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## Instructor Information



**Name:** Thomas S. Crawford, D.C., D.A.C.N.B.  
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**Office location:** Wilkerson Hall, 127  
Odessa College  
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Odessa, TX 79764  
432-335-6805

**Office hours:** Mon 11:00 – 12:00, 5:00 – 6:00 pm  
Tue 11:00 – 1:00 (!;00 – 2:00 Virtual Office Hour)  
Wed 11:00 – 12:00, 5:00 – 6:00 pm  
Thu 11:00 – 1:00 (1:00 – 2:00 Virtual Office Hour)

Virtual Office Hours are times dedicated to on-line students so you can have your e-mails replied to immediately by me.

**Location of class:** Online – wherever you are connected to the Internet.

I have enjoyed teaching Nutrition online for several years. During this time I have learned that the successful completion of an online course requires more time and effort from faculty and students than taking the same course on campus would require. This fact surprised almost everyone until recently, but now with the ever-expanding world of online education many students come to my course fully aware of this. The main benefit experienced by those taking or teaching an online course is the flexibility of not having to go to a scheduled class. This gives you, the student, the freedom to interact with the course materials according to your own weekly schedule and it gives me, the teacher the opportunity to do things like creating multimedia presentations at 5am.

The policies and procedures in this course may seem quite rigid, but I assure you they are in place to assist you. **I am committed to your success** and to helping you on your journey through Nutrition.

I believe the most critical elements to your success in this fascinating course are committing yourself to the following:

- being organized or becoming organized, if you have never been organized
- staying on pace by meeting each deadline or submitting work early
- completing every assignment - including readings and multimedia/Tegrity presentations
- making/maintaining connections with other students
- reading each faculty and student posting within the discussion boards
- participating in the course at least five of every seven days with no two consecutive days away from the course website/materials/email

Now is the time... Make these commitments with me and let's enjoy the journey!

### ***Attributes of the Successful Online Learner:***

The following statement (Palloff & Pratt, 2001) describes specific attributes that the most successful online learners have been shown to possess. "The successful online student can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The student who needs significantly more input from the instructor and is not willing or able to engage in collaborative discussions and activities with peers is less likely to succeed online." Teaching online has led me to the same conclusions as these researchers. To be truly successful, an online learner must take sole responsibility for his/her education.

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## ***Course Information***

### ***Course:***

**Title:** BIOL 1322.Wb/Wb9 (lecture/laboratory)

**Course Credits:** 3 hours

### ***Course Description/Goals/Objectives:***

BIOL 1322 Nutrition & Diet Therapy I

(19.0501.5109) (3-0) 3 hours

This course is a study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Carbohydrates, lipids, proteins, vitamins, minerals and water are discussed. \*\* This course cannot be used to satisfy any laboratory science requirements. (ICOs 1, 2, 3, 5, 6) Prerequisite: Pass reading on THEA or COMPASS or pass developmental reading sequence.

***Prerequisites and Basic Skills:*** In order to take this course online, the student must have passed the Math and Reading portions of the Compass exam or successfully completed the developmental sequence of each. A student should not attempt to take this course online unless you are very comfortable using a computer. The learner is expected to have the following basic computer skills: website navigation, word processing, send/received/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

### ***Course Materials:***

**Textbook:** Nutrition, An Applied Approach, 3<sup>rd</sup> edition, Janice Thompson

**Web resources:** Access to Pearson 'My Nutrition Lab' (contains all web resources)

**Package sold by the OC Bookstore includes a textbook and online resources:**

**Price of package:** **\$245.10**

**Package sold on Mastering A&P website includes an eText and online resources:**

**Price of package:** **\$110.00**

**Access to the eText and online resources is limited to 12 months from date of purchase.**

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## ***Hardware/Software requirements***

### ***Computer/ Internet connection:***

Each learner should have daily access to a computer with a high-speed Internet connection. It is important that your system is capable of playing online videos without significant buffering. Speakers,

headphones, or ear buds may be useful. Students should have access to a microphone or webcam that provides the ability to record speech for possible collaborative sessions. A backup plan should be made for any technical issues that may arise with your computer/internet. These may include a local library or student services areas at Odessa College.

### **Browser and settings:**

Learners may use Mozilla's Firefox or Camino, Microsoft's Internet Explorer, Apple's Safari, or Google's Chrome for web browsing within Blackboard. Whichever platform you use, make sure to enable Cookies and to disable any pop-up blockers, especially those that come with Yahoo and Google toolbars. This is especially important when viewing online recordings through Tegrity. There have been several 'glitches' occurring with the use of Internet Explorer 9 and Blackboard, so this browser is not yet recommended.

