

Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number

Course Title

BIOL1323 Section:[01 WC] Semester:[Fall 2022] Nutrition and Diet Therapy 2

Instructor: [Priscilla Estrada-Ortega, MS, CNSc]

Contact: [pestrada-ortega@hillcollege.edu (best way)]

Catalog Description:

BIOL 1323 Nutrition & Diet Therapy II

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

Lecture Hours: 3 Lab Hours: 0 Semester Hours: 3

Co-requisites:

Pre-requisites: Biol 1322*

*Remember, to qualify for NANP/NBHCW boards, you must complete the extra HWP/AS assignments in 1322 before you can apply to sit for the boards.

Introduction and Purpose:

The purpose of this course is to study the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Special emphasis is given to anatomy and physiology and pathophysiology including nutritional, supplemental, and herbal support of body systems (digestive, immune, cardiovascular, musculoskeletal, nervous, endocrine, lymphatic, detoxification, excretory, and integumentary systems), epigenetics and nutritional genomics, and biochemical pathways. This course will expand upon comparative dietary systems including diet analysis and planning, popular diets review, cultural influence on food choices, evidence-based healthy lifestyle recommendations, and differential diet plans through various life cycles (pediatrics, men, women, geriatrics, and sports nutrition). The appropriate and safe use of herbs and supplements will be addressed (indications of need, contraindications, interactions with herbs, foods, and medications). The course is required for students in the holistic wellness pathway.

Instructional Materials:

Required:

Membership to Herb Mentor (can be purchased at www.herbmentor.com) *First time joiners get 3 months free here (DO NOT share this exclusive HWP student link):

<https://learningherbs.com/herbmentor-old/herb-school-registration/>

Eat for Energy, Ari Whitten. <https://www.amazon.com/Eat-Energy-Fatigue-Supercharge-Mitochondria/dp/1401964966/>

Recommended:

- The Encyclopedia of Natural Medicine, 3rd edition. Murray and Pizzorno. ISBN 978-1-4516-6300-6 (good for supplement and general protocols-NANP asks a lot of questions from this book)
- World's Healthiest Foods 2nd edition ISBN-13: 978-0976918516 (good for developing food/nutrient lists); this book is now out of print, so you can use this website instead: <http://www.whfoods.org/>
- Medical Herbalism, David Hoffman; ISBN-10: 0892817496, ISBN-13: 978-0892817498 (great for general herbal recommendations for body systems)
- Recommend one or more of these herbal books for herbal doses and formulas.
The top two are the best sources:

Tilgner	Herbal Medicine from the Heart	978-1881517030	3rd edition
Stansbury	Herbal Formularies for Health Professionals Vol 1-5		Vol 1-5
Tierra	The Way of Herbs	978-0671023270	Updated edition
Tierra	The Way of Chinese Herbs	978-0671898694	
Khalsa	The Way of Ayurvedic Herbs	978-0940985988	

- Botanical Safety Handbook, 2nd edition, ISBN-13: 978-1466516946, ISBN-10: 1466516941 (really required for all herbalists for safety reasons)
- Clinical Nutrition: A Functional Approach. Bland et al. ISBN 978-0-9773713-2-7 (recommended by NANP; I never used it)
- Advanced Human Nutrition, 3rd edition. Medeiros and Wildman. ISBN 978-1-284-03666-4 (recommended by NANP; I never used it)
- Encyclopedia of Healing Foods by M. Murray & J. Pizzorno, et al. (recommended by NANP; I never used it, but NANP says they take questions directly from this book)
- The Pantry Principle by Mira Dessy, NE (recommended by NANP; I never used it, but NANP says they take questions directly from this book)

Supplies & Materials:

Computer with internet access, Microsoft Word, PowerPoint, and Excel

Objectives/Student Learning Outcomes:

At the completion of this course, students should be able to:

