

CHATTANOOGA STATE COMMUNITY COLLEGE  
Chattanooga, Tennessee  
Math and Science Division

**BIOL 1430 Nutrition Master Syllabus** (revised Fall 2010)

**Instructor** – See course eLearn website for contact information

**Class Hours:** 3 / **Credit Hours:** 3

**Phone** – See course eLearn website for contact information

**Semester:**

**Email** – See course eLearn website for contact information

**Room:**

**Catalog Course Description:** A study of nutrients and their relationship to human growth, development, and maintenance. Special emphasis is given to the role of foods and the nutrients they contain, with regard to the physiological, psychological, and sociological well-being of the individual. Practical analysis of food records and application of nutritional knowledge will be included.

**Prerequisites:** College-level English, Reading, and Comprehension skills

**Co-requisite:** DSPM 0800 Decimals, fractions, and percents are commonly used within this course.

**Entry Level Standards:** Beginning students will have met established entrance requirements into college level courses or will have completed appropriate transitional prerequisite courses with a **C** or better. The textbook and supplemental course materials required for this nutrition course are written at college-level for reading and comprehensive skills. Fractions, decimals, and percents are the forms of math routinely used within this course to evaluate foods and diets and compare to national and international nutrition standards.

**Textbook / Materials / Other Requirements:**

- Wardlaw & Smith. Contemporary Nutrition, 8<sup>th</sup> edition, published by McGraw-Hill Higher Education  
There is a copy of the current textbook on **Reserve** in the **IMC/Library** on the main Annicola Highway campus. The Reserve/Check-Out Desk is on the right as you enter the Library. The first three chapters and the alcohol section are also provided **electronically online** within the nutrition website. This textbook material is provided on the **Course Content** screen within the **individual chapter** modules.
- BIOL 1430 Nutrition Supplemental Course Materials Booklet (current academic year), published by the Chattanooga State Community College Nutrition Instructors. Available only at the Campus Book Store, Main Campus, ChSCC.  
**Required for the Standard Format (traditional classroom) nutrition courses and required for the Desktop Video Conferencing Format nutrition courses. This booklet is NOT required for the On-line Format nutrition courses.**
- An inexpensive calculator

**Standard Format** nutrition course specific requirements include:

- Internet access is required for some course activities, materials, email, and gradebook.
- The main campus Library offers a number of computers with internet access available as an internet/computer access option for students.
- If accessing the nutrition website from a home or work computer, please note that dial-up connections may not be able to open and/or run all course materials provided on the nutrition websites.

**On-line Course Format** nutrition course specific requirements include:

- The student is expected to access through his/her internet connection the online course regularly each week, follow directions, complete, and submit all required activities online within the designated time deadlines.
- Students **MUST** be computer literate and have a minimum 56K Internet access. For courses involving streaming media, a cable, DSL or broadband connection is highly recommended. The minimum requirements for hardware and software can be found at [cde@chattanoogaastate.edu](mailto:cde@chattanoogaastate.edu). Dial-up connections may not be able to open and/or run all course materials provided on the nutrition website.
- Note: Testing for the online course is either online at any location with internet and Respondus LockDown Browser access or proctored at an approved Test Proctor Site.

**Desktop Video Conferencing Course Format** nutrition course specific requirements also include:

- The student is expected to attend through his/her internet connection the Desktop Video Conferencing course at the assigned class meeting day and time.
- Students **MUST** be computer literate, have a headset with microphone and have a minimum 56K Internet access. For courses involving streaming media, a cable, DSL or broadband connection is highly recommended. The minimum requirements for hardware and software can be found at [cde@chattanoogaastate.edu](mailto:cde@chattanoogaastate.edu). Dial-up connections may not be able to open and/or run all course materials provided on the nutrition website.
- Note: Testing for the DVC course is either online at any location with internet and Respondus LockDown Browser access or proctored at an approved Test Proctor Site.

**I. OUTCOMES:**

**PSLO 5:** Issues in today's world require scientific information and a scientific approach to informed decision making. Therefore, the goal of the Natural Science requirement is to guide students toward becoming scientifically literate. This

scientific understanding gained in these courses enhances students' ability to define and solve problems, reason with an open mind, think critically and creatively, suspend judgment, and make decisions that may have local or global significance. To achieve this, the student will demonstrate an ability to achieve the following **Course Learning Outcomes:**

- CSLO 1. Use basic scientific language and processes, and be able to distinguish between scientific and non-scientific explanations.
- CSLO 2. Identify unifying principles and repeatable patterns in nature, the values of natural diversity, and apply them to problems or issues of a scientific nature.
- CSLO 3. Analyze and discuss the impact of scientific discovery on human thought and behavior.

