

## **Department of Clinical and Preventive Nutritional Sciences Entry-Level Master of Science in Clinical Nutrition**

## **NUTR 5513 Global and Public Health Nutrition**

## **Course Description**

Current and emerging issues in global and public health nutrition are debated and students are engaged in discussions that address populations of diverse cultures and global nutrition health and nutrition policy. Students learn to recognize how determinants of health, health disparities and availability and accessibility of resources, influence the nutrition status of communities and state, country, and regional programs. Program planning and population needs assessments are also addressed. Course topics include an overview of global and US public health nutrition goals, malnutrition around the globe, nutrition surveillance systems and interventions, practices and processes of local and global food markets, global food systems and legislative and regulatory policies. An experiential component in global and public health at the local or global level is included.

#### **Credits/ Modes of Instruction/ Course Platform**

This is a three (3) credit online graduate course that relies heavily on completion of regular activities, assignments, and discussions of weekly topics. Students are expected to participate in weekly live face to face class sessions, course activities, and course assignments as outlined in the Course Schedule.

#### **Prerequisites**

Matriculated status in the Entry-Level Master of Science in Clinical Nutrition (ELMSCN) is required.

#### **Course Director / Instructor(s)**

Joachim Sackey, PhD <u>joachim.sackey@rutgers.edu</u>
Minna Sabbahi, RDN, MPH <u>minnas@shp.rutgers.edu</u>

**Teaching Assistant** 

Heather Petty, MS, RDN <u>hkp47@shp.rutgers.edu</u>

## **Program Office**

Emily Peters, MPH (Program Assistant)

School of Health Professions, Stanley Bergen Building, Room 156

65 Bergen Street, Newark, New Jersey, 07107

Phone: 973-972-4778 Email: petersen@shp.rutgers.edu

## **Course Goals and Objectives:** Goals

The goal of the course is for students to gain foundational knowledge in public and global health issues and nutritional needs of communities.

## **Objectives**

At the end of this course students will be able to:

- 1. Describe nutritional needs of select populations across the lifespan.
- 2. Identify patterns, estimates and causes of malnutrition, overweight and obesity in low-, middle- and high-income countries.
- 3. Describe and differentiate between global and U.S. nutrition goals and diets.
- 4. Identify appropriate nutrition surveillance systems for a given population.
- 5. Describe the impact of global food marketing practices and food systems on population health and nutrition status.
- 6. Identify dietary practices and guidelines for a given global community group.
- 7. Describe and differentiate between U.S. and global nutrition policies and organizations.

The objectives of the course include the following ACEND competencies:

Competency Number	Competency Name	Performance Indicators	Activities that contribute to attainment of competency
1.6	Applies knowledge of social, psychological and environmental aspects of eating and food.	<ul> <li>1.6.1 Formulates food and nutrition services considering psychological and social factors to meet the needs of individuals, communities and populations.</li> <li>1.6.3 Integrates knowledge of maximizing sustainability, food and water waste, reusable/biodegradable items, local and global produce sourcing and access to food.</li> <li>1.6.4 Applyings the environmental factors offeeting.</li> </ul>	NGO assignment Global food systems debate
		1.6.4 Analyzes the environmental factors affecting access to services and/or adequate nutrition.	
1.7	Integrates the principles of cultural competence within own practice and when directing services.	<ol> <li>1.7.1 Demonstrates knowledge of the cultural competence models.</li> <li>1.7.2 Applies knowledge of foods, cultural foods, eating patterns and food trends.</li> <li>1.7.3 Identifies challenges that arise when different cultures, values, beliefs and experiences exist between clients/patients and nutrition and dietetics professionals.</li> <li>1.7.4 Identifies and implements strategies to address cultural biases and differences.</li> <li>1.7.5 Applies culturally sensitive approaches and communication skills.</li> <li>1.7.6 Develops awareness of one's own personal beliefs, values and biases to better serve clients/patients of different cultures and backgrounds.</li> </ol>	NGO assignment

