FOOD SERVICE SYSTEMS MANAGEMENT & SCHOOL NUTRITION EDUCATION ROTATIONS CHECKLIST

Professionalism Points
☐ Intern Meeting – prior to rotation
☐ Preceptor Meeting – during first week
☐ Weekly Reports x 11 wks FSSM, 2 wks SNE (on time)
☐ Assignments Deadline: Friday of the week after your last week in FSSM rotation

Pre-Rotation Assignment
☐ FSSM Pre-Rotation Worksheet

General FSSM/SNE Assignments
☐ NSLP Meal Service Data Sheet
☐ FSSM Research Project
  ☐ Research Project Proposal Form
  ☐ Research Project – 50 pts
☐ FSSM/SNE Discussion Boards
  ☐ Topic #1
  ☐ Topic #2
  ☐ Topic #3

FOOD: Planning, Preparing, Purchasing, Serving
☐ Food Data Sheet
☐ School Menu Planning Worksheet
☐ Bid Process Worksheet
☐ Post Serving Analysis Worksheet
☐ Plate Waste Study
☐ Taste Panel

HUMAN RESOURCES: It’s All About People
☐ Human Resources Data Sheet
☐ Mock Interview Worksheet
☐ In-Service
  ☐ Lesson Plan
  ☐ Teaching Eval (Preceptor) – 50 pts
☐ Productivity/Time Study Worksheet

SAFETY: People, Places, & Food
☐ Safety Data Sheet
☐ HACCP/Standardized Recipe Worksheet
☐ Kitchen Evaluation Worksheet

MONEY: Spending Money & Measuring Value
☐ Money Data Sheet
☐ Management Reports Worksheet
☐ Cost Benefit Analysis

LEADERSHIP: Doing It!
☐ Leadership & Management Practice

TEACH: School Nutrition Education
☐ School Wellness & Public Relations Data Sheet
☐ Nutrition Promotion Event Form
  ☐ Promotion Event Eval (Preceptor)
☐ Marketing/Public Relations
☐ Classroom Instruction
  ☐ SNE Observation & Curriculum Data Sheet
  ☐ SNE Lesson Plans & Revision*
    ☐ Elementary (K-5/6)
    ☐ Secondary (6/7-12)
  ☐ SNE Teaching Data Sheet
  ☐ Class Teaching Evaluation** (preceptor) – 50 pts
    ☐ Elementary (teach at least x 3)
    ☐ Secondary (teach at least x 3)
*You must teach each grade level at least 3 times and submit at least 2 evaluations for each grade level – see the learning activity guidelines for details.
**There are separate submission areas in Canvas for Elementary and Secondary lesson plans and teaching evaluations.

Other Evaluations and Logs:
☐ FSSM Mid-Point Eval (Preceptor)
  ☐ By the end of week 6 of your rotation
  ☐ This is only an eval, not a preceptor call
☐ Preceptor Evaluation (Intern)
  ☐ After finishing your rotation
☐ FSSM & SNE Final Eval (Preceptor)
  ☐ After finishing your rotation
☐ Daily Hour Log: FSSM & SNE
☐ Course Evaluation – Online

Learning Modules, Application, & Exam (score of at least 80% on all quizzes/exams)
☐ Child Nutrition Programs
☐ Functions of Management & Human Resources
☐ Quality Improvement
☐ Financial Management
☐ Food Safety and Sanitation
☐ Food Science Review
☐ FSSM Comprehensive Examination (at the end of the FSSM rotation) – 200 pts
This is a sample schedule only. The best approach is to work on something each week, space out assignments, and plan ahead for larger projects (i.e., Research Project, Classroom Teaching, Nutrition Promotion Event). In this rotation you will also have preceptor-assigned projects in addition to USU DI assignments.

Prior to Rotation:
- FSSM Pre-Rotation Worksheet
- Intern Meeting

Week 1:
- Preceptor meeting
- Complete one data sheet
- Complete one module
  - suggest starting with Child Nutrition Programs

Week 2:
- Complete one worksheet
- Complete one data sheet
- Plan Ahead
- General Assignments*

Week 3:
- Complete one module
- Complete one worksheet
- Submit Research Project Proposal
- Plan Ahead
- General Assignments*

Week 4:
- Complete one data sheet
- Complete one short report°
- Plan Ahead
- General Assignments*

Week 5:
- Complete one module
- Complete one worksheet
- In-Service Teaching
- Plan Ahead
- General Assignments*

Week 6:
- Complete one data sheet
- FSSM Mid-Point Eval (preceptor)
- Complete one worksheet
- If you haven’t already, start planning for:
  - Classroom Teaching
  - Nutrition Promotion Event
  - Research Project

Week 7:
- Complete one module
- Complete one worksheet
- Elementary Teaching
- Plan Ahead
- General Assignments*

Week 8:
- Complete one data sheet
- Marketing/Public Relations
- Complete one short report°
- Plan Ahead
- General Assignments*

Week 9:
- Complete one module
- Complete one worksheet
- Secondary teaching
- Nutrition Promotion Event
- Submit Research Project

Week 10:
- Week 1 of Leadership & Management
- Complete one data sheet
- Other items to work on this week:
  - Catch up on any items that need to be wrapped up in the next 3 weeks

Week 11:
- Week 2 of Leadership & Management
- Complete one module
- Complete one worksheet
- Other items to work on this week:
  - Catch up on any items that need to be wrapped up in the next 2 weeks

Week 12:
- Complete one short report°
- Begin taking the FSSM Comprehensive Exam
- Other items to work on this week:
  - Catch up on any items that need to be wrapped up in the next week

Week 13:
- Complete one worksheet
- Complete preceptor evaluation
  - One for each FSSM facility/major preceptor
  - Give Final eval to preceptor
  - One for each FSSM facility/major preceptor
- Finalize Daily Hour Log and have preceptor sign the Verification Form

Deadline
Everything for this rotation is due the Friday of the week after your last week in the FSSM rotation.

°Short Reports: Plate Waste Study, Taste Panel, or Cost Benefit Analysis

°Plan Ahead: Plan for the larger assignments coming up: the In-service Lesson Plan, Research Project, Nutrition Promotion Event, Classroom Teaching. These often require collaboration with others in order to complete.

*General Assignments: Items on the NSLP Meal Service Data Sheet, or the FSSM Discussion Boards