1. Identify 5 major risk factors (sedentary lifestyle, obesity, smoking, stress, poor nutrition) and their proximal causes for 6 most common chronic conditions (obesity, hypertension, diabetes, inflammatory diseases (including atherosclerotic cardiovascular disease and degenerative joint diseases), cancer, and chronic pain).
2. Understand evidence-based prevention for healthy weight, nutrition, physical activity, sleep, and emotional wellness, reducing behavioral risk factors, stress management and lifestyle preventive health.
3. Evaluate and discern the validity of research and resources through scientific literacy and critical thinking.
4. Utilize constitutional assessments of people and pathologies as well as individual epigenetic and genomic assessments to develop individualized diet plans.
5. Utilize concepts of holistic nutrition therapy, biochemistry, supplements, and herbal medicine to design diet plans for common pathologies and life cycles.
6. Describe introductory materia medica and therapeutic uses and doses of at least 50 herbs.
7. Evaluate the use of nutritional and herbal supplements, analyze efficacy of supplement products, identify supplement-herb/drug interactions, and utilize therapeutic dose ranges of supplements for specific pathologies, life cycle stages, and life styles.
8. Understand, analyze, and interpret basic biometric measures, functional testing measures, and lab results.
9. Utilize concepts of coaching to complete and analyze one case study through round table and/or poster session others' case studies.

Method of Instruction:

This course will be taught face-to-face and by various distance learning delivery methods, or will be taught via distance learning delivery alone for internet-based courses.

Audio-visual materials and computer-based technology will be used when appropriate. Students will be shown how to use a calculator where appropriate.

Methods of Evaluation:

Grades in this course will be based on the following evaluative criteria:

The average of the course curriculum will make up 80% of the students' grades. The final exam will make up 20% of the students' grades.

1. Major tests: (one semester-long take home test in the form of an analysis of multiple clients with various pathologies, and the critical thinking assessment of which plan is best for each client-worth 4 test grades; 1 multiple choice midterm test, and end-of-course exit test (6) – 30%
2. Participation: Quizzes (7), Case Study Creation (4), Various Body-System-Centered nutrient and Meal Plan creations and other discussion boards (8), Attendance – 50%
3. Final Exam (see below info about the final)– 20%

Final: 20%

You will pick a holistic-related question that can be answered with an experiment that you conduct at home on your own following the scientific method. You will create a poster that includes an abstract, instruction, methods, results, discussion, and literature cited. You will present this poster at the Hill College Science Poster Conference on **TBD**, via Zoom. You will be graded based upon your ability to follow the scientific method, and your ability to discuss your topic as it relates to what we learned about in class. You must get your topic approved by me beforehand either in person or via email. I will post a list of topics on Schoology, but those are just ideas. You can choose anything. =)

Letter grades for the course will be based on the following percentages:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

***Do not use Schoology grade totals to calculate grades. Use Schoology gradebook to see individual grades/missing grades, then use the syllabus percentages above to calculate grades.**

Students will only qualify for NANP/NBHCW board application eligibility if they complete every assignment with a score at least a 60% and score an A or a B for the course without extra credit. You must also score at least a 70% on the Exit Test to be eligible for the NANP/NBHCW boards.

Course Policies

Student conduct outlined in the policy manual (found here: <https://pol.tasb.org/Policy/Section/649?filter=F>) will be enforced in this class. The complaint process is described in the policy manual. Plagiarism is described in the policy manual. You can also read more about student conduct in the Student Handbook

<https://www.hillcollege.edu/CampusLife/Student%20Handbook%202021-2022%20BOR%20approved.pdf> See below for more details **after reading the policy manual.**

Plagiarism Policy

Plagiarism is claiming, indicating, or implying that the ideas, sentences, or words of another writer are your own; it includes having another writer do work claimed to be your own, copying the work of another and presenting it as your own, creating a document with another student and then submitting as your own, and/or following the work of another as a guide to ideas and expression that are then presented as your own. This includes word-for-word and/or paraphrasing plagiarism. **Working together on case studies, tests, quizzes, finals, and practicals is not allowed and is considered cheating. If students work together on other assignments, they must still turn in their own independent and unique work and follow the above Plagiarism policy.** An instructor should not be able to tell who worked together. **In this class, plagiarism will not be tolerated, and any acts of plagiarism will**

- **be given a 0 on the assignment,**
- **be reported, with the possible consequence of failure of the class and/or expulsion from Hill College.**

If you have any doubts if citation of other's work is not done correctly and could be plagiarism, you are encouraged to seek advice.

Academic Dishonesty or Misconduct

Academic dishonesty or misconduct is not condoned nor tolerated at campuses within the Hill College System. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means. The student should review the relevant sections of the HCC Student Code of Conduct Policy Handbook.

Attendance

To be considered attending in this course, you must have successfully completed 100% of the Week 1 folder by the Census date. If you do not complete 100% of the Week 1 folder by the Census date, this may impact your eligibility for financial aid.

