Instructor Information

Instructor: Natalie B Rollins, MS, RDN, LD
Office: n/a (Adjunct Instructor)
Hours: Available by appointment only
Email: nrollins@uaptc.edu

*All emails and telephone calls will receive a response within 24-48 hours

Chair: Thomas Russell 501-812-2705 trussell@uaptc.edu
Dean: Marico Bryant-Howe, PhD 501-812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within 48 hours, the appropriate chain of command is above.

Course Information

This is an online class. All information will be through our Blackboard class.

Catalog Description

An overview of the basic principles of nutrition, diet planning, digestion, specific nutrients, weight management, fitness and consumer concerns. This course is designed to assist students in the understanding of the science of nutrition and how it relates to their own health.

Required Course Materials

Textbook: The materials required for this course are included in Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks for $119.99 per term, $179.99 per year, or $239.99 for two years. No matter how many Cengage products you use, they are included in Cengage Unlimited, and the price stays the same. You can purchase access to Cengage Unlimited in the bookstore, or at cengage.com.


Access Code: The access code can be obtained with purchase of the required textbook listed above through the campus bookstore, Cengage.com, or another retailer. You MUST access MindTap through the Blackboard link ONLY.

For additional Cengage and MindTap support, please visit:
- Getting started materials: cengage.com/start-strong
- Training site for Cengage platforms: cengage.com/training
- FAQs: cengage.com/faq
- Cengage Customer Support: cengage.com/support
Technology: **Reliable computer and internet access.** Please note: Smart phones and other mobile devices may not provide adequate technology and/or may not be conducive to successful course navigation or successful completion of the course. It is recommended that all quizzes be taken on a computer with a hardwired internet connection. Wireless networks are often inconsistent and may interfere with your quiz attempt. All students are **required** to use Blackboard in courses at UA-PTC. The UA-PTC Blackboard Support Team provides Blackboard training for all students. If you have ANY Blackboard questions, need training or want to schedule an appointment contact them any time via email at Blackboard@uaptc.edu or oss@pulaskitech.edu. To view the Blackboard orientation schedule follow this link https://libguides.uaptc.edu/c.php?q=600680&p=6274486

**Mission Statement**

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

**Institutional Learning Outcomes and General Education**

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla/learning-outcomes/student-learning-outcomes

**Department / Program Learning Outcomes**

The Natural Sciences department, consistent with the College's mission and the Division's objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

**Natural Sciences Departmental Outcomes**

1. Critical and investigative thought
2. Academic Integrity
3. Independent thinking and learning
4. Written communication on a collegiate level
5. Exposure to natural science, human health, and nutrition.
6. Recognition of the influence of scientific thought on individuals and society
7. Collaborative investigation
8. Basic mastery of scientific concepts and the demonstration of scientific skills
9. Correct use of biological instrumentation and proper laboratory techniques
Health Sciences Discipline Learning Outcomes

DLO 1: Students will apply concepts that address a cross-cultural approach to wellness concerning the structure and function of the human body and critically evaluate nutrition and health related needs in order to implement interventions that promote health through individual behavior modifications.

DLO 2: Students will develop strategies for initiating and or maintaining activities that promote health through individual behavior.

DLO 3: Disease treatment and prevention related to nutrition & health - Students will analyze disease causes, summarize risk factors and develop methods for disease prevention and lifestyle interventions related to health and nutrition.

