

## Course Information

Semester & Year: Spring 2022

Course ID & Section #: HO-15 V3006

Instructor's name: Christine Dobrowolski

Day/Time of required meetings: none

Number of proctored exams: none

Course units: 3

## Instructor Contact Information

Office location or \*Online: Online

Office hours: Monday 1:00-2:00 PM

Phone number: n/a

Email address: Christine-dobrowolski@redwoods.edu

## Catalog Description

A study of nutrient requirements for healthy living in adults. Course covers digestion, absorption, metabolism and function of macronutrients, micronutrients and alcohol. This course covers nutritional needs across the life span, the health implications associated with nutrition, food safety concerns and controversial aspects of human nutrition.

## Course Student Learning Outcomes

1. Identify nutrients in foods and explain the digestion, absorption and metabolism of these nutrients.
2. Relate nutrition to health, fitness and disease.
3. Analyze and evaluate the adequacy of one's own personal diet by applying the dietary guidelines and current nutrition recommendations.

# Prerequisites/co-requisites/ recommended preparation

Recommended Prep: ENGL-350 and MATH-376

## Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

# Required Course Materials

## MyDietAnalysis Online Diet Analysis Program

MyDietAnalysis online program is designed to track diet and activity information. We are using this program because Pearson products are compliant with Section 508 of the Americans with Disabilities Act [[Pearson's Commitment to Accessibility](#), [Pearson: Making E-Learning Accessible](#)]. In addition, the student learning outcomes for this course require that you learn about the US Dietary Guidelines, and this program uses the most updated guidelines.

You can purchase instant online access at:

<https://register.pearsoncmg.com/reg/include/consent.jsp?originalDest=/reg/buy/buy1.jsp?productID=26164>

An access card can also be purchased at the bookstore or online retailer. You'll use the access code to register for an online account.

- MyDietAnalysis 5.0 Student Access Code Card
  - ISBN: 9780321733900
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## Technical Competencies

You need reliable internet access at least 2-3 days a week to participate in this course. Do not plan on taking this course from your phone or other mobile devices. Although you can participate in some portions of this course using the Canvas app on a mobile device, you will need a computer to take quizzes and exams and to upload and download files for the Diet Study project.

To take this course, you need to be able to do the following:

- Connect to the internet using a web browser. [Firefox \(Links to an external site.\)](#) or [Chrome \(Links to an external site.\)](#) are recommended, but most browsers are compatible. Having cable, DSL, or satellite internet service is recommended.
- Navigate the internet using search engines
- Send and receive messaging using the Canvas Inbox
- Download, open, save and upload files (eg: .pdf, .docx).
- Utilize Microsoft Word, Google Docs, or similar word processing software.
- Create and manage an account, enter your diet, and review reports in MyDietAnalysis

# Computer Requirements

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades. The following is recommended:

Windows 7 and newer (users on Windows 10 need to download the Windows Anniversary Update to submit Canvas assignments)

- Mac OSX 10.6 and newer
- DSL or cable modem at home recommended (Minimum of 512kbps)

If you are using a screen-reader, the following are supported in Canvas:

- Macintosh: [VoiceOver](#) (latest version for Safari)
- PC: [JAWS](#) (latest version for Firefox)
- PC: [NVDA](#) (latest version for Firefox)

There is no screen reader support for Canvas in Chrome

The following browsers are supported by Canvas.

- **Chrome** 86 and 87
  - **Firefox** 82 and 83 ([Extended Releases](#) are not supported\*)
  - **Edge** 86 and 87
  - **Respondus Lockdown Browser** (supporting the latest [system requirements](#).)
  - **Safari** 13 and 14 (Macintosh only)
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## Assignments

### Diet Study Project

The Diet Study Project is 35% of your grade and has three parts. You will be recording your diet (once) and then entering this information into MyDietAnalysis. You will be submitting one report for Part 1 of the project. You will be answering questions about your diet using the diet information you entered into MyDietAnalysis for Parts 2 and 3 of the project. You can submit the assignments late, losing 1 point per day for each day it is submitted late. You can submit late up until the last day of class.

**Early Submits:** You can submit all parts of the project early and receive feedback from the instructor and resubmit before the due date. You need to submit the Wednesday before the Sunday due date to receive feedback. The assignment area will be open three weeks before the due dates.

**You must receive a passing score for this project to pass the class.**

## Diet Study Project Deadlines

**PART 1:** Record diet and submit Combined Report. Due February 6th

**PART 2:** Answer questions on food behaviors, food groups and macronutrients. Due March 6th

**PART 3:** Answer questions about micronutrients, calories and a final analysis. Due April 24th

## Discussion Forum

Your discussion contributions are worth 18% of your total grade. Most weeks during the semester you will be required to participate in a discussion forum. Discussion posts are due on **Thursday and Sunday**. Discussions are graded and worth 15 points each. Think of discussions like class attendance. You need to show up and participate for full credit. I will grade all discussions posted up until Sunday night. You miss 0.5 points per day your initial post is late. If you miss the entire week of the discussion, you CANNOT make it up without an acceptable excuse. See the [Late Work Policy](#).

Please see the [Discussion Forum Guide](#) for more details.

You will also have access to ungraded forums including the Questions for Instructor Forum, Diet Study Collaboration Forums, the Student Lounge and Share Recipes Forum.