NOTE: More specific learning objectives for each chapter are available on the course eLearn website. Consult your instructor for more information.

## II. **STUDENT INDICATORS:**

Upon successful completion of the course a student should be able to:

- SO-1. Recognize and demonstrate a conceptual understanding of basic nutrition terms, concepts/principles, nutrient food sources, processes, and methods as assessed through questioning and successful completion of written assignments, quizzes, semester tests, and final exam.
- SO-2. Relate/apply basic nutrition terms, concepts/principles, nutrient and non-nutrient food sources, cultural, social, and economic relationships, and methods to problem solving, health and disease, and everyday life as assessed through questioning and successful completion of assignments, practice activities including case studies, quizzes, semester tests, and final exam.
- SO-3. Recognize, describe, and use nutrition assessment and diet planning tools as assessed through questioning and successful completion of activities, assignments, quizzes, semester tests, and final exam.
- SO-4. Evaluate sources of nutrition information to determine if information is reliable, clinically relevant information as assessed through successful completion of practice activities including case studies, quizzes, semester tests, and final exam.
- SO-5. Respond thoughtfully and logically to lecture instructors' oral and written questions.
- SO-6. Attend to detail, follow oral and written directions, and demonstrate self-discipline by completing all course requirements thoughtfully and on time.

NOTE: More specific learning objectives are available for student use via the course website. Consult your instructor for more information.

## III. **REQUIRED ASSESSMENTS: ASSESSMENT NAMES AND DESCRIPTIONS**

### **Standard Format (Classroom) Tests:**

- a. Students take a series of four Lecture Tests on the chapters studied in the introductory nutrition course using basic scientific language which they will apply to problems or issues of a nutrition scientific nature. (PSLO 1: CSLO 1, 2, and 3)
- b. Students take one two-hour comprehensive lecture final exam using basic scientific language to identify unifying principles and apply them to issues of a nutrition scientific nature. (PSLO 1: CSLO 1, 2, and 3)

PSLO 1	CSLO 1	CSLO 2	CSLO 3
Assessments	Lecture Tests or parts thereof or Comprehensive Lecture Final Exam or parts thereof	Lecture Tests or parts thereof or Comprehensive Lecture Final Exam or parts thereof	Lecture Tests or parts thereof or Comprehensive Lecture Final Exam or parts thereof

- IV. **TOPICS:** Listed below is a systematic and orderly list of activities and/or events that will comprise the total allotted time for the course in the typical fourteen-week fall or spring semester schedule. This schedule is adjusted to meet time restrictions of the shorter summer semesters and specific class needs. Supplemental learning activities and resources are provided for each of the chapters studied. This schedule is subject to change in order to benefit students.

Date	Scheduled Class Material	Lecture Assignment from Nutrition Textbook and/or Course Materials
Week 1	Syllabus, Intro to course objectives, procedures, and course materials (Getting Started & Orientation) Ch. 1 – What You Eat and Why	Read Syllabus, Check out the Nutrition eLearn website Read Chapter 1, Work through Course Materials for chapter 1
Week 2	Ch. 1 – What You Eat and Why Nutrition Implications of Alcohol Consumption Ch. 2 – Guidelines for Designing a Healthy Diet	Read Alcohol Section of Chapter 16 (pp. 638 – 643) Read Chapter 2 and begin working through Course Materials for alcohol section and for chapter 2

