

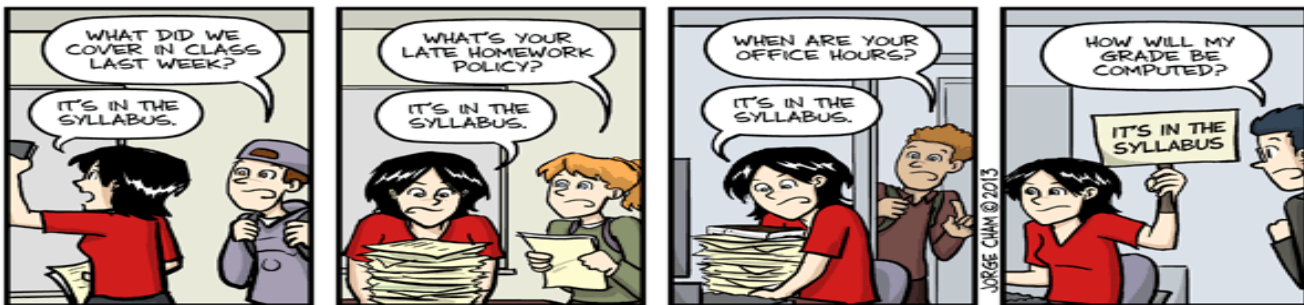
[book in canvas as ebook](#)

HOUSTON COMMUNITY COLLEGE

Introductory Nutrition /BIOL 1322 / CRN (16501, 16502, 16503)

FALL 2019 - Regular Semester

Distance Education Class Instruction Online



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM

ALL POWERPOINTS, EXAMS, GUIDES, LINKS TO ASSIGNMENTS ARE IN CANVAS

Canvas/computer/technical issues? Call: 713-718-5275

Launchpad/technical issues? Call: 877-587-6534

Be patient when calling & stay on hold till problem is solved (many students are calling them!!)

INSTRUCTOR CONTACT INFORMATION

Instructor:	Savannah Zinebi, Ph.D.	Office Phone:	713-718-6050 (Prefer Emails)
Office:	Felix Morales Bdg, Rm 210 /SE	Office Hours:	M/W 7am - 8am (confirm first by email)
E-mail:	Savannah.zinebi@hccs.edu	Withdrawal deadline:	November 1ST 2019

WELCOME TO:

Course Title:	Introductory Nutrition	Semester and Year:	FALL 2019
Course Prefix:	BIOL 1322	Room #:	ONLINE
CRN number:	(13200, 16501, 16503)	Class Days & Times:	ONLINE
Credit Hours:	3 SCH	Lecture: Day, Time,	ONLINE

COURSE OVERVIEW

Course Description:

This is a course in human nutrition. Nutrients needed for good health are identified along with good sources of these nutrients. Nutritional needs are considered for all stages of the lifespan, along with weight management and food safety. The goal of this course is to prepare students for careers that involve knowledge of nutrition and health of the human body and to help students to be able to choose healthy eating strategies for themselves and their families.

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):

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

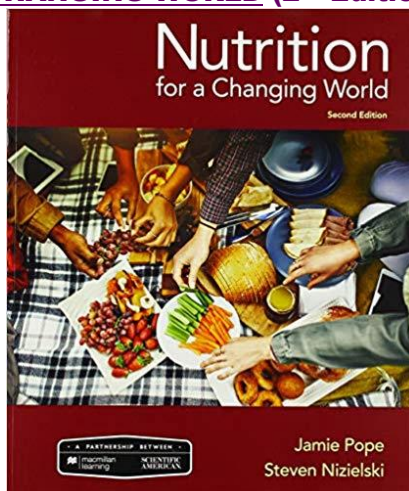
1. Identify the functions of carbohydrates, fats, proteins, vitamins, minerals, and water, and be able to develop a healthy, well-balanced diet using the principles of choosemyplate.gov.
2. Calculate nutrient content and determine quality of food choices using information from food labels.
3. Explain the role of all essential nutrients in disease prevention and health promotion.
4. Identify physical fitness, body weight, and body fat as it relates to chronic disease.
5. Demonstrate how nutrient needs change for pregnant women, infants, children, adults and the elderly.
6. Analyze nutrition information using the scientific method.
7. Describe the methods of safe handling, preparation, and storage of food.

