

**UNIVERSITY OF NEVADA LAS VEGAS
SCHOOL OF ALLIED HEALTH SCIENCES
DEPARTMENT OF KINESIOLOGY & NUTRITION SCIENCES
NUTR 426- Medical Nutrition Therapy 1
Fall 2021**

Professor: Laura Kruskall, PhD, RDN, CSSD, LD, FACSM, FAND

Office: Working remotely due to COVID-19.

Main office: BHS 323. Only one person may be in the office at a time. Face masks are required.

Phone: (702) 274-0370. This is my cell phone for NUTR students only. Email or text preferred.

E-mail: WebCampus-Canvas.

Office Hours: By appointment via Webcampus Chat or WebEx

Class credits & meeting time: 3 credits, M/W 1:00-2:15, Remote Learning

Course Description:

This clinical nutrition course is designed to prepare future Registered Dietitians/Nutritionists (RDN) for their Dietetic Internship and practice as an entry-level RDN. The Nutrition Care Process will be introduced and implemented for various disease states and populations. Prerequisites for this course include NUTR 271, NUTR 311/L, or consent of the instructor. It is expected that NUTR 427, 431, and 450 will be taken Spring 2022. This course will be taught and graded at the appropriate level. No leniency will be made in covering of material or grading due to lack of prerequisite courses. Some out of class meetings and assignments will be required.

It is expected that you come into this course with a strong knowledge of the material covered thus far in your DPND. However, you will be taught all of the information you need in this class to succeed in this class. Class attendance is imperative to your success. You are expected to come to class, pay attention, & be fully engaged in the course material.

Course Texts/Readings:

1. Nutrition & Diet Therapy, 10th Edition by DeBruyne & Pinna Cengage Unlimited. See access instructions below.
2. Student membership to the Academy of Nutrition & Dietetics if you wish to have a significantly reduced cost for the eNCPT below (\$25 for student members; \$100 for non-members). Student membership dues: \$58 annually. Click here for website.
3. Electronic Nutrition Care Process Terminology. <https://ncpt.webauthor.com/pub/sm.cfm>
4. Exchange Lists for Meal Planning, The Academy of Nutrition & Dietetics (Optional). You can purchase the booklet from the Academy (\$2.99 members; \$3.89 non-members) or use Appendix C in your text book for no additional cost. Purchase Cengage Unlimited via: <https://www.cengage.com/unlimited/>

Note: create a Cengage account with your UNLV email address and NOT your personal email address

UNLV Bookstore (no physical book is available for purchase, just the access code provided on your receipt that you will use when prompted in your online Cengage account)

After purchasing Cengage Unlimited go to your Canvas page and click on any MindTap link within Modules. You'll be prompted to log in with your Cengage account. If you have yet to create a Cengage account up to this point, then CREATE AN ACCOUNT USING YOUR UNLV EMAIL ADDRESS, which should be the same email address used to purchase your Cengage Unlimited account.

THERE IS NO OTHER WAY TO GAIN ACCESS TO THIS COURSE, TAKE YOUR QUIZZES, ETC.

You will be required to obtain peer-reviewed articles via library services. Additional readings may be required and will be assigned in class and/or in WebCampus.

Course Objectives:

Upon completion of the course the student will:

- Learn the differences between lay nutrition information and peer-reviewed scientific literature
- Identify accurate nutrition information and be able to better interpret nutrition information
- Understand the basis for dietary standards & guidelines
- Know the basic principles of macronutrient and micronutrient metabolism
- Understand nutrient & drug interactions
- Develop a thorough understanding of the Nutrition Care Process (NCP) and apply the NCP to various patients/clients
 - Assessment
 - Diagnosis
 - Intervention
 - Monitoring & Evaluation
- Gain a thorough understanding of adult weight management

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

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.5 Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

Course Evaluation:

Item	% of Total Grade	Points
Dietary Exchanges Assignment	15%	150
PES Practice Assignment (Must attend scheduled WebEx class periods)	10%	100
Chapter 6 (Metabolism, Energy Balance, & Body Composition) Assignments	7.5%	75
Chapter 14 (Illness & Nutrition Care) Assignments	2.5%	25
Chapter 15 (Medications, Drug-Interactions, and Herbal Products) Assignments	2.5%	25
Chapter 7 (Weight Management) Assignments	2.5%	25
Fad Diet Discussion Posting	5%	50
First Nutrition Care Process Case Study Exam	25%	250
Nutrition Care Process Case Study Final Exam	30%	300
Total Points	100%	1000