Week 3	Ch. 2 – Guidelines for Designing a Healthy Diet Ch. 3 – The Human Body: A Nutrition Perspective	Read Chapter 3 Finish working through Course Materials for Chapter 2 and begin working through Course Materials for Chapter 3
Week 4	Ch. 3 – The Human Body: A Nutrition Perspective	Continue working through Course Materials for Ch 1, 2, & 3
Week 5	Ch. 3 – The Human Body: A Nutrition Perspective Test 1 (Chapters 1-3 and Alcohol Section) Ch. 4 – Carbohydrates	Finish working through Course Materials for Chapter 3 Read Chapter 4
Week 6	Ch. 4 – Carbohydrates	Begin working through Course Materials for Chapter 4
Week 7	Test 2 Chapter 4 (Carbohydrates) Ch. 5 – Lipids	Finish working through Course Materials for Chapter 4 Read Chapter 5 Begin working through Course Materials for Chapter 5
Week 8	Ch. 5 – Lipids	Finish working through Course Materials for Chapter 5
Week 9	Ch. 6 – Proteins	Read Chapter 6 Begin working through Course Materials for Chapter 6
Week 10	Continuing Ch. 6 – Proteins Test 3 (Chapters 5 & 6 – Lipids & Proteins)	Finish working through Course Materials for Chapter 6
Week 11	Please skip over Ch. 7 Energy Balance and Weight Control for now. <b>Go to Ch. 8 Vitamins</b>	Begin working through Course Materials for Chapter 8 See Course Content screen, Special Topics module for information about the Special Topics Activity.
Week 12	Ch. 8 Vitamins Ch. 9 – Water and Minerals	Finish working through Course Materials for Chapter 8 Begin working through Course Materials for Chapter 9
Week 13	Ch. 9 – Water and Minerals	Finish working through Course Materials for Chapter 9
Week 14	Test 4 (Ch. 8 & 9 – Vitamins, Water, & Minerals) Special Topics	Read Special Topics Activity Sections Review for the final exam
Week 15	“Final Exam Week”	Check with your nutrition teacher and/or the current semester’s Final Exam Course Schedule for day and time.

**V. DESCRIPTION OF CLASS:**

This class consists of lecture, which meets three class hours per week and outside of class assignments and practice activities. Lecture instructors utilize a variety of methods of objective presentation. Active learning opportunities are also provided in lecture.. An interactive software assignment serves as another learning strategy. Course goals are to provide students with the basis for success in allied health, nursing, and other clinical programs and, therefore, include critical thinking and clinical application as appropriate. Topics of study are included in the above course schedule. Note: Instruction will focus on information, computations, and planning skills basic to nutrition, as well as the physiological, psychological, and sociological ramifications of nutrition on the well-being of the individual and society. More specific learning objectives are available for student use via the course website. Consult your instructor for more information.

**A. Testing Procedures:**

- Up to Four Semester Tests – worth 100 points each
- One Comprehensive Final Exam – worth 100 points
- Quizzes and/or Activities totaling 100 points – Quizzes may not be offered.
- Activities (homework) may be assigned for a specific total number of points.

**VI. EVALUATION:**

- A. GRADING POLICY:** The course grading policy conforms to the grading policy stated in the current College Catalog (Academic Regulations). It is your responsibility to read and become familiar with these regulations. Any questions regarding how these policies apply to this course should be directed to the instructor assigned to this course. Summary of the Letter Grades:

College Wide Grading Scale	
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	65 – 69%
F	Below 65%

Please do **NOT** telephone your instructor for grades. (It is illegal for instructors to give out grade information over the telephone.) A common practice by the Nutrition Instructors is to post letter grades in the course gradebook at the end of the semester after final exams have been graded.

The Records Office publishes a list of individual dates each semester that apply to a student's registration status for any course. It is the student's responsibility to obtain this listing and comply with the dates if their registration status in this course changes.

**Dropping the Course:** Students who decide to "drop" this course during the semester should **NOT** just stop coming to class or checking in online. Instead, they should go to the Records Office (in the main campus Student Center) and complete the necessary paperwork/pay the necessary fee to change enrollment status to one of the following two options:

**Withdrawal (W) option:** Student has withdrawn from class by the semester drop deadline. The student stops attending class and stops submitting course assignments. A Withdrawal is not calculated into the student's GPA. **A student deciding to withdraw from a course is encouraged to discuss this course status change with their instructor, advisor, counselor, and/or student-financial aid staff member prior to changing their class status at the records office.**

**Rare Option: Incomplete (I):** An "I" must be requested by the student prior to the end of the course. In rare, legitimately documented emergency situations only, a student may request to be assigned an "I" grade for the course. To be eligible for an "I", the student must have earned 70% or better on all quizzes, tests, and other graded activities. Further, the student must lack only completion of the final exam. The student must make all the necessary arrangements to complete the final exam with the instructor or that instructor's designee at the beginning of the next semester. An "Incomplete" must be completed within the first few weeks of the following semester. **If course requirements are not fulfilled within the specified time period, "I" grades automatically convert to "F"s on students' transcripts.** Please note that the Records Office will treat the "I" grade as a temporary "F" in computing the student's grade point average (GPA). Note: Online and DVC course students should refer to their specific syllabus in regards to the Incomplete Option.

