RICHLAND COLLEGE DEPARTMENT OF BIOLOGY
School of Mathematics, Science, and Health Professions
Course Syllabus For Biol 1322: Nutrition and Diet Therapy (Principles of Nutrition)
3 credit hours

INSTRUCTOR'S INFORMATION
(Instructor reserves the right to amend this information as necessary.)

Semester and Year: Spring 2017
Meeting Dates: March 20-May 11
Section: 83432
Class time and days: Online - http://ecampus.dcccd.edu
Room: Online
Instructor: Elizabeth Kiertscher
Contact Info: ACCESS Office 972-238-6140 ekiertscher@dcccd.edu
Last date to withdraw: With a “W” Saturday, April 29, 2017
Final Exam Day and time: Online. Must be taken by Wednesday, May 10th by 11:59pm

OFFICE HOURS: By appointment. Please email me for an appointment.
I do not maintain regular office hours on campus since I am an adjunct professor and do not office on campus. It is preferable that you ask your questions after class or through email.

Required Materials:
• Understanding Nutrition (loose pages) with MindTap code, Author: Whitney, 14th Edition. ISBN-9781305619944
-Or-

This class will utilize an online program called MindTap® which provides all chapters of the book online along with videos, animations, activities, and assessments in an online format. It is your choice if you would also like to have the tangible book. Both options above will provide the MindTap® program, but the Bundle will also provide the tangible book. You must have the online access for MindTap® in order to complete certain assignments for this class.

You can buy the loose page book/code bundle or just the code online through Follett Book Store at Richland College (http://www.bkstr.com/richlandstore/shop/textbooks-and-course-materials), which will assure that you are getting the correct materials. If you buy online from another source, I cannot guarantee that you are getting the correct materials. Please make sure that you can access the materials through Blackboard (eCampus) and not through the Cengage site. You need the Access Code to complete most assignments. After you get the code and enter it on eCampus, please do not throw away the code that is the only thing you have in case you run into any problems with the software. If you have any problems with MindTap,

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please call Cengage Support: 1800-990-8211, or contact them through the website listed on your code card or the Cengage Technical Support link on eCampus.

CATALOG COURSE DESCRIPTION

Nutrition and Diet Therapy (Principles of Nutrition)

This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Course Description: This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 Lec.)

Coordinating Board Academic Approval Number 1905015109

PREREQUISITES

College level ready in Reading and Writing.

COURSE OBJECTIVES

To facilitate the understanding of the basic concepts of nutrition. Students will gain knowledge of the different nutrients, their functions, and their sources, with emphasis on the relationship of nutrition and health.

STUDENT LEARNING OUTCOMES

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 INFORMATION

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

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ACADEMIC PROGRESS:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check http://richlandcollege.edu/admissions and http://richlandcollege.edu/advising for more details.
Also, consult the Advising Syllabus http://richlandcollege.edu/assets/uploads/2015/02/advising-syllabus.pdf regularly to check if you are on track.

EVALUATION PROCEDURES:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Discussion Boards</th>
<th>50 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Studies</td>
<td>150 pts</td>
<td></td>
</tr>
<tr>
<td>Diet and Wellness Analysis Assignment</td>
<td>200 pts</td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>Exams* (5 @ 100 points each)</td>
<td>400 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200 pts</td>
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</tr>
<tr>
<td><strong>Total points</strong></td>
<td><strong>1000 pts</strong></td>
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</table>

*The lowest exam score will be dropped. Exam average will be the average of your best 4 exam scores.*

GRADING SCALE:

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Percentage</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>895 – 1000 points</td>
<td>90% or Higher</td>
<td>A</td>
</tr>
<tr>
<td>795 - 894 points</td>
<td>80 - 89 %</td>
<td>B</td>
</tr>
<tr>
<td>695 - 794 points</td>
<td>70 - 79 %</td>
<td>C</td>
</tr>
<tr>
<td>595 - 694 points</td>
<td>60 - 69 %</td>
<td>D</td>
</tr>
<tr>
<td>594 points or less</td>
<td>59 % or lower</td>
<td>F</td>
</tr>
</tbody>
</table>