Classroom Etiquette

Being an online classroom, follow these guidelines when deciding what to post publicly versus privately, as well as during conflict resolution.

1. **Be professional.** Online communication comes with a level of anonymity that doesn't exist in a typical face-to-face classroom, and can lead to disruptive or disrespectful behavior. The Holistic Wellness Program utilizes the Hill College Student Code of Conduct. You can find more information about the Code of Conduct here: <https://pol.tasb.org/Policy/Section/649?filter=F>

According to this code of conduct, verbal abuse, insults, disorderly conduct, disruptive behavior, threats, harassment, false accusations, damage to one's reputation, disregard for the well-being of others, and/or dishonesty will not be tolerated and will be reported.

2. **Posting publicly or privately.** Attempt to find your answer before you ask a question. Refer to the syllabus, Weekly Instructions, notes, or lectures. If you can't find the answer, then consider to whom you should address the question:
 - (a) If the question can benefit the entire class, ask in Updates, an Assignment comment, a discussion board, or group email.
 - (i) Confused about a due date – this can be a whole class question.
 - ii) Confused about a topic being discussed – this can be a whole class question.
 - (iii) Confused about general instructions on an assignment – this can be a whole class question.
 - (iiii) Want to discuss a health topic and the discussion could help everyone-this can be a whole class question.
 - (b) If the question is about a personal problem/issue, it should NEVER be discussed publicly. You need to email your instructor from within the LMS (Schoology) or your student webmail account.
 - (i) Confused about your personal grade – email your instructor with specific questions.
 - (ii) Personal issues or questions, or any conflict resolution – email your instructor.
 - (iii) Questions that only pertain to you – email your instructor.
 - (iv) Personal information- What you share in an online classroom is part of a permanent digital record. It is good practice to guard your personal information; in fact, it is the law (FERPA – Family Education Rights and Privacy Act) to protect your personal protected information. Inappropriate public posts or those violating FERPA will be removed.

3. Conflict Resolution:

Whether a question is asked publicly or privately following the standards above, it

should be asked from a place of kindness and curiosity with the goal of gaining understanding and resolution. Questions should not be combined with insults, blaming, shaming, rehashing past mistakes, etc. **According to the Hill College code of conduct, verbal abuse, insults, disorderly conduct, disruptive behavior, threats, harassment, false accusations, damage to one's reputation, disregard for the well-being of others, and/or dishonesty will not be tolerated and will be reported.**

If there is a conflict that needs to be solved, you should first:

- Step away until you are calm and in a state of curiosity about the situation with the goal of reaching understanding and resolution as opposed to the goal of “winning” or figuring out “right vs wrong”
- Revisit the situation with the goal of assessing if you are assuming the best intentions of each person in the conflict.
- Revisit the situation with the goal of assessing if you projected an implication that was not clearly stated.

Often times, instructors will send private/public lengthy answers to questions in order to cover all bases/potential misunderstandings that have come up with previous students in the past in order for the answer to be as thorough as possible. Unless an instructor directly accuses you of something, assume the instructor was just being thorough.

Often times, instructors will send private/public quick, short answers in order to be efficient and answer you as quickly as possible. Unless an instructor directly accuses you of something, assume the instructor was just being efficient with their/your time.

Instructors are not required to answer emails after hours, on weekends, or on holidays/breaks. “Yes/no questions” may take up to a week to get a response from your instructor. When complex questions are asked that are not needing to be answered directly to complete course assignments, it will often take longer to get a response from your instructor. The HWP is as intense on instructors as it is on students. If it is taking a while to get a response, do not assume your instructor is ignoring you. Assume the best. Always. If you don't get a response after two weeks, politely resend the question with a statement like “just making sure this didn't get lost in the internet” or something similar with generous assumptions.

