

PRINCIPLES OF HUMAN NUTRITION
Oklahoma State University
College of Human Sciences
Department of Nutritional Sciences
Spring 2015

Course Number and Title: NSCI 2114 Principles of Human Nutrition

Lecture Time: MWF 9:30-10:20 am

Lecture Place: NRC 106

Credit Hours: Four (4) undergraduate credit hours

Faculty: Dr. Edralin A. Lucas

Office hours: W 10:30-12:00

Office: Human Sciences 422

F 10:30-12:00

Phone: 744-3132

& by appointment

E-mail: edralin.a.lucas@okstate.edu

Catalog Description: Functions of the nutrients in human life processes. Nutrient relationship to health as a basis for food choices.

Who can enroll in the class?: Open to all university students.

Text and Other Teaching Resources:

Eleanor Noss Whitney and Sharon Rady Rolfes, *Understanding Nutrition*, 14th Edition

- a. **hard copy** bundled with Mindtap Printed Access Card and Lecture Tools (ISBN: 9781305705043 available at the Student Union Bookstore for **\$187.75**, Hall of Fame Books, or cengagebrain.com) **or**
- b. **electronic copy** of the textbook plus Mindtap Instant Access Code and Lecture Tools (ISBN: 9781305711303 available at cengagebrai using the link <http://www.cengagebrain.com/course/1-1YT8BU3> for **\$110**)

You will need both Mindtap and Lecture Tools for class. *Instructions to register Mindtap and Lecture Tools will be provided later. You need to be able to access Mindtap and Lecture Tools as soon as possible for in-class activities and to monitor your physical activity.*

- Clicker might be needed

Style/Mode of Teaching: Main lecture and discussion will be as interactive as possible. Lecture Tools (from Cengage) will be required for the main lecture.

Course Objectives: By the completion of this course, students will be able to:

1. Appreciate the scientific basis for the study of nutrition.
2. Relate the major functions of the essential nutrients to the functions of the body.
3. Categorize nutrients according to food sources.
4. Explain the factors involved in energy management.
5. Apply nutritional facts in the marketplace.
6. Compare and evaluate one's own food intake for nutrient adequacy using the recommendations from DRI for age and gender group, MyPlate, Healthy People 2020, and the Dietary Guidelines as standards.

Goals for Natural Science General Education Designation:

1. Students will apply the language and concepts of science appropriately and effectively.
2. Students will apply the methodologies and models of science to select, define, solve, and evaluate problems in biological and physical sciences.
3. Students will demonstrate the ability to evaluate evidence, interpretations, results, solutions related to the physical and biological sciences.
4. Students will understand the scientific inquiry process.

** Please note that the syllabus is subject to change*

DISCUSSION SCHEDULE:

<u>Section</u>	<u>Day/Time</u>	<u>Classroom</u>	<u>Discussion Instructor</u>
001	T/10:30-11:20	Physical Sciences 153	Joanna Fiddler
002	W/12:30-1:20	Human Sciences 331	Dr. Stacy Campbell
003	R/12:30-1:20	Human Sciences 004	Joanna Fiddler
004	F/11:30-12:20	Physical Sciences 153	Dr. Stacy Campbell
701(honors)	W/1:30-2:20	Human Sciences 330	Dr. Edralin Lucas

<u>Discussion Instructor*</u>	<u>Discussion Instructor's e-mail</u>	<u>Office Hours*</u>	<u>Room</u>
Dr. Stacy Campbell	stacy.campbell@okstate.edu	R/ 1:00-3:00	Scott Hall 308
Joanna Fiddler	joanna.fedick@okstate.edu	T/ 8:15-10:15	HS 304
Lauren Amaya	lauren.amaya@okstate.edu	W/ 2:30-4:30	Scott Hall 308
Pitipa Chongwatpol	pitipa@okstate.edu	M/ 1:00-3:00	Scott Hall 308
Heba Eldoumi	hebae@okstate.edu	T/ 10:30-12:30	HS 304

**Discussion Instructors:*

There are five discussion instructors who are involved with the course and will teach individual discussion section, a required component of the course. The discussion instructor's office hours and location are written above. You are strongly encouraged that you meet and speak with your specific discussion instructor as **soon and as often** as possible. However, **you do not need to see your specific discussion instructor for help**. The office hours are varied and are designed to facilitate the student's ability to attend any available instructor. To facilitate you receiving prompt assistance, you can go to any of the office hours listed above.