**Final Grade** is based on the grading scale posted on the syllabus. It is NOT negotiable.**

Attendance Policy: To be successful, students must attend and participate in enrolled courses. The standard version of the internet course is an alternative, comprehensive instructional delivery system. As a virtual classroom, it offers Internet Access as well as interaction with the instructor and others enrolled in the online section via e-mail or eCampus. The online Instructor is a facilitator rather than a classroom teacher. **Students assume the responsibility of learning** the course content through reading the assigned chapters from the book and completing the assignments and other class activities. Students are expected to log into eCampus and MindTap® and utilize the course materials and activities regularly. As a minimum expectation, **you should log-in to the course at least 3 times a week.** As a general guideline, you should be working with the online materials for at least 3 hours per day (the same as attending class plus about 3 hours studying and reviewing outside of class).

Suggestions for Student Success: There is no face to face orientation. Each chapter has material for review and assignments to complete on MindTap® and in eCampus. Chapters in the book should be read to ensure your understanding of the material. Students must have access to the internet and a computer to complete this course. **There is no face to face orientation.** Everything you need to know about the course policies are here and on eCampus. You should use as learning tools your assigned text book, PowerPoints, assignments, discussion boards, and your Instructor.

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**Student Responsibility:** To complete this course successfully, each week you should: access the course, check e-mail and announcements daily during the week, verify deadlines on the course calendar, complete the lesson readings and activities, participate in Discussion topics, and submit all assignments and examinations on time.

**ONLINE INSTRUCTOR**

The on-line instructor acts as a course facilitator rather than a classroom teacher. Students, therefore, assume the responsibility of learning course content through readings in the textbook, watching videos, reviewing posted power points, completing online activities, and by interacting with the instructor through email. The standard version of the internet course is an alternative, comprehensive instructional delivery system. As a virtual classroom, it offers Internet access as well as interaction with the instructor and others enrolled in the on-line section.

I will be your course facilitator for this online class. It is your responsibility to review the syllabus and class schedule to know what material you should be reviewing each week, when exams will be held, and when assignments are due. Please contact me at ekiertscher@dccc.edu if you ever need help.

**Technical Requirements:** A basic level of technical competence and equipment are necessary for participating in an online class.

To be successful in this course you should be able to execute the following basic computer skills:

1. Use a mouse to select and highlight menu commands and tools
2. Open, close, and re-size windows
3. Use scroll bars and otherwise navigate in a Windows environment as well as on the Internet
4. Send and receive e-mail, including attaching and downloading document files within e-mail
5. Attach and retrieve files (such as Word, WordPerfect, text files, or rich text format files)
6. Copy and paste documents into an e-mail or other electronic document
7. Complete assignments using Word processing software and work with PDF files and forms
8. Locate, save, and retrieve files on the computer
9. Use a web browser like Internet Explorer or Firefox and search engines like Google.
10. Read and submit comments and post images to a discussion board.

**Students must have regular, reliable access to a COMPUTER with internet connection with the required materials for this class. Students are responsible for meeting course content requirements and related deadlines. ***(Access to only a mobile device is NOT enough to succeed in this class)**

**If you do not possess the above computer skills, have computer and internet access, or if you cannot work independently you should be in a traditional nutrition course.**

**Netiquette**

All communication should be civil. Standards of courtesy and respect must be maintained at all times in our online environment. Please be courteous and respectful to other students and the instructor. 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. Please avoid “texting” abbreviations.

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Communication
The primary means of communication for this class will be email and eCampus. You are responsible for ensuring that your email address is correctly listed in the course (check this on the first day!) and that you are receiving emails from the instructor. To ensure you receive all notices in a timely manner, check your email frequently (at least once per day). If you send an email with a technical problem or other request that requires a rapid response to meet a deadline, make sure to use the correct subject line and then check your email frequently between the time you send your request/problem before the due date with instructions for what to do next, but you did not check frequently enough to see the response. I will reply to all emails sent in the proper format within 24-48 hours, so double check your format and resend your email if you do NOT hear back from me within this time frame. Do NOT assume that an unanswered email was received – ALWAYS RE-SEND if you do not receive a reply in 48 hours!