Student Learning / Course Outcomes

Upon completion of this course, the student should be able to recognize, associate, summarize, examine, analyze, explain, or interpret information related to:

1. Nutrition overview—Macronutrients, meal planning and nutrition related anatomy and physiology.
2. Energy metabolism, energy balance, body composition, weight management and fitness
3. Micronutrients: vitamins, minerals and water
4. Nutrition through the lifecycle, nutrition related to chronic disease prevention and treatment

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Attendance is important to learning science. Any student who misses 25% or more of class meetings will receive an F for the course, no matter how many points they may have earned.
Course Policies
The UA-PTC Catalog rules and regulations will be enforced in this course at all times.
Please consult the following website for more information: https://www.uaptc.edu/catalog
Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.
Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.
Students are responsible for reading and studying all module/chapter material in preparation for information literacy project and quizzes. While assignments and activities are designed to help prepare students for the successful completion of each module or chapter quiz and the overall course, this does not eliminate the requirement for reading and studying all of the material. Quiz questions may be selected from any portion of the module or chapter material regardless of whether or not the item or question is specifically addressed in assignments or other class activity. Students are required to participate in class assignments and activities.

Assignments and Activities
Syllabus Quiz- *Required Assignment*
Complete the syllabus quiz located in the Course Content tab. Failure to complete the syllabus quiz by the due date will result in students being submitted as a “No Show” and the student will be permanently removed from the course: Be sure to read through syllabus prior to starting the quiz. See course schedule for the due date. 30 points possible.

Discussion Board Assignment- *Required Assignment*
Students must participate in a goal setting assignment and post their answers in the discussion board (DB) in Blackboard. Assignment details: Please start by introducing yourself and telling the class your major and educational aspirations. This assignment requires peer to peer interaction. Comment on two classmates DB post in order to receive full points (4 points). Next share with the class your favorite thing about yourself, something interesting or funny about yourself (4 points). Now, read through the Goal Setting information in the link then set 3 SMART goals. Set goals for the following three things:
1) A SMART goal for this course or this semester (4 points)
2) A SMART goal for your Education or Career path (4 points).
3) A SMART Personal goal (4 points).
Really think about where you want to be and what you would like to accomplish. Use this opportunity to match your behaviors with your goals.
See course schedule for the due date. 20 points possible
Blackboard- *Required Assignments*
Students must access Modules that contain required assignments by entering Course Content tab. In each Module you will find: Vocabulary terms, Discussion Questions, Lecture Notes, Quizzes, and supplemental information to enhance your learning of that particular subject. Students are required to read vocabulary terms, complete discussion questions, take chapter quizzes, and complete other various assignments including MindTap assignments and Information Learning Projects (ILPs) for each module/chapter. Below is a description of each:

**Vocabulary terms- *Required Reading* **
The vocabulary terms are there for you to read through, study, and become familiar with the language used during that particular chapter. You should begin your study of each chapter by reading over the vocabulary terms before reading the chapter in your textbook.

**Discussion Questions- *Required Assignments* **
Discussion questions are designed to guide you through the textbook and allow you think critically about the information you are reading. Each chapter contains 10 questions worth 2 points (20 points per chapter). These questions should be answered in detail to assist you in studying for your chapter quizzes. See the Rubric in Blackboard for grading details. See the attached course schedule/calendar for due dates. 360 total points possible from Discussion Questions

**Lecture notes- *Required Reading* **
Students should use these notes to check the answers submitted on the Discussion Questions and as a study guide for quizzes. Refer to calendar included in the syllabus for dates the lecture notes will be open.

**Chapter quizzes- *Required Assignments* **
Unless stated otherwise (see ILPs and course schedule), each module will contain a chapter quiz or quizzes. Quizzes contain 10 multiple choice questions worth 2 points each (20 points possible/chapter). Fifteen (15) minutes will be allowed for each quiz attempt. Students will be allowed three submission attempts per quiz with the highest score automatically retained in the grade book. Quiz questions are delivered one question at a time with no opportunity to revisit a question once a response is submitted. In addition, skipped questions (no response provided) cannot be revisited. Corrected responses to missed questions are not provided. This is the method in which all quizzes will be administered and this will not change – regardless of how quizzes are administered in other online classes. The quizzes are graded and scores are released to students immediately upon submission of the quiz. Student access to quizzes will close and lock according to the above named parameters.