Required Material:

TEXTBOOK WHICH IS ALREADY IN LAUNCHPAD & ACCESSIBLE THROUGH CANVAS GRADED ASSIGNMENTS IN LAUNCHPAD & WHICH ARE ACCESSIBLE THROUGH CANVAS

TEXTBOOK REFERENCE:

NUTRITION FOR A CHANGING WORLD (2nd Edition by POPE & NIZIELSKI)



In our efforts to prepare students for a changing world, students are expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs. If you need help learning some programs, go to the school labs and ask for help. You can also use the tutoring center found on the second floor of Felix Morales building behind the stars. The specific requirements are listed below:

Must know how to:

- Create or open word files and write and save them
- Make PowerPoints for a presentation
- How to convert word into pdf and vice versa
- How to look for files in your computer or in your flash drive, etc.

GETTING READY

Prerequisites: None.

Co-requisites: None.

<http://learning.hccs.edu/faculty/>. Use launchpad to do your assignments and canvas to get powerpoints and guidance for course schedule

CANVAS: Assignments will be in Launchpad (different website than canvas) but the link will be posted in Canvas. SO YOU ALWAYS GO TO CANVAS, CLICK ON THE DUE ASSIGNMENT, AND YOU ARE AUTOMATICALLY TAKEN TO LAUNCHPAD, WHERE YOU ANSWER THE QUESTIONS.

Optional Materials: watch the videos and training quizzes that will be uploaded in Canvas as semester goes

INSTRUCTOR GUIDELINES AND POLICIES

Attendance: You are expected to log in to your lecture classes online regularly. You are also responsible for all the materials uploaded in Canvas and textbook readings. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor, and must have a valid documentation for missing your deadlines. Class attendance is monitored daily by checking your logins to canvas. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction. For example:

For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence (= 2 weeks of non log in to canvas for online classes).

Departments and programs governed by accreditation or certification standards may have different attendance policies.

Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

CLASS ATTENDANCE IS MANDATED BY THE STATE.

Students in DE courses must log in to their Canvas course material ON THE FIRST DAY OF CLASS or you will be counted as absent. Just like in an on-campus class, your regular participation is required every single day of the first week & is monitored. You must have a least 3 login study session on Canvas by Friday morning of the first week of class or you will be automatically dropped from class.

COMMUNICATION:

When you access the course, please **always check your emails** – the most up-to-date info will be emailed to you, and **you are responsible** for it. You are also responsible for all information that is in the syllabus –posted on the home page of the course. **If you do not read your emails every day, you will regret it: some emails contain important information. IF YOU MISS IT, YOU MAY MISS SOME GRADES & DEADLINES!**

We will communicate using my email address as follows: savannah.zinebi@hccs.edu. Email inquiries will be checked and answered once daily, holidays or not! Emails generated on the weekend have no guarantee that they will be checked before Monday. Try to send your emails on Friday. Please make sure you get all your questions together and send one email instead of sending 4 or 5 emails per day one piece at a time. I have many classes and many students and cannot sit and chat back and fourth. **ALSO – be sure to include, on every email, the Course CRN # so that I know which roster/class you are a part of. Always write your full name at the end of the email**, to help me know who you are (no nick names, write the names on HCC system).

My emails to you, from this course, will be sent to your HCC email address you have on file in PeopleSoft. You are responsible for all communications sent to you from this course. Please be sure you know which email address the HCC system has on file for you, and update it if necessary. Call technical support and ask to make sure you know which email is on the list of HCC students. I do not see your email address! It is set by HCC as the email you have with HCC. If you choose to use another email, you will loose on everything I email you (I will email regularly). **NO EXCUSE IS ACCEPTED!!!!**

