Instructor: Justin Pelham, MS, RD, LD
Office: HMS North 101 C
Office Phone: (936) 468-5892

Course Time & Location: Online
Credits: 3 semester hours
Email: Through this course in D2L
Alternative: pelhamjd@sfasu.edu

Office Hours: Mon: 2:00pm – 3:00pm; Tues: 3:30pm – 4:30pm; Wed: 2:00pm – 3:30pm; Thur: 8:00am – 9:00am
Other times by appointment only; hours subject to change with written notification

Prerequisite: None

I. Course Description: A study of normal nutrition and diet therapy for healthcare providers. This online course is appropriate for the RN to BSN transition program, and can also be used for the traditional BSN requirement for nutrition. Specifically, it covers both normal nutrition and basic diet therapy for clinical disorders. There are not critical assignments related to accreditation in this course.

II. Intended Learning Outcomes/Goals/Objectives:
The learning objectives for this course have been selected as to align with the following selected items:
A. Mission of Stephen F. Austin State University: … to provide students a foundation for success, a passion for learning, and a commitment to responsible global citizenship in a community dedicated to teaching, research, creativity and service.
B. Core Values of Stephen F. Austin State University (SFA)
   a. Learning: Each student is expected to emerge from the University as an educated person of integrity, thoroughly knowledgeable in one or more specific fields and capable of analytical reasoning.
   b. Academic Achievement: Educational experiences are provided that will empower each student to succeed. The University values knowledge, understanding, wisdom, diligence, integrity, high principles, enthusiasm, and responsibility along with consideration for all peoples of the world.
C. Mission of the James I. Perkins College of Education (COE) at SFA is to prepare competent, successful, caring and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.
D. Values of the James I. Perkins COE:
   a. Academic excellence through critical, reflective and creative thinking
   b. Life-long learning
   c. Collaboration and shared decision making
   d. Openness to new ideas, culturally diverse people, and to innovation and change
   e. Integrity, responsibility, diligence and ethical behavior, and
   f. Service that enriches the community
E. Mission of the Department of Human Sciences (HMS): Prepare professionals to seek and apply knowledge of Human Sciences for the benefit of individuals, families and communities in a global environment.

This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

Upon successful completion of this course the student will be able to:
1. Recall normal nutritional needs throughout the lifespan.
2. Evaluate the accuracy, reliability, validity, and use of nutrition and food science information and research.
3. Recognize the role of emotional and social issues that influence food selection and attitudes towards health and issues related to counseling patients needing medical nutrition therapy.
4. Utilize basic nutrition knowledge and the dietary guidelines for food choices that will promote optimal health.
5. Explain the relationship of digestion, absorption, and metabolism to optimal health.
6. Explain the function of carbohydrates, fat, proteins, vitamins, minerals, and water and their role in promoting and maintaining health.
8. Utilize available technology to determine caloric intake, energy expenditure, and the adequacy of nutrient intake compared to established standards.
9. Determine optimal body weight and relate energy balance to the problems of overweight and underweight.
10. Examine the effects of diet foods, food additives, and eating disorders on wellness.
11. Describe appropriate medical nutrition therapy interventions.
III. Course Assignments, Activities, Instructional Strategies, use of Technology:
D2L will be used for this course. You can access D2L via http://d2l.sfasu.edu. If you need help with D2L please contact OIT at 468-1919. It is important for you to check-in almost daily in this class. Each unit has a set amount of time that it is available. Waiting until the last minute and then having computer problems is not an excuse for missing an assignment. D2L Tech support is available at 468-1919.

Using technology in online testing
If you choose to take an exam at a computer that is not supported by the University you will do so at your own risk. Inability to access the exam, finish the exam or submit an exam during the designated exam time due to unreliable internet connections or other technical problems at an off campus computer will not be accepted as a valid excuse. Your exam will be graded “as is.” Using a campus computer does not guarantee that connections may be lost, however they do guarantee a reliable way to verify interruptions of service. This alone could save your grade. Similarly, the use of a web browser other than Internet Explorer (IE) has proven to be problematic. We do not promote Microsoft, however we know that IE has complete compatibility with D2L while some other browsers have had problems. If you need technical assistance during an exam please call 468-1919.

1. Unit Quizzes (13 @ 10 points each = 130 total points) and comprehensive final exam (50 points).
There will be 14 objective unit quizzes. The lowest grade for the unit quizzes will be dropped (resulting in 13 quiz grades that will be counted toward your point total for the course. A comprehensive final exam at the end of the course is worth 50 points. Exams will be timed (approximately 50 seconds per question) and you will not be allowed to revisit questions, so be sure and know the information. Copying from someone else's screen while taking the exam, visiting other sites while your browser is opened to the exam, using your notes or the textbook, giving or receiving an advance copy of the examination, getting an old copy of the examination, or hiring a surrogate test-taker will all be considered cheating and are flagrant violations of University policy.