## Quizzes

There will be about 12 online quizzes this semester, 10 points each, worth 12% of your total grade. They will be available weekly and will correspond to the material we are covering. The quizzes are not timed and can be taken three times, up until the last day of class. Feedback is given immediately after each attempt. The questions are drawn from a pool, so each quiz is slightly different. Your highest grade is your final grade.

## Surveys

Surveys are 5% of your total grade. There will be several surveys offered throughout the semester about the class, the course design, navigation, discussions, and other topics. You will also have opportunities to reflect on your course work. You will earn full credit just by participating. You must answer all questions to earn credit on the surveys. The surveys are open until the last day of class. There is an anonymous and ungraded survey available at all times during the semester that you can access through the submit comments page.

## Midterm

There is one midterm and it is worth 13% of your grade. The midterm will become available on Monday morning March 7th during Week 8 and will close Sunday night March 13th at 11:59 PM. The midterm is taken online; it is not proctored. The midterm will be timed and due at 11:59 PM on Sunday. **You can only ACCESS & SUBMIT the midterm once.** The midterm is 150 points or 13% of your grade. If you miss the exam, you have one week to make-up the exam. You lose 10 points if you take the exam late. A practice exam will be available the weeks before the exam.

## Final Exam

The final exam is 17% of your grade, is cumulative, and will be available Wednesday morning May 4<sup>th</sup>. The final exam is **due Wednesday, December 11th**. The exam is timed and will be taken online. The exam is not proctored. The exam is worth 200 points or 17% of your total grade and will cover all the material covered in the class. You can only access and submit the final exam once, and the exam is timed. If you miss the final exam, you have two days to make it up. Late submits will be accepted up until Friday, May 13th. No final exams are accepted after the last day of class.

For a detailed course schedule, see the Course Schedule page, available from the home page throughout the semester.

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## Course Policies

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Academic ethics and honesty are crucial to the exploration of ideas in the academic and broader world. I expect my students to maintain the highest academic integrity standards. As a student in my class, you are responsible for knowing the College of the Redwoods [Student Code of Conduct](#).

## Academic Dishonesty

Academic dishonesty is willful and intentional fraud and deception to improve a grade or obtain course credit. It includes all student behavior intended to gain an unearned academic advantage by fraudulent and/or deceptive means. In this course it refers to plagiarism, copying other students' work, and working with others on exams.

### Plagiarism

Plagiarism is using another's written work without crediting the source. If you copy and paste information word for word from a website into the discussion forum or an assignment, even if you cite your source and

even if it was unintentional, you are plagiarizing. You must always write in your own words. Quotes should be reserved for quotes from individuals.

**You must cite your sources and write in your own words.**

## Exams

You can use your book, your notes, or the internet to take exams, but you must work independently. You cannot work with other students on exams.

## Penalties for Academic Dishonesty

The first reported offense by a student will result in a written warning from the instructor and a "0" on the assignment.

The second reported offense by a student will result in a report to the Instructional Dean. Depending on the offense, the student may be referred to the Chief Student Services Officer or designee.

The student may face probation, suspension, or expulsion.

## Disruptive Behavior Policy

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## Late Work Policy

I accept late submits for quizzes, your diet study assignments, and the midterm, but you cannot make up the final exam or discussion forums. There are certain instances in which I will allow late work and these are outlined below.

### Acceptable Reasons

- Hospital stay or emergency room visit for you or your child

- COVID-19 illness
- Death in your immediate family
- System-wide power outage in Humboldt, CR, or Canvas

### Steps to Take if You Are Requesting an Extension

- **Power Outage:** If there is a system-wide Canvas outage, or area-wide power outage, text via Remind or make contact when power returns via email or the [Inbox](#). I will automatically extend due dates if Canvas is down for a long period of time and I feel it impacts students turning in course work on time.
- **Emergency Medical Visit:** If you or a loved one have had an illness or injury requiring an emergency room visit, hospitalization, or surgery, contact your instructor via email or the [Inbox](#). Provide a doctor's note or other documentation (eg: discharge summary) as evidence of the hospital visit. No personal medical information is required. It can be scanned and emailed, or sent via the [Inbox](#) by taking a picture with your phone. If you have symptomatic COVID-19, contact me to discuss your options.
- **Death in the Family:** Contact your instructor via email or the [Inbox](#). Provide documentation of the death in your family. For example, a death certificate or copy of (or link to) an obituary. This can be scanned and emailed, or sent via the [Inbox](#) by taking a picture with your phone.

Late work will not be graded until documentation is received. Documentation must be received at least one week prior to classes ending. No extension will be given without proper documentation.

### Unacceptable Reasons

1. Computer died; computer not working
2. Personal internet service was down
3. Illness not requiring a doctor's visit or hospitalization

Minor car accident without injury or a doctor's visit

You should have a back-up plan for problems with your computer or your internet. Although minor car accidents, the common cold, and other minor life events are time-consuming and frustrating, they are not excuses for late work.

## Accepted Late Work for Assignments

### Discussion Forums

Discussion forums are open from Monday morning until Sunday night at 11:59 PM for most weeks of the semester. The initial post is due on Thursday at 11:59 PM. You lose 1 point per day your initial post is late and can submit late up until Sunday night. No discussion forum posts are accepted after Sunday night unless you have an acceptable reason for late work and can provide documentation.



## Assignments

You can submit all parts of the Diet Study late.