General Course Information:

Lecture:

1. **Always bring a mobile device or a laptop to access Lecture Tools in class.** These electronic devices are required for you get attendance and participation points. *See Text and Other Teaching Resources above (Page 1).*
2. The readings listed for each day should be completed **before class** to help you prepare for lecture and contribute to class discussion. **There is a high correlation with preparation prior to class and success in the course (exams, quizzes, homework, assignments)!**
3. **Exams:** Exam material will come from lectures, discussion activities, and the textbook. Absences from exams are excused **only** by Dr. Lucas. You must speak with Dr. Lucas **at least one week before** the exam date for known absences. **You cannot attempt to contact Dr. Lucas on the day or a few hours before the exam for an excused absence without supporting documentation. This documentation should be given to Dr. Lucas before 9:30 am of the scheduled exam.**
4. Bring your own **scantron sheet (orange color; 100 questions) and a number 2 pencil** to each exam. Scantron sheets will **not** be provided for the exams. **No calculators can be used during exams.**

Discussion:

1. **Always** bring your textbook, discussion materials posted on D2L and calculator to Discussion every week. The discussion assignment pages will be posted on NSCI 2114-PRINC HUMAN NUTRITION-SEC 001-004 & 701 in D2L. **Students are responsible for printing the assignment pages out and bringing them to their discussions every week.** You are required to read and do as much of the discussion assignments before coming to your discussion. Any questions you have about the discussion assignment and additional instructions will be provided by the Discussion Instructor. **Your assignments must be turned in to your Discussion Instructor, not Dr. Lucas.**

2. You **must** attend the discussion section in which you are enrolled (section 001-004, 701) to earn the points for Discussion assignments and miscellaneous points. Any absences affecting completion of an assignment must be cleared by Dr. Lucas **prior** to missing discussion. You need to show Dr. Lucas proper documentation to be allowed to attend a different discussion section. *For excused absences approved by Dr. Lucas, you may attend*

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another available discussion class within the week of the missed discussion. You have to print the Permission to Attend a Different Discussion form posted on D2L and have Dr. Lucas' signature. You cannot attend a different discussion without this form approved and signed by Dr. Lucas. This form should be given to the Discussion Instructor on the day that you attend the make-up discussion.

3. Assignments are expected to be neat and legible; correct spelling and grammar are expected. The assignment pages should be completed in pencil so that erasures can be made neatly. Assignments are expected to have minimal corrections prior to submission to ensure **fair and error free grading. KEEP A COPY OF ALL DISCUSSION ASSIGNMENTS!!!!!!!**
4. **You have to attend the discussion to get credit for the assignment.** If you do not attend discussion, you cannot turn in the assignment you missed. Therefore, if you are sick or have an excused University activity, contact Dr. Lucas prior to the absence.
5. In case of an emergency, it is the student's responsibility to contact Dr. Lucas **within 24 h** to explain the reason for absence and/or for not submitting assignments on the due date.
6. **All assignments are to be turned in during discussion on the day specified on page 7 of the syllabus** (Discussion schedule) or as discussed by your Discussion Instructor. If the assignment is not turned in by the due date, it is considered a **Late Assignment**.
7. **Late assignments are not accepted** unless cleared by Dr. Lucas **within 24 h** of your absence with an appropriate documentation. Approved late assignments will only be accepted **within 24 h** of notification and approval. Moreover, approved late assignment may not receive full credit and may be **down-graded by 50%**. **Approved late assignment must be submitted by the agreed date of submission.**

Desire2Learn (D2L): This course will be utilizing Desire2Learn which is an Internet site specifically developed for this class. This site contains information related to the course, such as the syllabus, discussion materials, related links, and a place to check your grades for the class. *Although D2L is an excellent reference tool, please do not rely on it as an infallible permanent record.* All announcements will be communicated to you via class and/or Desire2Learn. You must know your *O-Key email address* and *password* to access this course on the Desire2Learn website. Use Internet Explorer to access the site.

