



# Nutrition & Diet Therapy-12672

BIOL-1322

RT 2022 Section 0001 3 Credits 01/18/2022 to 05/15/2022 Modified 01/31/2022

## Course Meetings

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### Course Modality

This course is online anytime

### Meeting Days

There are no specific meeting days .

### Meeting Times

There are no specific meeting times.

### Meeting Location

There are no specific meeting locations.

### Instructional Mode

## Instructional Mode

The course modality of this class is Online-WW.

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Faculty will hold class on-campus as per the assigned schedule.

Attendance will be taken each class period.

### HY

The course modality of this class is *Hybrid*.

Faculty will hold class on-campus as per the assigned schedule, which represents half of the assigned contact hours for the term. The remaining contact hours for the term will be realized via traditional online course means, using Canvas Eagle Online.

Attendance will be taken each class period.

### WS

The course modality of this class is *Online on A Schedule*.

Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.

Attendance will be taken each class period.

### WW

The course modality of this class is *Online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

## Welcome and Instructor Information

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I've been expecting you! I will be your professor this semester. I am here to facilitate your learning. To be successful in this course, I encourage you to read everything, study, and use the discussions to develop your use of the vocabulary. Stay on task and study well. By learning these concepts, you will be equipped with the knowledge and skills to enter one of the more advanced courses. You will use what you learn!

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

This course introduces general nutritional concepts in health and disease. 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.

Students are expected to begin attendance at the start of the course. If student does not attend, HCC may drop the student due to non attendance if student has no attendance by the Official Day of Record. Please note that although student attendance and begin working on course after the official day of record the process may take a while to process, and student will be dropped. I will not issue addendum for reinstatement so please attend and begin work prior to official day of record. Please review HCC Calendar for this dates. Students are expected to complete all assigned task that are associated with each chapter. Students are expected to take Exams and quizzes and all assigned material such as discussions according to due date and time. Students are expected to introduce yourself in the discussion forum, take Mandatory Syllabus Quiz and take Lockdown Browser exam prior to Official day of Record.

HCC Calendar-Link

<https://www.hccs.edu/student-experience/events-calendar/>

## Professor: Dr. Gwendolyn Smith Whigham

Email: [gwendolyn.smith1@hccs.edu](mailto:gwendolyn.smith1@hccs.edu)

Office: Central Campus- San Jacinto Building 215

Phone: 7137186663

## What's Exciting About This Course

**Welcome to Nutrition-** This is a basic 3 hour course introducing general nutritional concepts in health and disease and includes practical application of that knowledge. Special emphasis is given to nutrients and nutritional processes including function, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

## My Personal Welcome

Welcome to Nutrition and Diet Therapy—I'm delighted that you have chosen this course! Please visit me or contact me by email

whenever you have a question.

Welcome to the course!

## Preferred Method of Contact

All Email Communication will be through your Canvas HCC Email account. I will respond to emails within 24-48 hours Monday through Friday: I will reply to weekend messages during the following week.

## Office Hours

By Appointment Only  
12:00 AM to 12:00 AM

Office Hours- By Appointment only

To schedule a Student-Professor Conference please send email requesting, please include the reason for the conference. with a few dates and times of availability.

## Prerequisites and/or Co-Requisites

BIOL 1322 requires math 0409 or higher placement by testing. Must be placed in college level reading and writing. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read the repeater policy in the [HCCS Student Handbook](#).

### ACGM Course Overview:

BIOL 1322 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

## Student Success Information

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely.

Successful completion of this course requires a combination of the following:

1. Reading the textbook
2. Attending class in person and/or online
3. Timely completion of assignments
4. Participating in class activities
5. Successful exam performance, including the mandatory final.

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

## LEARNING OBJECTIVES

### LO: Chapter 1

1. Identify the leading causes of death in the United States and the lifestyle factors that contribute to them.- (6)
2. List the six classes of nutrients, and identify a major role of each class of nutrient in the body. (3)
3. Explain how to determine whether a substance is a nutrient, an essential nutrient, a non-nutrient, or a phytochemical. (3)
4. Explain why people should be concerned about their lifestyle and risk factors for chronic diseases. (6)
5. Identify the main nutrition related goals of Healthy People 2030. (1)
6. Use the caloric values of macronutrients and alcohol to estimate the amount of energy (kcal) in a serving of food. (1)
7. Estimate the percentage of calories that each macronutrient contributes in a serving of food. (1,3)
8. Give examples of foods that supply a lot of empty calories and foods that are energy dense and/or nutrient dense. (1)
9. Discuss key basic nutrition concepts: such as the importance of eating a variety of foods and why food is the best source of nutrients. (1)
10. Discuss undernutrition in the United States. (6)
11. Define biotechnology as it relates to food production. (6)

### LO: Chapter 2

1. Explain the basic steps of the scientific method. (1)
2. Explain the importance of having controls when performing experiments. (1)
3. Explain why nutrition information derived from anecdotes and testimonials is not evidence-based. (1)
4. Discuss how people can become more critical and careful consumers of nutrition information. (1)
5. Identify common red flags that are signs of nutrition misinformation. (1)
6. Explain how to identify reliable nutrition experts. (1)
7. Explain how the FDA regulates medicines differently than dietary supplements. (5)
8. Discuss the risks and benefits of taking dietary supplements. (5)

### LO: Chapter 3

1. Explain the difference between the dietary requirements and a dietary allowance. (1)
2. Identify the various dietary standards and explain how they can be used. (1)
3. List of major food groups, and identify foods that are typically classified in each group. (3)
4. Distinguish foods that are ultra-processed from those that are minimally processed, and explain why healthy diets contain mostly raw and minimally processed foods. (1,6)
5. List at least four overarching guidelines of the 2015-2020 dietary guidelines for Americans, and provide recommendations of each one. (1)
6. Identify features of a healthy eating pattern. (1)
7. Apply the dietary guidelines to improve the nutritional quality of diets. (1)

8. Use MyPlate to develop nutritionally adequate daily menus. (1)
9. Use of the nutrition facts panel to make more nutritious food choices.(1)
10. Identify nutrition related claims the FDA allows on the food and dietary supplement labels. (1)
11. Explain differences between the production of organic foods and the production of conventional foods. (1)
12. Discuss the USDA's three labeling categories for organic foods. (1)
13. Discuss how various ethnic and religious groups influence Americans' dietary patterns. (1)

LO: Chapter 4

1. Explain the difference between an acid and a base (2)
2. Explain the role of enzymes in many chemical reactions. (2)
3. Identify major organs of the digestive system, and describe primary functions of each organ. (2)
4. Identify the accessory organs of the digestive system and the roles these organs play in digestion. (2)
5. Discuss the overall process of digestion, absorption, and transport, and waste elimination.(2)
6. Discuss the gut microbiota and its role in health (2)
7. Discuss the inflammatory bowel diseases, particularly ulcerative colitis and Crohn's disease (6)
8. Identify some common GI disorders, including colorectal cancer, preventive measures and useful treatments. (2,3,6)

LO: Chapter 5

1. Identify the two major kinds of carbohydrates in human diets. (3)
2. Identify roles of carbohydrates in the body (3)
3. List the three important dietary monosaccharides for humans. (3)
4. Identify the basic monosaccharides components of sucrose, maltose, and lactose. (3)
5. Explain the difference between a nutritive sweetener and a nonnutritive sweetener (3)
6. Explain the difference between a simple sugar and a polysaccharide (3)
7. Explain the difference between starch and glycogen.(3)
8. Identify rich food sources of starch, soluble fiber, and insoluble forms. (3)
9. Describe the major steps involved in digesting and absorbing starches and sugars. (2)
10. Explain how the body regulates blood glucose. (2)
11. Explain what happens when cells do not have glucose to use for energy. (3)
12. Identify the major sources of added sugars in American diets.(1)
13. List three practical ways to reduce a person's added sugar consumption. (1)
14. Compare carbohydrate contents of packaged foods by the Nutrition Facts panel. (1)
15. Discuss the effects of excess carbohydrates on consumption on health.(6,4)
16. Discuss the difference between type 1 and type 2 diabetes, including treatments.(6)
17. List at least three signs or symptoms of diabetes.(6)

18. List at least four risk factors for developing type 2 diabetes and ways to reduce the likelihood of developing the disease. (6)
19. List at least four serious health problems associated with poorly controlled diabetes, including poorly controlled diabetes during pregnancy. (6)
20. Compare hyperglycemia with hypoglycemia. (3)
21. Explain the difference between lactose intolerance and milk allergy. (3,6)
22. Discuss the health benefits of including fiber rich foods in one's diet. (3)
23. Explain the difference between the glycemic index and glycemic load. (1,6)
24. Identify foods that have low or high glycemic indexes or glycemic foods. (1)

