COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: HSCI 230 ID8W1, Fundamentals of Nutrition
Semester and Term: SPRING 2015
Day and Dates: Wednesdays, 1/14/2015 – 3/4/2015
Time: 6pm – 9pm
Campus Location: Main Campus at Bridgeport
Mandelville Room 1

COURSE DESCRIPTION:

This course is designed to help students gain knowledge of the basic elements of nutrition. The nutrients in carbohydrates, proteins, lipids, vitamins, minerals and water are emphasized. Exercise, weight control, eating disorders, cholesterol, diabetes, nutritional needs of different age groups including pregnancy, and the importance of good nutrition for health are also discussed. Social concerns related to nutrition are also discussed.

Prerequisite Courses: None
Course Code: HS, DM-HPR

INSTRUCTOR & CONTACT INFORMATION:

Julia Ann O'Sullivan, ND, MS, MA
Email: juliao@bridgeport.edu

COURSE MATERIAL: REQUIRED TEXTBOOK AND ACCOMPANYING REQUIRED E-PROGRAM “MINDTAP”:

Please read this section very carefully. The student is responsible for compliance with all content.

This course uses a required text, and the accompanying required electronic program called “MindTap.”

All grading except the midterm and final exams, and the “First Assignment Prior to Class,” is accomplished through the electronic MindTap program.

It is impossible to pass the course without purchasing the course material and registering for MindTap. Please take this statement as absolute.

Here is the required materials information that you need for purchase:
Understanding Nutrition 14th Edition (ONLY the 14th edition may be used)
Whitney, E.N. & Rolfes, S.R.

Purchase options: Choose #1, #2 or #3 for compliance with course requirements.

1) Electronics plus Paper – Includes the MindTap electronic program [which features the required text as an electronic book] and also provides this required text in a three-ring Loose-Leaf paper version.
   ISBN: 9781305616707

OR

2) Electronics Only - Includes the MindTap electronic program which features the required text as an electronic book ONLY. This version DOES NOT include a paper-based textbook.
   ISBN: 9781305407169

For the sake of accurate purchase we strongly recommend purchase of #1 or #2 at the UB bookstore.

See this link for the UB Bookstore purchase portal:

http://bridgeport.textbooktech.com/fund-of-nutrition.html

OR

3) You may also register for MindTap via a special course link created by Cengage for our class, only. Please see the link in the Cengage instructions on the next page

4) Please remember you are required to have the course materials in order to take the class.

5) Students who attempt to locate course materials via options outside of what is offered here are themselves completely and solely responsible for getting the proper materials and if they fail completely and solely responsible for consequences regarding the course. The instructor will not take responsibility for checking out nor certifying as acceptable other options for purchase. Please use the provided sources.

What follows are the instructions for students choosing to purchase with option #3:
How to access your MindTap course

Fundamentals of Nutrition
MIND TAP

Instructor: Julia O'Sullivan

Start Date: 01/14/2015

What is MindTap?
MindTap empowers you to produce your best work – consistently.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

Registration for MindTap
1. Connect to http://login.cengagebrain.com/course/MTPNZNZPZSPL
2. Follow the prompts to register your MindTap course. You must use your UB email to register.

Payment for MindTap
After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You are able to purchase access to MindTap at your bookstore. See options #1 or #2. Follow the prompts after registration for MindTap re: using the access code you purchase via the bookstore.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 02/03/2015 during your free trial. After the free trial ends you will be required to pay for access. Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access. The instructor cannot override this restriction. You will not pass the course if after the free trial you refuse to purchase.

If you already registered an access code or bought MindTap online, the course key to register for this course is: MTPN-ZNZP-ZSPL
The instructor can “see” you in the MindTap gradebook upon your registration for the program. However, course content will not be available on MindTap until the first day of class. If you wish to work ahead, it is suggested you explore your textbook’s many features and read Chapters 1, 2 and 3 ahead of time.

LEARNING OUTCOMES:

Upon completion of this course, the student should be able to:

- Understand the core principles of nutrition. Understand the macronutrients (proteins, carbohydrates, fats) and micronutrients (vitamins, and minerals.)
- Understand the place of exercise in health and its close relationship to nutrition
- Via case study and personal nutrition analysis, apply this knowledge practically
- Understand how to read food labels. Understand the pros and cons of the Food Pyramid.
- Understand the difference between the Recommended Dietary Allowances (RDAs) and the Optimal Daily Allowances (ODAs). Understand what is meant by “optimal” nutrition versus deficiency nutrition.
- Describe the nutritional implications of chronic major diseases such as coronary heart disease, cancer, diabetes, osteoporosis, and AIDS.
- Understand varying nutritional requirements during the various stages of human life from conception to death.
- Understand the nutritional and social cost of obesity and other eating disorders.

