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 WB8W2  
Fundamentals of Nutrition  
Semester and Term: SPRING 2015  
Time: 6pm – 9pm  
Campus Location: Waterbury Center

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:

This section is extremely important. Please read carefully and follow all directions completely. The student is 100% responsible for compliance with the content.

The Instructor holds to all IDEAL protocols on all matters. Therefore as per IDEAL protocols the student must have class materials purchased and set up and ready to use prior to coming to the first class or risk loss of all credit for that first week of work. Attendance is based not simply on coming to class, but coming prepared to do the work of the class.

This course uses a required electronic program “MindTap” and its bundled and included Textbook.
The cost of this item is not an added “fee.” It is the required text for the class. The cost of this item is far below the normal cost of a traditional textbook, for students’ convenience.

**Please note:** All course grading except the midterm and final exams, and the “First Assignment Prior to Class,” is accomplished through the MindTap program. It is impossible to pass the course without purchasing the course material and registering for MindTap. **Please take this statement as absolute.**

The student should purchase the required material ONLY via one of the authorized outlets which follow.

Fraudulent electronic material is on sale via third party outlets (Amazon, Chegg, etc.) and if you purchase such material you will need to repurchase authentic materials to take the course. Because of fraudulent material available the publisher ONLY supports with 24/7 student chat lines what is authorized purchase. The instructor will not check-out or verify any other materials for authenticity.

**AUTHORIZED PURCHASE INFORMATION:**

**ITEM we use:**

*Understanding Nutrition 14th Edition* (ONLY the 14th edition may be used; ONLY the bundled book/MindTap for the 14th edition is usable)
Whitney, E.N. & Rolfes, S.R.

**PURCHASE METHODS. PICK METHOD A) BOOKSTORE or B) PUBLISHER**

**A)**

**UB BOOKSTORE**

Use the following portal to purchase OR go to the bookstore in person:


Purchase EITHER but NOT BOTH of the two versions available:

**Version One:**

Electronic MindTap program with the INCLUDED electronic textbook PLUS in addition a three-ring binder paper version of the text

**ISBN:** 9781305616707
Version Two:

Electronic MindTap program with the INCLUDED electronic textbook ONLY. NO paper
book with this version.

ISBN: 9781305407169

AFTER PURCHASE AT THE BOOKSTORE DO THE FOLLOWING:

1) go to the website in the access card for MindTap which you will receive
2) Register your purchase of MindTap
3) Where asked, put in the following COURSE KEY which allows you into our
   specific class
4) COURSE KEY for WATERBURY CLASS: MTPP-51RP-3WCK
5) Once all this is done you are in the course

B) PUBLISHER

Direct purchase of electronic MindTap including electronic textbook. NO paper text with
this purchase.

Go to this link:

http://login.cengagebrain.com/course/MTPP-51RP-3WCK

You do not need to do anything else if you choose this option. You are in the course
when you complete the registration process.

Free Trial:

If you purchase from the Publisher you have the option for a short free trial.

If you take the free trial you are 100% responsible for paying before the cut off date.

If you go beyond the cut off date your course is closed to you and you will on your own
need to work with the publisher to restore it.

If you miss submitting required work in the MindTap program by the deadlines set into
the program while you have no access due to non-payment, you cannot make up this
work. You will lose the points possible to accumulate during that time.
If fraud in using the free trial is attempted, the student risks an “F.” The publisher has set up systems capable of detecting the use of fraudulent emails to extend free use of their material. The instructor and administration is advised. The student’s grades are frozen. The student will need to work with the company to restore trust. The instructor will not intervene in these situations. The instructor will not support fraud.

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.

ASSIGNMENTS TO BE DONE PRIOR TO THE FIRST CLASS:

Please DO NOT attempt to use the MindTap program immediately on registration and set up. You will be instructed as to how the program works.

There is no work to do ahead of the class except purchase and set up of your material, preparation of your computer for use of the program (as follows) and completion of the assignment which follows.

Getting your Computer Ready:

Please note that as per IDEAL standards 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.

MindTap works best with the browser Google Chrome or Firefox. It is strongly suggested you not use Safari or Internet Explorer with MindTap.
Please download one or both of these free browsers to your personal computers. If you use UB computers, Firefox is already there for you.

**Assignment to be Done Prior to Class:**

There are two parts to this assignment, each worth **30 points if done as per instructions which follow AND brought in the first night of class:**

**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.

**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:** **Keep a Food Diary**

You will inside of the MindTap program set up a personal profile that is private to you and input your diet into it during the semester in order to learn about your own health.
You need to have 10 full days of a complete diet diary ready to input into the program prior to class staring. You can keep 10 days straight or 10 random days but they should be “usual” type days, on which you are eating more or less in your usual pattern.

