

**Division of Earth, Life & Natural Sciences**

**Biology Department**

[https://www.hccs.edu/programs/areas-of-study/science-technology-engineeringmath/biology/](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)

# BIOl 1322: Nutrition and Diet Therapy | Lecture | #16137

Fall 2021 | 8 Weeks (08.23.2021-10.17.2021) Online | |

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor: Dr. Gwendolyn Smith-Whigham Office Phone -713-718-6663

Office: Central Campus Office Hours- By Appointment only

HCC Email: gwendolyn.smith1@hccs.edu Office Location: San Jac. 215

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 to discuss course topics.

### Instructor’s 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.

## What’s Exciting About This Course

W**elcome 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.

## 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.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## Canvas Learning Management System

All Biology sections utilize Canvas ([https://eagleonline.hccs.edu)](https://eagleonline.hccs.edu/) to supplement in-class assignments, exams, and activities.

## Open Lab Locations

[HCCS Open Computer Lab locations,](https://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement--development/open-lab-schedule/) if available, may be used to access the Internet and Canvas. **USE** [**FIREFOX O**](https://www.mozilla.org/en-US/firefox/new/)**R** [**CHROME A**](https://www.google.com/chrome/browser/desktop/index.html)**S THE INTERNET BROWSER**.

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes [http://www.hccs.edu/online/.](http://www.hccs.edu/online/) This includes the mandatory online course prior to start of class.

**Scoring Rubrics, Sample Assignments, etc.**

When applicable, 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/login/ldap>

# Instructional Materials

|  |  |
| --- | --- |
| The textbook listed below is ***required*** for this course.  |   |
|  |  ***“Scientific American: Nutrition for a Changing***  |

## Required Resources

Nutrition for Healthy Living-Schiff, Keck. \*\***NO ISBN**, as the students must access through their Canvas portal for the Inclusive Access program.

Students please access through the mandatory Canvas portal for access.

Please find information below regarding textbook.

ISBN- 978-1-264-34222-8

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 (08/30/2021) (Official day of record), 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 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 • Popup Blockers Popups blockers must be turned off within your browser. tinyurl.com/FDPopUpBlockers • Cache and Cookies Delete cached files: tinyurl.com/FD-Cache Enable cookies: 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: customercare.bncollege.com Toll Free: 1-844-9-EBOOKS (1-

844-932-6657) Email: bookstorecustomercare@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: customercare.bncollege.com · Open a ticket Online for the Customer Care team: https://tinyurl.com/customercarerequest · Email the Customer Care team: bookstorecustomercare@bncollege.com

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

## Suggested Resources

### HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](https://iied21.hccs.edu/JyotiW/BiologyLabs/index.html)

**OER???**

Additional faculty suggested resource(s). For example: Other text titles for reference, Professor’s PPTs,

handouts, etc.

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**Required Material:** Students have “***Inclusive Access***” **to Connect** (**Publisher Website).** Also, the printed textbook bundled with Connect [(](https://reg.macmillanhighered.com/Account/Unauthenticated?TargetURL=https%3a%2f%2fwww.macmillanhighered.com%2flaunchpad%2fpope2e%2f9500526)your Publisher’s Online Homework System), students will have access to Connect via Canvas on Day One of classes through autoenrollment - 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 McGraw-Hill **Connect**. Connect has your activity and reading assignments, including Quizzes, Smart Book, Access 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.Q*uizzes are not the same as your unit exams. Quizzes and the other 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 Connect. Don’t borrow a friend’s link.

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

Only access the link to Connect 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.
* If you have problems registering, or logging in, please contact Macmillan student support at: [Y](https://community.macmillan.com/community/digital-product-support)ou can reach a McGraw-Hill representative 7 days a week:

 Support and Resources

TECH SUPPORT & FAQ:CALL: (800) 331-5094EMAIL & CHAT: mhhe.com/support

MONDAY-THURSDAY: 24 hours

FRIDAY: 12 AM -9 PM ESTSATURDAY: 10 AM -8 PM ESTSUNDAY: 12 PM –12 AM ESTFIND MORE SUPPORT:connectstudentsuccess.com

FIND MORE TIPS:mhhe.com/collegesmarter8Support At Every Step

McGraw-Hill |

ReadAnywhereAppStudy Everywhere

Whether you are commuting to class, waiting in line, or at the gym you can use tools like highlighting, notetaking, placemark setting, and even having the page read aloud to you. The McGraw-Hill ReadAnywhereApp let’s you access your course eBook for offline study access anytime, anywhere.Download for iOS: https://apple.co/2JEwQEyDownload for Android: https://bit.ly/30HTWzSSupport At Every Step9McGraw-Hill |ReadAnywhereAppStudy EverywhereWhether you are commuting to class, waiting in line, or at the gym you can use tools like highlighting, notetaking, placemark setting, and even having the page read aloud to you.The McGraw-Hill ReadAnywhereApp let’s you access your course eBook for offline study access anytime, anywhere.Download for iOS: https://apple.co/2JEwQEyDownload for Android: https://bit.ly/30HTW

**Bookstore- Link-**

Inclusive Access information: Students will access e-book and instructional material through Canvas by Clicking on “First day (Inclusive Access Course Material).

**MASK**

Masks are not required while inside HCC facilities. (ie. Classroom etc.)

### 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.

### COURSE MODALITIES

**Online Anytime** – Students can take classes online at any time. These are traditional online classes and students never come to campus.

**Online on a Schedule** – Students can take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times using our learning management system (Canvas). Attendance required.

**Flex Campus** – Students enroll in classes and have the choice to attend either online or in person at the scheduled dates and times. When a student isn’t attending in person, they are required to participate at the scheduled time online. Attendance required

**Lab-Based Courses** – We will continue to offer our skills-based, hands-on lab courses but with smaller section sizes to enable social distancing. We have added additional lab sections to the schedule to make up for the smaller sizes. Attendance required.

**Note:**

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 This course is totally an online course.

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 test/ lab 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:

SYLLABUS

[https://learning.hccs.edu/faculty/gwendolyn.smith1Links to an external site. (Links to an external site.)](https://learning.hccs.edu/faculty/gwendolyn.smith1)

HCC BIOLOGY LAB STUDY PAGES

[https://iied21.hccs.edu/JyotiW/BiologyLabs/index.htmlLinks to an external si (Links to an external site.](https://iied21.hccs.edu/JyotiW/BiologyLabs/index.html)[)Links to an e (Links to an external site.)](https://www.hccs.edu/student-experience/events-calendar/#/?i=4)

GUIDES: CANVAS

[https://community.canvaslms.com/community/answers/guides/canvas-guide (Links to an external site.) (Links to an external site.)](https://community.canvaslms.com/community/answers/guides/canvas-guide)

RESPONDUS LOCKDOWN BROWSER LINK

[http://www.respondus.com/lockdown/download.php?id=355612798 (Links to an external site.) (Links to an external site.) (Links to an external site.) (Links to an external site.)](http://www.respondus.com/lockdown/download.php?id=355612798)

Eagle Online Help Center: [http://www.hccs.edu/online/technical-support/Links to an external site. (Links to an external site.)](http://www.hccs.edu/online/technical-support/)

Eagle Online Technical Support 713-718-5275, option 3

[Student Help formLinks to an external site. (Links to an external site.)](http://de2.hccs.edu/eo2help/)  (Recommended to request help)

IT (**Password reset**) Customer Support 713-718-8800, option 1

Please find attached information regarding lab manual.