## **B. LECTURE EXAMINATIONS:**

Students take a series of up to four fifty-minute (50-minute) semester tests on the chapters studied in the introductory nutrition course using basic scientific language which they will apply to problems or issues of a nutrition scientific nature. Students take one two-hour comprehensive lecture final exam using basic scientific language to identify unifying principles and apply them to issues of a nutrition scientific nature.

Semester tests and the final exam are comprised of objective, fill-in-the-blank, short answer, calculations, and/or discussion questions or any combination thereof directly related to and building upon each unit of study.

Semester test and final exam questions will be directly related to one or more instructional objectives and compiled from information covered in the textbook, lecture, and any instructional course materials. Discussion and short answer questions are graded on the basis of applicability, completeness, and scientific and grammatical accuracy. Calculations will be scored based upon work shown and accuracy.

**Classroom Testing Environment:** The instructor will provide specific test environment directions prior to classroom tests. In general all test environment directions include but are not limited to:

- Students must leave pocketbooks, textbooks, cell phones, excess clothing, and all other personal belongings in their car or in the front of the classroom during a test. **All cell phones, pagers, etc. are to be turned off.**
- Food and beverages/drinks are **NOT** allowed during a test.
- Students are expected to attend to personal needs prior to the beginning of the test and remain in the classroom throughout the duration of the test. Once the student has completed the test, they may turn in the test, obtain their personal possessions and leave the room.
- The only items allowed at the student's desk are one copy of the test (and possibly a scantron form), pencil(s) and a basic non-programmable calculator. Only pencils and calculators provided by the instructor may be used during a test, unless otherwise directed by the instructor.
- On the day of the test/exam, students will be allowed to enter the classroom to take a test/exam until the first student who finishes the test/exam leaves the classroom. At that time, no other students will be allowed to enter and take that test or exam.
- **No additional time will be given to a late student.** **Best Practices:** A student should arrive on time or slightly early and be ready to test on the scheduled test or exam day.

**After a Test Has Been Graded:** Graded tests are discussed in class. **After the graded tests have been discussed in class, the tests are to be returned to the instructor to retain.** During the semester, students have the opportunity to request and review completed tests in the presence of the nutrition instructor.

**DVC and Online Format Tests:** Up to four 120-minute (2 hour) online semester tests made up of objective, fill-in-the-blank, short answer, calculations, and/or discussion questions or any combination thereof will be given following each unit of study. A two-hour online proctored comprehensive final exam will be given at the end of the semester. Test and exam questions will be directly related to and compiled from information covered in the text and course materials. Discussion and short answer questions are graded on the basis of applicability, completeness, and scientific and grammatical accuracy. Calculations will be scored based upon work shown and accuracy.

**All Course Formats:**

- There is a **No Make-Up Tests or Exams** policy in effect. Any missed semester tests or final exams will have a grade of zero (0) recorded.
- With prior arrangements, it **may** be possible to take a semester test or final exam prior to the scheduled time if a **valid reason** is given. If a semester test or final exam is missed without prior arrangements, it will be assigned a grade of zero (0).
- The lowest grade on a semester test will be replaced at the end of the semester with the grade obtained on the course final examination if it is to the student's advantage.
- **No-Make-Up Policy** – If an activity, quiz, semester test, or final exam deadline is missed, there is **NO** make up or extended time allowed to complete and submitted the missed item. That “missed deadline” graded item opportunity is lost to the student at that point. It is the course policy that there are no make-up semester tests, quizzes, activities, or the final exam regardless of the reason for missing. There are no exceptions. If you miss a semester test, your course final exam grade will also count for that score. If you miss more than one semester test, you will receive a zero (0) for those additional missed test scores.
- If you do not miss any semester tests, your course final exam score can replace your lowest semester test score if it will bring up your grade. Therefore, it is in your best interest to take all semester tests and the course final exam.

**Quizzes - All Course Formats:** **Instructors have the option of doing quizzes** (depending upon format quizzes may be done **in-class or online**) at any time throughout the semester. These quizzes may be given at any time during the class period or during the course. Quiz questions will be directly related to and compiled from information covered in the text, lecture, other course materials, and practice (self-help) activities. (If quizzes are used by an instructor within their course, the following would apply:

- **No** make-up quiz will be given for any quizzes missed. **No additional time will be available if a student arrives during or after an in-class quiz opportunity.**
- When time is called, all quizzes will be turned in.
- After in-class quizzes have been graded and discussed in class, **the quizzes are to be returned to the instructor to retain.**
- **Online quizzes** may or may not require the use of the **Respondus LockDown Browser**. Check with your instructor and/or the online quiz instructions about this browser's use. See the CDE website for further information concerning this free Browser.

