

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number NUTR 631 Nutrition Research II or Degree Plan(s) M.S. in Nutr & M.S. in Nutr/DI
State the requested change and reason. A memo may be attached if more space is necessary.

NUTR 631 Nutrition Research II is a subsequent course to NUTR 621 Nutrition Research I. Both courses are 1.5 hours instead of 3 hours each, so this addition does not change the number of hours in the program. This course is an additional Nutrition Research course that has been created so there will be two 7-week research courses. This is the second one.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³							
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I			I	I
2.	Description (not affecting content)	A	A	A	I			I	I
3.	Course term(s)	A	I	A	I			I	I
4.	Content (substantive change)	A	A	A	I			A	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A			A	I
6.	Course number within the hundred	A	A	I	I			I	I
7.	Course number beyond the hundred	A	A	A	A			A	I
8.	Prerequisites	A	A	A	I			I	I
9.	Course fee(s)	A	--	A	--			A	I
10.	From U to G or G to U	A	A	A	A			A	I
11.	Cross list with another department: U or G level	A	A	A	A			A	I
12.	Department of record	A	A	A	A			A	I
13.	Open or close a course	A	A	A	A			A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A			A	I

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

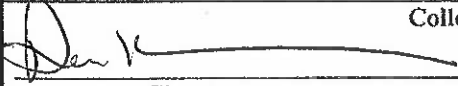
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

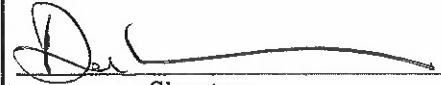
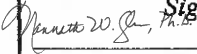
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

Department/School Chair(s)	
 Signature	<u>10/26/22</u> Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	<u>10/31/22</u> Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	<u>10/31/22</u> Approval date
 Signature	<u>Nov 18, 2022</u> Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

University General Education Council	
_____ Chair's signature	_____ Approval date

Abilene Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of Faculty Senate	_____ Approval date

President	
_____ Signature	_____ Approval date

Application for a New Course v10.7

Discard instructional pages A-C before submitting application. Consult with the program director and dean before changing responses in red type.

Course ID (<i>Subject and Number</i>)	NUTR 631
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I. Systems and Catalog Information Complete each item.

1	Course Developer	Sheila Jones
2	Course Instructor	Sheila Jones
3	Course Title	Nutrition Research II
4	Course Abbreviation for Banner if title is more than 30 characters	
5	College	College of Graduate and Professional Studies and College of Education and Human Services
6	Department or School	Kinesiology & Nutrition
7	Number of Credit Hours	1.5
8a.	Number of contact hours – lecture	1.5
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	N/A
11	Is the course repeatable for additional credit?	no
12	Maximum total number of credit hours a student can earn for this course	1.5
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☒ Traditional lecture ☐ Traditional lab ☐ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Number of faculty workload hours	1.5
15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	27
17	Catalog Description (50 words or less)	Overview of the research process used to enhance evidence-based knowledge in the field of nutrition. Includes implementing and managing a research study, interpreting quantitative/qualitative data, and writing a manuscript.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Enrollment in the M.S. in Nutrition or M.S. in Nutrition/Dietetic Internship program. Must have completed NUTR 621 Nutrition Research I.
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	none
20	If the course is cross-listed, specify the Course ID(s)	N/A
21	Does this course require any additional student course fees?	☒ No ☐ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-7.
22a	Will the course be offered in fall terms?	☐ No ☒ Yes If yes: all, even, or odd years?
22b	Will the course be offered in spring terms?	☒ No ☐ Yes If yes: all, even, or odd years?
22c	Will the course be offered in summer terms?	☒ No ☐ Yes If yes: all, even, or odd years?
23	First semester this course will be offered under new Course ID. <i>May not be earlier than two parts of the term in the future.</i>	Fall 2 2022
24	Is this course required for a degree/s?	☐ No ☒ Yes

		It is required for the M.S. in Nutrition/Dietetic Internship program. If yes, attach a revised degree plan(s) reflecting the placement of the new course.
25	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	☒ No ☐ Yes If yes, provide rationale:
26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	☒ No ☐ Yes If yes, provide course ID, term, and enrollment:
27	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-4.</i>	none

II. Curriculum

- A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan.

This course is required for the M.S. in Nutrition/Dietetic Internship and is an elective for the free-standing M.S. in Nutrition. It is a necessary subsequent course to NUTR 621 Nutrition Research I.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

This course is the implementation part of Nutrition Research, in which the student will conduct the research and write the Results, Discussion, and Conclusion. They will present their research in week 7 and hopefully present a poster at a conference. The ultimate goal, however, is that the research will be publishable in a peer-reviewed journal.

