Class time and Location: On-line
Instructor: Deema Hussein, PhD
Office: C311
Phone: 972-860-7148
E mail: dhussein@dcccd.edu

Last day to drop a class with a “W” – Wednesday, April 12 (no refund)

CATALOG 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 ready level in reading and writing.

TEXTBOOK:
Title: Understanding Nutrition, 14th 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 re-testing 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

**COURSE LEARNING SYSTEM**

This course is a completely online course that requires students to take responsibility for their learning. The instructor does not meet in-person with students; there is no face to face orientation. 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
- Videos
- 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 three times per week. At times, you will need to coordinate your calendar with a few classmates in order to complete small group assignments. I’ll post announcements to remind you, in advance, of these occurrences.

The most common mistake made by students in this on-line class is to miss a deadline. Some students blow off the class for a while; others just simply forget. But the result for all students who miss a deadline is the same—a zero, 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. The wisest thing to do is to get your work done early to avoid hassles.
To complete this course successfully, **each week you should:**

- Check e-mail and announcements daily during the week. If you wait too long to login to your course, you will fall behind and find it hard to catch up.
- Verify deadlines on the course calendar and mark your own calendar with the deadlines to remind you of the due dates.
- Be self-motivated and self-disciplined. With the freedom and flexibility of the online environment comes responsibility.
- Set aside specific time to complete the lesson readings and activities.
- Give yourself ample time to think over what you write in Discussion boards.
- Submit assignment on time and complete all quizzes and examinations on time.
- 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**

**Exams Policy:** There will be 4 exams given during the semester. Format of the exam will be multiple-choice, matching, true/false questions, and short answer questions. One attempt will be allowed for each exam. Remember exams can be worked early. Please check calendar for due dates. All exams are due on Wednesday, May 10 at 11:59 PM. **No Exceptions.** Please keep up with the course calendar. **No late work of any kind will be accepted** without a valid excuse.

**Quizzes Policy:** A total of 9 quizzes will be posted. I will drop the lowest quiz grade. You will have the opportunities to take each quiz two times and I will record the highest grade you receive. Format of the quizzes will be multiple choice, true/false, and short answer questions. All quizzes can be worked early. All quizzes are due by Wednesday, May 10 at 11:59 PM. **No late submission will be allowed.**

**Technical problems:** 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.

**I have allowed two attempts for each quiz to allow for any technical difficulties. If your quiz "freeze" or you got "kicked out" in your first attempt do not email me to clear it, you still have a second attempt. Please use a reliable computer.**

**Respondus Lockdown Browser:** Respondus Lockdown Browser prevents a user from printing, copying, going to another URL, or accessing other applications during a test. All exams require that Respondus Lockdown Browser be used, the exam won't be accessible with a standard web browser. In order to take the exam, you must download the Lockdown Browser. Instructions are provided in eCampus.

**Discussion Board:** I expect good participation and communication in this course. To facilitate participation 2 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 on specific dates. You may only participate in discussion during the time it is posted. Please check course calendar for due date.** No late submission will be allowed.

**Assignments:** You must learn to use the Assignment feature on eCampus when submitting your work. **Please do not e-mail me your assignment.** Please check “Assignments” on eCampus for more information.

**Due Dates:** Due dates are found in the “syllabus & calendar”, and in the body of the lesson you are completing. No late submission will be allowed. You may only participate in discussion during the time it is posted, **No exceptions.** For exams, assignment, and discussion, the instructor will have them graded and returned to students within one week after the completion of the exams or turning in the assignments.

**Late Work:** **No late work of any kind will be accepted** without a valid excuse.

**Evaluation Procedures:**

<table>
<thead>
<tr>
<th>Methods and Points</th>
<th>Points</th>
<th>%</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
<td>630 – 700</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
<td>560 – 629</td>
<td>80 – 89 %</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
<td>490 – 559</td>
<td>70 – 79 %</td>
</tr>
<tr>
<td>Exam 4</td>
<td>100</td>
<td>420 – 489</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>Getting to know you</td>
<td>10</td>
<td>000 – 419</td>
<td>0 – 59 %</td>
</tr>
<tr>
<td>Orientation Quiz</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td>Discussion Board</td>
<td>60</td>
<td></td>
<td></td>
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<tr>
<td>Quizzes</td>
<td>80</td>
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<tr>
<td>Group Presentation</td>
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<td></td>
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</tr>
<tr>
<td>Assignments</td>
<td>60</td>
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<tr>
<td><strong>Total</strong></td>
<td>700</td>
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*You will be graded out of a possible 700 points.* I evaluate students according to a point system. I reserve the right to modify the above points or assignments as needed to better serve a particular class.

**Communication:** 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. You can expect a reply within 24 hours, usually sooner. 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. Once again, I will respond to emails within 24 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.** NO ID NUMBER PLEASE!

**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 as much as possible. 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:
• Use e-mail and attach documents to e-mail.
• Use word processor.
• 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 (quizzes and exams) within Blackboard.
• Use the calendar and other features to stay on schedule in the course.
• Website on Internet for reference materials and/or special projects.
• Access your grades within Blackboard.
• Be sure to contact your instructor when you have questions or need help.

Class Calendar: (Subject to Change upon notification by the Instructor)

<table>
<thead>
<tr>
<th>Task</th>
<th>Chapter</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Getting to know you</td>
<td></td>
<td>Wednesday, 3/22/2017</td>
</tr>
<tr>
<td>Orientation Quiz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 1</td>
<td>1,2,3</td>
<td>Wednesday, 5/10/2017</td>
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<tr>
<td>quizzes and exam</td>
<td></td>
<td></td>
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<tr>
<td>Discussion # 1</td>
<td></td>
<td>Sunday, 4/2/2017</td>
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<tr>
<td>Available Monday, 3/27/2017</td>
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<tr>
<td>Module 2</td>
<td>4,5,6</td>
<td>Wednesday, 5/10/2017</td>
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<tr>
<td>Quizzes and exam</td>
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<tr>
<td>Food Label assignment</td>
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<td>Sunday, 4/9/2017</td>
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<tr>
<td>Discussion # 2</td>
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<td>Available Monday, 4/3/2017</td>
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<td>8,9,10</td>
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<td>Quizzes and exam</td>
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<td>Group Assignment</td>
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<tr>
<td>Available Monday, 4/10/2017</td>
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<tr>
<td>Module 4</td>
<td>11,12,13</td>
<td>Wednesday, 5/10/2017</td>
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<tr>
<td>Quizzes and exam</td>
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</tbody>
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DEPARTMENT POLICIES

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](http://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. Your grades will also be printed on your Students Advising Report, which is available in the Admissions Office.

**Drop Date:** Last date to drop with a grade of “W” is **Wednesday, April 12, 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 **Wednesday, April 12, 2017.** For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

**Obtaining Final Course Grades Using eConnect:** Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

**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/

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: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

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 Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro          Shanee’ Moore          TitleIX-ECC@dcccd.edu          214-860-2138
Mountain View     Regina Garner          TitleIX-MVC@dcccd.edu          214-860-8561
North Lake        Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu          972-860-3992
Richland          Bill Dial            TitleIX-RLC@dcccd.edu          972-238-6386
Dallas Colleges Online  Le’Kendra Higgs  TitleIX-LEC@dcccd.edu          972-669-6672

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](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](http://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.
Let’s make it a great semester!