

2015

Biology 120-251W Fundamentals of Nutrition Online Fall 2015

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BIO 120-251W SYLLABUS – 16 WEEK ONLINE FALL 2015

COURSE TITLE: Fundamentals of Nutrition

DESCRIPTION: Students examine food sources and functions of nutrients, nutrition guidelines, principles of weight management, and relationship between nutrition and health. The course stresses practical application of concepts and explores current controversies.

PREREQUISITES: None. However, a basic understanding of math and biology will be beneficial.

Instructor: Toni Burkhalter (lead instructor) & Maria Rasche (discussion and special assignments)

E-mail: E-mail within Cobra or TBurkhalter@parkland.edu

Phone: 217-351-2469

Online Office Hours: 9-10a on Fridays virtually through Cobra. I welcome questions at all times through the “help” discussion board, e-mail or phone.

TEXT AND SUPPLIES (required):

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USEFUL WEBSITES:

Parkland’s Homepage: www.parkland.edu

My Parkland (student e-mail, semester grades, registration, etc) <https://my.parkland.edu/>

Parkland On-line: <http://online.parkland.edu/>

Direct link to Cobra (class platform): <https://cobra.parkland.edu/>

CAS – Center for Academic Success

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact one of the following staff at the Center for Academic Success <http://www.parkland.edu/resources/cas/>

Disability Services

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or other classroom assistance), please, contact Kristen Murray, Department Secretary at 353-2338 or disabilityservices@parkland.edu in a timely manner, to ensure that accommodations coincide with the start of the semester.

DEADLINES AT 10AM

We will NOT have midnight deadlines. Instead of midnight Sunday deadlines (when I am asleep and Parkland is closed), I pushed deadlines forward several days to encourage students to contact me throughout the week. Thus, we will have Friday 10a deadlines scheduled for modules while Parkland is open and immediately following an office hour. The exception to the Friday deadlines is the final exam as it opens at 10am on Friday 12/11 and closes at 10am on Monday 12/14.

Upon completion of this course, students will be expected to:

1. Describe functions and food sources of nutrients in the six categories discussed.
2. Use meal planning tools.
3. Interpret information found on food labels.
4. Describe and discuss principles of energy balance and weight management.
5. Explain the ways diet can influence health, especially with regard to the development of heart disease, cancer, and osteoporosis
6. This is not all--you will learn a lot more!

A Code of Conduct Reminder from the Parkland College Dean of Students

All Parkland Students are expected to be responsible for their behavior. This includes monitoring your language and your behavior all around the campus, including in and out of classes. Please, think before you act! You are expected to respect yourself, your fellow students and your instructors. You have joined the Parkland College academic community. Be a good member of the community. View the Student Policy and Procedures Manual and Conduct Code on line at: www.parkland.edu/studentLife/policies

If you have any questions or concerns – Call the Office of the Dean of Students at 217-353-2048

Academic Honesty: Parkland College's values include honesty, integrity, and responsibility.

Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. The process of determining the consequences of academic dishonesty begins with the faculty member and may proceed to include the department chair and/or the Office of the Vice President for Academic Services. All Incidents of academic dishonesty, including developmental or punitive action, should be referred in writing to the Office of the Vice President for Academic Services. Academic Honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism:

- a. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help. Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.
- b. Fabrication: Falsifying or inventing any information or citation in an academic activity.
- c. Plagiarism: External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.
- d. Collaboration: Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities. Collaboration beyond this constitutes academic misconduct.

