

Course Syllabus
Maternal, Infant, and Early Child Nutrition Course
Summer/Fall 2010: August 2nd – September 25th

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Getting Started:

The first thing you want to do to begin this class is read over this entire syllabus. This will be your “roadmap” to the course. Online learning may be a new experience for many of you. The syllabus will answer many questions you may have. Some things will make more sense once you start with the course. Give yourself a chance to “get a feel for it” and realize there may be some frustrations, but I am here to help! Please contact me as you have questions. Welcome to class! I’m looking forward to working with you throughout this course!

Course Description:

This course fulfills the Maternal, Infant, and Early Child Nutrition course requirement for your CPA training program. This is an eight-week course. We will use online “lectures”, assigned readings, online discussions, and written assignments to achieve the objectives for this course.

Teaching Methods/Technical Needs:

This course will be taught entirely online. We will use online power point presentations, mini “lectures”, self-assessments, and writing activities. No travel is required to complete this course. Although this class is taught online, it is NOT a self-paced class. There will be specific due dates for assignments and discussions.

Since this class is delivered online, the following technical resources are recommended:

- A reliable computer
- A web browser of version 3.0 or higher (Internet Explorer preferred)
- An ISP (Internet Service Provider)
- A printer
- An email account
- Basic proficiency in using email
- Basic proficiency in using windows
- Basic proficiency in browsing your hard drive for documents
- Basic proficiency in working in a web-based environment (opening links, using browser buttons, scrolling, locating URLs, using search engines, etc.)
- Basic proficiency in opening, saving, modifying, and printing files

If you do not have something on this list or are unsure what this means, please contact me now so I can help you.

Blackboard

Blackboard is UAA's program for delivering online courses. It is a series of password protected web pages. In this course, you will access your online assignments, discussions, quizzes, and mini "lectures" through blackboard. You will receive a username and password that allows you to sign on.

When you log onto Blackboard and sign on to this course, you will see a list of "buttons" on the left-hand side of the screen. Clicking each of those buttons will give you more information on that particular topic. The following is a description of what you will find when you click on each of the buttons.

Announcements:

The announcements will actually appear when you log onto Blackboard, but you can also access them through this button. This is where I will post anything you need to know for the course. Check the announcements regularly (at least weekly).

Syllabus:

You will receive a syllabus in your course materials, but you can also access it through this button.

Staff Information:

This is where you can find contact information for the instructor for this class.

Lessons:

This is an important area! Each week you will have a Lesson. It will consist of a series of screens you move through to get the information for the week. The lesson will tell you the objectives and assignments for the week. There may be Power Point presentations or other materials to view and/or print within the lesson. Once you click on the lessons button and the week you want to view, you move forward and backwards in the lesson by clicking on the right and left arrows on the screen. You can go back to previous lessons for review if you wish. I will post upcoming lessons as we move through the course.

Quizzes:

This is where you will access the quiz for each lesson. Please work through the lesson materials prior to completing the quiz.

Assignments:

This is where you can view all of the assignments required for the course. They will also appear in the weekly lessons, but this can help you see what's coming up in the course. All of this information is also provided on the syllabus.

Discussion Board:

This is where you will enter to post your responses to weekly discussion topics. See the Discussion Board assignment for more details.

Questions:

This will lead you to a portion of the discussion board that is just for asking general questions about the course. We encourage you to ask your questions here rather than an individual email to the instructor because if, you are wondering something, someone else probably is wondering the same thing. I can post the answer for the entire class to view here. (Certainly, you may still email the instructor individually for questions that would not pertain to the entire class.)

Tools:

This area contains a user manual for Blackboard if you have a question related to Blackboard. This is also where the grades section of the course is located. Once I have graded assignments, the grades will be posted here. You will only be able to view your own grade.

Required Course Text/Materials (provided with training materials)

- Larson Duyff, R. (2006). *American Dietetic Association Complete Food and Nutrition Guide, 3rd Edition*. New Jersey: John Wiley & Sons, Inc.

Grading/Points Distribution

This course is graded on a Pass/Fail basis. The percentage required to pass the course is determined by your State agency. Points will be distributed in the following manner:

100 points possible for the course (100%)

- Discussion Board: 21 points
3 points for each of the 7 discussion topics
Must post by Sunday at midnight of each week; no points will be given for late posts
- Quizzes: 30 points
5 points for each of the 6 quizzes
Must be completed by Sunday at midnight each week
- Diet Analysis Project: 19 points
- Exam: 20 points
- Teleconferences: 10 points
5 points for participation in each teleconference

Course Schedule*

The course will be activated in Blackboard at least one week prior to the beginning of class. Please take the time to make sure you are able to log on to Blackboard and access the class. Please contact me if you have any problems.