III. Course Design

- A. Audience and Course Goal
1. Describe the intended audience, including prerequisite skills.

The audience is students enrolled in the M.S. in Nutrition/Dietetic Internship and the free-standing M.S. in Nutrition. NUTR 621 is a prerequisite in addition to being enrolled in either of those programs.

2. State the overarching course goal(s) in performance terms.

The overarching goal is for students to conduct nutrition research, write Results, Discussion, and Conclusions, and present a publishable study.

Program Outcomes:

Program Outcome #1: Demonstrate effective communication and documentation skills for clinical and client services.

Program Outcome #3: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

Program Outcome #4: Incorporate critical-thinking skills in overall practice.

Program Outcome #5: Demonstrate professional writing skills in preparing professional communications.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome Students will be able to:	Measurement
1	Conduct a research study, collect, and organize data CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis (accreditation standard)	Discussion: IRB Revisions Discussion: Plans for Implementation Assignment: IRB Revision and Approval Assignment: Research Study Implementation
2	Analyze data to determine results, outcomes, or medical nutrition therapy CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis (accreditation standard)	Discussion: Critique of Article Results Sections Assignment: Results Section

3	Demonstrate writing skills to disseminate professional information CRDN 1.6 Incorporate critical-thinking skills into overall practice (accreditation standard)	Discussion: Identifying a Journal Discussion: Importance of Study Discussion: Final Thoughts Discussion: Lessons Learned and Next Steps Assignment: Summary of Research Proposal Assignment: Results Section Assignment: Draft of Discussion Assignment: Draft of Conclusion Assignment: Final Copy of Discussion Assignment: Final Copy of Conclusion Assignment: Abstract of Research Study Assignment: Presentation of the Research Study
4	Apply current information technologies to develop, manage, and disseminate nutrition information and data	Assignment: Presentation of the Research Study

3. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings. For **combined undergraduate/graduate** courses, make two lists:

Drummond, K.E., Reyes, A., Cooke, N.K., Stage, V.C., Goodell, L.S. (2023). **Nutrition Research Concepts and Applications**. Jones & Bartlett Learning.

IV. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's provisional memo of support.

Attach if applicable	
4	Content Overlap — Include one document for each course you listed in Section I-28. Attach statement from instructor/dept chair of existing course justifying the new offering.
5	Program Resources — List the resources that support the course and are available only through the program, if applicable. Attach the list of the holdings and the location/s.
6	Resources — List resources (other than library or program resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
7	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
8	Justification — Attach any documents to which you refer in Section II-B.

NUTR 631: Nutrition Research II

2022 Section NUTR 631 1.5 Credits 10/14/2019 to 10/14/2020 Modified 10/14/2022

Mission Statements

University Mission Statement

The mission of Abilene Christian University (ACU) is to educate its students for Christian service and leadership throughout the world.

This mission is achieved through the following:

- Exemplary teaching, offered by a faculty of Christian scholars, that inspires a commitment to learning;
- Significant research, grounded in the university's disciplines of study, that informs issues of importance to the academy, church, and society; and
- Meaningful service to society, the academic disciplines, the university, and the church, expressed in various ways, by all segments of the Abilene Christian University community.

College Mission Statement

The mission of the College of Graduate and Professional Studies (CGPS) is to prepare students for Christian service and leadership by providing them with the knowledge and skills to advance their careers, thereby placing them in positions of influence for the expansion of God's purposes in the world.

College of Education and Human Services

The mission of our college is to equip students for global service and leadership through exemplary practice in education and human services, informed by a Christian perspective.

M.S. in Nutrition/Dietetic Program Mission Statement

The mission of the Abilene Christian University M.S. in Nutrition/Dietetic Internship is to equip interns who model Christian values to become Registered Dietitians/Nutritionists to lead and empower individuals, especially those with economic need, to achieve better nutrition and healthier lifestyles.

Department of Kinesiology & Nutrition Program Mission Statement

The mission of this department is to prepare students to serve and lead through the development of healthful lifestyles.

Integration of Christian Faith

I Cor. 10:31 states "Whether, then, you eat or drink or whatever you do, do all to the glory of God." This course prepares you to discover new things in the world of nutrition. Students should "work as if working for the Lord" during the research project in hopes of helping others to be more healthy.

Course Description

Overview of the research process used to enhance evidence-based knowledge in the field of nutrition. Includes implementing and managing a research study, interpreting quantitative/qualitative data, and writing a manuscript.

