

BALL STATE UNIVERSITY
Department of Nutrition and Health Science, College of Health
NUTR 340-800: Principles of Human Nutrition
Summer 2026 Syllabus

Course Instructor: **Hayley Berger MS, RDN, LDN** (she/her)

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Course format: **Online (Asynchronous)**

Office hours: Held on Zoom by appointment.

IMPORTANT THINGS TO NOTE

- **The best way to contact me is via e-mail or Canvas message**
- When sending me an email, please **use your BSU email address and specify “NUTR 340” in the email subject line**. I will respond to your email within 24 hours of business days and 48 hours on weekends.
- **The syllabus and course schedule document are subject to change as necessary at any time – I will provide prior notice of any change via email or Canvas announcement if any, and the most current course schedule can always be found in the Syllabus tab on Canvas.**

COURSE DESCRIPTION

Basic principles of nutrition with emphasis on the identification, functions, and food sources of nutrients required for optimal health.

PRE-REQUISITES

CHEM 100, 101 or 111 OR permission of the department chairperson. Not open to students who have credit in NUTR 240 or 275.

COURSE RATIONALE

People in the U.S. are becoming aware of the importance of proper nutrition in the development of chronic disease and maintaining physical well-being. While interest in nutrition continues to grow, many individuals lack the basic knowledge and skills to effectively modify their own diet and execute current dietary recommendations. Acquiring an adequate knowledge base in the area of nutrition and developing skills to effectively change eating habits will allow individuals to become informed consumers and to minimize health risk.

COURSE FORMAT

This course will be delivered in an online (asynchronous) setting. Methods of instruction will include PowerPoint lecture slides, audiovisual study tools and evidence-based online resources. Other course components include the companion site Cengage, this will be used to reinforce key content. Weekly assignments will be found on Cengage and are linked directly withing the modules on Canvas. The final project (Diet Analysis Project) and other assignments can be accessed, completed, and/or uploaded on Canvas. Within Canvas, this course is organized using Modules. Each week, you will access the weekly module, which includes a list of learning objectives and expectations (e.g., lecture slides/ppt, readings, activities, assignments), links for you to directly access assignments, projects due that week, and reminders about upcoming due dates and links to turn in your work. Course grades are also maintained on Canvas. You can keep track of your grades by accessing the Grades tab.

COURSE OBJECTIVES

Following successful completion of the course, you will be able to

- Apply the Dietary Guidelines for Americans 2020-2025 and use myplate.gov as a framework for the development of healthy eating habits.
- Identify major sources & functions of macronutrients (carbohydrate, fat, and protein) in the diet and understand that during various life cycles, the quantities needed by an individual may vary.
- Understand how macronutrients are digested, absorbed, and utilized by the body and understand how metabolism may change under different environmental conditions.
- Identify food sources, functions and deficiency symptoms of vitamins. They will be able to distinguish the categories of water-soluble and fat-soluble vitamins and understand how their chemistry affects absorption, storage, and excretion mechanisms in the body.
- Identify general functions, food sources, relative bioavailability, and common interactions of essential minerals. Students will be able to classify minerals by their concentration in the body and be familiar with deficiency symptoms of key minerals that are commonly under-consumed in the US.
- Understand of the human body's use of energy and the regulation of body weight.
- Apply specific nutrition guidance to reducing or preventing chronic disease.
- Apply specific nutrition guidance unique to populations such as the newborn, toddler, adolescent, pregnant and lactating female, athletes, and elderly.

This class will utilize lectures, group discussions, assignments, and readings to convey content associated with the course objectives.

