

# **Houston Community College Distance Education**

**Biology 1322-Basic Nutrition  
Spring 2016  
Distance Education Class Instruction Online**

**Instructor: Susan K. Grigsby, Ph.D.**

**Instructor Contact Information: Online through the eagle online system**

**Office: LHSB Central College, Room 401  
Office hours by appointment: Tuesdays 9:30 AM- 11:30 AM**

**Course Description: This is a course in human nutrition. Nutrients needed for good health are identified along with good sources of these nutrients. Nutritional needs are considered for all stages of the lifespan, along with weight management and food safety.**

**Prerequisites: There are no prerequisites for this course, however, anatomy and physiology is helpful to students studying the human nutrition.**

**Course Goal: The goal of this course is to prepare students for careers that involve knowledge of nutrition and health of the human body and to help students be able to choose healthy eating strategies for themselves and their families.**

**Student Learning Outcomes:**

**The students will be able to:**

- 1. Identify the nutrients needed by the human body.**
- 2. Use nutritional strategies to prepare healthful meals.**
- 3. Describe the consequence of nutritional deficiencies.**
- 4. Use food labels to choose healthy foods.**
- 5. Determine the number of calories that are needed to maintain a healthy weight.**
- 6. Use the food myplate.gov web site to follow progress towards a more healthy way of eating. This is a fabulous website with information on many topics.**

**Learning Objectives:**

**Students will:**

- 1. Identify the nutrients needed for good health.**
- 2. Determine good sources of these nutrients.**
- 3. Learn how to use food labels.**
- 4. Identify nutritional deficiencies.**
- 5. Learn how nutritional needs change during the lifespan.**
- 6. Identify a healthy weight and factors that determine body size and shape.**
- 7. Learn how physical activity affects the risk for chronic disease and weight control.**
- 8. Determine the sources of food contamination and identify safe food handling practices.**

**Credit: 3 hours**

**Assessments: All textbook exams are in blackboard.**

**Instructional Materials: Text: Nutrition Your Life Science, Authors: Jennifer Turley and Joan Thompson, Publisher: Wadsworth Cengage Learning, ISBN-13: 978-0-538-49484-7. Cover pictures vary on the texts that are custom editions for HCC.**

**Assignments: All readings will come from the text and online as described in the schedule found in the online class. Be aware of the resources such as the appendix in the text. A great resource is [choosemyplate.gov](http://choosemyplate.gov) for calorie charts etc.**

Week	Assignment
Jan 19 (Monday MKL holiday)	Buy text and become familiar with the course
Jan 25	Module 1
Feb 1	Module 2
Feb 8	Module 3
Feb 15	Module 4
Feb 22	Module 5
Feb 29	Module 6
Mar 1	Module 7

**Comprehensive Final: HCC Testing Site Link: <http://de.hccs.edu/student-services/testing-locations/> Date will be the weekend of March 5<sup>th</sup>, Friday, Saturday, and Sunday. Date may change due to Biology Department needs. Be sure to watch the course for any changes.**

**Welcome, students to Basic Nutrition.** This semester is beginning and we will be **communicating in eagle online** through early March. Open your course and become familiar with the course.

I do not look at the class on Saturday or Sunday or any holiday in the semester so if you email me on a Friday afternoon, I may not read it until Monday afternoon. Do not send repeat emails in a single day, it doesn't help. Do use email as a helpful communication tool.

Be sure to **buy the textbook right away**. All test material will come from that text. Start with the first module and read the chapters as assigned in a module week. Our text is a custom text for HCC. It is a loose leaf version that you put in a binder. The publisher may change the cover so look for the text in our college bookstore by course and name.

I do not have makeup exams or makeup quizzes. Be sure to keep in touch with the class. That is your responsibility.

At the end of the course I will convert the points you earn to a percentage. There is one bonus activity in module 4. By that point you will know whether you need a little extra help.

Divide the number of points you earn by the number of total points for an exam times 100. That percentage will be your grade. Remember what the percentage represents, a fraction of a possible 100. [100 percent is the highest possible grade.]

There are activities each of the modules.

Standard percentages relate to the letter grades, 89-100=A, 79-88=B, 69-78=C, 59-68=D, and below 59 is an F.

If you do not finish the course and do not withdraw yourself, I will give you an F. **This refers to those who are on the roster and have not completed the course. Be sure to withdraw by the final withdrawal date if you are unable to complete the course. This is your responsibility. The final withdrawal date for Spring 2016: 1<sup>st</sup> 8 weeks is Feb 22<sup>nd</sup>. There is no mechanism that will override this withdrawal date.**

Take care of yourself this semester. Eat good healthy food and get adequate rest so that you do not fall behind due to illness. It is hard to catch up if you fall behind.

Make sure that you are officially registered. If your name is not on the roster you will not get a grade. If you cannot get in the eagle online course, you are not officially registered. Go to the registrar at the college to resolve the problem. I can't add, deny or remove student blocks. It is up to you to solve these problems. Everything I have mentioned here comes from the problems that students create for themselves each semester. Develop a curious attitude. Read and learn all you can about the role of good nutrition in health. It will help you and your family to live a healthier and even possibly, a longer life. I hope that you enjoy our study of nutrition and that you become wise consumers, choosing healthy food.

## **Instructor Requirements**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived. See above in the syllabus. More information will appear in the course.
- Provide description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

To be successful in this class, it is the student's responsibility to:

- Participate in the class and complete learning activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

**Grading:** Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. There will be quizzes or examinations based on the textbook concepts. Grades will be based on percentages of points earned by the student.