Competency Number	Competency Name	Performance Indicators	Activities that contribute to attainment of competency
1.15	Applies knowledge of nutritional health promotion	1.15.1 Recognizes and communicates the cause of disease and nutrition risks.	NGO assignment
	and disease prevention for individuals, groups and populations.	1.15.2 Identifies, prioritizes and implements health risk reduction strategies for individuals, groups and populations.	
		1.15.3 Examines the influence of the determinants of health on health and wellness.	
		1.15.4 Designs food and nutrition activities for various audiences considering factors relevant to individuals, groups and communities.	
		1.15.5 Applies behavior change theories for nutritional health promotion and disease prevention.	
1.16	Gains a foundational knowledge on public and global health issues and nutritional needs.	1.16.1 Examines the trends and current issues that impact public and global health from existing, new and reemerging diseases that spread through immigration, travel and global trade.	NGO assignment and live class discussions
		1.16.2 Examines the impact of global food supply and sustainability and related factors.	
		1.16.3 Examines how globalizing processes impact nutrition, nutrition education and nutrition related diseases in developing countries.	
2.1	Applies a framework to assess, develop, implement and evaluate products, programs and services.	2.1.1 Conducts or coordinates an assessment of the environment, competitive landscape and stakeholder opinions to identify and evaluate data needed to make decisions regarding nutritional products, programs and services.	Program development and evaluation assignment
		2.1.2 Designs nutritional products, programs or services that promote consumer nutritional health, dimensions of wellness and lifestyle management.	
		2.1.3 Creates a work plan or project plan to implement nutritional programs and services or launch products.	
		2.1.4 Conducts an evaluation of a product, program or service by analyzing reasons for variance from expected outcomes and implements new strategies	

Competency Number	Competency Name	Performance Indicators	Activities that contribute to attainment of competency
3.3	Develops a plan to minimize vulnerabilities in the food supply chain.	<ul><li>3.3.1 Maintains currency in and follows applicable legislation and guidelines.</li><li>3.3.3 Develops a plan to minimize vulnerabilities in the food supply chain.</li></ul>	Global Food Systems Debate
3.4	Applies and demonstrates an understanding of agricultural practices and processes.	3.4.1 Has a working knowledge of different agricultural food production systems and related terminology and concepts including potential nutritional impact.	Global Food Systems Debate
		3.4.2 Understands the local and global food markets and applicable nutrition regulations.	
		3.4.3 Identifies and supports partnerships with local and global food growers and producers.	
4.1	Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs.	4.1.1 Recognizes how determinants of health, epidemiological findings, health disparities, political interest, availability of resources, and accessibility influence the nutritional health and well-being of a community and population.	Program development and evaluation assignment
		4.1.2 Conducts community and population based assessments considering all relevant factors.	
		4.1.3 Identifies the resources and connects with partners needed for sustainability of the program.	
		4.1.4 Develops and implements a program considering relevant data addressing the nutrition needs of the community or population.	
		4.1.5 Interprets and uses nutrition surveillance and global health and safety data.	
		4.1.6 Evaluates the program using measurement indicators and outcomes.	
		4.1.7 Communicates evaluation findings, outcomes, recommendations and research findings to promote change and justify program.	
4.2	Engages in legislative and regulatory activities that address community,	4.2.1 Interprets legal terminology used to establish nutrition regulations and policies for populations.	Advocacy letter
	population and global nutrition health and nutrition policy.	4.2.2 Navigates governmental, intergovernmental and nongovernmental organizations to promote nutrition legislation and regulations that address public, population and global nutrition health.	
		4.2.3 Analyzes political interests and their impact on program development, goals and objectives.	