Course Grade: 93-100% = A; 90-92% = A-; 87-89% = B+; 83-86% = B; 80-82% = B-; 77-79% = C+; 73-76% = C; 70-72% = C-; 67-69% = D+; 63-66% = D; 60-62% = D-; <60% = F

Course Policies

1. You are responsible to take the Academic Integrity Verification “quiz” before you begin the course. Chapter Quizzes and the final exam is electronic format. Question format includes multiple choice, true/false, matching, and/or fill in the blank (pulldown menu). Academic integrity is expected. The quizzes and final exam will be available for several days for your convenience and are timed.
2. Assigned readings are to take place before the WebEx class meeting. It will be the student’s responsibility to ask questions in the WebEx class or during a virtual appointment if any information is unclear.
3. The instructor will not repeat information discussed in class during an appointment, unless there is a legitimate excuse for a student missing that virtual class period.
4. Missed quizzes/exams, assignments, or projects must be discussed with the instructor prior to the 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. Any make-ups will be at the discretion of the instructor and are subject to a 10% per day penalty.
5. It is expected that all students will behave in a professional and courteous manner. Side conversations, use of cellular phones or other electronic devices, or other disturbing behavior during virtual class periods will not be tolerated. If you engage in any of these behaviors, you will be asked to leave the class/WebEx meeting. A student who chooses not

to comply is subject to an administrative course drop. Participation via questions and comments directed toward the instructor and/or other students is encouraged.

6. To assist students with more thorough comprehension of certain topics, assignments will be given. Students are required to work independently to generate answers. Students should rely on main texts for assignments, but are permitted or required to use other resources as indicated in the instructions. Sometimes the subject matter of classes overlap and an assignment can meet the requirements for more than one class. If this is the case, standards of academic honesty require that you inform your instructors of your intentions and get written approval before pursuing the assignments. All electronic submissions for your sports supplement projects will go through Turnitin. This is a plagiarism check tool and will identify any and all text that has been copied from professional sources (articles, book chapters) and from other student's papers. Plagiarized work will result in a zero on the assignment and will be reported to The Office of Student Conduct.

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.

Accessibility

UNLV and the Nevada System of Higher Education require digital educational materials, including syllabi, to be accessible, in alignment with equal opportunity mandates by the Americans with Disabilities Act (ADA). The Office of Accessibility Resources, <https://www.unlv.edu/accessibility>, offers interactive, two-hour training sessions, <https://www.unlv.edu/accessibility/accessible-syllabus>, to help UNLV personnel create digital syllabi and other educational materials in accessible formats. For more information, contact the Office of Accessibility Resources.

Americans with Disabilities Act Accommodations

For all accommodation determinations allowed under the Americans with Disabilities Act, please contact the [Disability Resource Center](https://www.unlv.edu/drc), <https://www.unlv.edu/drc>, located in the Student Services Complex - Building A (SSC-A), Room 143, telephone 702-895-0866.

Classroom Guidelines

Per UNLV General Counsel, instructors determine what is and what is not acceptable behavior in the classroom (e.g., late arrival, use of electronic devices). Instructors have the authority to determine who can be present during a class period, including whether visitors are allowed.

Instructors should clearly communicate their expectations to the students at the start of the semester.

Classroom Procedures

All instructors are expected to:

- Hold class meetings that are consistent with the course schedule. When instructors must miss an occasional class (e.g., for attending professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a guest lecturer, or to provide alternative instruction or assignments. The complete *Class Cancellation Policy for Instructors* is on the [University Policies](https://www.unlv.edu/about/policies/current-policies) webpage, <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section.
- Maintain a predictable number of office hours that are posted, and during which the instructor will be available to students, colleagues, and others.
- Evaluate academic performance fairly.
- Counsel students.
- Carry through with their workload commitment in accordance with UNLV, College/School, and Department/School bylaws. With the exception of emergencies, instructors should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties.
- Continue their professional development.
- Meet their obligations to the University community.

Consensual Relationships

UNLV prohibits romantic or sexual relationships between members of the University community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, see [UNLV Consensual Relationships Policy](https://www.unlv.edu/hr/policies/consensual), <https://www.unlv.edu/hr/policies/consensual>.