BEHAVIOR AND ETIQUETTE

- ❖ A few matters of etiquette: Do not use the mass canvas email for communication with other students for matters not pertaining to this class. Be Courteous in all communications! Your ability to enroll in any DE courses depends upon such courtesy. Please be mindful of whom you include in your email "To" field, as it seems to have become common practice to include everyone on every email unnecessarily. Please try to avoid this – be professional.
- ❖ Be sure the name you are using in which one is this checkcanvas is the same name in the HCCS PeopleSoft records – it is your responsibility to ensure you get the proper grade, and not someone else's in the case of name confusion. (This is more common than you think.) Please check on this at your earliest possibility, and let me know if there are any changes I need to be aware of. In addition, **please use 1 name CONSISTENTLY** in all of your correspondence & system sign-ins, and the name to use must be the name the HCC system has on file for you. Any emails from a different name will not be answered & will not be attributed to you if you do not consistently use the name the system has on file for you. If you are not sure - it is the name that PeopleSoft has listed for you. Do not ever email me from an email that is not HCC or a friend or family member email!! I will only reply to HCC emails.

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

Assignments: (Quizzes 17.5% + learning curves 17.5%)

Most graded assignments will be in **Launchpad**, a new website for your textbook that has all the study material for the PowerPoint chapters uploaded in canvas. I will have all the PowerPoints in **canvas**, for which you have free access because it is **made by HCC system**. However, most graded assignments in your gradebook in canvas, are from Launchpad & already paid for in your tuition. Launchpad is a different website made by the publisher of the book, MacMillan, and has all the study material for you to succeed in your course. As soon as you can access your course canvas, you will automatically access the textbook and the assignments through canvas.

How do I enroll in my course? <https://community.macmillan.com/docs/DOC-6059-launchpad-how-do-i-enroll-in-my-course-video>

How to get into Launchpad? <https://community.macmillan.com/docs/DOC-5530-launchpad-do-you-have-a-video-that-shows-my-students-how-to-use-launchpad>

How to access Launchpad? Through Canvas by clicking on any assignment. Start doing assignments as soon as you finish reading the textbook chapters and the PowerPoints and you feel ready to start the assignments.

The deadlines for each assignment attached to each chapter is on the syllabus (go to schedule at the end of the syllabus)

EXAMS (50%): THE DATES IN THE TABLE BELOW ARE TEMPORARY & MAY CHANGE BY 1ST WEEK OF CLASS

EXAMS	EXAM TIME	CHAPTERS INCLUDED	Ex. LOCATION	LOCATION ADDRESS
EXAM 1	OPEN SEP 15,16,17	Ch. 1, 2, 3	HOME or SCHOOL	Choose Home or School for better computers
EXAM 2	OPEN OCT 10,11,12	Ch. 4, 5, 6	TESTING CENTER	<u>1300 Holman, central campus</u> Thursday = 4pm to 6:50pm Friday = 10am to 6:50pm Saturday = 10am to 12:50pm
EXAM 3	OPEN NOV 7,8,9	Ch. 7, 8, 9,10	TESTING CENTER	<u>1300 Holman, central campus</u> Thursday = 4pm to 6:50pm Friday = 10am to 6:50pm Saturday = 10am to 12:50pm
EXAM 4	OPEN NOV 29,30,31	Ch. 11,12,13,14	HOME or SCHOOL	Choose Home or School for better computers
FINAL EXAM	OPEN DEC 5,6,7	Ch.1 through 14 EXAM ONLINE	TESTING CENTER	<u>1300 Holman, central campus</u> Thursday = 4pm to 6:50pm Friday = 10am to 6:50pm Saturday = 10am to 12:50pm

You must log into your course and study everyday for exam 1/ Sept 15, if not you get dropped from class!!!! YES!!! we track our login!! YES!

BOTH HOME ASSIGNMENTS (CALLED LEARNING CURVES) AND QUIZZES DEADLINES ARE IN CANVAS AND IN THIS SYLLABUS. YOU ARE RESPONSIBLE FOR NOT MISSING ANY DEADLINES.