Required subject line format: When contacting your instructor, the SUBJECT LINE must contain the course ID (BIOL-1322-83403) AND the student’s first and last name. The email itself (the body/message) should ALSO contain the course ID and your name at the end of the message. Emails sent without this format will receive a reply asking: who you are and what class you are in, which slows down response time.

You need to know how to access eCampus, since we will be using it to communicate and all class information will be there.

eCampus
eCampus will be used for the administration of this class. It can be accessed here https://ecampus.dcccd.edu. All instructions for this class will be posted on eCampus. When you log into eCampus choose the “START HERE!” link in the course navigation panel on the left of the screen.

Materials found in eCampus:
1. Class announcements
2. Syllabus
3. General class information
4. Course content including chapter powerpoints and associated videos
5. Link to MindTap® (discussed below) YOU MUST ACCESS MINDTAP® THROUGH THE eCampus LINK
6. Exams
7. Full gradebook
8. Assignment information and submission of non-MindTap® assignments
9. Instructor contact information
10. Helpful resources

-Training for eCampus is available within the eCampus system at http://ecampus.support.dcccd.edu/v91/studenttutorials/studentIndexv91.html
-If you have any problems with eCampus please contact the eCampus help desk at 1-866-374-7169 or http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8023 for DCCCD Technical Support

**If you contact DCCCD Technical Support you must email the professor as well within 48 hours regarding your issues. If you do not contact me within 48 hours an extension on the due date of assignments or exams may not be granted.**

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MindTap®

MindTap® is an online resource for the book used for this class. MindTap® contains all chapter readings for the book along with MindTap® specific assignments and Diet and Wellness Plus. MindTap® can be accessed through eCampus under the “MindTap®” link in the course navigation panel on the left of the screen. There are instructions available in eCampus that walk you through accessing our MindTap® class and how to register your access code for our class. **YOU MUST ACCESS MINDTAP® THROUGH OUR eCampus CLASS. IF YOU DO NO ACCESS MINDTAP® THROUGH eCampus YOU WILL NOT BE CONNECTED TO OUR CLASS AND YOUR GRADES WILL NOT BE TRANSFERRED TO eCampus.**

**MindTap® opens in a pop-up window. Make sure you pop-up blocker is turned off.**

Materials found in MindTap®:

1. Book chapter materials
   a. Within each chapter you will find the following:
      i. Practice assessments, videos, and post-learning assessments ---these are optional and will not be graded. They are simply available to help you with the understanding of the material.
      ii. Chapter readings
      iii. Study guides
      iv. Case studies —**these are graded**. Please complete the assigned case studies by the listed due date. Your grade will show up in MindTap®, but will also transfer to eCampus’ gradebook if you are accessing the class correctly. It is your responsibility to make sure your grades are showing up correctly in eCampus and notify the instructor of any issues within the specified time frame discussed in the “Assignment Polices” below.

2. Diet and Wellness Plus App
   a. This program will be used for your major class assignment, Diet and Wellness Analysis. Please review the assignment instructions listed below and on eCampus for more information.

3. Study materials
   a. There are many study materials included in this program. Please take some time to review the site and determine what will work best for you to be successful in this class.

- Assistance with MindTap® can be found here [http://services.cengage.com/student](http://services.cengage.com/student) You can also contact Cengage via email at [cengagebrain.support@cengage.com](mailto:cengagebrain.support@cengage.com), or by phone at 1.800.354.9706*

**If you contact Cengage Technical Support you must email the professor as well within 48 hours regarding your issues. If you do not contact me within 48 hours an extension on the due date of assignments or exams may not be granted.**
EXAMS

There will be 5 exams throughout this course and a final exam. Exams will be held online through the eCampus system. The week an exam is scheduled, the exam will be posted 7 days before the due date at midnight and must be completed by the due date (which will be Sunday except for the final which will be due on a Wednesday) by 11:59pm. Please refer to the class schedule for due dates. You will have one attempt to take the exam and the exams will be timed at 2 hours, except the final which will be timed at 3 hours. Once you start the exam it must be completed. You are not able to save and return to the exam at a later time. If you have problems while taking an exam please email the instructor immediately regarding your issues. The instructor will work with you to determine if an exam reset or extended deadline is warranted.