REQUIRED MATERIALS

- Ebook and Cengage MindTap Access: Whitney, E., & Rolfes, R.R. (2022). *Understanding Nutrition* (16th ed.). Boston, MA: Cengage Learning.
- Everything related to this course and communication will be handled through Canvas. It is students' responsibility to check Canvas consistently for course announcements, course materials, and grades. It is the student's responsibility to make sure to adjust Canvas settings to ensure updates are received in a timely manner.
- These materials are INCLUDED for students enrolled in Ball State First Day

TECHNOLOGY REQUIREMENT

- You will need access to a computer and a reliable internet connection for this course. **If you have concerns about accessing a computer or internet connectivity, please get in touch with me as soon as possible.** To be successful in this course, you will need to have foundational experience with Canvas, the University's Learning Management System. If you're not familiar with these technologies, review the [Canvas Student Guide](#) and [Using Zoom at Ball State](#) Knowledge Base article.
- For general questions about technology, contact the [BSU Technology HelpDesk](#) or call 765-285-1517.

COURSE ASSIGNMENTS

1. MindTap:

- a. You will have weekly assignments via MindTap (accessible via Canvas through direct links in the modules). These assignments will be due weekly by Sunday @ 11:59pm. The assignments will be various activities, quizzes, case studies, and concept checks to solidify the material we discuss in lecture. A detailed schedule is located below with topics and due dates.

2. Discussion Posts

- a. You will have occasional discussion posts to expand on a particular topic. Discussion posts are linked directly in the module and are completed on Canvas.

3. Exams:

- a. 1 cumulative final exam administered
- b. You will have 120 minutes to complete the exam.
- c. Refer to the Class Schedule for the date of the exam

4. Dietary Analysis Assignment:

- a. You will complete a two-part dietary analysis assignment where you record, analyze, and write an essay regarding your findings. Full instructions located in Canvas, due date in the schedule located below.

EVALUATION SCALE

This grading scale will be used to evaluate your work in this course. You may access your grades through the Canvas grade book.

Please review the feedback on your assignments, quizzes, exams, and grades in the gradebook regularly and notify me of any perceived errors.

Grade	Percent	Grade	Percent
A	93-100%	C	73-76.9%
A-	90-92.9%	C-	70-72.9%
B+	87-89.9%	D+	67-69.9%
B	83-86.9%	D	63-66.9%
B-	80-82.9%	D-	60-62.9%
C+	77-79.9%	F	<60%

STUDENT COURSE EVALUATION

I appreciate all feedback. Your opinion and evaluation of this class are important tools that I will use to improve the course for the future. Students will be contacted with an email link to the course evaluations during the semester. I encourage you to complete these evaluations honestly.

EVALUATION COMPONENTS

Item	Points	% of Grade
MindTap Assignments	670	75%
Dietary Analysis Assignment	90	10%
Discussion Posts	20	2%
Attendance	20	2%
Final Exam	100	11%
	880	100%

COURSE POLICIES

UNIVERSITY STATEMENT

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

DISABILITY STATEMENT

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's [Disability Services Office](#) coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

GRADE POLICY

It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. **I do not accept late work, with the exception of documented emergencies.** Technical issues are not valid excuses for late work unless the problem stems from Canvas servers. The tentative evaluation components table below breaks down points totals for each graded item so that you are able to plan ahead. In the absence of mistakes, fraud, bad faith, or incompetence, I will be the key decision-maker on the assignment of grades. For information on **grade appeal**, visit the [Grade Appeals webpage](#). If you have a question regarding a grade you received, please contact me at the time the item is returned or released on Canvas or shortly thereafter. All grade discrepancies (excluding the final project) must be resolved before you turn in your final project.

LATE ASSIGNMENT POLICY

All assignments are due by midnight EST/EDT time on the due dates indicated unless otherwise noted. Cengage assignments turned in after the deadline will not receive credit unless approved by the instructor prior to submission. **The Dietary Analysis Project can be turned in up to 3 days late with a late penalty of 10% per day late.** Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer. Canvas will not accept assignments for grading after 11:59 pm on the final day of class.

