

Course Syllabus
Maternal, Infant, and Early Child Nutrition Course
Spring 2013: January 7th – March 4th

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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
 - Windows: Firefox 3.6, 8, or 9; Chrome 16 or greater; or Internet Explorer 8 or 9
 - MacOS: Firefox 3.6, 8, or 9; Chrome 16 or greater; or Safari 4 or 5
- 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. (2012). *American Dietetic Association Complete Food and Nutrition Guide, 4th 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 Monday at midnight the following week; no points will be given for late posts
- Quizzes: 30 points
5 points for each of the 6 quizzes
Must be completed by Monday at midnight the following 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	1/7	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: Tuesday 1/8/2013 10:00 am • Participate in discussion board • Complete sample "Getting to Know You" quiz in Blackboard
2	1/14	Basic Nutrition	<ul style="list-style-type: none"> • CFNG: All of Chapter 1, pages 24-28 (calories), pages 55-63 (carbohydrates), pages 63-69, 77-78 (fiber), pages 99-111 (fat), pages 122-124 (vitamins and minerals), pages 158-164 (sodium), pages 169-179 (fluids) • 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	1/21	Using Nutrition Guidelines and Standards	<ul style="list-style-type: none"> • CFNG: Pages 17-18 (DRIs), Pages 233-249 (My Plate), Pages 274-282 (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	1/28	Nutrition During Pregnancy	<ul style="list-style-type: none"> • CFNG: Pages 493-508 (pregnancy), Pages 124-126 & 137-138 (vitamin A), Pages 132-134 (folate), Pages 148-151 (iron), Page 152 (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 2/4/2013
5	2/4	Nutrition for Postpartum and Lactating Women	<ul style="list-style-type: none"> • CFNG: Pages 508-514 (nutrition for lactation). Pages 419-430 (breastfeeding), Pages 140-143 (calcium) • Online Lesson 	<ul style="list-style-type: none"> • Teleconference: Thursday 2/7/2013 10:00 am Discussion on Breastfeeding • Diet Analysis Due 2/4/2013 • No Discussion Board required this week (will discuss via teleconference) • Complete quiz at the end of the lesson
6	2/11	Nutrition During Infancy (Birth to 12 months)	<ul style="list-style-type: none"> • CFNG Pages 430-446 (bottle feeding and introducing solids), Pages 126-129 (vitamin D), Pages 135-137 (vitamin C) • Online Lesson 	<ul style="list-style-type: none"> • Participate in discussion board • Complete quiz at the end of the lesson
7	2/18	Nutrition for Toddlers and Preschool-Aged Children	<ul style="list-style-type: none"> • CFNG Pages 447-478, Page 147-148 (fluoride) • Online Lesson 	<ul style="list-style-type: none"> • Participate in discussion board • Complete quiz at the end of the lesson
8	2/25	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 3/4 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 drrybicki@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 the following Monday at midnight. 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 the following Monday when all posts have been received.

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 computer will automatically lock you out of the quiz after 3 hours. 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 **Tuesday 1/8/2013 @ 10:00 am**. 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 **Thursday 2/7/2013 @ 10:00 am**. It will be a discussion on breastfeeding. 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 choosemyplate.gov website. **This assignment comes in three 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 go to the website choosemyplate.gov. In this website there is an item called "Super Tracker" (it is a tab at the top of the page). Once you click on the tab at the top, click on the Super Tracker link. You will first need to *create a profile* to allow you to save information in the tracking system. There are 3 steps when creating your profile. Make sure to complete all of the steps to successfully create your profile. Please write down your username and password so that you will have it available when you are working on your project.

After you have created your profile, click on "Food Tracker". You will need to log in. To do this, click on "log in" at the top right of the page and enter your information. Now you will be ready to enter your foods. First choose the correct day that you ate the food by clicking on the calendar at the top left of the page. Once you are on the correct date, 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 allow you to select the quantity as well as when you ate the food.

Once you've entered all of your foods for the three days, click on the "Nutrient Intake Report" under the graph in about the middle of the page on the right. You will need to print or save a Nutrient Intake Report for each day as well as one for the average of all three days. To do this, enter the first day that you entered foods and put that date in both boxes. You will be able to choose to export this information in a PDF, Word or Excel format at the top right of the page. Repeat this for the next two days that you recorded food. To print out a Nutrient Intake Report for all three days enter the first day you tracked your

foods and the last day you tracked foods into the boxes. This report will give your average intakes for the three days. **PLEASE SAVE or PRINT each of these PAGES** to turn in with your project.

Review your Nutrient Intake Reports for **CALORIES, PROTEIN, VITAMIN C, IRON & CALCIUM.**

Part III: 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 Reports from the Food Tracker (this will be 4 reports; one for each day you entered and an average of all 3 days). You may fax these or send them by email.
- Written paper addressing questions 1-4 above. You may fax or email your assignment to me.

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 on 2/4/2013 by midnight.

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.