PARKING FOR CENTRAL CAMPUS,

PARK IN STUDENTS PARKING BEHIND SAN JAC BUILDING (OLD BUILDING) WHERE TESTING CENTER IS. ANY CHANGES WILL BE SENT TO YOU BY EMAIL, READ YOUR EMAIL

ONLINE EXAM POLICIES:

- ❖ If you are unfamiliar with the workings of Canvas Online, please take the tutorials and PRACTICE with the system before your 1st exam.
- ❖ The course exams, quizzes, case studies, and homework assignments are conducted online via personal computer or at any HCCS Computer Laboratory within a specified time frame. Please allow adequate time to complete your exams and assignments, and to resolve any unanticipated personal computer or networking problems. Any exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams.
- ❖ If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam ONTIME. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely.
- ❖ Please note that **poor planning, personal computer or networking problems are unacceptable excuses for missed online exams.** In fairness to other students, any missed exams will be counted as 0 points, meaning that when computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

Make-up Exams/Quizzes:

NO MAKEUP FOR MISSED EXAMs, QUIZs, OR ASSIGNMENTs, Etc. IT WILL NOT BE ALLOWED. WHY? YOU WILL ALWAYS HAVE BETWEEN 2 TO 4 DAYS TO TAKE AN EXAM & YOU WILL KNOW THE DATES STARTING THE FIRST DAY OF CLASS. YOU WILL ONLY GET A CHANCE FOR A MAKEUP IF YOU HAVE AN EXTENUATING CIRCUMSTANCE LIKE: GIVING BIRTH OR BEING HOSPITALIZED FOR A PERIOD OF TIME DURING THE EXAM WEEK. **QUIZZES & ASSIGNMENTS** (CALLED LEARNING CURVES IN THIS CLASS) WILL BE **ALL OPEN FOR WEEKS STARTING THE FIRST DAY OF CLASS**, BUT WILL STILL HAVE DEADLINES, ETC.

IT IS YOUR RESPONSIBILITY TO CHECK ASSIGNMENTS' DEADLINE CONTINUOUSLY & MARK THEM ON YOUR PERSONNEL COMPUTER, PHONE, CALENDAR, ETC. NO EXCUSE TO MISS WORK.

RESEARCH PROJECT (10%):

You will be writing a research project (in groups of 2 students only) on nutrition issues and the disease that result from malnutrition and undernourishment. Diseases caused by nutrition deficiency are many, like Scurvy (vitamin C deficiency), etc. You will write a 2 pages research paper in groups of 2 students (1 page per student) with extra pages for the cover page, the outline, and the works cited pages (=bibliography to support your writing). This paper will teach you how to research & collect good information from school database (NOT Wikipedia) & how to use the MLA format when writing a project. More details will be given when projects are assigned to you, right after you take exam 1 (no stress!!). This research paper is as important as any lecture exam as it is worth 100 pts. Written project grade is the same for the 2 partners because you will write 1 paper together (1-1.5 pages each) and turn it in.

ORAL PRESENTATIONS GRADED (5%):

Once the 2 students have written their paper and uploaded it online in canvas, they will start preparing a PowerPoint presentation of their same research project. This is your way of letting your classmates know what you learned from your research project and share the info with them. Each student will prepare a PowerPoint about their half of the research paper they wrote the project on. Once your PowerPoint is finished, use a video camera (could be your phone) and record yourself presenting the project. You must be done in 3 to 4 minutes MAXIMUM. This video will be uploaded in canvas in the discussion board for your classmates to watch. This video is worth 10% of your final grade, just as an exam or research paper does. So, do your best and give a very professional presentation. You must be dressed professionally. I will give all the details for the presentation later in the semester. Will give you more info when the projects are assigned in week 4. For now, focus on your textbook and exams/quizzes.

HCC POLICY STATEMENT: INTERNET OUTAGE POLICY

If your professor experiences an Internet service outage or a power outage that significantly affects the timing of distributing on-line assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately. If there is any official notification from HCCS concerning downtime of the BB Internet course server that would affect distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately. This policy pertains only to the PROFESSOR'S Internet Service or to HCCS's Internet course servers, **NOT THE STUDENTS' computers or Internet access.** You always have 2 to 4 days to take the exam. No one at HCCS can verify outages at student sites and **student access is not the responsibility of HCCS** or the professors. **Students are responsible** for making sure that they have continuous, reliable Internet access in order to complete this course.