Any Lab manuals will be required to be uploaded into Canvas for grading.

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. 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.

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.

### ONLINE

**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**.)

# VERY IMPORTANT: ONLINE EXAM POLICIES

* The course exams conducted online via personal computer or at any HCCS Computer Laboratory, if available, are available on specific days, within a specified time limit. Please allow adequate time to complete your exam and to resolve any unanticipated personal computer or networking problems. Any exam that is not completed on time will be considered a missed exam.
	+ 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 and one proctored unit exam is explained above; however, beyond this, further accommodation cannot be made in fairness to the rest of the class.
	+ The on-site proctored 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.

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**Scoring Rubrics, Sample Assignments, etc.**

When applicable, 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/login/ldap>

**INSTRUCTIONAL MATERIALS**

## Required Resources

**Textbook:** **NUTRITION FOR A HEALTHY LIVING;** AUTHORS:Schiff and Keck, PUBLISHER: MCGraw-Hill. Fourth Edition. Will be provided online.

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/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19561&catalogId=10001&langId=-1)

**Online Homework and Study Site**:

Your personalized student password to canvas for Connect, McGraw-Hill Learning is bundled with your textbook, or you can buy it separately from the Bookstore(s), or you can purchase it online directly from the website.

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### Other Instructional 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 w](http://www.hccs.edu/resources-for/current-students/tutoring/)ebsite 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 [http://library.hccs.edu.](http://library.hccs.edu/)

#### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peerassisted 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 [http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.](http://www.hccs.edu/resources-for/current-students/supplemental-instruction/)

## 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. [**\*\*\* Use ACGM course description per course.**](http://reports.thecb.state.tx.us/ibi_apps/WFServlet.ibfs?PG_REQTYPE=REDIRECT&PG_MRsaved=false&PG_Func=GETBINARY&PG_File=fpwfhlel.pdf)

[**Core Curriculum Objectives (CCOs)**](https://www.hccs.edu/programs/catalog/academic-information/)

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.
* ***Social Responsibility***: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.
* ***Personal Responsibility***- The students will demonstrate the ability to connect choices, actions and consequences to decision making through analyzing behavior and completing a written report or presentation.

### Program Student Learning Outcomes (PSLOs)

Can be found at: https://www.hccs.edu/programs/areas-of-study/sciencetechnologyengineering--math/biology/

#### Program Student Learning Outcomes (PSLOs) for the Biology Discipline

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

### 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

1. 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.

1. Discuss function, sources, deficiencies, and toxicities of macro and micronutrients, including carbohydrates, lipids, proteins, water, vitamins and minerals.

1. 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

1. Utilize concepts of aerobic and anaerobic systems, and knowledge about macronutrients, vitamins, minerals, ergogenics, and supplements and relate them to fitness and health.

1. 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

### Learning Objectives-website

Learning Objectives for each CSLO can be found at [Learning Objectives for BIOL 1322.](https://learning.hccs.edu/programs/biology/)

Learning Web- [https://learning.hccs.edu/programs/biology/faculty-information/nutritioninstructorsmanual-1322/program-instructional-plan-1322/view](https://learning.hccs.edu/programs/biology/faculty-information/nutrition-instructors-manual-1322/program-instructional-plan-1322/view)

**Learning Objectives**

Chapter 1

**1. Identify at least two of the 10 leading causes of death that are diet related.**

2. Identify at least four factors that influence your eating habits.

**3. List the six major classes of nutrients.**

**4. What are the three key factors that determine whether a substance is essential nutrient?**

**5. Define phytochemical and dietary supplement.**

**6. Explain how your lifestyle can affect your health.**

7. Discuss how Americans’ eating habits have changed since 1970.

**8. Identify the main nutrition related goal of Healthy People 2030.**

**9.** Scientists generally use which metric values to report the volume, weight, and length?

10. A person weigh 198 pounds. How many kilograms does this person weigh?

**11. A slice of sunflower seed bread supplies approximately 12 g of wheat starch, 1g of sugar, 3 g of fat, 3 g of protein, and 10 g of water. Based on this information, estimate the number of kilocalories this food provides.**

**12. Which nutrients are classified as macronutrients? Which are classified as micronutrients?**

**13. Identify at least five of the key nutrition related concepts presented in this section.**

**14. What is the difference between a food that’s supplies a lot of empty calories and a nutrient dense food?**

15. What is the difference between a physiological dose and a megadose of a nutrient?

16. Explain why a person who has too much body fat could be undernourished.

**17.** How do unfavorable environmental and political factors in developing countries affect the health status of people living in those nations?

**18. What effects can undernutrition have on the health of pregnant women and young children?**

**19. What is the “”WIC program”?**

20. Explain the difference between conventional and sustainable agricultural methods.

**21. What is a bioengineered food?**

Chapter 2

**1. What is epidemiology?**

**2. Explain the importance of having a control group when conducting experimental research.**

3. What is the major difference between a prospective study and a retrospective study?

4. What is a placebo? Why are placebos often used in studies involving human subjects?

**5. What is a double-blind study?**

**6. What is a peer reviewed article?**

8. What is the difference between a testimonial and anecdote?

**9. List at least three red flags that may indicate a questionable source of nutrition information.**

**10. List at least three tips for using the Internet as a reliable source of nutrition information.** 7. Explain why it results of similar studies may prove different findings.

11. **What is the difference between a nutritionist and a registered dietitian nutritionist?**

List three ways of locating reliable nutrition experts.

12. **List at least three examples of alternative healthcare practices.**

**13. Explain why a prescription medication that is used to treat the common cold is not a dietary supplement.**

14. List at least two examples of non-micronutrient dietary supplements.

Chapter 3

**1. List at least three foods that are generally classified as grain products.**

**2. What is the difference between nutrient fortifications and nutrient enrichment?**

**3. List at least four foods that’s are generally classified as dairy products.**

**4. Why are dried beans often classified with meat?**

5. According to the information in this section of chapter 3, how many cups of dried apricots are nutritionally equivalent to 2 cups of fresh apricots?