Competency Number	Competency Name	Performance Indicators	Activities that contribute to attainment of competency
6.1	Considers multiple factors when problem solving	6.1.1 Considers multiple factors when problem solving.	Global Food Systems Debate
			Advocacy letter
		6.1.2 Incorporates the thought process used in critical thinking models.	NGO assignment
		6.1.3 Engages in reflective practice to promote change and continuous learning.	
7.1	Assumes professional responsibilities to provide safe, ethical and effective nutrition services.	<ul> <li>7.1.1 Demonstrates ethical behaviors in accordance to the professional Code of Ethics.</li> <li>7.1.3 Adheres to nutrition related legislation, regulations and standards of practice.</li> <li>7.1.4 Applies client/patient-centered principles to all activities and services.</li> <li>7.1.6 Practices in a manner that respects diversity and avoids prejudicial treatment.</li> <li>7.1.7 Adheres to legislative requirements and facility/employer guidelines regarding protection of privacy and security of information.</li> </ul>	
7.2	Uses effective communication, collaboration and advocacy skills.	<ul> <li>7.2.1 Applies effective and ethical communication skills and techniques to achieve desired goals and outcomes.</li> <li>7.2.4 Selects mode of communication appropriate to the messaging to meet the needs of the audience.</li> </ul>	Global Food Systems Debate Advocacy letter NGO assignment

# This course contributes to the fundamental knowledge and skills required to meet the following public health concentration competencies:

- 1. Analyze local and global food systems [through the global food systems debate].
- 2. Utilize culturally appropriate assessment methodologies to identify and prioritize diet and nutritional problems for diverse population groups [through the program proposal development assignment].

## **Course Requirements and Grade Determination**

Requirements	Weight
Weekly Attendance/Participation/Live Discussion. (individual grade)	5%
Weekly summary assignment [individual]	15%
Advocacy letter to an elected official (individual grade)	15%
NGO critique assignment (group grade)	20%
Global food systems debate (group grade)	20%
Program proposal development (individual grade)	25%
Total	100%

## **Requirements for Completion**

Each session will be posted on Monday by 9am Eastern Time (ET). Students are expected to complete all readings and assignments as due and review lecture content in order to maximize learning and contribute to class discussions. Required resources and readings are based on current literature.

Detailed assignment guidelines are posted in Canvas.

All assignments should be submitted as word documents [except the proof of submission of advocacy letter which can be a pdf of jpeg].

#### Weekly Attendance/Participation/live discussions

Attendance – Students are required to attend a mandatory live class session each week on Friday from 10 am to 12 noon ET. These sessions will be hosted through the Zoom Web Conferencing platform. These sessions will focus on discussion, application of course material, and mentorship provided by the faculty instructor to support student achievement of competencies in Global and Public Health Nutrition. Attendance will be taken. Failure to attend these sessions will result in points being deducted from the student's Attendance/Participation grade.

Students will need a microphone with headset and webcam in order to use the Zoom system and participate live class sessions. Links to the Zoom classroom will be located in the Canvas course. Students should review instructions within Zoom to become familiar with Zoom. Avoid distracting behavior during live class *and keep your camera on to improve engagement*.

## Weekly summary assignment

Using guidelines posted in Canvas, students will submit a 150-200 summary of materials posted in Canvas weekly. Materials may be video lectures posted or readings.

## Advocacy letter to an elected official

Using guidelines posted in Canvas, students will write and submit a 1-page advocacy letter to one of their legislators about a food and nutrition policy/regulatory/legislative matter. Evidence of submission contributes to the final grade.

#### NGO critique assignment

Guidelines for this project in detail will be posted in Canvas. Pairs of students will propose a local or international non-governmental organization (NGO) or non-profit and will present a critique including describing the organization, their efforts regarding nutrition and an analysis of the effectiveness of their mitigation efforts. Each person will grade the participation of their group member as part of the final grade.

## Global food system debate

Working in teams, students will be assigned a global food system debate topic. Using guidelines posted in Canvas, students will debate the topic during a live class session. *Each person will grade the participation of their group members in preparing for the debate as part of the final grade.* 

#### Program proposal development

Using guidelines posted in Canvas, students will work individually to develop a brief 3-page grant proposal to develop a nutrition program for a selected population.