EXAM format: Each exam will contain 50 multiple choices questions. The final exam will contain 100 multiple choice questions.

**It is imperative that you test your browser’s compatibility with eCampus for exams. On the log on page for eCampus there is a link that says “Test your Browser”on the top left of the screen. I would recommend testing your browser before class starts to ensure you will be able to access all information for the class and take exams.**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction - Overview of Nutrition, Planning a Healthy Diet, Energy Balance and Body Composition</td>
<td>1, 2, 8</td>
</tr>
<tr>
<td>2</td>
<td>Carbohydrates, Lipids, Proteins (except the digestion sections-these will be on exam 3)</td>
<td>4, 5, 6</td>
</tr>
<tr>
<td>3</td>
<td>Digestion, Absorption, and Transport (+ the digestion sections of chapters 4, 5, and 6), Metabolism, Water Soluble Vitamins</td>
<td>3, 7, 10</td>
</tr>
<tr>
<td>4</td>
<td>Fat Soluble Vitamins, Water and Major Minerals, Trace Minerals</td>
<td>11, 12, 13</td>
</tr>
<tr>
<td>5</td>
<td>Life Cycle Nutrition</td>
<td>15-16-17</td>
</tr>
<tr>
<td>Final</td>
<td>(50% Comprehensive + 50% last 4 chapters)</td>
<td>9, Highlight 8, 14, 18, 19</td>
</tr>
</tbody>
</table>

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ASSIGNMENTS

Diet and Wellness Plus Analysis – 200 points (Ongoing assignment that will be turned in throughout the semester. See due dates listed on the class schedule.)
This assignment is posted on eCampus with due dates and instructions. You will be analyzing your 3-day diet and activity record using the Diet and Wellness Plus nutrition software contained within the MindTap® program. This assignment will be an ongoing assignment with due dates throughout the semester—please refer to the class schedule and the assignment instructions on eCampus for due dates. Reports generated through Diet and Wellness Plus will be submitted through the software while the analysis documents will be submitted through eCampus. Grades for each piece of the assignment will be added together for one final grade for the assignment. I will be entering your grades for the reports and analysis write ups in eCampus. It is your responsibility to make sure your reports are showing up correctly and reviewing your grades and feedback in eCampus. Please contact me if you are not receiving credit for submitted reports within the time frame specified in the “Assignment Polices” below as I may not be able to see them in the system if you have not submitted them properly. Please review the videos and power point in eCampus under the Diet and Wellness Plus Analysis assignment for more details about using this program.

*This software is found inside the MindTap® program. If you are having problems with Diet and Wellness Plus please contact Cengage directly http://services.cengage.com/student. You can also contact Cengage via email at cengagebrain.support@cengage.com, or by phone at 1.800.354.9706*

Case Studies—8 points each (Completed as the class progresses through the semester. See due dates listed on the class schedule.)
These case studies can be found in the MindTap® program. Once you have reviewed the chapter readings and associated material, answer the questions in the case study. You will have 2 attempts to take the assessment with your best score being recorded. Please review the class schedule for the due dates of these assessments. Your grade will show up in MindTap®, but will also transfer to eCampus’ gradebook if you are accessing the class correctly. It is your responsibility to make sure your grades are showing up correctly in eCampus and notify the instructor of any issues within the specified time frame discussed in the “Assignment Polices” below.

Discussion Board-50 points total (Due dates listed on the class schedule)
There will be 3 discussion boards for this class. These will be found in eCampus. Read the prompt for the discussion board, review the associated website or documents, as appropriate, and submit your response. Please submit a thorough response that is longer than one sentence.

