

Course Information

Semester & Year: Summer 2026

Course ID & Section #: HO-15 V2549

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: by appointment

Phone number: n/a

Email address: Christine-dobrowolski@redwoods.edu

The best way to contact your instructor is using the **Canvas Inbox**.

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. *This course is C-ID approved as equivalent to NUTR 110.*

Course Overview

This is a distance education course in Nutrition. All aspects of the course are online. You do not need to attend any class sessions or class meetings. All exams and quizzes are online; the exams are not proctored. You will be expected to complete the reading assignments, participate in the weekly online discussions, complete all activities within the time periods given. Each week begins on Monday morning and ends Sunday night at midnight, except for Week 8, which ends on Thursday (please make a note).

For a 3-unit course during the regular semester, you would normally be in class 3 hours per week and expected to spend another 2 hours per unit (6 hours) studying outside of class. That's about 9 hours of time for a 3-unit course during the regular semester. For a double-paced course, the time commitment is about double. You should expect to spend 15-18 hours per week on this class.

Course Pace and Design

This is an 8-week course, and we will cover two lessons per week (on average). You will be required to read through lecture material and watch lecture videos, participate in the discussion forums at least three times a week, and take weekly quizzes. There will be one exam, the final exam. You will spend much of the semester working on a diet study project. I will send out announcements every Monday morning with information about the week. There is little opportunity for late work. Please be prepared to keep up with the pace of this class.

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.

Tips for Online Success

You will need a quiet workspace, and I recommend setting aside time to “attend” the class each week. Although it is not necessary to log in daily, you should log in about 3-5 times a week to the class and look through the announcements, assignments and participate in the discussion forum. If you are new to online learning, I recommend the following resources:

- [OEI Online Readiness Tutorial.](#)

Required Course Materials

No Textbook

There is no textbook for this course. In order to keep costs down, I have created all of the material you will need for this course. You will be reading the lessons and watching videos in Canvas.

No Software

There is no software to purchase.

Tech Tools

You'll need access to a computer. While you can do a lot of work from a mobile device, you'll need a computer for the larger assignments. Don't have one? Check out the Library Laptop Lending Program to borrow a laptop. You'll need some type of word processing software, like Microsoft Word. Don't have it? CR's gotcha covered! [Install Microsoft 365](#) for free! This isn't really a tech tool, but you will need a phone or other device to take pictures and upload them to Canvas to show evidence of handwritten work completed during some weeks of the class.

Misc.

You'll need a notebook to take handwritten notes and for the process portfolio.

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. As mentioned on the last page, you can participate in some portions of this course using the Canvas app on a mobile device, but you will need a computer to take quizzes and exams and to upload and download files for the Diet Study project. [Library Laptop Lending](#).

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

- Connect to the internet using a web browser. [Firefox](#) or [Chrome](#) 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.

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)

The following browsers are supported:

- **Chrome** 134 | 135
- **Firefox** 136 | 137 ([Extended Releases](#) are not supported*)
- **Edge** 134 | 135
- **Respondus LockDown Browser** (supporting the latest [system requirements](#))
- **Safari** 17 | 18 (Macintosh only)

These are on relevant environments of Windows, MacOS, Android, and iOS. Canvas tests for compatibility as part of each release, selecting from a rotating set of environments and browsers. More on [Canvas browser requirements](#).

Student Accommodations

Only the final exam is timed. The quizzes are not timed. If you think you might need extra time on an exam, or other accommodation, contact Student Accessibility Support Services, SASS, formerly known as DSPS. 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 accommodations.

- [SASS Website](#)
- 707-476-4280
- sass@redwoods.edu

If SASS 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.

[Apply to SASS \(application for accommodations\)](#)

Student Accessibility Support Services

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical,

mental, sensory, or intellectual condition that causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact Student Accessibility Support Services (linked above). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu.

- Eureka: 707-476-4280, Student Services building, first floor SS113
- Del Norte: 707-465-2353, main building, near the Library
- Klamath-Trinity: 707-476-4280

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; 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.

Assignments

Diet Study Project

The Diet Study Project is 40% of your grade and you'll be working on it throughout the semester. You'll be analyzing a client's diet. You will be submitting diet study worksheets most weeks during the semester. You earn points just for submitting the homework, they are not graded by the instructor for quality. The homework assignments are designed to help you organize your work. There is a Digestion and Absorption assignment and the Client Diet Analysis assignment is due at the end of Week 5.