When you have followed the above actions, you should then email your instructor from a state of curiosity about the situation **with the goal of reaching understanding and resolution.**

What is ok:

- Privately addressing conflicts that arise in the program following the above thought process

- Assuming instructors/students are doing the best they can to support you

What is not ok:

- Ignoring conflicts and fostering resentment
- Handling conflict with shaming, blaming, insults, and negativity
- Handling conflicts publicly in Schoology
- Bringing up past resolved conflicts
- Assuming instructors/students are doing anything other than trying to support you in the best way they possibly can

If conflict cannot be resolved with your instructor, you should follow the chain of commands, in this order:

- Immediate Instructor
- Dr. Rose (if she is not your immediate instructor): lrose@hillcollege.edu
- Biology Program Coordinator: Lauri Heintz: lheintz@hillcollege.edu
- Dean of Instruction STEM: Dr. Alisa Carter: acarter@hillcollege.edu

Late Work Policy

Late work is a gift that requires excess mental work and inconvenience from your instructor. It is not required of an instructor to grant you access to late work. If you are gifted late work access from your instructor, you will not take advantage of it by asking for extensions on extensions. The date given for turning in late work IS the extension. Requests for extensions on already given extensions will be ignored and/or denied. If an instructor accepts extensions on some work but not others and that policy is stated, do not ask to turn in something late for an assignment that the instructor specifically says cannot be turned in late. Hill College grants Incompletes (I) for extenuating circumstances for students who have turned in all work throughout the semester, but need time to catch up in the last 2-3 weeks due to an emergency. If you take an I, you have until the end of the next long semester to complete your work or the I turns into an F. You cannot both turn in a semester's worth of work by an extension AND ask for an I. It is one or the other. You either stay caught up and get the chance to take an I if you have an emergency, OR you have late work from the semester that you turn in by the late work due date; not both. Neither late work nor an I are guaranteed to be offered, even when requested by the student.

No late work will be accepted 1 week after the due date. The due date for all assignments is by Saturday at 11:59 p.m. CST of the week it is assigned. If you have pre-approved extenuating circumstances you may be granted an additional one-week extension. No other extensions will be given unless there is documented circumstances that prevents the student from completing the assignment. Assignments without pre-approved extension will have a 20% deduction from the grade.

Study Groups

Working with other students for support and studying is encouraged. **If students work together, they must still turn in their own independent and unique work and follow the above Plagiarism policy.** An instructor should not be able to tell who worked together. **Working together on case studies, tests, quizzes, finals, and practicals is not allowed and is considered cheating.** Per the Student Handbook, academic dishonesty including cheating and plagiarism is not allowed.

If studying takes place in outside study groups, Hill College, the Holistic Wellness Pathway, and/or the Holistic Wellness Pathway instructors will not be held liable for the spread of, or following of, unsupervised health information not obtained from the Holistic Wellness Pathway course content. **It is recommended that only Holistic Wellness Pathway course content be discussed in outside study groups.**

Institutional Statement

Each student is responsible for being aware of the information contained in the HCC Catalog, HCC Student Handbook, HCC Student Code of Conduct Policy Handbook, and semester information listed in the Class Schedule.

Course Outline:

1323 Tentative Class Schedule

The Schoology gradebook is meant for communication only. Not all assignments will be listed in Schoology, but those assignments are still required. Not all assignments in Schoology are grade-affecting, but they are still required. Schoology grade totals are not your grade totals. You must read each weeks' instructions within Schoology as well instructions in Updates and follow those instructions and grading rubrics to make sure you do all of the required assignments.

<u>Week</u>	<u>Schedule and Assignments</u>	<u>Other</u>
1	Introduction to Holistic Wellness, Critical Thinking methodology, assign test 1	Critical Thinking Practice, optional
2	Constitutional Assessment: Ayurveda, TCM, Western Herbalism, and Temperaments, Epigenetics	
3	Advanced Mitochondria	
4	Homeostasis, Neurons, Hormones, and Allopathy	Test Installment 1
5		
6	Advanced Digestion	Quiz
7	Advanced Blood Sugar Balance	
8		Test Installment 2
9	Nervous system, Adrenal Health, Meditation	Quiz; MC Test
10	Detoxification, Genetics, Epigenetics	Quiz
11	Cardiovascular Health, Pulmonary Health	Quiz, Quiz
12	Lymphatic Health, Medication, Herbs, Supplements	Test Installment 3
13	Urinary Health, Thyroid Health	Quiz
14	Reproductive Health, Epigenetics; Special Topics (sports, children, elderly, cancer)	Poster due
15	Musculoskeletal/Integumentary health	Quiz
16	*Poster Session TBD *Test Installment 4 Due December 5	

	*Exit Test Due December 5	
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Disabilities/ADA

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lizza Trenkle

Position: Vice President Student Services

Address: 112 Lamar Drive, Hillsboro, TX 76645

Telephone: (254) 659-7601

Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students should contact the Academic Advising and Success Center for more details at 254-659-7650 for Hill County Campus, 817-760-5650 for Johnson County Campus, or 817-295-7392 for Burleson Center.

