

**COURSE SYLLABUS  
SPRING 2012**

**BIOL 1322  
BASIC NUTRITION**

Professor: Priscilla Riedel-Cohan, MS, RD, LD, SNS

CREDIT

Students who successfully complete the course will receive three hours of biology lecture credit.

COURSE GOAL

The goal of this course is to introduce students to the study of nutrition by showing its relationship to health, identifying those things that influence our food choices, identifying tools available to assist the informed consumer, and providing a general overview of the classes of nutrients and their roles in sustaining the various body systems.

TEXT

Grosvenor, Mary B. and Lori A. Smolin. Visualizing Nutrition: Everyday Choices. Wiley Publishing. 2010.

INTERNET OUTAGE POLICY

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

EVALUATION

Students will be evaluated using a variety of grading tools. The final course grade will be the result of performance on the following assignments:

<u>Assignment</u>	<u>Total Points Available</u>	<u>Due Date</u>	<u>Late Work Accepted</u>
Assignment	100	04/30/2012	Yes
Threaded Discussion	300	04/30/2012	No

Mid-Term Exam	200	05/03/2012	No
Final Exam	200	05/03/2012	No
Total Points	800		

Absolutely NO work will be accepted after the due dates indicated above with the exception of the assignment. Late work is accepted for the assignment until the date the mid-term and final exams are also due. The penalty for late submission of the assignment is one letter grade or 10 points.

Students who are not able to complete graded coursework by the due dates MUST notify the professor IN ADVANCE of the due date affected. The professor will give consideration to student issues such as personal or family illness, death of a family member and other such issues that may be outside the student's control provided that documentation of such exception is presented to the professor prior to the due date for the mid-term and final exams and before final grades are posted to the student's transcript.

Grades will be assigned on the basis of these final averages with 89.5-100 = A, 79.5-89.4 = B, 69.5-79.4 = C, 59.5-69.4 = D, below 59.4 = F. There are NO exceptions to this grading scale.

Extra credit is not offered to individual students. If the professor determines extra credit is appropriate for the entire class to master the content, then extra credit assignments may be offered. The professor is never under any obligation to offer extra credit to students.

## SCHEDULE

The schedule for this course is outlined in the online calendar. It is every student's responsibility to review the online calendar and note any due dates shown there as well as in the syllabus.

## COURSE WITHDRAWAL POLICY

The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCCS resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCCS has instituted an Early Alert process by which your professor will "alert" you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance.

**In order to withdraw from your DE class, you MUST first contact your DE professor, PRIOR to the withdrawal deadline to receive a "W" on your transcript.** After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an "F". It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting

your professor to withdraw, you may contact a DE counselor. However, please **do not** contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient. Consult the current college calendar for withdrawal deadlines. Please contact the HCCS Registrar's Office at 713-718-8500 with questions regarding withdrawal deadlines.

## STUDENT SERVICES

### ***DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES***

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

### ***INTERNATIONAL STUDENTS***

International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

## EXAM ADMINISTRATION POLICY

Exams for this class are online only. An assignment and discussion topics are offered along with the online exams to evaluate a student's mastery of the course content.

## ACADEMIC DISHONESTY

Cheating is NOT tolerated in this course. Any student caught cheating will be immediately assigned a zero for the applicable graded item. There is no opportunity for a make-up work and the professor will not negotiate with students who are caught cheating. Depending on the nature of the infraction, the professor reserves the right to assess a penalty, including, but not limited to, an "F" for the entire course or a zero on any or all future grades to be posted. Students who cheat may also be reported to college administration for further disciplinary action. This may include expulsion from HCCS.

## SPECIAL NEEDS

### ***STUDENTS WITH DISABILITIES***

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCCS Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

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

### Disability Support Services Offices:

System: 713-718-5165

Central: 713-718-6164

(This number is also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.)

Northwest: 713-718-5422

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

## STUDENT CONDUCT

### ***VIRTUAL CLASSROOM CONDUCT***

As with on-campus classes, all students in HCCS Distance Education courses are required to follow all HCCS 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.

### ***USE OF CAMERAS OR RECORDING DEVICES***

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

## DISTANCE EDUCATION STUDENT HANDBOOK

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/de/de-student-handbook>.

## DISCLAIMER

The professor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.