Credit by Examination for Undergraduate Courses

Credit by Examination (CBE) for undergraduate courses offers students the opportunity to demonstrate previous mastery of college-level learning, and accelerates progress toward completion of their degrees, while decreasing tuition costs. CBE benefits the Department/School by freeing up seats in classes and increasing completion rates with a relatively low impact on faculty workload. In an effort to ensure that CBE is administered consistently across Campus, the following best practices are suggested as a list of minimal criteria for the creation/review of these exams.

Credit by Examination Will

- Benefit students (e.g., provide flexibility and remove barriers to completion).
- Benefit the Department/School (e.g., free up seats in high-demand courses, increase Retention, Progression, and Completion [RPC] metrics).

- Match the course in academic quality and rigor.
- Demonstrate mastery of the course's student learning outcomes.
- Demonstrate appropriate college-level learning.
- Not duplicate a course already completed by the student.
- Not be in opposition to Northwest Commission on Colleges and Universities (NWCCU) or discipline-specific accreditation policies.
- Not be used to replace a failing grade.
- Not be permitted if the student has previously received credit for a more advanced course covering the same subject matter (e.g., CBE will not be permitted to satisfy Art History I if the student has already received credit for Art History II).
- Not apply toward satisfying the minimum on-Campus [resident credit requirement](https://www.unlv.edu/advising/policies-forms), <https://www.unlv.edu/advising/policies-forms>, of the institution from which graduation is sought, and does not constitute an interruption of the resident credit requirement.

Departments, Schools, and Colleges Will

- Have documented policies/procedures for awarding credit that are made available to undergraduate students, and that are universally and consistently enforced.
- Verify that the student is eligible to take CBE:
 - Student is fully admitted and enrolled.
 - Student is in good academic standing.
 - Student has completed all prerequisites required for the course in which he/she is requesting CBE.
- Ensure that the student does not use CBE to surpass 25% of the total credits required for graduation.
- Ensure that native speakers of languages other than English do not receive lower-division foreign language credit for courses in their native tongue.
- Ensure that CBE for variable unit courses does not exceed 5 credits. Exceptions may be granted with Dean and Provost approval.
- Request that the Registrar's Office post the satisfactorily completed CBE to the student's permanent academic record and clearly identify that the credit was earned by examination. The only acceptable grades for CBE are S (Satisfactory) or U (Unsatisfactory).

Disability Resource Center Accommodations

Instructor compliance in collaborating with the [Disability Resource Center](https://www.unlv.edu/drc) (DRC), <https://www.unlv.edu/drc>, is critical to uphold the University's federal mandate to provide equal access to students with disabilities. If instructors believe that accommodations may fundamentally alter course requirements, such concerns must be discussed with the DRC in a timely manner. Failure to comply with DRC academic accommodation plans given to instructors by students may put the instructor and the University at risk for litigation, and may subject an

instructor to discipline under the Nevada System of Higher Education (NSHE) Code, Title 2, Chapter 6.

Note-taking Services: It is mandatory that instructors assist in the recruitment of note-takers for their classes should note-taking accommodations be requested by the DRC. Instructors are legally obligated to assist the DRC in the recruitment process, and to ensure that the accommodation need for note-taking is being met consistently. In partnership with the DRC, if you receive an email notification from the Rebel Access Portal (RAP) system that a note-taker is needed for your class, please follow the detailed instructions contained in that email. Please always refer any students interested in note-taking to the DRC. If a DRC student asks you about note-taking services, please refer them to the DRC note-taking unit, notetaking@unlv.edu.

Adaptive Furniture: If you see tables and chairs with DRC identification on them placed in your classroom, please do not move, remove, or alter their placement in your class. The furniture is placed in the room for students whose disability precludes them from sitting in a conventional table/chair or at a tablet desk, and is considered an official DRC accommodation. The furniture may or may not be used by students in your class; however, the students who need that furniture have a class in that same classroom. If there are issues regarding furniture placement, please contact the DRC immediately; they will do their best to remedy any issues.