Extra Credit
Extra credit assignments may be posted on eCampus throughout the semester according the the professor’s discretion. An announcement will be posted indicating if an extra credit assignment is available. Extra credit assignments are due one week from the day assigned.

**Please refer to the assignment policies below for details on assignment requirements.**

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ASSIGNMENT POLICIES

1. All assignments are due by 11:59p on the day they are due
   a. Assignments that are turned in via eCampus
      i. Assignments:
         1. Diet and Wellness Analysis write ups. Questions to be answered can be
            found on the Diet and Wellness Analysis instructions in eCampus. You will
            be analyzing the reports you run in MindTap®.
         2. Discussion Boards
      ii. Submission process:
         1. Diet and Wellness Analysis write ups
            a. Uploaded under assignments as an attached document
               i. Acceptable forms of document submissions include a Word
                  document, RTF, PDF, or JPEG.
               ii. I must be able to open assignments that are uploaded into
                   eCampus. If I cannot open them to view your submission
                   you will receive a zero for that assignment. I will put a
                   comment in the “feedback to user” section for the
                   assignment indicating if I cannot open the document. It is
                   up to you to check your grades in eCampus on a regular
                   basis and contact the professor with any concerns.
               iii. Assignments may be submitted as a document attached to
                    an email only if you are having problems uploading the
                    assignment to eCampus. For example, if it is close to the
                    deadline for assignment submission and you are having
                    problems with eCampus you may submit your assignment
                    via email with an explanation to make sure it is submitted
                    by the due date.
               iv. Assignment submissions in the text of an email or the
                   comments section on eCampus will not be accepted.
               v. Assignments should be typed and double spaced with at
                  least an 11 point font.
            b. You only have one attempt to complete each assignment. If you
               have a problem with your submission, please contact your professor
               ASAP.
            c. My feedback to your submission can be found by clicking on the
               blue/green conversation image next to your grade in the
               gradebook.
      2. Discussion Boards
         a. Go to the Discussion Board link and click on the Discussion Board
            you are wanting to post under
         b. Click on start thread and write your response and then submit.
b. Assignments that are turned in via MindTap®
   i. Assignments:
      1. Case Studies
      2. Diet and Wellness Plus Analysis reports
   ii. Submission Process:
      1. Case studies: Submitted through the MindTap® program by completing the questions for the associated case study.
      2. Diet and Wellness Plus Analysis reports: submitted through the Diet and Wellness Plus software within MindTap®. The report due dates will be found in the Diet and Wellness Plus Analysis assignment instructions, class schedule, and in the Diet and Wellness Plus program. A video and powerpoint are available in eCampus that explain how to submit reports.
2. You may submit your assignment anytime before the due date and time to receive full credit.
3. Late assignments will not be accepted.
4. Correct spelling, grammar, and use of complete sentences are expected. Do not use abbreviations, please.
5. **You need** to have access to a computer and the MindTap access code (see Required Materials) in order to complete the Diet and Wellness Analysis Assignment and Case Studies.
6. It is your responsibility to check your grades and comments on a regular basis in the eCampus system and notify the instructor of any issues. Questions and/or concerns about graded assignments and exams must be submitted to the professor no later than 2 weeks of the release of assignment grades. After this time assignment and exam grades as final. MindTap® case study scores will show up in MindTap®, but will also transfer to eCampus. It is your responsibility to make sure that your grades are transferring to eCampus. The grades will transfer soon after you complete the assignment. The assignment due date will start the 2 week window for notification of the instructor with questions and/or concerns about these assignment grades.
7. **Plagiarism is unacceptable.** Be aware of the plagiarism policy. Plagiarism is a serious matter and a zero will be given for plagiarized assignments. You must put your answers into your own words. You cannot copy full passages from the book, websites, or any other published works or another student’s work. If you must copy something to support your answer you must put it in quotations and cite your source.
   a. The student Code of Conduct can be found here: [http://www.richlandcollege.edu/conduct](http://www.richlandcollege.edu/conduct).
      All assignments submitted through eCampus will be run through the Safe Assign software.
   b. Resources for understanding plagiarism can be found here:
Late Work, or Make-up Exam Policy:
1. This is not a self paced class. There are deadlines for assignments and exams.
2. Should you have an emergency or illness please contact the professor immediately and I will work with you to determine if an extended deadline is warranted.
3. NO MAKE UP EXAMS.
   a. NO MAKE UP EXAMS. Five EXAMS and a final exam will be given; the lowest grade of your 5 exams will be dropped. So, if you miss a test, because of a family emergency, got a cold, work, or any other unexpected circumstance, that will be your lowest grade. The final exam grade will not be dropped even if it is your lowest grade.
4. NO LATE ASSIGNMENTS
   a. NO LATE ASSIGNMENTS. Assignments will be posted on eCampus with their respective instructions. Assignments are due as scheduled on course schedule or as specified by the instructor. It is YOUR responsibility to deliver the assignment to the instructor through eCampus or MindTap. If for a specific circumstance the instructor allows you to submit a late assignment, 20% of the grade will be removed for each day after the due date of the specific assignment.