**6. Most of dietary guides classify eggs and nuts with meat. Why?**

**7. Identify at least two foods that are classified as solid fat.**

**8. What are the two overarching guidelines of the dietary guidelines?**

**9. What is the difference between a minimally processed food and an ultra-processed food?**

**10. A healthy person who is 23 years of age should limit his sodium intake to less then \_\_\_ per day.**

**11. List at least three of the key recommendations of the dietary guidelines.**

**12. Replace solid fats with \_\_\_.**

**13. Consume less than \_\_\_ % of total calories from saturated fat.**

**14. Consume less then \_\_\_% of total calories from added sugars.**

**15. What percentage of your intake of grains foods should be whole grains?**

**16. How much alcohol should pregnant women consume?**

**17. Which nutrients are “of public health concern” in the American diet?**

**18. Americans generally do not eat enough \_\_\_ to meet MyPlate recommendations.**

**19. Explain how to use MyPlate to evaluate the nutritional adequacy of an individual’s daily food choices.**

**20. Americans generally consume more \_\_\_ than MyPlate recommendations.**

21. Describe how the Food List Method differs from MyPlate fpr menu planning. **21. Which nutrients are “of public health concern” in the American diet?**

22. Identify at least one limitation of using %DVs to determine your nutrient intakes.

**23. Explain how you can use nutritional information provide it on food and dietary supplement labels to become a more careful consumer.**

**24. What is the difference between a health claim and a structure/function claim? What is a nutrient content claim? Give an example of each type of claim.**

**25. Discussed the role of the FDA in protecting consumers from false nutrition and health claims on food and dietary supplement labels.**

**26. Jeremy prefers to drink organic milk instead of milk that is not organic. What is the difference between the two types of milk?**

**27. Jeremy only purchases cereals that half the organic seal on the package. Explain why such cereals may not be 100% organic.**

28. Identify at least two reliable sources of information about the energy and nutrient contents of food and beverages.

29. Discuss how immigrants to the United States from Asia and Mexico have influenced the general population’s food preferences.

30. Discuss at least two religion related food restrictions.

**Chapter 4**

1. Define the terms: including element, ion, chemical bonds, molecule, compound, solution, solvent, and solute.

2. What is an ion?

**3. Explain the difference between an acid and a base**

**4. What is pH?**

**5. What is a chemical reaction?**

**6. What is an enzyme?**

**7. What factors can alter an enzyme activity?**

**8. Define cell, organelle, DNA and tissue**

**Define homeostasis**

9. List at least six of the organ systems that comprise the human body and indicate at least one major function of each organ system listed.

**10. Describe what happens to the water and fat soluble nutrients in a cheese sandwich after it is eaten and as it moves through the digestive tract**

**11. Provide an example of mechanical digestion and chemical digestion.**

**12. Eliot choked on a piece of hot dog. Explain why choking can occur while eating.**

**13. What keeps stomach contents from reentering the esophagus?**

**14. List the sections of the small intestine. Where does most digestion and absorption occur?**

**15. How would removal of the pancreas affect digestion?**

**16. Explain why it is important to have proper concentrations of microbes residing in a person’s large intestine.**

**17. What is ulcerative colitis and Crohn’s disease**

**18. List at least 3 possible causes of constipation**

**19. Explain why excessive diarrhea and vomiting can be dangerous 21. Describe at least 3 steps people can take to reduce their risks of heart burn and GERD**.

20. Describe at least 3 steps people can take to reduce their risks of peptic ulcers.

Chapter 5

1. What substance do plants need to make carbohydrates?

2. Explain why a plant will die if it is not exposed to light.

**3. Why does a human cell need glucose?**

4. Identify the three most dietary monosaccharides.

5. What are the chemical names of blood sugar, table sugar, milk sugar, and malt sugar? Which monosaccharides comprise each molecule of maltose, lactose, and sucrose?

**6. What is the difference between a nutritive sweetener and a nonnutritive sweetener?**

7. Parents of a child with PKU can give their child either a beverage sweetened with sucralose or one containing aspartame. Which drink should they choose? Explain your answer.

**8. What is starch? What is glycogen?**

**9. What is dietary fiber? Identify at least two rich food sources of soluble fiber and two rich sources of insoluble fiber**

10. Sherita ate some whole wheat crackers with grape jelly for a snack. As this snack passed through her digestive tract, discuss what happened to the starch, sucrose, and fiber in the food.

**11. What effect do insulin and glucagon have on blood glucose levels**?

**12. What is a ketone body? Under what conditions does the body form excessive ketone bodies?**

13. What are the main sources of added sugars in American diets?

14. Instead of drinking orange juice, should you choose a beverage called “Orange-Ade”? Explain why or why not.

**15. According to the Nutrition Facts panels, a serving of ready-to-eat cereal contains 44g of total carbohydrates, 5g of dietary fiber, 15g of total sugars, and 3g of added sugars. Estimate the grams of starch in the serving of the cereal.**

 16. What are the signs and symptoms of type 1 and type 2 diabetes?

 17. Lata wants to prevent the development of type 2 diabetes. What health-related lifestyle practices can she follow to reduce her risk of this serious metabolic disease?

18. Identify at least three signs of metabolic syndrome?

19. What is lactose intolerance?

20. List at least 3 ways to increase dietary fiber intake

**21. Discuss the health benefits of including dietary fiber in meals and snacks.**

**22.** Which of these foods has the lowest glycemic index: plain, white bagel; raw apple; orange juice; or microwave popcorn?

Chapter 6

**1. Eighty-eight-year-old Rose has more body fat than her 88-year-old cousin, Lily. Explain shy having excess body fat can be beneficial for older adults.**

2. The recipe for a cake includes ½ cup of water. What would happen to the sensory quality of the bake cake if you replace the water with the same amount of whole milk?

**3. What are the major lipids in food and the body?**

**4. What is the difference between a saturated and an unsaturated fatty acid? What is the difference between a monounsaturated and a polyunsaturated fatty acid?**

**5. Identify at least one food that is a rich source of saturated fat, monounsaturated fat, and polyunsaturated fat.**

**6. Identify the two essential fatty acids, and list three signs of an essential fatty acid deficiency.**

7. How does a phospholipid differ from a triglyceride?

**8. What is an omega-3 fatty acid?**

9. A recipe mixes ¼ cup of oil with ¾ cup of milk. What common food could you add to keep the oil and milk emulsified?

**20. Which foods contain cholesterol? List at least three functions of cholesterol in the body.**

**21. Describe what happens to the fat in a piece of fried chicken as it undergoes digestion and absorption in a healthy person’s intestinal tract. In your description, include the roles of bile, CCK, pancreatic lipase, villi, and chylomicrons.**

**22. Explain why high-fiber diets can reduce the concentration of cholesterol in a person’s blood.**

23. Why can a person with a large amount of body fat survive starvation for a longer period than a person with less body fat stores