LO: Chapter 6

1. Identify the three major kinds of lipids. (3)
2. List at least six functions of lipids in the body. (3)
3. List at least three important functions of lipids in food. (3,5)
4. Explain the differences in the chemical structures of saturated, monounsaturated, polyunsaturated, and trans fatty acids; triglycerides; phospholipids; and cholesterol (3)
5. Identify major food sources of each kind of lipid, including essential fatty acids, phospholipids, and cholesterol. (3,6)
6. Discuss the roles of essential fatty acids, phospholipids, and cholesterol in the body. (3,6)
7. Discuss signs of essential fatty acid deficiency. (3,6)
8. Discuss the digestion, absorption, and transport of lipids in the body. (2)
9. Describe the effects of enterohepatic circulation on cholesterol metabolism. (2,3,6)
10. Explain the primary role of adipose cells. (2,6)
11. Recall the percentage of fat in the typical American diet and the AMDR for fat. (1,3,4,6)
12. Discuss Dietary Guidelines recommendations for fat and cholesterol intakes. (1.3.6.)
13. Use the Nutrition Facts panel to determine amounts of total fat and various types of fatty acids in a serving of a packaged food. (1,3,6)
14. Compare total fat and saturated fat contents of package foods. (1,4,6)
15. Define cardiovascular disease, and explain the process of atherosclerosis. (3,6)
16. List at least three modifiable risk factors and three nonmodifiable risk factors for atherosclerosis. (6)
17. Distinguish HDL cholesterol from LDL cholesterol. (3,6)
18. Define cardiovascular disease, and explain the process of atherosclerosis. (3,6)
19. List at least three modifiable risk factors and three nonmodifiable risk factors for atherosclerosis. (6)
20. Distinguish HDL cholesterol from LDL cholesterol. (3,6)
21. Discuss dietary and other lifestyle actions that can reduce the risk of atherosclerosis. (1,6)
22. Identify amounts of beer, wine, and distilled spirits in a standard drink. (1)
23. Identify factors that affect alcohol metabolism. (1,6)

24. Discuss alcohol's effects on health. (2,)

LO: Chapter 7

1. Define cardiovascular disease, and explain the process of atherosclerosis.(6)
2. List at least three modifiable risk factors and three non modifiable risk factors for atherosclerosis.(6)
3. Distinguish HDL cholesterol from LDL cholesterol.(3)
4. Discuss dietary and other lifestyle actions that can reduce the risk of atherosclerosis.(6)
5. List the primary function of proteins in the body. (3)
6. Identify the basic structural unit of proteins and its components. (3)
7. Classify an amino acid as essential or nonessential. (3,6)
8. Explain the difference between a high quality protein and a low-quality protein. (1)
9. Identify foods that are rich sources of high quality proteins. (1,3)
10. Describe what happens to excess amino acids in the body. (2,6,4)
11. Explain what happens to proteins as they undergo digestion and absorption in the human digestive tract. (2)
12. Explain the concept of nitrogen balance, and identify conditions in which the body is in a state of positive or negative nitrogen balance. (3,4,6)
13. Calculate a person's RDA for protein based on his or her body weight. (1,3,4)
14. Compare the percentage of calories that protein contributes in the typical American diet to the AMDR for protein. (1)
15. Identify food groups that contribute most of the protein in the typical American diet. (1,3)
16. Explain how to use the Nutrition Facts panel to determine the grams of protein in a serving of a packaged food.(1)
17. Explain how you can use the ingredient list of a food label to determine the quality of the protein in the product. (1,)
18. Describe ways people can reduce the amount of meat in their diet without sacrificing protein quality. (1,3)
19. Explain how using mixtures of foods with complementary proteins can help reduce animal protein intake. (1,2,6)
20. Describe different forms of vegetarianism. (1)
21. Discuss pros and cons of vegetarian diets. (1,3,6)
22. Discuss potential health problems that may occur with excessive protein intake. (3,5,6)
23. Explain why protein-energy malnutrition is a serious nutritional state, especially for young children. (1,5,6)
24. Explain the Cause of a food allergy, identify foods that are most likely to cause food allergies in vulnerable people, and list three common signs or symptoms of a food allergy. (1,3,6)
25. Explain what causes celiac disease, identify foods that a person with celiac disease must avoid, and list three common signs or symptoms of the disease. (1,3,6)
26. Explain the cause of phenylketonuria, and discuss how the condition is treated.(6)

LO: Chapter 8

1. Define, vitamin, and explain how Scientist determine whether a Substance is a vitamin.(3)
2. Classify vitamins according to whether they are fat soluble or water soluble. (5,8,3,1)

3. Discuss ways to conserve the vitamin contents of foods or increase vitamin bioavailability (8,3,2)
4. Explain the function of an antioxidant. (5)
5. Explain the purpose of vitamin enrichment and fortification.(8,1,1)
6. List the 4 fat soluble vitamins, and identify good dietary sources of each fat soluble vitamin (or provitamin) (3)
7. Discuss major functions of each fat soluble vitamin( 3)
8. Identify health problems associated with excesses and deficiencies of fat-soluble vitamins. (8,3,4)
9. Explain how coenzymes function in the body, and list three vitamins that function as coenzymes. (8,3,5)
10. List the water -soluble vitamins, and identify good dietary sources of each vitamin ( or its precursor) (8,3,6)
11. Discuss major functions of each water soluble vitamin (8,6,3)
12. Identify health problems associated with excess and deficiencies of water- soluble vitamins. (1)
13. Evaluate the use of vitamin supplement with respect to their potential health benefits and hazard. (8,6,4)
14. Identify lifestyle practices associated with increased risk of certain cancers. (6)
15. Identify foods that may increase risk of cancer.(6)

LO: Chapter 9

1. Explain what can happen when dehydration occurs. (3)
2. Classify mineral nutrients, trace, or possible essential minerals. (9,3,1)
3. Explain the difference between a major mineral and a trace mineral. (2)
4. Discuss the functions of water in the body as well as typical sources of intake and loss(9,3,2)
5. Identify foods that have a high and low water contents. (9,3,3)
6. Explain why dehydration and water intoxication can be life-threatening conditions.
7. Discuss how the body maintains its fluid balance (9,2,1)
8. Explain why dehydration and water intoxication can be life-threatening conditions.(9,6,1)
9. Identify general functions of minerals in the body (9,3,4)
10. Discuss factors that influence the body's ability to absorb and use minerals (9,2,2)
11. Describe factors that can affect retention of minerals during food preparation (9,1,1)
12. List key functions and good food sources of the major mineral nutrients (9,3,5)
13. Discuss deficiency and toxicity disorders associated with the major mineral nutrients (3)
14. Discuss hypertension and osteoporosis, including risk factors. (9,3,6)
15. Discuss ways to improve intakes of Major minerals without relying on dietary supplements. (1)
16. List key functions and good food sources of trace minerals. (9,6,2)
17. List key functions and good food sources of trace minerals. (9,3,7)
18. Discuss deficiency and toxicity disorders associated with the trace minerals. (9,3,8)
19. Explain the roles of the FDA and EPA in regulating water safety in the United States. (1)



LO: Chapter 10

1. Explain the difference between overweight & obesity (1)
2. Discuss how the prevalence of obesity in the US changed between 1988-1994 & 2017-2018. (1)
3. List the 2 components of the 2 major body compartments (1)
4. Discuss the difference between subcutaneous fat and visceral fat (1)
5. Explain why it is important to have healthy amounts of body fat. (4)
6. Define basal metabolism (1)
7. Use the "rule of thumb" method to estimate a person's daily basal metabolic energy needs (1)
8. Discuss the 3 different ways the body uses energy (4)
9. Describe factors that influence the basal metabolic rate (4)
10. Explain the concepts of energy balance (4)
11. Compare states of positive & negative energy balance (4)
12. Use the formula to calculate BMI, & classify a person's BMI as underweight, healthy, overweight, obese, or extremely obese. (4)
13. Discuss serious health problems that are associated with having too much body fat & being obese in particular. (3.6)
14. Compare "apple" to "pear" body shapes in terms of distribution & effects on health (6)
15. Explain how to measure waist circumference & the usefulness of this information in regard to a person's health (6)
16. Identify factors that can influence the development of excess body fat (6)
17. Discuss factors that influence hunger and satiety (3)
18. Discuss the role of hormones and peptides in regulating hunger. (1)
19. Discuss how the set-point theory can explain why people often regain the weight they lose. (4)
20. Identify 4 key elements that are important for weight loss and maintenance (4)
21. Identify characteristic of weight reduction methods that are likely to be unsafe & unreliable. (4)
22. Explain why some people are underweight (4)
23. Explain the difference between having an eating disorder and practicing a disordered eating (6)
24. List the major types of eating disorder and their signs (6)
25. Identify risk factors for eating disorders, disordered eating practices, & the athlete triad (6)