- **Part 1:** You have a one-week grace period then you lose 1 point per day the assignment is late, with a max of a 30-point deduction. You can submit up until the last day of class.
- **Part 2:** You have a one-week grace period then you lose 1 point per day the assignment is late, with a max of a 30-point deduction. You can submit up until the last day of class.
- **Part 3:** You have a one-week grace period then you lose 1 point per day the assignment is late, with a max of a 20-point deduction. You can submit up until the last day of class.

If you have an acceptable reason for late work and can provide documentation, I will allow you to submit late without a loss of points.

## Quizzes

Quizzes open Monday morning and close Sunday night at 11:59 PM for most weeks of the semester. Quizzes can be taken late and will remain open until the last day of class. You can take quizzes three times and your highest score is your final grade.

## Exams

The midterm opens Monday morning of Week 8 and is due Sunday night at 11:59 PM of Week 8. You have one week to take the midterm late, but you will lose 10 points for submitting late. The final exam opens Wednesday morning of Week 15 and is due Wednesday of Week 16. Late final exams are accepted up until the last day of class, Friday of Week 16. No final exams are accepted after the last day of class. No exceptions.

Final grades are posted the following Monday or Tuesday after class ends. If you experience a death in the family, have an illness or injury requiring hospitalization, or experience another traumatic life event that prevented you from taking the final exam, contact the instructor ASAP to request an incomplete in the course.

# Admissions, Drops, Withdrawals Incompletes

## Admissions Deadlines & Enrollment Dates

- Classes begin: 1/15/22
- Last day to add a class: 1/21/22
- Last day to drop without a W and receive a refund: 1/28/22
- Census date: 1/31/22 or 20% into class duration
- Last day to petition to graduate or petition for certificate: 3/3/22
- Last day for student-initiated W (no refund): 4/1/22

- Last day for faculty-initiated W (no refund): 4/1/22
- Spring Break (no classes): 3/14/22-3/20/22
- Final examinations: 5/7/22-5/13/22
- Semester ends: 5/13/22
- Grades available for transcript release: approximately 05/30/22

## Drops

If you do not participate in the discussion forum in the first and second week of class, you will be automatically be dropped from the course. Adequate forum participation means posting on two different days during the week. **You can drop the course within WebAdvisor.** For more information, contact the Admissions Office:

- Website: <https://www.redwoods.edu/admissions>
- Phone Eureka: 707.476.4200
- Phone Del Norte: 707.465.2380
- Phone Klamath-Trinity: 530.625.4821
- Emails: [ambassador@redwoods.edu](mailto:ambassador@redwoods.edu)

## Withdrawals

Student-initiated withdrawal may occur through the second week of class with nothing recorded in the student transcripts. From week 2 through week 10, students can withdraw from the course with a recorded W (withdrawal). Administrative procedure (AP) 5075 allows instructors to withdraw students from class for non-participation through the 10th week of class. Non-participation means not participating in the forum for more than two weeks. No course withdrawal is allowed after the 10th week of class.

### Excused Withdrawal Petition

Students who have experienced extenuating circumstances can complete & submit the Excused Withdrawal Petition to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

## Incomplete Grades

An Incomplete grade may be assigned only when unforeseen circumstances prevent a student from completing all of the required work. ***Almost all of the course work must be completed for an incomplete grade to be considered.*** A final grade will be assigned when the missing work has been completed and evaluated. An Incomplete grade that is not removed by the end of the following semester reverts to the alternate grade authorized by the faculty member. If you think you might qualify for an incomplete grade, contact the [Counseling and Advising Center](#), 707-476-4150.

# Grading Policy

I personally grade your discussion forum posts and diet study assignments and give individual feedback. If you sign up for [notifications](#), you will receive an email or text each time I grade an assignment, make a comment, or give your feedback. You can find instructions for setting your notifications on the [FAQ page](#).

I use a grading rubric for discussions and assignments. You can view the rubric by clicking on the gear icon and clicking "**show rubric**" in the right corner of the assignment. I will provide individual feedback for each discussion forum and assignment and give you suggestions for improving your discussion posts if you did not earn full credit.

Quizzes, surveys, and exams are graded automatically through the Canvas system. There is feedback available immediately after you finish each quiz to help you understand why you may have answered correctly or incorrectly.

Feel free to ask me if you have any questions about your grade.

## Assignment Weights

Grading Breakdown		
Assessment	Points	% of Your Grade
Discussions	180	18%
Quizzes	120	12%
Diet Study Part 1: Diet Record	40	4%
Diet Study Part 2: Answer Questions	160	16%
Diet Study Part 3: Answer Questions	150	15%
Surveys	vary	5%
Midterm	150	13%
Final Exam	200	17%
TOTAL		100%

## Letter Grades

A = 95-100%

A- = 90-94%

B+ = 87-89%

B = 84-86%

B- = 80-83%

C+ = 75-79%

C = 70-74%

D = 60-69%

F = 60%

## Extra Credit

I will provide extra credit opportunities during the semester. There will be quizzes, a final farewell forum, and a time-restricted eating project. You can earn up to 30 points of extra credit. There will be almost double the number of points available to give you multiple opportunities to participate. The extra credit opportunities will be worth as much as 3% of your grade, which will bump B+ students to an A-, or C+ students to a B-. You cannot lose points taking the extra credit. View more information on the [Extra Credit](#) page.

**Note:** I offer extra credit to help borderline students achieve a higher grade. Because of this, I do **not** round up at the end of the semester. This means that 89.9% is a B+. If you want a chance to boost your grade, I recommend participating in the extra credit activities.