**24. On average, fat contributes about \_\_\_\_% of the energy in an adult American’s diet.**

**25. What is the AMDR for fat?**

**26. According to the Dietary Guidelines, what is the recommendation for saturated fat intake (percentage of total calories?)**

**27. According to the Nutrition Facts panel, a serving of potato chips supplies 150 kcal, and there are 9 g of total fat in the serving of chips. Calculate the number of kcal from fat in a serving of the chips.**

**28. Define atherosclerosis, arterial plaque, thrombus, and embolus. Discuss the series of physiological changes that occur in arteries and contribute to the development of CVD.**

29. List three kinds of fish that contain high amounts of methylmercury. **20. List at least two major risk factors for atherosclerosis that are nonmodifiable and at least five that are modifiable.**

**30. Bernard’s HDL cholesterol level is 62 mg/dl. Based on this information, does Bernard have a high risk or low risk of CVD?**

**Explain your answer.**

31. What is “hs-CRP”? What can you learn about your risk of heart disease and stroke from having a lipoprotein profile performed on your blood?

32. **Suggest at least four ways people can reduce the intakes of saturated and trans fats and increase the intakes of unsaturated fats.**

33. What is statin?

**34. Summarize the effects of alcohol on the body, including the liver.**

**35. What is BAC? What is the legal limit for BAC in the United States? 27. Samuel drinks three 12-ounce cans of beer daily. Based on this information, is Samuel a moderate, heavy, or binge drinker?**

Chapter 7

1. **What is the chemical unit that makes up a protein?**

2. **List at least four different functions of proteins in the body.**

3. **Identify the three groups of atoms that make up a typical amino acid.**

4. What is the “carbon skeleton” of an amino acid?

**5. How many different kinds of amino acids are needed to make human proteins? How many of these amino acids are essential?**

**6. Explain the difference between a high-quality protein and a low quality protein.**

**7. Identify at least three dietary sources of high-quality and three dietary sources of low-quality protein.**

8. List at least three essential amino acids that are most likely to be limiting amino acids.

9. Define denaturation, deamination, and transamination.

**10. Describe conditions that can cause the body to be in negative nitrogen balance. Describe conditions in which the body is in positive nitrogen balance.**

**11. A healthy young woman weighs 143 pounds. Calculate the RDA for protein.**

**12. Explain what happens to proteins in beans as they undergo digestion and absorption in the human digestive tract**

13. **What is the AMDR for adult protein intake?**

14. Describe how adult Americans’ consumption of meat proteins has changed since 1999.

**15. Which two categories of meat are associated with increased risk of certain chronic diseases? Identify at least one chronic disease that may develop as a result of eating these kinds of meat.**

**16. Consider your usual food choices. Using the recommendations of the MyPlate food guide, discuss ways you can reduce your intake of protein from animal foods**

**17. According to the Nutrition Facts panel on a food package, a serving of the food supplies 5 g of protein. Using the information provided in this section, calculate the %DV of protein for the product.**

**18**. **Give examples of common foods that are high-quality substitutes for meat and foods that extend a source of high-quality protein.**

19. Does a recipe that combines apples and oranges with peanuts provide a complementary mixture of proteins? Explain why or why not.

**20. A recipe mixes cereals made from wheat, rice, and corn. What plant foods could you add to this combination of cereals to make the recipe a source of high-quality protein**?

**21. Describe how the diets of semi vegetarians differ from other vegetarian diets.**

**22. Identify nutrients that are most likely lacking in a vegan’s diet.**

**23. Explain why vegans must be careful when planning vegan meals for children.**

24. **In the United States, which groups of people are most likely to suffer from protein deficiency?**

**25. Why is protein-energy malnutrition a devastating condition for young children?**

**26. Police bring a 2-year-old child into a hospital; the child is so underweight, his bones are visible through the skin. The police report indicates the child was severely neglected by his parents. According to this information, is this child suffering from kwashiorkor, severe protein-energy malnutrition, or sickle cell anemia? Choose one of these conditions and explain why you selected it.**

**27. List three common signs or symptoms of food allergy and celiac disease.**

**28. Discuss what parents of infants with PKU can do to help their children grow and develop normally.**

**29. Explain how nutritional genomics may be used to improve a person’s health.**

30. List at least five ways to save money while shopping for food.

31. You can purchase a 3.5-pound bag of frozen sliced peaches for $7.99 or 3.5 pounds of fresh peaches for $2.49 per pound. Considering your situation, which is the more economical way to buy peaches? Explain why.

Chapter 8

**1. List at least 3 criteria used to designate a substance as a vitamin.**

**2. List three factors that distinguish vitamins from macronutrients.**

**3. Define the following terms: provitamin, antioxidant, and radical.**

**4. List the vitamins that must be added to refined grains to enrich them, according to the government’s grain enrichment program.**

**5. Discuss at least five ways to preserve the vitamin content of fruits and vegetables during food preparation and storage.**

**6. Prepare a table of fat soluble vitamins. For each vitamin, indicate its major function in the body, major food sources, deficiency disorder (if it has a specific name), and major signs and symptoms of the deficiency disorder. If the vitamin is known to be toxic, also indicate major toxicity signs and symptoms. Check your table against the information provide in Table 8.2**

**7. Explain how most B vitamins function**

**8. Prepare a table of water-soluble vitamins and choline. For each of these macronutrients, indicate its major function in the body, major food source, deficiency disorder (if it has a specific name), and major signs and symptoms of the deficiency disorder. If the micronutrient is known to be toxic, also indicate major toxicity signs and symptoms. Check your table against the information provided in Table 8.7**

**9. Dorothy is 85 years of age. She has excellent vision, but she takes megadoses of beta-carotene because she thinks taking the phytochemical helps prevent macular degeneration. Based on the information in Section 8.4, what would you tell Dorothy about her beta-carotene use?**

**10. Explain why people should be careful about taking megadoses of vitamins?**

**11. What is a serious side effect that can occur from taking megadoses of niacin.**

**12. Explain why people should avoid taking high doses of vitamin B-6. 13. A friend of yours takes 1000 mg of vitamin C daily because she thinks the vitamin prevents colds. After reading Section 8.4 what would you tell your friend about her vitamin C use?**

13. Which form of cancer is the leading cause of cancer deaths in the United States?

14. Margaret’s breast cancer metastasized to her lungs. Define metastasize.

15. List three dietary factors that may contribute to cancer.

16. List three steps people can take to reduce their risk of cancer.

Chapter 9

1. **What is the difference between a major mineral, trace and possible essential mineral?**