There will be no make-up unit quizzes unless there is SPECIAL CIRCUMSTANCES ONLY, WITH PRIOR APPROVAL, AND PROPER DOCUMENTATION. Since the quizzes are open for an entire week, excuses are rarely accepted, and a 0 for that quiz will be assigned. Missing the final exam without a valid excuse will result in a grade of 0 and will significantly impact your grade due to the point distribution. NOTE: The final exam will open on Monday 12/11 at 12:00am and will close on Wednesday 12/13 at 11:59pm.

If you have technology problems, especially while taking an exam, please call OIT at 468-1919.

2. Dropbox Assignments
There will be 4 essay questions to assess the application of concepts learned in this course. Answers must be submitted in Dropbox by the due date. Emailed assignments will not be accepted. There will be no make-up essay questions. The due date for an essay question, if missed, will be extended for SPECIAL CIRCUMSTANCES ONLY, WITH PRIOR APPROVAL, AND PROPER DOCUMENTATION. Since the essay questions are open for an entire week, excuses are rarely accepted, and a 0 for that essay will be assigned. Please keep in mind; these essay questions need to be written in YOUR OWN WORDS. Plagiarism software will be enabled and can detect where sources of information are obtained. Directly copying from the internet, article, or textbook without citation is considered plagiarism and will result in a zero. Please, formulate your own sentences just as you would do if you were taking the essay question as part of a proctored exam. You must include a header or points will be deducted.

IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Required Activities</th>
<th>Possible Points per Activity</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Contract (Quiz)</td>
<td>10 x 10 = 10 Pts.</td>
<td></td>
</tr>
<tr>
<td>Dropbox Assignments Describe appropriate medical</td>
<td>4 x 15 = 60 Pts.</td>
<td></td>
</tr>
<tr>
<td>nutrition therapy interventions for assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>nutrition diagnoses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking Your Understanding Quizzes</td>
<td>13 x 10 = 130 Pts.</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>50 x 1 Pt = 50 Pts.</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>250 (maximum possible points)</td>
<td></td>
</tr>
</tbody>
</table>

Point Distribution:
A = 225 – 250  B = 200 – 224  C = 175 – 199  D = 150 – 174  F = 149 and below
**V. Tentative Course Outline/Calendar**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/ Activities</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>8/28 - 9/3</td>
<td>Intro / Overview of Nutrition</td>
<td>Online Lectures I</td>
<td>Course Contract (Quiz)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Textbook Ch. 1, 2</td>
<td>*Quiz 1 Healthful Eating, NOTE: Completion of this quiz will document participation for the 12th class day role</td>
</tr>
<tr>
<td>Mon</td>
<td>9/4 - 9/10</td>
<td>Digestion &amp; Absorption Disorders</td>
<td>Online Lecture II</td>
<td>*Quiz 2 Digestion</td>
</tr>
<tr>
<td>Mon</td>
<td>9/11 - 9/17</td>
<td>Carbohydrates, Diabetes Mellitus</td>
<td>Online Lecture III</td>
<td>*Quiz 3 Carbohydrates,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Textbook Ch. 4, 18</td>
<td>Dropbox Assignment: Diabetes</td>
</tr>
<tr>
<td>Mon</td>
<td>9/18 - 9/24</td>
<td>Lipids, Cardiovascular Disease</td>
<td>Online Lecture IV</td>
<td>*Quiz 4 Lipids</td>
</tr>
<tr>
<td>Mon</td>
<td>9/25 - 10/1</td>
<td>Proteins and Amino Acids, Renal Disease</td>
<td>Online Lecture V</td>
<td>*Quiz 5 Proteins,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Textbook Ch. 3, 15, 20</td>
<td>Dropbox Assignment: Renal Disease</td>
</tr>
<tr>
<td>Mon</td>
<td>10/2 – 10/8</td>
<td>Vitamins, Cancer</td>
<td>Online Lecture VI</td>
<td>*Quiz 6 Vitamins</td>
</tr>
<tr>
<td>Mon</td>
<td>10/9 – 10/15</td>
<td>Minerals and Water</td>
<td>Online Lecture VII</td>
<td>*Quiz 7 Minerals</td>
</tr>
<tr>
<td>Mon</td>
<td>10/16 – 10/22</td>
<td>Fluids and Electrolytes</td>
<td>Online Lecture VIII</td>
<td>*Quiz 8 Fluids</td>
</tr>
<tr>
<td>Mon</td>
<td>10/23 – 10/29</td>
<td>Healthful Body Weight</td>
<td>Online Lecture IX</td>
<td>*Quiz 9 Healthy Weight,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Textbook Ch. 7</td>
<td>Dropbox Assignment: Healthful Body Weight</td>
</tr>
<tr>
<td>Mon</td>
<td>10/30 – 11/5</td>
<td>Nutrition and Physical Activity</td>
<td>Online Lecture X</td>
<td>*Quiz 10 Physical Activity</td>
</tr>
<tr>
<td>Mon</td>
<td>11/6 – 11/12</td>
<td>Eating Disorders, Therapeutic Diets</td>
<td>Online Lecture XI</td>
<td>*Quiz 11 Eating Disorders,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Textbook Ch. 22, 14</td>
<td>Dropbox Assignment on Therapeutic Diets</td>
</tr>
<tr>
<td>Mon</td>
<td>11/13 – 11/19</td>
<td>Nutrition throughout the Lifespan-Children</td>
<td>Online Lecture XII</td>
<td>*Quiz 12 Children</td>
</tr>
<tr>
<td>Mon</td>
<td>11/27 – 12/3</td>
<td>Nutrition throughout the Lifespan-Adults</td>
<td>Online Lecture XIII</td>
<td>*Quiz 13 Adults</td>
</tr>
<tr>
<td>Mon</td>
<td>12/4 – 12/10</td>
<td>Drugs and Nutrition and Food Safety, Allergies, Intolerances / Review modules for Final Exam</td>
<td>Online Lecture XIV</td>
<td>*Quiz 14 Food Safety and Allergies</td>
</tr>
<tr>
<td>Mon</td>
<td>12/11 – 12/13</td>
<td>Comprehensive Final Exam:</td>
<td></td>
<td>FINAL EXAM</td>
</tr>
</tbody>
</table>

