



School of Integrated Health Sciences
Department of Kinesiology & Nutrition Sciences

NUTR 271: Orientation to Nutrition and Dietetics Syllabus
Section 1001
University of Nevada, Las Vegas
Fall 2021

Instructor Information

Instructor Name, Credentials & Title

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Undergraduate Coordinator, Nutrition Sciences

Office Address

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Instructor Contact Information

Office Phone: 702-895-4478
Cell Phone: 702-209-4456 (*please use during remote learning*)
WebCampus-Canvas email (*please use the "Inbox" tab*)

Office Hours

Mondays 11am - 1pm PST via Google Meet Web Conferencing
Please use this [Calendly link](#) to reserve a spot and to receive a web conferencing link.

Course Information

Course Time & Location

Mondays from 10am to 11am PST (asynchronous, online remote learning course via WebCampus-

Canvas)

- Live class sessions will be *optional* for you to attend. There will be no penalty for not logging on.
- Recordings of the live sessions will be made available on WebCampus-Canvas to view on your own.
- If you're able to attend live, I strongly encourage you to do so to get the most out of class, especially on days when we have guest speakers.
- The recordings will still be useful.

Course Description

Exposure to various areas of the field of dietetics, including clinical, community, management, and consultant paths. The nature of the work, the occupational outlook, ethics, networking and professionalism are covered. **Co-requisite:** NUTR 223.

Course Text

No text or supplemental materials are required for this course. Any required resources or materials will be provided by the instructor.

Course Objectives

Upon completion of the course, students will:

- Have been exposed to a variety of professionals representing different facets of dietetics
 - Have knowledge of interpersonal communication skills
 - Have demonstrated the ability to use current technologies
 - Have demonstrated the ability to work effectively as a team member
 - Have gathered information about at least two potential future dietetic internships
 - Have demonstrated the ability to begin development of a personal portfolio
 - Have practiced writing a resume and professional letter
 - Have utilized the AND website (www.eatright.org) as a resource for career insight
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Core Knowledge Learning Outcomes

At the completion of the course students will have met the following ACEND Foundation Knowledge Requirements and Learning Outcomes (KRDNs):

Professional Practice Expectations

Beliefs, values, attitudes and behaviors for the professional dietitian level of practice

KRDN 2.2

Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics, and describe interprofessional relationships in various practice settings.

Practice Management and Use of Resources

Strategic application of principles of management and systems in the provision of services to individuals

and organizations.

KRDN 2.3

Assess the impact of public policy on nutrition and dietetics practice.

How to Do Well in this Course

- Check WebCampus-Canvas **daily** and stay ahead of deadlines.
 - Prepare ahead - do all the readings before class and start assignments early.
 - Participate in class discussions respectfully.
 - Improve your study skills - if you have trouble studying or preparing for exams, check out [Student Services](#) at UNLV.
 - Search for help – if you are not sure how to do an assignment or are confused by any of the course materials, search for the answer in this order:
 - 1) re-read the course syllabus
 - 2) re-read the assignment instructions per assignment
 - 3) view the course announcements
 - 4) discuss it with your classmates
 - 5) **and then** come to the instructor for assistance.
 - Remember, no extra credit will be given at any point during or after the semester.
 - **NOTE:** Prior success in other courses (i.e. 4.0 GPA) does not guarantee success in this course. Dedication, motivation, assimilation, and a profound understanding of course material are rudimentary to appreciating the **art of this science** and laying the foundation for your success.
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Course Evaluation

Student's academic progress will be evaluated by the following assignments. All assignments, assessments and major projects are worth **100 points each** for **total of 1000 possible points**.

Assignments

- AND Scavenger Hunt
- Internship Investigation
- Networking and Professionalism
- Policy Letter
- Code of Ethics (COE)
- Resume
- Cover Letter

Assessments

- Reading Quiz

Major Projects

- Student Portfolio
- Thank You Note

Total Points Possible

- 1000 points

[NOTE: Students have 48 hours to submit written justification to challenge a grade; if a written justification is not submitted within this timeframe, challenges to grades will not be considered.]