FIRST ASSIGNMENT PRIOR TO THE FIRST CLASS:

There are two parts to this assignment, each worth 30 points.

Part 1: MOVIE --- “The Weight of the Nation”

*Go to HBO.com online using a computer with sound capability
*Search in the HBO site for “The Weight of the Nation,” which is a four-part movie series about the obesity crisis in the United States
*Watch the Part 1 film, “Consequences” The movie runs about 1 hour and ten minutes. (If time allows we will watch Part 2 during our class sessions)
*Compete the following questions and hand in at the beginning of the first session. You must type your paper, and hand it in as hard copy not electronically NO email or Canvas submissions. NO late submissions will be accepted. 4 or 5 sentences per question are enough.

Professional Ethics Disclaimer:
This film is intended to increase people’s awareness of the health risks of being overweight or obese. If, as you watch, a health concern of your own, or of a family member or friend occurs to you, please note that your Professor cannot give personal medical or nutritional advice during the semester because she is not privy to medical records. Please discuss all health concerns with your own health practitioner.

QUESTIONS for First Assignment re: the Movie:

1. What is the name of the big research study this movie deals with and why is it such a helpful and unique piece of clinical research?

2. What parts of Cindy’s story stood out for you? Do you relate to anything she said? What about Kathy, and Joe?

3. How will this movie affect the way you think about the factors that affect a child’s health as children, but also in their later life?

4. In your opinion, is overweight/obesity the responsibility of the individual, the society or both? Explain your response.

5. How does this movie make you feel about the study of nutrition? What more would you like to learn?

Part 2: Prepare for your Diet and Wellness Tracker in MindTap.

You will input your diet into the MindTap tracker as the semester goes on and use the program to learn how to affect your own life and the life of your family towards better health. To have a head start on this before class begins, keep track of your eating and activity level ON PAPER for any 7 full days. You can use a week straight, or mix it up. You will keep this document but must bring it to the first class to show your instructor for discussion and grading. NO late submissions. NO email or electronic submission.

Include in your log for each day the same information in the same format and same order. Include:

* The date (day/month/year) for each day of tracking
* What you eat for breakfast including beverages
* What you eat for a mid-morning snack including beverages
* What you eat for lunch including beverages
* What you eat for an afternoon snack including beverages
* What you eat for dinner including beverages
* What you eat for an after-dinner snack including beverages
* Total water intake
* Record any and all activity, or lack of. Walking, sitting for hours, etc.
OTHER COURSE ASSIGNMENTS:

Assignments for the course are of two kinds.

Your “Assignment Prior to the First Class” as just described, and both your Midterm and Final are on-paper assignments. Your exams will take place in class.

All other assignments for learning and grading are incorporated into MindTap, laid out chapter-by-chapter, and will be completed and submitted electronically.

Assignments in Mind Tap will include text readings, videos to watch, dietary practice, personal diet analysis, chapter quizzes based on the chapter readings in MindTap (All quizzes are OPEN RESOURCE and multiple attempts are allowed) and case studies. Items for grading in each MindTap chapter are clearly marked as such. Items marked “Practice” in each MindTap chapter are simply for that, and there is no penalty for not doing the work, except that you will not learn as much. Some items are just for knowledge, such as videos and magazine articles, and may be read as you have time for them. They enrich the course but there is no penalty for not reading/viewing them.

MindTap is simple, seamless and fun to use. EVERYTHING you need to do very well in the class, including an E-book, is in one place for your convenience.

YOU WILL BE ORIENTED TO MINDTAP IN THE FIRST CLASS SESSION. In addition, a tutorial regarding the progam may be supplied to your UB email a week prior to the class starting.

Please note that students are 100% responsible for having access to a working computer and reliable connection by landline or Wi-Fi. A non-working computer or any other related excuse will not excuse the student from course content requirements or related deadlines.

DESCRIPTION OF WEEKLY CLASS SESSIONS:

A combination of lecture, Power-Point and/or Prezi, online resources, MindTap materials, case scenarios and role playing may be used in the classroom. Active engagement is the goal as well as an enjoyable classroom. Each week’s session will orient the student to the main topic of the week and the main content of the chapters covered.
CLASSROOM DECORUM AND PREP FOR CLASSES:

* Attendance will be taken every session by sign-in, using your original signature and time of arrival. Strict adherence to the IDEAL standards on attendance is kept. Students should not plan on leaving early. Students should not plan on arriving late. Either can be cause for loss of credit in the class.