Students will not be allowed to make up missed quizzes and the instructor may not reply or respond to requests for extensions or requests for make-up opportunity. 320 points possible from 16 chapter quizzes
MindTap Activities- "Required Assignments"
See Required textbook and Required access code information at the beginning of the syllabus. You will complete an assignment in chapters 1-18 in MindTap. The assignments will be found in the Activities section of each chapter and will say “Counts Toward Grade”. ONLY the assignments in MindTap that say “Counts Toward Grade” will earn you points. All other activities and resources are there for practice and studying. Required assignment type will vary but will usually involve you reading some information, watching a video or animation and answering questions. Each assignment is worth 10 points. You will be allowed 3 attempts to earn all of the points. Successful students use the assignments as a study tool. For example, they will sit with their book open and look up the information, read the page or two that corresponds with the question to find the answer and make their selection. This is another way to read the text and study.

Refer to the calendar included in the syllabus for due dates.
180 total points possible in MindTap.

Mindtap Practice & Study Activities-
In addition to the required assignments above, MindTap is an online tutor and study tool. This tool includes an online textbook with note taking features, practice quizzes, study tools, e-reader, videos, case studies, and flash cards. You MUST use the course link in BlackBoard to create your MindTap account and enter your access code. You MUST disable the “pop-up blocker” in your internet browser (ex.: Google Chrome, Mozilla Firefox, Internet Explorer) in order to use the link in the course. MindTap offers a free app for iOS and Android users. It is user friendly and has ebook available. I recommend you use it.

To get started, you will use the MindTap Access code that came with the purchase of your Textbook. If you did NOT receive a code, you purchased only the book. The bookstore does have the code alone in-stock in this case. You can also purchase the code at www.cengage.com. See page 1 of your syllabus for links and information.

Information Literacy Projects (ILPs)- "Required Assignments" Information literacy is important at UA-PTC. In this course, you will have several opportunities to utilize technology resources combined with the information you have gained and combine them to further enhance your learning experience, as well as, achieve institutional, departmental, discipline and course learning outcomes. You will have four ILPs related to these topics:
- ILP 1) Anatomy and Physiology related to Nutrition - Chapter 3 quiz in Module 3, worth 20 pts
- ILP 2) Meal Planning - This is an additional assignment, worth 40 pts
- ILP 3) Exercise - Chapter 14 quiz, worth 20 pts and an additional questionnaire, worth 10 pts
- ILP 4) Chronic Disease and Nutrition related interventions with a case study - Final Project with a case study, worth 50 points.

See the course calendar for due dates. See assignments for more details.
140 total points possible from ILPs.

Students are responsible for tracking and keeping up with their individual grade status in the course. In general, grading does not begin until after the assignment due date or closing date. Every effort is made to complete grading by the end of the week that the assignment is due or closes. Instructor feedback on assignments is available by clicking on the grading comments dropdown menu for the item under My Grades. The quizzes are graded automatically, and the score is available to students immediately upon submission.
Students should monitor their status in the course by clicking on the “My Grades” button under the Course Tools. To determine grade status at any given point in the semester, simply add or total the number of points you have accumulated then divide by the number of points possible up to that point. To determine the percentage score, multiply that number by 100.

*Please note:* Missed quizzes and assignments are calculated as a score of zero. As a result, the percentage listed in Blackboard or My Grades will not be accurate! The total score presented in “My Grades” provides only the total points that you have accumulated/submitted/earned – not the total points possible. If you miss a quiz, or assignment, you should use a score of zero for each missed quiz or assignment, and calculate your grade using the total points possible.

Students will not be allowed to make up missed assignments or quizzes, and the instructor may not reply or respond to requests for extensions or requests for make-up opportunity.