Instructor Policies:
1. There will be NO make-up exams. The score for all missed exams will be zero.
2. The lowest of the five exam scores will be dropped, not including the final.
3. Please email me at anytime with questions. Please allow at least 24-48 hours for a response.
4. Release of grades for assignments and exams will take at least 1 week. Please do not email me regarding the release date of grades.
5. You must contact the professor if you need assistance in this class. Please contact me as soon as you have a problem, issue, or concern.
6. No assignment submission will be accepted after class has ended.

<table>
<thead>
<tr>
<th>Syllabus Institutional Policies Statements</th>
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<tbody>
<tr>
<td><strong>Six Drop Rule</strong></td>
</tr>
<tr>
<td>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, you may access <a href="https://www1.dcccd.edu/6drop">https://www1.dcccd.edu/6drop</a></td>
</tr>
<tr>
<td><strong>Withdrawal Policy</strong></td>
</tr>
<tr>
<td>If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop deadline, you will receive a “W” (withdraw). For more information about withdrawal procedures access the <a href="https://www1.dcccd.edu/6drop">Admissions page on policy/procedures</a> or contact the Admissions/Student Records office at 972-238-6948 (Thunderduck Hall, T170).</td>
</tr>
<tr>
<td><strong>Repeating a Course</strong></td>
</tr>
<tr>
<td>Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge.</td>
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</tbody>
</table>
Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/)

| Texas Success Initiative Assessment Requirements and Course Placement Guidelines | The Texas Success Initiative Assessment (TSIA) was 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 TSIA requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. Passing the TSIA is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards must complete developmental courses in the deficient area with a grade of C or higher. Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 972-238-3787) or at [https://richlandcollege.edu/texas-success-initiative-tsi](https://richlandcollege.edu/texas-success-initiative-tsi). |
| Financial Aid Attendance and Participation Requirements | Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as 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 tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, 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. |
| Academic Honesty | Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct available at [https://richlandcollege.edu/conduct](https://richlandcollege.edu/conduct). |
| Americans with Disabilities Act | If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to [https://richlandcollege.edu/dso/](https://richlandcollege.edu/dso/). |
| Discrimination and Sexual Misconduct Reporting Information and Requirements | Richland College is committed to ensuring that all community members learn and work in a welcoming and inclusive environment. We support the well-being and development of our students. Richland College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, or any other basis prohibited by law. Title VII of the Civil Rights Act of 1964 prohibits retaliation or discrimination based on race, color, religion, age, and national origin. Title IX prohibits discrimination based on sex, sexual orientation, gender identity, and/or gender expression (failure to conform to stereotypical notions of masculinity or femininity); sexual misconduct (including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation); and sex/gender-based harassment. Richland College faculty and staff members, unless deemed a confidential resource by law, have an obligation to report and respond to certain issues relating to the health and safety of college community members. This includes information shared with faculty and staff members in person, through electronic communications, or in class assignments. |
Faculty and staff members must report to the appropriate college officials any allegation of discrimination or harassment. In addition to reporting all discrimination and harassment claims, faculty and staff members are required to report allegations of dating or domestic violence, stalking or retaliation, child abuse or neglect, and/or credible threats of harm.