LO: Chapter 11

1. Explain the difference between physical activity & exercise ( 4)
2. Discuss recommendations concerning the duration & intensity of physical activity to achieve good health. (4)
3. Describe the health benefits of performing exercise on a regular basis (4)
4. Describe the physical activity pyramid and explain how it can be used as a guide for developing a personal exercise plan (4)

5. Discuss how each energy system supplies ATP for muscles & under what conditions a particular energy system functions. (4)
6. Discuss the body's use of macronutrients as energy sources (5)
7. Estimate an athlete energy, protein, & other nutrient needs (5)
8. Discuss heat-related illnesses including identification, prevention, & treatment of these conditions (6)
9. Discuss the pros and cons of using amino acid supplements and other ergogenic acids for athletic performance. (5)

LO: Chapter 12

1. Identify government agencies that are responsible for ensuring the safety of the food supply in the United States. (6)
2. Discuss the roles of the FDA, FSIS and EPA(6)
3. Discuss the ways that pathogens can contaminate human foods. (6)
4. Explain how cross-contamination of food occurs. (6)
5. Discuss the purpose of pasteurization (6)
6. Discuss conditions that favor the survival and multiplication of food borne pathogens. (6)
7. Explain the difference between a food-borne infection and a food-borne intoxication (6)
8. Describe the typical signs and symptoms of food borne illness (6)
9. Explain when a person has a food borne illness should seek professional medical help (6)
10. Identify common pathogens that are sources of food-borne illness in the United States. (6)
11. Discuss typical signs, symptoms, and incubation periods of food-borne illnesses that are caused by each major pathogen. (6)
12. Identify foods that are often sources of pathogens or their toxins. (6)
13. Explain how to reduce the risk of food-borne illness when purchasing, preparing, cooking, and storing foods and beverages. (6)
14. Identify the temperature range that encourages rapid multiplication of pathogens. (6)
15. Discuss food safety educators' four simple actions for reducing the risk of food-borne illness (6)
16. Discuss food preservation methods, including how each method extends the shelf life of foods. (6)
17. Explain actions people in households can take to have safe food and water available after a disaster. (6)
18. Explain the difference between direct and indirect food additives, and provide examples of each type of additive. (6)
19. Discuss the impact of the GRAS list and the Delaney Clause on the use of food additives.(6)
20. Identify unintentional food additives. (6)
21. Discuss ways to prevent traveler's diarrhea (6)

LO: Chapter 13

1. Identify the life stages (6)
2. Explain why it is important to learn about nutrition concerns for pregnancy, lactation, childhood, and the older adult years. (6)
3. Discuss the importance of having preconception health care and prenatal care, including adopting healthy lifestyles. (6)

4. Explain the difference between an embryo and a fetus. (6)
5. Discuss the roles of the placenta and uterus during pregnancy. (6)
6. List major physiological changes that occur to a woman during pregnancy, and identify typical nutrition-related discomforts associated with this stage of life. (6)
7. Discuss the importance of a nutritionally-adequate diet and an appropriate weight gain during pregnancy. (6)
8. Explain why gestational diabetes, preeclampsia, and eclampsia are serious health concerns for pregnant women and their unborn offspring (6)
9. Discuss the nutrient and energy needs of a lactating woman. (6)
10. Describe benefits that women derive from breastfeeding and infants derive from consuming their mother's milk. (6)
11. Describe signs that an infant is ready to eat solid foods, and identify appropriate foods for infants. (6)
12. Discuss a healthy infant's rate of growth (6)
13. Identify some major nutrition-related health concerns facing American preschool children. (6)
14. Summarize practical suggestions for encouraging healthy eating habits among preschool children. (6)
15. Identify some major nutrition-related health concerns facing American preschool children. (6)
16. Summarize practical suggestions for encouraging healthy eating habits among preschool children. (6)
17. Discuss puberty and how it affects an adolescent's energy and nutrient needs. (6)
18. Discuss some major nutrition-related health concerns facing American adolescents. (6)
19. Provide definitions for overweight, obesity, and extreme obesity in childhood and adolescence. (6)
20. Identify health consequences of childhood obesity. (6)
21. Discuss factors that contribute to childhood obesity. (6)
22. Explain the difference between life expectancy and life span. (6)
23. List the characteristics of a person who experiences healthy aging. (6)
24. Identify physiological changes that are associated with the normal aging process. (6)
25. Discuss nutrient needs for older adults. (6)
26. Identify nutrients that are often lacking in diets of older adults. (6)
27. Explain the effects of calorie restriction on the aging process. (1)
28. Discuss actions that young people can take that may help them live longer, healthier lives. (6)

## Course Overview

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### Course Description

Credits: 3 (3 lecture). 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. (Cross-listed as HECO 1322). This course satisfies the Life and Physical Sciences or Component Area Option of the HCC core.

### Requisites

Prerequisite: Must be placed into college-level reading (or take GUST 0342 as a corequisite) and be placed into college-level writing (or take ENGL 0310/0349 as a corequisite).

## Department Website

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

## Core Curriculum Objectives (CCOs)

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BIOL 1322 satisfies the Natural Science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking.** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills.** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy.** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.
- **Team Work.** Students will demonstrate the ability to consider different points of view and work effectively with others to support a shared purpose or goal. The students may work collaboratively through written, oral or visual communication such as research papers and presentations.

## Student Learning Outcomes and Objectives

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Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of BIOL 1322, the student will be able to:

1. Apply nutritional knowledge to analyze personal dietary intake, to plan nutritional 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 function, 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 imbalance.
5. Utilize concepts of aerobic and anaerobic 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 disease.

## Departmental Practices and Procedures

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### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments

- Arrange to meet with individual students before and after class as required.

As a student, it is your responsibility to:

- Attend class in person and/or online
  - Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
  - 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Instructional Materials and Resources

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### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

This course is an Inclusive Access Course:

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

**If the student opt out:**

The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore \(https://hccs.bncollege.com/shop/hccs-central/home\)](https://hccs.bncollege.com/shop/hccs-central/home). You may either use a hard copy of the book, or rent the e-book from McGraw-Hill. Order your book here: [HCC Bookstore \(https://hccs.bncollege.com/shop/hccs-central/home\)](https://hccs.bncollege.com/shop/hccs-central/home)

### Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

### Temporary Free Access to E-Book

This course is Inclusive access.

Do not purchase a book or access code for this course. You have already paid for your course materials through the registration process. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through this Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College bookstore.

To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas. Your Houston

Community College student account was billed for these materials at the time of registration and the price is guaranteed to be the lowest cost available for your required materials. It is NOT recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to Census Date

(01/31/2022) (Official day of record),( please verify-<https://www.hccs.edu/student-experience/events-calendar/>) but you will then be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. The opt-out process would be for students who already have an access code because they are repeating the course. Faculty, for more information about the HCC Textbook Savings program, contact our bookstore [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.

Troubleshooting & Customer Care Course Setup Support Campus IT Support can assist faculty in HCC Textbook Savings setup within their course sites. Contact information for Eagle Online Technical Support can be found on the website at <https://hccs.edu/online/technicalsupport>

Troubleshooting: • Browser Compatibility Course materials can be accessed on any browser that meets the System Requirements.

[tinyurl.com/FD-SystemRequirements](https://tinyurl.com/FD-SystemRequirements) • Popup Blockers Poppers blockers must be turned off within your browser.

[tinyurl.com/FDPopUpBlockers](https://tinyurl.com/FDPopUpBlockers) • Cache and Cookies Delete cached files: [tinyurl.com/FD-Cache](https://tinyurl.com/FD-Cache) Enable cookies: [tinyurl.com/FD-EnableCookies](https://tinyurl.com/FD-EnableCookies) Customer Care: Students that are still having issues, can't access their account, or have questions can receive 24/7 Support via: Web: [customerare.bncollege.com](https://customerare.bncollege.com) Toll Free: 1-844-9-EBOOKS (1- 844-932-6657)

Email: [bookstorecustomerare@bncollege.com](mailto:bookstorecustomerare@bncollege.com)

#### Customer Care Contact Information

Customer Care is available 24/7\* to help students with questions about accessing their course material, using their eTextbook, or opting-out or in to the First Day program.

\*Please note that Customer Care currently has limited hours of operation and will be available to assist students Monday – Friday, 9 a.m. to 6 p.m. (Eastern Time). • Link to Customer Care website: [customerare.bncollege.com](https://customerare.bncollege.com) • Open a ticket Online for the Customer Care team: <https://tinyurl.com/customerarerequest> • Email the Customer Care team: [bookstorecustomerare@bncollege.com](mailto:bookstorecustomerare@bncollege.com)

• Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

**Required Material:** Students have “*Inclusive Access*” to Connect (Publisher Website). Also, the printed textbook bundled with Connect (your Publisher’s Online Homework System), students will have access to Connect via Canvas on Day One of classes through auto enrollment - this means no access codes required!! The online course portal will be Instructor-specific

#### HCC Textbook Savings

##### Overview

In an effort to ensure students have access to affordable materials that are available to them on the first day of their class, Houston Community College is utilizing an inclusive access model to support learning in classes identified for participation. Students are billed for these materials during the registration process and the digital materials will be available to them in their Canvas course site when the semester begins once the faculty member has completed a few basic steps to setup access.