If students experience computer or server malfunctions or difficulty, it remains the responsibility of the student to ensure submission of work within the designated time frame.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%  B
- 70 to 79%  C
- 60 to 69%  D
- 0 to 59%  F

Individual grades will be based on the following:

a. Syllabus Course Policies Quiz  30 points
b. Discussion Board  20 points
c. Discussion Questions  360 points
   (10 questions, 2 pts each 18 chapters total)
d. Module/Chapter Quizzes  320 points
   (10 questions, 2 pts each 16 chapters total)
e. Information Literacy Projects
   1) A&P Chapter 3 quiz  20 points
   2) Meal Planning  40 points
   3) Fitness Chapter 14 quiz  20 points
   and Fitness questionnaire  10 points
   4) Final Comprehensive Project
      Chronic disease/case study  50 points
f. MindTap Activity Assignments
   (18 chapters @ 10 pts each)  180 points

**Possible Course Total**  =  1050 points*

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.
In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

For this course, complete the syllabus quiz located in the Course Content tab. Failure to do so will result in the student being submitted as a “No Show,” and the student will be permanently removed from the course. Be sure to read through the syllabus prior to starting the quiz. See course calendar for due date.

Academic Integrity

It is expected all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Any act that violates the spirit of the academic integrity policy is considered academic misconduct. Specific examples include, but are not limited to:

- **Cheating** - Includes, but is not limited to:
  A. Copying from another student’s test paper, laboratory report, other report, or computer files and listings.
  B. Using in any academic exercise or academic setting, material and/or devices not authorized by the person in charge of the test.
  C. Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise.
  D. Knowingly using, buying, selling, stealing, transporting or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release.
  E. Substituting for another student, or permitting another student to substitute for oneself, in a manner that leads to misrepresentation of either or both students’ work.

- **Plagiarism** - The appropriation, theft, purchase, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. Appropriation includes the quoting or paraphrasing of another’s work without giving credit therefore.

- **Collusion** - The unauthorized collaboration with another in preparing work offered for credit.

- **Abuse of resources** - Mutilating, destroying, concealing or stealing such materials.

- **Fabrication and falsification** - Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification involves altering information for use in any academic exercise. Fabrication involves inventing or counterfeiting information for use in any academic exercise.

- **Multiple submission** - Submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

- **Complicity in academic misconduct** - Helping another to commit an act of academic misconduct.

- **Bearing false witness** - Knowingly and falsely accusing another student of academic misconduct.
Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.