## **Alternate Supervised Experiential Learning Hours**

The Global food system debates are equivalent to 3 hours of alternate supervised experiential learning (SEL) experiences.

## **Special Course Enrollment Requirements**

Readings will be assigned by topic each week and will be available in the course or the Rutgers Virtual Library. All materials in this course are for the use of registered students only and may not be shared beyond the purposes of this course without permission from the presenter or course instructors.

Computer hardware and software are required to accommodate web access, PDF downloads, and PPT presentations. Students must have all of the current recommended hardware requirements as specified for online learning: <a href="http://Canvas.rutgers.edu">http://Canvas.rutgers.edu</a>. Students are required to purchase a headset with built in microphone and web cam to use with Zoom live sessions.

#### **Evaluation, Feedback and Grading**

## **Evaluation / Assessment Methods / Description of Assignments**

Assignment guidelines and grading rubrics that will be used to evaluate/assess student performance and achievement of the course competencies will be available in the Canvas course. Please refer to the Requirements for Completion section of this syllabus for assignment descriptions. There will be a deduction for late assignments of 5% off each day for up to 5 days. After the 5th day the assignment will not be accepted.

## **Feedback on Progress**

Students will receive feedback on each assignment usually within two weeks of submission. Grades will be posted in the gradebook within the Canvas course. Students are expected to review assignment feedback and use the feedback to maintain or improve performance in the course, particularly when completing subsequent assignments. Students with unsatisfactory performance (grade of B- or lower) on an assignment are encouraged to schedule a meeting with course faculty at their earliest convenience to review feedback and discuss ways to improve performance. Students who have below a grade of B- (80%) at the midpoint of the course will receive an email from course

faculty regarding their status in the course and be advised on process for remediation and improving performance in the course during the second half of the semester.

## **SHP Grading Policy**

The SHP grading policy is available at: <a href="https://apps.shp.rutgers.edu/projects/shrpweb-cf/policies/policy\_view.cfm?view=P&coding=3.0">https://apps.shp.rutgers.edu/projects/shrpweb-cf/policies/policy\_view.cfm?view=P&coding=3.0</a>. Please note that there is no rounding of grades per the grading policy.

You may also refer to the SHP Student Handbook at <a href="https://shp.rutgers.edu/wp-content/uploads/Student-Handbook-2019-2020.pdf">https://shp.rutgers.edu/wp-content/uploads/Student-Handbook-2019-2020.pdf</a>

Grade	Undergraduate Scale	Graduate Scale	Quality Points
A	93.0-100	93.0-100	4.0
A-	90.0-92.9	90.0-92.9	3.7
B+	87.0-89.9	87.0-89.9	3.3
В	83.0-86.9	83.0-86.9	3.0
B-	80.0-82.9	80.0-82.9	2.7
C+	77.0-79.9	77.0-79.9	2.3
С	73.0-76.9	73.0-76.9	2.0
C-	70.0-72.9	70.0-72.9	1.7
D+	67.0-69.9	67.0-69.9	1.3
D	63.0-66.9	63.0-66.9	1.0
F	<63	<70 <63	0.0

#### **Minimum Level of Performance**

The minimum level of satisfactory performance in this course is a grade of 'B-' (80%) or better. The final letter grade is based on the weighted average of all course requirements, as specified earlier in the syllabus. Please refer to the ELMSCN Program Handbook for course performance expectations.

## **General Learning Resources**

## Required Textbook(s)

None

#### **Optional Text:**

Nutrition in Public Health.4th Edition. 2010. By Sari Edelstein. Jones and Bartlett.