**2. List at least 5 trace minerals**

**3. List at least 5 major minerals**

4. **List at least two possible essential minerals.**

**5. List at least 5 different functions of water in the body?**

**6. Define osmosis**

**7. Which ions are found primarily in extracellular water? Which ions are found primarily in intracellular water?**

**8. Discuss ways the body obtains and loses water.**

**9. What can happen to cells if the body is unable to regulate the water balance?**

**10. How do antidiuretic hormone and aldosterone help maintain fluid balance in the body?**

**11. How much water do healthy young men and women need to consume daily ( AI values)?**

**12. What is a diuretic? Identify two diuretics commonly consumed by Americans.**

**13. List at least three signs and symptoms of dehydration**

**14. List at least three signs and symptoms of water intoxication.**

15. **List at least three different functions of minerals in the body and provide an example of a mineral that performs each function.**

**16. Explain how foods that are naturally good sources of minerals can become poor sources of those minerals by the time you eat them.**

**17. Discuss factors that influence mineral absorption in the digestive tract.**

**18. In the United States, which mineral is added to grain products as part of the grain enrichment program?**

19. **What is osteoporosis, and why is it a major public health concern in the United States?**

**20. Identify at least four major risk factors for osteoporosis. Which risk factors can be modified to reduce the risk of osteoporosis?**

**21. Lisa’s Blood pressure is 115/68mm HG, Which is the \_\_range.**

**What is hypertension? What are major risk factors for hypertension? 22. What is the DASH diet? Aside from making dietary modifications, what other lifestyle changes can people with hypertension make to lower their blood pressure?**

**23. Prepare a table for the major minerals that includes information about each minerals major roles in the body, primary food sources, and signs and symptoms of the minerals deficiency as well as toxicity disorders. Check your table against the information provided in Table 9.5**

24. **What are the signs and signs and symptoms of iron deficiency anemia? Which members of the population are most at risk of iron deficiency?**

**25. Identify at least three signs or symptoms of hemochromatosis. How is the condition treated?**

**26. What is a goiter? What is cretinism? How can cretinism be prevented**.

27. Prepare a table for trace minerals that include information about each trace minerals major role or roles in the body, food sources, and signs and symptoms of the minerals deficiency as well as toxicity disorders. Check your table against the information provide in Table 9.15

28. Identify at least four minerals that are classified as possible essential minerals.

29. Prepare a table for arsenic, boron, lithium, nickel, silicon, and vanadium that includes information about each minerals possible function and major food sources. Check your table against the information provided in Table 9.22.

30. What is the significance of the Safe Drinking Water Act?

31. List three ways to reduce your exposure to BPA.

Chapter 10

1. Calvin is overweight but he has a healthy percentage of body fat. Explain why this situation can occur?

2. What percentage of adult Americans were obese in 2017-2018

3. Which tissues comprise total body fat & which comprise fat free mass

4. Why is it necessary to have some body fat?

5. List 3 roles for subcutaneous fat and visceral fat

6. Describe 3 different methods of measuring body fat including drawbacks of each method

**7. A young man’s body is 23% fat. According to information in table**

**10.3, is he overweight, obese, or healthy?**

8. Using the rule of thumb formula, estimate the daily basal metabolic energy needs for a woman who weighs 185 pounds

9. List the 3 major ways the body uses energy and identify the one that is most easily altered.

10. For most people, which form of energy expenditure uses the most energy on a daily basis

Discuss at least 5 factors that influence basal metabolic rate.

11. What happens to a person’s body weight when he/she is in a state of positive balance?

12. When is it desirable for a person to be in a positive energy balance state?

14. When is a person in a negative energy balance state?

15. A young woman’s BMI is 31.2. According to this info, is this woman likely to be healthy, overweight, obese, or extremely obese?

16. List at least 6 different serious health problems that are associated with having too much body fat & being obese in particular

 17. What is the stigma of obesity?

18. Which of the 2 major types of body fat distribution is more likely to pose more serious health risks? Which chronic diseases are more likely to develop in people which have this pattern of excess fat deposition?

19. What is a quick & easy way to determine whether a person’s body fat distribution is likely to result in serious health problems, such as type 2 diabetes?

20. What is hunger? What is satiety?

21. Discuss the role of leptin & ghrelin in regulating hunger

22. Under what conditions would having “thrifty genes” benefit a person

23. What is the set-point theory?

24. What is the difference between hunger & appetite?

25. Describe how the environment influences a person’s food intake and physical activity level

26. Provide at least 3 examples of ways that physiological, psychological, & environmental can influence eating behavior

27. What 4 important key elements that are important for weight loss

& maintenance

28. List at least 6 features of reliable weight loss plans or programs

29. What questions would it be wise for consumers to have answered before they join weight loss group or plan?

 30. List at least 3 steps that members of the National Weight control

Registry often take to maintain their reduced body weight.

31. Explain how certain prescribed medications can aid in weight-loss efforts

32. Describe common types of bariatric surgery in the united states. Why is bariatric surgery effective? Compared to gastric stapling, procedures, what is a major advantage of gastric banding?

 33. **What is a “fad” diet? List at least 4 typical features of fad diet**

34. Why do fad diet & dietary supplements promoted for weight-loss appeal to people who are overfat?

35. Identify at least 4 popular dietary supplements that are promoted for weight-loss & indicate whether each supplement is safe & effective

36. Discuss at least 3 features or claims that are commonly used in adds for weight loss products or service.

37. List at least 3 health conditions that are often associated with being underweight.

38. Discuss at least 3 measures a person who is underweight can take to gain lean mass safely

39. Keira usually skips breakfast. Explain whether her behavior is a sign of an eating disorder

40. List the major types of eating disorders and their signs

41. List at least 4 risk factors for eating disorders

42. What are 3 serious health consequences of anorexia nervosa?

Chapter 11

 1. What is the difference between exercise & physical activity?

 2. How does a physically fit person differ from a physically unfit person?

3. **What is the minimum amount of time adults should spend exercising each week?**

4. L**ist at least 5 health benefits of performing moderate-intensity exercise regularly**

5. What are at least 2 benefits of performing resistance exercise regularly?

6. Calculate the target heart rate range for a 24-year-old person performing moderate-intensity physical activity

7. How is Glycogen used during exercise?

8. How is ATP formed? How do cells use ATP?

9. Explain how each energy system supplies ATP for muscles. Which energy systems operate under anaerobic conditions?

**10. When is fat a major source of energy for muscles?**

11. What are some practical ways to assess whether an athlete’s energy intake is adequate?

12. Why should athletes be concerned about their carbohydrate intakes before, during, & after prolonged intense physical activity?