DRESS CODE:

Please be responsible and dress correctly if you have to camera-chat with your classmates. No need to show more than your legs and your arms when facing people on the Internet as a student or a teacher. Remember that you are free to wear what you think is professional but do not forget that some students are not comfortable chatting with classmates in very revealing clothes. We did a survey in 2 of my classes 2 years ago and the result was: 90% of students (males and females) do not appreciate talking to classmates who dress in not so professional clothes. They also said that they are Ok with classmates dressed in any type of clothes in parties and fun places, outside school environment. **There is a dress code on HCC website, please visit.**

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 at HCC (counseling, students affairs, etc.). By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

EGLS₃ (Evaluation for Greater Learning Student Survey System)

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to www.hccs.edu/egls3 for more information.

GRADE DETERMINATION:

ASSIGNMENTS	% FINAL GRADE	DUE DATES
EXAM 1	10%	TAKE AT HOME BETWEEN SEP. 15,16,17
EXAM 2	10%	TAKE AT TESTING CENTER BETWEEN OCT. 10,11,12
RES PAPER & VIDEO PROJ.	15%	VIDEO PRESENTATION DUE OCT. 22
EXAM 3	10%	TAKE AT TESTING CENTER BETWEEN NOV. 7,8,9
EXAM 4	10%	TAKE AT HOME BETWEEN NOV. 28,29,30
FINAL EXAM	10%	TAKE AT TESTING CENTER BETWEEN DEC. 5,6,7
QUIZZES +SPOTLIGHTS	17.5%	SEE CANVAS/LAUNCHPAD & SYLLABUS TABLES FOR DEADLINES
LEARNING CURVES	17.5%	SEE CANVAS/LAUNCHPAD & SYLLABUS TABLES FOR DEADLINES
FINAL AVERAGE	100%	WILL BE SEEN IN CANVAS & IN HCC WEBSITE
IF YOU MISS ANY TEST, YOU GET A ZERO & NO MAKEUPS WILL BE GIVEN (ORDER FROM DEAN & CHAIR)		

LETTER GRADE ASSIGNMENT: Grading Scale

A = 90 -100

B = 80 – 99

C = 70 – 79

D = 60 – 69

F = less than 60

FX (Failure due to non-attendance)

IP (In Progress)

W (Withdrawn)

I (Incomplete)

REPEATING COURSES (THREE-PEAT RULE)

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

COURSE WITHDRAWAL (6-Drop Rule)

Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines. Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an "F" from appearing on your transcript. Senate Bill 1231 limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

CLASS DROP POLICY

If you choose to not complete the course, be sure to Withdraw by the applicable semester deadline – I do not add/drop/withdraw/or otherwise affect your registration status. If you do not complete the course, and do not withdraw yourself, you will receive an 'F' as your course grade. This is your responsibility (write this down before you read on). Do not just stop doing your online assignments & think you are dropped. You will just keep getting zeros and have an F at the end of the semester. The school will automatically drop you after the first 2 weeks of class if you do not log in to your class and start doing assignments. The online administration checks online for your activity. **If you want to drop the course, the deadline NOVEMBER 1ST.** After that date, you cannot withdraw and if you just leave school, zeros will continue accumulating in your gradebook and you will get an F.

HCCS IS COMMITTED TO YOUR SUCCESS, HOW ABOUT YOU?

SUCCESS TIPS:

It is the student's responsibility to:

- complete learning activities On time & Participate when there is a discussion assignment online
- Read and comprehend the textbook (2 to 3 times if needed, the more you read the more you know)
- Complete the required assignments and exams no matter what
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

To be successful in this class:

1. Read the text and use the resources provided online by publisher.
2. Study material after reading or computer exercises. Make pictures, lists, flow charts, flash-cards – whatever works FOR YOU. Review the reading, notes, power-point lectures before tests.
3. Make connections between chapters such as concepts learned in one chapter with concepts covered in another chapter by flipping back and forth in the text as you study.
4. Review the course **objectives** and use them as a checklist before exams to ensure you have the skills that will be tested. Also, ask yourself the general question, *How* does this work? If you can explain processes, you know that you have the facts, vocabulary, details and overall understanding you need.
5. Review the previous week's material when you finish the assignment for that week – don't forget that you have a Comprehensive final!
6. Keep up with everything, and don't get behind. Develop a curious attitude. Read and learn all you can about the role of good nutrition in health. It will help you and your family to live a healthier, and possibly even longer, life.

