

# NTR 401

## Pre-Professional Prep in Nutrition

Spring | 2024

**Course Description:** Students complete 45 hours of fieldwork experience (volunteer work) within their area(s) or professional interest to develop practical skills in planning, development, production and collaboration.

**Course Overview:** Previous upper-division nutrition classes are required, and each student in this course should be a senior. All students are expected to complete a Fieldwork Experience; spending an estimated 3-4 hours per week with a certified or degree-awarded health or culinary professional for a total of 45 hours over the course of the semester, which will result in full credit for a large portion of the points awarded in this class. These hours cannot be paid and do not include travel time. The remainder of the course will consist of the completion of online assignments and fieldwork-related assignments.

\*You must complete all 45 hours in order to pass the course as this satisfied your CHS Experiential Learning requirement.

**Credit Hours:** 3

**Enrollment Requirements:** Prereq(s): Applied Sci (Food & Nutrition Entrep) BAS, Food & Nutrition Entrep BS, Nutrition BS, Nutrition (Human Nutrition) BS, or School Nutrition cert student; senior standing; Pre- or corequisite(s): NTR 343, 351, or 444 OR Visiting University Student

**Course Format:** icourse / ocourse

**Course meeting time and location:** Online, C-session

**Course Access:** Regardless of how this course is presented, you may still be expected to log into Canvas, the Learning Management System (LMS). This requires a computer, a stable internet connection, and in some cases a webcam and microphone.

Your ASU courses can be accessed by both [my.asu.edu](https://my.asu.edu) and [myasucourses.asu.edu](https://myasucourses.asu.edu); bookmark both in the event that one site is down.

## Instructor Information

**Name:** Christina Shepard, MS, RDN, FAND

**Office:** Health South, Room 464

**Email Address:** [tina.shepard@asu.edu](mailto:tina.shepard@asu.edu)

**Office Hours:** If you have a question, please email me and we will find a time that works best for you as I would love to meet you. We can set up an appointment for a phone call or Zoom meeting.

## Student Success

I am excited to work with you this semester and believe in your success as a student. In order to be successful this semester, I recommend the following:

- Set up your schedule to see when you can work on each assignment. Since this is a 3-credit course that happens over a 15-week time period, this can be up to 9 hours each week per the ASU guidelines. The Canvas shell will tell you how long each assignment and reading may take in the Module Overview, so schedule yourself accordingly.
- Reach out to me (your instructor) via email ([tina.shepard@asu.edu](mailto:tina.shepard@asu.edu)) with any questions or concerns - I am always here to help.
- Approach group projects with a positive attitude and treat your fellow students with compassion, respect and understanding.

## Teaching Philosophy

I want to work with you as we go through this semester together. Here are some instructional methods that I try to implement to help lead you to success in this course:

1. I vary my teaching methods to ensure that the course is accessible to all students and all learning styles.
2. I promote a safe learning environment in which all students can express themselves in a considerate and peaceful manner.
3. I provide feedback within 1-3 days of the due date for each assignment so you can be successful on future assignments.
4. Everyone has the right and ability to be successful in this course - let me know if you are ever struggling as I am here to help.

## Course Basics

### Course Objectives

CO 1: Apply nutrition competencies and interdisciplinary academic knowledge in an applied professional setting.

CO 2: Demonstrate professional skills and develop or strengthen transferrable skills in an applied setting.

CO 3: Evaluate how well your skills, talents, education and career aspirations align with your internship experience.

CO 4: Communicate your internship experience, learning outcomes, and transferrable skills to a targeted audience (prospective employers, graduate program, peers, community members, etc.).

### Expected Learning Outcomes (ELO)

1. Students will be able to communicate clearly with their supervisor and demonstrate progress in projects in the fieldwork experience.
2. Students will apply skills learned in previous coursework to their fieldwork experience.
3. Students will reflect and improve on professional skills during the fieldwork experience.
4. Students will create a resume and LinkedIn Profile connected to their future career goals.

Here is a list of the module-level learning objectives.