**Publisher Website:** The website is called Connect. Connect has your activity and reading assignments, including Quizzes, Smart book, Assess My Diet that will be assigned to you by your professor.

##### 1. *What do I do in Connect?*

Connect website has reading, activities and practice quizzes that help prepare you for the unit exams. Quizzes in Connect are your graded assignments. There is a Quiz in Connect for each chapter. These quizzes allow you to see where you need further study. *Quizzes are not the same as your unit exams. Quizzes and the Smart Book and Home work Learning activities help prepare*

*you for the unit exams.* Meet all deadlines. **IMPORTANT:** Only enter Connect through your own course link so you get into the right into Connect. Don't borrow a friend's link.

### 1. *How do I get to Connect?*

Only access the link to Launchpad in your HCC Eagle Online Canvas course (see below). The correct Connect link uses your course CRN number to assure you are in the right Connect. No other link will put you in the correct Connect. You will find the link in our HCC Eagle Online Canvas class.

#### **Additional Help to Access Connect:**

**PLEASE** get the resources by the time class begins to ensure completing the course successfully. Here is information to help you. Follow these steps to get started, especially the system requirements which list recommended browsers.

- Go to your Canvas course site using the link located in your course " First Day " –Inclusive Access "module list.
- Follow the prompt

Please note: Your grades are linked to your Connect account username (email address). If you use temporary access, make sure you purchase or register your code using the same email address for your paid access.

#### **Login to Connect:**

- Go to <https://connect.mheducation.com>(Links to an external site.).
- Sign in with your email address and Connect password.
- If you do not know your Connect password, [click here](#)(Links to an external site.) to reset it.

If you have problems registering, or logging in, please contact MCGraw-Hill student support at:

For technical support, please contact our **Customer Experience Group (CXG)**:

- Phone: 1-800-331-5094; Live chat/email: <https://mhedu.force.com/CXG/s/ContactUs> (Links to an external site.)
- Mon-Thu: 24 Hours, Fri: 12 AM-9 PM, Sat: 10 AM-8 PM, Sun: 12 PM-12 AM (All Times Eastern USA)

Inclusive Access information: Students will access e-book and instructional material through Canvas.

## **Other Instructional Resources**

Courseware

## **Suggested Resources**

### **HCCS Biology Lab Study Pages**

[Click here to access Biology lab study pages online.](#)

The publisher courseware will be used for e-book, Homework and Quizzes.

## **Nutrition for Healthy Living**

- **Author:** Wendy Schiff, Traci Keck
- **Publisher:** McGraw-Hill

- **Edition:** 6th
- **ISBN:** 978-1-264-342-242
- **Availability:** Inclusive Access-Bookstore

## Nutrition for Healthy Living

**Author:** Wendy Schiff, Traci Keck

**Publisher:** McGraw-Hill

**Edition:** 6th

**ISBN:** 9781260702385

**Availability:** Inclusive Access-Bookstore

## ✓ Course Requirements

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### Lockdown Browser/ Webcam requirements

**To maintain the integrity of Assessments, per Department requirements, students are required to have Lockdown Browser and Webcam. No exceptions**

I will only accept Exams that has been taken with Lockdown Browser and Webcam. There will be no other mode of examinations made available to the students.

Please test lockdown browser and webcam on initial day of class and prior to each exam.

Webcams will be reviewed to protect the integrity of the exam. Any perceived improprieties real or implied will be at the discretion of the instructor and penalties assessed accordingly, including a zero on the exam or F in the course.

This course is a totally an online course.

Syllabus- Please review/revisit the Syllabus and Due date sheet throughout the semester for updates.

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

Please review all information available in Canvas. Please begin to read your text/ Manual. Please review and pay close attention to and adhere to all due dates. To be fair to all students I will not extend due dates. If you have issues that may be assisted by IT for the vendor or HCC please contact them for assistance and cc me on any email.

When the course is made available to you, please review all announcements. Through-out the course if you have any questions or concerns please do not hesitate to contact me.

The following information is helpful information:

GUIDES: CANVAS

<https://community.canvaslms.com/community/answers/guides/canvas-guide>

RESPONDUS LOCKDOWN BROWSER LINK

<http://www.respondus.com/lockdown/download.php?id=355612798>



Eagle Online Technical Support

713-718-5275, option 3

[Student Help form](#)

(Recommended to request help)

IT (Password reset) Customer Support

713-718-8800, option 1

### ADA/TITLE IX

If you have gone to the Abilities Counselor and have been given a letter of special accommodation either ADA or Title IX. Please do the following:

If you have an ADA or Title IX letter please make sure that I have a copy. Please email it to the Professor with all CRN's of courses with the Professor. If you have not done so please see me so that we may discuss it. Please let me know immediately if you have and questions or concerns pertaining to the class and your letter.

#### **Accommodation Letters Recipients :**

If you feel the need, at any time please contact me to schedule an Accommodation Letter discussion. If you become aware of any inconsistencies in what is being provided to you and what is in your accommodation letter at any time during the semester, please make me aware of it immediately. Please have available with you at all times during class a copy of your letter. Please schedule any conferences as needed. Please communicate any question or concerns.

### STUDENT PROFESSOR CONFERENCE

If you are in need of a Student-Professor conference please send an email. If you would, please include your questions and or concerns and your availability.

If you are not in need of a Student-Professor conference please communicate ( ie. email) any questions or concerns.

Please take the mandatory lockdown browser quiz prior to each exam. Please test in time to mitigate any issues. Please contact technical support with any issues that you may have. 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.

- If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to have a backup computer available and or use an HCCS Computer Laboratory to complete your online exam, if available.
- Online courses require students to budget their time efficiently and manage the exam time limit wisely. Please note that poor planning, personal computer or networking problems are unacceptable excuses for missed online exams. The adjustment for missing one online or one proctored unit exam is explained above; however, beyond this, further accommodation cannot be made in fairness to the rest of the class.
- The Mandatory Comprehensive Final Exam cannot be missed or made up.
- Online review of quiz/test is not offered due to security reasons. For any review of test questions, please contact your professor.

course; it requires reading and studying the material using the course objectives as a guide.

# Assignments, Exams, and Activities

## Assignments, Exams, and Activities

### TENTATIVE INSTRUCTIONAL OUTLINE:

The instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

STUDENT RESPONSIBILITY- OTHER: Modality applicable

Students are required to log on to Canvas and begin class work in Canvas prior to Official Day of record. Please verify date ( <https://www.hccs.edu/student-experience/events-calendar/>)

Students are required to introduce themselves on the Discussion Board.

Students are to take Mandatory Lockdown Browser Quiz. Students are to test Lockdown browser prior to all exams in enough time to mitigate any issues.

Students are to contact Technical support for any related issues.

Students are to complete all required work prior to due date and time.

Students are required to review entire syllabus immediately and inform instructor of any questions. If class is not held for any reason the student is responsible for material as outlined in this syllabus.

Students are required to mitigate any technical issues.

Students are responsible for all course material and deadlines even if material is not lectured upon. Students are responsible for all other instructions given in class/media whether present or not.

Textbook is required.

The weekly schedule outlines the tentative course schedule. It is your responsibility to check the calendar, review the in-class and online information/announcements and note any meeting or testing updates.

It is not the instructors responsibility to remind the student of due dates and times.

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

Things you should do the day you receive, or the posting of this syllabus:

1. Read the syllabus in its entirety.
2. Ask any questions you might have
3. Access your HCC e-mail account. HCCS will be using the e-mail account sent to you important information about registration, financial aid, etc.
4. Access Online requirements. Inform the instructor promptly of any issues with access within the first week of class
5. Access Eagle on Line. Canvas

QUESTIONS/PROBLEMS Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. If it is a technical issue the student is required to contact technical support. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make

your academic experience much more rewarding and exciting!!