After receiving a report made by an employee, a Richland College official may want to contact the individual who initially shared the information with the employee. In almost all cases, the individual who shared the information with an employee may choose whether or not to speak with the Richland College official. The college does not guarantee the confidentiality of a report of sexual misconduct or discrimination unless the report is made to a Richland College Licensed Professional Counselor [https://richlandcollege.edu/counseling-services/](https://richlandcollege.edu/counseling-services/), who does not have this reporting responsibility. Limits to counselor confidentiality are available at [https://richlandcollege.edu/counseling-services/confidentiality/](https://richlandcollege.edu/counseling-services/confidentiality/). A report may also be made directly to the Richland College Title IX/EO Coordinator or Deputy Coordinator: Bill Dial, PhD, PHR, SHRM-CP
Executive Director of Human Resources
Title IX Coordinator
bdial@dcccd.edu
972-238-6386
Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
[https://richlandcollege.edu/police-department/](https://richlandcollege.edu/police-department/)
Further information may be found on the College website: [https://richlandcollege.edu/human-resources/title-ix-sexual-misconduct/](https://richlandcollege.edu/human-resources/title-ix-sexual-misconduct/)

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<th>Religious and Ethnic Holiday Observance</th>
<th>Richland College honors the right of each student to observe the practices of their belief system. It is the student’s responsibility to provide their instructors a written justification for a religious accommodation by the third class meeting or the fourth day after the course begins for online courses. It is the responsibility of the instructor and student to negotiate completion of all missed assignments prior to the absence, if possible.</th>
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<td>Campus Emergency Operation Plan and Contingency Plan</td>
<td>Campus Emergency Operation Plan: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video: <a href="http://media.dcccd.edu/video.php?vid=1735">http://media.dcccd.edu/video.php?vid=1735</a>. The complete Emergency Operations Plan can be viewed and printed at the following website: <a href="https://richlandcollege.edu/emergency">https://richlandcollege.edu/emergency</a>. If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972-238-3794) or by e-mail at <a href="mailto:BOrton@dcccd.edu">BOrton@dcccd.edu</a>. Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.</td>
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<td>Richland College’s Quality Enhancement Plan</td>
<td>Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits,</td>
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traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto [https://richlandcollege.edu/qep/](https://richlandcollege.edu/qep/).

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<th>Syllabus Change Disclaimer</th>
<th>Instructors reserve the right to amend a syllabus as necessary.</th>
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<td>Student Survey of Instruction</td>
<td>The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.</td>
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Updated Spring, 2017
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<tr>
<th>Week &amp; Date</th>
<th>Chapters</th>
<th>Assignment or Exam</th>
<th>Due Date</th>
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| **Week 1** | Ch 1: An Overview of Nutrition Highlight 1: Nutrition Information and Misinformation | **Assignment**<br>Complete profile in Diet and Wellness Plus & start tracking 3-days of intake and activity<br>Case Study 1A: Reducing Disease Risk Self Presentation! Discussion Board<br>Case Study 2A: DASH on the Menu at a Quick-Serve Restaurant | Start this week  
March 26  
March 26  
March 26 |
| March 20-26 | Ch 2: Planning a Healthy Diet Ch 8: Energy Balance and Body Composition | **Assignment**<br>Lab 1: Food Label I<br>Proposed Changes to Food Labels Discussion Board<br>Case Study 8A: Improving Body Composition | April 2  
April 2  
April 2  
April 2 |
| **Week 2** | Ch 4: The Carbohydrates: Sugars, Starches, and Fibers<br>Ch 5: The Lipids: Triglycerides, Phospholipids, and Sterols<br>Ch 6: Protein: Amino Acids | **Assignment**<br>Diet and Wellness Plus Part 1<br>Case Study 4A: Sweeteners and kCalorie Control<br>Case Study 5A: Heart-Healthy Sandwich Choices<br>Case Study 6A: Protein Adequacy<br>**Exam**<br>Exam 2 (Ch 4, 5, 6 except the sections on digestion) | April 9  
April 9  
April 9  
April 9  
April 9 |
| March 27-April 2 |                                                                 |                                                                                                         |                   |
| **Week 3** | Ch 3: Digestion, Absorption, and Transport<br>Ch 7: Energy Metabolism Highlight 7: Alcohol in the Body<br>Ch 10: Water Soluble Vitamins: B Vitamins and Vitamin C Highlight 10: Vitamin and Mineral Supplements | **Assignment**<br>Diet and Wellness Plus Part 2<br>Case Study 3A: Managing GI Discomfort<br>Case Study 7A: Excessive Alcohol Use<br>Case Study 10A: Fatigue with a Vitamin-Poor Diet<br>**Exam**<br>Exam 3 (Ch 3, 7, 10 + digestion sections of Ch 4, 5, 6) | April 16  
April 16  
April 16  
April 16  
April 16 |
| April 3-9 |                                                                 |                                                                                                         |                   |
| **Week 4** |                                                                 |                                                                                                         |                   |
| April 10-16 |                                                                 |                                                                                                         |                   |

