



**Biology 1322.001IN
Nutrition and Diet Therapy
Spring 2022**

Online : through Blackboard and Mastering Nutrition

Instructor Information: Name: Rama Sessa Shailaja, Devarakonda Venkata, PhD

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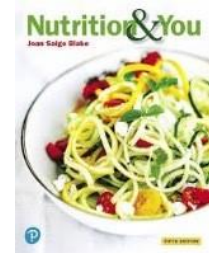
Student hours and location: We can meet using the video conferencing available in Microsoft Teams. Fridays between 12 pm to 5pm

Office Location: Virtual Office through Microsoft Teams on appointment basis

Office Hours: Please contact me to schedule a mutually convenient time on appointment basis.

Required Textbook/Materials:

Blake, J. (2020). *Nutrition & you* (5th ed.). Hoboken, NJ: Pearson.



Required Software: Mastering Nutrition with MyDietAnalysis from Pearson

Microsoft Word which is freely available to students through Office 365

Microsoft PowerPoint which is freely available to students through Office 365.

Microsoft Teams which is freely available to students through Office 365

Textbooks and/or courseware will be available through VitalSource digitally. Cost of the course materials for this section: \$84.40. The course materials will be available on the first day of class and you will be given the opportunity to opt-out of the e-book prior to the census day of the class. If you choose not to use the course materials, you will be reimbursed after census day of the class. The materials are not refundable after the census day.

Course Description: This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (Cross-listed as HECO 1322)

Course requirements: : Students are expected to meet the following course requirements.

- **Stay Current:** You will use the Course Outline, Blackboard calendar, Blackboard announcements, Blackboard discussion forums, Mastering Nutrition calendar,

communication with your instructor, and communication with your classmates to stay abreast of course scheduling.

- **Meet Learning Objectives:** You will cover the course material listed in the learning objectives by accessing information from the textbook, from Blackboard, from Mastering Nutrition, from the Internet, from the Library, and from other resources, as needed.
- **Complete Assessments:** Your knowledge of the material covered in the Student Learner Outcomes is assessed using online discussions, online chapter quizzes, a dietary analysis project, a presentation, and a comprehensive final exam.
 - Dynamic Study Modules: There are fourteen Dynamic Study Modules (DSM) that correspond to the Chapters 1 through 11 and 13 through 15. The Dynamic Study Modules are available in Mastering Nutrition. Each DSM allows you to repeat missed questions until a correct answer is obtained. The design is for you to learn from your mistakes. The Dynamic Study Modules are self-assessments and are not applied to your grade calculation.
 - Chapter Quizzes: There will be fourteen Chapter Quizzes given during the semester. The Chapter Tests are given online through Mastering Nutrition. These tests are designed and administered to promote mastery of the first Student Learner Outcome. The open book tests allow you to reference your course materials and Internet resources during the assessment. The tests are composed of calculation, matching, multiple choice, and true/false questions. The topics for the Chapter Quizzes correspond to the chapter topics from the textbook. Each Chapter Quiz is worth a maximum of 100%. The average for the twelve highest Chapter Quizzes is the Chapter Quizzes Grade. The maximum point value for the Chapter Quizzes Grade is 100 points.
- **Diet Analysis Project:** The Diet Analysis Project is a multi-part project that provides experience with documenting diets, analyzing diets, modifying diets, and teamwork through case-studies and self-analysis. There are **two** parts - **case-study project** and the **self-study project** of the Diet Analysis Project.

For the case-study project you will:

1. analyze the results from a **pre-existing Three-day Average Report of Alias Incognito**.
2. Answering the Questions (Diet Analysis Case-study Questions)

For the **self-analysis** part of the project you will:

1. create a 5-day Average Report by you in the diet journal.
2. analyze the results from the 5-day Average Report.
3. Answer the Questions (Diet Analysis Self study Questions)

Completing this project requires the use of the MyDietAnalysis web-based software located as a link in Mastering Nutrition. **WARNING:** *Each part of the project depends on successful completion of the previous part. As such, each part of the project is only available after successful completion of the preceding part. If you fail to successfully complete any part, you*

will not locate subsequent parts because they are unavailable. In effect, you have failed the subsequent parts of the assignment and forfeited those points.

