

**MSc in Clinical Nutrition and Dietetics FORM I**

**Expectations Agreement**

University tutors and practice placement providers believe that students should be treated as adult learners. This means you will be taking **full responsibility** for your **own** learning and it is up to **you** to provide us with evidence of your progress and your professional qualities at each stage. We will **not** chase you to hand in work or undertake other tasks. However, please remember that if you regularly fail to complete work within the allotted time, this can demonstrate lack of commitment or an unprofessional attitude.

In addition you must also remember and appreciate that the department you are in while on placement is a working department and the needs of the service must be the priority. In view of this your programme could change at short notice and you should demonstrate flexibility if this happens.

**What you can expect from us:**

* To be treated with respect
* To be clear about the aims and tasks of your placement
* To be treated fairly and non-judgmentally
* That your training is well organised and you are given adequate notice of tasks where possible
* To be clear about what each dietitian expects of you during their the time that they are facilitating your learning
* To be given adequate support
* To have confidential matters kept confidential
* To be given the opportunity to contribute to the day to day running of the dietetic department in the practice setting
* To receive honest and constructive feedback
* To be given every opportunity to demonstrate your skills and abilities
* You will have the opportunity to meet with your practice educator / practice tutor on a regular basis and receive feedback

**What we expect from you:**

* When working with your peers, you should contribute equally to the task and work submitted
* When discussion of a topic is required with your peer around a task / topic, listen and acknowledge their views and opinions
* To treat all members of staff with respect
* To let us know (Practice Educator/Practice Tutor) if you have a problem with anything that affects your work
* To accept feedback and work to address any areas highlighted
* To be self-motivated
* To inform your Practice Educator / Practice Tutor if tasks or tutorials have been cancelled and need to be rearranged
* To behave appropriately and professionally at all times
* To be prepared to reflect on your learning experiences and plan your future learning
* To prepare adequately for tasks, revising notes or reading around a subject if needed
* To ask if you are unsure about something (although this **doesn’t** mean asking a dietitian something that you could easily look up instead!)
* To use your initiative at every opportunity, for example answering the phone if everyone else in the office is busy
* To be honest and say if you don’t know or understand something
* To be punctual to meetings, tutorials etc.
* To meet deadlines without prompting and inform the facilitating dietitian in advance if you are having difficulty
* To use any spare time within the placement constructively whether on campus or in the practice setting
* To ensure that you have completed all paperwork required before meetings and to ensure that all forms are filed in your portfolio
* Ensure practice educator/tutor knows where you are at all times
* To check that you understand what is expected in terms of your evidence portfolio
* Mobile phones should be switched off during the working hours of your placement
* Appropriate use of emails and internet in line with both the university <http://www.ucd.ie/registry/academicsecretariat/docs/email_po.pdf> and the local IT policies

I have read the above, I am clear about what is expected of me and I am happy to take full responsibility for my own training.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_