EASTFIELD COLLEGE
STEM DIVISION
Course Syllabus for BIOL 1322-43436 (1078437)
Nutrition and Diet Therapy I (Principles of Nutrition)
3 Credit Hours Spring 2017

Instructor Information:
Cindy Sizemore, MS, RD, LD
Email: (the BEST way to contact me): CindySizemore@dcccd.edu
Office Location: no onsite office
Office Hours: online
Technical Support: 24/7 at 972-669-6402

COURSE DESCRIPTION
Topics include classes, sources, and functions of nutrients, digestion and absorption, and metabolism with application to normal and therapeutic nutritional needs. Coordinating Board Academic Approval Number 19.0501.51 09

PREREQUISITES
College level courses in reading and writing are recommended. Basic chemistry or anatomy courses are helpful but not required.

TEXTBOOK:
Title: Understanding Nutrition, 14th edition OR 15th edition
Authors: Whitney, Eleanor Noss, and Sharon Rady Rolfes.
Publisher: Wadsworth Cengage Learning

STUDENT LEARNING OUTCOME:
Upon successful completion of this course, students will:
1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenics, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.
CORE CURRICULUM STATEMENT

- **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

BIOL 1322 develops **Critical Thinking and Empirical and Quantitative Skills** by requiring students to research, analyze and interpret data derived from an experimental setting and drawing a well-informed conclusion of the data through the application of sound biological concepts.

BIOL 1322 develops **Teamwork and Communication** by requiring students to effectively work in a small group on an assigned problem, exercise or course concept that will then be presented in a written, oral or visual format.

**Developmental Courses:** The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc](https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc)

**Grading Scale** - course grades will be issued according to the following 760-point scale*:

- **EXAMS:** (4 x 100 pts = 400 pts)
- **DISCUSSION BOARDS:** (4 x 25 pts = 100 pts)
- **CASE STUDIES:** (4 x 40 pts = 160 pts)
- **LABEL READING ASSIGNMENT** (100 points)

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<td>A</td>
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<td>B</td>
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*You will be graded out of a possible 760 points. I reserve the right to modify the above points or assignments as needed to better serve a class. Any changes will be announced in blackboard.
COURSE LEARNING SYSTEM
This online course requires students to take responsibility for their learning. The instructor does not meet in-person with students but rather acts as a facilitator for the course. Everything you need to know about the course policies is here and on eCampus.

There are five parts to the learning system in Principles of Nutrition
- Textbook
- Video programs
- Power points
- Discussion Boards
- Your instructor

Student Responsibility: By signing up for an online course, students certify that they have reliable access to a computer and the internet. While the online course provides you with flexibility in terms of when, during a given week, you elect to complete assignments, you still need to "login" to the course at least four times per week. The most common mistake made by students in this online class is to miss a deadline. You will receive ZERO points for all assignments not submitted on time. If you are in the habit of leaving everything to the last minute, you will likely experience difficulties in this course. One never knows what might come up at the last minute that will prevent you from completing your work on time. Please work ahead to get your work done early and avoid hassles.

To complete this course successfully, each week you should:
- Check email and announcements daily during the week.
- Note the deadlines on the course calendar and mark your own calendar with the deadlines to remind you of the due dates. You may want to add reminders on your smart phone as well if you have one.
- Be self-motivated and self-disciplined. With the freedom and flexibility of the online environment comes responsibility.
- Set aside specific time (ahead of schedule) to complete the lesson readings and activities.
- Give yourself ample time to think over what you write in Discussion boards.
- Complete ALL WORK prior to the deadline.
- Realize that you, and only you, are responsible for your own success or failures.
- Let your instructor know if you’re having a problem; the sooner it is resolved the sooner you can continue your studies.
- Keep in mind that the District performs daily maintenance on eCampus from 3:00 a.m. to 6:00 a.m. Therefore, you will experience a slowdown in the response time of the system. Avoid taking tests during maintenance hours.

COURSE POLICIES

Exam Policy: There will be 4 exams given during the semester. Format of the exam will be multiple-choice questions. One attempt will be allowed for each exam. All exams are due by the Due Dates. No Exceptions! Please keep up with the course calendar. No late work of any kind will be accepted. If a technical problem arises while you are working on an exam, you must contact me immediately and then watch your email for my response with what you need to do next to avoid a late penalty. Technical problems occurring during the last two hours before an exam is due do NOT count as an emergency. Start exams well before the time they must be submitted.

Discussion Boards: I expect good participation and communication in this course. To facilitate participation 3 discussion questions will be posted. Each student will write her/his own answer AND a
comment to another student post. Keep in mind that your answers to the posted questions must be supported by your assigned readings (your textbook) or other reliable sources. Please do not obtain information from commercial websites and unreferenced blogs. I will not reply to all posts on discussion. However, I will be reading and evaluating your posts. Think of me as a moderator as well as an evaluator. Discussions will be available and due on specific dates. You may only participate in discussion during the time it is posted. Please check course calendar for due date. No late submissions will be accepted.

**Case Studies:** A total of 4 case studies will be posted. Format of the case studies will be multiple choice. Unless noted on the calendar, they will be due by due dates (typically on Sundays at 11:59 PM). No late submission will be allowed. Any case study not taken by the posted deadline will receive a score of ZERO, no exceptions. Please check calendar for due dates.

**Food Label Assignment:** This project has 2 parts: a written essay and a worksheet. You must turn in both for full credit. Read the instructions carefully and ask for clarification if something doesn’t seem clear to you. You must learn to use the Assignment feature on eCampus when submitting your work. DO NOT e-mail me your assignment. Please check “Assignments” on eCampus for more information. Please note the due date of this project as late submissions will not be accepted.

