Instructor: Eric J Charles, MS
Contact Information:
Office: C201
Phone: (972)391-1047
e-mail: ericcharles@dcccd.edu (this is the best way to reach me)
Hours available: By Appointment

Course Description:
This course provides an introduction to the principles and concepts of nutritional science. It is expected that you will obtain a fundamental knowledge of the biochemical mechanisms of nutrient metabolism and function in the body. This will include an understanding of the nutrient content of foods, the process by which they are digested and absorbed into the bloodstream, as well as the precise chemical functions the roles within tissues to maintain normal cell growth and homeostasis. In addition, you will better appreciate the roles of specific nutrients present in a balanced diet in promoting optimal health and preventing disease. This course will help you interpret and understand research in nutrition


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/ksi.cfm?loc=4

Course Objectives:
- Describe the biochemical mechanisms of nutrient metabolism and function in the body.
- Describe the process by which nutrients are digested and absorbed into the bloodstream.
- List the chemical functions performed within the tissues to maintain normal cell growth and homeostasis.
- Explain the roles of specific nutrients in a balanced diet.
- Describe the role of a balanced diet in promoting optimal health and preventing disease.

**Evaluation Procedures (grades):**

I do NOT give you grades, you earn them. Grades will be determined from a total of 700 points:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100 points</td>
</tr>
<tr>
<td>Exam II</td>
<td>100 points</td>
</tr>
<tr>
<td>Exam III</td>
<td>100 points</td>
</tr>
<tr>
<td>Exam IV</td>
<td>100 points</td>
</tr>
<tr>
<td>Project</td>
<td>25 points</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>25 points each (x 3 for 75 points total)</td>
</tr>
<tr>
<td>Assignments</td>
<td>50 points each (x 2 for 100 points total)</td>
</tr>
<tr>
<td>Weekly Homework</td>
<td>25 points each (x 4 for 100 points)</td>
</tr>
</tbody>
</table>

Grade will be determined as points earned divided by total 700 points. All grades will be rounded up to whole numbers from the hundredth (second) decimal place:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
</tr>
</tbody>
</table>

Thousandths (third) decimal spot in grades will not be considered.

Students are expected to complete all exams, homework, discussion boards, and assignments on time. Given that this is an online class, and a full week will be provided for the previously mentioned grade opportunities, make-up and late work will be given only in extreme situations and at the instructor’s discretion. Typically such extension should happen no more than once per semester, and if such an event is ongoing it is the students responsibility to notify the instructor. There will be no curve on exams.

**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 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.

**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: http://www.dcccd.edu/netmail/home.html

Attendance Policy:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating This Course: (Third Attempt to Enroll in a 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/

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 published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is 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 is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Students caught cheating on any grade opportunity will automatically receive a failing grade for that grade opportunity (first offense), any subsequent cheating on future grade opportunities (second offense) will result in automatic failure of the course.

ADA Statement:
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html
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.

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 makeup examination or complete an assignment within a mutually agreed upon time after the absence.

Withdrawal Policy:
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by 17 November 2016. Failure to
do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

STOP BEFORE YOU DROP
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: https://www1.dcccd.edu/coursedrops

Family Educational Rights 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.”

The instructor reserves the right to amend this syllabus as necessary.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Chapters</th>
<th>Course work due</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/17 to 7/17/17</td>
<td>1,2,3,4</td>
<td>Weekly Homework, 1st discussion board, 1st assignment, Exam I</td>
</tr>
<tr>
<td>7/18/17 to 7/24/17</td>
<td>5,6,7,8</td>
<td>Weekly Homework, Exam II, 2nd assignment</td>
</tr>
<tr>
<td>7/25/17 to 7/31/17</td>
<td>9,11,12</td>
<td>Weekly Homework, 2nd discussion board, Exam III, Project</td>
</tr>
<tr>
<td>8/1/17 to 8/9/17</td>
<td>10,13</td>
<td>Weekly Homework, 3rd discussion board, Exam IV</td>
</tr>
</tbody>
</table>

Note that all assignments will be available the first day of class, the above calendar reflects the
due dates. All work for each week is place in a folder labeled with the week number on eCampus/Blackboard.