**Graded and Non-Graded Activities:** Out-of-class activities (homework) are provided throughout the semester. These activities may or may not directly earn points. All activities are designed to assist the student with learning, understanding, and applying course information. These activities give each individual student hands-on practice and opportunities to learn concepts as well as develop and practice critical thinking skills. Out-of-class activities provide opportunities for the student to evaluate nutrition information and practice using nutrition terminology.

Graded Activity points are incorporated into the total number of points possible for the course. Consult your instructor for details.

Certain activities (homework) may be assigned to be completed and submitted back to the instructor at a particular date/time. Assigned activities (homework) **MUST** be received by the instructor by the **START** of class on the due date unless otherwise stated by the instructor. Late activities (homework) will **NOT** be accepted for credit for any reason.

**NOTE:** Students are expected to attend class on a regular basis. Absence from class (or from any part of class) such that announcements (ex. about assignment due dates or test/exam dates) are missed will **NOT** constitute a reason for work to be accepted late or for additional time on quizzes, tests, or final exam to be given. It is the student's responsibility to catch up on all course work and announcements missed due to absence. **Keep in mind that this course contains a No-Make-Up policy for all graded out-of-class activities (homework), quizzes, semester tests, and final exam.**

**NOTE:** Supplemental information and activities posted on the course website enhance but do not replace live classroom discussions/activities.

**C. GRADE CALCULATION:**

**Final grades are based upon points earned in this course.** All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much the instructor may sympathize with your personal circumstances, instructors never consider them to be a basis for grade assignments.

Minimal acceptable level of overall course mastery = 70%.

**The following items would provide opportunities to earn course points.**

1. Up to Four Semester Tests – worth 100 points each
2. One Comprehensive Final Exam – worth 100 points
3. The comprehensive final exam can replace one semester test grade if it is to the student’s advantage.  
(For example: this would benefit a student who misses a single semester test)
4. Quizzes and/or Activities totaling 100 points – Quizzes may not be offered.
5. Activities (homework) may be assigned for a specific total number of points.
6. Obtain from your instructor the total number of points available and course point ranges for the current semester.
7. Using the information obtained from your instructor, complete and then use the table below to determine your course letter grade by the number of points earned

<b>Letter Grade:</b>	<b>*Percent of Course Points earned</b>	<b>Total number of points possible: _____ Course Point Ranges:</b>
A	90 – 100%	
B	80 – 89%	
C	70 – 79%	
D	65 – 69%	
F	Below 65%	

**\*\*Check with your instructor for this semester’s total number of points available and the letter grade point ranges.**

**\*Percent of Course Points earned** conforms to the Academic Regulations stated in the current College Catalog. See Grading Scale.

**Desktop Video Conferencing and Online Format Courses:** Because there are **only a limited number of proctored assessments provided in these course formats, the following specific requirement applies.**

In order for the student to pass this course, the student must achieve a minimum of 70% of the total number of points included on the Final Comprehensive Examination.

- If the 70% of total test points on the Final Comprehensive Examination is achieved, all other graded course work will contribute toward the student's final course grade.

See the Master Syllabus for the specific number of points available for your Desktop Video Conferencing or Online Format Course and for the range of points needed to earn each letter grade.

- If the 70% of total test points on the Final Comprehensive Examination is **NOT** achieved, no other course work other than the Special Topics Activity points will contribute toward the student's final course grade. See the specific course syllabus for more information about the final grade determination for your Desktop Video Conferencing Formatted Course or your Online Formatted Course.

Note: If the Final Comprehensive Examination points plus the Special Topics Activity points are 70 points or greater, then all other graded course work will contribute toward the student's final course grade.

- Please note that if less than 65 points total (Final Comprehensive Examination + Special Topics Activity points) has been earned, the letter grade is “F”. If from 65 to 69 (Final Comprehensive Examination + Special Topics Activity) points have been earned, the letter grade is “D”.

**COMPUTER SKILLS:**

Students should have sufficient computer skills to access online based materials that are a part of this course. Ancillary study materials and some assignments will require the student to be able to access the Internet and assigned web pages, navigate through online menus, and follow directions to complete and submit quizzes, tests, or other assignments.

**ONLINE ACTIVITIES:**

Some online assignments are required as graded activities. Individual instructors may require other graded quizzes, homework or activities to be completed and submitted online. An online format (eLearn) will be used to provide access to materials such as the syllabus, course material, contact information, and weekly schedule for the current semester.