**Use the following guidelines to record your eating.**

Please keep track on paper.

You will bring in the paper log the first night of class. After it is checked for completeness, you will keep it to use with MindTap. You will be shown what to do, in class.

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.

**COURSE ASSIGNMENTS DURING CLASS TIME:**

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.

You will be instructed in the first class as to how to use MindTap. Canvas will also used earlier to post instructional videos and you will be notified of this posting via your UB email. You are STRONGLY encouraged to look at these short (1 – 5 minute) videos prior to the first class.

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 and case studies.

Some are for grading. Some are for practice. Some are for fun and some are for deeper learning. *Items for grading in each MindTap chapter are clearly marked as such.*
MindTap is simple to use, seamless and enjoyable. EVERYTHING you need to do very well in the class, including an E-book, is in one place for your convenience.

DESCRIPTION OF WEEKLY CLASS SESSIONS:

The course is taught straight out of the MindTap materials. In addition case scenarios and role playing as well as vignettes from the instructor’s clinical work may be used in the classroom to illustrate points. 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. However the classroom work will not be sufficient to pass the course. The student is expected to complete all work between classes as assigned in MindTap, including readings, prior to the next class, in order to do well. EVERYTHING you need to understand how this will work will be explained the first evening of class.

CLASS PROTOCOLS:

* Attendance will be taken every session.  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.

* You do not need to bring your computer to class.

* 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

* Week to week work done AT HOME is all open book, including quizzes and other graded material as will be explained the first night in a demonstration of MindTap.  This is deliberate. You can even check your progress in a quiz as you go, before submitting. The theory is that repetition is the key to learning. By going over and over the material until you grasp it you will learn it deeply.  AND, you will have TWO chances to submit every graded item with only the highest score counting. If you do all that is set up for your success, you will succeed. If you depend on others to do your open book test, it will show on your two exams and your grade will suffer.

* BE CAREFUL!  Even though your week to week work allows repeat and reinforcement, your two semester exams (midterm and final) are CLOSED book and IN CLASS.  Make sure you
are doing all work week to week so that your prep for your Exams is already done by the time we get to each test. The final exam is NOT cumulative.

**CANVAS:**

* Used for announcements

* Used for posting pre-class of videos helpful for learning MindTap. These materials will remain through the semester

* Everything else will be in MindTap including grades.

**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.

Each chapter has a mix of graded and non-graded materials. All should be done to best learn. Only the graded material appears in the student’s gradebook in MindTap.

Chapters 3, 7, 19 and 20 are completely non-graded as the material is highly complex. The material for the chapters will be introduced in class as per a full course in nutrition requires. The exercises for that week will all be non-graded but should still be completed by the student for the sake of learning. HOWEVER content of these chapters will not be on the midterm and final in-class exams.

The midterm and final exams will be 100 points each and will be multiple choice format.

MindTap will calculate your class grade via both points earned and percentage.

Roughly, your final grade percentage, which is the base for your Letter Grade, is derived by dividing the points you earn by 1000 (your score/1000 = percentage earned)
MindTap calculates grades out to four decimal points and then rounds that decimal point. The program is accurate and no "rounding up" of grades will be done other than what is done by the MindTap calculator. 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. Points missed by not meeting deadlines for the work week to week cannot be made up. The program will block late work.

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 YOUR 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>
</tr>
<tr>
<td></td>
<td>30 points for Diet Log (see above)</td>
<td></td>
</tr>
<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.</td>
<td>80</td>
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<tr>
<td></td>
<td>10 points possible for each exercise.</td>
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<tr>
<td></td>
<td>80 points possible</td>
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<tr>
<td>Case Studies (MindTap)</td>
<td>16 cases with 3 – 5 short answers each.</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>10 points possible for each case</td>
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<tr>
<td></td>
<td>160 points possible</td>
<td></td>
</tr>
<tr>
<td>Quizzes (MindTap)</td>
<td>16 open-book/open resource multi-try electronic quizzes keyed to chapters.</td>
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<tr>
<td></td>
<td>Possible point totals vary from 28 to 38 points each quiz.</td>
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<td></td>
<td>498 points total, two bonus points given</td>
<td>500</td>
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<tr>
<td>Exams</td>
<td>2 closed-book paper-based exams</td>
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<tr>
<td></td>
<td>100 possible points each</td>
<td>200</td>
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<td></td>
<td>200 points total possible. See grid which follows for what is included in each test.</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1000</strong></td>
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</table>

THE COURSE MATERIALS OPEN ON THE FIRST DAY OF CLASS. YOU CANNOT WORK AHEAD ON THE COURSE. See Assignments To Be Done Prior To First Class, above.