Week	Date	Topic	Reading / Activities* (Note: <u>Complete Food and Nutrition Guide</u> will be abbreviate 'CFNG')	Assignments
1	8/2	Introduction to WIC CPA Maternal, Infant, and Early Child Nutrition course	<ul style="list-style-type: none"> Online Lesson 	<ul style="list-style-type: none"> Teleconference: Wednesday 8/4/2010 10:00 am Alaska time 11:00 am Nevada time Participate in discussion board Complete sample "Getting to Know You" quiz in Blackboard
2	8/9	Basic Nutrition	<ul style="list-style-type: none"> CFNG: All of Chapter 1, pages 24-27 (calories), pages 52-59 (fat), pages 112-115 (carbohydrates), pages 132-133, 141-144 (fiber), pages 153-159, 165-167 (fluids), pages 74-75 (vitamins and minerals) Online Lesson 	<ul style="list-style-type: none"> Participate in discussion board Complete quiz at the end of the lesson Begin working on Diet Analysis Project
3	8/16	Using Nutrition Guidelines and Standards	<ul style="list-style-type: none"> CFNG: Pages 15-16 (DRIs), Pages 212-230 (My Pyramid), Pages 245-248 (Food Labels), Pages 22-24 (BMI) Online Lesson 	<ul style="list-style-type: none"> Participate in discussion board Complete quiz at the end of the lesson Continue working on Diet Analysis Project

4	8/23	Nutrition During Pregnancy	<ul style="list-style-type: none"> • CFNG: Pages 438-451 (pregnancy), Pages 75-77 (vitamin A), Pages 83-84 (folate), Pages 97, 104-107 (iron), Page 99 (zinc) • Online Lesson 	<ul style="list-style-type: none"> • Participate in discussion board • Complete quiz at the end of the lesson • Diet Analysis Project Due: No Later than midnight on 8/29/2010
5	8/30	Nutrition for Postpartum and Lactating Women	<ul style="list-style-type: none"> • CFNG: Pages 451-454 (nutrition for lactation). Pages 373-383 (breastfeeding), Pages 92, 99-104 (calcium) • Online Lesson 	<ul style="list-style-type: none"> • Participate in discussion board • Complete quiz at the end of the lesson
6	9/6	Nutrition During Infancy (Birth to 12 months)	<ul style="list-style-type: none"> • CFNG Pages 383-398 (bottle feeding and introducing solids), Pages 78-79 (vitamin D), Pages 86-87 (vitamin C) • Online Lesson 	<ul style="list-style-type: none"> • Teleconference: Wednesday, 9/8/2010 10:00 am Alaska time 11:00 am Nevada time • No Discussion Board required this week (will discuss via teleconference) • Complete quiz at the end of the lesson
7	9/13	Nutrition for Toddlers and Preschool-Aged Children	<ul style="list-style-type: none"> • CFNG Pages 399-426, Page 96 (fluoride) • Online Lesson 	<ul style="list-style-type: none"> • Participate in discussion board • Complete quiz at the end of the lesson
8	9/20	Applying Your Knowledge	<ul style="list-style-type: none"> • Online Lesson 	<ul style="list-style-type: none"> • Participate in discussion board • Take Final Exam by 9/25 at midnight

*Remember: All dates are tentative and subject to change. We may also assign additional readings through the course. Be sure to read the announcements page for updates. Please email any questions to afdrr@uaa.alaska.edu

Assignment Descriptions

1. Discussion Board

We will use a significant amount of discussion in this class to help you understand the information you are learning. The discussion board will be where the entire class discusses various topics. Each week the instructor will post a discussion question. You will be required to post at least one (you may certainly post more) response to the question or to someone else's comments about the question. There isn't a "right" answer to any of the questions, but we do want you to discuss ideas that are relevant to the current topic. The discussion question for the week will be posted on Monday each week. You are required to post your comments by midnight on Sunday. Posting sooner is preferred so we can have a more lively discussion.

Grading:

You will be graded based on the quality of your posting. A "substantial posting" will earn you full credit for the post. Please see below for guidelines for a "substantial posting". You can make additional posts and comments, but at least one per week must be a "substantial post". Your discussion board grade will be posted at the end of each week.

What Are Substantial Postings? – You need to contribute to the discussion, not just acknowledge, or "log on." Our overall objective in this class is to learn together and that is best accomplished by "listening," reflecting, and asking questions. When stating or defending a theory or idea, substantiate and document your reasoning when possible. When questioning the ideas of another student, respect their opinions and ask your questions graciously.

Simply stating "I agree" or "You are correct" is not considered active participation. Try asking probing questions about the responses you read. Using "open-ended questions" can also add to the overall learning environment. An open-ended question is one that cannot be answered using "yes" or "no" responses. Also, comment on the ideas being presented by your classmates. What do you agree with, specifically? Why do you think your classmate made a good point? How is what was stated helping you understand the ideas from the reading or online information? What kinds of ideas do you associate with the given responses? While there is no specific word count for replies to discussion questions they need to be substantive. This means they add to the discussion in a considerable and significant manner. "I agree" and similar posts are not considered substantive notes and will not earn you credit for the week. Please note that **NO CREDIT** will be given for late posts.