**CLASSROOM BEHAVIOR:**

- + Smoking, eating or drinking is not allow in the Class or Lab, if applicable.
- + Accommodation letters to be emailed.
- + During the class/Exam pagers and cell phones must be on vibrate or silenced or off. + Examinations and Quizzes will be designed to judge the following intellectual competencies in the student: reading, writing, listening, critical thinking and computer literacy.
- + Grades may or may not be posted any time during the semester. If posted, will be on the Learning Management System. At instructor discretion, will minimally assist in grade calculations. If grades not posted you may contact me to find out the status at any time during the semester. At the end of the semester, after the information has been entered in the system computer you can check your final grade on the HCC website: [www.hccs.edu](http://www.hccs.edu).
- + No one other than the enrolled student will be allowed in the class/media/virtual or in the examination.
- + Extra Credit may be available at instructors' discretion.
- + Proctored Exam erasures will not be entertained.
- + Instructor schedule dependent and at instructors discretion and prior arrangements, attendance at other classes may be available.
- + Read syllabus in its entirety.
- + Use of recording devices, including camera phones and tape recorders, are prohibited in my lab and classrooms/virtual classroom. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms/virtual media, laboratories, faculty offices, and other locations where testing is taking place. Students with disabilities who need to use a recording device as a reasonable accommodation should prior to attending class contact the Office for Students with Disabilities for information regarding reasonable accommodations. Violations of this policy will result in discipline, up to and including termination or expulsion.
- + If applicable, Glasses or Goggles must be worn during lab. N/A for virtual labs.
- + Other information may be presented if necessary.
- + Classroom Conduct: All students at HCC are required to follow all HCC Policies and Procedures: The Student Code of Conduct, the Student Hand book and relevant sections of the Texas Education Code when interacting communicating in 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 e-mail, discussion groups, and chat rooms or being removed from the class

Type	Weight	Topic	Notes
Exams	60%		Lecture Examinations

Type	Weight	Topic	Notes
Quizzes	10%		Quizzes- Connect
ConnectActivities	10%		Connect Homework/Smart Book
Final Exam	10%		Departmental Final Examination
Access my diet/Case Studies/Virtual labs/Discussions/Presentaion	10%		Analyze diets/Case studies/Subject discussions/ Virtual labs

#### Types of evaluations and related weights

Type	Weight	Topic	Notes
EXAMS	60%	Exams	Chapter Exams
Quizzes	10%	Connect Quizzes	Connect Quizzes
CONNECT ACTIVITIES	10%	Connect Activities	Smart Book - Homework
COMPREHENSIVE DEPARTMENTAL FINAL EXAM	10%	Departmental Final Exam	Departmental Final Exam
DIET ANALYSIS/CASE STUDIES/ASSESS MY DIET/VIRTUAL LAB/DISCUSSION/BONUS/PRESENTATION	10%	Discussion/Case Study	Diet analysis-Case study-Assess my diet-Virtual lab-Discussion-Bonus

## Grading Formula

Grade	Range	Notes
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	below 60	

## \* Instructor's Practices and Procedures

### Incomplete Policy

#### Instructor's Course-Specific Information (As Needed)

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete

Incomplete (grade of I). The only circumstance under which you can get an "I" is: (The student can satisfactorily prove and have met HCC requirement for receiving and I at instructors discretion). It is the student's responsibility to know HCC and instructors policy for qualifying for "I" at start of the class. You will be required to meet with Biology administrators (ie Department Chair) and explain your situation. I will follow up with a discussion and we will make a determination as to whether you qualify. If you qualify, there are two options with an "I" that has to be completed prior to the next two semesters, if not the "I" will turn into an F. Option 1- You will be required to locate my class syllabus for the course you are presently enrolled in within the next two

semesters and take the missing exams on the days with that class. Option 2- You will be required to locate my class, that you are presently enrolled in, within the next two semesters and syllabus, take the entire class again, by completing all requirements according to the syllabus of that class at the time and dates the class is following. All this with the understanding that I may or may not teach the course that you need within the next two semesters. Please verify all the above with administration as HCC policy will supersede.

## Missed Assignments/Make-Up Policy

### Missed Assignments/Make-Up Policy

No early or Make- up Quizzes/Exams or assignments will be given. No early or makeup Presentations will be allowed. No extension of due dates will be allowed.

Most assignments are open to students on the initial day of class. Students are expected to work at their own pace with due dates in mind. Students may turn in assignments early but are not able to turn them in late.

At instructors discretion, students will be allowed to drop one or the lowest exam.

## Academic Integrity

### Academic Integrity

Academic Dishonesty /Plagiarism will not be tolerated. If it occurs, the student may receive a zero for the exam or quiz, a grade of "F" in the course, academic probation, or even dismissal from the college.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity. The above is at the sole discretion of the Instructor. What is considered cheating is solely the discretion of the instructor. It may include but is not limited to copying, allowing access to your answers, use of unauthorized devices or material, talking, signaling, verbal communication, nonverbal communication, touching or picking up objects such as stickers, identification markers or models, etc. It is the sole right of the instructor to determine any cheating event and reserve the sole right to determine consequences. **Scholastic Dishonesty will result is a referral to the Dean of Student Services. See the link below for details.**

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentprocedures/>

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

## Attendance Procedures

### Attendance Procedures

#### Attendance:

ODR

Please see HCC academic calendar. If students do not attend face to face class or log on for online classes and begin the course prior to the official day of record the student will be dropped from the Course.

Please review College requirements. You are expected to be in attendance regularly. You are also responsible for materials covered. Class attendance and attendance on line is monitored regularly. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

Attendance may require roll call such as signing in, classroom/virtual attendance, Mandatory quizzes, if so it is required and the responsibility of the student to sign in to be credited with attendance.. Students that do not sign in the course or class room prior to the official day of record (<https://www.hccs.edu/student-experience/events-calendar/>) will be administratively dropped for non attendance. Students that are dropped due to Non attendance will not be allowed back into the Course. Students are responsible for all subject matter. If the student decide to stop or never attend class, a counselor may facilitate the withdrawal. The last day to withdraw is (RS and SS). Please review College website (<https://www.hccs.edu/student-experience/events-calendar/>) A student cannot be withdrawn after that date. Period. Although I may, it is not my usual policy to drop students it is the student's total responsibility to drop the class, however please review the College policy as the College may drop students. Please review HCC Official School Schedule and Policy.

### Attendance Procedures

Students are expected to be online during the term to fulfill all assignments in a timely manner and take part in online exams. Check class announcements regularly to keep updated on your assignments, exams, and any changes. It is your responsibility to contact the HCC admission office if you withdraw. Faculty no longer withdraw students from class. If you anticipate withdrawing, contact HCC.

## Student Conduct

### Student Conduct

All students are responsible for reading and understanding the HCC Student Hand book Online Student Handbook, which contains policies, information about conduct, and other important information. Instructor will initiate a Maxient report as necessary.

#### Student Conduct

All students at on-campus and 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.

## Instructor's Course-Specific Information

### Instructor's Course-Specific Information

INSTRUCTIONAL METHODS:

LECTURES:

Lecture material may be varied including but not limited to power points, Speakers, presentations, videos websites, etc. Students are responsible for all course material and deadlines even if material is not lectured upon.

No early or Make- up Quizzes/Exams or assignments or Presentations will be given. No early or makeup Presentations will be allowed. Totally at instructors discretion.

Total of Four (4) Exams And one (1) Comprehensive (Comp) Final will be given during the semester on the material presented in the textbook, lecture PowerPoints, and Connect assignments during the Semester. The online exams will be in Canvas.

## Exams

**UNIT EXAMS:** There are total of 4 Unit exams AND 1 Mandatory Comprehensive (COMP) Final Exam. Your MANDATORY COMPREHENSIVE DEPARTMENTAL FINAL EXAM is online in Canvas and will require Lockdown Browser and Webcam. The Mandatory Comprehensive Departmental Final is 10% of the course grade. Check your weekly schedule and announcements for dates, times and locations (Professor reserves the right to make changes to the test schedule.)

**Lecture Exams-** All online classes will be on Canvas with required Lock down browser and Webcam

LEC-The exams are mandatory. Each exam may include varied question types, including oral, write in, multiple-choice, multiple-choice, matching, true and false, picture identification fill-in-the-blanks, and or short essay questions etc. Each exam will possibly be worth 100 pts. Students are expected to take all exams. If an exam is missed, the student will receive a zero for the missed exams and that will be included in the average.

**At Instructors discretion you may be allowed to drop one OR the lowest examination. At instructor discretion review of exams maybe permitted.** If (for whatever reason) you miss one exam, that exam, if allowed, will be your automatic drop exam. If allowed per professors discretion. If you miss a second exam (for whatever reason) it will be counted as a zero and averaged with previous grades or you may be withdrawn from the course.

Exams will be scored up to 100%. If there are 50 questions each question will be worth 2 points each. The Lecture exam grades will count 60% towards the course grade. The Quizzes will be on Canvas or Connect, the time limit, dates of availability and attempts allowed are on Canvas, default is at least one attempt and time may vary per question. At instructor's discretion there may be extra credit in each examination, however a maximum score of 100 points only will be allowed for each exam at instructor's discretion. Please see canvas/ for instructions. If any questions please see me.

LEC.- (NO EXCEPTIONS). No Make- up Quizzes/Exams will be given.