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## **Email Information**

### **Email:**

Students enrolled in Odessa College must use their Odessa College Student Gmail accounts for correspondence in online courses. The college has created an email address for each student. Follow the OC Gmail Account link below for setup information and/or to access your email account:

[OC Student Gmail Account](#)

**DO NOT** use the email link that is available within Blackboard when sending email to your professor.

Email is an important method of contact within this course; therefore, students should check their Student Gmail account on a regular basis. Detailed instructions for naming assignments, etc. will be found on Blackboard.

Failure to use your student email account may cause your message to end up being directed away from the professor's email account by the college's SPAM/JUNK filters.

Please note: any assignments requested as emails should **NOT** be sent as attachments. The assignment or requested information should always be included within the main body of the email message.

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## **Tentative Course Schedule**

### **Important Dates:**

This semester the course spans an 8 week period. I am fully committed to my students and **DO NOT** expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop this course and receive a "W" on your transcript is Wednesday, November 14.

### **Weekly Schedule:**

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my web courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 1 and proceed through the book in order until we reach Chapter 15. Chapter 13 will not be covered in this course.

### **Lecture Schedule:**

<b>Week 1</b>	Aug 27 – Sept. 3	<b>Introduction</b>
<b>Week 2</b>	Sept. 4 – Sept. 10	<b>Module 1 – Chapter 1</b>
<b>Week 3</b>	Sept. 11 – Sept. 17	<b>Module 1 – Chapter 2</b>
<b>Week 4</b>	Sept. 17 – Sept. 24	<b>Module 1 – Chapter 3</b>
<b>Week 5</b>	Sept. 25 – Oct 1	<b>Module 2 – Chapter 4</b>
<b>Week 6</b>	Oct 2 – Oct 8	<b>Module 2 – Chapter 5</b>

<b>Week 7</b>	Oct. 9 – Oct. 15	<b>Module 2 – Chapter 6</b>
<b>Week 8</b>	Oct 16 – Oct 22	<b>Module 3 – Chapter 7</b>
<b>Week 9</b>	Oct 23 – Oct. 29	<b>Module 3 – Chapter 9; Chapter 10</b>
<b>Week 10</b>	Oct. 30 – Nov. 05	<b>Module 3 – Chapter 8</b>
<b>Week 11</b>	Nov.06 – Nov. 12	<b>Module 4 – Pregnancy</b>
<b>Week 12</b>	Nov. 13 – Nov. 19	<b>Module 4 – Sports Nutrition</b>
<b>Week 13</b>	Nov. 20 – Nov. 26	<b>*Thanksgiving Break*</b>
<b>Week 14</b>	Nov. 27 – Dec. 03	<b>Module 4 – Weight Management</b>
<b>Week 15</b>	Dec. 04 – Dec. 10	<b>*Exam 4* Review for Final</b>

#### **Exam Schedule:**

<b>Exam 1</b>	Sept 21 – Sept 24	Chapters 1, 2 and 3
<b>Exam 2</b>	Oct. 12 – Oct. 15	Chapters 4, 5 and 6
<b>Exam 3</b>	Nov. 2 – Nov. 5	Chapter 7, 8, 9 and 10
<b>Exam 4</b>	Dec. 04 – Dec. 10	Pregnancy, Sports, Weight

**Final Exam** Dec. 09 – Dec 13 at 7:00 am

#### **Modules: This is not a self-paced course:**

The lecture portion of this course will be presented within bi-weekly Modules. A Module contains lecture assignments to be covered during a specific period of time. For example: Module 1 is composed of the lecture assignments dealing with Chapter 1, 2 and 3. The first Module spans from Week 1 through Week 2. A Lecture Examination will become available on Friday at 9:00 am on the last weekend of the module and be due before the following Monday at 7:00 am. The last week of the semester we will deviate from this pattern due to time constraints.

Within each module you will find a color coding for the type of assignment presented:

**Black** – The module learners guide is important to be sure you have completed all assignments

**Green** – The assignments needed to be emailed to me appear in green.

**Purple** – The Discussion Board assignments are below the purple headings.

**Blue** – The chapter quizzes are found under the electric blue headings.

**Red** – Lecture Exams are denoted in red, bonus points in dark red.

#### **Assignment Due Dates:**

Our workweek will begin each Monday and end each Sunday. Major assignments for the week are due each Monday by 7:00 am. I highly suggest learners **DO NOT** wait until Sunday night to submit homework or take an exam.

**Please note:** Discussion Board assignments may have multiple assignment due dates.

#### **Late Assignment Policy:**

There is a 15% deduction for each day an assignment is late, beginning at 7:01am each Monday morning. Assignments will not be accepted after they are more than three days late.