I hope that you enjoy our study of nutrition and that you become wise consumers, choosing healthy biological macromolecules!

Early Intervention Program and Services:

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.

Tutoring:

HCCS provides free online tutoring for all HCC students. Go to www.hccs.askonline.net; use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

Counseling Services: Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES

ACADEMIC INTEGRITY

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.

FINAL EXAMINATIONS

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule. FINAL EXAM SCHEDULE IS IN THE SYLLABUS but will be confirmed in 2-3 weeks (dates & locations being processed)

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

AMERICANS WITH DISABILITIES ACT STATEMENT

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

COMPUTER VIRUS PROTECTION

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

FERPA

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

RESOURCES AVAILABLE TO YOU:

1. HCC provides **FREE ONLINE TUTORING** 24 hours/day in writing, math, science, and other subjects. HCC **AskOnline** Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service. There will also be on-campus tutoring in the Tutoring Assistance Center (TAC), located in FM 203.
2. As a DE student you have the same access to first-rate information resources that the **HCC LIBRARIES** make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit **Library Resources** specifically for Distance Education students.
3. DE students also have access to a set of Library **"BEGIN RESEARCH"** FAQ's and instructional modules designed to introduce our off-campus students to HCC's wide variety of library resources. The self-paced material and accompanying quizzes are estimated to take 2-5 hours to complete. Helpful tutorial links and tip sheets are included that address specific library resources.

In order to sign-up for the Library **"BEGIN RESEARCH"** material, students just need to go to: http://library.hccs.edu/begin_research

Once a student has completed the material successfully by passing an Exit Quiz with a score of 70% or above, they will receive email notification and the DE instructor noted on the student's sign-up will be notified as well. It generally takes a student 3-4 hours to completely go through the

material and complete the included quizzes.

4. Re: Distance Education Services:

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>

Campus Carry - Houston Community College | HCC:

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

HCC Policy Statements

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

Access CE Policies on their Web site: <http://hccs.edu/CE-student-guidelines>

PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED ONLINE TESTS (EXAMS, QUIZZES, ETC.).

TECHNICAL PROBLEMS ARE NOT AN ACCEPTABLE EXCUSE FOR MISSED ONLINE EXAMS, QUIZZES, HOMEWORK, OR CASE STUDIES. START YOUR EXAMS & QUIZZES AT LEAST 24 HOURS BEFORE DEADLINES SO THAT, IN CASE COMPUTER OR INTERNET PROBLEMS OCCUR, YOU CAN CHANGE COMPUTERS, DRIVE SOMEWHERE WHERE THERE IS A COMPUTER, ETC. AND NOT MISS YOUR TEST. I WILL NOT ENTERTAIN ANY EXCUSES OF ANY TYPE. WAITING TILL THE LAST MINUTE TO START A TEST MAY COST YOU!!!

I RECEIVED 15 EMAILS FULL OF EXCUSES FROM STUDENTS WHO MISSED ASSIGNMENTS LAST SEMESTER, ASKING FOR MAKEUPS. NONE OF THEM GOT A MAKEUP AND A ZERO WAS PLACED IN THEIR MISSED TEST. THIS IS AN ORDER FROM OUR CHAIR AND DEAN: NO MAKEUPS, NO GAMES, NO EXCUSES, STUDENTS WHO FIND THEMSELVES NOT READY TO TAKE AN EXAM & SKIP IT, THEN COME UP WITH EXCUSES LIKE "I WAS SICK" OR "MY CAR BROKE" ETC., ALL GOT A ZERO. DO NOT BE THAT STUDENT. ANY GRADE IS BETTER THAN A ZERO. I WILL NOT EMAIL BACK, THOSE WHO MISS TESTS & ASK FOR MAKEUPS. BE RESPONSIBLE AND DO YOUR BEST. BEST OF LUCK!!!

