grading Policies

The course grade is composed of (total 100%)

- Assignments = 30%
- Quizzes = 25%
- Mid-program test = 20%
- Final test = 25%
- Field experiences = minimum 150 hours required to pass the course

To pass each lesson

- Required readings = Must be completed
- Videos = Must be completed
- Assignments = Score at least 75% (three attempts)
- Quiz = Score at least 80% (three attempts)

To pass field experience

- All field experiences in a module need to be completed before moving on to the next module
- The fieldwork form for the module needs to have
 - how many hours you worked in the field and
 - the preceptor's signature that you met field experience criteria
- By the end of the course, fieldwork should total at least 150 hours

Mid-program test and final test = Score at least 75%

Disclaimer: This syllabus represents current plans and objectives. These plans may need to change to enhance the class learning opportunity.

COURSE COMPLETION

Once you have completed the course, you will receive information about how to print your certificate of course completion. You should then register for the CDM credentialing exam through [CBDM registration](#).

Course Breakdown

Module: Subject	Lesson: Topic
Module 1: Foodservice	Lesson 1: Meal Service and Menu Style
	Lesson 2: The Foundation of the Department
	Lesson 3: Preparation of Standardized Recipes
	Lesson 4: Standards and Procedures for Preparing Food
	Lesson 5: Food Production Systems
	Lesson 6: Preparation and Delivery of Between-Meal Snack Supplements
	Lesson 7: Evaluate Food Acceptance & Satisfaction
	Lesson 8: The Quality Process
Module 2: Personnel & Communications	Lesson 1: Position Analysis and Staffing Needs
	Lesson 2: Recruit, Select and Hire Employees
	Lesson 3: Ongoing Employee Education
	Lesson 4: Employee Scheduling & Assignments
	Lesson 5: Manage Department Personnel

	Lesson 6: Plan & Implement Department Goals
	Lesson 7: Communications and Managing Change
	Lesson 8: Code of Ethics
Module 3: Sanitation & Safety	Lesson 1: Safe Food Handling- Personnel
	Lesson 2: Safe Food Handling- Purchasing, Receiving and Storage
	Lesson 3: Safe Food Handling- Food Preparation
	Lesson 4: Safe Food Handling- The Physical Plant
Module 4: Business Operations	Lesson 1: Manage the Operating Budget
	Lesson 2: Manage the Capital Budget
	Lesson 3: Department Design and Layout
	Lesson 4: The Purchasing Process
	Lesson 5: Revenue and Cash Handling
	Lesson 6: Monthly Operating Statement and Variance Report

Module 5: Introduction to Nutrition Fundamentals & Medical Nutrition Therapy	Lesson 1: Translating Nutrition Science into Food Intake
	Lesson 2: The Building Blocks of Nutrition
	Lesson 3: Digestion, Absorption, & Utilization of Nutrients
	Lesson 4: Manage Food Allergies, Complimentary, & Alternative Medicine
	Lesson 5: Overview Body Systems & Medical Nutrition Therapy Interventions
Module 6: Nutrition	Lesson 1: Fundamentals of Medical Nutrition Therapy for the Certified Dietary Manager
	Lesson 2: Obtaining Routine Nutrition Screening Data
	Lesson 3: Interviewing for Nutrition Related Information
	Lesson 4: Documenting Nutrition Information in Medical Records
	Lesson 5: Identify Nutrition Problems & Client Rights
Module 7: Nutrition (continued)	Lesson 1: Modifying Diet Plans
	Lesson 2: Implementing Physician's Dietary Orders
	Lesson 3: Applying Standard Nutrition Care

	Lesson 4: Reviewing Effectiveness of Nutrition Care & Managing Professional Communication
	Lesson 5: Manage Selective Menus, Nourishments and Supplemental Feedings
	Lesson 6: Provide Nutrition Education
	Lesson 7: Participate in Regulatory Surveys