Module	Learning Outcomes	Relates to CO#
1	1.1: Navigate the Canvas site for this course.  1.2: Familiarize yourself with the initial expectations of internship performance and this course.  1.3: Become familiar with best practices for internship success.	CO 1

	<p>1.4: Practice talking about your internships and get to know peers by video introducing yourself to the class</p> <p>1.5: Start keeping track of your time and tasks by starting the Timesheet &amp; Reflection log.</p>	
2	<p>2.1: Create a list of specific ways that you plan on improving professional skills this semester.</p>	CO 2, CO 3
3	<p>3.1: Define STAR statement, and understand how the STAR method can help you articulate your experience to employers when interviewing.</p> <p>3.2: Demonstrate the STAR method by writing some of your own examples.</p> <p>3.3: Reflect on internship experience so far, provide update.</p>	CO 2
4	<p>4.1: Update your existing resume (or create a new one) using resources and best practices provided.</p>	CO 2
5	<p>5.1: Increase the professionalism of your LinkedIn Profile using the pro tips provided.</p> <p>5.2: Reflect on internship experience so far, provide update.</p>	CO 2, CO 3
6	<p>6.1: Review Supervisor feedback on your performance so far, and decide how to implement the feedback for the remaining weeks in the internship.</p>	CO 1, CO 4

	<p>6.2: Submit timesheet and reflection log. Make plan for achieving minimum hours (if needed) over remaining weeks.</p> <p>6.3: Think about and discuss the transferable skills you are strengthening in this internship, and what skills you need to put more effort into developing.</p>	
7	<p>7.1: Reflect on internship learning objectives. make adjustments to existing objectives or determine new ones for remainder of term.</p> <p>7.2: Reflect on internship experience so far, provide mid-term update.</p>	CO 1, CO 4
8	<p>8.1: Demonstrate your ability to put together an effective job application package, including a tailored resume and cover letter.</p> <p>8.2: Demonstrate understanding of LinkedIn best practices by making 5 updates to your profile.</p> <p>8.3: Reflect on the internship experience and discuss which nutrition competencies you are using and which ASU courses relate most directly to your internship.</p>	CO 2
9	<p>9.1: Practice preparing for and executing an interview using the InterviewStream platform.</p> <p>9.2: Successfully apply your learnings from this course to your performance in the mock interview.</p> <p>9.3: Reflect on internship experience so far, provide update.</p>	CO 2, CO 4
10	<p>10.1: Reflect on and share your internship successes with the class.</p>	CO 4

11	11.1: Reflect on internship experience so far, provide update.  11.2: Work ahead for Internship Presentation Assignment, due Mod 12	CO 3, CO 4
12	12.1: Deliver a presentation reviewing your internship experience.	CO 4
13	13.1: Critically reflect on the highs and lows of internship experience and summarize what you learned in an Internship Reflection.  13.2: Provide feedback to course instructors on your internship organization.	CO 3, CO 4
14	14.1: Receive feedback from your internship supervisor on your overall internship performance.  14.2: Reflect on Mock Interview experience, share what you learned and what advice you can implement in the future.	CO 3, CO 4

**Alignment with other outcomes:** This course meets the CHS requirement for experiential learning.

**Does this class have an Honors contract?** No

**NOTE:** You must make the Student Accessibility and Inclusive Learning Services (SAILS) aware if you require accommodations due to a disability. Review the **ASU Policies** section for more information.

### **Textbook, special materials and extracurricular activities**

**Textbook:** No textbook

**Special materials and technology:** All course materials will be provided within the Canvas shell.

**Co-curricular activities:** Fieldwork will be completed via telecommuting for the majority of the experiences. If the fieldwork is located on-ground in AZ, it is noted, or the student

may locate a physical location to complete the fieldwork (if pre-approved by the instructor).

## **Assignment Types**

### **Internship Assignments (35%)**

Assignments related to your progress in the internship are worth 35% of your grade. These assignments include: Start Timesheet & Reflection Log, Internship Learning Objectives, Learning Objectives Update, Timesheet & Reflection Log Mid-Term, Evaluation of Internship Site, Final Timesheet/Reflection Log, Internship Poster/Presentation, Internship Reflection

### **Career Readiness / Professional Development Assignments (35%)**

Professional Development focused assignments are worth 35% of your grade. These assignments include: STAR Statements, Resume, LinkedIn, LinkedIn Update, Job Application Package, Mock Interview, Mock Interview Reflection

### **Supervisor Evaluations (15%)**

Supervisor Evaluations (mid-term and final) are worth 15% of your grade.

### **Special Note on Supervisor Evaluations**

We request supervisor evaluations at mid-term and at the end of the internship experience. At mid-term the supervisor will provide feedback on the intern's performance to date, provide suggestions for the remainder of the internship, and confirm hours completed by mid-term.

In the final evaluation, the supervisor will provide overall feedback, a suggested grade for performance in the internship, and confirmation of total number of hours completed.

