Course Syllabus
Maternal, Infant, and Early Child Nutrition Course
Spring 2017: Apr 24th through Jun 19th

INSTRUCTORS: Lara Evans, MPH, RDN, LD
Health Program Specialist
Sarah Metcalf, BS-NDTR, CLC
Nutrition Coordinator, ITCN

CONTACT INFORMATION: Nevada State WIC Office
Phone: (775) 684-4282
Email: lcevans@health.nv.gov
Fax: (775) 684-4246

ITCN WIC Office
Phone: (775) 398-4960
Email: smetcalf@itcn.org
Fax: (775) 355-5217

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 the class! I look forward to working with you throughout this course!

Course Description:
This course fulfills the Maternal, Infant and Early Child Nutrition (MIECN) course requirement for your CPA training program. This is an eight-week course that requires an 80% or better to pass. 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 is 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 9.0 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.

**Learning Management System (LMS)**

Canvas is the online LMS Nevada State WIC uses for delivering online courses. To request registration in this course, please send me an email with staff member(s) name(s), clinic name, and clinic #. To access the course, please go to this website address: [https://nvwic.instructure.com](https://nvwic.instructure.com)

Once I enroll you into the course you will be able to see the MIECN course page. This page has the course: Announcements, Assignments, Discussions, Grades, Syllabus, and Quizzes.

You will only be able to access one week at a time. Each week will have required assignments, quizzes, and a discussion post. You have the option to access and print all the material associated with each specific lesson in the “Course Modules” section. You will not have access to the final exam until after completing all 8 lessons.

The following is a description of what you will find once you enter the course:

**Announcements:**

The announcements will be displayed at the top of the MIECN page in the course. I will post announcements plus anything you need to know for the course each week specifically, so check the announcements regularly (at least the beginning of each week). By setting additional contact options for your course account, you can have course information pushed out to alternative (personal) emails or text messages.

**Assignments:**

Your assignments for the week will appear in the weekly lesson power points. Assignment information is also provided in the assignments and syllabus navigation sections as well as your course calendar.

**Modules:**

This is an important area! Each week you will have a Lesson that you can access via the MIECN Course ➔MIECN Modules (Week 1-8). Each weekly module will consist of that week’s lesson, lesson materials, that
week’s discussion, and then your quiz. The lesson will tell you the objectives and assignments for the week. Each lesson is a PowerPoint presentations that you’ll need to download and then open on your viewing device (PC, Tablet, or Mobile) to access all the contained media and animations. You’ll be able to go in and out of lessons, so you can start at one time and finish at another. You can go back to previous lessons for review if you wish for final exam preparation.

Discussions:

The discussion feed is where you will post your answers to the weekly discussion. The feed is set up similar to the newsfeed in Facebook or Twitter. I will post a weekly discussion question and you can answer the question and also respond to another person’s answer. Read over the “Discussion feed” information below for more details.

Quizzes:

The quizzes can be accessed through the link in your weekly modules or by using the Quizzes navigation tab on left of screen. You will not be able to take the quiz if you have not completed the lesson. You can take the quiz at later time, as long as it’s completed by required due date/time. Once a quiz is started, it must be completed as it will count as your one attempt if you exit before finishing and you’ll end up with an incomplete score. You can only attempt the quiz once.

Grades:

Each student will be able to see and monitor your weekly grades and course progress. I recommend that you do this at least weekly to make sure all submitted course work has a grade and monitor overall course grade (remember 80% is needed to pass). Contacting me at the midnight hour for missed assignments will not be allowed. Make sure to notify me PRIOR or ASAP if you have/will have any issues meeting assignment due dates.

Syllabus:

You will receive a syllabus in your course materials, but you can also access it on the MIECN page directly by using the left navigation tabs. Can access all referenced assignments from here as well by clicking on link.

Chat:

The chat feed is for individuals asking general questions about the course. It is encouraged you ask your questions here rather than an individual email to me 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 me individually for questions that would not pertain to the entire class).

Required Course Text:

Grading/Points Distribution:

This course is graded on a Pass/Fail basis and requires an overall course grade of 80% or better to pass. Points will be distributed in the following manner:

105 points possible for the course (100%):

• Discussion Board: 21 points
  - 3 points for each of the 7 discussion topics
  - All posts must be made by 11:59pm on Sunday; at midnight (12:00am Monday) the new week begins; no points will be given for late posts.

Quizzes: 35 points

  - 5 points for each of the 7 quizzes
  - Must be completed by 11:59pm on Sunday; at midnight (12:00am Monday) the following week begins.