15 Elizabeth Kiertscher, MS, RD, CSSD, LD, CNSC, CPT
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<td><strong>Week 5</strong>&lt;br&gt;April 17-23</td>
<td>Ch 11: The Fat Soluble Vitamins: A,D,E, and K&lt;br&gt;Ch 12: Water and the Major Minerals&lt;br&gt;Ch 13: Trace Minerals</td>
<td><strong>Assignment</strong>&lt;br&gt;Diet and Wellness Plus Part 3&lt;br&gt;Case Study 11A: Low Serum Vitamin D&lt;br&gt;Case Study 12A: Fluid and Calcium for a Young Athlete&lt;br&gt;Case Study 13A: Trace Mineral Deficiencies</td>
<td>April 23&lt;br&gt;April 23&lt;br&gt;April 23&lt;br&gt;April 23</td>
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<td><strong>Week 6</strong>&lt;br&gt;April 24-30</td>
<td>Ch 15: Life Cycle: Pregnancy and Lactation&lt;br&gt;Ch 16: Life Cycle: Infancy, Childhood, and Adolescence&lt;br&gt;Ch 17: Life Cycle: Adulthood and the Later Years</td>
<td><strong>Assignment</strong>&lt;br&gt;Case Study 15A: Weight Status and Pregnancy&lt;br&gt;Case Study 16A: Childhood Obesity&lt;br&gt;Case Study 17A: Malnutrition in an Elderly Male&lt;br&gt;Genetically Engineered Foods Discussion Board</td>
<td>April 30&lt;br&gt;April 30&lt;br&gt;April 30&lt;br&gt;April 30</td>
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<td><strong>Week 7</strong>&lt;br&gt;May 1-7</td>
<td>Ch 14: Fitness: Physical Activity, Nutrients, and Body Adaptations&lt;br&gt;Ch 18: Diet and Health&lt;br&gt;Ch 9: Weight Management: Overweight, Obesity, and Underweight&lt;br&gt;Highlight 8: Eating Disorders</td>
<td><strong>Assignment</strong>&lt;br&gt;Diet and Wellness Plus Part 4&lt;br&gt;Case Study 9A: Lifestyle Changes for Weight Loss&lt;br&gt;Case Study 18A: Diets for Disease Prevention</td>
<td>May 7&lt;br&gt;May 7&lt;br&gt;May 7</td>
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<td><strong>Week 8</strong>&lt;br&gt;May 8-11</td>
<td>Ch 19: Consumer Concerns about Foods and Water</td>
<td><strong>Assignment</strong>&lt;br&gt;Case Study 19A: Foodborne Illness</td>
<td>May 10</td>
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<td><strong>Exam</strong>&lt;br&gt;Final Exam (50% Ch 14,18,9, highlight 8, 19 + 50% comprehensive)</td>
<td>May 10</td>
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The instructor reserves the right to amend this syllabus as necessary and this schedule is subject to change.