http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756  manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule – see following page
<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment/Activity</th>
<th>Discussion Question Close/Due Date</th>
<th>Lecture Notes Open (12:00 PM Noon) on Tuesday’s</th>
<th>Quiz &amp; MindTap Assmt. Close/Due (11:59 PM) on Friday’s</th>
<th>Various Other Assignments Close/Due (11:59PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Ch 1 - An Overview of Nutrition</td>
<td>January 14th (20Points)</td>
<td>January 15th</td>
<td>January 18th (20Points)</td>
<td>Modules &amp; MindTap assmts Chs 1-5 open 1/9/19 MindTap account created by 1/17.</td>
</tr>
<tr>
<td>Module 2</td>
<td>Ch 2 - Planning a Healthy Diet</td>
<td>January 21st (20Points)</td>
<td>January 22nd</td>
<td>January 25th (20Points)</td>
<td>Syllabus quiz DUE 1/22 (30pts)@11:59pm</td>
</tr>
<tr>
<td>Module 3</td>
<td>Ch 3 - Digestion, Absorption and Transport</td>
<td>January 28th (20Points)</td>
<td>January 29th</td>
<td>ILP: A&amp;P Digestion for Ch 3 Quiz February 1st (20Points)</td>
<td></td>
</tr>
<tr>
<td>Module 4</td>
<td>Ch 4 - Carbohydrates</td>
<td>February 4th (20Points)</td>
<td>February 5th</td>
<td>February 8th (20Points)</td>
<td>Discussion Board post DUE 2/8/19 (20 points)</td>
</tr>
<tr>
<td>Module 5</td>
<td>Ch 5 - Lipids</td>
<td>February 11th (20Points)</td>
<td>February 12th</td>
<td>February 15th (20Points)</td>
<td>Modules &amp; MindTap assmts Chs 6-9 &amp; 14 open 2/10/19</td>
</tr>
<tr>
<td>Module 6</td>
<td>Ch 6 - Protein</td>
<td>February 18th (20Points)</td>
<td>February 19th</td>
<td>February 22nd (20Points)</td>
<td>ILP: Meal Planning (40 points)</td>
</tr>
<tr>
<td>Module 7</td>
<td>Ch 7 - Metabolism &amp; Ch 8 - Energy Balance &amp; Body Comp. <em>Two Chapters DUE</em></td>
<td>February 25th (20Points)</td>
<td>February 26th</td>
<td>March 1st (20Points)</td>
<td>Modules &amp; MindTap assmts Chs 10, 11, 12, 13 open 3/3/19</td>
</tr>
<tr>
<td>Module 8</td>
<td>Ch 9 - Weight Management &amp; Ch 14 - Fitness * Two Chapters DUE*</td>
<td>March 4th (20Points)</td>
<td>March 5th</td>
<td>ILP: Exercise for Ch14Quiz March 8th (20Points)</td>
<td>ILP: Fitness Table (10 points)</td>
</tr>
<tr>
<td>Module 9</td>
<td>Ch 10 - The Water Soluble Vitamins</td>
<td>March 11th (20Points)</td>
<td>March 12th</td>
<td>March 15th (20Points)</td>
<td></td>
</tr>
<tr>
<td>Module 10</td>
<td>Ch 11 - The Fat Soluble Vitamins</td>
<td>March 18th (20Points)</td>
<td>March 19th</td>
<td>March 22nd (20Points)</td>
<td></td>
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<tr>
<td>Module 11</td>
<td>Ch 12 - Water and the Major Minerals</td>
<td>March 25th (20Points)</td>
<td>March 26th</td>
<td>March 29th (20Points)</td>
<td></td>
</tr>
<tr>
<td>Module 12</td>
<td>Ch 13 - The Trace Minerals</td>
<td>April 1st (20Points)</td>
<td>April 2nd</td>
<td>April 5th (20Points)</td>
<td>Modules &amp; MindTap assmts Chs 15-18 open 4/7/19</td>
</tr>
<tr>
<td>Module 13</td>
<td>Lifecycle: Ch 15 - Pregnancy</td>
<td>April 8th (20Points)</td>
<td>April 9th</td>
<td>April 12th (20Points)</td>
<td></td>
</tr>
<tr>
<td>Module 14</td>
<td>Lifecycle: Ch 16 - Infancy, Childhood and Adolescence</td>
<td>April 15th (20Points)</td>
<td>April 16th</td>
<td>April 19th (20Points)</td>
<td></td>
</tr>
<tr>
<td>Module 15</td>
<td>Lifecycle: Ch 17 - Adulthood and the Later Years</td>
<td>April 22nd (20Points)</td>
<td>April 23rd</td>
<td>April 26th (20Points)</td>
<td></td>
</tr>
<tr>
<td>Module 16</td>
<td>Lifecycle: Ch 18 - Diet and Health</td>
<td>April 29th (20Points)</td>
<td>April 30th</td>
<td>May 3rd (20Points)</td>
<td>Final Project ILP: Chronic Disease/Case Study (50 points) Due Mon. 5/6/19</td>
</tr>
</tbody>
</table>

Disclaimer: This schedule and calendar should serve as a guide for the semester. The instructor reserves the right to amend the schedule and calendar as necessary.

Final Exam Schedule: Monday, May 6th, closing at 11:59pm.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Natalie Rollins’ HLSC 2300 Nutrition class at the University of Arkansas Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

______________________________________________________________________________

Semester

______________________________________________________________________________

Date

______________________________________________________________________________

Print name

______________________________________________________________________________

Signature

______________________________________________________________________________

UA-PTC Email address

______________________________________________________________________________

Telephone