

**DEPARTMENT OF   
BEHAVIORAL HEALTH AND NUTRITION**

**M.S. IN HUMAN NUTRITION**

**GRADUATE STUDENT MANUAL**

2017-2018

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*This guide is not meant to be the official policy guide for the University.*

*The University Graduate Catalog should be consulted for that purpose.*

# **Introduction**

Welcome to the Human Nutrition Master’s degree program in the Department of Behavioral Health and Nutrition. This manual is intended to assist you in the procedures to be followed as you progress through your graduate program. If you have any questions or concerns, you may contact:

Dr. P. Michael Peterson, EdD

Chairperson

025 Carpenter Sports Building

302-831-1014

E-mail: pmpeter@udel.edu

Dr. Jillian Trabulsi, PhD, RD

Director, Human Nutrition Graduate Program

304 McDowell Hall

302-831-4991

E-mail: trabulsi@udel.edu

Carrie Bonnett Johns

Staff Assistant

004 Carpenter Sports Building

302-831-8729

Email: cbonnett@udel.edu

Your suggestions about this handbook and the graduate program are always welcomed. Good luck as you begin your program of study.

In addition to this manual, other resources that will provide useful information about graduate study are:

* **The University of Delaware Graduate Catalog** available from the Office of Graduate Studies or online at <http://udcatalog.udel.edu>
* Getting Ready to Graduate where all appropriate information is explained: <http://www.udel.edu/gradoffice/current/stepby.html>
* The University of Delaware Academic Honesty and Dishonesty Statement (available from the Dean of Students Office or in the **Official Student Handbook** online at <http://www.udel.edu/stuguide/>

**Behavioral Health and Nutrition**

**Human Nutrition Graduate Program**

## **Nutrition Program Faculty**

***Sandy Baker, EdD, RDN*** (University of Delaware), Assistant Professor, Assistant Chair.

Nutrition education, nutrition counselling, qualitative research.

Sheau Ching Chai, PhD, RD (Florida State University), Assistant Professor.   
Diet and nutrient intake in prevention and reduction of age- and nutrition-related diseases; phytochemicals.

Marie T. Fanelli Kuczmarski, PhD, RD (Rutgers University), Professor.   
Gerontological nutrition, nutritional assessment methods.

Cheng-Shun (Richard) Fang, PhD, RD (University of Nebraska), Associate Professor.   
Dietary fiber and diseases, nutritional assessment.  
  
***Carly Pacanowski, PhD, RD*** (Cornell University), Assistant Professor.

Obesity and eating disorders in college-aged individuals/emerging adults; psychological outcomes of interventions to control body weight; eating and health-related behaviors (e.g. self-weighing; yoga).

***Shannon Robson, PhD, MPH, RD*** (University of Tennessee), Assistant Professor.

Behavioral weight management interventions in pediatric and adult populations; basic feeding studies manipulating diet.

***Alisha Rovner, PhD*** (Johns Hopkins University), Assistant Professor.

Public health nutrition, vitamin D, bone mineral metabolism.

Kelebogile Setiloane, PhD (Tufts University), Associate Professor.   
Infant and child feeding practices, Cultural competency, Global health/Nutrition, Immigrant Health/Nutrition.

Jillian Trabulsi, PhD, RD (University of Wisconsin) Associate Professor.   
Early childhood nutrition; diet, nutrition and energy balance in healthy individuals and in those with chronic disease, obesity.

## **Adjunct Faculty**

Shannon Lennon PhD, RD (University of Florida), Associate Professor. Cardiovascular disease with an emphasis on nutrient intake and/or interventions. Additional focus on their role in hypertension and ischemia-reperfusion insults.

Allison Karpyn, PhD (University of Pennsylvania), Associate Professor & Senior Associate Director Center for Research and Education in Social Policy. Community nutrition, program evaluation, food policy, public health nutrition, food insecurity.

Melissa Melby, PhD (Emory University), Assistant Professor, Anthropology.

Soy isoflavones and health outcomes.

O. Sue Snider, PhD (Missouri), Professor and Food and Nutrition Specialist, Cooperative Extension. Community food and nutrition education programs, sensory quality of foods, consumer behavior and attitudes, biotechnology.

## **Non-discrimination Policy**

*The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.*

*For inquiries or complaints related to non-discrimination policies, please contact:*

*Susan L. Groff, Ed.D.  
Director, Institutional Equity & Title IX Coordinator  
305 Hullihen Hall  
Newark, DE 19716  
(302) 831-8063*[*groff@udel.edu*](mailto:groff@udel.edu)

*For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact:*

*Anne L. Jannarone, M.Ed., Ed.S.  
Director, Office of Disability Support Services  
Alison Hall, Suite 130,   
Newark, DE 19716   
(302) 831-4643*[*ajannaro@udel.edu*](mailto:ajannaro@udel.edu)

*OR contact the U.S. Department of Education - Office for Civil Rights (*[*https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm*](https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm)*)*

## **First Steps**

Upon admission to the graduate program, you will be assigned an academic advisor in September. As your research interest is defined, you may select a thesis or scholarly project advisor whose interests match your own. You should schedule a meeting with your academic advisor regularly to discuss your course schedule and program progression.