*The course instructor cannot post final grades until the final supervisor evaluation is received.*

Ultimately the final grade is determined by the graded assignments submitted for this course, but feedback from supervisor evaluations will be taken into consideration when assigning a final grade. Interns receiving a "D" or "E" overall evaluation from the internship supervisor on their internship performance will have their final course grade lowered by a letter grade.

### **Discussions (5%)**

A portion of this course will be assessed through participation in discussion boards. You will be required to post at least one main post for each question posed, and at least two replies to other

people's posts. In order to guarantee that others have threads to reply to, your initial post must be posted by the assigned date (see course timeline for dates).

### **Internship Updates (10%)**

Internship Updates will be submitted in alternate weeks to assess progression in your internship, and will account for 10% of your grade.

### **Extra Credit (3%)**

This course uses "Assignment Weights" to calculate your final grade. The table above displays what % each assignment type is worth. Note that the Extra Credit is worth 3%, for a course total of 103%. If you do everything perfectly in the course *except for the extra credit*, your highest possible score is 100%.

Please Note: If you choose not to do the extra credit, your instructor will enter a grade of 0. At the time that the extra credit is offered, the course is not yet complete - so you have not had the opportunity to earn the total 103%. Your final score, at that moment, may appear to drop. Once the course is complete and all grades are entered out of the possible 103%, your grade will be accurately calculated.

## **Tentative Course Schedule**

**Subject to change! Tentative schedule**

**All due dates and times shown are Arizona Local Time (MST).**

**See the Course Readiness Checklist and Planning Ahead for more information.**

**All readings, viewings, and supplemental resources are found in each module.**

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## **Course Information and Resources**

**Due by Thursday 8/24 at 11:59 pm MST**

- Course Readiness Confirmation
  - Student Honor Code
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## Module 1

Due by **Thursday 8/31** at 11:59 pm MST

- Module 1 Group Discussion: Introduce Yourself (Video)
    - Post your video by mid-module
    - Post at least two peer replies by the end of the module
  - COMPLETE || Internship Interest Form and review the process for the semester
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## Module 2

Due by **Thursday 9/14** at 11:59 pm MST (date pushed to provide more time to meet with fieldwork mentor)

- COMPLETE || Meet with your fieldwork mentor and provide proof of the meeting
  - COMPLETE || Professionalism Reflection
- 

## Module 3

Due by **Thursday 9/14** at 11:59 pm MST

- COMPLETE || STAR Statements
- 

## Module 4

Due by **Thursday 9/21** at 11:59 pm MST

- COMPLETE || Resume Draft 1
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## Module 5

Due by **Thursday 9/28** at 11:59 pm MST

- COMPLETE || LinkedIn Profile

- COMPLETE || Discussion Board Post
  - COMPLETE || Module 5 Internship Update
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## Module 6

Due by **Thursday 10/5** at 11:59 pm MST

- COMPLETE || Group Discussion: Transferable Skills
    - Initial response due by mid-module
    - At least two peer replies due by the end of the module
- 

## Module 7

Due by **Thursday 10/12** at 11:59 pm MST

- COMPLETE || Site Supervisor Mid-Term Evaluation  
COMPLETE || Timesheet and Reflection Log: Mid-Term Submission  
Internship Learning Objectives Update
  - Module 7: Internship Update\_Mid-term
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## Module 8

Due by **Thursday 10/19** at 11:59 pm MST

- Job Application Package
  - LinkedIn Profile Update
  - Module 8 Group Discussion: Sustainability Competencies
    - Initial response due by mid-module
    - At least two peer replies due by the end of the module
  - Mock Interview Draft Answers
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## Module 9

Due by **Thursday 10/26** at 11:59 pm MST

- Mock Interview
  - Module 9 Internship Update
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## Module 10

Due by **Thursday 11/2** at 11:59 pm MST

- Module 10 Group Discussion: Sharing Internship Successes
    - Initial response due by mid-module
    - At least two peer replies due by the end of the module
- 

## Module 11

Due by **Thursday 11/9** at 11:59 pm MST

- Module 11: Internship Update
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## Module 12

Due by **Thursday 11/16** at 11:59 pm MST

- Internship Poster and Presentation
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## Module 13

Due by **Monday 11/27** at 11:59 pm MST

- Internship Reflection
  - Evaluation of Internship Site
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## Module 14

Due by **Friday December 1st** at 11:59 pm MST

- Final Supervisor Evaluation and Time Check
- Final Timesheet and Reflection Log
- Mock Interview Reflection
- Optional:

70 to < 77%	C
60 to < 70%	D
Below 60%	E = Failing, participated in class EN = Failing, never participated EU = Failing, insufficient participation in class and did not complete XE - Academic dishonesty

## ASU Online Course Policies

View the [ASU Online Course Policies](#)

## CLASS EXPECTATIONS

### Attendance Policy

*Some absences are excused in accordance with ASU policy. They include accommodations for religious practices, University-sanctioned activities, and death of a family member. Read more about university-excused absences in the ASU Policies section.*

*Please contact your professor if anything comes up that will stop you from participating in the class. I'm happy to work with you through these situations so you can be successful.*

### Required Technology, Technical Support & Internet Outage Plan

#### Required Technology

1. Desktop or laptop computer, current within the last 5 years
  - Note: Canvas does have an app that can be used with mobile devices, but the app is limited. Please access Canvas primarily through a desktop or laptop computer.
  - Do not use a Chromebook or Netbook, since it cannot run Respondus, which is used for tests.
2. Stable, high-speed internet access

3. Web browser updated to the most recent version. Chrome is the preferred browser for Canvas.
4. Audio speakers and/or headphones attached or built-in to the computer
5. Webcam (external or internal with microphone)
6. Word processing software. (Students have access to Google Docs with their ASUwrite. In addition, Microsoft 365 is free to ASU Students)
7. Smartphone or other mobile device that can download apps.

Please inform the instructor if any of the above present a hardship for you. ASU may have some resources to help students in need.

### Technical Support

You have access to 24/7 technical support. It is recommended to use Chrome when accessing Canvas.

### Internet Outage Plan

Network and internet outages are never expected. Be prepared and have a plan in case you find yourself without internet.

## Campus Network Outage and Technical Support

When access to Canvas is not available for an extended period of time (greater than one entire evening) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by 11:59pm).

To monitor the status of campus networks and services, please visit the System Health Portal (<http://syshealth.asu.edu/>).

### Technical Support

This course uses Canvas to deliver content. You can access Canvas through your MyASU portal.

To contact the help desk you have two options:

- For immediate assistance, call ASU at 1-855-278-5080.
- Visit the ASU Experience Center (<https://uto.asu.edu/experiencecenter>) to get personalized support through 24/7 live chat or by submitting your request online (<https://my.asu.edu/service>).

For more information on Canvas the following resources are suggested:

- [Canvas Course Tour Video](#)
- [Canvas Student guide](#)
- [Digital Portfolios Help Resources](#)
- [Library Resources for Students](#)
- [Best Practices for Setting Course Notifications](#)
- Canvas Student App - Download through Google Play (Android) or the App Store (iOS)
  - [Android Guide](#)

- [iOS Guide](#)

*Other useful links*

- [Undergraduate Academic Advising](#)
- [ASU Email Guide](#)
- [ASU Wireless Network](#)

## **Add/Drop/Withdraw**

*Access the [University Registrar page](#) for information on grades, the academic calendar, and add/drop/withdrawal options among other things. NOTE: if you are considering withdrawing, please check with financial aid as it may be impacted by a withdrawal.*

## **Student Success Tips**

### **Time Management**

*Your success in this class depends greatly on the time you spend on independent study and completion of assignments. In general, expect to spend a minimum of 3 hours for each credit hour per week studying outside of class. So, for a 3-credit class set aside 9 hours per week for just that one class. Add on extra time around mid-terms and finals. How much time does that leave you for work, relaxation, and other commitments? Here are some resources to help you get organized and create a study plan.*

#### **Calculate Your Available Study Time**

#### **Discover How Many Hours You Should be Studying**

### **Study Techniques**

*It's important that you attend all classes and complete all assignments to be successful in your college career. To support this, you should take a look your study habits. Consider where, when, and how you study. For example, trying to read a complex paper in a loud coffee shop may be too distracting for you to really understand the material. Waiting until the last minute to write a paper rarely yields good results. Take a look at the guide provided below for more suggestions to optimize your study time.*

#### **Guide for How to Study in College**

### **Active Reading**

*You will have to read a lot throughout your degree! It's common practice to highlight content as you read it to help remember it. Studies show, however, that this is not as effective as previously thought. A much better way to help you process and retain the information is to write down the important points and quiz yourself as you read. This is known as "active reading." Download the handout provided below to get started on this simple technique that can help you from day one at ASU.*

#### **Active Reading Technique Guide**

### **Available Academic Resources**

ASU has a wealth of resources to enable your success. Access the [University Academic Success Programs](#) website for information on the writing center, tutoring, supplemental instruction, graduate academic support and more.