- **Case-study Questions:** The case-study project has a single assessment, the Case-Study Questions. This assessment involves analyzing information from a three-day report. The answers to the questions for this assessment are based on the information in the report attached to the assessment. Those answers should be entered directly into the assessment in Blackboard. There is a help file that provides directions for locating information, performing calculations, and analyzing the data. The higher grade from the two attempts will count as your Case-study Questions grade and the lower grade from the two attempts is dropped. The maximum points for the Diet Analysis Case-study Questions grade are 100 points.
- **Self-study Report:** The self-study project has two assessments, the Self-study 5 day Average Report and the Self-study Questions.

The first assessment for the self-study project involves generating a report of your diet for three days by entering the information from your journal into the **MyDietAnalysis** software. Each student will:

- create a diet journal that provides a detailed description of the foods eaten and beverages imbibed (e.g., brand, composition, etc.).
- provides the portion of foods eaten and the beverages imbibed (e.g., grams, ounces, cups, etc.).
- provides the meal when the food was eaten and the beverage was imbibed (e.g., breakfast, lunch, dinner, or snack).
- create a personal profile in the MyDietAnalysis software (use the tutorials on the opening page of the software for help in creating your profile and using the software).
- use the journal entries to enter the foods eaten and beverages imbibed into the software.
- generate the required reports.
- attach the reports to the assignment in Blackboard.
- submit the completed assignment through Blackboard

The information needed to generate your reports is obtained from your diet journal entries. There are two attempts for the report assignment. The second attempt is for students to correct errors made during the first attempt. As noted, the reports file should be uploaded as an attachment to the assignment in Blackboard. Be certain to verify your attachment before submitting your assignment. Unless previously arranged with your instructor, students that submit their assignment as an attachment to an email will earn a fifteen-point deduction for this assignment. The reports should be in the PDF file format. Other file formats may not be accepted resulting in a complete loss of points. The higher grade from the two attempts will count as your Self-study Report grade and the lower grade from the two attempts is dropped. The maximum points for the Self-study Report grade are 100 points.

- **Questions on Self-Study Report:** For the second assessment in the self-study project, you will answer questions related to specific nutritional aspects of your diet from information generated in the report or from information in your textbook. The answers to the questions depend on the information from your Diet Analysis Self-study Report. The question set for your self-analysis is attached to the assignment in Blackboard as a DOCX file. Each student should download one of these files and answer the questions for the question set. The answers will be entered directly into the file and saved as a DOCX file. The answers to the Self-study Questions should be uploaded as an attachment to the assessment in Blackboard. Be certain to verify your attachment before submitting your assignment. Unless previously arranged with your instructor, students that submit their assignment as an attachment to an email will earn a fifteen-point deduction for this assignment. The Self-study Questions should be in a DOCX file format. Other file formats may not be accepted resulting in a complete loss of points. The single attempt at the Self-study Question Set assignment is worth a maximum of 100 points.
- **Discussion Forums:** There will be graded discussion forums posted during the semester. Each topic will be available from the start of the semester. The first and last forums are meant to be an open discussion based on the intersection between nutrition and your interests and opinions. The second through the fifth forums are meant to be an academic discourse focusing on the topic and using research and references to support your position.

For both type of posts, your response to the topic should address the topic and not contain gratuitous, tangential, or spurious comments. Replies in response to posts by other students should address the content and position of that post. Responses containing gratuitous, tangential, or spurious comments are unwelcome. Postings that are composed of complete sentences, that clearly address the topic, and that contain proper citation(s) are graded more favorably than jotted notes, incomplete thoughts, and undocumented claims.

1. The first discussion topic is designed to introduce you to the Discussion Forums, to determine your motivation for taking the course, and to introduce yourself to your classmates.
2. The second discussion topics addresses the factors that influence dietary choices.
3. The third discussion topic addresses the functions, sources, deficiencies, and toxicities of the energy yielding macronutrients (i.e., carbohydrates, fats, and protein).
4. The fourth discussion topic addresses the application and the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. The fifth discussion topic addresses the functions, sources, deficiencies, and toxicities of the micronutrients (i.e., the vitamins and minerals) and water.
6. The sixth discussion topic attempts to determine what parts of the course that you found to be most valuable.

For forums two through five, the goal is to open a discussion that allows your classmates to contribute to the information for the topic, not to provide all the information in one post. Students are encouraged to make multiple posts to a topic as they learn more about the topic or to respond to posts by other students. In that manner, the topic is built through success posts. You can accumulate points, up to the maximum points per discussion topic, by making multiple unique posts to a topic or in response to the post from another student. A grading form itemizes the point values for postings. Each forum is worth a maximum of 20 points. Your Discussion Forums Grade is the average of the points earned for the highest five Discussion Forum scores. The lowest score is dropped from the calculation. The Discussion Forums Grade is worth a maximum of 100 points.

