

# SYLLABUS TEMPLATE

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## Human Nutrition, Biology 132, 3 Credits

### Course Description

Introduction to the basic function of nutrients, including factors affecting the utilization of nutrients. A brief discussion of food pyramids and dietary allowances with dietary calculation and evaluation will be included. Additional emphasis will be placed on special needs during the life cycle and current issues in nutrition. It is a 3-credit, 3-hour class, which means at least 3 hours of online class time may be required each week. In addition to this you can expect to put in at least as much time reading, studying and doing homework.

### Prerequisite

None

### Textbook Information

#### 1. Required Textbook:

Wardlaw's Perspectives in Nutrition, 10th Edition (ISBN 9780078021411 or ISBN 0078021413)

#### 2. Other Required Materials:

My Plate Super Tracker (free web-based program and app) at <https://www.supertracker.usda.gov/Login.aspx>

#### 3. Optional:

To prepare and practice for the exams, it is strongly commended that students access and use the resources available on the publisher's website. These provide review and self-testing exercises among other helpful activities.

## Course Objectives

Upon Completion of this course, you will be able to:

1. Identify the functions of essential nutrients and know sources of these nutrients.
2. Describe the anatomy and physiology of the digestive tract.
3. Describe and utilize a nutrient assessment.
4. Analyze diet using food pyramids, food labels, food composition tables, Nutrition software
5. Explain the interrelationships between nutrition, activity, and health.
6. Assess nutrition information in the popular press.
7. Critically assess how diet affects quality of life.
8. Investigate current research about the role of diet and disease.
9. Identify the functions of essential nutrients and know sources of these nutrients.
10. Describe the anatomy and physiology of the digestive tract.
11. Describe and utilize a nutrient assessment.
12. Analyze diet using food pyramids, food labels, food composition tables, Nutrition software
13. Explain the interrelationships between nutrition, activity, and health.
14. Assess nutrition information in the popular press.
15. Critically assess how diet affects quality of life.
16. Investigate current research about the role of diet and disease.

## Communication and Turnaround Time

### 1. Communication Types:

- **Announcements:** will be posted by the instructor in the Announcement Page.
- **Course Messages:**
  - If you have specific, personal questions for the instructor, please send a message through Blackboard using the Course Messages link on the left.
- **Discussions Boards:** There are mandatory discussion topics. For each unit, there will be discussions based on the unit assignment (Diet analysis or videos) and shared with the entire class and there will be Group Discussion topics within the Group discussion forum as well.
- **Blogs:** Similar to discussions, but longer written postings including outside resources and personal reflection.

## 2. Communication Turnaround Time:

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

## Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)  
[How to check my grades video tutorial](#)
- [How to check assignment grades written tutorial](#)  
[How to check assignment grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Multiple-choice, True/False, Match and other non-essay type questions in Quizzes and Exams are auto-graded immediately after you take them.
3. Papers, journals, essays, short-answer questions and other manually graded written assignments will be graded within one week after the due date.

## Grades

### Percentage of total points:

- Course Discussions, 18%
- Blog Assignments 15%
- Diet Analysis Assignment 11%
- Unit Quizzes 45%
- Final Exam 11%

### Letter Grades

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- 59% or less will result in failing the class

## Assignment Types and Grading Policy (Including Proctored Exam)

### 1. Discussions

- There are mandatory discussion topics. For each unit, there will be a list of questions provided, choose one of the questions, and include the question with your comprehensive and insightful answer, for the first initial post.
- Post your own initial response to the discussion question you have chosen, prior to the weekend before deadline. This means, that you posted at least several days before the deadline to give other students a chance to read and respond to your posts.
- You need to answer just one of the discussion questions. You do not get extra points for answering more. I would rather see well-thought out answers than less well developed answers. Make sure you include the question you've selected with your answer.
- Reply to at least 3 peers, the more the better, and provide comprehensive and insightful posts and replies.
- Do not just a definition or repeat of someone else's post. Original thoughts and replies that cause a furthering or more in depth discussion are preferred.
- A rubric is available within the Grading Criteria section, there is a discussion for each unit, except unit 8.

### 2. Unit Quizzes

Worth 50 points with one attempt, 60 minutes.

### 3. Blog Entries

Student Blogs are online writing assignments that other students comment on, like discussions, but require a more formal writing style. Comments should be meaningful, demonstrating in-depth thought and contributing to the overall learning of other individuals in the course. See the grading rubric within the course for more requirements.

#### ***Suggestions for effective posting and commenting:***

- Write with your audience in mind, that is the other members of this class as well as a larger audience of people.
- When appropriate, directly quote from and cite the texts that we are reading in class.
- Pose questions and be open-ended to generate discussion.
- Hyperlink outside sources as well as anything else that adds to your post.

#### 4. Diet Analysis

Each student will be required to do a diet analysis during the semester. Student must be able to save a 7-day report in either word or PDF format along with analysis. Make an account at My Plate Super Tracker.

- The instructor cannot help you with access or technical issues related to My Plate Super Tracker. You will need to research the answer yourself or ask classmates.
- Please review Grading Criteria, and assignment materials for more information.

#### 5. Final Exam

**Proctored Comprehensive Final Exam:** (worth 100 points, with one attempt, 120 minutes)

### Proctored Exam

MCC Online students use SmarterProctoring to sign up for a time to take a proctored exam. Students may sign up to take the exam in one of the MCC testing centers or with another approved proctor. If SmarterProctoring does not offer a pre-approved proctor in the student's area, the student may find another proctor with the approval of the instructor. Instructions on how to use SmarterProctoring are provided within the course itself.

Please note that if you are testing at one of the MCC locations you will be required to sign up for an available time slot at that testing center before arriving at the site. Even if you are a "walk-in" you will need to access SmarterProctoring to sign up prior to being allowed to take the test.

### Course Policies

#### 1. Extra Credit

There is no extra credit offered.

#### 2. Expectations

It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but this does not mean that you will be able to leave it alone for more than a day. This is a 3-credit hour class that would meet for 8-10 hours a week and have approximately 16 - 20 hours of outside work and study. You should plan on spending about 28 – 32 hours a week on this course with the online time, reading materials, and study time.

### 3. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

***Simply logging in to Blackboard does not count as attendance.***

### 4. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

### 5. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

### 6. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

### 7. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the “Student Resources” tab on top of blackboard after you logged in to Blackboard.

## Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

## Satisfactory Academic Progress

In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site](#).

## ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at [mcckc.edu/disability](http://mcckc.edu/disability). The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at [mcckc.edu/disability](http://mcckc.edu/disability).

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)

## Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

## Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.