Testing Accommodations: To expedite and streamline the process for administration of examinations and quizzes for students requiring testing accommodations, it is imperative that instructors do their best to adhere to the procedural guidelines of the DRC for the provision of examinations and associated materials. We wish to emphasize that instructors are partners with the DRC in the accommodation obligations. To that end:

- Testing Accommodation Forms (TAFs) must be completed in their entirety by the instructor of record, and submitted through the Rebel Access Portal (RAP) within one business day of receipt of the link on the Faculty Notification Letter (FNL). For purposes of mandated access, it is necessary that the DRC has a means to contact the instructor or responsible Department/School official should a student have questions, or if there are issues with the examination. Please consider providing a mobile number for calling/texting to the DRC Testing Coordinator, or on the TAF, in case there is a problem or question during testing.
- Examinations/Quizzes must be received by the DRC a minimum of 24 hours in advance of the assessment date, by uploading them to the RAP portal, sending them by email to drctesting@unlv.edu, or by dropping them off at the DRC, located in the Student Services Complex - Building A (SSC-A), Room 143. If due to extenuating circumstances an instructor is unable to provide the exam at least 24 hours in advance, the instructor must notify the DRC immediately. The DRC may contact the appropriate administrator (Chair, Director, Dean) to request assistance to obtain an exam.
- If there are any changes to the exam (such as allowing a longer time for the class to complete the test once it has commenced; placing information needed by the students

to complete the exam on a board in the room; providing formula sheets to students upon their arrival to the test), it is essential that the DRC student who is testing away from the classroom location be afforded the same access to any additional information, as well as to any assistance that the instructor provides to the class during the exam. Not providing to the DRC student any information that is provided to the class could place the DRC student at a disadvantage. For this reason, it is incumbent upon the instructor to notify the DRC of any such changes that occur while administering an exam.

- The DRC will assist instructors in facilitating the accommodation process. Instructors should not hesitate to contact the DRC with questions or concerns about policies, procedures, service provision, and/or any issues with students.

Early Alert Progress Reporting

The [Office of the Vice Provost for Undergraduate Education](https://www.unlv.edu/units/undergraduate-education),

<https://www.unlv.edu/units/undergraduate-education>, is actively engaged in implementing best practices for student success at UNLV. As part of this effort, the University works with instructors to provide formative feedback to primarily first-year students through Early Alert Progress Reporting. Instructor participation in this program is not mandatory, but it is strongly encouraged.

During the first six weeks of the semester, Early Alert Progress Reports will be distributed via email to instructors of select, high-impact courses using the [Campus Connect](https://www.unlv.edu/studentsuccess/rpc/campusconnect) platform, <https://www.unlv.edu/studentsuccess/rpc/campusconnect>. This email will include instructions and a link to the class roster, where instructors can identify students who are demonstrating early challenges with course performance, and provide encouragement to those who are off to a good start.

Following submission, students will automatically receive an email regarding their course status, available resources, and other relevant information. Academic advisors in each College/School will have access to the Progress Report results within the Campus Connect platform, and will have the opportunity to engage students in additional dialogue.

Please address any questions about Early Alert Progress Reports to Retention, Progression, and Completion Initiatives & Analytics Coordinator, Peter Rinto (peter.rinto@unlv.edu).

Electronic Educational Learning Tools

Instructors using electronic educational learning tools (e.g., *Pearson Publishing*, *Socrative*, *Top Hat*, *Turning Technologies*) designed to enhance student learning may not market their own materials for sale through any of those systems. Additional costs to students for the use of these tools, or for additional materials available within them must be disclosed in the course registration system (MyUNLV), and clearly labeled as *required* materials in the course syllabus, so that students may use financial aid awards to obtain them.

Final Examinations and Study Week

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 general 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>. **Final exams cannot be given during Study Week, as to do so shortens the length of the semester by one week, and thereby results in a course having fewer than the minimum required number of contact hours.**

Grading

All syllabi should clearly indicate processes for administering assessment exercises, grading, and reporting grades. In keeping with the Family Educational Rights and Privacy Act (FERPA), grades should not be posted publicly, unless complete confidentiality for individual students is ensured. The preferred method for posting grades is to use WebCampus-Canvas. Final course grades must be submitted within the MyUNLV Faculty Center website by 4:00 p.m. on the first Tuesday after the end of the academic semester. For the few courses that end after that date, the due date to submit final grades is the Tuesday following course completion. Beyond the professional responsibility to provide final grades to students in a timely manner, late grades have a negative impact on UNLV's share of the NSHE performance funding formula. It is ultimately the Department/School/College's responsibility to have *all* final grades posted on time. The grade submission deadlines for the upcoming academic terms are:

Fall 2021 December 14, 2021

Spring 2022 May 17, 2022

Grading, 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 reasons 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 to complete all course requirements with the instructor who assigned the "I" grade.