The URL address is: <http://oc.okstate.edu>

Grades: Your grades will be updated regularly on NSCI 2114-PRINC HUMAN NUTRITION-SEC 001-004 & 701 in D2L. Please contact your Discussion Instructors (any questions related to Discussion grades) or Dr. Lucas (questions on exams and lecture miscellaneous points) posted on D2L *within 2 weeks* after your grade is posted on D2L website. Assignments and grade reports for each exam should be kept as a record of completion. *Complaints about grades after 2 weeks of being posted on D2L will not be entertained.*

Make-up exams: Make-up exams are only allowed in special circumstances and must be cleared by Dr. Lucas (with proper documentation) at least 1 week prior to the exam date. Other make-up exams will be made at the discretion of Dr. Lucas (with proper documentation). *All make-up exams should be scheduled with the OSU Testing Center (for a fee) during a date approved by Dr. Lucas.*

Policy on Attendance: Attendance is expected and important for success in both lectures and discussions. Although attendance is not mandatory for lectures, it is important for earning miscellaneous points in lecture. Attendance is **required** for earning points for assignments and miscellaneous points in Discussion.

Miscellaneous points that are assigned in lecture and discussion are not available for make-up if you are absent or could not log-in to Lecture Tools.

Vacations, planned excursions, fraternity and sorority events, athletic events (unless proper documentation), and employment are not considered excused absences!!!!

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Course Outline: See page 6 for the lecture schedule.

Discussion Outline: See page 7 for the discussion schedule.

Methods of Evaluation/Course Points

Three Exams (100 pts. each)	300	30%
Final Exam	100	10%
Miscellaneous points/ quizzes (lecture)	200*	20%
Physical activity questionnaire/log	50**	5%
Assignments (discussion)	300	30%
Discussion in-class activities	50***	5%
Total Points	1000 points	100%

Miscellaneous points/quizzes/in-class activities (lecture) are not available for make-up.* These points are earned in class for attendance, participation, quizzes (on-line and in-class) and other activities. You will not get credit if you miss class. Each class is worth 4 points and will be assessed starting **January 26. *You can miss 6 classes and still earn the 120 lecture miscellaneous points.* The remaining lecture miscellaneous points (80 points) will be for other activities.

***Physical activity (PA) questionnaire/ log* - see page 8 of the syllabus for more details

*** *Discussion in-class activities* are **not** available for make-up. These points are earned in discussion and the Discussion Instructor will be responsible for how these points are accrued. The Discussion Instructor can use these points for attendance, quizzes, or other activities that Discussion Instructors deem appropriate.

Grading Scale

- 90-100 % A 900-1000 points
- 80-89 % B 800-899 points
- 70-79 % C 700-799 points
- 60-69 % D 600-699 points
- 59% and below F < 599 points

Policy for Final Exam Schedule Conflicts:

As found on Pages 3 and 9 of the Spring Schedule book, University policy will be followed when conflicts arise in final exam schedules or when a student has 3 or more finals on the same day. Conflicts are resolved on the basis of:

1. Course numbers (4 digit number) – Students may reschedule the final exam for the class with the highest number.
2. Common exams – Students may not reschedule common exams unless they conflict with the common exam in another course (CHEM 1414).
3. Student should submit request in writing **at least 2 weeks** prior to beginning of final exam week.
4. Student must provide copy of class schedule.

Other class expectations: Behaviors that interfere with class such as checking e-mail, chatting, texting, reading newspaper, etc will not be tolerated. You will be asked to leave class should such interruptions occur or the instructor may leave.

Academic Dishonesty: Cheating or plagiarism will not be tolerated. Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

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Code of Conduct: It is the responsibility of the student to be prepared, prompt, attentive, and courteous in the classroom and conform to policies set by the teacher to maintain academic decorum.

What is the Student Code of Conduct? Rules and regulations are in place to support the university's educational mission and to provide a safe living, learning and working environment where all can concentrate on the education process without undue interference. The Code informs students of the standards of behavior expected, the processes in place for enforcing the rules and the University's response to violations.

Why does OSU have a Student Code of Conduct? The Code of Conduct and related processes serve to educate students about their civic and social responsibilities as members of the OSU academic community and to hold them accountable for their behavior.

What are some examples of possible violations? Academic integrity violations, alcohol violations (i.e. underage drinking, public intoxication, drinking and driving), computer misuse, damaging other's property, fighting, harassment, hazing, intimidation, physical abuse, sexual misconduct, stalking, theft, threats, possession of weapons on campus.