*If you consider dropping this course, please discuss your reasons with me prior to withdrawing from the course. Students that began their college experience as freshman in the Fall 2007 or later can only withdraw from 6 classes in their entire undergraduate college career.*

#### **Starfish Notifications:**

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

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### **Course Evaluation**

### **Homework Assignments:**

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: crossword puzzles, computer simulations, artwork labeling, listening to recorded lectures (Tegrity), textbook readings, lecture quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. Discipline, organization, and a proactive approach lead to success. The opposite is also true – students lacking the previously mentioned attributes find success difficult to achieve.

### **Discussion Requirements:**

Discussion items will be posted in the discussion area for each Module. Details for Discussion Postings will be given within the discussion area for each assignment. A grading rubric is available for students to see how discussion boards are graded.

### **Exams:**

An online Lecture Exam will be given after each of the four Modules. Each exam may be taken from your home computer with the exception of makeup exams. Learners may use books and notes, while taking exams. All exams are timed and the test will automatically submit after the time has expired. Students are not allowed to copy or print exams or use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

### **Makeup Exams:**

Since technology errors occur from time to time, you should be aware of the following policy: If your exam does not submit properly you will be given the opportunity to take a Makeup Exam. All Makeup Exams will be proctored and must be taken in a College Testing Center without the use of a book or notes. The Makeup Exam is a different exam than the normal test. Make-up exams may be essay exams. Depending on the college in your area, there may be a fee for testing center service.

**Please note:** A Makeup Exam will **NOT** be given to any student that misses an exam deadline.

### **Final Exam:**

The Final Exam is a comprehensive exam consisting of all of the information presented throughout the entire semester. The Final Exam will be available online on Sunday, December 9th. No official review will be provided for the final exam; however, you will be able to review your quizzes and exams. Everything that is presented during the semester is important to your knowledge of nutrition, which is why you need to prepare for the Final Exam by studying all of your notes. I'm sure you can understand that keeping organized notes throughout the semester will benefit the learner, when it comes time to prepare for the Final Exam.

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### **Grade Scale**

90% – 100%	A
80% – 89.9%	B
70% – 79.9%	C
60% – 69.9%	D
Below 59.9%	F

### **Course Grade**

Your Course Grade will be determined by the following: Discussion Board 10%, Homework/Quizzes 20%, Final Exam 20%, Lecture Exams 50%. There is no extra credit in the web course, since 20% of your grade is based on the correct submission of homework.

### **Study Groups**

I highly recommend learners reach out to fellow students in this course. Collaboration through sharing notes, creating quizzes, and studying together can greatly aid the learning process for most students. This is a difficult course, but no more difficult than the same course, when taught on campus. Through the years I have observed students who make connections with other students consistently perform at a higher level than the students who remain isolated.

This brings up another important issue. There is a difference between studying together and cheating. Collaborating on group work and projects is required; however, lecture exams and quizzes are individual tests.

### ***Tutoring***

The Student Success Center located on the first floor of the LRC is the tutoring center. Distance ed. students can access the tutoring center website by following this link: [Student Success Center](#). Online Tutoring services are available.

Students local to the Midland/Odessa metropolitan area are encouraged to personally visit the tutor lab called Synapse in room 117 of Wilkerson Hall. A student I.D. is required for participation in the Synapse lab. Synapse lab hours of operation will be posted outside of the door at room WH 117. If you attend the Synapse lab, please ask a tutor to help you log in and identify yourself as a web student.

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## ***Policies and Procedures***

### ***Announcements:***

Announcements on the homepage are utilized to communicate any needed information to the entire class. The student email account is used when communicating with individual students. If any updates are made to the syllabus, or other course materials an announcement will be posted specifying the change.

### ***Assignments:***

Completed homework assignments are usually submitted to your professor by email or posted to a discussion board. A deduction of 15 points will be assessed for each day an assignment is late. Assignments will not be accepted after they are more than three days late. I find students, who fall behind in web courses, have a difficult time catching up. During the previous year over 90% of the students that stayed current in the course work ended up passing the course. Hopefully, this helps you understand why I adopted this policy.

### ***Instructor's response time:***

During the semester I respond to the emails received by 5 pm Monday – Thursday within a few hours. I check my email a couple of times per day during the weekend just to check for emergency situations, but cannot be held to this schedule each weekend. I generally send email receipts for assignments I receive only twice per week or simply post a grade to grade book so the student knows I have reviewed their work. Please don't email me the day after you send in an assignment to ask if I have received it. If you aren't certain that you sent an assignment, check your Gmail sent items folder.

### ***Long-Term absence policy:***

Students are expected to make contact with the instructor each week by submitting assignments, posting to the Discussion Board, and/or asking the professor questions. This is not a self-paced course. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to participate in the course on a daily basis.

### ***Student response time:***

Just as your instructor is expected to reply to your messages in a timely manner, you are expected to check your student email account and reply to email messages from your instructor.