Grading, Recording Date of Last Attendance for Incomplete and "F" Grades

Under NSHE and UNLV policy, instructors are not required to take attendance, as defined under federal financial aid guidelines. However, both federal financial aid and NSHE policy require instructors to record (i) a measure of a student's educational engagement at the beginning of the semester, and (ii) when assigning an Incomplete or "F" grade, a student's "date of last

attendance,” to determine whether the student completed more than 60% of the instruction of a course. Individual instructors may, at their discretion, record an “FN” grade (F for non-attendance) in the case of a student who did not complete more than 60% of instruction and did not withdraw from the course. In all of these instances, the percent of instruction achieved is based upon the student’s date of last attendance, defined as the “last date of attendance at an academically related activity” associated with the course, based upon federal financial aid guidelines. This date could be later than the last date of physical classroom attendance.

“Academically related activity” is defined at UNLV as any of the following actions, all of which are taken from Title VI federal financial aid guidelines:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the academic unit;
- participating in an online discussion about academic matters; or
- initiating contact with an instructor to ask a question about an academic topic studied in the course.

Academically related activities **do not** include activities where a student may be present, but not academically engaged, such as:

- living in institutional housing;
- participating in the University’s meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

Note about *logging into an online course without active participation*, above: The acceptable standard is that an institution can demonstrate “that a student participated in class or was otherwise engaged in an academically related activity, such as contributing to an online discussion or initiating contact with an instructor to ask a course-related question.”

International Activities

UNLV instructors and staff who initiate activities with an international component that includes accompanying students or guests must contact the Office of International Programs (located in CBC-B 325, telephone 702-895-3896) during the initial planning stages of the activities, to obtain information regarding UNLV and NSHE policies for foreign study, research, or travel. UNLV employees have a contractual obligation to comply with UNLV policies and the NSHE Code.

The Office of International Programs is the centralized academic support unit that assists UNLV in the planning and development of cooperative agreements, programs abroad, instructor exchange, field study projects, and other initiatives fostering internationalization. Instructors or

staff considering the development of international programs must contact International Programs.

Failure to work within UNLV and NSHE policies for the development and approval of international travel may result in employee noncompliance with institutional policy. Employees may not be provided institutional support to cope with any professional or legal consequences that arise from out-of-compliance activities, which may be the sole responsibility of the instructor or staff member.

Library Resources

The UNLV University Libraries provide reserves to support access to materials that faculty have designated for student course use. Faculty may link to full-text resources available from the Libraries directly within WebCampus-Canvas. For materials that are in print, please consult with the Libraries for possible electronic or [alternative course reserve resources](#) at <https://www.library.unlv.edu/research/reserves>.

The UNLV University Libraries also provide instructional and research support to assist faculty in research and teaching. Librarians are available to design and deliver discipline-specific instruction for students meeting course objectives, including data visualization, multimedia, and research processes. Librarians can meet individually with faculty and students to provide customized one-on-one consultations in support of specific classes and research interests. For complete information on [library services for faculty](#), visit <https://www.library.unlv.edu/instruction/request-library-instruction>.

Mid-Semester Courses

Mid-semester courses allow five weeks of instruction before the start of the final exams for semester-long courses. Mid-semester courses should include a minimum of 750 minutes of classroom instruction per credit. Mid-semester courses are designed, approved, and built within academic Departments, Schools, and Colleges. This process should be completed as early as possible, to allow for proper scheduling and advertising. Please note that these courses are FTE-generating courses, just as any others offered by that academic unit. Thus, each Department/School needs to complete any necessary employment documents for instructors teaching mid-semester courses. If the week-long Spring Break Recess falls within a mid-semester course, Spring Break does not count as part of the five weeks of instruction.

The start date for Fall 2021 mid-semester courses is November 1.

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 mid-semester, modular, and Summer courses, and 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](#) webpage, [https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=.](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.

Online Proctoring Service

Instructors who use the ProctorU online student-pay proctoring service should verify that the Notes section of the course in MyUNLV includes the statement below during the registration process. If this statement is not provided, then, according to federal regulations, the Proctor-U online student-pay proctoring cannot be used during the semester.

This course has proctored exam(s), and therefore verification of identity and additional charges are required (average cost is \$50 per course). Before registering with ProctorU, please make sure that the devices you use meet the ProctorU system requirements. For more information visit [ProctorU Resource Center](#), <https://www.proctoru.com/proctoru-live-resource-center>.