You should review the policies and procedures in this handbook, as well as the University Graduate Catalog. Registration periods are indicated in the University calendar. You should also review the forms contained in this manual. These forms are referred to throughout the policy and procedure statements.

A summary of sequence of events in progress toward degree completion and a progress toward degree checklist are also included in this manual. These summarize the major steps or phases in your academic and research activities listed in the order they typically occur. In addition, the summary indicates any paperwork needed to document this progression. The checklist translates the sequence into a series of forms/activities/requirements with a space to note the date of completion. Though each student’s progress may differ somewhat, referring to this summary/checklist on a regular basis in consultation with your advisor will assist with timely completion of your degree.

## **Competitive Awards**

For information about university-wide graduate student awards, please visit http://grad.udel.edu/fees-and-funding/funding-opportunities/. Information on awards for MSHN graduate students is below:

### **Amy Rextrew Graduate Student Award**

An award of $600-$1000 is presented to a Master’s candidate working toward their graduate degree in Human Nutrition. In addition to outstanding scholarship, the students should demonstrate potential leadership to the profession.

Selected by: Faculty (no application)

Presented to recipient: Check, congratulatory letter and certificate from the Dean.

### **Arlette I. Rasmussen Graduate Research Award in Nutrition and Dietetics**

This monetary award is to recognize graduate student research achievements in Nutrition and Dietetics and to assist in the conducting and/or dissemination of results from graduate student research. The award can be made upon completion of research accepted for presentation at a scientific/professional meeting (with priority given to the national or international, then regional, then state level) and/or an accepted peer reviewed publication. Total amount awarded depends on the number of applications and the strength of the application; most award range from $500-$1000. A letter of intent with project name, description and approximate budget is due by December 1st. The full application is due by January 30th. Applicants will be notified by end of February.

Selected by: The Human Nutrition Graduate Program Committee (contact the BHAN Graduate Program Assistant (Carrie Bonnett Johns, cbonnett@udel.edu) for application form). Applicant will be notified of amount awarded, most awards range from $500 to $1000.

Presented to recipient: An award will be made from the fund based on the available balance and the number of qualified applications.

## **Selection of Thesis or Scholarly Project Advisor**

During your first semester of study, you should become acquainted with each member of the human nutrition graduate faculty to learn something about their research interests and activities, and to discuss with them your interests and thoughts regarding possible thesis/project activities. Through these interactions, you can then identify a thesis/project advisor who will guide your research or scholarly project activities.

## **Communications**

You will be assigned a graduate student mailbox in the BHAN office (located by the copy machines) and you will obtain a UDEL e-mail account. A great deal of communication will be conducted via e-mail. Please be sure to check your email daily.

## **NTDT 665 Human Nutrition Graduate Seminar**

As indicated in the Human Nutrition graduate policies and procedures, **graduate students are expected to attend the nutrition program seminar, which is offered each Spring semester (12:20pm until 1:10pm), whether or not it is taken for credit**. Attendance is mandatory. It is required that you enroll in NTDT 665 in one semester for 1 credit, usually your 2nd year, to meet the degree requirements.

The goals of seminar attendance are to meet and talk with other human nutrition graduate students and meet with nutrition graduate faculty on an informal basis as you proceed to learn more about their research interests. On occasion, presenters include faculty as well as guest speakers whose seminars will add to the scope and depth of your graduate experience. This seminar will also include in depth discussion of journal articles in addition to presentations.

* As a first year graduate student you attend Human Nutrition Seminar but do not enroll for credit. As a second year graduate student, you enroll in Human Nutrition Seminar and present your thesis or scholarly project work.

## **Conditional admission status**

Conditional admission status may be designated if:

1. The baccalaureate degree is still in progress at the time the applicant’s credentials are reviewed. Admission to regular status is contingent on successful completion of the baccalaureate degree.
2. Prerequisite courses are incomplete. Any course deficits should be completed during the first year of graduate study.

Conditional status will be changed to regular status when all the contingencies set at admission have been satisfied. To change status, the student must complete a Graduate Student Change of Status form.

* Students on conditional status are not eligible for tuition scholarships or graduate teaching assistantships.

