

2018 Spring COMMUNITY WELLNESS SCHEDULE (this is a schedule template – each team will receive a customized schedule – there may be some variation to this template when you see your finalized schedule)

Location	Activities (may change based on facility needs)	Contact (subject to change based on off days)
	<p>1 week before rotation: Vandy Dining Pre- Rotation Preparation</p> <ul style="list-style-type: none"> Review guidelines for GRAB & GO + Round Up's E-mail Dianne Davis to pitch ideas during the week BEFORE the rotation starts <p>Before rotation:</p> <ul style="list-style-type: none"> Review online folder AND meet with Dianne K for orientation E-mail preceptors for Monday to verify meeting times and locations <p>What Do You Turn In At The End Of The Rotation?</p> <p><u>Vandy Dining Projects for Dianne Davis:</u></p> <p>Take projects to Medical Arts Office – Suite 315- 9am Monday following the rotation</p> <ul style="list-style-type: none"> ALL drafts and final copies of work completed for Vandy Dining Dianne Davis Grading Sheet for Grab and Go Recap from Grab and Go event for Vandy students Chef Grading Forms (Rand and Commons) for Food Staff Round Up Pictures of Grab and Go event for Vandy students <p>When Dianne Davis finishes grading – Dianne K picks up folder and records grades on your competency sheets</p> <p><u>All Other Projects Submitted to Dianne K on Monday following the rotation by 9am</u></p> <ul style="list-style-type: none"> Competency form with designated blanks filled in by interns Copies of 4 Harvard IAT screen shots Flexing Nutrition Messages for Diverse Audiences – form filled in Cultural Diversity Analysis – form filled in during observation in Ms Jolley's class Evaluation for Nutrition Programming – Grading by Ms Jolley Evaluation for Nutrition Programming – Grading by Allie Holmes from Sports 4 All Event Evaluation for Nutrition Programming – Grading by Dina Starks from Whites Creek High School Evaluation for Nutrition Programming – Grading by Allie Holmes from Illuminate Academy Event ALL programming materials from Sports 4 All, Illuminate, Ms Jolley and Dina Starks programs Cultural Competency Quiz As scheduled, Evaluation for Nutrition Programming w/ Sports 4 All– Grading by Julie Lovell-Rios, Project HEALTH Coordinator <p>Special Notes:</p> <ul style="list-style-type: none"> At the end of HEAL Coaching and HEAL Cooking Events– Dianne K completes grading forms If requested, complete the HEAL Cooking Event Grading form information 	<p>Dianne Killebrew – Coordinating Preceptor k.dianne.killebrew@vanderbilt.edu 615-343-9582</p> <p>Dianne Davis, RD – Staff RD for Dining Suite 315 Medical Arts Building dianne.davis@vanderbilt.edu 615-936-1140 (on campus call 6-1150)</p> <p>Julie Crider, Communications Mgr VU Dining, julie.crider@vanderbilt.edu 110 21st Avenue South, Baker Building Nashville, 37212 615-322-2999</p> <p>Cheryl Jolley, Master Teacher cheryl.jolley@mnps.org Overton High School 4820 Franklin Pike, Nashville 37203</p> <p>Dina Starks, RD, LDN dina.starks@mnps.org Whites Creek High School 7277 Old Hickory Blvd, Whites Creek, TN</p> <p>Julie Lovell-Rios, Sports 4 All Conducts Class At: Centennial Sportsplex 222 25th Ave. N., Nashville, TN 37203 Office: 615-354-6454 Cell: 408-886-8600 julie@s4af.org</p>

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<p>Mon 8:30-5</p>	<p>8:30 Rand Dining with Chef - present your ideas & discuss plans for Round Up Food Staff training with Chef. Ask Chef details about your target audience – this will help you customize the topic for the audience</p> <p>9:30 am Commons Dining with Chef– present your ideas & discuss plans for Round Up Food Staff training with Chef .Ask Chef details about your target audience – this will help you customize the topic for the audience</p> <p>10:30 – 11:30 Orientation with Dianne K for the rotation and additional assignment information.</p> <p>11:30-12:30 Lunch</p> <p>12:30- 5:00 Project management</p> <ul style="list-style-type: none"> • Format assessment questions you’ll use to survey VU students. • Get survey questions approved by Dianne D before you conduct the assessment • Conduct student assessment (this validates your plans for the Grab and Go) <p>Work on Vandy Dining GRAB & GO (for students) and Round Up (for food staff) progr</p>	<p><u>RAND:</u> Chef Aaron Dilts aaron.m.dilts@vanderbilt.edu 615-636-1739</p> <p><u>COMMONS:</u> Chef Jeremy Delaneuville jeremy.delaneuville@vanderbilt.edu 985-705-0854</p>
<p>Tuesday 7:30-4:00</p>	<p>7:30-8 Dianne Davis: Suite 315 Medical Arts Building Review nutrition lab draft plans and debrief on meetings with chef’s and plans for staff training.</p> <p>9-10:00 Check in at the school office. Ask a student to show you to Ms Jolley’s classroom (it’s hard to find!) Observe Overton High School Classes – English As a 2nd Language Students Attend classes and assist Ms Jolley as needed. Ask Ms Jolley for input on your class for next week. Complete Cultural Diversity Analysis form while observing/meeting the students.</p> <p>10:00-4:30 Work on Vandy Dining GRAB & GO (for students) and Round Up (for food staff) programs Make recommended edits and finalize projects for VU Dining From Dianne D: <i>“This process often takes 2-3 back and forth emails with Dianne D before you get it completed and ready to go to Julie Crider”</i></p> <p>Begin planning your Overton High School class for next week – see Dianne K to look at resources available for teaching.</p>	<p>Dianne Davis, RD 936-1140 Suite 315 Medical Arts Building dianne.davis@vanderbilt.edu</p> <p>Cheryl Jolley, Master Teacher cheryl.jolley@mnps.org Overton High School – 4820 Franklin Pike, Nashville 37203</p>