Program and Student Learning Outcomes

Program Outcome #1: Demonstrate effective communication and documentation skills for clinical and client services.

- Student Learning Outcome #1.3: Apply current information technologies to develop, manage, and disseminate nutrition information and data.

Program Outcome #3: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

- Student Learning Outcome #3.1: Conduct projects using appropriate research methods, ethical procedures and data analysis

Program Outcome #4: Incorporate critical-thinking skills in overall practice.

- Student Learning Outcome #4.1: Analyze data to determine results, outcomes, or medical nutrition therapy

Program Outcome #5: Demonstrate professional writing skills in preparing professional communications.

- Student Learning Outcome #5.2: Demonstrate writing skills to disseminate professional information

Week	Course Level Objectives	Outcome Measures	Aligned Student Learning Outcomes
1	Summarize the proposed research study	Assignment: Summary of Research Proposal	5.2
	Evaluate a journal to consider for publication of a research study in nutrition topics.	Discussion Question: Identifying a Journal	5.2
2	Revise a research proposal on a nutrition topic for Institutional Review Board (IRB) approval.	Discussion Question: IRB Revisions Assignment: IRB Revision and Approval	3.1
3	Conduct a research study in nutrition topics.	Discussion Question: Plans for Implementation Assignment: Research Study Implementation	3.1
	Collect and organize data for nutrition research analysis.	Discussion Question: Plans for Implementation Assignment: Research Study Implementation	3.1
4	Compile findings into a written Results section for a research study on a nutrition topic.	Assignment: Results section	4.1, 5.2
	Critique the results of a peer-reviewed journal article about nutrition.	Discussion Question: Critique of Article Results Sections	4.1

5	Create a draft of a Discussion section on a nutrition topic	Assignment: Draft of Discussion	5.2
	Create a draft of a Conclusion section on a nutrition topic	Assignment: Draft of Conclusion	5.2
	Reflect on the implications of the research study results.	Discussion Question: Importance of Study	5.2
6	Communicate analysis effectively through a written Discussion section for a study in nutrition topics.	Assignment: Final Copy of Discussion	5.2
	Reflect on the overall results and importance of them for the body of nutrition knowledge.	Discussion Question: Final Thoughts	5.2
	Synthesize impact and outcomes of a study in a written Conclusion section for a study in nutrition topics.	Assignment: Final Copy of Conclusion	5.2
7	Compose an Abstract for a research study in nutrition topics.	Assignment: Abstract of Research Study	5.2
	Reflect on changes for future studies based on lessons learned from study implementation.	Discussion Question: Lessons Learned and Next Steps	5.2
	Develop a presentation based on a completed research study.	Assignment: Presentation of the Research Study	1.3, 5.2

Course Materials

Required Textbook:

- Drummond, K. E., Reyes, A., Gooddell, S., Stage, V. C., & Cooke, N. K. (2023). *Nutrition research: Concepts and application* (2nd ed.). Jones and Bartlett Learning. ISBN: 9781284227116
- Christiansen SL, Cintron MY, Desai A, et al. *AMA Manual of Style: A Guide for Authors and Editors*. 11th ed. Oxford Academic; 2020. ISBN 13: 9780190246556

Required Resource:

- Access to the [Journal of the Academy of Nutrition and Dietetics](#) is required and provided by ACU.

Course Requirements

General descriptions of the course requirements are below. See the online modules for detailed assignment instructions.

Discussion Questions

Participation in online discussions is mandatory. In order to actively participate in these discussions you will need to log in at least 5 days each week. This will help you stay up-to-date on the discussions and allow you to make more thoughtful postings. Discussions begin on Tuesday each week and end on Monday at 11:59 PM Central. You are expected to answer all of the discussion questions assigned in a week in a substantive manner. Your initial post will be due on Thursday by 11:59pm CST. No credit will be awarded for late posts. You are also expected to respond to at least 2 of your classmates' postings for each discussion question. You have the rest of the module week to offer your response to others' posts.

Summary of Research Proposal

The research question, purpose of the study, review of literature and background, and methods created in NUTR 621 are summarized to remind the student of why and exactly how the study will be conducted.

IRB Revision and Approval

The IRB documents must be revised based on comments/requests from the IRB committee.

Research Study Implementation

Students will document the procedures for their study including the procedures for ethical recruiting and treatment of participants, data collection, and data analysis.

Results

All results gathered during implementation of the research study should be reported in the Results assignment.

Draft of Discussion

This assignment is an initial draft of a complete explanation of all the results and data analysis found in the study.