## **Requirements for Master’s Degree in Human Nutrition**

## **Master’s Degree Matrix**

|  | **MS - THESIS** | **MS - NON-THESIS** |
| --- | --- | --- |
| **Prerequisites** | Inorganic Chemistry  Organic Chemistry  Biochemistry  Physiology  Nutrition\* | Inorganic Chemistry  Organic Chemistry  Biochemistry  Physiology  Nutrition\* |
| **Minimum Admission Requirements** | 153V, 144Q GRE (old score 500V, 500Q)  2.75 GPA Overall  3.00 GPA based on major courses | 153V, 144Q GRE (old score 500V, 500Q)  2.75 GPA Overall  3.00 GPA based on major courses |
| **Course Requirements NTDT Core Courses** | NTDT611 Advanced Macronutrient Metabolism (3)  NTDT631 Advanced Micronutrient Metabolism (3) | NTDT611 Advanced Macronutrient Metabolism (3)  NTDT631 Advanced Micronutrient Metabolism (3) |
| **NTDT Elective Courses** | NTDT electives (6) | NTDT electives (6-9) |
| **Non-NTDT Courses** | CHEM527 (3)  Statistics course (3)  Research Design (3)  Electives (3) | Statistics Course (3)  Research Design (3)  Electives (6-9) |
| **Seminar** | NTDT665 (1) | NTDT665 (1) |
| **Thesis/Field Study** | NTDT869 (6) | NTDT669 (3) |
| **Total Credits** | (31) | (31) |
| **Other** | Thesis Defense/Oral Exam | Comprehensive Exam |

\* Requiring Biochemistry as a prerequisite

# **Thesis Option Policies, Procedures and Guidelines**

## **Human Nutrition MS Degree Requirements: Thesis Option**

|  |  |
| --- | --- |
| Minimum total credits – 31\*: | Credits |
| NTDT Core Graduate Courses | 6 |
| NTDT Elective Course | 9 |
| Non-NTDT Graduate Courses | 12\*\*\* |
| NTDT869 – Thesis | 6 \*\*\*\* |
| NTDT665 – Seminar | 1 |

\* Includes completion of one credit of nutrition program seminar. **Attendance and participation are required each semester seminar is offered, but only one semester is taken for credit.**

\*\*\*Non-NTDT requirements: CHEM527 or equivalent, and at least three credits of coursework in Statistics, and three credits of coursework in Research Methods/Design.

\*\*\*\*These six credits will likely be spread out over multiple semesters.

**Progress Evaluation**

Students must have at least a 3.0 cumulative index to be classified “in good standing”, to maintain teaching assistantship, and to receive degree clearance. The student is referred to the University of Delaware Graduate Catalog for further information considering academic standards and status.

## **Human Nutrition MS Degree Program Expectations**

The Human Nutrition Graduate Program Director will assign each graduate student a faculty academic advisor. The academic advisor will supervise the academic progress of the candidate from entrance till the time when a Thesis Advisor is identified (or unless another advisor is chosen).

Students completing the thesis option are expected to develop and conduct an independent research project, under the supervision of a thesis research advisor. They will collect and analyze appropriate data or conduct a secondary data analysis of appropriate rigor, and prepare and defend the thesis to a faculty committee based on the research conducted.

## **Sequence of Events for Completion of Graduate Degree**

The succeeding paragraphs describe in detail each major event.

### **Selection of Thesis Research Advisor (please complete form I)**

Early identification of a thesis research advisor and the thesis advisory committee is strongly recommended. The thesis research advisor must be a Nutrition faculty member. It is expected that students will file their Thesis Advisor Agreement Form (see **Form I** at the end of this section), by the end of the first semester or upon completion of nine credits of course work**. A copy of the Thesis Advisor Agreement Form is retained by the Thesis Advisor, and the form is given to the BHAN Graduate Program Staff Assistant, Carrie Bonnett Johns, for filing in the student’s paper file**. The graduate student’s advisory committee should be constituted, in consultation with the thesis research advisor, **no later than upon completion of twelve course credit hours**.

It is not recommended that students change thesis research advisors after initiating their thesis research project. If a decision to do so is considered, any change requires joint discussion and signed agreement between the student, the original thesis advisor and the prospective thesis advisor. Written notification is then forwarded to the BHAN graduate program staff assistant, Carrie Bonnett Johns.

Any student changing thesis research advisors must convert all thesis credits (NTDT869) taken with the original advisor to special problem credits (NTDT666) and take 6 additional research/thesis credits with the new thesis research advisor.

NOTE: Use of Special Problems credits (666/866) to meet minimum credit hour course requirements for the MS degree is discouraged; a maximum of three departmental and three non-departmental Special Problems credits may be accepted on recommendation by the Thesis Advisory Committee. Special Problems require a title to be determined by instructor.

### **Thesis Advisory Committee Composition**

The minimum composition shall be: the thesis research advisor (a nutrition program faculty member) and at least one other nutrition graduate faculty from the nutrition program and a third member from outside the nutrition program that meets the approval of the other two committee members. Composition of the Thesis Advisory Committee is noted on the Thesis Research Proposal Form (please see Form II at the end of this section).

### **Advisory Committee Responsibilities**

1. Evaluate student’s progress toward achievement of degree.
2. Review and make recommendations on student’s program (graduate courses and research).
3. Serve as a review body for student’s research proposal.
4. Serve as a reading committee for the thesis defense.
5. Serve as the examining group for the thesis defense.

### **Thesis Proposal Meeting (please complete forms II and III)**

After the candidate and the thesis research advisor have determined that the proposal provides sufficient background information, research design and statistics for evaluation by Thesis Advisory Committee members, a meeting of the candidate with all members of the advisory committee is scheduled. This meeting is scheduled prior to data collection related to the thesis research and should be completed by Sept 1 of Year 2.