## **Academic Integrity**

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The [ASU Student Academic Integrity Policy](#) is strictly enforced for students found in violation. Read more about this policy in the [ASU Policies](#) section.

[ASU Student Resource on Academic Integrity](#)

## **Mental Health**

Students may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful events may diminish academic performance and/or reduce the ability to participate in daily activities. [ASU Counseling Services](#) provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same day or future appointment to discuss any personal concern. ASU's dedicated crisis line is available 24/7 for crisis consultation by calling 480-921-1006.

## **Third-Party Software and FERPA**

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your instructor.

## **ASU POLICIES**

[ASU Academic Policies](#) – January 6, 2020

## **University Excused Absences**

Accommodation for Religious practices in accordance with [ACD 304-04](#)

The university community should, in all its activities, be sensitive to the religious practices of the various religious faiths represented in its student body and employees. Faculty are asked to recognize the obligations of their students who may be participating in the observance of religious holidays. Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances.

Missed class due to University-sanctioned activities in accordance with [ACD 304-02](#)



*Students who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence.*

### **Disability Accommodations:**

*Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability (SSM 701-02). Students with disabilities who require accommodations must register with the Student Accessibility and Inclusive Learning Services and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.*

- Email: [Student.Accessibility@asu.edu](mailto:Student.Accessibility@asu.edu)
- Phone: (480) 965-1234
- FAX: (480) 965-0441

### **Academic Integrity and Student Code of Conduct:**

*ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the Student Code of Conduct and Student Disciplinary Procedures, the Computer, Internet, and Electronic Communications Policy, the ASU Student Academic Integrity Policy, and outlined by the Office of Student Rights & Responsibilities. Anyone in violation of these policies is subject to sanctions.*

#### **Academic Integrity**

*Academic honesty is taken very seriously. While interaction among students is encouraged, students are expected to adhere to the ASU Student Academic Integrity Policy. Plagiarism of any kind will not be tolerated. Students must properly cite sources used for assignments. Students must take exams independently without assistance from others. Students may not submit papers written by persons other than themselves. Students must submit original work for this course and may not submit papers previously submitted to another class. Consequences of non-compliance can be significant, including: failing the assignment or course, receiving a permanent "XE" grade for the course, removal from a major or program of study, expulsion from the university, among others.*

*The ASU Student Academic Integrity Policy lists violations in detail. These violations fall into five broad areas that include, but are not limited to:*

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

*Information on the Academic Integrity procedure within the College of Health Solutions can be found at <https://catalog.asu.edu/policies/chs>.*

## Student Code of Conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

## Disruptive or Violent Behavior

In the classroom and out, students are required to conduct themselves in a manner that promotes a safe environment that is conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual, available at <http://www.asu.edu/aad/manuals/ssm/ssm104-02.htm>. Be advised that an instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>).

## Statement about Inclusive Excellence and Health Equity

The College of Health Solutions has a mission to improve the mental and physical health of our larger and immediate communities by better understanding the challenges that individuals and populations face, while striving to be part of the solution. The college is committed to the idea that every member of our society should have the opportunity for good health and wellness throughout their lifespans. In an effort to actualize this ideal, we embrace and support inclusive excellence in everything we do, including teaching, research, service and clinical practice.

Learn more about the College of Health Solutions' commitments to inclusive excellence at <https://chs.asu.edu/about/inclusive-excellence>

Students have access to the [ASU Office of Advancing Inclusion and Culture](#), dedicated to supporting and fostering a culture of inclusiveness, promoting and assisting with equal opportunity and diversity initiatives.

## Prohibition Against Discrimination, Harassment, & Retaliation

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

*As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services is available if you wish discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.*

## **Copyright**

*Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. For more information, see the Computer, Internet, & Electronic Communications Policy at <http://www.asu.edu/aad/manuals/acd/acd125.html>*

*The course syllabus and all other class materials (slide presentations, handouts, assignments, digital recordings, exams, quizzes, etc.) are intellectual property of Arizona State University and are not to be publicly distributed or otherwise commercialized since these materials are copyright protected. Such materials are for sole use in that designated semester. It cannot be used in any other form unless via a written statement of approval from the instructor. Commercial note taking services are prohibited in accordance with ACD 304-06 available at <http://www.asu.edu/aad/manuals/acd/acd304-06.html>*

*Information in this syllabus, other than grade and absence policies, is subject to change with reasonable advance notice. Please consult Canvas regularly.*