VII. **COURSE DELIVERY FORMAT OPTIONS:** The BIOL 1430 Nutrition course is offered in three different delivery formats.

Regardless of the course delivery format selected by the student, all communication with instructors about course work should be through the eLearn Email system. For assistance on how to use the eLearn Email tool go to this URL: [http://river.chattanoogaastate.edu/orientations/Student\\_PDFs/eLearn\\_eMail\\_aug09.pdf](http://river.chattanoogaastate.edu/orientations/Student_PDFs/eLearn_eMail_aug09.pdf).

**Standard Format** – This format is the traditional classroom format and may use an online format to provide access to “static” materials which include the syllabus, course material, contact information, and presentations. Faculty must make available when requested a copy of syllabus and any other instructor provided course materials, including their contact information. Faculty may require on-line activities and assignments to include online tests and submission of all written and on-line communications. The extent of on-line activities/assignments may vary by course but will be specified on the syllabus.

**In a traditional classroom delivery nutrition course**, students must be able to follow directions to access additional course materials and to do course activities online in addition to following directions and completing assignments using the course textbook and supplemental materials. **It is also expected that all course-related written communications (emails and discussions) will be submitted within the nutrition eLearn website, using the nutrition eLearn website tools.** The Supplemental Course Materials Booklet contains the course syllabus, handouts, practice activities, and course review materials. The semester tests and the comprehensive final exam are routinely administered in the classroom not online.

**Desktop Video Conferencing (DVC) Format** – This format requires that the entire class be conducted online as a blend of **synchronous** (real-time or live) teaching with the instructor at one campus and students at a different campus, home, work, or school sites and **asynchronous** (not real-time or live) online course materials, activities, and/or assessments. The instructor contact information, presentations, syllabus, course materials, assessments, and communication tools will be provided online through the use of two course management systems. The DVC Format uses eLive technology combined with an eLearn course site. All assessments are conducted online and the final exam is conducted online in a proctored testing environment.

**In a DVC delivery nutrition course**, students must attend the weekly online live lecture sessions (see your course schedule for days and class times), be able to follow directions to access and use all course materials. Students must be able to follow directions to access, complete, and submit all graded course activities, semester tests, and final exam online by using the quiz/test tools on the Assessments screen within eLearn. **It is also expected that all course-related written communications (emails and discussions) will be submitted within the nutrition eLearn website, using the nutrition eLearn website tools.** It is expected that the student will participate appropriately during the live lecture sessions. Only the comprehensive final exam will be taken at an approved Proctored Test site.

**On-line Format** – This format requires that the entire class be conducted online. The syllabus, course material, instructor contact information, presentations, and communication tools will be provided online through the course management system. All assessments are conducted online and the final exam is conducted online in a proctored testing environment.

**In an online delivery nutrition course**, students must be able to follow directions to access and use all course materials. Students must be able to follow directions to access, complete, and submit all graded course activities, semester tests, and final exam online by using the quiz/test tools on the Assessments screen within eLearn. **It is also expected that all course-related written communications (emails and discussions) will be submitted within the nutrition eLearn website, using the nutrition eLearn website tools.** Only the comprehensive final exam will be taken at an approved Proctored Test site.

VIII. **College Policies** This class is governed by the policies and procedures stated in the current Chattanooga State Student Handbook. Additional or more specific guidelines may apply.

**Academic Integrity/Academic Honesty:**

In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited. Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person, or to knowingly assist another student in obtaining or using unauthorized materials. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

**Academic Integrity/Academic Honesty Specific to the BIOL 1430 Nutrition Course:**

All activities, quizzes, tests, or other learning opportunities completed as part of the BIOL 1430 Nutrition course are expected to be your own – your own words, ideas, and work. **Using another person's work as your own (plagiarism), working together with another person to find information or answers for graded activities, copying, cheating, and other forms of academic dishonesty are prohibited.**

Course readings and activities have been developed to assist you with skill and knowledge development. Pre and post chapter tests, quizzes, semester tests, and final exam have been developed as objective measures of both your knowledge and your ability to apply to solve problems with this knowledge.

Biology courses at Chattanooga State are governed by the academic integrity policies and procedures found in the Student Code of Conduct published by the College. The following additional or more specific guidelines also apply.

**Electronic Devices:**

**NO** electronic devices may be used during in-class evaluations or proctored online final exams.

Only non-programmable calculators may be used during in-class evaluations or proctored online final exams. Calculators located within cellular devices may not be used during in-class evaluations or proctored online final exams.