• Diet Analysis Project: 19 points

• Exam: 20 points

• Teleconferences: 10 points (5 points for participation in each teleconference)
# Course Syllabus

*Please make sure your preceptor contacts me so I can enroll you in the course. Once enrolled in this course you will be able to access Week 1 and the course syllabus. If you are having any problems please contact me.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
<th>Activities/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/24 &amp; 4/26</td>
<td>Introduction to WIC CPA Maternal, Infant, and Early Child Nutrition course</td>
<td>Read Syllabus</td>
<td>• Online Lesson</td>
</tr>
</tbody>
</table>
|      |          |                                                            |                                                                        | *4/26: Teleconference @ 10:00 am*  
  • Participate in discussion board  
  • Complete sample “Getting to Know You” quiz after the lesson                                                                 |
| 2    | 5/1      | Basic Nutrition                                           | CFNG:  
  All of Chapter 1, AND:  
  -pages 24-27 (calories),  
  -pages 55-59 (carbs),  
  -pages 77-78 (fiber),  
  -pages 88-92 (protein),  
  -pages 99-110 (fat),  
  -pages 169-173 (fluids)  
  -pages 122-124 (vitamins and minerals) | • Online Lesson  
  • Participate in discussion board  
  • Complete quiz at the end of the lesson  
  • Begin working on Diet Analysis Project                                                                                            |
| 3    | 5/8      | Using Nutrition Guidelines and Standards                   | CFNG:  
  -pages 17-18 (DRIs),  
  -pages 231-252 (My Plate),  
  -pages 276-280 (Food Labels),  
  -pages 22-24 (BMI) | • Online Lesson  
  • Participate in discussion board  
  • Complete quiz at the end of the lesson  
  • Continue working on Diet Analysis Project                                                                                       |
| 4    | 5/15     | Nutrition During Pregnancy                                 | CFNG:  
  -pages 493-508 (pregnancy),  
  -pages 124-126 (Vitamin A),  
  -pages 132-133 (folate),  
  -pages 148-151 (iron),  
  -page 152 (zinc) | • Online Lesson  
  • Participate in discussion board  
  • Complete quiz at the end of the lesson  
  • Continue working on Diet Analysis Project                                                                                   |
| 5    | 5/22 & 5/24 | Nutrition for Postpartum and Lactating Women               | CFNG:  
  -pages 508-511 (nutrition for lactation),  
  -pages 419-430 (Breastfeeding),  
  -pages 140-143 (calcium) | • Online Lesson  
  *Teleconference 5/24 @ 10:00 am*  
  • No discussion board, teleconference instead  
  • Complete quiz at the end of the lesson  
  • Continue working on Diet Analysis Project                                                                                     |
<table>
<thead>
<tr>
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<th>Reading</th>
<th>Activities/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>5/29</td>
<td>Nutrition During Infancy (Birth to 12 months)</td>
<td>CFNG: - pages 430-446 (bottle feeding and introducing solids),</td>
<td>• Online Lesson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- pages 126-129 (Vitamin D), - pages 135-136 (Vitamin C)</td>
<td>• Participate in discussion board</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Complete quiz at the end of the lesson</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Diet Analysis Project DUE: No Later than Monday 5/29 at 5:00pm</td>
</tr>
<tr>
<td>7</td>
<td>6/5</td>
<td>Nutrition for Toddlers and Preschool Aged Children</td>
<td>CFNG: - pages 447-478 (childhood nutrition), AND - page 147-148 (fluoride)</td>
<td>• Online Lesson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Participate in discussion board</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Complete quiz at the end of the lesson</td>
</tr>
<tr>
<td>8</td>
<td>6/12</td>
<td>Applying Your Knowledge</td>
<td>No Reading Assignment</td>
<td>• Online Lesson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Participate in discussion board</td>
</tr>
</tbody>
</table>

**Assignment Descriptions**

1. **Discussion Feed**

We will use a significant amount of discussion in this class to help you understand the information you are learning. The discussion feed will be where the entire class discusses various topics. Each week I will post a discussion question. You will be required to post at least one (you may certainly post more) response to the question and 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 Sunday before midnight. Posting sooner is preferred so we can have a more lively discussion.

**Grading for Discussion Feed**

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 final discussion board grade will be posted later after I’ve reviewed 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 (posts made after midnight the following Sunday).

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 lesson, there will be a short quiz (5-10 questions). There will be a combination of multiple choice and true/false. You have 60 minutes to complete and can use your books or materials as needed. You have the option to take the quiz right after completing the module lesson or taking the quiz at a later time that week. The quizzes are intended to help you evaluate your understanding of the material covered each week or identify areas that may need further review. You are only allowed to attempt the quiz once.