Grade Scaling

Grades will **NOT** be released by telephone or email. Visit WebCampus-Canvas for grades. Grades for assignments, assessments and major projects will be provided on the WebCampus-Canvas for this course. Final course grades will be reported to the Registrar's office. To determine your final grade, take your total points earned, divide by 1000 and then multiply by 100.

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

The grade that you receive is the grade that you have **earned**. **No curves or extra credit.**

Course Format

- Participation and attendance are encouraged, if available to attend live.
- Assigned readings are to be read prior to each class meeting, if applicable. It is assumed that all assigned reading has been done prior to class, since lectures and class discussions assume familiarity with the readings. It will be the student's responsibility to ask questions in class or during an appointment if any information is unclear.
- A Reading Quiz on an assigned video to view will be given. **Missed quizzes and late projects must be discussed with the instructor prior to the due date or project due date.** In the event of a legitimate emergency, the instructor must be contacted within a reasonable amount of time. Failure to do so will result in a zero. All possible effort will be made to accommodate student learning and evaluation; however, **NO make-ups will be given.** A conflict with a work schedule **will not be** considered sufficient reason to be allowed to take a make-up quiz or submit an assignment or project late (nor is it considered an emergency). The Reading Quiz will be open and available for one full week, and all assignments and major projects are open from the first day of the semester to work ahead.
- Work prepared outside of class must be typed and turned in online unless otherwise assigned. Neatness and organization are part of the grade for each project. Please submit assignments as either MS Word files or as PDFs. **DO NOT** copy and paste your answers into the submission text area, please.
- All assignments must be turned in online at the designated deadline of 12PM (NOON) PST (see

course outline). This time is a consistent deadline time within this department and throughout the rest of your academic career in KNS. **Late work is not accepted.**

Course Policies

Academic Integrity Verification Quiz

UNLV's Office of Online Education created a quiz and assignment for students to acknowledge misconduct standards. This quiz is REQUIRED to complete by the first **Friday** of the first week of the semester by 12PM (NOON) PST. This will be your **only** Friday deadline throughout the semester.

This quiz will serve as the course contract between students and the instructor in terms of academic misconduct policies and procedures, and serves as your first, and final, warning for academic integrity within this course. Failure to complete this quiz will result in a **20% deduction on the AND Scavenger Hunt**. You may take this quiz as many times as necessary to get the correct answers.

Guest Speakers

Participation = polite, relevant questions and comments, active listening and involvement in the presentations/sessions with each class speaker. All are busy professionals who have VOLUNTEERED their time, expertise, and advice.

Q&A Procedure via WebEx with Guest Speakers

In an effort to ensure that everyone's questions are answered, and that no one talks over each other, the following guidelines are to be used anytime we have a guest speaker **virtually** in class:

- Please join with your mics muted and video off (to start)
- All questions should be typed into the chat box. I will always be monitoring the chat so that the guest speaker can focus on presenting. The speaker will break for questions every ~10 minutes or so, so please keep all questions within the chat.
- If you'd like to have your question asked anonymously, then *privately* send **me (Sam, not the guest speaker)** your question, and then I will read your question aloud on your behalf. If you chat directly to the guest speaker, they may not see your question.
- If you'd like to ask your question publicly, then type your question to **"Everyone"** in the chat box, and when the speaker pauses for questions, **I will call on you**, at which time you may unmute your mic, and if desired, open up your camera to ask the speaker the question directly, especially if you'd like to start networking now. Opening up cameras are not required, but the opportunity will be there if you'd like to take advantage of it.

AND Scavenger Hunt

This assignment is designed to help students work their way through a vital resource - the **Academy of Nutrition and Dietetics (AND) [website](#)**. It guides students to gathering answers to important questions and necessary information for success in their nutrition and dietetics college career.

Internship Investigation

Students will gather information on the various types of dietetic internships. The objective of the assignment is to introduce students to the process involving internships dietetics and to help explore the options. Further details and instruction will be provided.