Follow the DEADLINES and stick to them!! Saying "confused" is no longer an excuse. Ask me ahead of time & I will clarify your confusion. You wait till the last minute to ask, too late!!!. Don't do it!!

SEE SCHEDULE NEXT PAGE

TENTATIVE INSTRUCTIONAL OUTLINE: The Instructor reserves the right to change the syllabus if needed. Students will be informed in a timely manner of any changes & the new changes will be uploaded on time.

HOME ASSIGNMENTS (=LEARNING CURVES) DEADLINES WILL BE IN CANVAS & IN THE TABLE BELOW

CHAPTERS INCLUDED IN EACH EXAM	Assignments to do in CANVAS before each exam deadlines	Deadline to finish each assignment	LOCATION FOR EXAMS
EXAM 1 COVERS THE CHAPTERS BELOW	QZ + L. CURVES DUE DATES	Dues before	
Chapter 1: The Science & Scope of Nutrition	Learning curve Ch. 1 + QZ 1	SEPTEMBER 15	1st EXAM IS TAKEN AT HOME
Chapter 2: Healthy Diets Super-Tracker Tutorial	Learning curve Ch. 2 + QZ 2	SEPTEMBER 15	
Chapter 3: Digestion and Metabolism	Learning curve Ch. 3 + QZ 3	SEPTEMBER 15	

TAKE EXAM 1 ON CANVAS AT HOME - OPEN SEPTEMBER 15,16,17

CHAPTERS INCLUDED IN EACH EXAM	QZ + L. CURVES DUE DATES	Dues before	2 nd EXAM IS TAKEN AT TESTING CENTER
EXAM 2 COVERS THE CHAPTERS BELOW	QZ + L. CURVES DUE DATES	Dues before	1300 Holman St. Central Campus
Chapter 4: Carbohydrates	Learning curve Ch. 4 + QZ 4	OCTOBER 10	
Chapter 5: Nutrition and Diabetes	Learning curve Ch. 5 + QZ 5	OCTOBER 10	
Chapter 6: The Lipids	Learning curve Ch. 6 + QZ 6	OCTOBER 10	

TAKE EXAM 2 AT TESTING CENTER – OPEN OCT 10,11,12

RESEARCH PROJECT HANDOUT & VIDEO ARE DUE OCTOBER 22

CHAPTERS INCLUDED IN EACH EXAM	QZ + L. CURVES DUE DATES	Dues before	3 rd EXAM IS TAKEN AT TESTING CENTER
EXAM 3 COVERS THE CHAPTERS BELOW	QZ + L. CURVES DUE DATES	Dues before	1300 Holman St. Central Campus
Chapter 7: Fat Soluble Vitamins	Learning curve Ch. 10 + QZ 10	NOVEMBER 7	
Chapter 8: Water Soluble Vitamins	Learning curve Ch. 11 + QZ 11	NOVEMBER 7	
Chapter 9: Major Minerals and Water	Learning curve Ch. 13 + QZ 13	NOVEMBER 7	
Chapter 10: Trace Minerals	Learning curve Ch. 14 + QZ 14	NOVEMBER 7	

TAKE EXAM 3 AT HOME – OPEN NOV 7, 8, 9

CHAPTERS INCLUDED IN EACH EXAM	QZ + L. CURVES DUE DATES	Dues before	4 th EXAM IS TAKEN AT HOME
EXAM 4 COVERS THE CHAPTERS BELOW	QZ + L. CURVES DUE DATES	Dues before	
Chapter 11: Dietary Supplements	Learning curve Ch. 12 + QZ 12	NOVEMBER 28	
Chapter 12: Energy Balance and Obesity	Learning curve Ch. 15 + QZ 15	NOVEMBER 28	
Chapter 13: Nutrition and Fitness	Learning curve Ch. 16 + QZ 16	NOVEMBER 28	
Chapter 14: Nutrition & the Aging Adult	Learning curve Ch. 18 + QZ 18	NOVEMBER 28	