COMMUNICATION AND FEEDBACK POLICY

Please feel free to email me if you have any questions or concerns about your performance in class. ***The best way to contact me is via e-mail. When sending me an email, please use your BSU email address and specify your name and NUTR 340 in the email subject line.*** I will try to return email within 24 hours during business days and within 48 hours on the weekend. Any e-mails received after 5 pm may not get answered until the next morning or workweek day. If you do not hear back from me within 48 hours, please re-send your email. If you have a time-sensitive question regarding an upcoming due date, please be in touch at least 24 hours before the due date. I will make every effort to grade your submitted work no later than 5 business days of submission.

ATTENDANCE POLICY

Attendance in Ball State University online classes is measured by your active participation in course activities (logging in to an online course does not, by itself, demonstrate attendance). In this class, you are responsible for keeping up with the weekly course activities, lectures, assignments, and exams. It is recommended that you log into your canvas course dashboard 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class. If you foresee barriers to completing work during a given week, please get in touch with me as soon as possible. [Section 1.6.9 of the Code](#) outlines your rights to be excused for funerals/bereavement, pregnancy, and jury duty. This page includes the appeals policy for when a student and faculty member have a conflict about the interpretation of the policy. Students involved in intercollegiate athletics, Ball State University-sponsored events, or military duties should get in touch with me as soon as possible (ideally, the first two weeks of the semester) so that we can discuss appropriate accommodations regarding completing the course requirements. See “**Instructions for Health-Related Class Absences**” below for more information on COVID-19 and other health-related absences.

ACADEMIC ETHICS AND PLAGIARISM POLICY

Honesty, trust, and personal responsibility are fundamental attributes of the Department of Nutrition and Health Science, the College of Health, and Ball State University. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, the Department of Nutrition and Health Science, the College of Health, and Ball State University are committed to maintaining a climate that upholds and values the highest standards of academic integrity. The Student Academic Ethics Policy can be found under the Student Code in the Calendar of Events Handbook. The [Student Academic Ethics Policy](#) contains definitions and procedures for handling alleged violations.

Plagiarism is not acceptable. Unless otherwise indicated for all assignments, you must work independently by yourself. Sharing of files is not permitted for any reason. Other examples of academic integrity violations ***include but are not limited to:***

- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not
- Use or possession of a file created by someone else
- Reusing work from another semester, course, or section (even your own work) Fraudulent submission of work
- Using unauthorized materials during exams
- Impersonating someone else or having them impersonate you
- Making fraudulent or dishonest statements regarding your work Soliciting others to complete work for you
- Posting course files and resources on study or content-sharing websites

Plagiarism Detection: Ball State University subscribes to SimCheck, a plagiarism prevention service, through Canvas. You ***may*** be asked to submit written assignments to SimCheck as part of this course. You may indicate in writing to me that you refuse to participate in the plagiarism detection process, in which case I may then use other electronic means to verify the originality of your work.

AI STATEMENT

As you work on and submit assignments this semester, know that using generative AI tools to complete your assignments is a violation on of Ball State's [Academic Ethics Policy](#) unless the AI use is explicitly approved by the faculty member. In general, students may not submit any work generated by an AI program as their own. Doing so is plagiarism. In courses and assignments where AI use is permitted, faculty will have guidelines for that use. Work created outside of those guidelines will be considered an Academic Ethics Policy violation. If a student's grade is affected by an academic ethics violation, faculty are required to report the violation to the Office of the Vice Provost for Academic Affairs who oversees the Student Academic Ethics policy and maintains records of its violations.

No Generative AI Use: All work conducted and/or submitted in this course should reflect your own ideas and demonstrate your current knowledge, abilities, and skills. Therefore, generative AI should not be used to complete any portion of the assignment(s). Doing so constitutes a violation of Ball State University's Student Academic Ethics Policy.

CIVILITY STATEMENT

In a civil course environment, whether in person or online, the atmosphere is to be a safe place to learn, express and question. As such, respectful behavior is expected at all times. Students may disagree, question, and counter viewpoints presented without fear of attack or reprimand.

FERPA AND PRIVACY

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading [Ball State's FERPA and Privacy and Protection](#).