### **Grading Scale:**

**Total points: 700 pts**

**350 for exams and 350 for homework submission.**

**Module 4 does not have an exam so the 50 points will come from the homework and 50 from another exercise.**

**You are responsible for 7 modules this semester.**

89%-100% A

79%-88% B

69%-78% C

59%-68% D

0-58% F

## **HCC DISTANCE EDUCATION POLICIES AND PROCEDURES**

**The distance education student handbook covers all of the rules, regulations, policies and procedures that apply to the college and distance education. Please go to this link to see the handbook. All students are responsible for reading and understanding the DE Student Handbook. This handbook contains policies, information about conduct, and other important information. This includes information and resources (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Students should review this handbook as part of the mandatory orientation.**

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2014-2015HCC-DE-Student-Handbook-.pdf>

### **SUCCESS TIPS:**

1. Read the text and use the resources provided online by publisher.
2. Study material after reading or computer exercises. Make pictures, lists, flow charts, flash-cards – whatever works. Review the reading, notes, power-point lectures before tests.
3. Make connections between chapters such as concepts learned in one chapter with concepts covered in another chapter by flipping back and forth in the text as you study.
4. Review the course **objectives** and use them as a checklist before exams to ensure you have the skills that will be tested. Also, ask yourself a general question, How does this work? If you can explain processes, you know that you have the facts, vocabulary, details and overall understanding you need.
5. Review the previous week's material when you finish the assignment for that week.
6. Keep up on everything, don't let yourself get behind.

### **ONLINE EXAM POLICIES:**

The course exams are conducted online via personal computer or at any HCCS Computer Laboratory within a specified time limit. Please allow adequate time to complete your exam and to resolve any unanticipated personal computer or networking problems. Any exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams. If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely. Please note that poor planning, personal computer or networking problems are unacceptable excuses for missed online exams. In fairness to other students, these missed exams will be counted as 0 points. When computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

- PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED ONLINE EXAMS.
- TECHNICAL PROBLEMS ARE NOT AN ACCEPTABLE EXCUSE FOR MISSED ONLINE EXAMS.

**\*The instructor reserves the right to make changes in this weekly schedule. You will be informed of these changes within reasonable time period.**

### **STUDENTS WITH DISABILITIES:**

Any student with a documented disability (e.g. physical, learning, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.

Faculty are authorized to provide only the accommodations requested by the

Disability Support Services Office

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

DE STUDENT SERVICES:

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook

### **HCC POLICY STATEMENT: INTERNET OUTAGE POLICY**

- ✓ If your professor experiences an Internet service outage or a power outage that significantly affects the timing of distributing on-line assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately.
- ✓ If there is any official notification from HCCS concerning downtime of the BB Internet course server that would affect distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately.
- ✓ This policy pertains only to the PROFESSOR'S Internet Service or to HCCS's Internet course servers, NOT THE STUDENTS' computers or Internet access.
- ✓ No one at HCCS can verify outages at student sites and **student access is not the responsibility of HCCS** or the professors. **Students are responsible** for making sure that they have continuous, reliable Internet access in order to complete this course.

→ HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

→ Students who require reasonable accommodations for documented disabilities must call the SE Disability Services Office at (713) 718-7218 to make necessary arrangements. Instructors are only authorized to provide accommodations requested by the Disability Support Services Office.

→ Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oie@hccs.edu.

### **RULES & REGULATIONS;**

**Adult behavior is expected in the lab and online in the virtual classroom.**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**Class attendance is mandated by the state.**

Students in DE courses must log in to their Eagle Online/Moodle class or they will be counted as absent. Just like in an on-campus class, your regular participation is required.

**DE STUDENTS WHO DO NOT LOG IN TO THEIR EAGLE ONLINE/MOODLE CLASS BEFORE THE FIRST FRIDAY OF RECORD WILL BE AUTOMATICALLY DROPPED FOR NON-ATTENDANCE. COMPLETING THE DE ONLINE ORIENTATION DOES NOT COUNT AS ATTENDANCE.**

### **HCC COURSE WITHDRAWAL POLICY**

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. As such, first time entering freshman **cannot obtain more than 6 total course withdrawals** throughout their educational career when pursuing a degree/certificate at a Texas public college or university. Students are encouraged to review the [HCC Drop Policy](#).

Additionally, students who repeat a course for a **third or more time** will be charged a tuition/fee increase of \$50 per credit/hour at HCC and other public Texas colleges and universities. PLEASE SEEK ASSISTANCE from your professors, tutors, and counselors prior to considering course withdrawal or if you are at risk of not passing.

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

**An instructor will no longer give a grade of “W” to any student after the official drop date.**

### **HOW TO DROP**

- If a student decides to withdraw from a class upon careful review of other options, **the student can withdraw online prior to the deadline through their [HCC Student Center](#).**
- HCC may **withdraw** students for excessive absences **without notification**.
- **Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

### **RESOURCES AVAILABLE TO YOU:**

- ✓ Biology Lab Study Pages – cover a variety of science topics, including AP.  
[www.hccs.edu/biologylabs](http://www.hccs.edu/biologylabs)
- ✓ TUTORING: HCC provides **FREE ONLINE TUTORING** 24 hours/day in writing, math, science, and other subjects. HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.