Exams- Lockdown Browser and Webcam. Exams will be online via Canvas. The use of Lockdown browser and Webcam are required. Please find information below. GUIDES:

CANVAS -<https://community.canvaslms.com/community/answers/guides/canvas-guide>

(Links to an external site.) RESPONDUS LOCKDOWN BROWSER LINK- <http://www.respondus.com/lockdown/download.php?id=355612798>

Note: Students will be allowed to drop the lowest or missed Lecture Examination.

To protect the integrity of the exam typically followed is the rule of the Department on their Departmental Final Exam as reviews for and of and study guides for the exam is not allowed.

I will only accept Online Exams with Lockdown Browser and Webcam.

QUIZZES:

LEC-Quizzes maybe web enhanced. Please access site prior to due date to ensure that you have proper access. No late quiz/homework or assignments will be accepted. At instructors discretion exam grades may replace quiz grades in certain instances. Totally at instructors discretion.

## Online Homework/Exams

Online homework will consist of Quizzes and other Learning Activities.

Connect, McGraw-Hill Learning is Inclusive access and or bundled with your textbook, or you can buy it separately from the Bookstore(s), or you can purchase it online directly from the website.

## Comprehensive Final Exam

LEC. - The Final Exam is Departmental. All students will be required to take a comprehensive departmental final exam usually consisting of usually 50 questions. The Final/Departmental Final is 10% of the course grade. There will be no early, late or make up of the Final Exam.

### EXAMS

To protect the integrity of the exam typically followed is the rule of the Department on their Departmental Final Exam as reviews for and of and study guides for the exam is not allowed.

I will only accept Online Exams with Lockdown Browser and Webcam.

### EXAM INSTRUCTIONS:

Exam Instructions- Lab- FACE to FACE

1. No talking once students have been asked to take position ( to test station)
2. Please follow all instructions as given
3. All Questions Directed to me
4. Choose the best answer
5. If the Question is True/ False question. If no direction given- A= True B= False
6. Please place Name, Date, Exam #, CRN on answer sheet
7. Please do not touch the models or exam Sheets. If you need the models handled, please raise your hand and I will handle them for you.
8. Please raise hand for questions or clarifications.
9. Each station is timed
10. Allowed 1 pencil, 1 eraser, 1 answer sheet
11. No devices on persons ie. Phones, earbuds etc.
12. Please turn over answer sheet once you have completed your answer
13. Questions or clarifications will only be answered for the current station.
14. Cheating is at instructors discretion.
15. If you come in late please take a seat at an empty station.
16. Other instructions as necessary
17. Please do not read exam question out loud

Proctored In person

1. No talking
2. Please follow all instructions given
3. All Questions directed to me
4. Please clear desk/surroundings



5. If Question is a True / False Question. If no direction given- A=True B=False
6. No cell phones, Earbuds or devices on Persons
7. Allowed- 1 Pencil, 1 eraser, 1 answer sheet/
8. Please write Name, Date, Course Number on Scantron
9. Do not write on Exam
10. Chose the best answer
11. Please turn over scantron if not bubbling in
12. Please clear desk except # 5 items
13. Please do not read exam questions out loud.
14. Mandatory Test of Lock-down Browser
15. Please do not look up, down or off to the side.

#### Proctored Online

1. No talking
2. Please follow all instructions given
3. All Questions directed to me
4. Please clear desk/surroundings
5. If Question is a True / False Question. If no direction given- A=True B=False
6. No cell phones, Earbuds or devices on Persons
7. Allowed- 1 Pencil, 1 eraser, 1 answer sheet
8. Please write Name, Date, Course Number on Scantron
9. Do not write on Exam
10. Chose the best answer
11. Please turn over scantron if not bubbling in
12. Please clear desk except # 5 items
13. . Please do not read exam questions out loud
- 14.. Mandatory Test of Lock-down Browser
15. Please do not look up, down or off to the side.
16. Please make sure that your complete face is in view at all times.
17. You should be alone in the room

#### Online

1. No talking

2. Please follow all instructions given
3. Please clear desk/surroundings
4. No cell phone, earbuds or devices on person
5. Choose the best answer
6. Mandatory Test of Lock down Browser
7. Do not turn off alerts as they are alerting you to a potential issue with your testing.
8. Please do not read exam questions out loud.
9. Please do not look up, down or off to the side.
10. Please make sure that your complete face is in view at all times.
11. You should be alone in the room.

#### EXAM INSTRUCTIONS:

#### Other Instructions

- Guidelines for Using Respondus Lock-down Browser with Webcam and Monitor

1. Avoid wearing baseball caps or hats that extend beyond the forehead
2. If using a notebook computer, place it on a firm surface like a desk or table, not your lap.
3. If the webcam is built into the screen, avoid making screen adjustments after the exam starts. A common mistake is to push the screen back, resulting in only the top portion of the face being recorded.
4. Don't lie down on a couch or bed while taking an exam. There is a greater chance you'll move out of the video frame or change your relative position to the webcam.
5. Don't take an exam in a dark room. If the details of your face don't show clearly during the webcam check, the automated video analysis is more likely to flag you as missing.
6. Avoid back lighting situations, such as sitting with your back to a window. It's better to have light in front of your face, than behind your head.
7. Select a distraction-free environment for the exam. Televisions and other people in the room can draw your attention away from the screen. Other people that come into view of the webcam may also trigger flags by the automated system.
8. Avoid looking away from the computer. This is viewed as suspicious

activity. It is not difficult to figure out when someone is looking down or to the side to look at a laptop computer or other handheld device like a cell phone.

9. Take the exam by yourself. No one else should be in the room with you.

10. Don't leave the exam environment. If you need to use the restroom you need to plan ahead.

11. Make sure lighting is appropriate

12. If I cannot visualize your face you will be given a zero.

13. Please follow all directives ie. show your surroundings, present ID. etc. Lack of my negate the exam.

Remember, I review videos for the examination. Please read all information including syllabus for consequences of Cheating on Exam. If I suspect cheating I will reach out to you. I really don't want to catch anyone cheating on the exam. Respondus Lock-down Browser with Webcam and Monitor is designed to maintain the integrity of the exam. Your degree is worth more when others know that you have earned it. OK?

### Discussion

There will be discussion topics that is correlated with modules. All students are expected to post their discussion assignments. Most discussions will require students to post and respond to two of their classmates. Please read directions for each discussion. Your instructor will assigned and announced each discussion topics. Overall total point for discussion assignment is given in points.

### Major Semester Project /Presentation: As Assigned.

#### Class Activities:

Diet Assessment Project: The student will be required to assess your diet with "Assess My Diet".

Each student is required to complete a nutrition assessment on themselves or a family member and log the information. This assessment will help you determine nutritional/ eating status and indicate any nutrition or lifestyle needs. **Your instructor may distribute a form for you to record 3 nonconsecutive days of what you consumed.** If one is not distributed, the student is asked to please make a form. One of the three days should be a weekend day. Whenever possible include as much detail about the food item (cooking method). You will need to estimate the portions of the food consumed. Standard baking measurements are often the simplest for individuals to estimate (i.e. cup, teaspoons, etc.). **No late assignment will be accepted.**

AND/OR

#### Class Activities:

LEC. –**Class Review-Class Presentations**-If assigned or assigned as extra credit- You will sign up to present a review of one Lecture Chapter. The review will be class appropriate and will last 5 -10 minutes. If there is two students presenting one chapter you can present together for the 10 minutes or you may present individually for 5 minutes. If there are two students that work together on the presentation each students will have to be present and present in order to receive credit.

The order of presentation will be according to the syllabus and only on the scheduled day.

The order of presentation will be determined by the instructor if presenters are late to class. If you are late to class on the day you are scheduled to present please see and check in with the instructor. It is the student's responsibility to sign up for the Chapter presentation. Up to 2 students will be allowed to present on each chapter. There will be no make-up of class presentations.

Presentation preparedness/how well the chapter is presented will be at instructor's total discretion. The type written outline of your Review/presentations may be required to be handed in after your presentation. Please limit most information on review to lab manual/text book. Although you may not present on the first day of presentations, your presentation should be ready on that day. So regardless of your scheduled presentation day, you should be ready to present on the first day of presentation, The day of presentation could change at instructors discretion. Material presented must be appropriate and according to the Student Code of Conduct. If you are unsure, prior to presentation please present to instructor. It is recommended that you have a backup that does not include the use of technology as sometimes things such as computers may or may not work.

OR

Virtual Labs- Students will be required to perform virtual Labs.