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 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. Students' email prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus-Canvas is also acceptable.

UNLV Support Team / Students in Distress

Instructors may come in contact with students who are in distress. From stress or anxiety to suicidal ideation, the UNLV Support Team works to connect students experiencing distress with the appropriate Campus resources. To make a referral to the UNLV Support Team, please visit the [UNLV Support Team webpage](https://www.unlv.edu/campuslife/supportteam), <https://www.unlv.edu/campuslife/supportteam>. Students will receive access to care and follow-up. For immediate emergency assistance from UNLV Police Services, dial 911 on a UNLV land-line telephone, or 702-895-3669 from a mobile phone.

Instructors and staff play an invaluable role in helping students who are in distress. An expression of interest, concern, and compassion is an important factor for a student seeking assistance. The UNLV Support Team offers presentations to instructors/staff groups and individual classes on identifying signs of distress, approaching students they are worried about, and referring students to support services. The presentation includes information about an online training program aimed at helping participants gain experience in talking to students in distress.

In this course, titled At-Risk for Faculty & Staff, participants also learn effective listening skills. To take the free, online, 45-minute course, please follow the instructions below.

- Visit www.kognitocampus.com/login, and create a new account.
- Use enrollment key: **unlasvegas**.
- Follow the on-screen instructions.
- Choose your course and click "Launch".

Saturday Classes Holiday Schedule

In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes meet, please see the *Saturday Class Policy* on Current Policies, on the [University Policies](https://www.unlv.edu/about/policies/current-policies) webpage, in the Executive Vice President and Provost section, <https://www.unlv.edu/about/policies/current-policies>.

Teaching Evaluations

As one component of evaluating the effectiveness of teaching activities at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are an essential component of assessment data, and therefore it is crucial to maintain the reliability, validity, and legitimacy of these instruments. The minimum standards for administering these evaluations (Anonymity, Objectivity, and Post-Evaluation Procedures) are outlined in the document [Minimum Standards for Teaching Evaluations by Students](https://www.unlv.edu/about/policies/current-policies), <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section. This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost, and reflects the minimum standards that

apply to all Departments/Schools/Colleges when administering student evaluations of teaching. The Office of the Executive Vice President and Provost recommends use of the [Blue eXplorance teaching evaluation tool](https://ir.unlv.edu/IAP/course-evaluations/blue-explorance-course-evaluations/), <https://ir.unlv.edu/IAP/course-evaluations/blue-explorance-course-evaluations/>.

Textbooks/Instructors Requiring Own Textbook(s) for Class

In order for instructors to assign their own textbook for use in one of their courses, a request must be approved by the instructor's Dean. The guidelines *Textbook Selection & Faculty Using Their Own Textbook* are on the [University Policies](https://www.unlv.edu/about/policies/current-policies), <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section. These guidelines were developed to protect both instructors and students. The Dean must approve the instructor's request before the instructor submits the book order to the book store. An approval is valid for three years, and the Dean's office maintains these records.

The requirements specified by the NSHE attorneys for instructors to require their own textbooks in the courses are:

1. published books must be properly copyrighted by the authors;
2. published books are available for open sale;
3. UNLV instructors do not make sales directly to students; and
4. the request is approved by the Dean of the appropriate College/School.

NOTE: This policy does not apply to course packets produced by Integrated Graphics Services and available at the UNLV Bookstore.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance. Sex discrimination includes sexual harassment, sexual violence, and/or discrimination related to pregnancy. In compliance with Title IX, UNLV prohibits discrimination in all programs and activities, including hiring, on the basis of sex or gender. Please refer to the Office of Compliance [Title IX Resources](https://www.unlv.edu/compliance/TitleIX-resources) webpage, <https://www.unlv.edu/compliance/TitleIX-resources>, for additional information.

Anyone in a supervisory, managerial, administrative or executive role or position (such as a supervisor, Department Chair/School Director, Dean) who receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, must immediately contact one of the identified Title IX Coordinators to forward the complaint, to discuss it, and/or to report the action taken. Title IX complaints must be immediately communicated to the Title IX Coordinator.

UNLV Today

This is a daily e-newsletter that delivers information to UNLV instructors and staff via their UNLV e-mail accounts. Information shared in UNLV Today includes upcoming events, training opportunities, and organizational and benefit changes. An entry can be submitted for consideration via [UNLV Today](https://news.unlv.edu/unlvtoday), <https://news.unlv.edu/unlvtoday>.