3. **Teleconferences**

There are two scheduled teleconferences in the course. The first will be held on Wednesday, April 26, 2017 @ 10:00 a.m. PST. This will be a brief introduction to the course, an opportunity for you to ask questions related to the course, and an opportunity to get to know your classmates.

The second teleconference will be held on Wednesday, May 24, 2017 @ 10:00 a.m. PST. The first quiz has a question that asks what topics you would like to discuss in the second teleconference and therefore the discussion will depend on the answers I receive from the class. I will let the class know the teleconference topic by posting in the announcements section a week before the teleconference. The second teleconference will be in place of the discussion board for that week.

To call into the teleconference, please dial 1-877-336-1828. When prompted enter the access code: 7031779.

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
how 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 two parts.

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

**Part II:** You will need to log on to ChooseMyPlate.gov. In this website on the on the side menu bar under “Super Tracker and other tools” choose “Super Tracker”. A new page will display titled “Super Tracker”, click on “Create Your Profile”. You will then be prompted 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 Super Tracker. For a tutorial on how to use Super Tracker, [watch this video](#).

After you established your account, you will need to enter each food you’ve eaten by going to your “Food Tracker” and 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. You will enter each day separately.

With your password, you can stop in the middle of the project and log on at a later time to enter more foods. Please enter your food records on consecutive days in MyPlate Super Tracker. For example enter you foods on the 10th, 11th and 12th not the 10th, 12th and 15th. It will skew the report information if gaps are left as it will assume you didn’t eat on missing consecutive days.

Once you’ve entered all 3 days, go to the top of the screen and choose “My Reports” and “Overview”. Create a “Meal Summary” report. Please include all 3 days in this report. Make sure to choose the “all” option where it asks you to “choose meals”. Save report to desktop. To ‘save’- select “Export Report As: “Word” or “PDF” from the upper right hand side of screen.

Next go back to “My Reports” and select “Food Groups & Calories” click this link and create a separate report for each of the 3 days of food records. Please save to Desktop as well.

The final report you will need is the “Nutrients” report select this option from “My Reports” and run the report to include all 3 days. You will now see your average intake of that nutrient. Please view this screen for calories, protein, Vitamin C, Iron and Calcium. Save to desktop. 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 (at minimum) a 2 page paper (12 font; dbl spaced) that answers the following questions:

1. What about your results surprised you?
2. Evaluate your intake of the following nutrients:
   a. Vitamin C
   b. Iron
   c. Calcium
   d. Protein
   e. Calories
3. What specific foods could you include in your diet to increase each of the five 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:

- Written paper addressing questions 1-4 above plus a cover sheet (cover sheet doesn’t count as page 1 of report)
- Food record report including all 3 days
- Nutrients report including all 3 days
- Food groups & calories reports (this will be 3 separate reports; one for each day you entered.)

You are to submit the completed assignment online in Canvas. Click on the assignment tab and then click on the submit button at top right. If you saved documents into WORD, you should be able to easily combine into one document to upload (submit). If unable to combine, multiple documents can also be selected and uploaded as well.

The grade sheet for the Diet Analysis Project is the last page of this syllabus. It may be helpful for you to review it before you turn in your project.

The Diet Analysis Project is due on Monday 5/29/17 by 5:00pm.

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 true/false) only it will be taken in the LMS. The exam will cover all of the material from the course. You will be given an allotted time of 90 minutes 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. The final exam is due by Monday 6/19/17 before midnight.
### Maternal, Infant, and Early Child Nutrition Course
### Diet Analysis Project Grade Sheet

**Student Name:**

<table>
<thead>
<tr>
<th>Required Component</th>
<th>Points Possible</th>
<th>Points Earned</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record of three days of food intake</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Nutrient Intakes” analysis from <em>MyPlate SuperTracker</em> for 3 days</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Components of Written Paper:**

| Did anything about your results surprise you?                                     | 2               |               |          |
| Evaluate intake of Vitamin C                                                      | 1               |               |          |
| Evaluate intake of iron                                                           | 1               |               |          |
| Evaluate intake of calcium                                                        | 1               |               |          |
| Evaluate intake of protein                                                        | 1               |               |          |
| Evaluate intake of calories                                                       | 1               |               |          |
| What specific food could you include to increase / decrease nutrients as appropriate? | 4               |               |          |
| How might you use what you learned in this assignment?                           | 2               |               |          |
| Overall presentation (spelling, grammar, etc.)                                    | 2               |               |          |

**Total** | 19 | ____%