E-book available in Rutgers libraries at this url:

https://rutgers.primo.exlibrisgroup.com/discovery/fulldisplay?docid=cdi\_rittenhouse\_primary\_9781\_284104691&context=PC&vid=01RUT\_INST:01RUT&lang=en&search\_scope=MyInst\_and\_CI\_2&adaptor=Primo%20Central&tab=Everything\_except\_research&query=any,contains,Nutrition%20in\_%20Public%20Health.%20By%20Sari%20Edelstein.&facet=rtype,include,books&offset=0

## Required Recommended or Supplemental Learning Resources

- Access to the internet and the Rutgers Virtual Library. Available at: <a href="http://www.libraries.rutgers.edu/health\_sciences\_distance\_learning">http://www.libraries.rutgers.edu/health\_sciences\_distance\_learning</a>
- Rutgers library tutorials on searching the literature http://www.libraries.rutgers.edu/health\_sciences\_distance\_learning/tutorials

#### **Course Units/Schedule**

This schedule is a plan only, subject to change by the instructor as deemed necessary to achieve the course goals. Whenever possible, you will be notified in advance of any changes, especially those affecting course requirements or grading.

Please review the weekly lecture materials journal articles, web links, etc. within Canvas. Discussion assignments will be posted weekly in Canvas.

• Learning Resources will be specified in Canvas

- There will be live Zoom sessions held on Fridays 10am -12pm ET every week.
- The zoom link for all sessions is:

#### Join Zoom Meeting

https://rutgers.zoom.us/j/95480385736?pwd=cUdiM1gvQkpWZjRJK2JlLzhodWZhQT09

Meeting ID: 954 8038 5736

Password: 187310

## Camera use during Zoom sessions

This class is heavily dependent on discussions and interactions and to support this, we are **requesting** that you turn on your device camera so that we can do our best to duplicate the in-class environment. Seeing each other's faces, knowing that we are all engaged, and in this together can really help with that. We know that it's hard to stay engaged and energetic in zoom, but it's even more difficult to do so when looking at a sea of black and white names. You can use a virtual background or blur your background if you don't want to show what is behind you. We are flexible and know that you may not be able to have your camera on 100%. We request in those instances, to please let us know ahead of time. Additionally, In the instances that your camera is off (again, we ask that this be as limited as possible), please engage with us and your classmates. We encourage you to speak up and use the chat function to offer your thoughts, ask any questions or provide any feedback. Keep in mind that better interaction in the classroom almost always means better outcomes in the class. It's good for you. It's good for your classmates.

#### Late submission

You are expected to submit all assignments by the due date listed. You will use points for each day a submission is late.

Week	Date	Торіс	Assignments/things to do
1	06/03/22	Introduction to course	Review syllabus and assignment instructions.
		Impact of COVID-19 on global and public health nutrition	Select a topic for advocacy letter assignment.
			Pair up in Canvas for debate and join a group by 06/17/22.
		Activity	Pair up in Canvas for NGO assignment and
		Review all assignments posted in Canvas.	select an NGO. Submit selected NGO by
			06/17/22.
2	06/10/22	Guest lecture: Anthony Carrion, Program Manager-Hunger Free NYC [Impact of	Submit topic for advocacy letter and who you
	0.6/17/00	COVID-19 on non-profits]	are advocating to by 06/15/22.
3	06/17/22	Student presentations: elevator speech presenting advocacy letters [2 minutes per student].	Select and submit topic for program proposal development assignment by 06/20/22 for
		studentj.	feedback.
4	06/24/22	Guest lectures:	Assignment due: Advocacy letter [with evidence
		Dr. Shauna Downs [Sustainable diets]	of submission to legislator] due 11pm ET,
		Heather Petty [Cardiovascular diseases]	06/26/22.
5	07/01/22	Global and US food security [presented by Sackey]	Debate groups should be meeting to plan their
		Student presentations of background and specific aim sections of program proposal	strategy and assign roles.
6	07/08/22	development assignment [in breakout rooms]  Guest lecture: Ms. Emily Merchant [Food systems]	
7	07/08/22	Student presentations: elevator speech presenting non-profit/NGO critiques [5]	
'	07/13/22	minutes/group].	
		Guest lecture: Ahmed Raza, Nutrition and Food Systems Office-FAO from 11AM-12PM	
		Surveillance Systems; Global Micronutrient Deficiency; Overweight and obesity around	
		the globe.	
8	07/22/22	Student presentations of program design, implementation and evaluation sections of	
	07/20/22	program proposal development assignment [2 minutes per student]	
9	07/29/22	Disparities in Health [Minna Sabbahi]	Assistance day Description and description of
	08/05/22	Student presentations: Global food systems debates	Assignment due: Program proposal development assignment due 11pm ET, 08/07/22.
11	08/12/22	Guest lecture: Ms. Susan Stephenson-Martin [Local public health nutrition initiatives and	
		WIC].	
		Global public health nutrition initiatives	