Here are some additional guidelines you should follow when posting:

- Check the discussion board frequently
- Address your comments to your class colleagues
- Be professional and respectful in your postings
- Think carefully about being humorous or sarcastic; it is very easy for tone to be misinterpreted in an online setting
- Note: using solid capital letters online is interpreted as SHOUTING, so avoid using them

2. Quizzes

At the end of each week, there will be a short quiz. There will be a combination of multiple choice and short-answer questions. You may have as much time as you need and use your books or materials as needed. The quizzes will be found at the end of each lesson. These are intended to help you evaluate your understanding the material covered each week or identify areas that may need further review. You will only be allowed to enter and take your quiz one time.

3. Teleconferences

There are two scheduled teleconference in the course. The first will be held on **Wednesday 8/4/2010 @ 10:00 am Alaska time and 11:00 am Nevada time**. This will be a brief introduction to the course and an opportunity for you to ask questions related to the course and get to know your classmates.

The second teleconference will be held on **Wednesday 9/8/2010 @ 10:00 am Alaska time and 11:00 am Nevada time**. This will be in place of the discussion board for that week.

To call into the teleconference, please dial **1-800-570-3591**. When prompted, enter the **PIN: 2212617**

4. Diet Analysis Project

The Diet Analysis Project will be an opportunity for you to analyze your own eating habits. The objective of this project is to help you become more aware of the nutritional balance of your own diet so you can start to learn to assess the balance of participants' diets. The assignment is also intended to help you become familiar with the MyPyramid.gov website. This assignment comes in two parts.

Part I: The first step is to record everything you eat and drink for three days. It is preferable to have 2 weekdays and 1 weekend day to get a balanced representation of foods you typically eat.

Part II: You will need to log on to the website MyPyramid.gov. In this website there is an item called "My Pyramid Tracker" (on the left side of the screen in the blue box). You will need to register to use this site, but it is free for your use. Establishing your username and password also lets you save information in that system. Please register to use the My Pyramid Tracker. There is a *MyPyramid Food Tracker Tutorial* to help you get started at the following address-

<http://www.mypyramid.gov/tracker/trackertutorial.html>

After you established your account, choose the option "assess your food intake". You will need to enter each food you've eaten by typing the food in the box and selecting the choice that most closely resembles what you've eaten. It will add the food to your list and then allow you to select the quantity. Once you've entered all of you foods for the day, go to the top of the screen and choose "Analyze your food intake". Choose the option "Nutrient Intakes". **PLEASE PRINT THIS PAGE**. (You may copy the contents of the entire page and paste it into a Word document if you would like). You will enter each day separately (please print each of the 3 days you analyze). Please remember to save each day. With your password, you can stop in the middle of the project and log on at a later time to enter more foods. In the MyPyramid Food Tracker you can change your input date from the personal profile screen. You can just change the entry date to reflect the day you did your intake on. So you can actually enter all 3 days on one day and just change the date in your personal profile to reflect the date you recorded your foods.

Once you have entered all three days, go to the "Nutrient Intakes Screen", and choose the option "view your nutrient intake over time". From here you can click on nutrients on the left side of the screen to see

your daily results for that nutrient. You may have to scroll down a bit, but you will see your average intake of that nutrient. **PLEASE VIEW THIS SCREEN FOR CALORIES, PROTEIN, VITAMIN C, IRON, CALCIUM.** You do not need to print it unless you would like to. There are other reports and information that you can view if you would like, but these are the only required reports for this assignment.

Once you have viewed and printed these reports, please write a 1 page paper that answers the following questions:

1. Did anything about your results surprise you?
2. Evaluate your intake of the following nutrients:
 - Vitamin C
 - Iron
 - Calcium
 - Protein
 - Calories
3. What specific foods could you include in your diet to increase each of those nutrients if needed? Or, what foods did you eat that were high in each of those nutrients?
4. How might you use information gained from this assignment?

Items to turn in to the instructor:

- Food record of what you ate for the 3 days
- Nutrient intakes analysis from MyPyramid Food Tracker (this will be 3 reports; one for each day you entered. You may fax or mail these to me or copy and paste them into a word document if you would like to email)
- Written paper addressing questions 1-4 above. You may fax, mail, or email your assignment to me. My preference would be email so I can get you a timely response to your project.

The grade sheet for the Diet Analysis Project is posted under the Assignments button. It may be helpful for you to review it before you turn in your project.

The Diet Analysis Project is due by midnight on 8/29/2010.

5. Exam

There will be one exam at the end of this course. It will be in a format similar to the quizzes (multiple choice and short answer). The exam will cover all of the material from the course. You will be given an allotted time to complete the exam. You may use books or resources, but keep in mind you should have them organized and ready so you are able to answer all of the questions in the given time-frame.

Although you may use reference materials, this is an exam and it is expected that you do your own work and do not share information with your classmates on the content of the exam. You need to complete the exam in the final week of the course.