## Communication Policy

### Regular Effective Contact

Throughout the semester you will be receiving regular contact from me through announcements, grading feedback, and Canvas messaging. I will also make myself available to you and will respond within 24 hours during the week and 48 hours on weekends, except holidays.

## How I Will Interact With You

- **Announcements:** Every Monday morning, I will send an announcement. Announcements will include a video and will provide an overview of the weekly material and clarify projects, assignments, due dates, or discussions. I'll also send out an announcement notifying you when your grades have been posted and clarifying important points.
- **Weekly Forum Grading Feedback:** When I finish grading your discussions each week, I will leave comments within the comment box. I will have your discussions graded within one week after the Sunday night due date. You can find these comments by going to **Grades** and clicking the title of the discussion.
  - If you are signed up for grading notifications (Account > [Notifications](#) > click the green checkmark next to "Grading" under your preferred email), you will receive an email when I have finished grading your discussion or assignment.
- **Assignment Grading Feedback:** You will receive individual feedback for all parts of your Diet Study project. You'll find these comments in the textbox within the assignment. I will have on-time Diet Studies graded within one week after the due date.
- **Forum Participation:** Between Monday and Thursday, I will make comments within the discussion forum. If I see that students are getting off-track, I will help guide the discussion back to the topic we are discussing. Each week, I will always provide tips for improving student work. You'll always find my comments in blue.
- **Text Reminders:** If you sign up for text reminders through Remind (see below), you will receive reminders about due dates for all quizzes, exams, and assignments.
- **Participation and Grading Contact:** I will contact you through the Canvas Inbox if you have missed assignments, have low participation, or have a low grade in the course to offer help and support, and to remind you of due dates.

## How You Can Reach Me

- **Office Hours:** I hold office hours every week, and they are posted on the home page. I will be available in Conferences during office hours, or you can email me or message me or text me through Remind with questions. I am also available for phone calls. More about [office hours](#).
- **Questions for Instructor Forum:** The best place to ask me questions is in the [Questions for Instructor Forum](#). This is also a great place to look for answers to questions.
- **Message Anytime:** You do not need to wait for office hours to contact me. You can [message me](#) anytime. I will respond to you within 24 hours during the week, 48 hours on weekends (except holidays) – usually much sooner!
- **Text:** You can sign up through Remind (see below) and use this phone app to text me questions.

## How You Will Be Interacting With Your Classmates

- **Weekly Discussions:** Almost every week of the class, you will be *required* to participate in a discussion forum. You will be answering a question set and responding to your classmates. Each week you'll be divided into groups, some weeks will be larger groups and some weeks will be smaller groups. You will automatically see your group.

- **Collaboration Discussions:** During the weeks your Diet Study projects are due, you have the option to work with your classmates on the project in the Collaboration Discussion forums. These are ungraded forums designed to give you the opportunity to receive tips and advice from your peers. *Your participation is optional.*
- **Student Lounge:** In the discussion area, pinned at the top, you will find a Student Lounge that allows you to talk about the class, assignments, and nutrition. You can use this forum to talk with your classmates or set up study groups. *Your participation is optional.*
- **Share Recipes Forum:** Also pinned at the top of Discussions is a forum for sharing healthy recipes. I encourage you to post and comment on recipes in this forum. You can also earn extra credit by participating in this forum. *Your participation is optional.*
- **Messages:** You can use Canvas Messages (Inbox) to contact fellow classmates to ask questions or set up study groups.

## Netiquette

Netiquette is etiquette in the online learning environment. There are some basic rules for communication and behaving properly online. Use correct spelling; don't text type, offer tips, and share experiences. I expect you to respect your peers and keep your posts polite with no foul language and no insults. Be aware that what may seem funny to you at that time, may come across as insulting to other students reading your posts.

## Text Reminders for Assignments

I will be sending out reminder text messages for all assignments, discussions, exams, and quizzes. This is also a way to text me questions. These reminders are sent to all students who sign up. If you would like to sign up for text reminders, follow the instructions below:

1. Grab your phone!
2. Text 81010 (or 669-600-2077)
3. Write "@ho15sp22" in the message area
4. Send the text
5. You'll receive a text back
6. Reply by writing out your name (*can be your first name only*)
7. You are signed up!

You can [download the app](#) or you can sign-up via email for reminders on your phone by typing in "rmd.at/ho15sp22" in your browser, or by visiting [Join Remind HO-15 Spring 22.](#)

# Inclusivity Policy

## Gender-Inclusive Language in the Online Environment

College of the Redwoods aspires to create a learning environment in which all people feel comfortable contributing their perspectives to classroom discussions. It, therefore, encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender, affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

### Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records \(Links to an external site.\)](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

## Diversity in the Online Learning Environment

I strive to create an inclusive learning environment where diverse perspectives are recognized, respected, and seen as sources of strength. Ideally, science and medicine would be objective. However, nutrition science can be subjective and biased. I'll admit that white men authored many of the references and resources I use in my SoftChalk lectures. Historically, not only have white men conducted most of the scientific research, many studies were conducted on mainly white men. Women have been traditionally underrepresented in medical research. In 2019, the National Institute of Health acknowledged that Blacks or African Americans, Hispanics or LatinX, American Indians or Alaska Natives, Native Hawaiians, and other Pacific Islanders have all been underrepresented in medical research. Although I have made efforts to include a diverse set of resources for this course, I acknowledge that there will be biases in some of the material we are covering.