13. Identify at least 5 high-carbohydrates/low-fat foods

14. Explain why athletes need to consume more than the RDA for protein

15. Why should athletes be concerned about their fluid status?

**16. What are major signs & symptoms of heat cramps, heat exhaustion, & heat stroke?**

17. When is consuming a sports’ drink a better choice than plain water for rehydration?

18. Explain why you would or would not recommend that an athlete takes antioxidants supplements

19. Explain why an iron deficiency can impair an athlete’s physical performance

20. For young female athletes, what is the significance of having irregular or no menstrual cycle for bone health?

21. Why do many athletes use ergogenic acids?

22. Identify 3 ergogenic aids that have been banned by the FDA or an athletic association.

23. Identify at least 3 beverages that are rich sources of caffeine

24. Discuss the ergogenic affect that caffeine can have on the body.

25. List 3 key components of an aerobic workout regimen

26. Develop a personal fitness regime that you can follow for the rest of your life.

Chapter 12

1. Which agent of infections is responsible for most cases of food borne illness in the United States?

2. Is the illness caused by norovirus the result of food borne infection or food intoxication?

3. Discuss the role of the FDA, FSIS< and EPA in protecting the U.S. food supply

4. How do local health departments protect consumers from food borne illness?

5. Discuss at least three ways pathogens can contaminate human foods.

6. With regards to food preparation, what is cross contamination?

7. What is pasteurization?

8. **List at least three conditions that favor the survival and multiplication of food-borne pathogens.**

9. **Identify at least three typical signs and symptoms of food-borne illness.**

10. **When should a person suffering from a food-borne illness seek professional medical help?**

11. Discuss the differences between a food-borne illness and the “flu.”

12. Identify at least three bacterial sources of food-borne illness in the United States.

13. **Identify three viruses that are sources of food-borne illness in the United States.**

14. **What are aflatoxins?**

15. **Identify a parasitic worm and a parasitic protozoan that can cause food- or water-borne illness in the United States.**

**16. List at least four rules for reducing the risk of food-borne illness when you purchase foods and beverages.**

**17. List at least five rules for reducing the risk of food-borne illness when you prepare and cook foods.**

18. **List at least three rules for reducing the risk of food-borne illness when you store cooked foods.**

19. Explain why ground meat and poultry often are sources of foodborne illness.

20. What preparation step can be taken to make fish safer to eat raw?

21. **What temperature range encourages rapid multiplication of pathogens?**

**22. What are the simple steps that food safety educators promote for reducing the risk of food-borne illness?**

**23. Define shelf life.**

**24. Identify four methods of food preservation and explain how each method extends the shelf life of foods.**

25.

26. List three foods that may undergo irradiation to extend their shelf life.

27. **Develop an emergency food and water supply plan for your home. Identify at least five foods that are appropriate for an emergency food supply.**

28. In case public water supplies are disrupted, identify at least three sources of drinking water in homes that are safe for humans. Identify at least two sources of water that are unsafe to drink.

29. **What is the difference between direct and indirect food additives?**

**30. What is the GRAS list?**

**31. Explain the role of the Delaney Clause in protecting the U.S. food supply.**

**32. What is an unintentional food additive? Provide at least three examples of such additives.**

33. What is a pesticide? Provide at least three examples of types of pesticides.

34. Define integrated pest management, and provide an example of this method.

35. Which U.S. agency regulates the use of pesticides?

36. What is a pesticide tolerance?

37. Explain how pesticides can enter the human food chain.

38. **List three ways to reduce the risk of traveler's diarrhea.**

 39. List three foods that are generally safe to eat while traveling in Africa, India, and Central America, according to Figure 12.12.

Chapter 13

1. **John is 79 years of age. He is in the \_\_\_\_ life stage**

**2. For women, which life stage involves milk production for breastfeeding?**

**3. When is an embryo referred to as a fetus?**

**4. What is the role of the placenta?**

**5. What is a major factor that determines whether a newborn baby is healthy and survives its first year of life?**

**6. Why can hypertension during pregnancy be dangerous?**

**7. Identify at least three different nutrition-related signs of pregnancy.**

**8. How much weight should a woman at a healthy weight gain during pregnancy? How much weight should she gain if she was underweight before becoming pregnant? How much weight should she gain if she was overweight or obese before pregnancy?**

**9. Why is having adequate folate and iron status important for pregnant women?**

**10. Discuss the harmful effects that a pregnant woman's alcohol consumption and cigarette smoking can have on her embryo/fetus.**

11. What is the “let-down reflex”?

**12. How does lactation affect a new mother's energy needs?**

**13. What is colostrum, and why is it a valuable first food for breastfed babies?**

**14. RDNs recommend that healthy infants be breastfed exclusively during their first \_\_\_\_\_ months of life.**

**15. List at least five benefits that infants derive from breastfeeding.**

**16. Identify at least three benefits that women derive from breastfeeding their babies.**

17. Compare the energy, macronutrient, and calcium contents of an ounce of human milk with

18. **Identify at least three physiological indications that an infant is ready to eat solid foods.**

**19. How much should a healthy infant's weight increase during its first year of life?**

20. What is a “food jag”?

**21. Discuss effects that iron deficiency can have on children.**

22. List at least three steps caregivers can take to reduce the risk of dental caries in children.

23. Discuss how young children's eating patterns often change when they enter school.

**24. List at least three tips for improving diets of school-age children.**

25. **At what age does the adolescent growth spurt usually occur in boys? At what age does the growth spurt generally occur in girls?**

**26. Why are intakes of iron and calcium important during adolescence?**

27. **Define overweight, obese, and extremely obese for children as defined by the Centers for Disease Control and Prevention.**

**28. List at least three health consequences of childhood obesity.**

**29. List at least three factors that contribute to the development of childhood obesity.**

30. Identify at least five physiological changes that are associated with the normal aging process.

**31. Explain why nutrient needs for older adults are often higher than those for younger persons.**

**32. List at least four nutrients that are often lacking in diets of older adults.**

 **33. Suggest at least three ways caregivers can improve nutrient intakes of older persons.**

**34. According to scientific evidence, which dietary modification may extend the life expectancies of certain organisms?**

**35. List three steps you can take that may extend your life expectancy.**

## Student Success

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:

* Reading the textbook
* Attending class in person and/or online
* Timely completion of assignments
* Participating in class activities
* 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.

### 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
* Attain a raw score of at least 50% on the departmental final exam
* Be aware of and comply with academic honesty policies in th[e HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## 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.

### INSTRUCTIONAL MATERIAL

**TEXTBOOKS**

**INSTRUCTOR RESPONSIBILITY- OTHER:**

As your instructor, provide the basic knowledge of the course.

**STUDENT RESPONSIBILITY- OTHER:** Modality applicable

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

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 whether present or not.

Textbook/ Manual are required. Scantrons will be required for All Proctored Examinations and Quizzes although they may or may not be used.

Please bring scantrons for all Exams and Quizzes.

Please bring appropriate tools such as scantrons, pencils and 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’s responsibility.

Do not write on Examination 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 at the instructor’s discretion.

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

Things you should do e 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. 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.

+ Accommodation letters to be emailed.