Draft of Conclusion

This assignment is an initial draft of the overall conclusion of what the answer is to your original research question (what your study found) and how it contributes to society.

Final Copy of Discussion

Students will submit a final draft of the discussion section of their research study incorporating instructor feedback. This section should include a complete explanation of all the results and data analysis found in the study. It should include an explanation of how the results connect to existing data and the larger body of knowledge of the subject, the importance of the results, and ideas for future research.

Final Copy of Conclusion

Students will submit a final draft of the conclusion section of their research study incorporating instructor feedback. This section should include an overall conclusion of what the answer is to your original research question (what your study found) and how it contributes to society.

Abstract

The abstract is a summary of sections of the research study but should be written according to the instructions for abstracts (e.g. headings and word count) from the preferred journal that the student desires the study to be published in.

Presentation of the Research Study

Students will create a screencast and presentation of their research study. This assignment should include informational slides with the Research Question and summaries of the Review of Literature, Methods, Results, Discussion, and Conclusion.

Course Policies

Note: Please see the Canvas course for information on the faculty as well as all due dates.

Engaged Learning in an Online Format

This online course invites students into a community of engaged scholarship. The course consists of seven weekly modules, with a new module beginning each Tuesday morning in the Canvas LMS (Learning Management System). We expect students to log in to the course frequently, master the course material, whether written or in other digital media formats, and to engage the professor and fellow students through the Canvas medium.

Note: If a student fails to log in the course for the first 7 days of the official course, the student will receive an email notifying them that they are at risk to be administratively withdrawn from the course. The student will have 72 hours to log into the course from that email notification. If the student does not log into the course in that period of time, they will be administratively withdrawn. The last day to withdraw from a course is the Wednesday before the last week of class. Please reference the handbook calendar for a full list of dates. If a student has not participated in the course at any point, before the last week of class the student will be administratively withdrawn. An assignment is defined as a paper, quiz, discussion post, or project in the course. If a life situation occurs that will prevent the student from participating in the course for a brief period of time, the student is responsible for communicating this to their Student Service Advisor and/ or New Student Ambassador, and instructor to make appropriate arrangements.

Technology Requirements

Students should ensure they meet the technology requirements as outlined in the ACU Online Student Handbook.

Late Assignments

Assignments are due by 11:59 pm Central Standard time on the due date. Refer to the Canvas Syllabus link or the Canvas Modules link for a list of all due dates. Penalty for late assignments is 10% per calendar day late. Weekend days are counted as late days. For administrative purposes, a zero will be placed in the gradebook for work not submitted on time. If an assignment is submitted after the zero is given or if an arrangement for late submission has been made with the instructor, the noted penalty percentage will be used to re-assess the assignment (removing the zero). Extensions are allowed at the discretion of the instructor and/or Program Director. No credit will be awarded for late discussion posts. Extra credit will not be available in this course.

Academic Integrity

Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments, assessments and examinations, attendance at required out-of-class activities, written or oral presentations, laboratory experiments and research. Assignments may or may not be submitted through the TurnItIn plagiarism checker.

The Academic Integrity and Honesty Policy is available on the ACU Provost's Office [webpage](https://cdn01.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy/expanded-definitions-and-advice.html) (<https://cdn01.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy/expanded-definitions-and-advice.html>), where you may find detailed information regarding what constitutes academic dishonesty and resultant disciplinary actions. The student should seek clarification from the instructor regarding the re-use of work, as this may or may not be appropriate and is dependent on the assignment. Academic dishonesty may have, but not be limited to, the following consequences:

- losing points on an assignment.
- failing an assignment.
- failing a course.
- having a record of improper conduct in the dean's office which oversees the course in which the infraction was made.
- being dismissed from the university.

The process and timeline for appeals can be found on the ACU Provost's Office webpage.

Academic Integrity Violation Process for Discussions Boards

In cases where a student posts an initial blank post and then proceeds to post a second time to the discussion with their answer to the discussion prompt, the following discipline processes will be followed:

1st Violation of Blank Post in a Course - "0" on discussion portion (not reply portion) and the instructor will issue a written warning that the second violation will be considered an Academic Integrity violation.

2nd Violation of Blank Post in Same Course - "0" on discussion portion and the student will be reported to the Dean's Office as having conducted an Academic Integrity Violation. See the syllabus for information about the Academic Integrity Violation process and possible consequences.