## **Expectations for Engagement – Online Learning**

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

## Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free Wi-Fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - getting "kicked off" of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - access my course several times during the week to keep up with assignments and announcements.

### **Student Evaluation of the Course:**

Odessa College provides an online evaluation process at the end of most semesters.

**Academic Integrity** is a fundamental tenet of the college experience. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion on



exams will receive an “F” in the course. All persons involved in academic dishonesty will be disciplined in accordance with Odessa College’s regulations and procedures. For complete information on student conduct and discipline procedures, please consult the Online Student Handbook.

***Academic dishonesty shall include, but is not limited to the following:***

- Copying material from another student's test or assignment.
- Informing other students, which questions to expect on an exam.
- Collaborating with or seeking aid from another student during a test.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of a test.
- Removing without permission, in whole or in part, of the contents of a test.
- Taking an exam for another student, or permitting another student to take your exam.
- Bribing another person to obtain a test or information about a test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in as one's own.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

***Statement of Special Accommodations:***

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact your instructor to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students needing assistance because of a disability must contact the counseling office no later than 30 days prior to the start of the semester.

***Grievances:***

Odessa College policy suggests that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor’s department chairperson, followed by the academic dean, and the academic vice-president. For complete information on grievance procedures, please consult the Online Student Handbook.

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## ***Preparation for Emergencies***

### ***Computer Problems***

According to Murphy’s Law, anything that can go wrong will. While I don’t really subscribe to this philosophy, I do realize that online courses present students with various technological challenges. You may not be a member of the Geek Squad and should not have to be in order to succeed in an online course. With this in mind there are a few basic preparations that you can make in order to ensure your semester goes smoothly, regardless of the technological glitches that may occur.

### ***Organize/Organize/Organize***

Organizing your files into folders will make it much easier for you in the event of an untimely computer problem. You can simply drag the main folder to a USB drive/etc. and each subfolder will also be copied.

### ***Save early/Save often***

Get into the habit of saving your files early and often. Most software programs even allow you to set it up so that your work is automatically saved at a specified interval of time. Even so, save early/save often is an excellent mantra for computer users.

### ***Backup Data***

Definitely produce a backup of all assignments/documents/emails that you produce during the semester. It is highly suggested that you utilize a USB drive or external hard drive in addition to saving all course files on your computer. Flash drives provide a very convenient method of storage. A 4GB model is a great investment in your peace of mind for around \$10. You never know when lightning may strike and render a computer useless. Backing up files is necessary in the virtual world.

### ***Alternate Computer***



Make arrangements to have access to another computer that you can use in the event you have computer problems. Identify a college, library, Internet café, employer, friend, or other source that would provide you with computer access in case of emergency. Always be prepared for waking up to a non-functional computer. If you take care with these few simple suggestions you will understand why technology problems are **NOT** acceptable reasons for deadline extensions.

### ***Complete Loss of Contact***

If you lose the ability to contact your instructor from your primary computer, you should contact your instructor via email from another computer.

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## **Support Services**

### **Learning Resource Center (Library)**

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

### **Access to Odessa College LRC Online Catalog**

<http://www.odessa.edu/dept/library/>

### **School Policies**

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

### **Access to Online Student Handbook**

[http://www.odessa.edu/dept/studenthandbook/Student\\_Handbook\\_2011-12.pdf](http://www.odessa.edu/dept/studenthandbook/Student_Handbook_2011-12.pdf)

### **Student Email**

Access your Odessa College Student Gmail account at <http://www.odessa.edu/gmail>. Many assignments and/or correspondence in online courses will be submitted using your Student Gmail account.

### **Student Portal**

Access the Odessa College Portal at <http://www.odessa.edu/portal.htm>. The Portal is a password protected website for OC students & employees. The Portal provides access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

### **Student Success Coaches**

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

### **Technical Support**

Technical Support for help with Blackboard username or passwords, online course availability, and student email accounts is available through the Student Success Center at 432-335-6673, 432-335-6538, or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Testing Center**

Make sure to contact your professor before making arrangements with any Testing Center. The OC Testing Center can be reached at 432-335-6622.

### **Access to Student Success Center Website**

<http://www.odessa.edu/dept/ssc/>

## **Additional Information**

**Tentative Nature of the Syllabus**

The Syllabus is tentative, which means this document is subject to revision at any time during the semester. If any change is made to the Syllabus, an announcement will be posted on Blackboard informing the learner of the change.

I realize there is a lot to “digest” in this document; therefore, I highly suggest that you print the Syllabus and glance back at it periodically. In online courses a syllabus becomes more like a reference manual than a traditional syllabus. There are some sections that you may want to become more familiar with than others. The purpose of this document is to provide you with as much information about the course as possible during the first week of the semester.

***I hope you have a great semester learning about nutrition and health!***