- **Presentation:** There is one Online Presentation for this semester. It consists of two parts.

1. Selection and assignment of your presentation topic.
2. Researching, creating, and submitting your presentation.

Students select a pre-approved topic, plus two alternates, from a list of topics posted to the Presentation Selection Discussion Forum. Posting to the forum will place a time stamp on your selection. Only one student per topic is permitted. After the deadline for the topic selection has passed, your Instructor will confirm your topic by posting a list of topic assignments on the Presentation web page in Blackboard. Topics are assigned based on the chronology of the posts. Any student that fails to submit a selection post to the forum by the extended deadline will be assigned a topic by your Instructor. Selecting a topic, selecting two alternate topics, and making a post of your selection with those two alternates by the deadline for submission is worth a maximum of 5 points.

Once you have verified your assigned topic, you should review the grading rubric that will be used to provide direction in researching and creating your presentation and to determine the scoring for the components of your presentation. The presentation should be created using Microsoft PowerPoint. The completed presentation should be uploaded as an attachment to the assignment before the deadline for submission. You have two attempts to upload your presentation as an attachment to the assignment. Unless otherwise requested prior to the deadline for submitting your presentation, only the last attempt will be graded. Thus, your grade for this assignment is based on your last attempt. Be certain to verify your attachment before submitting your assignment. Students that submit their presentation as an attachment to an email will be deducted 10 points, and presentations submitted in printed form will receive no credit for this assignment. The presentation is worth a maximum of 95 points. The Presentation Grade, the sum of the points earned on the Presentation Selection Discussion Forum plus the points earned on the Presentation, is worth a maximum of 100 points

- **Final Exam:** This exam is designed and administered to evaluate retention of course objectives for the material covered through the entire course. It is composed of calculation, matching, multiple choice, and true/false questions. Unless otherwise stated, this time-limited exam releases one question at a time with no backtracking to a previous exam question and requires the Respondus LockDown Browser. The topics for the final

exam correspond to the topics in Chapters 1 through 11 and 13 through 15 from the textbook.

There is one attempt for the final exam. The final exam is worth a maximum of 100 points.

- **Course Evaluation:** There is a single Course Evaluation administered by the College through CourseEval.

Determination of Course Grade/Detailed Grading Formula

You can keep track of your earned points on Blackboard in the Grade Center and through Mastering Nutrition. The score for the Syllabus Quiz and for the Chapter Quizzes will be available immediately after submission. Other grades will be updated as they become available; this is typically on the Monday that occurs one week after the extended deadline. If you have any questions concerning your grade, please clearly state the question, the assessment, and the nature of your concern when contacting me. Providing incomplete information will require additional time to research the question and provide a reply. The maximum total points that can be earned for the course is calculated by summing the weighed percentages of the grading categories.

Category	Percentage
Chapter Quizzes Grade	35.0%
Diet Analysis Project:Case-study Questions Grade	7.5%
Diet Analysis: Self-study Report Grade	7.5%
Diet Analysis :Self-study Questions Grade	10.0%
Discussion Forums Grade	20.0%
Presentation Grade	10.0%
Final Exam Grade	10.0%
Total %	100.0%
Syllabus Quiz Grade (Bonus)	1%
Total	101.0%

Grading Scale: The table contains the grading scale applied to the points calculation previously described.

Letter Grade	Final Average in Percent
A	89.5 – 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	< 59.5

I : An incomplete may be assigned at the discretion of the instructor in accordance with college policy.

W : A withdrawal may be assigned in accordance with college policy.

Late Work, Make-Up, and Extra-Credit Policy: The course is designed to accommodate some of life's mishaps, difficulties, or tragedies by providing extended deadlines for selected assessments and assignments. In those cases, there is a deadline extension after the initial deadline. After the extended deadline has passed, expect that the assignment or assessment is closed, and the link may be removed. Expect that no additional time will be provided. The course evaluation through CoursEval and the Final Exam are exceptions and have no extended deadline.

The Chapter Quizzes have an extended deadline of seven days that results in a 5% loss of points for each day that the assignment is late. After missing the initial deadline and before 24 hours has passed from that deadline, the maximum grade is 95%.