Syllabus attachment (see last two pages): [syllabus attachment](#)

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NSCI 2114 Lecture Schedule – Spring 2015*

Week	Date	Lecture	Text Reading
1	Jan. 12	Course Introduction	
	Jan. 14	Overview of Nutrition	Ch. 1 (p. 2-12)
	Jan. 16	Science of Nutrition: Nutrient standards, misinformation, research	Ch. 1 (p. 12-21) & Highlight 1
2	Jan. 19	<i>No Class: MLK HOLIDAY</i>	
	Jan. 21	Nutritional Assessment	Ch. 1 (p. 21-25)
	Jan. 23	Planning a Healthy Diet, Dietary Guidelines & ChooseMyPlate	Ch. 2 (p. 35-53)
3	Jan. 26	Food Labels & Vegetarian Diet	Ch. 2 (p. 53-62) & Highlight 2
	Jan. 28	Digestion, Absorption & Transport	Ch. 3 (p. 6-87)
	Jan. 30	Digestion, Absorption... cont.	Ch. 3 (p. 68-87)
4	Feb. 2	Digestion, Absorption... cont.	Ch. 3 (p. 68-87) & Highlight 3
	Feb. 4	Digestion, Absorption... cont.	Ch. 3 (p. 68-87) & Highlight 3
	Feb. 6	EXAM 1	
5	Feb. 9	Carbohydrates	Ch. 4 (p. 94-123)
	Feb. 11	Carbohydrate	Ch. 4 (p. 94-123) & Highlight 4
	Feb. 13	Carbohydrates	Ch. 4 (p. 94-123) & Highlight 4
6	Feb. 16	Lipids	Ch. 5 (p. 129-158)
	Feb. 18	Lipids	Ch. 5 (p. 129-158) & Highlight 5
	Feb. 20	Lipids	Ch. 5 (p. 129-158) & Highlight 5
7	Feb. 23	Protein	Ch. 6 (p. 156-189)
	Feb. 25	Protein	Ch. 6 (p. 156-189)
	Feb. 27	Protein	Ch. 6 (p. 156-189)
8	Mar. 2	Metabolism	Ch. 7 (p. 197-219)
	Mar. 4	Metabolism	Ch. 7 (p. 197-219)
	Mar. 6	EXAM 2	
9	Mar. 9	Alcohol & Nutrition	Highlight 7 & Highlight 15
	Mar. 11	Water-Soluble Vitamins	Ch. 10 (p. 296-330)
	Mar. 13	Water-Soluble Vitamins	Ch.10 (p. 296-330)
10	Mar. 16	<i>Spring break</i>	
	Mar. 18	<i>Spring break</i>	
	Mar. 20	<i>Spring break</i>	
11	Mar. 23	Water-Soluble Vitamins	Ch.10 (p. 296-330)
	Mar. 25	Fat-Soluble Vitamins	Ch.11 (p.338-359)
	Mar. 27	Fat-Soluble Vitamins	Ch. 11 (p. 338-359) & Highlight 11
12	Mar. 30	Nutrient Supplements	Highlight 10 & Highlight 18
	Apr. 1	Water and the Major Minerals	Ch. 12 (p. 366-395)
	Apr. 3	EXAM 3	
13	Apr. 6	Water and the Major Minerals	Ch. 12 (p. 366-395)
	Apr. 8	Water and the Major Minerals	Ch. 12 (p. 366-395)
	Apr. 10	Trace Minerals	Ch. 13(p. 402-427)
14	Apr. 13	Trace Minerals	Ch. 13(p. 402-427)
	Apr. 15	Trace Minerals	Ch. 13(p. 402-427)
	Apr. 17	Energy Needs and Body Composition	Ch. 8 (p. 230-251)
15	Apr. 20	Energy Needs and Body Composition	Ch. 8 (p. 230-251)
	Apr. 22	Weight Management	Ch. 9 (p.260-291)
	Apr. 24	Weight Management	Ch. 9 (p.260-291) & Highlight 9
16	Apr. 27	Eating Disorders	Highlight 8 & Highlight 14
	Apr. 29	Nutrition and Fitness	Ch. 14(p.436-462)
	May 1	Nutrition and Fitness	Ch. 14(p. 436-462) & Highlight 14
17	May 6, Wed	Final Exam 4:00-5:50 pm, CLB 313	