The candidate is responsible for scheduling the date, time and location for this meeting. Ten working days prior to the meeting, each Thesis Advisory Committee member is to receive: (1) a copy of the thesis research proposal; (2) a résumé; and (3) a Course Planning Form (**please see Form III** at the end of this section).

At the beginning of the thesis proposal meeting, the candidate will give a formal presentation (approximately 15-20 minutes) describing the proposed research. Following this presentation, modifications of the thesis research and/or statistics will be discussed, and any revisions deemed appropriate will be incorporated. Then the candidate’s graduate course work will be reviewed and recommendations for additional course work may be made. Finally, the **Thesis Proposal Meeting Form II** is to be completed and filed with both the thesis research advisor and graduate program secretary. This form will delineate any modifications and any specific additional courses recommended by the Thesis Advisory Committee members.

If the thesis involves human subjects, a request for Human Subjects Approval or Exemption must be obtained from the Institutional Review Board at the University of Delaware. Approval must be obtained before any data collection can begin. A copy of the approval letter must also be submitted to the University Office of Graduate Studies either at time of approval or when thesis is delivered to graduate office. The Human Subjects approval letter may be included in the thesis or submitted separately.

If the thesis research involves animals, experimentation must comply with the University of Delaware Standard Operating Procedures Laboratory Animal Care and Maintenance manual and an Animal Subjects Review Certification for Teaching and Research form must be completed and submitted for approval to the Director of Laboratory Animal Care.

**A copy of Forms II and III are retained by the Thesis Advisor, and the original forms are given to the BHAN graduate program staff assistant, Carrie Bonnett Johns, for filing in the student’s paper file.**

### **Application for Degree**

The candidate is responsible for filing an Application for Advanced Degree form with the University Office of Graduate Studies. **This must be done by the 2nd week of the semester in which you intend to graduate (the very beginning of your final semester).**

### **Thesis**

A thesis is a substantial Master’s level paper presenting independent research, which contributes to the current body of knowledge in a scholarly field. A thesis describing the results of a candidate’s research is required. The thesis must reflect the ability to conduct scholarly research and to report the results in a manner worthy of publication.

A copy of the most current Regulations Governing Theses and Dissertations (available online at <http://www.udel.edu/gradoffice/current/thesismanual.html>) should be obtained for use in preparing the thesis. There are UD Macros available for students to use for formatting their theses (see UD Thesis Manual <http://www.udel.edu/topics/udthesis/gradstudents-word.html>).

### **Oral Examination (Please complete form IV)**

A final oral examination is required. This examination will consist of, but is not limited to, a defense of the thesis. Questions to assess the student’s subject matter knowledge, comprehension and application will also be incorporated.

After approval from the thesis advisor, the thesis should be distributed by the candidate to all Thesis Advisory Committee members within ten working days prior to the oral examination.

The candidate is responsible for scheduling the date, time and location of a two-hour oral examination. An invitation should be also sent by the Thesis Advisor via email to all departmental faculty and graduate students, to attend a formal presentation given by the candidate at the beginning of the oral examination (approximately 20-30 minutes). **This examination should take place no later than the first week of April, which means the thesis must be distributed to Thesis Advisory Committee members by approximately early to mid-March.**

The following individuals must attest to the satisfactory performance of the candidate in the oral examination:

1. The Thesis Advisor.
2. The Thesis Advisory Committee members.

Upon successful completion of the oral exam, Form IV is completed (Oral Examination Form). **A copy of Form IV is retained by the Thesis Advisor, a copy of the form is forwarded to the Graduate Office, and the original form is given to the graduate program staff assistant, Carrie Bonnett Johns, for filing in the student’s paper file.**

The student will then make any edits to the thesis as recommended by the Thesis Advisory Committee and the edits will be reviewed and finalized by the Thesis Research Advisor.

Next, using 25% cotton bond paper (see the graduate program staff assistant, Carrie Bonnett Johns for this paper), students must print 4 copies of **each** of the following pages from their thesis (on bonded paper):  
1) the title page

2) the signature page

3) the abstract page

4) the table of contents

The thesis advisor signs all 4 copies of the signature page. Next, a paper copy of the full thesis and the 4 copies of the signature page are given to the Chair of the Department of Behavioral Health and Nutrition, Dr. Michael Peterson, for review. Upon approval of the thesis, Dr. Peterson will sign each copy of the signature page (5 copies total). Then, the paper copy of the thesis and the 5 copies of the signature page are taken to the Dean of the College of Health Sciences, Dr. Kathleen Matt for her review. Upon approval of the thesis, Dr. Matt will sign each copy of the signature page (5 copies total).

Next, students need to make an appointment with the Graduate Office, for the Vice Provost for Graduate and Professional Education to review their thesis. Students will bring a paper copy of their thesis, an electronic copy of their thesis, the 5 signature pages from their thesis, and a copy of the signed Oral Examination Form (**see Form IV at the end of this section**) to this meeting.