+ During the class 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.

+ No one other than the enrolled student will be allowed in the lecture and Laboratory. –

+ Extra Credit may be available at instructors’ discretion.

+ 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. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, 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.

+ Glasses or Goggles must be worn during lab.

+ 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.

**LECTURES:**

Lecture 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 or if the student is not present during class time.

**INSTRUCTIONAL METHODS:**  Modality applicable.

Homework and assignments will be on line Connect.

**Written Assignment**

### Exams

ONLINE- Exams will be on Canvas with required lockdown browser and webcam.

**Proctored** -If allowed, It is at the instructors discretion as to the type of material, textbook ie. Online, hardback with examinations. Note: It is highly recommended that you make available to yourself a hard copy of the textbook for examinations, if allowed. On examination day please put all backpacks, books etc. under your desk on Lecture/Lab exam day. Cell phones should be completely packed away and not on your person while taking the exam. No use of electronic devices will be allowed. One scantron, one pencil and one eraser will be allowed. All other material and books should be under the desk.

Proctored- Please remove cell phones off of self and into belongs away from testing site while testing. Person with cell phones on person while testing will receive a Zero on the test and possible other consequences at instructors discretion including a Zero for the course.

Proctored-The instructor has the right to inspect all scantrons. You will be allowed to write on and possess only one scantron per exam. All other scantrons should be packed away and not on person. If you are in need of a second scantron please inform the instructor/proctor. If you are allowed to write another scantron you will be required to turn in both scantrons.

Exams will be scored up to 100%. If there are 50 questions each question will be worth 2 points each. The exam grades will count 40% towards the course grade. The Quizzes will be on Canvas or Connect, the time limit, dates of availability and attempts allowed are on Connect, default is one attempt and time may vary per question. Please see canvas/ for instructions. If any questions please see me.

Proctored -HCC does not provide students with Scanron forms. They are sold in campus bookstores.

Proctored- Students will not be allowed out of the classroom/testing site during an examination. If you must leave please turn in your exam.

Proctored- If for any reason during the exam you need to leave the testing room, please turn in your exam and scantron to instructor. If you return prior to the end time of the allotted testing time, at the complete discretion of the instructor/proctor you may be allowed to continue your exam.

At instructor’s discretion, review of scantrons with exams maybe permitted during

Instructors office Hours. Quizzes maybe on line or administered in class period promptly and will have a set amount of time.

**At Instructors discretion you may be allowed to drop one OR the lowest examination. At instructor discretion review of scantrons with 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.

**Proctored**-If the official time has started and you arrive late or out of the room for any reason, you will only be allowed the remaining time allotted. If the allotted time has passed you will miss the assigned quiz/exam for that day (NO EXCEPTIONS).

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>

No Make- up Quizzes/Exams or assignments will be given. At instructors discretion exam grades for that exam (those chapters) may be used in place of quiz grade.

No early or makeup Examination/Quizzes will be given.

No early or makeup Presentations will be allowed. Totally at instructors discretion

#### Online Homework/Exams

Online homework will consist of Quizzes and other Learning Activities.

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

Total of Five (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. The In-person Comp Final Exam will not be at the Online-Testing Centers. Each exam may include varied question types, including multiple-choice, matching, true and false, fill-in-the-blanks, or short essay questions. 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 that will be included in the average. 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.

**Hybrid**-There will be 4 exams (midterm and final) during the semester. Final exams are given in class, please BRING YOUR SCRANTON. You will be given a maximum of 2 hours to complete your exams. If you are late for a lecture exam, you will be allowed to take the exam as long as no student has completed the exam and left the room. Also, you will get only the remaining time to complete your exam. Students MUST take all module exams – **they are all mandatory**. If an exam is missed, the student will receive a zero that will be included in the average. Each exam worth 100 points.

### Comprehensive Final Exam

All students will be required to take a comprehensive departmental final exam usually consisting of 50 multiple- choice questions. All the information students need to prepare for the exam is in the [*Final Exam Handbook*.](http://learning.hccs.edu/programs/psychology/psyc-2301-departmental-final-exam-preparation-resources) Final Exam will count 10% of the total Grade.

### FINAL EXAM: N/A

Friday, at Central Campus 4pm-9pm; Last admit 7pm

Saturday, March 7, 2020, at Spring Branch 10am - 3pm; Last admit 12:50pm

Sunday, march 8, 2020, at Eastside Campus, 10am - 3pm; Last admit 1:00pm

**Discussion**

There will be discussion topics that is correlated with modules. All students are expected to post their discussion assignments. Your instructor will assigned and announced each discussion topics. Overall total point for discussion assignment is 100 points.

**Major Semester Project /Presentation**

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** will distribute a form for you to record 3 nonconsecutive days of what you consumed. 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.**

The student will be required to Assess a diet with Diet Analysis**.**

**In-Class Activities**

#### 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.

**LECTURES:**

Lecture 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 or if the student is not present during class time.

**INSTRUCTIONAL METHODS:**

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

LEC**.—Lecture Examination Proctored:** The exams will be scheduled for the beginning of the class and will only last for the allotted time. . If the lecture Examination has begun and you are late, (for whatever reason), you will be allowed to take the Examination as long as no other student has completed the exam and left the room. If the Examination has begun and you are late, (for whatever reason), you will only be allowed the remaining time to take your examination. No additional time will be given. Please do not write on quizzes or exams unless specifically directed by the professor. There may be penalty imposed at Instructors discretion. Penalty may include up to a Zero on the Exam.

LEC**-**Lecture Examinations **Proctored**: may vary and consist of among other things oral, write in, multiple-multiple choice, multiple choice, true false, matching, picture identification and short answer questions**. .** Do not write on Examination. Please check the exam for markings and alert professor prior to starting the exam. The consequences of writing on the examination is strictly at the instructor’s discretion**.**

LEC- The exams are mandatory. No early or make up exams will be given. At instructors discretion other options may or may not be available. Dropping of the lowest Exam. This is totally at instructor discretion.

LEC**. -** The Final Exam may or may not be Departmental. The Final Examination may or may not be comprehensive or may be given over the Final chapters for the lecture. Remember there may be overlap in examinations. Ie. Chapters, lab and lecture. There will be no early, late or make up of the Final Exam. The final exam will be weighted at 10% of the total course grade.

LEC.-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.

LEC.-**Proctored**- Please do not write on quizzes or exams, move or touch models unless specifically directed by the professor. There may be penalty imposed at Instructors discretion. Including up to Zero on the Exam and course.