NSCI 2114 Discussion Schedule – Spring 2015

Week	Due Date	Topic	Points
1	Jan. 12-16	Introduction Assignment 1: What is Nutrition? Discussion of Physical Activity Questionnaire/Log <i>(50 points total)</i>	15 points (due Week 2 in discussion) See page 8 of syllabus for details
2	Jan. 19-23	Assignment 2: ChooseMyPlate	20 pts. (due Week 3 in discussion)
3	Jan. 26-30	Assignment 3: 24-hour Recall & Healthy Eating Assessment Discussion of HRA	20 pts.
4	Feb. 2-6	Assignment 4: Digestion	20 pts.
5	Feb. 9-13	Assignment 5: Diet Analysis Discussion of Using Software for Physical Activity Log	20 pts. (due Week 6 in discussion)
6	Feb. 16-20	Assignment 6: Carbohydrates	20 pts.
7	Feb. 23-27	Assignment 7: Lipids	20 pts.
8	Mar. 2-6	Assignment 8: Proteins	20 pts.
9	Mar. 9-13	Assignment 9: Personal Health & Nutrition	40 points
10	Mar. 16-20	No Discussion – Spring Break	
11	Mar. 23-27	Assignment 10: Hot Topics	15 pts
12	Mar. 30- Apr. 3	Assignment 11: Vitamin/Minerals Discussion of Popular, Fad and Weight Loss Diet Paper <i>(Assignment 16- see week 14)</i>	20 pts.
13	Apr. 6-10	Assignment 12: Video Critique	10 pts.
14	Apr. 13-17	Assignment 13: Basal Metabolic Rate (BMR)/Physical Activity	20 pts.
15	Apr. 20-24	Assignment 14: Popular, Fad and Weight Loss Diet Paper	40 pts.
16	Apr. 28-May 2	Optional Final Exam Review <i>(Dead Week)</i>	
17	May 5-9	No Discussion <i>(Finals Week)</i>	

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**NSCI 2114 Spring 2015
Physical Activity (PA) Questionnaire/Logs Schedule**

This activity will hopefully assist you in understanding the importance of physical activity and help you incorporate physical activity as part of your daily lives. The maximum point that you can get for weekly physical activity questionnaire/logs is 50 points.

For PA questionnaire, you will be asked about your physical activity habits and visit facilities at OSU that are available to you for free to become physically active.

For PA logs, you will have to log your physical activity **for 12 weeks starting February 2, 2015**. You will turn in physical activity logs into D2L every two weeks. You will be instructed by your Discussion Instructor on how to record your physical activity log.

The *physical activity questionnaire and log needs to be turned in to the D2L dropbox for the combined section (NSCI 2114 001-004 & 701)*. See schedule below.

Week	Date	Topic	Points*	Due date into D2L Dropbox (combined section)
1	Jan. 12-16	Discussion of PA Questionnaire/Log-	<i>50 points total</i>	
2	Jan. 19-23			
3	Jan. 26-30	PA Questionnaire due	10 [#]	January 30, 2015 by 5:00 pm
4	Feb. 2-6	PA logs 1		
5	Feb. 9-13	PA logs 1	10	February 15, 2015 by 11:59 pm
6	Feb. 16-20	PA logs 2		
7	Feb. 23-27	PA logs 2	10	March 1, 2015 by 11:59 pm
8	Mar. 2-6	PA logs 3		
9	Mar. 9-13	PA logs 3	10	March 15, 2015 by 11:59 pm
10	Mar. 16-20	<i>Spring Break</i>		
11	Mar. 23-27	PA logs 4		
12	Mar. 30- Apr. 3	PA logs 4	10	April 5, 2015 by 11:59 pm
13	Apr. 6-10	PA logs 5		
14	Apr. 13-17	PA logs 5	10 [#]	April 19, 2015 by 11:59 pm
15	Apr. 20-24	PA logs 6		
16	Apr. 28-May 2	PA logs 6	10 [#]	May 4, 2015 by 11:59 pm
17	May 5-9	<i>Finals Week</i>		

**PA questionnaire has to be done to get the full 50 points. You can miss 2 PA logs and still earn the remaining 40 physical activity points.*

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Keeping Track of Class Progress:

1. Please contact your Discussion Instructors (any questions related to Discussion grades) or Dr. Lucas (any questions on exams and lecture miscellaneous points) posted on D2L *within 2 weeks* after your grade is posted on D2L website. Assignments and grade reports for each exam should be kept as a record of completion. It is your responsibility to keep these records.
2. Below is a table in which you can record points earned in this class. It is the students' responsibility to know their grade in the class. Grades will be posted and updated on Desire2Learn website throughout the semester.