The syllabus quiz, course surveys conducted by your instructor (not the CourseEval course evaluation), all graded forums, diet analysis project assignments, and the presentation have a seven-day extension beyond the initial deadline with no point deduction. After the extended deadline has passed, the syllabus quiz, course surveys, all graded forums, and the diet analysis case-study questions are closed, and points are forfeited. The diet analysis self-study report, diet analysis self-study questions, and the presentation can be turned in late after extended deadline and until the final deadline for late work for a maximum of half-credit.

If this provides insufficient accommodation, then the severity of life's mishap, difficulty, or tragedy is beyond the capacity of this course. Anyone experiencing such difficulty should consider withdrawing from the course and taking it in a future semester after the difficulty has passed.

Attendance Policy: All students registered in this class are expected to log in to this course at least twice each week, to participate in the class during those online sessions, and to follow the same attendance policy as the traditional classes offered on campus. This policy follows the attendance policies prescribed in the current College Catalog (<http://coursecatalog.com.edu/>).

Failing to attend class, log into Blackboard and Mastering Nutrition, or to complete your work as scheduled demonstrates poor progress towards obtaining the course goals (objectives) and is detrimental to learning course material. If you fail to attend class or fail to log into Blackboard or Mastering Nutrition and are demonstrating poor progress towards obtaining the course goals (objectives), the instructor may administratively withdraw you from the course. For example, a student may log into the course multiple times a week but fails to complete or attempt the course evaluations. Since they have failed to demonstrate knowledge of the material through evaluation, this student has demonstrated poor progress towards obtaining the course objectives.

An estimate of the time per week that is necessary to successfully complete the course will vary with the expected or desired outcome by the student, the pre-existing skills and knowledge possessed by the student, the ability of the student to acquire and assimilate the course content, and the time required by the student to complete the assignments.

For this four-hour credit course of 3 lecture credits and 1 lab credit, that result is 7 to 11 hours. Thus, one should expect to spend 3 hours for the lecture component, plus 3 hours for the lab

component, plus 7 to 11 hours studying per week on this course. Don't take my word for it, here are some links that validate this calculation.

Semester Survival Guide by Blinn College: <https://www.blinn.edu/academic-advising/survival-guide.html>

How Many Hours a Day Do You Have to Study for College Classes? by M.T. Wroblewski: <http://oureverydaylife.com/many-hours-day-study-college-classes-4165.html>

How Much Time Should I Spend Studying in College? by Kelci Lynn Lucier: <http://collegelife.about.com/od/academiclife/f/How-Much-Time-Should-I-Spend-Studying-In-College.htm>

Manage Your Time by HowtoStudy.com: <http://www.howtostudy.com/manage-your-time/>

Of course, mileage will vary and there are no guarantees that this will result in the desired outcome.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.	Empirical & Quantitative Skills	Diet Analysis Project
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.	Critical Thinking	Selected Chapter Quizzes or Chapter Quiz Questions
3. Discuss functions, sources, deficiencies, and toxicities of macro-and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.	Communication Skills	Selected Discussion Forums
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.	Critical Thinking Skills	Selected Discussion Forums

5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.	Critical Thinking Skills	Selected Chapter Quizzes or Chapter Quiz Questions
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.	Communication Skills	Selected Discussion Forums

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty, such as cheating on exams, plagiarism, or collusion, is an extremely serious offense and will result in at least a grade of zero on that assignment and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Ms. Sheena Abernathy, Science Department Chair, at 409-933-8330/sabernathy@com.edu.

Course outline: Use this course outline and tentative class schedule to schedule your course activities for the semester.

Blackboard: for activities, assignments and assessments that are completed online through Blackboard. The standard deadline for activities, assignments, and assessments in Blackboard is **23:30 (11:58 PM) on Sunday night**

Mastering Nutrition: for activities, assignments and assessments that are completed online through Mastering Nutrition. The standard deadline for activities, assignments, and assessments through Mastering Nutrition is 23:30 (11:30 PM) on Sunday night. Except for the FINALS.