* No phones may be used in the classroom. Texting and phone calls may happen only outside the room. Students are expected to be paying attention to the class while in class. During exams the student’s phone must be turned off, and be placed face down on the desk, clearly visible to the Professor. Students will not be allowed to leave the room and return once an exam has started and until their exam is handed in, so please use the restroom prior to arriving for exams.

*Please avoid socializing/talking during class except when engaged in class activities out of respect for the learning environment and your fellow students.

* Please bring your text/electronic text to each class if at all possible as it may be helpful as a reference during class activity. However you will not be required to do work in class that depends on having a computer, should you use a desktop at home.

* Chapter outlines at the beginning of each chapter are used to structure class lectures and should be reviewed when pre-reading the material. Bring paper and pen to class!! Take notes! If you bring your laptop you can take notes right inside of MindTap. Not everything in your readings will be reviewed in class, and not everything said in class will be in your text. You are responsible for all materials covered for the class whether said in class, or via your MindTap resources and book. If you miss anything said or done during class sessions you are solely responsible for getting the missed materials from classmates.

* Children and pets are not allowed in the classroom

* Please note: Though your chapter quizzes are open-resource and multi-attempt, your Exams are not. Your Midterm and Final exams are CLOSED BOOK tests. Use your text and other MindTap materials to LEARN, and to understand concepts, not to just mechanically look up quiz responses. If you do not do your work weekly, and depend on others for the answers to your quizzes, case studies and other items, you will not be prepared for your Exams and won’t do well on them.

CANVAS:

Since MindTap carries the majority of our classwork, including your gradebook, Canvas will be used in a more minimal way than is usual for a UB course. The exact way Canvas is used will be explained at the very beginning of the first semester. Rest assured it will be integrated in a way that will NOT increase your work!
GRADING CRITERIA:

This course is based on 1000 points.

All points are equally weighted.

The percentage of points earned will be used to assign the final grade for the class.

*Study guides for Exams are not used. Rather, use the quizzes and other MindTap materials as well as your lecture notes from class to review for your Midterm and Final exams.*

Quizzes are all multiple-choice and vary in weight from 28 to 38 points each.

Exams will be 100 points each and while weighted towards multiple choice questions may also include true/false, short answers, fill-in the blank, matching and other formats.

The final exam is not cumulative. It covers what is listed in the syllabus for the exam, only.

Grades are loaded into MindTap (and possibly also into Canvas) which converts point totals to percentages used for your final grade.

Roughly, your final grade percentage is derived by dividing the points you earn by 1000 (your score/1000 = percentage earned)

Our grading programs calculate grades out to four decimal points and then rounds that decimal point, so the programs are accurate and **no “rounding up” of grades will be done** other than what is done by the calculators in our course materials. It is assumed all students work very hard on their education and so no extra credit is given for effort. Also, there are no bonus points or extra credit projects given to individuals. It is not fair to allow special grading for one student if not applied to all. In addition, since all grading is open-resource (other than the First Assignment and Exams) there is already a ‘built in’ extra-credit opportunity open to all students.
HERE ARE THE ITEMS INVOLVED IN GRADING:

<table>
<thead>
<tr>
<th>TASK</th>
<th>POINT ASSIGNMENT</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Class Assignment</td>
<td>30 points for Movie (see above)</td>
<td>60</td>
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<tr>
<td></td>
<td>30 points for Diet Log (see above)</td>
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<tr>
<td>Diet and Wellness Tracking with Nutrition Portfolio (MindTap)</td>
<td>8 exercises, taken from Chapters 1, 2, 6, 8, 9, 12, 14, 18. 10 points possible for each exercise. 80 points possible</td>
<td>80</td>
</tr>
<tr>
<td>Case Studies (MindTap)</td>
<td>16 cases with 3 – 5 short answers each. 10 points possible for each case 160 points possible</td>
<td>160</td>
</tr>
<tr>
<td>Quizzes (MindTap)</td>
<td>16 open-book/open resource multi-try electronic quizzes keyed to chapters. Possible point totals vary from 28 to 38 points each quiz. 498 points total, two bonus points given</td>
<td>500</td>
</tr>
<tr>
<td>Exams</td>
<td>2 closed-book paper-based exams 100 possible points each 200 points total possible</td>
<td>200</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1000</strong></td>
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</tbody>
</table>

ONCE AGAIN, THE COURSE MATERIALS OPEN ON THE FIRST DAY OF CLASS. YOU CANNOT WORK AHEAD ON THE COURSE CONTENT BEYOND READING THE TEXT. THAT ALONE, ALONG WITH YOUR “FIRST ASSIGNMENT PRIOR TO THE FIRST CLASS” WILL ENSURE YOU A VERY, VERY GOOD HEAD START!