UNLV Official

This is an electronic mail list that disseminates information that the entire Campus must receive. Subscription to the UNLV Official list is automatic, and occurs at the time an employee's email account is established. All employees are expected to read these communications upon receipt.

Thank you for your compliance with these important policies. Have a great semester!

Ask questions, use the materials that have been provided and complete work on time! Good luck and enjoy!

Library Services- Nutrition Sciences Website: <http://guides.library.unlv.edu/nutritionsciences>

Tentative Course Outline

Date	Chapter/Topic
8/23	Course Introduction; Profession of Dietetics/Nevada Licensure; Dietetic Internships; WebEx class discussion. Access via WebCampus.
8/23 to 8/30	Module 1 <ul style="list-style-type: none"> • View Modules area in WebCampus. This is your complete “To Do” list. • View Nevada Licensure video and read the Academy page on licensure (link provided). • Chapter 6 -Metabolism, Energy Balance, & Body Composition. Read chapter and complete Cengage MindTap chapter activities/assignments. Due 9/8/21 at 1:00 pm.
8/30	WebEx class discussion- Module 1. Answering questions about internships, master’s degrees, or the profession of Nutrition & Dietetics. Access via WebCampus.
9/8	WebEx class discussion- Module 1. Estimating Energy Expenditure Discussion. Access via WebCampus.
9/8 to 9/13	Module 2 <ul style="list-style-type: none"> • View Modules area in WebCampus. This is your complete “To Do” list. • View Meal Planning Using Exchanges video. • Work on meal planning assignment. • NOTE: Labor Day Holiday is 9/6/21
9/13	WebEx class discussion- Module 2. Access via WebCampus.
9/20	Meal Planning Using Dietary Exchanges assignment due at 1:00 pm. Submit via WebCampus.
9/15 to 10/27	Module 3 Nutrition Care Process (Must have eNCPT subscription purchased) <ul style="list-style-type: none"> • View Modules area in WebCampus. This is your complete “To Do” list.
Suggested Timeline for NCP Activities:	
9/15	<ul style="list-style-type: none"> • Chapter 14- Illness & Nutrition Care. Read chapter and complete Cengage MindTap chapter activities/assignments. Due 9/22/21 at 1:00 pm.
9/22	<ul style="list-style-type: none"> • Chapter 15- Medications, Drug-Interactions, and Herbal Products. Read chapter and complete Cengage MindTap chapter activities/assignments. Due 9/27/21 at 1:00 pm.
9/27	<ul style="list-style-type: none"> • View eNCPT Tutorials. Modules area contains a screen shot of location in eNCPT.
9/29	<ul style="list-style-type: none"> • View eNCPT Tutorials. Modules area contains a screen shot of location in eNCPT.
10/4	WebEx class discussion. ADIME. Access via WebCampus.
10/6	WebEx class discussion. ADIME. Access via WebCampus.
10/11	WebEx class discussion. ADIME. Access via WebCampus.
10/13	PES Practice. Work on PES assignment.
10/18	WebEx class discussion. ADIME. Access via WebCampus. NOTE: Live class participation is required. Course points are associated with this activity.
10/20	WebEx class discussion. ADIME. Access via WebCampus. NOTE: Live class participation is required. Course points are associated with this activity.

Date	Chapter/Topic
10/25	WebEx class discussion. NCP Wrap-Up. Access via WebCampus. NOTE: Live class participation is required. Course points are associated with this activity.
11/1	First NCP Exam Due at 1:00 pm
11/1 to 11/29	Module 4 <ul style="list-style-type: none"> • View Modules area in WebCampus. This is your complete “To Do” list. • Chapter 7- Weight Management. Read chapter and complete Cengage MindTap Chapter activities/assignments. Due 11/29/21 at 1:00 pm. • Fad Diet Discussion Posting. Due 11/29/21 at 1:00 pm. • View Weight Management videos. NOTE: Thanksgiving Holiday is 11/25 to 11/28
11/8	WebEx class discussion- Module 4 & NCP Check In. Access via WebCampus.
11/15	WebEx class discussion- Module 4 & NCP Check In. Access via WebCampus.
11/22	WebEx class discussion- Module 4. Access via WebCampus.
12/1	WebEx class discussion. Course Wrap-Up. Access via WebCampus.
12/1	NCP Final Exam Due at 1:00 pm