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Wednesday 7-3:30	<p>7:00 Whites Creek High School – Check in at school office! Ask someone to help you get to Dina Starks classroom.</p> <p>7:05- 8:40 Observe/assist Dina Starks with class. Discuss plans for your class next week.</p> <p>9-3:30 Project management:</p> <ul style="list-style-type: none"> • Finalize plans for INA class next week • See Dianne K for printing class materials and/or resources, questions re: nutrition programming, interactive game ideas, etc • Continue finalizing Grab and Go and Round Up materials with Dianne D. 	<p>Dina Starks, RD, LDN dina.starks@mnps.org Whites Creek High School 7277 Old Hickory Blvd, Whites Creek, TN</p> <p>Dianne Killebrew – 615-343-9582 Dianne.killebrew@vanderbilt.edu</p>
Thursday 8:00-4:30	<p>8:00 Send e-mail to chefs at Rand & Commons what food items, props, etc, you need for Grab and Go displays and Round Up events next Tuesday and Thursday; (copy Dianne D on this)</p> <p>8:30 Before meeting with Julie– review “Info Sheet” from your online folder:</p> <ul style="list-style-type: none"> • Identify your topic on the info sheet and think about questions you’ll ask about the target audience. <p>9:00-11:00 Check in with Julie at Centennial Sportsplex Wear comfortable clothes for working out with the class. Meet the students and assess learning styles. On another day, you’ll return to work out with the class and do a 15 minute nutrition session. Confirm # attending your session.</p> <p>11:00-4:30</p> <ul style="list-style-type: none"> • Project management • Submit ALL Vandy dining info to Julie Crider for formatting and printing • Plan Sports 4 All and Illuminate classes. See Dianne K for printing class materials and/or resources. 	<p>Julie Lovell-Rios, Sports 4 All Conducts Class At: Centennial Sportsplex 222 25th Ave. N., Nashville, TN 37203 Office: 615-354-6454 Cell: 408-886-8600 julie@s4af.org</p> <p>Julie Crider, Communications Mgr VU Dining, julie.crider@vanderbilt.edu 110 21st Avenue South, Baker Building Nashville, 37212 615-322-2999</p>
Friday	CLASS	
Mon 8-4:30	<p>Project Management:</p> <ul style="list-style-type: none"> • Check with Julie Crider to see progress on GRAB & GO and ROUND-UP information • Pick up all materials from Julie Crider • Finalize plans and get organized for Tuesday’s Dining Events • Continue planning Sports 4 All, Illuminate, Overton and White’s Creek classes. See Dianne K for printing class materials and/or resources. 	<p>Julie Crider, Communications Mgr VU Dining, julie.crider@vanderbilt.edu 110 21st Avenue South, Suite 1120 Baker Building 615-322-2999</p> <p>Dianne Killebrew 615- 343-9582 k.dianne.killebrew@vanderbilt.edu</p>

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Tuesday 11-6:30	11:00-12:30 Conduct Overton High School Class EACH intern: Provide Ms Jolley with grading form – use the Evaluation for Nutrition Programming form 11:30-2:30 Project management – make final preparations for dining events. 2:30 Set up for GRAB & GO and Round Up at Rand 2:45 Conduct Round Up for Food Staff At Rand - EACH intern: provide Chef with grading form - use the Chef Grading Form for Food Staff Round Up 5-6:30 Conduct GRAB & GO At Rand – EACH intern: provide Dianne Davis with the Grab and Go Evaluation Form	Cheryl Jolley, Master Teacher cheryl.jolley@mnps.org Overton High School – 4820 Franklin Pike, Nashville 37203 <u>RAND:</u> Chef Aaron Dilts 615-636-1739 aaron.m.dilts@vanderbilt.edu
Wed 7-2	Conduct class for Whites Creek High School students at scheduled time (either 7 – 8:40 OR 12:40 – 2:05) Discuss how class went with Dina Starks, provide grading sheet for her Project Management <ul style="list-style-type: none"> • Finalize plans and get organized for Thursday 	Dianne Killebrew – Coordinating Preceptor k.dianne.killebrew@vanderbilt.edu Dina Starks, RD, LDN dina.starks@mnps.org Whites Creek High School 7277 Old Hickory Blvd, Whites Creek, TN
Thu 8:45 – 6:30	8:45- Get set up for Sports 4 All Class 9:00-10:00 Conduct Sports 4 All Class Greet students as they arrive. Teach nutrition session. EACH intern: provide Julie with grading form - use the Evaluation for Nutrition Programming form 10:00-3:30 –Project Management 3:30 Set up for the GRAB & GO and Round Up at the Commons 4:00 Round Up for Food Staff At The Commons EACH intern: provide Chef with grading form - use the Chef Grading Form for Food Staff Round Up 5-6:30 GRAB & GO at The Commons -- EACH intern: provide Dianne Davis with the Grab and Go Evaluation Form *Project Management times throughout the day – complete summary for VU Dining and FLEXING NUTRITION PROGRAMMING FOR DIVERSE AUDIENCES form *Submit all paperwork and projects on Monday per info on page 1.	Julie Lovell-Rios, Sports 4 All Conducts Class At: Centennial Sportsplex 222 25th Ave. N., Nashville, TN 37203 Office: 615-354-6454 Cell: 408-886-8600 julie@s4af.org <u>COMMONS:</u> Chef Jeremy Delaneuville jeremy.delaneuville@vanderbilt.edu 985-705-0854 Dianne Davis, RD 936-1140 dianne.davis@vanderbilt.edu