I value diversity and want to create a learning environment that supports diverse perspectives and experiences. To help accomplish this, I'll be asking students to share their preferred names (e.g., nickname) and preferred pronouns during Week 1. Throughout the semester, I'll be asking students to share thoughts and opinions in the discussion forums so we can all learn from others' experiences. I'll be asking you to share your opinions about the class in weekly surveys, and I'll be asking you to share how cultural influences may impact your food choices and eating behaviors in your diet study project. I understand that experiences outside of the classroom can affect performance. In these instances, reach out to me so I can be a resource for you.

Like many, I'm in the process of learning about diverse perspectives and identities. My goal is to create a

safe learning environment with an atmosphere of trust, where we're all respectful of others in the discussion forum. If you find something offensive in the reading material or encounter comments in the discussion forum that make you uncomfortable, please reach out to me. You also can submit an anonymous comment in the [Anonymous Survey](#) that is available all semester.

# Accommodations Policy

## Student Accommodations

### Do you think you need extra time for exams?

The only two exams that are timed in this course are the midterm and final exams. The quizzes are not timed. If you think you might need extra time on an exam, or other accommodation, contact the Disabled Services and Programs for Students (below). You can be tested and if accommodations are needed, the appropriate staff member will send me documentation. I need to have the documentation prior to the exam to make the appropriate accommodation.

[Apply to DSPS at CR \(Links to an external site.\)](#)

[Schedule an Appointment with a DSPS Advisor \(Links to an external site.\)](#)

If DSPS staff have forwarded the appropriate documentation to me, you will see the additional time added to your exam within the exam instructions. You can click on the exam to double-check, without actually entering the exam. You need to click the blue button titled Take the Quiz to enter and begin the exam - just like quizzes.

## Disabled Services and Programs for Students

I am available to discuss appropriate academic accommodations that you may require, as a student with a disability. DSPS offers educational support services and special instruction designed to help you to be a successful student. Students with verified disabilities enrolled in college courses are eligible to receive accommodations intended to increase access to education. Information about your disability is considered confidential.

### Eureka

- **Office Hours:** Monday -Thursday: 9:00 a.m. - 4:00 p.m; Friday: 9:00 a.m. - 3:30 p.m.
- **Location:** Student Services Building, 1st Floor
- **Phone:** 707-476-4280; 707-476-4284 (TTY)
- **Email:** [cheryl-krueger@redwoods.edu](mailto:cheryl-krueger@redwoods.edu)
- **Website:** <https://www.redwoods.edu/dsps>



- **DSPS:** [CR Online Accommodations Procedures](#)

## Del Norte

- **Office Hours:** Monday -Friday: 9:00 a.m. - 4:00 p.m
- **Location:** Main Building, near the library
- **Phone:** 707-465-2324; 707-465-2354 (TTY)
- **Email:** [Shannon-Walkley@redwoods.edu](mailto:Shannon-Walkley@redwoods.edu)
- **Website:** <https://www.redwoods.edu/dsps>

## Klamath-Trinity Instructional Site

- **Office Hours:** Monday -Friday: 8:30 a.m. - 12:00 p.m, 1:00 p.m. - 4:00 p.m
- **Location:** Orchard Road, Hoopa
- **Phone:** 530-625-4821; 707-465-2354 (TTY)
- **Email:** [Melissa-Ruiz@redwoods.edu](mailto:Melissa-Ruiz@redwoods.edu)
- **Website:** <https://www.redwoods.edu/dsps>

## DSPS Resources and Links

- [LIGHT Center](#) (individual and small group instruction)
- [DSPS Online Orientation](#)
- [Types of Services](#)
- [Alternate Media Types](#) (eg: braille, large print, audio)
- [Schedule an Appointment](#)
- [Accommodation Information for Online Classes](#)
- [DSPS List of Resources](#)

## Learning Styles

I feel I have a responsibility to support a variety of learning styles. The study aid that is the most helpful for one student might confuse another student. For this reason, I have created several ways to deliver course content and assist in student self-assessment, including videos, animations, text, illustrations, diagrams, images, and interactive self-assessment activities. I have alternative learning tools and assignments available for those of you who are unable to use the technological tools in this course.

## Accessibility

This course was designed with accessibility in mind, and the College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. However, if you discover something that is not as accessible as it could be, please contact me so I can make the appropriate changes.

Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; archived videos will consist of closed captioning and transcripts, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs, and audio files will consist of transcripts. All text will be formatted for use with screen readers, and all course materials will be understandable without the use of color.

Canvas is our learning management system and Canvas's goal is to be fully accessible and usable for all users, regardless of ability. MyDietAnalysis, the online diet analysis program used in this class, has been reviewed for compliance by Pearson. All required online reading has been reviewed in HiSoftware's Cynthia Says for accessibility verification. All archived videos have been captioned and a transcript is available.