#### **Course Evaluations**

Students have the opportunity to evaluate the entire course and instructors upon its completion. Student feedback is very important, as it will be used to improve this course and the educational experience. All responses are kept anonymous and CONFIDENTIAL. The evaluation is conducted as a survey and will be sent to you via Rutgers email later on in the semester.

## School and program policies

- Please refer to the ELMSCN Program Handbook.
- Please refer to the SHP Student Handbook at <a href="https://shp.rutgers.edu/wp-content/uploads/Student-Handbook-2019-2020.pdf">https://shp.rutgers.edu/wp-content/uploads/Student-Handbook-2019-2020.pdf</a>.
- Please refer to the SHP Grading Policy, available at: <a href="https://apps.shp.rutgers.edu/projects/shrpweb-cf/policies/PDFs/3.0%20GRADING%20SYSTEM%20POLICY.pdf">https://apps.shp.rutgers.edu/projects/shrpweb-cf/policies/PDFs/3.0%20GRADING%20SYSTEM%20POLICY.pdf</a>.

#### Faculty/Student Honor Code and Academic Integrity

The Faculty/Student Honor Code is posted on the SHP website within the online SHP Student Handbook. The faculty of RBHS-School of Health Professions believe that students must observe and support high standards of honesty and integrity in all aspects of education, practice, and research. For this reason, all matriculated and non-matriculated students in this course are expected to abide by the School's Faculty/Student Honor Code and accept responsibility to help ensure that these standards are maintained by reporting violations of the Honor Code observed in others. All violations will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.

#### **Professional Behavior**

Students are expected to conform to established standards and civil, social, and professional behavior. Violations will be considered with the gravest concern and may be punishable with sanctions as severe as suspension or dismissal. Please consult the Code of Student Behavior in the Student Handbook for prohibited actions <a href="https://shp.rutgers.edu/wp-content/uploads/Student-Handbook-2019-2020.pdf">https://shp.rutgers.edu/wp-content/uploads/Student-Handbook-2019-2020.pdf</a> as well as <a href="mailto:Zoom Etiquette">Zoom Etiquette</a>.

#### **Attendance**

Students are expected to attend all classes. Students are expected to adhere to the stated attendance and participation policies for each course and for the specific program in which they are enrolled. For distance-based learning platforms, students are expected to attend and participate in scheduled online chats and/or discussion boards as well as "live" meetings or inperson sessions, as indicated by the course faculty.

Students are responsible for all material covered in classes. Absent students are responsible for obtaining all material covered in missed sessions. Students should be cognizant of this if absences occur during the semester and should consider planning vacations/time away inbetween semesters as course faculty may not release course content early or may not allow late submission of work or retake of exams. When illness or other special circumstances prevent attendance, students should inform their course faculty/director in advance or as early as possible and may be asked to provide appropriate documentation.

#### **Turnitin**

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com (directly or via learning management system, i.e. Sakai, Blackboard, Canvas, Moodle) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site. Students who do not agree should contact the course instructor immediately.