Paper Specifications

All formatting and referencing should follow *The American Medical Association, 11th Edition*. Papers should be written in Times New Roman, 12-point font and submitted as a .docx, .doc, or .pdf file. All papers should be neat, contain no misspellings, contain no typing errors, and employ proper grammar and syntax. If your paper contains pervasive AMA and/or grammatical errors, the professor may return the paper without grading it. Your faculty will determine the date for submission for the revised paper and 10% will be automatically deducted in addition to any late penalty deductions if the assignment was submitted late.

* ACU Learner Support, Resources, and Services

Anti-Harassment Policy

Harassment will not be tolerated at Abilene Christian University. As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs or activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. Therefore, it is the purpose of the Anti-Harassment Policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the ACU community, including trustees, faculty, staff, students, and volunteers at Abilene Christian University. For a more in-depth review of the university's anti-harassment policy, the full definition of harassment, and procedure for reporting, visit: <https://www.acu.edu/dean-of-students/required-legal-statements/anti-harassment-policy/> (<https://www.acu.edu/dean-of-students/required-legal-statements/anti-harassment-policy/>).

ACU Online Student Handbook

The current version can be found [here](https://acuonline.my.salesforce.com/sfc/p/#E0000000cKPT/a/440000006AA9/RWbLcDg6R9gR8DgTJwQdECczCHnjwM1_0WvJs6b4qeY) (https://acuonline.my.salesforce.com/sfc/p/#E0000000cKPT/a/440000006AA9/RWbLcDg6R9gR8DgTJwQdECczCHnjwM1_0WvJs6b4qeY).

ACU Dallas Student Code of Conduct

The ACU Online Student Handbook contains an online student Code of Conduct which describes appropriate and inappropriate forms of electronic communication and online behavior as well as information about student integrity in scholarly work. Students may be dismissed from the university for failing to adhere to the Code of Conduct.

ADA Compliance Statement

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call our office directly at (325) 674-2667 or alpha@acu.edu.

Library

Abilene Christian University provides library services to online students through the Distance Learning Portal at <http://guides.acu.edu/distance>. Students will use their single sign-on credentials to gain access to the library content. The Distance Learning Portal contains information about citation help, requesting materials, research guides, and degree program specific resources. Video tutorials on how to search the library's resources, including electronic journal titles, are available for students to view at any time. ACU also has dedicated staff that serve our online students, for help with refining topics, including dissertation and final project topics, searching databases, or other library help. To contact the online librarian, please visit <http://guides.acu.edu/c.php?g=824708&p=5887421>. For research assistance, you can visit <http://asklibrary.acu.edu> and submit your question through the web form or get help via text or chat.

Title IX Statement

As a professor, one of my responsibilities is to help create a safe learning environment on our Abilene Christian University Dallas Online campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel safe to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence, or stalking that occurred while you are or were enrolled as a student at ACU. If you would prefer to share information in a confidential setting, I encourage you to access counseling services through TimelyMD. All of your options are available for review by clicking on the link to ACU's [policy](#).

✓ Grading

Grades are awarded based on point accumulation. Each assignment has a maximum number of points that can be earned by successfully completing the assignment. Partial points will be awarded for meeting some but not all of the standards identified for each project or assignment. If a student receives a grade of "D" or "F" in a course, this course will not count toward the student's degree and may constitute grounds for probation or suspension. A cumulative 3.0 GPA must be maintained to graduate. Letter grades correspond with points as outlined in the table below.

Points Earned	Grade
90-100 points	A
80-89.9 points	B
70-79.9 points	C
60-69.9 points	D
59 points and lower	F

Points Per Assignment

Deliverable	Week	Type	Points
Identifying a Journal	1	Discussion	10
Summary of Research Proposal	1	Assignment	75
IRB Revisions	2	Discussion	10
IRB Revision and Approval	2	Assignment	30
Plans for Implementation	3	Discussion	10
Research Study Implementation	3	Assignment	140
Critique of Article Results Sections	4	Discussion	10

Results Section	4	Assignment	150
Importance of the Study	5	Discussion	10
Draft of Discussion	5	Assignment	100
Draft of Conclusion	5	Assignment	50
Final Thoughts	6	Discussion	10
Final Copy of Discussion	6	Assignment	125
Final Copy of Conclusion	6	Assignment	70
Lessons Learned and Next Steps	7	Discussion	10
Abstract of Research Study	7	Assignment	100
Presentation of the Research Study	7	Assignment	100
		Total Points	1000

Course Outline and Schedule

(Schedule subject to change; See the Canvas course for updated information on due dates.)

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: July 14, 2022
TO: Sheila Jones
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for NUTR 631 – Nutrition Research II

After reviewing the course application and syllabus for NUTR 631, the library should be able to adequately support the proposed course. Thank you for letting us examine the course proposal.