Title IX

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Name: Jamie Jaska

Position: Director of Human Resources

Address: 112 Lamar Drive, Hillsboro, TX 76645

Telephone: (254) 659-7731

Email: jjaska@hillcollege.edu

Webpage: [TitleIXcontact \(hillcollege.edu\)](http://TitleIXcontact(hillcollege.edu))

Statement of Nondiscrimination: The College District prohibits discrimination, including harassment, against any employee on the basis of sex. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the

complaint process is a violation of College District policy and is prohibited.
(07/12/2022)

Required COVID statements:

If Hill College campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will need to have access to a webcam and microphone for remote delivery of the class. Additionally, students will need to have access to:

- i. Internet access to Schoology
- ii. Microsoft Word, Excel, and PowerPoint.

Instructor Content: Priscilla Estrada-Ortega, MS – HWP Adjunct Instructor

Office Hours:

Available by appointment, students need to set-up a phone conference via email at pestrada-ortega@hillcollege.edu I have a private nutrition counseling/wellness coaching practice so my schedule, while flexible, does vary from week-to-week.

Grading:

Grading will be done on a weekly basis, my goal is to complete all grading of the weeks assignments by the Saturday following the assignments due date.

Course Materials:

Course materials will be released or “open” on Sunday.

Resources

Hill College has excellent resources for students regarding tutoring and counseling. The library has tutoring hours, and each student is allowed 2 hours of free tutoring a week for each course. Smarthinking.com, located on Schoology, has a free online tutoring system. You should take the time to sign up for this resource. Instructions can be found by clicking on the Smarthinking icon on the Hill College homepage. The counseling center also has tutors for hire for free. Call (254)659-7650 (Hillsboro) or (817)760-5650 (JCC) for tutoring information. Also, I am always available for specific questions, and my office hours are included in this syllabus below. Also, see the same document for the hours I will be conducting the tutoring in my office. You are also encouraged to communicate with the other students in class and form study sessions or work groups. However, be cognizant that the rules for plagiarism and academic misconduct will be strictly enforced.

How do I login to Schoology/email:

Login: firstname.lastname: lori.rose

Password: LastnamelastfourthestudentID: Rose1234

Your email address should be firstname.lastname @student.hillcollege.edu. (Joe.Smith@student.hillcollege.edu). If you have the same name as someone else at Hill College, your email address may have numbers in it (Joe.Smith2@student.hillcollege.edu). Let me know if you don't know your email address.

If you have issues with Schoology or email, call (254)659-7831.



Hill College Academic Calendar 2022 - 2023

FALL 2022

August	September	October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Holidays

Labor Day	Sept. 5, 2022
Thanksgiving	Nov. 23-25, 2022
Christmas Break	Dec. 15, 2022-Jan. 4, 2023
Martin Luther King Jr. Day	Jan. 16, 2023
Spring Break	March 13-17, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Nat'l Independence Day	June 19, 2023
Independence Day	July 4, 2023

Administrative Offices Closed During All Holidays

Important Term Dates

Faculty Report to Work	Aug. 11, 2022
All Staff Day (Administrative Offices Closed)	Aug. 12, 2022
Residence Halls Open	Aug. 18, 2022
Graduation (No Ceremony)	Dec. 8, 2022
Summer Hours Begin	May 15, 2023
Summer Hours End	Aug. 4, 2023

Administrative Offices are closed every Friday during Summer Hours

Registration

Fall Registration Opens (All Terms)	March 15, 2022
Drop/Add (16 Week & 1st 8 Week)	Aug. 22, 2022
Drop/Add (2nd 8 Week)	Oct. 17, 2022
December Mini Registration Opens	March 15, 2022
Drop/Add (December Mini)	Dec. 12, 2022

Financial Aid Deadlines*

Fall 2022 FAFSA	July 1, 2022
Spring 2023 FAFSA	Nov. 1, 2022
Summer 2023 FAFSA	April 1, 2023

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline

Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.

No Reinstatements After

	Date
16 Week	Sept. 7, 2022
1st 8 Week	Aug. 29, 2022
2nd 8 Week	Oct. 24, 2022
December Mini	Dec. 13, 2022

Additional late fee applied on registration after 1st class day of term.