LETTER GRADING SCALE BASED ON PERCENTAGES OF POINTS EARNED:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94 - 100</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 83.9</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69.9</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 93.9</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79.9</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66.9</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.9</td>
</tr>
<tr>
<td>C</td>
<td>74 - 76.9</td>
</tr>
<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>
</tr>
<tr>
<td>DATE and TOPIC</td>
<td>CONTENT</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>All classes on Wednesday 6 – 9 PM</td>
<td>Date and topic may vary slightly as the course proceeds.</td>
</tr>
<tr>
<td>March 10, 2015 The Basics of Nutrition</td>
<td>An Orientation to MindTap Overview: What is Nutrition? Planning a Healthy Diet Digestion, Absorption and Transport</td>
</tr>
<tr>
<td>March 17, 2015</td>
<td>Macronutrients</td>
</tr>
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</tr>
<tr>
<td></td>
<td>The Carbohydrates</td>
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<td></td>
<td>The Lipids</td>
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<td></td>
<td>The Proteins</td>
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</tbody>
</table>

Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap

<table>
<thead>
<tr>
<th>March 24, 2015</th>
<th>Micronutrients: Vitamins</th>
<th>Chapter 10</th>
<th>Chapter 11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Water-Soluble Vitamins</td>
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<tr>
<td></td>
<td>The Fat Soluble Vitamins</td>
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</table>

Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap

<table>
<thead>
<tr>
<th>March 31, 2015</th>
<th>Micronutrients: Minerals</th>
<th>Chapter 12</th>
<th>Chapter 13</th>
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<tbody>
<tr>
<td></td>
<td>Water and the Major Minerals</td>
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<tr>
<td></td>
<td>The Trace Minerals</td>
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</tbody>
</table>

Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap

**MIDTERM**

<table>
<thead>
<tr>
<th>April 7, 2015</th>
<th>Nutrition in the Lifecycle</th>
<th>Chapter 15</th>
<th>Chapter 16</th>
<th>Chapter 17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pregnancy and Lactation</td>
<td></td>
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<td></td>
<td>Infancy, Childhood and</td>
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<td></td>
<td>Adolescence</td>
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<tr>
<td></td>
<td>Adulthood and the Later</td>
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<tr>
<td></td>
<td>Years</td>
<td></td>
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</tbody>
</table>

Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap
| April 14, 2015 | Energy Metabolism  
Energy Balance and Body Composition  
Weight Management | Chapter 7  
Chapter 8  
Chapter 9 |
<table>
<thead>
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<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Energy and Related Things</strong></td>
<td></td>
<td>Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap for Ch. 7, 8 and 9. Ch 8, 9 are graded. Ch 7 is all practice</td>
</tr>
</tbody>
</table>
| April 21, 2015 | Physical Activity, Nutrients and the Body  
Diet and Health | Chapter 14  
Chapter 18 |
| **Fitness and Health** | | Pre-read chapters if possible. After class and prior to next session, do assignments in MindTap |
| April 28, 2015 | Consumer Concerns About Food and Water  
Hunger and the Global Environment | Chapter 19  
Chapter 20 |
| **Contemporary Controversies and Concerns in Nutrition** | | Pre-read chapters if possible. **No graded activities to be completed. Feel free to do work as practice if you wish.** |
| | **FINAL EXAM** | FINAL EXAM - Ch. 8, 9, 12, 13, 14, 15, 16, 17, 18 |
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 Wahistrom 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.

Using Computers
Open access computer labs are available at three locations:
- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: http://www.bridgeport.edu/library.
- Stamford – Room D; Check open hours at: http://www.bridgeport.edu/stamford
- Waterbury – Computer Lab; Check open hours at: http://www.bridgeport.edu/waterbury

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the
UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

**IMPORTANT CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
<td></td>
</tr>
<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
</tbody>
</table>

**CAMPUS CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue Bridgeport, CT 06604</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive Stamford, CT 06750</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane Waterbury, CT 06705</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
</tr>
</tbody>
</table>

Directions to IDEAL Campus locations [http://www.bridgeport.edu/pages/2260.asp](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](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243.