### **Submitting your thesis**

Submitting your thesis to the Graduate Office at the University of Delaware. Please refer to the Step by Step Guide to Graduation, on the University of Delaware Graduate &Professional Education website <http://www.udel.edu/gradoffice/polproc/index.html>, for instructions on submitting a thesis to the graduate office <http://www.udel.edu/gradoffice/polproc/steps.html>. Typically, the Graduate Office requires an electronic copy of the thesis, as well as 3 copies of each of the following on bonded paper: 3 copies of the title page, abstract, signature page, and table of contents. **Please see the Graduate & Professional Education website however for the most up to date details on what is required**.

Submitting your thesis to the Department of Behavioral Health and Nutrition. Once your thesis is approved by the graduate office, Word doc and PDF electronic copies of the thesis should be emailed to your Thesis Advisor, Thesis Committee Members, and to the staff assistant to BHAN Graduate Programs (Carrie Bonnett Johns). **Upon submitting these electronic files, the Graduate Program staff assistant will also check the student file to be sure that Forms I through IV have been submitted.**

### **Seminar Presentation**

Students are required to present results of their research in a seminar format to the Department (preferably in NTDT665).

### **Final Grades**

The candidate should check that his/her instructor has submitted all final grades. NTDT869 (Master’s Thesis) course receives a temporary grade of S which must be converted to final letter grades by the instructor.

### **Transfer to the Non-Thesis Option**

Any MS student in good academic standing may switch from the Thesis to the Non-Thesis, however the student must be aware that the course requirements for Thesis versus Non-Thesis differ, and as such, the transfer, if made too late, may delay graduation. The following provisions are required for to transfer from Thesis to Non-Thesis option:

1. The student must submit a statement explaining the basis for the decision, a plan of study for the new option, and identification of a faculty member willing to serve as scholarly project advisor to the Human Nutrition Graduate Program Director.
2. Credits taken as NTDT869 may be converted to NTDT elective credits provided that there is a written submission of activities/outcomes achieved.
3. The student must complete and satisfactorily pass the MS/Non-Thesis Comprehensive Written/Oral Examination.
4. Any future financial support for the student would be reconsidered and is unlikely to continue.
5. After committee approval, submit a Change of Classification form to the University Office of Graduate Studies.

## **Thesis Option Forms and Checklists**

* **Thesis Advisor Agreement – Form I**
* **Thesis Research Proposal Meeting - Form II**
* **Course Planning – Form III**
* **Oral Examination – Form IV**

Students are responsible for completing these forms according the guidelines outline on page 22 of this manual (Sequence of Events).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**GRADUATE PROGRAM IN HUMAN NUTRITION**

### **Thesis Advisor Agreement – Form I**

Please complete the form below and return it to the staff assistant to the graduate program (Carrie Bonnett Johns) for placement in your file. You should identify a thesis advisor by the time you have completed nine (9) graduate credits of coursework.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General topic or area of research to be developed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Stipulations/agreements made concerning research problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publication agreement: If the student has not prepared a manuscript for publication using the data collected within six (6) months of degree completion, faculty may publish the data including the student as a co-author.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Thesis Advisor Date

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**GRADUATE PROGRAM IN HUMAN NUTRITION**

### **Thesis Research Proposal Meeting - Form II**

Candidate (name typed or printed): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thesis Research Advisor (name typed or printed): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Title of thesis research proposal *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Note any specific requirement/modifications made at proposal meeting:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Note any courses recommended for inclusion in graduate program:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signatures:

Candidate: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thesis Research Advisor: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thesis Advisory Committee:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**GRADUATE PROGRAM IN HUMAN NUTRITION**

### **Course Planning – Form III**

Graduate Program Plan: (Status summary for proposal meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category of Courses | | Credits  **Completed** | Credits in  **Progress** | Credits to  **Be Completed** |
| **DEPARTMENT COURSES** | | | | |
| NTDT611 | Advanced Macronutrient Metabolism (3) |  |  |  |
| NTDT631 | Advanced Micronutrient Metabolism (3) |  |  |  |
| NTDT electives | (6) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| NTDT665 | Seminar (1) |  |  |  |
| NTDT869 | Thesis (6) |  |  |  |
| **TOTAL** (Minimum) (19)\* | |  |  |  |
| **NON-NUTRITION PROGRAM COURSES** | |  |  |  |
|  | Statistics (3) |  |  |  |
|  | Research Methods/Design (3) |  |  |  |
|  | Chem527 or equivalent (3) |  |  |  |
|  | Elective (3) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** (Minimum) (12) | |  |  |  |

\*Sum for minimum total of credits for NTDT coursework is 19 credit hours (12 credits coursework, 6 credits thesis/research, and 1 credit seminar).

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

**DEPARTMENT OF BEAVIORAL HEALTH & NUTRITION**

**Graduate Program in Human Nutrition**

### **Oral Examination – Form IV**

Name of Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exam Date and Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned attest to the performance of the candidate in the oral examination given as indicated herein:

Satisfactory Unsatisfactory

Committee Chairperson



Committee Member

Committee Member

Committee Member

(Only one Unsatisfactory vote is permitted to certify one for graduation. A committee may ask a candidate to submit to reexamination.)