**Violations of Academic Integrity:**

When a suspected academic integrity violation occurs in this course, the situation will be reviewed by the instructor and the Department Head and discussed with the individual(s) involved. Persons identified as taking part in a violation of academic integrity will be subject to sanctions as follows:

**First Offense:**

A grade of zero on the assignment or evaluation for all persons involved.

A 10% or a full letter grade reduction (whichever is greater) in the overall course grade for all persons involved, and

A report filed with the CSTCC Judicial Affairs Officer.

**Second Offense:**

A grade of “F” will be assigned in the course for all persons involved and

A report filed with the CSTCC Judicial Affairs Officer.

**ADA Statement:**

Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should notify the instructor immediately, and should contact Disabilities Support Services within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations.

**If an Accommodations Plan has been developed for you by the Office for Disabilities Support Services, please provide a copy of your Accommodations Plan to your instructor as soon as possible after classes begin.** Until such accommodations plan has been received by the instructor, the instructor is **NOT** allowed to make changes to any aspect or part of the course for the student.

**Affirmative Action:**

Students who feel that he or she has not received equal access to educational programming should contact the college affirmative action officer.

**Disruptive Students:**

The term “classroom disruption” means – student behavior that a reasonable person would view as substantially or repeatedly interfering with the activities of a class. A student who persists in disrupting a class will be directed by the faculty member to leave the classroom for the remainder of the class period. The student will be told the reason(s) for such action and given an opportunity to discuss the matter with the faculty member as soon as practical. The faculty member will promptly consult with the division dean and the college judicial officer. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and the campus police summoned. Unauthorized use of any electronic device constitutes a disturbance. Also, **if you are concerned about the conduct of another student, contact your instructor, Department Head, or Division Dean.**

Please note that **Excessive Noise** is disruptive. Excessive noise includes text messaging, excessive talking, and pager/cell phone noise. To avoid making excessive noise, the following is expected of each student: Do **NOT** text message during class time for lecture or tests. Participate during class discussions, but do **NOT** chat with classmates during class time. Turn pagers/cell phones/other electronic devices **OFF** during all class time, especially when testing is in progress. If a student must carry an active unit, the students should discuss the situation with the instructor.

**Electronic Communication Policy:**

Chattanooga State considers electronic communication (including but not limited to College e-mails, listservs, College-hosted sub-Webs, and College-adopted learning management systems such as eLearn) to be an appropriate mechanism for official communication with Chattanooga State students, staff, and faculty members.

**Electronic Mail or E-Mail:**

Electronic mail or “e-mail” is considered an official method of communication to and from Chattanooga State students, staff, and faculty members. The College sends official communications via e-mail with the full expectation that these groups of individuals will receive and read these e-mails in a timely fashion.



### **BIOL 1430 Nutrition Course-Related E-Mails:**

**All** nutrition course e-mails should be sent through the course website (eLearn). For assistance on how to use the eLearn Email tool go to this URL: [http://river.chattanoogaastate.edu/orientations/Student\\_PDFs/eLearn\\_eMail\\_aug09.pdf](http://river.chattanoogaastate.edu/orientations/Student_PDFs/eLearn_eMail_aug09.pdf).

When emailing, always include a subject line (with your name and class section number) that relates to your current message. Without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases. Use standard fonts. Do not send large attachments without permission. Special formatting such as centering, audio messages, tables, html, etc. should be avoided.

For all other communication the official email system used by the college is through Tiger Mail. This is accessible by clicking the blue paw icon from the top right hand side of your Tiger Web home page <https://tigerweb.chattanoogaastate.edu/cp/home/displaylogin>.

**For Students:** This procedure ensures that all students enrolled have access to this form of communication. It ensures students can be reached through a standardized channel by Chattanooga State faculty and staff as needed. Communications sent via the College-provided e-mail system TigerMail may include notification of Chattanooga State information including but not limited to admissions, enrollment services, advising, financial aid, etc.

If you have difficulty accessing an official Chattanooga State e-mail account (TigerMail or eLearn e-mail), contact the Chattanooga State Computer Operations Help Desk at 423-697-3375.

### **Inclement Weather Policy:**

In the event of inclement weather, the Vice President of Academic Affairs will notify the local radio stations to make a public service announcement regarding the status of the college. If the opening time is delayed, students should report to class at that time even if it represents a partial class period.

### **Classroom and Campus Visitors:**

Relatives and other guests not on official business are discouraged from attending classes. The college is concerned about the safety and well being of children and therefore prohibits them from accompanying adults into classrooms, offices, or other workspaces as a baby-sitting function. In the event an unsupervised child is discovered in a Chattanooga State facility, immediate contact will be made with the person responsible for the child's presence.