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

Diet Study Assignment Breakdown

- Week 1: Client Selection (1 point)
- Week 2: Diet Study Homework on Nutrition Basics (10 points)
- Week 3: Diet Study Homework on Carbohydrates (10 points)
- Week 3: Diet Study Homework on Lipids (10 points)
- Week 4: Diet Study Homework on Proteins (10 points)
- Week 4: Diet Study Assignment on Digestion and Absorption (120 points)
- Week 5: Diet Study Homework on Micronutrients (10 points)
- Week 5: Diet Study Handwritten Process Portfolio (30 points)
- Week 5: Client Diet Analysis Assignment (170 points)
- Week 6: Diet Study Homework on Nutrition and Health (10 points)
- Week 6: Nutrients in Disease Discussion (25 points)

Total: 55% of your total grade

Discussion Forums

Your discussion contributions are worth 20% of your total grade. Most weeks during the semester you will be required to participate in one or two discussion forums. Discussion posts are due on **Wednesday, Friday, 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. The lowest discussion score will be dropped, so if you do miss one discussion it won't count towards your grade.

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.

Other Opportunities

You also have access to ungraded forums including the Question and Answer forum. If you have a question, I recommend asking it here or scrolling through the other questions to see if you can find an answer. You also have extra credit forum opportunities; there will be two Diet Study Collaboration Forums and there is a Share Recipes Forum. These are all optional.

Quizzes

There will be one to two online quizzes most weeks during the summer. They are worth 10 points each and about 10% of your total grade. They are available starting the first day of class to allow for flexibility. The quizzes are not timed and can be taken three times, up until the last day of class without a loss of points. 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. There is no point deduction for submitting late.

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 an opportunity to reflect on your coursework. 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.

Final Exam

The final exam is 10% of your grade, is cumulative, and will be available Friday, July 17th. The final exam is **due Thursday, July 23rd**. The exam is timed and will be taken online. The exam is not proctored. The exam is worth 150 points or 10% 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. No final exams are accepted after the last day of class.

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

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 Policy

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. Information copied and pasted word for word from a website into the discussion forum or an assignment is plagiarism, even with a source cited at the bottom. This is because it appears as if the student is claiming credit for someone else's work. To avoid plagiarizing, give credit to the author *within* the body of the text, clearly distinguishing your work from someone else's work. Another way to avoid plagiarizing is to use quotes. But quotes should be reserved for quotes from individuals or single sentences (not full paragraphs). It's important to write in your own words and create original work. The lessons should be your primary source of information; you should cite all outside resources used.

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

I use a program that detects plagiarism when I grade. If I find that your discussion post or assignment is plagiarized (i.e. you copy and paste verbatim from a website), I will assign a "0" for the entire assignment and give you a warning. I assume that most instances of plagiarism are unintentional, which is why I start with a warning and engage with the student in a discussion. Repeated plagiarism could result in being dropped from the course.

Using Artificial Intelligence

You may be familiar with ChatGPT, Claude, or Gemini, artificial intelligence chatbots, called generated AI tools, or Gen AI. Gen AI can be helpful when trying to find resources, identifying nutrients in foods, or becoming familiar with a concept. We'll be learning about the ethical use of AI, and I'm hoping you will learn how to use Gen AI to support learning, not replace learning. You must create original work by writing in your own words. AI-generated answers can be incorrect, and information generated by AI can be biased and racist.

I use a program that detects AI-generated text when I grade. **If I find that your discussion post or assignment is mostly AI-generated, I will assign a "0" for the entire assignment.** Consider the "0" a placeholder. I will reach out to a student with suspected AI-generated text and ask some follow-up questions. I may ask to meet on Zoom to determine if the student understands the concepts she or he wrote about. If the student doesn't answer questions or will not meet with me on Zoom, the "0" will remain as the grade. If there are repeated uses of AI-generated text, the student may be dropped from the course. Please note that AI-polishing tools, like Grammarly, rearrange sentences, insert phrases, and add terminology when not carefully used. Submitted heavily AI-polished work is also not acceptable.