Course Dates

Start Date

16 Week	Aug. 22, 2022
1st 8 Week	Aug. 22, 2022
2nd 8 Week	Oct. 17, 2022
December Mini	Dec. 12, 2022

Census Date

16 Week	Sept. 7, 2022
1st 8 Week	Aug. 29, 2022
2nd 8 Week	Oct. 24, 2022
December Mini	Dec. 13, 2022

Last Date to Withdraw

16 Week	Nov. 11, 2022
1st 8 Week	Sept. 30, 2022
2nd 8 Week	Nov. 28, 2022
December Mini	Dec. 23, 2022

Final Exams

16 Week	Dec. 5-8, 2022
1st 8 Week	Oct. 13, 2022
2nd 8 Week	Dec. 8, 2022
December Mini	Dec. 30, 2022

End Date

16 Week	Dec. 8, 2022
1st 8 Week	Oct. 13, 2022
2nd 8 Week	Dec. 8, 2022
December Mini	Dec. 30, 2022

Faculty Dates

Official Roster Certification

16 Week	Sept. 8, 2022
1st 8 Week	Aug. 30, 2022
2nd 8 Week	Oct. 25, 2022
December Mini	Dec. 14, 2022

Progress Reporting

*Only required to report D & F Grades

16 Week	Sept. 26-30, 2022
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Grades Due

16 Week	Dec. 9, 2022
1st 8 Week	Oct. 14, 2022
2nd 8 Week	Dec. 9, 2022
December Mini	Jan. 2, 2023

Revised 5.5.2022

REQUIRED 1323 SIGNED ACKNOWLEDGMENT

- ☐ **I have read the BIOL 1323 syllabus**
- ☐ **I have read and understand the Hill College code of conduct in the policy manual. I understand that I am responsible for my behavior and will be held accountable for my actions. My lack of knowledge concerning specific policies will NOT be an excuse for breaking any Hill College policies, or any state or federal laws.**
- ☐ **I have read and understand the late work policy in the BIOL 1323 syllabus**
- ☐ **I have read and understand the plagiarism policy in the BIOL 1323 syllabus**
- ☐ **I have read and understand the classroom etiquette policy in the BIOL 1323 syllabus**
- ☐ **I have read and understand the study group policy in the BIOL 1323 syllabus**
- ☐ **I understand the board requirements from the BIOL 1323 syllabus and from the degree plan on the www.hillcollege.edu/holisticwellness website**
- ☐ **I understand that I will be doing work for all 3 different holistic boards whether or not I choose to sit for any or all boards because the Holistic Wellness Pathway is an integrated program combining college academics and requirements from three different boards into one program**
- ☐ **I understand I will be doing work required by the State of Texas for the regionally approved Hill College BIOL 1323 course whether or not it is required by any/all boards because the Holistic Wellness Pathway is an integrated program combining college academics and requirements from three different boards into one program**
- ☐ **I understand I will be doing work above and beyond that required by the State of Texas because the Holistic Wellness Pathway is an integrated program combining college academics and requirements from three different boards into one program**
- ☐ **I understand I will be doing work above and beyond that required by each individual board because the Holistic Wellness Pathway is an integrated program combining college academics and requirements from three different boards into one program**
- ☐ **I understand that if I skip any assignment, score less than a 60 on any assignment, OR get less than a B in BIOL 1323, I will not be eligible for the NANP or NBHWC boards**
- ☐ **I understand that if I skipped assignments because I wasn't planning on sitting for the boards, then I later decide I want to sit for the boards, I am not eligible for the boards until I have completed every skipped assignment, passed every assignment with at least a 60, and gotten at least a B in BIOL 1323, regardless if that assignment is required in the minimum standards for that board or not. Holistic Wellness Pathway is an integrated program combining college academics and requirements from three different boards into one program.**
- ☐ **I understand the Schoology gradebook is meant for communication only. Not all assignments will be listed in Schoology, but those assignments are still required. Not all assignments in Schoology are grade-affecting, but they are**

still required. Schoology grade totals are not my grade totals. I must read each weeks' instructions within Schoology as well instructions in Updates and follow those instructions and grading rubrics to make sure I do all of my required assignments.

- ☐ **I understand I must check all boxes, sign with a pen, date with a pen, and submit all acknowledgment pages to the Schoology submission tab for BIO 1323**

Signature_____ **Date**_____