*Quiz at the end of each online module

**Syllabus/Schedule subject to change with notification**

VII. Course Evaluations: Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:
Class Attendance and Excused Absence: Policy 6.7 Students are expected to log-in on a regular basis. Documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Any student having a PLANNED ABSENCE for an SFA university function MUST NOTIFY the professor IN WRITING (email) prior to the absence if the absence affects a student’s ability to complete the unit exams or final exam. This note may be accompanied by an official, signed SFA memo stating the necessity of the absence. Notes not accompanied by such a memo will be verified on the web page for the Registrar’s Office that documents the absence of students for University related functions. It is the responsibility of the student to make arrangements for missed time BEFORE the absence occurs. Please contact me through the email system provided in this course.

Students are responsible for any information or materials given in class. Supplemental materials or handouts will only be distributed one time in class—students who are not in attendance cannot receive these at a later time. The course syllabus, assignments, mail and grades will be posted on the course web page. Students are expected to check the home page, web mail and course calendar prior to each class and to be prepared.

There is no class participation grade; however, class participation is extremely important. You must log in on a regular basis and complete the quizzes prior to the due date.

Student Code of Conduct: Policy 10.4 Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Academic Accommodations for Students with Disabilities: Policy 6.1 and 6.6 To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Academic Dishonesty: Policy 4.1 Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university polity on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification
or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Email Etiquette Policy (adapted from Dr. John Janowiak at UNC Chapel Hill)

a. When you e-mail friends, you can be as informal as you wish. However, when you write to your employer, professor, or supervisor you should use proper and polite language. By training yourself to write properly, you develop skills necessary to deal with future clients and supervisors, who are unlikely to tolerate bad e-mail manners. Please use the following guidelines when e-mailing me and other professors.

   i. Even telephone conversations start with "Hello" and end with "Goodbye." Therefore, please use a formal salutation when e-mailing professors, such as: Dear Mr. Pelham

b. When e-mailing faculty, remember that you are not communicating with a friend or relative, therefore do not use informal language in your e-mails.

c. If you have a request, say it politely. You can start with "I would like to ...", "I wonder if you can ...," "May I ....", "Is it possible to ....," "Do you mind ....." DO NOT WRITE: "I want to know ....," "I want you to...," "Send this to me ....," "Tell me when ....." Just adding the word "please" does not mean that you are being polite.

d. Your identity is an important clue to the context of the message. Every semester I teach hundreds of students in numerous classes; therefore, identify yourself as a student in the class you are enrolled in, such as: “Dear Dr. Shepherd, I am a student enrolled in your on-line HMS 355 course.” Also, I will assume if you do not fill in the ‘Subject’ line that your communication is not very important. Please send complete emails.

e. Be concise.

f. Always, re-read your e-mails and check for spelling and grammatical mistakes before sending them. (Also, recommended for the assignments you submit).

  g. When making an appointment, you can suggest a few time slots, but always say something like “If these times do not suit you, please feel free to let me know any other time that you prefer / that is convenient to you.” If you cannot make the date suggested, say, “I am sorry, but I cannot come to see you on [Monday]; however, I am available....” Do not say, “I am not available on [Monday].”

In conclusion, if you do not use a formal salutation and my name (Mr. Pelham) or you are and what class you are enrolled/inquiring; your e-mail message may not be read or responded to.

Penalties for Academic Dishonesty Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5 At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

LiveText: There are no LiveText assignments in this course
Withdrawal from the course: Last day to drop a course or withdraw from the University without WP or WF is Wednesday, October 25, 2017.

Other policies: All other policies as printed in the handbook for students and other official publications of the University shall be followed in this class.

Special Note:
Self-discipline is a requirement for students in an online course. An online course is NOT easier than a face-to-face course and may actually require more time than a traditional classroom experience.

Please contact me early if you have any personal issues that affect your participation. Do not wait until a deadline and tell me you have a computer problem. Start early and be able to access another computer such as one at the library.