**Due Dates:** Due dates are found in the course calendar. Unless noted on the calendar, exams, case studies and discussions are due on Sundays at 11:59 PM. No late submissions will be accepted. No exceptions! You may only participate in discussion during the time it is posted. There are no makeup exams. For exams, assignment, and discussion, the instructor will have them graded and returned to students typically within one week after the completion of the exams or turning in the assignments.

**Extra Credit:** There is currently no scheduled extra credit. Please do not ask me about extra credit. If I decide to give extra credit assignments, I will make an announcement on Blackboard.

**Communication:** This is a college course so proper grammar and spelling are expected at all times. Occasional “typos” are understandable but please proof read all your work. Post any questions or comments you have about the course content, assignments, requirements, and due dates in the “Ask me” located in the Discussion Board area so all students have the benefits of the instructor’s answer. The “Ask me” can also be used to share interesting nutrition topics that are not necessarily related to the topics in our course. Note: no points are awarded for posts in the “Ask me”. Please reserve e-mail for questions and concerns of a personal nature. I will respond to emails typically within 24-48 hours. In some cases more time may be needed in order to give a better response to certain questions. Please include name with course number in the subject line and your full name as a signature.

**Netiquette:** All communication should be civil. Please be courteous to the other students in the class. You might find it helpful to read your posting out loud before you submit it to make sure it is understandable, also the "tone" is a very important part of communication. Please use correct spelling and grammar. Emoticons are perfectly acceptable methods of expressing emotion and your meaning, but avoid “texting” abbreviations.
TECHNOLOGY SKILLS
To be successful in this course, you will need the ability to:
- Email and attach documents to email.
- Use eCampus/Blackboard successfully.
- Use the Assignment feature to upload assignments for grading and feedback.
- Create a new thread in the discussion area and reply appropriately to threads created by others.
- Take assessments (assignments and exams) within Blackboard.
- Use the calendar and other features to stay on schedule in the course.
- Utilize the Internet for reference materials and/or special projects.
- Access your grades within Blackboard.

Children on Campus
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

Religious Holidays
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

Obtaining Final Course Grades Using eConnect:
Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your student identification number when you log into eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record.

Drop Date:
Last date to drop with a grade of “W” is April 28, 2017

Drop Policy:
To drop a class or withdraw from the college, students must follow the prescribed procedure. It is the student’s responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually grade of “F”. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. If you are unable to complete this course, you must withdraw from it by April 28, 2017. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)
**STOP BEFORE YOU DROP**

**Six Drop Rule:** For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information on the 6 drop rule, you may access: [https://www1.dcccd.edu/6drop](https://www1.dcccd.edu/6drop).

**Financial Aid:**
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes to be certified as attending class. You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. Student who fail to attend or participate after the drop date are also subject to this policy.

**Repeating This Course:**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: [http://www.dcccd.edu/thirdcourseattempt](http://www.dcccd.edu/thirdcourseattempt)

**Students With Learning, Mental and Physical Disabilities:**
Students requesting accommodation due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodations through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact DSO at (972) 860-8348 voice/TDD or email efedso@dcccd.edu. DCCCD OIE Faculty Syllabi Statement- FALL 2016

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will
ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: https://www.dcccd.edu/SS/OnCampus/DisSvs/DisSvsOffices/Pages/default.aspx/ or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Office 972-860-8348

A Note on Harassment, Discrimination and Sexual Misconduct:

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinator Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358

District Title IX Coordinator Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

**Eastfield College Email Policy:** Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: https://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx
**Student Email:** Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. You may set up your account by going to https://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx. The account is free.

**Standard of Conduct/Classroom Etiquette:**
No food, drinks or tobacco products are allowed in Eastfield College classrooms. However; if your class is in a non-lab classroom your instructor may allow for food or drink.

**CODE OF STUDENT CONDUCT:** Web site address: http://www1.dcccd.edu/cat0506/ss/code.cfm

**Responsibility**
Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for property constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited.

**Scholastic dishonesty** shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion.

“**Cheating**” on a test shall include:
- Copying from another student’s test paper
- Using test materials not authorized by the person administering the test.
- All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.

“**Plagiarism**” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“**Collusion**” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct. **In this course, you will receive a grade of “0” on that particular assignment or test if you are guilty of cheating on assignments, tests, or plagiarism.** Please do not put yourself in a situation that would result in such action, Academic dishonesty is a serious offense in college.
Campus Police:
In addition to providing general law enforcement on campus, the campus police respond to all emergencies. In any emergency situation, you can get immediate help by any of the following methods:
- call 911 on any campus extension
- use any red phone in the hallways, or any "blue light" call box in the parking lots
- call 972-860-4290 from any off campus extension

Sexual Harassment:
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

DCCCD Emergency Operation Procedures:
Visit http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Emergency & Inclement Weather Procedures:
In case of emergency (which may include power or air conditioning outages, fires, etc.) or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under News/Features.

Family Educational Right and Privacy Act of 1974 (FERPA):
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Food and Drink Policy: Food, drinks, and tobacco products are prohibited in Eastfield College classrooms by general policy. However, you may bring your meal or snack to class, but you must dispose of your trash responsibly. You are responsible for any spills. You may be required to sign a “statement of responsibility” indicating that you understand and agree to the college guidelines.

****SYLLABUS REVISION****:
The guideline in this syllabus may be changed, deleted, or amended any time by the instructor. The attached course outline is intended as an aid in helping you know your responsibilities for the semester. It is possible that some changes in the course outline or class policies will be made during the semester. Any changes that are made to the class policies or course outline will be announced.