TAKE EXAM 4 TESTING CENTER – OPEN NOV. 28,29,30

SUPPLEMENTARY ASSIGNMENTS GRADED		Dues before	THESE ASSIGNMENTS HELP WITH THE FINAL ALL CHAPTERS INCLUDED
SPOTLIGHTS A, B, C, D		DECEMBER 2	
METABOLISM		DECEMBER 2	
SPOTLIGHTS E, F, G, H		DECEMBER 3	

TAKE FINAL EXAM AT TESTING CENTER – OPEN DEC 5,6,7

ALL CHAPTERS INCLUDED IN FINAL EXAM: FINALTAKEN AT:

@ 1300 HOLMAN @ CENTRAL CAMPUS THU, FRI, SAT DEC 5,6,7 (see time everywhere)

EXAM 2, EXAM 3, AND FINAL EXAM WILL BE TAKEN AT THE TESTING CENTER AT 1300 HOLMAN
Thursday = 4pm to 6:50pm (last admit time 6:50pm): you have till 9pm to finish the exam
Friday = 10am to 6:50pm (last admit time 6:50pm): you have till 9pm to finish the exam
Saturday = 10am to 12:50pm (last admit time 12:50pm): you have till 3 pm to finish the exam

THESE ARE THE EMAILED EXAMS HOURS FROM D.E. CENTERS (SAME AS ABOVE)

For online proctored exams

Thursdays – 1300 HOLMAN Street - 4pm-9pm; last admit time 6:50pm.

Fridays – 1300 HOLMAN Street - 10am-9pm; last admit time 6:50pm.

Saturdays – 1300 HOLMAN Street - 10am-3pm; last admit time 12:50pm.

PARKING FOR CENTRAL CAMPUS TESTING CENTER (1300 Holman ST),

PARK IN STUDENTS PARKINGS BEHIND SAN JAC BUILDING (OLD BUILDING see below) WHERE THE TESTING CENTER IS (ANY CHANGES WILL BE SENT TO YOU BY EMAIL, READ YOUR EMAIL REGULARLY)

After you park in the garage, you will be getting to this building from the left side (see left arrow)

Blue arrows show the entrances to the testing center building: the parking is behind this building



TESTING CENTER ENTRANCES: THIS SIDE IS FACING HOLMAN St.

USEFUL LINKS FOR STUDENTS when working with Launchpad

[Student User Guide](#)

[How to Enroll in a Course](https://community.macmillan.com/docs/DOC-6059-launchpad-how-do-i-enroll-in-my-course-video) (Student Video) <https://community.macmillan.com/docs/DOC-6059-launchpad-how-do-i-enroll-in-my-course-video>

[How to Use LaunchPad](https://community.macmillan.com/docs/DOC-5530-launchpad-do-you-have-a-video-that-shows-my-students-how-to-use-launchpad) (Student Video) <https://community.macmillan.com/docs/DOC-5530-launchpad-do-you-have-a-video-that-shows-my-students-how-to-use-launchpad>

[I accidentally enrolled in the wrong course. What do I do?](https://community.macmillan.com/docs/DOC-5568-launchpad-writers-help-20-im-in-the-wrong-course-how-do-i-get-into-the-correct-one) <https://community.macmillan.com/docs/DOC-5568-launchpad-writers-help-20-im-in-the-wrong-course-how-do-i-get-into-the-correct-one>

Technical Support is available in the following ways, at the following times:

- Searchable help documents and videos on our [Macmillan Community Support Site](https://community.macmillan.com/community/digital-product-support/college-students-support-community); <https://community.macmillan.com/community/digital-product-support/college-students-support-community>
- [Email](#); answered within 24 hours (click "Need More Help?")
- By phone at **(877) 587-6534**, Mon - Thur 7AM to 2AM; Fri 7AM to 11PM; Sat 11AM - 7PM; Sun 11Am to 2AM (all times CST)