Grades-

Grades will be placed in LMS ( Canvas). Please note that if a student misses an assignment Canvas does not place a zero for the grade. Please be aware of this as the student is aware of the missed grade, however the current grade may not be reflective of the true grade if there are missing assignments that have not been given its grade ie. zero. Therefore there are default settings in the Canvas gradebook & perhaps your publisher portals which may give the wrong impression of a grade - for ex., the Canvas gradebook defaults to calculating by assignments completed - NOT by the # assigned. This gives a false grade in instances where a student hasn't completed all assignments as assigned and a grade reflecting missed assignments are not in place. Please refer back to the rubric; The student is allowed and may call Canvas support as students have the ability to place grades in Canvas to asses grade total in different scenarios, please contact Canvas to inquire about this feature.

#### ADDITIONAL INSTRUCTIONS:

1. Please review all information available in Canvas.
2. Please begin to read your course material.
3. Please review and pay close attention to and adhere to all due dates. To be fair to all students I will not extend due dates.
4. If you have issues that may be assisted by IT for the Vendor or HCC please contact them for assistance and cc me on any email.
5. If you have an ADA or Title IX letter please make sure that I have a copy. If you have not done so please see me so that we may discuss it. Please let me know immediately if you have any questions or concerns pertaining to the class and your letter.
6. Please allow adequate time to complete your exam and if online to resolve any unanticipated computer or networking problems. Please have a back up computer available. Any exam or work that is not completed on time will be considered missed.
7. Online courses require student to budget their time efficiently and manage to exam time wisely. Please note that poor planning, computer or networking problems are unacceptable excuses for missed online work.
8. Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week outside of class as you do in class studying the course content. Additional time will be required for written assignments.
9. Some tools for success: Reading the syllabus and textbook, Attendance , timely completion of assignments, participating in class activities , successful exam performance, ask any questions, Inform the instructor of any issues. Access Eagle on line, Canvas. Spend appropriate study time. Study groups. conferences,

10. Please have appropriate tools such as scantrons, pencils, erasers. It is the student responsibility to assure that Scantrons are free from outside markings, marked properly and correctly including any erasures. I will not entertain erasures, incorrect, missed markings or incorrect markings by the student/scantron. It is strictly the student responsibility.
11. Proctored Exams: Do not write on exams unless directed to do so by Professor. Please check the exam for markings and alert professor prior to starting the exam. The consequences of writing on the examination is strictly the instructor's discretion
12. The instructor has the right to inspect all scantrons.
13. The instructor has the right to ask students to share screen during proctored examinations.
14. If ( for whatever reason) you miss one exam, that exam , if allowed , will be your automatic drop exam. If allowed per Professors discretion. If you miss a second exam ( for whatever reason) it will be counted as a zero and averaged with previous grades or you may be withdrawn from the course.
15. At Instructors discretion you maybe allowed to drop one missed or lowest examination.
16. Proctored- If the official time has started and you arrive late or are out of the room for any reason, you will be allowed the remaining time allotted. If the allotted time has passed you will miss the assigned quiz/exam for that day (NO EXCEPTIONS)
16. It is the students responsibility to check the calendar, review in class and online information/announcements and not any meeting or testing updates.
17. Instructor will not send out notifications. It is the students responsibility to keep up with due dates.
18. Students work at students pace with due dates in mind.
- 20, If applicalble , there will be discussion topics that correlated with modules. All students are expected to post their discussion assignments. You instructor will assign and announce each discussion topics. Overall total point for discussion assignment is uaually 100 points.
21. Proctored: You will have a maximum time for exams. If you are late you will be allowed to take the exam as long as no student has completed the exam and left the room. You will have only the remaining time to complete your exam.
22. Exams- Pelase follow all instructions. If instructor ask ie. students not to write on exams, touch models or exam sheets, show ID, etc. students are expected to adhere to those instructions, verbal or written.

## Devices

### Devices

#### Electronic Devices

It is the students responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if the students normal computer becomes unavailable for any reason, the student is responsible for locating and operating other adequate computer facilities to meet the course deadlines.

#### USE OF CAMERA AND /OR RECORDING DEVICES:

Cell phones, Pagers and PDAs, etc.: Please turn off or place the aforementioned on silent or vibrate during class and their use in class is strictly prohibited. No recordings or dissemination of recordings of Dr. Smith-Whigham is permitted in or out of class. Please conference with instructor if you have special needs or disability prior to class. If you are required to use recording devices per disability as determined by the Abilities office, after to course has completed it is expected that the recordings will be erased and discarded. Consequences of use are strictly instructor's (Dr. Whigham) discretion. During exams all devices should be placed away and under the student's desk and not on person.

During Exams- No electronic devices near or on persons except the medium that has the exam populated through Lockdown browser

# Minimum Technological Requirements

- **Recommended Browsers**

Canvas supports the last two versions of the most widely used browsers. We highly recommend updating to the newest version of *whichever* browser you are using as well as updating to the most recent Flash plug-in.

Canvas works better with Google Chrome and Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, you may want to install [Chrome](https://www.google.com/chrome/) or [Firefox](https://www.mozilla.org/firefox/).

For more details, see [Which Browsers Does Canvas Support?](https://community.canvaslms.com/docs/DOC-1284)

- **How to Download the Free Adobe Reader**

Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Reader on your computer, use this link to download the free Adobe Reader: <http://get.adobe.com/reader/>

- **Additional Technological Requirements**

#### McGraw-Hill Connect

- <https://mhedu.force.com/CXG/s/CheckSystemInfo> (Links to an external site.)
- <http://connect.mheducation.com/troubleshootWeb/troubleshoot.html> (Links to an external site.)
- <https://www.mheducation.com/privacy.html> (Links to an external site.)

# Updated Technical Support for Students

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

- **Recommended Browsers**

Canvas supports the last two versions of the most widely used browsers. We highly recommend updating to the newest version of *whichever* browser you are using as well as updating to the most recent Flash plug-in.

Canvas works better with Google Chrome and Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, you may want to install [Chrome](https://www.google.com/chrome/) or [Firefox](https://www.mozilla.org/firefox/).

For more details, see [Which Browsers Does Canvas Support?](https://community.canvaslms.com/docs/DOC-1284)

- **How to Download the Free Adobe Reader**

Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Reader on your computer, use this link to download the free Adobe Reader: <http://get.adobe.com/reader/>

- **Alternative Methods of Turning in Assignments**

Even if your computer crashes, you are still responsible for meeting the course deadlines. Each campus has computer labs available for students. Houston Community College is comprised of 6 regions with several campus locations per region. Each campus provides computer labs for education support. Computer labs are generally located at each campus library.

*If necessary, you can request permission from me to turn in an assignment in an alternative method. Email or Inbox me to request special permission.*

- **Eagle Online Help Center and Canvas Help**

HCC Online publishes the [Eagle Online \(Canvas\) Technical Requirements for HCC Students](http://ctle5.hccs.edu/test/canvas_training_for_faculty/files_for_download/Eagle_Online_Canvas_Tech_Guide_4_Students.doc)[Links to an external site.](#) ([http://ctle5.hccs.edu/test/canvas\\_training\\_for\\_faculty/files\\_for\\_download/Eagle\\_Online\\_Canvas\\_Tech\\_Guide\\_4\\_Students.doc](http://ctle5.hccs.edu/test/canvas_training_for_faculty/files_for_download/Eagle_Online_Canvas_Tech_Guide_4_Students.doc)).

You can find the answers to many of your questions about how to use Canvas by clicking the **Help** link in the bottom left corner of the Canvas window and then clicking **Search the Canvas Guides**.

If you have technical issues with Canvas, click the **Help** link and then click **HCC Online Help**.

[My Eagle Student SignIns](https://myeagle.hccs.edu/)[Links to an external site.](#) (<https://myeagle.hccs.edu/>)

Eagle Online Help Center: <a href="http://www.hccs.edu/online/technical-support/">http://www.hccs.edu/online/technical-support/</a> <a href="#">Links to an external site.</a> ( <a href="http://www.hccs.edu/online/technical-support/">http://www.hccs.edu/online/technical-support/</a> )	
Eagle Online Technical Support	713-718-5275, option 3
<a href="http://de2.hccs.edu/eo2help/">Student Help form</a> <a href="#">Links to an external site.</a> ( <a href="http://de2.hccs.edu/eo2help/">http://de2.hccs.edu/eo2help/</a> ) (Recommended to request help)	
IT (Password reset) Customer Support	713-718-8800, option 1

## Faculty Statement about Student Success

### Early Intervention Program and Services Modality applicable

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other Issues.

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Course Information-How to navigate the course

This course introduces general nutritional concepts in health and disease. 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.