FREEDOM OF EXPRESSION

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's [Statement on Freedom of Expression](#), the resources on Ball State's [Freedom of Expression webpage](#), and [Ball State's Beneficence Pledge](#).

TENTATIVE COURSE SCHEDULE

You are responsible for keeping up with the course schedule, studying the lecture slides, or viewing other recommended study tools like short video or audio-recorded lectures if any, reading the following chapters and other materials posted on Canvas, and completing the Cengage assignments, and the course project. Each week begins on Monday and ends on Sunday, with assignments due Sunday at 11:59 pm, other than exceptions as noted in the course schedule. Use the course schedule document to guide you through each week.

NUTR 340 Summer 2025 Schedule

Week	Dates	Topic	Assignments
1	May 11-17	Syllabus Review and Introduction Chapter 1: An Overview of Nutrition	Read Chapter 1 MindTap Chapter 1 Assignments Get To Know You Discussion Post Due May 17 at 11:59 pm
2	May 18-24	Chapter 2: Planning a Healthy Diet Chapter 3: Digestion, Absorption and Transport	Read Chapter 2 MindTap Chapter 2 Assignments Read Chapter 3 MindTap Chapter 3 Assignments Gut Microbiome Discussion Post Due May 24 at 11:59 pm
3	May 25-31	Chapter 4: The Carbohydrates: Sugars, Starches, and Fibers Chapter 5: The Lipids: Triglycerides, Phospholipids and Sterols	Read Chapter 4 MindTap Chapter 4 Assignments Read Chapter 5 MindTap Chapter 5 Assignments Due May 31 at 11:59 pm
4	June 1-7	Chapter 6: Protein: Amino Acids Chapter 7: Energy Metabolism	Read Chapter 6 MindTap Chapter 6 Assignments Read Chapter 7 MindTap Chapter 7 Assignments Due June 7 at 11:59 pm
5	June 8-14	Chapter 8: Energy Balance & Body Composition Chapter 9: Weight Management ASSIGN DIETARY ANALYSIS PROJECT	Read Chapter 8 MindTap Chapter 8 Assignments Read Chapter 9 MindTap Chapter 9 Assignments Due June 14 at 11:59 pm

6	June 15-21	Chapter 10: Water Soluble Vitamins: B Vitamins & Vitamin C Chapter 11: The Fat Soluble Vitamins: A, D, E, K	Read Chapter 10 MindTap Chapter 10 Assignments Read Chapter 11 MindTap Chapter 11 Assignments Due June 21 at 11:59 pm
7	June 22-28	Chapter 12: Water and the Major Minerals Chapter 13: The Trace Minerals	Read Chapter 12 MindTap Chapter 12 Assignments Read Chapter 13 MindTap Chapter 13 Assignments Due June 28 at 11:59 pm
8	June 29- July 5	Chapter 14: Nutrition for Physical Activity Chapter 15: Lifecycle Nutrition: Pregnancy and Lactation	Read Chapter 14 MindTap Chapter 14 Assignments Read Chapter 15 MindTap Chapter 15 Assignments USDA Discussion Post Due July 5 at 11:59 pm
9	July 6-12	Chapter 16: Lifecycle Nutrition: Infancy, Childhood, and Adolescence Chapter 17: Lifecycle Nutrition Adulthood and the Later Years	Read Chapter 16 MindTap Chapter 16 Assignments Read Chapter 17 MindTap Chapter 17 Assignments DIETARY ANALYSIS PROJECT DUE July 13th Due July 12 at 11:59 pm
10	July 13-17	Final Exam Review/Final Exam Week	Final Discussion Post Final Exam Complete Final Exam by Thursday, July 16th at 11:59 pm

This is a tentative schedule and is subject to revision.

Note: All MindTap Assignments and case studies will be done through Cengage with MindTap, therefore you MUST HAVE access. Other assignments may be given at the discretion of the instructor.