- [Canvas Accessibility Statement](#)[Links to an external site.](#)
- [HiSoftware's Cynthia Says](#)
- [Pearson's MyDietAnalysis VPAT document](#)

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## Student Resources

College of the Redwoods has a variety of student services. If you are having problems taking a quiz or exam or entering a discussion forum, contact your instructor. If you are having general technical issues, contact the **CR Technology Help Desk**. If you need help with course material, you can always contact me, but another option is contacting the **Academic Support Center**. The **Academic Support Center** offers peer assistance with writing assignments, tutoring services, and helps English language learners. We all know that being a student is difficult. It can be challenging to balance academic work, sporting commitments, work, and social life without becoming overwhelmed. The goal of the **Counseling Center** is to promote the well-being of CR students. The **Advising Center** provides services to help students determine their aptitudes, plan educational programs, choose their careers, and acquire needed educational/occupational information. You'll find all of these resources on the following pages. If you are unsure which service may best suit you, you can always contact your instructor.

# Technical Support

## Canvas Help

If you are having problems with Canvas, for example, you can't post in the discussion forum, a quiz isn't showing up for you, or you are having trouble viewing course material, contact Canvas Support using the "Help" icon in the far-left navigation, then click, Report a Problem and someone will reply to you during the week, Monday to Friday. If you want an answer sooner, try the resources below.

- Click Help on the left and then click Report a Problem.
- Visit CR's [Online Support](#) page.
- Visit the [Canvas FAQ page](#)
- Visit the [Canvas Student Resource page](#)
- Check the [Canvas Server Status](#)
- Canvas Help Line: (844) 303-4496

## Canvas Guides and Tutorials

For help with navigating the Canvas Learning Environment, you can access their instructional guide.

- [Canvas Student Guide](#)
- [Canvas Quickstart Guide](#)
- [Canvas Support Videos](#)

## WebAdvisor, Email, and Canvas Login

How do I get help with WebAdvisor, email, or Canvas?

For help logging into Canvas, registering for classes, or accessing your CR email, contact the Technology Help Desk. For questions about WebAdvisor, visit the Student Account Tutorial page for how-to documents.

- CR Technology Help Desk: 476-4160
- CR Technology Help Email: [its@redwoods.edu](mailto:its@redwoods.edu)
- Login and password resets: [CR's Student Account Tutorial](#)

## MyDietAnalysis

### How do I get help with MyDietAnalysis (Pearson)?

If you have questions about how to enter foods or submit reports, contact me. If you are having trouble logging into MyDietAnalysis or other tech issues, you'll need to contact MyDietAnalysis tech support. I won't be able to help you with login issues; I recommend calling Tech Support at the number listed below.

- Visit the [MyDietAnalysis Help Center](#)
- [Pearson Tech Support](#) (You'll be given text, phone, or chat options).

## Online Learning Resources

### CR Resources

- [CR-Online](#) (Comprehensive information for online students)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [New to Canvas? Get Help!](#)

## Distance Education Department

The distance education department's website has information about online learning, resources, and guides for taking online courses.

- [Online Classes at CR](#)

## Canvas Help Videos

Canvas has a number of videos to help new online learners navigate the Canvas environment.

- [Canvas Online Videos](#)

# Student Services

## Admissions and Records

For information on registering for classes, adding or dropping classes, tuition, transcripts, and transfers, contact the Admissions and Records office.

### Contact info

**Eureka Office:** Monday-Thursday 9:00 am - 4:00 pm

- **Phone:** (707) 476-4200 Voice
- **Email:** [ambassador@redwoods.edu](mailto:ambassador@redwoods.edu)
- **Website:** [www.redwoods.edu/admissions/](http://www.redwoods.edu/admissions/)

**Del Norte Office:** Monday-Friday 9:00 am - 4:00 pm

- **Phone:** (707) 465-2300
- **Klamath-Trinity:** Monday-Friday 9:00am - 4:00pm
- **Phone:** (530) 625-4821

## Academic Advising

Academic advisors can help students create or update a student education plan, select classes based on individual goals, discuss transfer, articulation, and general career plans. For more information on how to schedule an appointment please visit our website or call the number listed below. Services are available Monday-Friday, 9:00 am-5:00 pm.

### Contact info

- **Phone:** Eureka: 707-476-4150, Del Norte: 707-465-2300
- **Email:** [counseling@redwoods.edu](mailto:counseling@redwoods.edu)

## Bookstore

CR has switched to a fully online bookstore. You can have books delivered straight to your home or pick them up on campus.

### Contact info

- **Phone:** 707-476-4130
- **Website:** <https://bncvirtual.com/redwoods>

## Counseling and Advising Center

The **Counseling Center** can help resolve student personal problems and aid in crisis prevention. The Counseling and **Advising Center** provides services to help students determine their aptitudes, plan educational programs, choose their careers, and acquire needed educational/occupational information. **Mental Health Services** are available through the center.

- [Counseling and Advising Center](#)
- Eureka: 707-476-4150
- Del Norte: 707-465-2300
- Klamath-Trinity: 530-625-4821

## Financial Aid

Don't let a lack of funds keep you from reaching your goals. Learn how to make CR's already low [costs](#) even more affordable with financial aid. Visit the Financial Aid website to learn about different types of aid, how to apply, eligibility, forms, and more.

### Contact info

- **Phone:** 707-476-4182
- **Email:** [finaid@redwoods.edu](mailto:finaid@redwoods.edu)

## Food Pantry

The G.R.O.V.E. (Growth, Resource, Outreach, Valued, & Empowerment) Program is college-focused food insecurity and rapid rehousing plan that provide services, including emergency assistance; access to food, homelessness prevention services and activities; and housing and motel vouchers to student's experiencing homelessness or housing insecurity while attending CR.

