

2017 2018 Tennessee Department of Education: State School Nutrition

Dates	Activities (may change based on facility needs)	Contact (may be altered based on off days or facility needs)
	<p><u>BEFORE ROTATION:</u></p> <ul style="list-style-type: none"> • Refer to competencies for website information to review prior to rotation • Review competencies and contents of online folder • Smarter Lunchroom Training (completed during rotation readiness) • Center for Disease Control Training School Health Guidelines To Promote Healthy Eating and Physical Activity (completed during rotation readiness) <p><u>DURING THE ROTATION TURN WORK IN:</u></p> <ul style="list-style-type: none"> • Submit info for review throughout the rotation, expect feedback and recommended edits • The goal is to complete your evaluation on the last day of the rotation. This may vary based on workload. • FOLLOWING your evaluation, please submit ALL paperwork to Dianne K. <p><u>THINGS TO KEEP IN MIND:</u></p> <ul style="list-style-type: none"> • To give you the maximum level of experiences, we use a flexible scheduling format. During orientation, you'll actually build your schedule based on events, staff schedules, and worksite needs. <u>Fill in the schedule as you discuss your rotation days with your preceptor.</u> • Preceptor needs to preview your drafts and print collateral you have developed. • Bring your laptops. Bring school lunch money, as one of your days (maybe day #1) will include having a school breakfast or lunch! <p><u>TURN IN AT THE END OF THE ROTATION:</u></p> <ul style="list-style-type: none"> • Preceptor Copy of Competency Form with intern provided info filled in • Healthier US School Lunch Application and ALL supporting documentation • Depending on schedule and programs, you may not complete ALL of the bulleted items. CONFIRM with preceptor on 1st day what is due on the final day of the rotation. • After your evaluation with the School Nutrition Preceptors, return all graded competencies, projects, etc to Dianne K. 	<p>Office of School Nutrition Andrew Johnson Tower 710 James Robertson Tower – 12th Floor Nashville, TN 37243-0389</p> <p><u>Preceptors:</u> Jane Crawford, MS, RD, LDN US Healthier Schools Challenge, Fresh Fruit & Vegetable Program jane.crawford@tn.gov Phone: 615-532-4739</p> <p>Randa Meade, MS, MPH randa.meade@tn.gov Menu Planning, Culinary Specialist Office phone: (615)-532-0372 Cell: 276-220-2915</p> <p>MarLea Finch, MS, RD, LDN</p> <p>*IMPORTANT – take your DRIVERS LICENSE with you. You'll go thru a security checkpoint, since this is a state office building!</p>

MONDAY

8:00 Meet Preceptor – Lobby of the Andrew Jackson Tower – someone will meet you and escort you to the office on the 12th floor:

- Begin orientation
- Map out your schedule for the week (**fill in the schedule template provided**)
- Confirm what time you should arrive each day
- **Before end of day, submit your plan of work (with times) to preceptor for review and send via e-mail to Dianne K**

TUESDAY**WEDNESDAY****THURSDAY**