At the end of the examination, note any conditions prescribed by the examining committee which must be met before the candidate can be certified for graduation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

### **Summary of Sequence of Events**

**IN PROGRESS TOWARD COMPLETION OF GRADUATE PROGRAM IN HUMAN NUTRITION**

**THESIS OPTION**

| **Event** | **Time Frame** | **Documentation** | **Date Completed** |
| --- | --- | --- | --- |
| Identification of Thesis Research Advisor | By the end of the first semester of Year 1 (or on completion of 9 credits of coursework for part-time students) | THESIS ADVISOR AGREEEMENT – FORM I |  |
| Identification of Thesis Advisory Committee | Early in the second semester of Year 1(or on completion of 12 credits of coursework for part-time students) |  |  |
| Meet the with Graduate Program Staff Assistant (Carrie Bonnett Johns) to review file and determine status of required forms | Prior to Fall Semester of Year 2 |  |  |
| Thesis Research Proposal Defense with Thesis Advisory Committee | By September 1 of Year 2 **and** if new study, prior to data collection | THESIS RESEARCH PROPOSAL MEETING –FORM II |  |
| Review of Course Planning Form with Thesis Advisory Committee | Summer after your second semester (during your thesis research proposal meeting) | COURSE PLANNING - FORM III |  |
| Application for Degree Form submitted by 2nd week of graduating semester | By end of winter session (Year 2) | Office of Graduate Studies Form |  |
| Seminar on Thesis Research in NTDT665 | September for December graduation  February for May graduation  May for August graduation  (See current academic calendar for specific dates) |  |  |
| Schedule Thesis Defense/Oral Exam | On completion of thesis research data collection/analysis; while drafting thesis/manuscripts(s) |  |  |
| Submission of Thesis Drafts to each Committee member | At least ten (10) business days prior to oral examination, therefore by October 1 for December graduation and March 1 for May graduation | To each committee member |  |
| Complete Thesis Defense | On completion of thesis draft (note: Thesis Defense/Oral Exam typically needs to occur by October 14 for December graduation, March 14 (at very latest) for May graduation, and June 14 for August graduation) | ORAL EXAMINATION - FORM IV |  |
| Submission of electronic copy of Thesis to Office of Graduate Studies and to Staff Assistant to Graduate Program | Allow a minimum of two weeks between thesis defense/oral exam and thesis submission to allow for corrections and/or editing | To Office of Graduate Studies  And to the Program Staff Assistant 026 CSB |  |
| Change of Grade Form(s) completed clearing temporary grades for Research, Special Problems, and/or Thesis Credits from student’s academic record | November for December graduation  April for May graduation  July for August graduation  (See current academic calendar for specific dates) |  |  |

# **Non-Thesis Option Policies, Procedures and Guidelines**

## **Progress Evaluation**

Students must have at least a 3.0 cumulative index to be classified “in good standing” and to receive degree clearance. The student is referred to the University of Delaware Graduate Catalog for further information considering academic standards and status.

## **Human Nutrition MS Degree Requirements: Non-Thesis Option**

|  |  |
| --- | --- |
| Minimum total credits – 31\*: | Credits |
| NTDT Core Graduate Courses | 6 |
| NTDT Elective Courses | 6-9 |
| Non-NTDT Graduate Courses | 12-15 \*\*\* |
| NTDT669 – Scholarly Project | 3 \*\*\*\* |
| NTDT665 – Seminar | 1 |

\* Includes completion of 1 credit of nutrition program seminar. (**Attendance and participation are required each semester seminar is offered, but only one semester is taken for credit.**)

\*\*\* Non-NTDT requirements: three credits of coursework in Statistics and three credits of coursework in Research Methods/Design.

\*\*\*\* These three credits may be spread out over multiple semesters.

## **Sequence of Events for Completion of Graduate Degree**

The succeeding paragraphs describe in detail each major event.

The Human Nutrition Graduate Program Director will assign each graduate student an academic advisor. The academic advisor will supervise the academic progress of the candidate from entrance till the time when a Scholarly Project Advisor is identified (or unless another advisor is chosen).

Students completing the non-thesis option are required to present evidence of critical thinking and writing skills in the form of a paper based on a scholarly project. This project may take a variety of forms, e.g., field study; case study; development and pilot testing of questionnaires, evaluation of instruments; development and evaluation of a specific worksite project; comprehensive literature review of a defined area of knowledge which identifies a current area of concern for analysis, generates hypotheses, suggests a methodology and statistical analysis for testing hypotheses, and/or develops a rationale for change in current practice. **Please complete Forms I through III**.

A written comprehensive examination will be administered upon completion of the majority of course requirements (excluding the scholarly project). The student should notify the Human Nutrition Graduate Program Director in writing of his/her intent to take the comprehensive exam within the first two weeks of the semester in which the exam is to be scheduled. The written comprehensive exam is typically taken during the 4th week of winter session during the second year of study.