### Contact info

- **Phone Eureka:** 707-296-5445
- **Phone Klamath-Trinity:** (530) 625-4821

## Multicultural and Diversity Center

MCC Ambassadors will be available at times to be determined through Zoom to chat with students and to provide awareness of resources. The MCC Schedule (Club Meetings, Connections times, and other Ambassador times) will be available when school resumes on the website and via social media. Hours are Monday - Friday, 10:00 am to 4:00 pm.

## Contact info

- **Phone:** 707-476-4255
- **Website:** [redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center](http://redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center)

## Veteran's Center

The Veteran Resource Center has information about the VA educational benefits process.

## Contact info

- **Phone:** 707-476-4110
- **Email:** [Veterans@redwoods.edu](mailto:Veterans@redwoods.edu)

# Physical and Mental Health Services

## Physical Health Services

The Student Health Center will see:

- Minor medical care for illnesses and injuries
- Blood pressure and vision screenings
- Physical exams
- Immunization & testing
- Health promotion

Other services provided by a Nurse Practitioner or RN

The Student Health Center is closed due to COVID. The above services are available now through The Priority Care Center in Eureka, 707-442-0478.

## Mental Health Services

If you are having a difficult time and need someone to talk to, contact Shawna Bell for scheduling and/or services.

- **Text:** 707-496-2856
- **Email:** [shawnabmft@gmail.com](mailto:shawnabmft@gmail.com)
- **Fax:** 707-237-2318 (voicemail can be left via fax)

## Counseling and Advising Center

We all know that being a student is difficult. It can be challenging to balance academic work, sporting commitments, work, and social life without becoming overwhelmed. The goal of the **Counseling Center** is to promote the well-being of CR students. The Counseling Center can help resolve student personal problems and aid in crisis prevention. The Counseling and **Advising Center** provides services to help students determine their aptitudes, plan educational programs, choose their careers, and acquire needed educational/occupational information. **Mental Health Services** are available through the center.

*\* Campus services may be changed due to COVID*

- [Counseling and Advising Center](#)
- Eureka: 707-476-4150
- Del Norte: 707-465-2300
- Klamath-Trinity: 530-625-4821

## Trauma Recovery Support Group

- Thursdays 3:00-4:00 pm
- Eureka Campus: Science Room 207

## Depression & Anxiety Peer Support Group

- Mondays 4:00-5:00 pm
- Eureka Campus: Science Room 207

# Writing and Tutoring Resources

## Academic Support Center

If you need help with course material, you can always contact me, but another option is using the Academic Support Center. They offer tutoring services, provide writing assistance by helping with formatting, proofreading, and writing essays, and help English Language learners.

- **Website:** [www.redwoods.edu/asc/](http://www.redwoods.edu/asc/)
- **Email:** [asc-staff@redwoods.edu](mailto:asc-staff@redwoods.edu)
- **Phone:** 707-476-4154

## Tutoring

- [Tutoring Services](#)



## Help With Writing

- [Writing Assistance](#)

## English Language Learner Help

- [ESL Assistance](#)

## LIGHT Center

The LIGHT (Learning Integrating Guidance with High Technology) Center provides individual and small group instruction for students needing academic assistance. Classes address difficulties in mathematical concepts, reading comprehension, writing skills, and computer basics. Each unit requires 30 hours of attendance during the semester. Study groups and peer tutoring may also be available in the LIGHT Center.

- **Website:** [redwoods.edu/dsps/DSPS-Home/LIGHT-Center](http://redwoods.edu/dsps/DSPS-Home/LIGHT-Center)
- **Phone Eureka:** (707) 476-4290
- **Phone Del Norte:** (707) 465-2352

## Net Tutor

NetTutor provides online tutoring services to students. Click the link in the left navigation to access the services. Scroll down to find the service you are looking for and see if a tutor is available to help.

- [NetTutor](#)

# Library Services

## Library Hours and Contact Information

The library staff is available at the Eureka campus by phone or email Monday–Thursday, 8:00 – 5:00 and Friday 8:00–4:00.

- **Phone:** (707) 476-4260; press #1
- **Email:** [library-circulation@redwoods.edu](mailto:library-circulation@redwoods.edu)
- **Website:** [www.redwoods.edu/library](http://www.redwoods.edu/library)

The library is closed for most “walk-in” services. Access to certain materials and equipment is available by arrangement Mon-Thurs 10:00 – 5:00, and Fridays 10:00 – 4:00.

## Reserve Materials

<https://redwoods.libguides.com/about-the-library/reserves>

We have limited quantities of reserve texts for many courses, available on a first-come, first-served basis. Students can call or email the circulation desk to request reserve materials for checkout. If we have a copy available, we will arrange a pickup time.

- Pickup times are by arrangement Mon-Thurs 10:00 – 5:00, and Fridays 10:00 – 4:00.
- Students will come to the lobby of the LRC; staff will verify their ID and check out the item(s) to them.
- If students are unable to come to campus to pick up the books, we will mail them to the students.

Reserve textbooks that are normally restricted to in-library use may be available to take home depending on the number of copies we have available and instructions from the faculty teaching the course. Calculators and certain other types of equipment can be checked out by students who need them for courses using the same procedure as textbooks. Call or email the Circulation Desk for more info.

## Laptop Lending Library

[https://redwoods.libguides.com/about-the-library/laptop\\_loans](https://redwoods.libguides.com/about-the-library/laptop_loans)

Chromebooks and some other computers are available for checkout to students for the semester at no charge. Computers checked out through this program can be used to access Canvas, library resources, and other web applications.