Exams

You can use 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 submissions for quizzes, your diet study assignments, and the midterm, but you cannot make up the final exam or the discussion forums. There are certain instances in which I will allow late work, and these are outlined below. **I require documentation for all makeup work.**

Acceptable Reasons (Documentation Required)

1. Hospital stay or emergency room visit for you or your child
2. Death in your immediate family
3. System-wide power outage in Humboldt, CR, or Canvas
4. Personal computer issue or internet issue

Steps to Take if You Are Requesting an Extension

1. **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 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 coursework on time.
2. **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 using the Inbox. Provide a doctor's note or other documentation (e.g.: discharge summary, picture of a wristband, picture of someone in a hospital bed without any identifying features) as evidence of the hospital visit. ***No personal medical information is required.*** It can be scanned or a photo can be taken with your phone and sent via the Inbox. If you have symptomatic COVID-19, contact me to discuss your options.
3. **Death in the Family:** Contact your instructor using 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 sent through the Inbox, or sent via the Inbox by taking a picture with your phone.
4. **Personal computer issue.** If you are working with Tech Support, forward me the email. If you have a computer issue, take a picture with your phone and send it to me to document it, or send me the receipt or work invoice.

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.

You should have a backup 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 0.5 points 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. Sunday night due dates will be extended to Monday when there is a holiday weekend.

Assignments

Diet Study Assignments

You can submit the Digestion and Absorption assignment late for up to one week. You lose 1 point per day if it is late. You can submit the Client Diet Analysis assignment late, losing 1 point per day it is late, up until the

last day of class. Diet Study Homework assignments must be submitted before the Client Diet Analysis can be submitted. The instructor will add a "0" to the gradebook if they are not submitted on time, however, once they have been submitted, the new grade will take the place of the "0". The Diet Study Process Portfolio can be submitted late but must be submitted before the Client Diet Analysis is submitted.

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 final exam opens on Friday morning of Week 7 and is due on Thursday of Week 8. No late final exams; you lose 1 point per day it is submitted late. **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.

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Admissions, Drops, Withdrawals Incompletes

Admissions Deadlines & Enrollment Dates

- Assignments Open: 5/30
- Classes begin: 6/1
- Last day to add: 6/8
- Last day to drop without a W: 6/8
- Census date: 6/11
- Juneteenth holiday: 6/18
- Independence Day holiday observed: 7/2
- Last day for student-initiated W (no refund): 7/3
- Final examinations: 7/20-7/23
- Semester ends: 7/23

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

Withdrawals

Student-initiated withdrawal may occur through the second week of class with nothing recorded in the student transcripts. From week 2 through week 5, 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 5th week of class. Non-participation means not participating in the forum for more than two weeks. No course withdrawal is allowed after the 5th 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	% of Your Grade
Discussions	20%
Quizzes	10%
Diet Study Project (must earn a passing grade to pass the class)	55%
Surveys	5%
Final Exam	10%
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 by Wednesday 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 assignments graded within one week after the due date.
- **Forum Participation:** Between Monday and Friday, 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 bolded blue. I don't not monitor the forum on weekends.
- **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

- **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 using the **Inbox in Canvas**. I will respond to you within 24 hours during the week, 48 hours on weekends (except holidays) – usually much sooner!

- Email: I recommend only emailing me if you don't have access to Canvas. All communication should be in Canvas. Christine-dobrowolski@redwoods.edu.

How You Will Be Interacting With Your Classmates

- **Weekly Discussions:** Almost every week of the class, you will be *required* to participate in one or two discussion forums. 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 Discussion:** During the week your Client Analysis is 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.*

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.

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](#) 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.

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, Contact Canvas Support Student and someone will reply to you during the week, Monday to Friday. If you want an answer sooner, try the resources below. The student **Tech Helpline** (tech-helpline email listed below) is staffed by workers who can help students navigate issues with Canvas, Zoom, MS Office/365, files, hardware, and software.

- Click **Help** in the far-left navigation and then click Contact Canvas Support (student).
- Student Tech Help
 - **website:** help.redwoods.edu/support/home

- email: tech-helpline@redwoods.edu
- phone: 707-476-4225
- Visit CR's [Online Support](#) page.
- Check the [Canvas Server Status](#)

Canvas Guides and Tutorials

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

- [Canvas Student Guide](#)
- [Canvas Support 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 information

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

- Phone: (707) 476-4200 Voice
- Email: ambassador@redwoods.edu
- Website: 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

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>

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:** [ASC Website](#)
- **Email:** asc-staff@redwoods.edu
- **Phone:** 707-476-4154

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

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

Basic Needs Center

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. [Submit a request for services and information.](#)

Basic Needs Center contact info

- Phone: 707-476-4153
- Email: the-grove@redwoods.edu

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

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

Physical and Mental 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

Mental Health Services

If you have a difficult time and need someone to talk to, contact Shawna Bell for scheduling and services.