COURSE POLICIES

1. **Attendance.** Regular participation is required on the discussion boards. You are expected to check your Parkland e-mail account and Cobra at a minimum every Monday, Wednesday and Friday during the semester. If you cannot get online for any reason, please, notify me at 217-351-2469 at your earliest convenience and prior to any missed deadlines.
2. **Withdrawals.** After the first week of class, I am required to assess your attendance. If you have not completed the required material and/or have not logged into Cobra, you will be dropped with no refund of tuition or fees. After the first week of class, you should plan to withdraw yourself if you want to withdraw from the course. You are ultimately responsible for your own withdrawal by the withdrawal date.
3. **Module Quizzes.** A 20-point timed quiz will be given upon the completion of a module. A total of ten quizzes will be administered. The lowest quiz score will be dropped. The highest nine scores will be used to compute your quiz grade. You will receive a point total for each quiz, but no letter grade. If a quiz is missed, unfortunately, there will not be an opportunity to make up a module quiz without documentation and instructor approval.
NOTE: If there are problems with your computer or quiz submission, you need to e-mail me or call my office and leave a voicemail a maximum of an hour after the proposed problem and no less than an hour prior to the deadline.
4. **Discussion Points.** Each module you will be expected to complete a discussion board that pertains to the information covered in that module. No late discussion postings are accepted.
 - a. You must respond to the posted question by the due date
 - b. Your response will be graded by the following criteria:
 - Did you answer all parts to the question?
 - Did you answer the question correctly?
 - Did you explain yourself in full sentences with correct spelling?
 - Did you double check to make sure that you posted successfully?
 - Did you post twice with five or more sentences per posting?
5. **Video Quizzes or Assignments.** You will either be completing an assignment or a video quiz for each module (ten total). The lowest grade will be dropped and nine will count towards your grade. Assignments will be submitted through a drop box or assignment submission link within Cobra. Assignments can rely heavily on the book. Thus, the required text book is needed for success. Videos are 30 minutes+ each and have an accompanying worksheet. Once the worksheet is complete, it should be studied prior to completing the associated video quiz. Each module will have either an assignment OR a video quiz for each module (but, never both).
6. **Special Assignments.** You will be expected to complete two special assignments that will test your application of the material. Special assignments cover several modules and are similar to a semester project. *Late submissions or makeup work cannot be accepted for special assignments.*

7. **Final Exam.** Parkland College requires that a final exam be given during final exam week. There will be no early finals or make-up finals given, except in cases of medical emergencies or a death in the family. Please plan vacation travel, job interviews, and work schedules to avoid conflict. The final exam will be a timed online exam.
8. **Slow Computers/Bad Connections.** If you have more than one problem associated with a slow connection and/or a bad computer connection, please, contact me as soon as possible and prior to any missed deadline so I can help with anything that may hinder your success.

METHODS OF ASSESSMENT

Quizzes (20 pts each x 9).....	180 points
Discussion Board Postings (5pt x 10).....	50 points
Video Quiz or Assignment (10pt x 9).....	90 points
Special Assignments (40 pts each x 2).....	80 points
<u>Comprehensive Final Exam.....</u>	<u>50 points</u>
Total.....	450 points

GRADE SCALE

Points	Grade
90-100%	A
80-89.9%	B
70-79.9%	C
60-69.9%	D
Less than 60%	F

HELPFUL HINTS TO SUCCEED ON ASSIGNMENTS AND QUIZZES

- Spend most of your time determining how to "apply" the material to foods, scenarios and life. The quizzes are application based (not merely memorization).
- Be sure you know all definitions and how they relate to each other and to the module material.
- Come prepared for quizzes as if they were closed book and closed note exams. You should spend several hours quizzing yourself. Actively engage in the material by creating many multiple choice questions or flash cards. ...reading the material alone is generally not enough for success.
- You will be asked an essay question on many of the module quizzes. Prepare for questions like the following: *With respect to nutrition and information presented in the module, define the following key term in your own words and use it in a sentence relating it to your life. TERM: **MALNUTRITION***
- Although discussion and collaboration is encouraged on the discussion boards, please, work alone on quizzes and assignments. Be sure to present work that is original to you or properly referenced. Work copied from the book, a friend, online sources, etc. and not referenced cannot be accepted.

HELPFUL E-MAIL SUGGESTIONS FOR THIS CLASS

- E-mailing your instructor provides practice for sending e-mails to your boss or future employers. So treat them as such.
- Your first line of your e-mail should read "Dear Toni Burkhalter:" and end with your full name and what class and section you are in (Jane Doe, BIO 120-251W FALL 2015).
- Include a subject line which tells the receiver something about the topic of the e-mail.
- Please, do not send e-mails to your instructor's student account (use their faculty account on the syllabus or Cobra e-mail). Unfortunately, instructors don't use their student e-mail.
- If you are e-mailing a question, be as specific as possible (help me help you). A good example, "I am having trouble converting weight from lbs to kg. I tried using an online converter, but that didn't give me the correct answer. Can you please advise me on how to approach this problem?" A bad example, "I don't understand #2?"
- Carbon Copy (CC :) yourself. This will make a copy in your inbox confirming that the e-mail was sent and will have a time stamp.
- Do not close or exit out of the software or internet page you are using until you have confirmation that the e-mail has been sent.
- Do not log off your computer until you have confirmation that the e-mail was sent.
- Don't send assignments through e-mail. E-mail has a size limit and it could be rejected.
- Don't expect to get an answer to your e-mail in a matter of minutes (unless it is during office hours). However, if you are waiting for a response to a question, check your e-mail more frequently than often until you get the answer.
- I check e-mail 1-2 times a day. If you have not received a reply within 24 hours; I likely did not receive it. Feel free to politely follow up.