The four-hour examination will be administered at a common time for all exam takers of the semester. It will be developed by a committee of three faculty appointed by either the Department Chair or the Human Nutrition Graduate Program Director. The exam will consist of three categories, Metabolism, Current Issues, and Statistics/Research. A study guide will be provided. A student who fails any section of the comprehensive examination may petition for a re-exam of that section at the next scheduled testing date and will receive suggestions for remediation. A Letter of Intent to Retake Exam should be submitted to the Graduate Program Director. The exam may not be taken a third time. **Upon successful completion of the Comprehensive Examination, please complete Form IV.**

Failure to pass the comprehensive exam will result in removal from the graduate program. Student will be notified in writing of successful completion of exam. Successful completion of the exam (letter grade of C or greater) must also be reported by memo to the degree auditor in the university graduate office by the last day of classes.

### **Selection of Scholarly Project Advisor and Reader (please complete forms I - III)**

The candidate will select a project advisor from among the nutrition program graduate faculty to guide their scholarly activity. Selection and identification of the specific project will be determined by the student in consultation with the project advisor. (**Please complete Form I**)

The student will also choose a second “reader” to provide additional critical review and perspective for the final report/paper prepared by the student. This reader may be selected from the nutrition program, the Behavioral Health and Nutrition department, the university at large (may include joint or adjunct faculty), or outside the University. (**Please complete Form II and III**)

If the project involves human subjects, a Human Subjects Approval or Exemption must be obtained from the Institutional Review Board at the University of Delaware; approval must be obtained **before** any data collection can begin.

### **Application for Degree**

The candidate is responsible for filing an Application for Advanced Degree form with the University Office of Graduate Studies.

### **Scholarly Project**

The scholarly project will result in a written paper which may be presented either in traditional or manuscript form according to the guidelines of the Journal of the Academy of Nutrition and Dietetics Journal or other subject-appropriate peer-reviewed journal as approved by the project advisor. (see Scholarly Project Guidelines included in this manual).

### 

### **Submitting Scholarly Project Paper**

Your Scholarly Project paper needs to be approved by your project advisor, once your advisor is satisfied with your Scholarly Project paper; it is submitted to the reader. Once the reader is satisfied with your Scholarly Project paper, you must print 2 copies of the signature page on 25% cotton bonded paper, and have them signed by your advisor and the reader. Next, a paper copy of your scholarly project and the 2 signed copies of the signature page are submitted to the BHAN Department Chairperson, Dr. Michael Peterson, for review/approval of your Scholarly Project Paper.

Submitting your Scholarly Project paper to the Department of Behavioral Health and Nutrition. Once your Scholarly Project paper is approved and signed, Word doc and PDF electronic copies of the Scholarly Project should be submitted to the Scholarly Project Advisor, Scholarly Project Committee members, and the Staff Assistant to the Graduate Program (Carrie Bonnett Johns). **Upon submitting these electronic documents, the Graduate Program staff assistant will also check the student file to be sure that Forms I through IV have been submitted.** This must be done not later than reading day of the semester the student intends to graduate.

The graduate office will then be notified by the Graduate Director that the student has completed the scholarly project and a grade has been submitted.

### **Seminar Presentation**

Students are required to present results of their scholarly project in a seminar format to the nutrition program (preferably in NTDT665).

### **Final Grades**

The candidate should check that his/her instructor has submitted all final grades NTDT669 receives a temporary grade of S which must be converted to final letter grades.

### **Transfer to the Thesis Option**

In the event that a student pursuing the MS/non-Thesis Option wishes to change to the MS/Thesis Option:

1. A written request, including a statement explaining the basis for the decision, outline of proposed thesis research, the plan of study, and identification of faculty member willing to serve as thesis advisor is submitted to the Human Nutrition Graduate Program Director.
2. The Nutrition Graduate Faculty Committee will review the request and recommend action.
3. Credit taken as NTDT 669 may be converted to NTDT elective credits provided there is a written submission of activities/outcomes achieved.
4. The student must meet all course requirements for the thesis option.
5. After committee approval, submit a Change of Classification to the University Office of Graduate Studies.

## **Non-Thesis Option Forms and Checklists**

* **Scholarly Project Advisor Agreement- Form I**
* **Scholarly Project Proposal Meeting – Form II**
* **Scholarly Project Course Planning – Form III**
* **Completion of Comprehensive Written Exam - Form IV**

Students are responsible for completing these forms according the guidelines outline on page 32 of this manual (Sequence of Events).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

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### **Scholarly Project Advisor Agreement- Form I**

Please complete the form below and return it to the graduate program staff assistant (Carrie Bonnett Johns) for placement in your file. You should identify a scholarly project advisor by the time you have completed twelve (12) graduate credits of coursework.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholarly Project Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General topic of scholarly project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stipulations/agreements made concerning project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publication agreement: If the student has not prepared a manuscript for publication using the data or information collected for the project within six (6) months of degree completion, faculty may publish the data including the student as a co-author.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Project Advisor Date