LETTER GRADING SCALE BASED ON PERCENTAGES OF POINTS EARNED:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>94 - 100</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 83.9</td>
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<tr>
<td>D+</td>
<td>67 - 69.9</td>
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<tr>
<td>A-</td>
<td>90 - 93.9</td>
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<tr>
<td>C+</td>
<td>77 - 79.9</td>
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<tr>
<td>D</td>
<td>63 - 66.9</td>
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<tr>
<td>B+</td>
<td>87 - 89.9</td>
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<tr>
<td>C</td>
<td>74 - 76.9</td>
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<tr>
<td>D-</td>
<td>60 - 62.9</td>
</tr>
<tr>
<td>B</td>
<td>84 - 86.9</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 73.9</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
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</tbody>
</table>
### IDEAL CLASS SCHEDULE SPRING 2015/ HSCI 230 ID8W1

<table>
<thead>
<tr>
<th>DATE and TOPIC</th>
<th>CONTENT</th>
<th>SOURCE and ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All classes on Wednesday 6 – 9 PM</td>
<td>Date and topic may vary slightly as the course proceeds.</td>
<td>“First Assignment Prior to First Class Session” and Exams are paper-based. All other assignments whether for practice or grading will be found in MindTap within chapter folders and done electronically. The number of assignments may vary chapter-to-chapter. Graded assignments are clearly marked as such.</td>
</tr>
<tr>
<td>January 14 The Basics of Nutrition</td>
<td>An Orientation to MindTap Overview: What is Nutrition? Planning a Healthy Diet Digestion, Absorption and Transport</td>
<td>Instructor Presentation Chapter 1 Chapter 2 Chapter 3 (reading only) Hand in First Assignment at Beginning of First Class Session Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap for Chapter 1 and 2. Chapter 3 is not graded.</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Chapters</td>
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<tr>
<td>January 21</td>
<td>Macronutrients: The Carbohydrates</td>
<td>Chapter 4</td>
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<td>Macronutrients: The Lipids</td>
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<td>Macronutrients: The Proteins</td>
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<tr>
<td>January 28</td>
<td>Micronutrients: The Water-Soluble Vitamins</td>
<td>Chapter 10</td>
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<td></td>
<td>Micronutrients: The Fat Soluble Vitamins</td>
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<tr>
<td>February 4</td>
<td>Micronutrients: Water and the Major Minerals</td>
<td>Chapter 12</td>
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<tr>
<td></td>
<td>Micronutrients: The Trace Minerals</td>
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<td></td>
<td><strong>MIDTERM</strong></td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Chapters</td>
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<tr>
<td>February 11</td>
<td>Nutrition in the Lifecycle</td>
<td>Pregnancy and Lactation</td>
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<td>Infancy, Childhood and Adolescence</td>
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<td></td>
<td>Adulthood and the Later Years</td>
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<td>February 18</td>
<td>Energy and Related Things</td>
<td>Energy Metabolism</td>
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<td></td>
<td></td>
<td>Energy Balance and Body Composition</td>
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<tr>
<td></td>
<td></td>
<td>Weight Management</td>
</tr>
<tr>
<td>March 25</td>
<td>Fitness and Health</td>
<td>Physical Activity, Nutrients and the Body</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diet and Health</td>
</tr>
</tbody>
</table>

ALMOST DONE!!!!
**March 4**

**Contemporary Controversies and Concerns in Nutrition**

- Consumer Concerns About Food and Water
- Hunger and the Global Environment

**Chapter 19**

**Chapter 20**

Pre-read chapters if possible. **No graded activities to be completed**

**FINAL EXAM**

Prepare for Final Exam: Ch. 8, 9, 12, 13, 14, 15, 16, 17, 18

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**ACADEMIC POLICIES**

**Attendance Policy**
Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

**IMPORTANT:**
- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

**Drop Procedures**
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: [http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/](http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/).

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).
Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html
Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp. The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.
Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu https://bridgeport.instructure.com/courses/829447/

Accessing Your Grades & Schedule Online
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

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Directions to IDEAL Campus locations: http://www.bridgeport.edu/pages/2260.asp
To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243.
ACADEMIC POLICIES

Attendance Policy
Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

IMPORTANT:
- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

Drop Procedures
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a
similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. Online
Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents. Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu https://bridgeport.instructure.com/courses/829447/

Accessing Your Grades & Schedule Online
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

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