Week	Scheduled Assignments (on Blackboard)	Mastering Nutrition	Weekly Deadlines
Week 1 01/17- 01/23	<ul style="list-style-type: none"> • Read Me First • Course acclimation • Syllabus • Chapter 1 What is Nutrition? • Diet Analysis Project- <ul style="list-style-type: none"> ○ 1. Case study profile • Discussion Forum 1 	DSM 1 Quiz 1	Sunday 01/23 11.58 pm

Week	Scheduled Assignments (on Blackboard)	Mastering Nutrition	Weekly Deadlines
Week 2 01/24- 01/30	<ul style="list-style-type: none"> • Chapters 2 Tools for Healthy Eating • Diet Analysis Project- <ul style="list-style-type: none"> ○ 1. Case study profile and ○ 2. Case study Questions • Discussion Forum 1 	DSM 2 Quiz 2	Sunday 01/30 11.58 pm
Census Day 01/31			
Week 3 01/31- 02/06	<ul style="list-style-type: none"> • Chapter 3 The Basics of Digestion • Diet Analysis Project- <ul style="list-style-type: none"> ○ 1. Case study profile and ○ 2. Case study Questions • Discussion Forum 2 • Presentation Topic Selection 	DSM 3 Quiz 3	Sunday 02/06 11.58 pm
Week 4 02/07 - 02/13	<ul style="list-style-type: none"> • Chapter 4 Carbohydrates: Sugars, Starches, and Fiber • Diet Analysis Project <ul style="list-style-type: none"> ○ 3. Self study Report • Discussion Forum 2 • Presentation Topic Selection 	DSM 4 Quiz 4	Sunday 02/13 11.58 pm
Week 5 02/14 - 02/20	<ul style="list-style-type: none"> • Chapter 5 Fats, Oils, and Other Lipids • Diet Analysis Project <ul style="list-style-type: none"> ○ 3. Self study Report • Discussion Forum 1 & 2 • Presentation Topic Selection 	DSM 5 Quiz 5	Sunday 02/20 11.58 pm
Week 6 02/21- 02/27	<ul style="list-style-type: none"> • Chapter 6 Proteins and Amino Acids • Diet Analysis Project <ul style="list-style-type: none"> ○ 3. Self study Report • Discussion Forum 3 • Presentation Topics Assigned 	DSM 6 Quiz 6	Sunday 02/27 11.58 pm
Week 7 02/28 - 03/06	<ul style="list-style-type: none"> • Chapters 7 Vitamins • Diet Analysis Project - <ul style="list-style-type: none"> a. 4. Self study Questions • Discussion Forum 3 	DSM 7 Quiz 7	Sunday 03/06 11.58 pm
Week 8 03/07 - 03/13	<ul style="list-style-type: none"> • Chapter 8 Minerals and Water • Discussion Forum 4 • Diet Analysis Project - <ul style="list-style-type: none"> ○ 4. Self study Questions 	DSM 8 Quiz 8	Sunday 03/13 11.58 pm

Week	Scheduled Assignments (on Blackboard)	Mastering Nutrition	Weekly Deadlines
Spring Break			
Week 9 03/21- 03/27	<ul style="list-style-type: none"> • Chapter 9 Alcohol • Discussion Forum 4 • Diet Analysis Project - <ul style="list-style-type: none"> ○ 4. Self study Questions 	DSM 9 Quiz 9	Sunday 03/27 11.58 pm
Week 10 03/28 - 04/03	<ul style="list-style-type: none"> • Chapters 10 Weight Management • Discussion Forum 3 & 4 • Presentation Submission 	DSM 10 Quiz 10	Sunday 04/03 11.58 pm
Week 11 04/04 - 04/10	<ul style="list-style-type: none"> • Chapter 11 Nutrition and Fitness • Discussion Forum 5 • Presentation Submission 	DSM 11 Quiz 11	Sunday 04/10 11.58 pm
Week 12 04/11 - 04/17	<ul style="list-style-type: none"> • Chapter 13 Food Safety and Technology • Discussion Forum 5 • Presentation Submission 	DSM 13 Quiz 13	Sunday 04/ 17 11.58 pm
Week 13 04/18 - 04/24	<ul style="list-style-type: none"> • Chapter 14 Life Cycle Nutrition: Pregnancy through Infancy • Discussion Forum 6 <ul style="list-style-type: none"> • Presentation Submission 	DSM 14 Quiz 14	Sunday 04/24 11.58 pm
Withdrawal date :04/25			
Week 14 04/25 - 05/01	<ul style="list-style-type: none"> • Chapter 15 Life Cycle Nutrition: Toddlers through Later Years • Discussion Forum 6 	DSM 15 Quiz 15	Sunday 05/01 11.58 pm
Week 15 05/ 02 - 05/08	<ul style="list-style-type: none"> • Chapter 15 Life Cycle Nutrition: Toddlers through Later Years Discussion Forum 5 & 6 	DSM 15 Quiz 15	Sunday 05/08 11.58 pm
Week 16 05/09	Finals Due date - 05/11, Wednesday 11.58 pm		

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.