You will be required to evaluate any written manuscripts through TURNITIN for plagiarism prior to submitting it for grading. A TURNITIN link is embedded in the course with instructions for doing so. Plagiarism is considered a serious offense. If you are unsure of what constitutes plagiarism, review the plagiarism tutorial located at <a href="https://plagiarism.iu.edu/index.html">https://plagiarism.iu.edu/index.html</a>. Students who plagiarize will receive a grade of F for the assignment.

## Publication or Submission of Coursework for a Grant or Manuscript

If you submit a paper that was completed as part of a course at Rutgers for publication, you are encouraged to communicate with the course director and any other faculty reviewers of your paper regarding their interest as serving as a co-author. If the faculty agrees to serve as co-author(s) then it is the student's responsibility to obtain their review and approval of the paper prior to its submission to the publication. Non-compliance will be considered a professional behavior violation. Regardless, the student is expected to indicate that the manuscript was prepared as part of course requirements while at Rutgers School of Health Professions as part of the degree process. University affiliation for publications/abstracts/posters/presentations should be listed as "School of Health Professions' Department of Clinical and Preventive Nutrition Sciences at Rutgers University". Posters/presentations must be completed using the Rutgers template or logo which can be found at: <a href="http://identity.rutgers.edu/">http://identity.rutgers.edu/</a>.

### **Suggested Writing Resources**

This course relies on the ability to communicate concepts clearly in a written format as well as follow guidelines for proper grammar and sentence structure. It is expected that all written assignments follow appropriate grammatical, spelling, and referencing rules, and are free from plagiarism. Assignments with excessive grammatical and writing errors will receive a lower grade. If you need assistance with writing, we encourage you to get a writing tutor to assist you as writing is a critical skill in graduate education and for professional communication in the nutrition and dietetics profession. The Rutgers Biomedical and Health Sciences (RBHS) Writing Center (<a href="https://sasn.rutgers.edu/student-support/tutoring-academic-support/writing-center/satellite-writing-centers/rbhs-writing-center} offers writing assistance to distance and local students. See the handout for more details. There are also tutorials available at: <a href="http://www.libraries.rutgers.edu/health-sciences\_distance\_learning/tutorials">http://www.libraries.rutgers.edu/health-sciences\_distance\_learning/tutorials</a> as well as further resources available in the Online Student Resource Center in Moodle

#### **EndNote**

EndNote is a software program that works with Microsoft Word to automatically format in-text citations and end-of-paper reference lists with your chosen style (APA, AMA, etc.). EndNote can also be used as a database to gather and store citation libraries. We highly suggest that you become familiar with EndNote. Rutgers is licensed to provide download access of EndNote for Rutgers affiliated users. EndNote is a bibliographic software program used to search Internet

libraries, organize references and create instant bibliographies. EndNote enables you to collect and download your references from online catalogs and databases for inclusion in presentations and papers. After downloading the program from the Rutgers Virtual Library available at <a href="https://www.libraries.rutgers.edu/endnote">https://www.libraries.rutgers.edu/endnote</a> you will need to install the EndNote program. There are tutorials on how to use EndNote available at the Rutgers library as well as at <a href="http://www.endnote.com.">http://www.endnote.com.</a>

## **Program Online Examination Policy**

Students taking the Online Courses are solely responsible for having a working computer and internet connection. Computer crashes and internet connection problems are not valid excuses for failing to complete any required course work within the course time limits; this applies to finishing a quiz or examination within the allotted time as well as submitting assignments before the deadline. It is highly recommended that students make arrangements to have access to a second computer to complete their course work in case of an emergency; either at their own residence, a friend's residence, a local library or in one of the computer labs on campus.

## Office of Disability Services (ODS)

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <a href="https://shp.rutgers.edu/disability-services/">https://shp.rutgers.edu/disability-services/</a>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Rutgers Office of Disability Services web site at: <a href="https://webapps.rutgers.edu/student-ods/forms/registration">https://webapps.rutgers.edu/student-ods/forms/registration</a>