Course Record

Exams	My Score	Possible Points	Assignments	My Score	Possible Points
I	_____	100	A1: What is Nutrition?	_____	15
II	_____	100			
III	_____	100			
Final Exam	_____	100	A2: ChooseMyPlate	_____	20
Total Exam Points	_____	400	A3: 24-H Recall & Healthy Eating Assessment	_____	20
			Physical Activity Questionnaire	_____	10 [#]
			A4: Digestion	_____	20
Miscellaneous/ on-line quizzes Points (lecture)	_____	200	A5: Diet Analysis	_____	20
			Physical Activity Log (PA-1)	_____	10
			A6: Carbohydrates	_____	20
Discussion in-class activities	_____	50	A7: Lipids	_____	20
			Physical Activity Log (PA-2)	_____	10
			A8: Proteins	_____	20
			A9: Personal Health & Nutrition	_____	40
			Physical Activity Log (PA-3)	_____	10
			Spring Break		
			A10: Hot topics	_____	15
			A11: Vitamins & Minerals	_____	20
			Physical Activity Log (PA-4)	_____	10
			A12: Video Critique	_____	10
			A13: BMR/Physical Activity	_____	20
			Physical Activity Log (PA-5)	_____	10 [#]
TOTAL CLASS POINTS		1000	A14: Popular, Fad and Weight Loss Diet Paper	_____	40
			Physical Activity Log (PA-6)	_____	10 [#]
			Total Assignment Points	_____	300
			Total Physical Activity Questionnaire/Logs	_____	50[#]

**PA questionnaire has to be done to get the full 50 points. You can miss 2 PA logs and still earn the remaining 40 physical activity points. *Please note that the syllabus is subject to change*



OKLAHOMA STATE UNIVERSITY

SYLLABUS ATTACHMENT

Spring 2015

<http://academicaffairs.okstate.edu/faculty-a-staff>

YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/20/2015
Last day to drop a course with no grade and 100% refund	1/20/2015
Last day to add a class (requires instructor & advisor permission)	1/23/2015
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/23/2015
Last day to post 6 week grades	2/24/2015
Last day to file diploma application (for name to appear in Spring Commencement program)	4/1/2015
Last day to drop a class or withdraw from the University with an automatic "W"	4/10/2015
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/24/2015
Pre-Finals week	4/27/2015 – 5/1/2015
Final examinations	5/4/2015 – 5/8/2015

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's [website](#).

Spring Semester Holidays

University Holiday	1/19/2015
Students' Spring Break	3/16/2015 – 3/20/2015

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY

students often confuse these terms. **Dropping a Course** (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's [website](#).

Withdrawing from the university means that you are dropping *all* of your courses and *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor in your student academic services office. For additional information and dates, go to: <http://academicaffairs.okstate.edu/policies-a-procedures/35-adding-a-dropping-policy>

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and are posted on the OSU website. Exams, classes, or assignments that are missed in these circumstances may be rescheduled at times that are outside the normal meeting schedule for the class. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627 <http://academicintegrity.okstate.edu>
 OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Go to <http://academicintegrity.okstate.edu/> for a video on OSU's academic integrity policy and additional information.



COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES*. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses.

No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event that you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: <https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741	www.library.okstate.edu Text 405-592-4128
Sunday	9:00 a.m.-12:00 midnight
Monday-Thursday	24 hours a day
Friday	12:00 midnight-10:00 p.m.
Saturday	9:00 a.m.-10:00 p.m.

*For holiday and intersession hours, check

<http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this

information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>
Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>
The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>
LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>
Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity - 408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, please go to: <http://1is2many.okstate.edu>.