LEC**.-**Quizzes maybe web enhanced. Please access site prior to due date to ensure that you have proper access. The students may be required to take the examination and homework assignments online, bring results to class to be presented to instructor as requested. No late quizzes or assignments will be accepted. At instructors discretion exam grades for that exam (those chapters) may be used in place of quiz grade

LEC-Quizzes- No late Quizzes/ Homework will be accepted. Practical- Lecture practical/presentations (Connect/)- Part of this Class will require the use of Internet (Web) as required by instructor. Please go to www..com [an](http://www.pearsonmastering.com/)d follow directions. You will need a student access code that you should purchase with textbook. INSTRUCTOR CODE -\_\_\_\_\_\_\_.

[**http://connect.mheducation.com/connect/shortUrl.do?accessUrl=gsmith-hccap-i-human-anatomy--physiology---part1&logout=true&navclick=true.**](http://connect.mheducation.com/connect/shortUrl.do?accessUrl=g-smith-hcc-ap-i-human-anatomy--physiology---part-1&logout=true&navclick=true)  **Or**

LEC-Quizzes- No late Quizzes/ Homework will be accepted. Practical- Lecture practical/presentations (LaunchPad/)- Part of this Class will require the use of Internet (Web) as required by instructor. Please go to www..com [an](http://www.pearsonmastering.com/)d follow directions. and follow directions. You will need a student access code that you should purchase with textbook. INSTRUCTOR CODE -\_\_\_\_\_\_\_.

LEC.- **Proctored** Quizzes/Exams maybe be administered in each class period (except on exam days) promptly and will have a set amount of time. If the official time has started and you arrive late or out of the class room for any reason, you will only be allowed the remaining time allotted. If the allotted time has passed you will miss the assigned quiz for that day (NO EXCEPTIONS). No Make- up Quizzes/Exams will be given. At instructors discretion exam grades for that exam (those chapters) may be used in place of quiz grade.

LEC. –**In Class** **Review-Class Presentations**- **HYBRID** 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.

And/or

Diet Analysis Modules/Analyze My diet and/or Diet Analysis Project.

**Office Hours- Please send email requesting Professor- Teacher conference. You will be emailed a time and date. Please respond accordingly.**

**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.**

#### Final Exam

All students will be required to take a comprehensive departmental final exam. **The**

**Final/Departmental Final is 10% of the course grade.**  Students must provide their own Scantron forms.

#### Grading Formula

|  |  |
| --- | --- |
| **Grade**   | **Total Points**   |
| A  | 90% or above  |
| B  | 80-89  |
| C  | 70-79  |
| D  | 60-69  |
| F  | <60  |

Lecture Exams 60%

Connect Quizzes 10%

Assess my Diet/Diet Analysis/Discussion/Case Studies/Virtual Labs 10%

Connect- HW- 10%

Departmental Final Exam 10%

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

**Incomplete Policy:**

In this course, the purposes of the “I” (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an “F.” An incomplete “I” grade will be given only if all of the following conditions are met:

* You have earned at least 85% of the available points by the date that the “I” grade is requested.
* You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
* You must be passing with a grade of “C” or better.
* You must request the incomplete in writing BEFORE //2021- Please correlate with HCC last day of withdrawal date
* In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

##### HCC Grading Scale can be found on this site under Academic Information: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

**Course Calendar**

16-8-5

|  |  |  |
| --- | --- | --- |
| **Week**   | **Dates**   | **Topic / Assignments Due**   |
| 1  |   | Syllabus Chapter 1: The Basics of Nutrition  |
|   |   | Chapter 2: Evaluating Nutrition InformationChapter 3: Planning Nutritious Diets  |
|   | 8/27-28/21  | Exam 1  |
|  |   | Chapter 4: Body BasicsChapter 5: Carbohydrates  |
|   |   | Chapter 6: Fats and other lipids |
|   | 9/10-11/21 | Exam 2  |
|   |   | Chapter 7: ProteinsChapter 8: Vitamins  |
|   |   | Chapter 9: Water and Minerals  |
|   | 9/24-25/21 | Exam 3  |
|   |   | Chapter 10: Energy balance and Weight ControlChapter 11: Nutrition for Physically Active Lifestyles  |
|   |   | Chapter 12: Food SafetyChapter 13: Nutrition for a Lifetime  |
|   | 8/8-9/2021 | Exam 4  |
|   |   |   |
|   |   |   |
|   |   |   |
|   | 10/12/2021 | Final Exam-  |

\*\*\* Instructor to include Exam Dates and final

**Course Calendar**

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

 **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.**

**II.**

**The student is responsible for material in chapters above, whether covered or not in class. 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, lab 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.

## Instructor’s Practices and Procedures

### Missed Assignments

**<**No Make- up Quizzes/Exams or assignments will be given. At instructors discretion exam grades for that exam (those chapters) may be used in place of quiz grade.

No early or makeup Examination/Quizzes will be given. No Late reports will be allowed.

No early or makeup Presentations will be allowed. Totally at instructors discretion

### 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--](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

[procedures/studentprocedures/](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

**Attendance Procedures** << **Attendance:**

Please review College requirements. You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Class attendance is monitored daily. 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 and or initialing a sign in sheet, if so it is required and the responsibility of the student to sign in for credit on the day of attendance to be credited with attendance. Attendance may be given only if you attend full class period. Students with four or more unexcused absences may result in administrative withdrawal. Students are responsible for all subject matter covered during their absence(s). If you decide to stop or never attend my class, it is your responsibility to withdraw from the class. If you decide to withdraw, you must ask either a counselor or your instructor to facilitate the withdrawal. The last day to withdraw is (RS and SS). Please review College website 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

**<<** All students are responsible for reading and understanding the HCC Student Hand bookOnline 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 (As Needed)

**<< Grades will be uploaded to Canvas**

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.

|  |
| --- |
| **Electronic Devices** |
| **<<**  |   |

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 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.

[**Biology Program Information**](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)

The Biology area of study here at HCC covers the smallest and simplest organisms

(microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: [https://www.hccs.edu/programs/areas-of-study/sciencetechnologyengineering--math/biology/](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)

## HCC Policies

Here’s the link to the HCC Student Handbook [http://www.hccs.edu/resourcesfor/currentstudents/student-handbook/](http://www.hccs.edu/resources-for/current-students/student-handbook/)  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

### EGLS3

The EGLS3 [(Evaluation for Greater Learning Student Survey System)](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) 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. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints. [http://www.hccs.edu/resources-for/current-students/egls3evaluate-your-professors/](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

### Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

### 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 a](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/)nd activate it now. You may also use Canvas Inbox to communicate.

### 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.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement ([http://www.hccs.edu/departments/institutional-equity/)](http://www.hccs.edu/departments/institutional-equity/)

### disAbility 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

[http://www.hccs.edu/supportservices/disability-services/](http://www.hccs.edu/support-services/disability-services/)

### 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 <http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

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

[procedures/studentcomplaints/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/)

### Department Chair Contact Information

Dr. Kilani

Email: Shadi.Kilani@hccs.edu

Phone: 713-718-7035