### **Tobacco Products:**

No use of tobacco products of any type is allowed in classrooms or laboratories.

**Course Contract/Policy Agreement:** See the specific format requirement below for your course.

**Standard Format Courses:** At the beginning of the semester, each student will be required to complete, sign, and submit to the instructor a policy agreement form, signifying that the student knows of and agrees to comply with the stated policies of the course, the Department, and the College.

**DVC and On-Line Format Courses:** At the beginning of the semester, each student will be required to complete and submit to the instructor an Orientation/Policy Agreement quiz, signifying that the student knows of and agrees to comply with the stated policies of the course, the Department, and the College.

**Instructor/Instructor Absence:** In the event of a scheduled instructor absence, a substitute instructor, alternate out-of-class assignment, or lab assignment appropriate to the class will be provided. In case of an emergency instructor absence, every effort will be made to provide an appropriate out-of-class assignment or activity.

**Syllabus Changes:** The BIOL 1430 Nutrition Syllabus that applies to the designated course format is considered to be the official course syllabus. The instructor reserves the right to modify this syllabus in writing during the course of the semester. Any change of a less substantive nature, such as revision of a test date, may be made orally in class at any time prior to the actual date.

**Your Instructor will provide a current Course Contract form.** An example of a Course Contract/Policy Agreement is below.

### **BIOL 1430 Nutrition Policy Acknowledgement Form**

By signing below, I testify that I am aware of and have met the prerequisites for this course as outlined in the course syllabus. I understand that I am responsible to do my own work for submission, what constitutes academic dishonesty, and the penalties associated with academic dishonesty. I am aware that all assignments are due at the start of class unless otherwise directed by my instructor. I am aware of and understand the course's **No Make-Up Test** policy for when a test opportunity is missed. I am aware that this course has a Classroom Testing Environment policy that consists of:

- Students must leave pocketbooks, textbooks, cell phones, excess clothing, and all other personal belongings either in their car or in the front of the classroom during a test. **All cell phones, pagers, etc. are to be turned off.**
- Food and beverages/drinks are **NOT** allowed during a test.

- Students are expected to attend to personal needs prior to the beginning of the test and remain in the classroom throughout the duration of the test. Once the student has completed the test, they may turn in the test, obtain their personal possessions and leave the room.
- The only items allowed at the student's desk are one copy of the test (and possibly a scantron form), pencil(s) and a basic non-programmable calculator. **Only pencils and calculators provided by the instructor will be used during a test**, unless otherwise directed by the instructor.
- Once the first student to complete and turn in a test leaves the room, no other students will be allowed to enter the room and begin that test.

My signature indicates that I understand and agree to abide by all of the policies described for this course in the course syllabus and/or by my instructor. **Please note that your grades will be posted in the online Grade Book on the nutrition eLearn course website.**

\_\_\_\_\_  
**PRINT YOUR NAME** (Notify instructor if this changes during the semester.)

\_\_\_\_\_  
**Student ID No. or Soc. Sec. No.**

\_\_\_\_\_  
**SIGN YOUR NAME**

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Major**

\_\_\_\_\_  
**Class section**

\*\* Check one of the following **ONLY** if it applies to you:     High School Dual Enrollment     Middle College High School

\_\_\_\_\_  
**Phone # at which you can be reached or have a message left**

\_\_\_\_\_  
**E-mail address and/or fax # (if available)**

↑ **\*\*Notify instructor of any changes during the semester.\*\*** ↑

**COURSE GRADE RECORD COMPUTATION:**

EACH STUDENT IS RESPONSIBLE FOR KEEPING A RECORD OF ALL EXAM GRADES AND FOR BEING AWARE OF HIS CLASS AVERAGE AS THE COURSE PROGRESSES.

**LECTURE TESTS: (100 points each)**

TEST 1 \_\_\_\_\_  
 TEST 2 \_\_\_\_\_  
 TEST 3 \_\_\_\_\_  
 TEST 4 \_\_\_\_\_

**OTHER ASSESSMENTS**

(Check with your Instructor as **points vary**) \_\_\_\_\_

**FINAL EXAM (100 points)**

\_\_\_\_\_

**TOTAL POINTS EARNED:**

\_\_\_\_\_

**Quizzes &/or Activities:**

Compare your total number of points earned with the table provided under the **GRADE CALCULATION** section of this syllabus to determine your letter grade. .