This course is organized as such: On the left ribbon you will find

1. Home page: where you will find information pertaining to the course and pertinent links.
2. Announcements: This is where students will find information and or instructions for the class and any information that is in need of sharing through out the course
3. Assignments: If available, this is where you may find most of the assignments in the course. Some may also be assessable on the "Modules" tab. This is where you will find the Lecture Exams and Presentations upload if applicable for your course. The test for Lockdown browser can be found there as well.
4. Discussions: This is where you will find a place to introduce yourself to the class, a place to ask questions of class mates and also you may find graded/ungraded class discussion topics.
5. Grades- This is where you will find grades for assignments.
5. Modules: This is where you may find most of the assignments in the course. The assignments are organized in Modules and Contains Welcome and introductory information from the professor, Course information and requirements, Support for students, To do and student resources. Although it may not include all of the following for each chapter it is organized as follows: Overview- Chapter/Unit overview, Learning objectives, Smartbook, Powerpoints , Homework, Diet analysis, Access my diet, Virtual labs and Quiz/Assessments, Lecture Exams and EGSL. This is where you will find the Lecture Exams and Presentations upload if applicable for your course. The test for Lockdown browser can be found there as well.
6. First day ( Inclusive Access ) Course Material: This is the tab that is used for the initial day of class access to course material and courseware. It is the tab for registration.
7. McGraw-Hill: This tab is to access the courseware
8. Cisco Webex: This is the tab that students use to access Virtual lecture Classrooms.
9. Conference: also another platform for virtual classrooms.
10. My media: This is a place where students may find instructor uploaded videos.
11. Media Gallery: a place for media.

Now that you have clicked on Modules please proceed down the list in order and review all information. You may begin the Course as the content information once you have reached Module 1.

It is not the responsibility of the instructor to send reminders of due dates; it is the responsibility of the student to submit assignments on time as required.

It is the students responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines. Technical support information for HCC technical support and the publisher technical support may be included in the course information and if not the student should make themselves aware of the phone number and hours of operation .

Lockdown Browser- To protect the integrity of exams they are given with Lockdown Browser and Webcam. Please test the computer that you will be using for the exams with the Lockdown browser prior to each exam in enough time to mitigate any issues.

It is the students responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

There will be no make up of exams or extension of due dates on assignments or exams.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.



## Social Justice Statement

### Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

[Link to Policies in Catalog and Student Handbook](#)

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

## Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

## Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

## Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing,

or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

## Course Calendar

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

WEEK	LECTURE AND CLASS ACTIVITIES	ASSIGNMENT DUE
WEEK IN THE SEMESTER	Nutrition and Diet Therapy  CHAPTER/Day	Biology 1322  LAB TOPICS Discussions Case Studies Assess My Diet Virtual Lab
<b><u>MODULE</u></b>		
	<p>Syllabus,</p> <p>Please review all announcements and available information.</p> <p>This course is online anytime</p> <p>Currently there are no live sessions planned or scheduled.</p> <p>Book/Manual Purchase instructions are in the syllabus and in the Announcements.</p> <p>Exams: Exams are usually 50 varied formatted questions ie. True/false, matching, fill in the blank, Etc. Please choose the best answer. There is no makeup of Exams. You will be allowed to drop the lowest of the three Lecture Exams. The final Exam, which is weighted at 10%. The final will be open <a href="#">05/9-10/2022</a> only. The final exam will be online.</p> <p>Quizzes: Please choose the best answer. There is no makeup.</p> <p>Chapter Presentation: If assigned to the class: I will assign Chapters for Presentations. I will place them in the Announcements. Chapter Presentations are to be presented in any manner that the student would prefer as long as it is College etiquette ready. I.e. Power point, Kahoot, Quizlet, Jeopardy, etc. If you would like to present a video of your producing for your presentation please email me. The presentations should serve as a 10 minute review of that Chapter and should adhere to the information in that chapter. It is the student responsibility to make certain the Presentations Upload properly. Please review your upload and upload properly. There is no make-up.</p> <p>or</p>	<p><i>Go on eagle online and introduce yourself to the class.</i></p>

Diet Assessment Project: The student will be required to assess your diet with "Assess My Diet"

Each student is required to complete a nutrition assessment on themselves or a family member and log the information. This assessment will help you determine nutritional/ eating status and indicate any nutrition or lifestyle needs. **Your instructor may** distribute a form for you to record 3 nonconsecutive days of what you consumed. If one is not distributed, the student is asked to please make a form. One of the three days should be a weekend day. Whenever possible include as much detail about the food item (cooking method). You will need to estimate the portions of the food consumed. Standard baking measurements are often the simplest for individuals to estimate (i.e. cup, teaspoons, etc.). **No late assignment will be accepted.**

(Manual/ Book): Please review accompanying material provided i.e. Power points videos etc. s. It is the student responsibility to make sure that any material uploaded and is legible. Please review your upload. No late assignments will be accepted.

Please note: All assignments including the final exam is due by about **05/10/2022**. All assignments are available on the initial day of class. Please work at a pace that will adhere to due dates as I will not re-open assignments, to be fair to all students. You may turn in assignments early but you are not allowed to turn them in late. If you have any technical issues please make me aware of them immediately, contact canvas IT and cc me. If you need assistance please reach out to them.

Communication: Please communicate with me through your Canvas email account with any Questions or concerns.

Examinations 60%

Quizzes 10%

Smartbook/ Homework 10%

Diet Analysis-Assess my Diet/Presentations/Case Studies/Virtual Labs/Discussions 10%

Comprehensive Departmental Final Exam 10%

Introduction/ Class Orientation

Getting to know you

Chapter 1: Basic Nutrition

Discussion 1

Chapter 2: Evaluating Nutrition Information

	Chapter 3: Planning Nutritious Diets	
<b><u>MODULE</u></b>		
	EXAM 1, Quiz, all assignments- <a href="#">2/11-12/2022</a> Chapters 1, 2,3	
	Chapter 4: Body Basics	
	Chapter 5: <i>Carbohydrates</i>	
	Chapter 6: Fats and Other Lipids	<u>Discussion 2</u> <u>Major Assignment- Presentations</u>
	<i>Break</i>	
<b><u>MODULE</u></b>		
	EXAM 2, Quiz, all assignments- <a href="#">03/11-12/2022</a> : Chapters 4,5,6	



	<p>Chapter 7: Proteins</p> <p>Chapter 8: Vitamins</p>	
	<p>Chapter : Water and Minerals</p> <p><i>If assigned: Presentation-</i></p>	
	<p>Exam 3- Quiz, all assignments-Chapters- 7,8,9, Quiz, -: <a href="#">4/15-16/2022</a></p>	
	<p>Chapter 10: Energy Balance and Weight Control</p> <p>Chapter 11: Nutrition for Physically Active Lifestyles</p> <p>Chapter 12: Food Safety Concerns</p> <p>Chapter 13: Nutrition for a Lifetime</p>	
	<p>If Assigned: Chapter Presentation's - Due Upload all Chapter Presentations by this date</p>	
	<p>Exam 4- Quiz, all assignments-Chapters- 10-13, Quiz, -: <a href="#">05/6-7/2022</a></p>	
	<p><b><i>MODULE</i></b></p>	
<p><b>COMPREHENSIVE FINAL EXAM <a href="#">05/9-10/22</a></b></p>		
	<p>Comprehensive __Y __N</p> <p>Chapter 11-15 __Y __N</p>	

16-8-5

Week	Dates	Topic / Assignments Due
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		Syllabus Chapter 1,2: The Basics of Nutrition, Evaluation Nutrition Information
		Chapter 3: Planning Nutritious Diets
	2/11-12	Exam 1
		Chapter 4,5: Body Basics, Carbohydrates
		Chapter 6: Fats and other Lipids
	3/11-12	Exam 2
		Chapter 7, 8,: Proteins, Vitamins
		Chapter 9, : Water and Minerals
	4/15-16	Exam 3
		Chapter 10, 11, 12 : Energy Balance and Weight Control , Nutrition for Physically active lifestyles, Food Safety Concerns,
		Chapter 13: Nutrition for a Lifetime
	5/6-7	Exam 4
	05/9-10/2022	Final Exam-Comprehensive Departmental Final Exam

**Departmental**

**Please review entire syllabus immediately and inform instructor of any questions. If class is not held for any reason the student is responsible for material as outlined in this syllabus.**

**Not all slides/Chapters will be taught as Chapters, but material will be covered. The student is responsible for material in chapters above, whether covered or not in class/media. Note: Although every attempt will be made to follow the plan it is subject to change at Instructors Discretion. Any Questions: Please feel free to speak with me.**

**\*Overlap of material covered may occur in lecture, and exam. The instructor reserves the right to make changes in this syllabus to accommodate unforeseen circumstances. If at all possible you will be informed of these changes in a reasonable time period.**

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

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### Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://catalog.hccs.edu/preview\\_program.php?catoid=3&poid=905\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://catalog.hccs.edu/preview\\_program.php?catoid=3&poid=906\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

Department Chair: Dr. Shadi Kilani

Department Email: [hcc.biology@hccs.edu](mailto:hcc.biology@hccs.edu)

Department Phone : 713 718 5587