- **At the Eureka campus:** Phone 707-476-4260 or email [library-circulation@redwoods.edu](mailto:library-circulation@redwoods.edu). Students will be sent a "Laptop Loan Agreement" to be completed and returned electronically, and then pickup will be arranged during the hours listed above.
- **At Del Norte:** Students should contact the Del Norte office at 707-465-2300 between 8:00 - 5:00 Mon-Fri.

## In-Library Computer Use

There are a limited number of computers available for use at both the Eureka Campus and the Del Norte Center. Computer use must be scheduled in advance.

- **Eureka:** Two-hour appointments are available at 10:00, 12:30, and 3:00 Mon – Thurs, and 10:00 or 12:30 on Fridays. Phone 707-476-4260 or email [library-circulation@redwoods.edu](mailto:library-circulation@redwoods.edu)
- **Del Norte:** Students should contact the Del Norte office at 707-465-2300 between 8:00 - 5:00 Mon-Fri.

## Reference and Research Assistance

The virtual reference desk is available Mon-Thurs 12:00 – 8:00 and Saturdays 10:00 – 1:00. There are several ways to contact the reference librarians:

- Phone (707) 476-4260; press #3
  - Reach us by chat or email using the icons on most library pages
  - Or email [library-reference@redwoods.edu](mailto:library-reference@redwoods.edu)
- 

## Emergency procedures

### Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

### Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

# Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

# Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
  - a. If safe to do so, notify key administrators, departments, and personnel.
  - b. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
3. Contact Jolene Gates 530-625-4821 to notify of situation.
4. Contact Hoopa Tribal Education Administration office 530-625-4413
5. Notify Public Safety 707-476-4111.

In the event of an emergency, the responsible district employee on scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.

If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

Do not leave site, unless it has been deemed safe by the person in command.

## **Syllabus   Spring 2022 Schedule**

# Spring 2022 Schedule and Due Dates

Date	Week	Topic	Reading Assignment	Due Sunday 11:59 PM (first forum post due Thurs)
1/18	1	Intro to Nutrition	SoftChalk: Intro Lesson	Week 1 Discussion Due Quiz 1 Intro Due Student Agreement Due  <b>Due Sunday 1/23</b>
1/24	2	Food Choices	SoftChalk: Lesson 1	Week 2 Discussion Due Quiz 2 Lesson 1 Due Week 2 Survey Due <b>Due Sunday 1/30</b>
1/31	3	Dietary Guidelines	SoftChalk: Lesson 2	Week 3 Discussion Due Quiz 3 Lesson 2 Due <b>Diet Study Part 1 Due</b> <b>Due Sunday 2/6</b>
2/7	4	Digestive System	SoftChalk: Lesson 3	Week 4 Discussion Due Quiz 4 Lesson 3 Due Week 4 Survey Due <b>Due Sunday 2/13</b>
2/14	5	Carbohydrates	SoftChalk: Lesson 4	Week 5 Discussion Due Quiz 5 Lesson 4 Due Week 5 Survey Due <b>Due Monday 2/21</b>  <i>Extended due to President's Day</i>
2/21	6	Lipids	SoftChalk: Lesson 5	Week 6 Discussion Due Quiz 6 Lesson 5 Due Week 6 Survey Reflection Due <b>Due Sunday 2/27</b>

2/28	7	Protein	SoftChalk: Lesson 6	Collaboration Discussion (optional) Quiz 7 Lesson 6 Due <b>Diet Study Part 2 Due Due Sunday 3/6</b>
3/7	8	Midterm Week	Lessons 1-6	No quiz No discussion <b>Midterm Due Mid-Semester Survey Due Due Sunday 3/13</b>
3/14		<b>Spring Break</b>		<b>Nothing Due</b>
3/21	9	Vitamins	SoftChalk: Lesson 7	Week 9 Discussion Due Quiz 8 Lesson 7 Due Week 9 Survey Due <b>Due Sunday 3/27</b>
3/28	10	Minerals	SoftChalk: Lesson 8	Week 10 Discussion Due Quiz 9 Lesson 8 Due Week 10 Survey Due <b>Due Sunday 4/3</b>
4/4	11	Energy Balance	SoftChalk: Lesson 9	Week 11 Discussion Due Quiz 10 Lesson 9 Due No survey <b>Due Sunday 4/10</b>
4/11	12	Diet & Health	SoftChalk: Lesson 10	Week 12 Discussion Due Quiz 11 Lesson 10 Due Week 12 Survey Due <b>Due Sunday 4/17</b>

<b>4/18</b>	13	Food Safety	SoftChalk: Lesson 11	Collaboration Discussion due (optional) No Quiz No Survey  <b>Diet Study Part 3 Due            Due Sunday 4/24</b>
<b>4/25</b>	14	Lifecycle Nutrition	SoftChalk: Lesson 12	Week 14 Discussion Due Quiz 12 Lesson 12 Due No Survey  <b>Due Sunday 5/1</b>
<b>5/2</b>	15	Reflection Week	Lessons 1-12 review	Final Farewell Forum due (optional) No Quiz No Survey  <b>Due Sunday 5/8</b>
<b>5/9</b>	16	Final Exam	Lessons 1-12 review	<b>Final Exam Due Wednesday 5/11</b>  <b>Week 16 Survey Due 5/13</b>  <b>All Late Work Due            Due FRIDAY 5/13</b>