Reading Quiz

Reading material will be provided (as a link to a particular web page document.) The readings cover information that is relevant to the profession of dietetics. Students will answer questions on the reading

material and submit through the assignment area on WebCampus-Canvas.

Thank You Notes, Resumes & Cover Letters

Students will make an attempt at writing both a professional thank you note and cover letter. Thank You Notes may be written to any of the speakers from the semester or the individual with whom the informational interview was conducted. Cover Letters are meant to be “mock” versions for fictional jobs, unless a real situation exists for which students wish to write. The final version of the Thank You Note will actually be sent to the speaker to whom it is written. The objective is to provide a personal template for students to have on file (in their portfolio) to use to assist with future situations requiring a Thank You Note or Cover Letter. Both the attempt and final versions of these letters will be part of the portfolio.

Student Portfolio

Instructions to complete this assignment will be provided on WebCampus-Canvas. This is a compilation of all of the work done during the semester, and will be a fluid document to use throughout the Nutrition Sciences program. PLEASE TURN IN your *revisions* in this portfolio.

UNLV Policies

Public Health Directives

[Face coverings are mandatory for all faculty and students in the classroom.](#) Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas. UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy. UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=..) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=..> In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its

community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

Emergencies

Should a situation arise, the instructor will assume leadership and take appropriate recourse of action. Should there be an "active shooter" on campus, students will be instructed to remain in the classroom under lockdown conditions. Once a classroom is under lockdown, the door to the classroom will not be opened under **any** circumstances.

Contract

This syllabus is a contract between the student and the instructor. By enrolling in this course, it is assumed and implied that the student understands that they are obliged to follow all of the requirements and rules set forth in this document.

Final Note

The instructor reserves the right to modify this syllabus at any point during the semester.

See semester schedule/due date outline below

Course Schedule

Important Dates

August 27 – Last day drop classes with 100% refund with a W

October 1 – Last day to drop classes with 50% refund with a W

October 29 – Last day to drop classes with 0% refund without a W (i.e. current letter grade)

NCM = No Class Meeting **GS** = Guest Speaker

Please refer to the course homepage in order to access **WebEx Events** for the duration of the semester.

There will be no negative impact on your grade for not logging in during the live class activities.

Please check WebCampus-Canvas daily. See Course Schedule on next page.

Week	Class Date 10 AM PST	Class Meeting Topic	MONDAY Due Dates by 12:00PM (NOON) PST
1	8/23	Introduction & syllabus overview with Samantha Coogan, MS, RDN, CSSD, LD, FAND via WebEx	Academic Integrity Verification Quiz Due Friday 8/27
2	8/30	GS: Madeline Belaustegui, RDN, LD, Clinical & Private Practice via WebEx	AND Scavenger Hunt

Week	Class Date 10 AM PST	Class Meeting Topic	MONDAY Due Dates by 12:00PM (NOON) PST
3	9/6	<i>Labor Day Recess</i>	N/A
4	9/13	GS: Jake Yarberry, RD, LD, Dairy Council, NvAND Regulatory Specialist via WebEx	Internship Investigation
5	9/20	NCM	Networking and Professionalism
6	9/27	GS: Career Services Presentation on Resumes and Cover Letters NOTE: This class session will be 90 minutes instead of 60 due to the amount of information covered	Code of Ethics
7	10/4	NCM	N/A
8	10/11	GS: Mandisha Waiters, RDN, LD, NvAND HOD via WebEx	Resume AND Cover Letter
9	10/18	NCM	Reading Quiz
10	10/25	Q&A with Sam Coogan, MS, RDN, CSSD, LD, FAND via WebEx	Policy Letter
11	11/1	NCM	N/A
12	11/8	GS: Julie Suckow, RD, LD, CDCES, Diabetes Educator via WebEx	N/A
13	11/15	NCM	N/A
14	11/22	Q&A with Sam Coogan, MS, RDN, CSSD, LD, FAND via WebEx	N/A
15	11/29	Study Week NCM	Student Portfolio AND Thank You Note Email cc:samantha.coogan@unlv.edu
16	12/6	Finals Week Have a great Winter Break!	No Final Exam