EXTRA CREDIT

Generally, BIO 120 does not offer extra credit. However, to encourage students to work ahead and keep the lines of communication open, +1pt extra credit will be granted when a student is the first to e-mail instructors if there is a coding error. The following would be a subset of possible examples:

- An assignment that should be open and available to submit, but is unavailable.
- A problem with the gradebook where a discussion is accidentally coded as 50pts.
- A module that was expected to open, but did not. For example, if you complete module A1 and module A2 does not open, send an e-mail to the instructors.

The e-mail should clearly explain what should have happened, what is happening instead, a respectful invitation for instructors to check into it, and a request for +1pt extra credit.

PARKLAND COLLEGE IMPORTANT DATES

- Students gain access to Cobra Friday, August 21
- Last day to drop with no record and 100% refund: August 30
- Labor Day (college closed): September 7
- Thanksgiving recess (begins at 5 p.m. on November 25; college closed): November 25–29
- Last day of instruction and the day the final becomes available: Friday December 11
- Final examination due by 10am on Monday December 14

MODULES AND DUE DATES

Keep in mind, each module contains the following:

- Discussion (5 points)
- Assignment or video quiz (10 points)
- Module quiz (20 points)

It is expected that you work on material for several hours every day of the week starting with the book reading, contributing to the discussion, working on the assignment, completing the ‘testing your knowledge activities’, watching any video links, actively engaging in the material while studying and completing the module with a module quiz. When using Cobra to gather your course information, it is best to follow the links from top to using the checklist, syllabus and calendar to keep you on task.

MODULE	BOOK CHAPT	DUE DATE – all material is due by 10am
GETTING STARTED	Purchase book	Get to know your book and complete all “getting started” material in Cobra F 8/28
A1 Why does nutrition matter?	Chapter 1	Discussion, assignment and module quiz due in Cobra by 10am Friday 9/4
A2 Choosing foods wisely	Chapter 2	Discussion, assignment and module quiz due in Cobra by 10am Friday 9/11
A3 Body basics	Chapter 3	Discussion, assignment and module quiz due in Cobra by 10am Friday 9/18
A4 Carbohydrates	Chapter 4	Discussion, assignment and module quiz due in Cobra by 10am Friday 9/25
A5 Protein	Chapter 5 & 11	Discussion, assignment and module quiz due in Cobra by 10am Friday 10/2
Special Assignment 1 – food diary & interpretation	Ch. 1-5	Enter 1 day food diary in MyFP F 10/9 Submission due F 10/16 in Cobra by 10a
A6 Lipids	Chapter 6	Discussion, assignment and module quiz due in Cobra by 10am Friday 10/23
A7 Vitamins	Chapter 7	Discussion, assignment and module quiz due in Cobra by 10am Friday 10/30
A8 Water and minerals	Chapter 8	Discussion, assignment and module quiz due in Cobra by 10am Friday 11/6
A9 Energy balance and weight	Chapter 9 & 12	Discussion, assignment and module quiz due in Cobra by 10am Friday 11/13
A10 Keeping food safe	Chapter 14	Discussion, assignment and module quiz due in Cobra by 10am Friday 11/20
Special Assignment 2 Calculation quiz	Ch 1-9, 11, 12 & 14	Opens for first take Friday 11/27 Last take due by 10am Friday 12/4
TIMED COMPREHENSIVE FINAL EXAM IN COBRA	Ch 1-9, 11, 12 & 14	Final exam opens 10am Friday 12/11 Final exam due by 10am Monday 12/14

***NOTE: You are strongly encouraged to work ahead and submit module assignments and special assignments at least a few days prior to the deadline.** Each module, special assignment and final exam takes about 8-10 hours to successfully complete while learning how to apply all key concepts.