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**GRADUATE PROGRAM IN HUMAN NUTRITION**

### **Scholarly Project Proposal Meeting – Form II**

Candidate (name typed or printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor (name typed or printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Scholarly Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note any specific requirement/modifications made at this meeting:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note any courses recommended for inclusion in graduate program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

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### **Scholarly Project Course Planning – Form III**

# 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY OF COURSES** | | **Credits**  **Completed** | **Credits in**  **Progress** | **Credits to**  **Be Completed** |
| **NUTRITION PROGRAM COURSES:** | | | | |
| NTDT611 | Advanced Macronutrient Metabolism (3) |  |  |  |
| NTDT631 | Advanced Micronutrient Metabolism (3) |  |  |  |
| NTDT electives | (6 – 9) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| NTDT665 | Seminar (1) |  |  |  |
| NTDT669 | Scholarly Project (3) |  |  |  |
| TOTAL (16-19)\* | |  |  |  |
| **NON-NUTRITION PROGRAM COURSES:** | |  |  |  |
|  | Statistics (3) |  |  |  |
|  | Research Methods/Design (3) |  |  |  |
| Electives | (6 – 9) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** (Minimum) (12- 15) | |  |  |  |

\*Sum for minimum total of credits for NTDT coursework is 16 – 19 credits; 24 credit hours of coursework, 6 credits in research, and 1 credit1 seminar for a total of 31.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

Project Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

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### **Completion of Comprehensive Written Exam - Form IV**

Name of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exam Date and Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All three exam committee members will read and score each question. All must agree on a grade of pass for each question for the exam to be completed successfully. Passing is considered 80% or better.

The undersigned attest to the satisfactory performance of the candidate on the comprehensive examination:

Project Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned dissent from the foregoing report:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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At the end of the examination, note any conditions prescribed by the examining committee which must be met before the candidate can retake the examination. Student must retake only those sections that they failed. The exam may be re-taken only once.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the staff assistant to the graduate program, Carrie Bonnett Johns).

### **Summary of Sequence of Events**

**IN PROGRESS TOWARD COMPLETION OF GRADUATE PROGRAM IN HUMAN NUTRITION**

**Non-THESIS OPTION**

| **Event** | **Time Frame** | **Documentation** | **Date of Completion** |
| --- | --- | --- | --- |
| Identification of Scholarly Project Advisor and Reader | Early in second semester of Year 1 (or on completion of 12 credits of coursework for part-time students) | SCHOLARLY PROJECT ADVISOR AGREEMENT - FORM I |  |
| Scholarly Project Proposal Meeting | During second semester of Year 1 | SCHOLARLY PROJECT PROPOSAL MEETING – FORM II and review of  COURSE PLANNING – FORM III |  |
| Meet the with Graduate Program Staff Assistant (Carrie Bonnett Johns) to review file and determine status of required forms | Beginning of Fall Semester, of Year 2 |  |  |
| Application for Degree | September for December  February for May  May for August  (See current academic calendar for specific dates) | Form to Office of Graduate Studies |  |
| Completion of Comprehensive Exam | Taken during the 4th week of winter session of Year 2 | COMPLETION OF COMPREHENSIVE WRITTEN EXAM - FORM IV |  |
| Nutrition Program seminar on completed project | Upon completion of Scholarly Project | In NTDT665 |  |
| Submission of final draft of Scholarly Project to Advisor | March 1 for May graduation  October 1 for December graduation |  |  |
| After approval of Advisor, submission of Scholarly Project to 2nd Reader | March 15 for May graduation  October 15 for December graduation |  |  |
| After approval of Advisor and 2nd Reader, submission of Final Scholarly Project to BHAN department Chair | April15 for May graduation  November 15 for December graduation |  |  |
| Submission of Final Scholarly Project to the graduate program staff assistant, 026 CSB | By Reading Day |  |  |

**Scholarly Project Guidelines**

Since the type of work conducted in a scholarly project can vary between students, the student must, prior to writing, meet with the Scholarly Project Advisor to propose and agree upon an outline for the Scholarly Project paper. This outline should be established prior to writing and it may be modified during writing; **the scholarly project advisor ultimately must agree with/approve the outline**. A suggested/potential outline is included below. Additionally, the department has a formatted word file consistent with this outline that can be obtained from the staff assistant to the Graduate Program.

POTENTIAL TABLE OF CONTENTS

1.0 LIST OF TABLES AND FIGURES

1.1 Table 1

1.2 Table 2

1.3 Figure 1

1.4 Figure 2

2.0 ABSTRACT (may be structured or unstructured)

3.0 INTRODUCTION

3.1 Sub heading 1

3.2 Sub heading 2

3.3 Sub heading 3

4.0 LITERATURE REVIEW

4.1 Sub heading 1

4.2 Sub heading 2

4.3 Sub heading 3

4.4 Sub heading 4

5.0 PROJECT DESCRIPTION

5.1 Background

5.2 Methods

5.3 Results

5.4 Discussion

5.5 Conclusion and Future Direction

6.0 REFERENCES

7.0 APPENDICES