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

National Suicide Prevention Lifeline

If you are in distress or are with someone at risk right now, call or text the National Suicide Prevention Lifeline.

- Call the National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

- Text the National Suicide Prevention Lifeline: 741-741

Timely Care

When you're not feeling well physically or distressed mentally, Timely Care can offer the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Log in or set up an account with Timely Care](#)

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.

- [Counseling and Advising Center](#)
- [Email: counseling@redwood.edu](mailto:counseling@redwood.edu)
- 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

Extended Opportunity Programs and Services (EOPS)

[Extended Opportunity Programs and Services](#) (EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program with the [Eureka TRiO office](#) or the [Del Norte TRiO office](#).

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:** <https://www.redwoods.edu/services/asc/index.php>
- **Email:** asc-staff@redwoods.edu
- **Phone:** 707-476-4154

Tutoring

- [Tutoring Services](#)

Help With Writing

- [Writing 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
- **Phone Eureka:** (707) 476-4290
- **Phone Del Norte:** (707) 465-2352

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
- **Website:** 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

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. 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
- **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 lib@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 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.

Summer course schedule is on the next page

Summer Course Schedule

Weekly topic, reading assignment, and due dates.

Date	Week	Topic	Reading Assignment	Due Sunday 11:59 PM (first forum post due Thurs)
6/1	1	AI and Learning	Lesson 1	Week 1 Discussion 1 Due (first post due Wed) Quiz 1 Intro Due Student Agreement Due Due Sunday 6/7
6/1	1	Food Choices & Health	Lesson 2	Week 1 Discussion 2 Due (first post due Fri) Quiz 2 Lesson 1 Due Week 1 Survey Due Diet Study Client Selection Due Due Sunday 6/7
6/8	2	Dietary Guidelines	Lesson 3	Discussion 3 Due Quiz 3 Lesson 2 Due No survey Due Sunday 6/14

6/8	2	Digestive System	Lesson 4	Discussion 4 Due Quiz 4 Lesson 3 Due Week 2 Survey Due Nutrition Basics Homework Due Due Sunday 6/14
6/15	3	Carbohydrates	Lesson 5	Discussion 5 Due Quiz 5 Lesson 4 Due No survey due Carbohydrates Homework Due Due Sunday 6/21
6/15	3	Lipids	Lesson 6	Discussion 6 Due Quiz 6 Lesson 5 Due Lipids Homework Due Week 3 Reflection Survey Due Due Sunday 6/21
6/22	4	Protein	Lesson 7	Digestion and Absorption Assignment Due Quiz 7 Lesson 6 Due Protein Homework Due No discussion No survey Due Sunday 6/28

6/22	4	Vitamins	Lesson 8	<p>Discussion 7 Due Quiz 8 Lesson 7 Due</p> <p>Mid-Semester Survey Due Late Digestion & Absorption Assignments Due</p> <p>No homework Due Sunday 6/28</p>
6/29	5	Minerals	Lesson 9	<p>Quiz 9 Lesson 8 Due Micronutrient Homework Due</p> <p>Due Sunday 7/5</p>
6/29	5	Client Diet Analysis	Lessons 2-9	<p>Handwritten Process Portfolio Due</p> <p>Client Diet Analysis Due</p> <p>Due Sunday 7/5</p>
7/6	6	Diet & Health	Lesson 10	<p>Discussion 8 Due (Diet Study Project related)</p> <p>Quiz 10 Lesson 9 Due Diet and Health Homework Due</p> <p>No survey Due Sunday 7/12</p>

7/6	6	Energy Balance	Lesson 11	Discussion 9 Due Quiz 11 Lesson 10 Due No Survey Due Sunday 7/12
7/12	7	Lifecycle Nutrition	Lesson 12	Discussion 10 Due Quiz 12 Lesson 11 Due No Quiz No Survey No homework Due Sunday 7/19
7/12	7	Food Safety & Reflection	Lesson 13	Discussion 11 Due Quiz 13 Due No Survey No homework Due Sunday 7/19

7/20	8	Final Exam	Lessons 2-13 review	Final Exam Due Thursday 7/23 Week 5 Survey Due 7/23 All Late Work Due Due Thursday 7/23 CLASS ENDS THURSDAY
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