

# APPALACHIAN STATE UNIVERSITY

## COLLEGE OF HEALTH SCIENCES

### DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT

#### NUTRITION GRADUATE STUDENT HANDBOOK

August 2011



## Acknowledgments

The work of Diane Butterworth, DrPH, RD, LDN, FCS Graduate Program Director is appreciated; Dr. Butterworth in 1996 developed the first graduate handbook for the graduate programs in the Department of Family and Consumer Sciences which was in the College of Fine and Applied Arts; she revised the handbook in 1998. That same handbook was revised again in 2007 by Sammie G. Garner, PhD, CFCS, FCS Graduate Program Director. The initial work of Dr. Butterworth with subsequent revisions was used as a foundation in the development of this manual.

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MARTIN ROOT, MS, PHD  
DIRECTOR OF THE GRADUATE PROGRAM IN NUTRITION  
DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT  
COLLEGE OF HEALTH SCIENCES

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SARAH R. JORDAN, PHD, RD, CFCS  
CHAIR  
DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT  
COLLEGE OF HEALTH SCIENCES

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## **NUTRITION GRADUATE STUDENT HANDBOOK**

### **INTRODUCTION**

Welcome to the graduate program at Appalachian State University and to the Department of Nutrition and Health Care Management! Our faculty and graduate students are delighted that you have chosen to study with us. This handbook is designed to assist you in completing your Master of Science degree in Nutrition with optimum scholarly accomplishment and professional development.

The responsibility to know and complete the requirements for a degree rests with each graduate student. Therefore, knowing the content of this document as you progress through your time here at Appalachian is very important.

Within a week, please submit the form in Appendix 1 to the Graduate Program Director. By signing this form, you indicate that you understand and will comply with all aspects of this Handbook.

### **HISTORY**

Originally, the Master of Arts in Home Economics was approved in Fall 1990; the first student graduated in Summer 1991. In fall 1995, the Department of Home Economics adopted the name Family and Consumer Sciences to reflect better the position of the unit in society and academia and to identify with the name adopted by the national accrediting body. A Master of Arts in Family and Consumer Sciences was offered the next fifteen years. The degree was revised to designate three concentrations – child and family studies, general, and foods and nutrition (with ADA internship); this revision was effective in fall 2007. In fall 2010, the Nutrition faculty from the FCS department joined with faculty from the Walker College of Business to form the Department of Nutrition and Health Care Management in the newly formed College of Health Sciences. The graduate degree was renamed a Master of Science degree in Nutrition.

The graduate program is a combined degree with both graduate coursework and a Dietetic Internship (DI). The first year of the two year program is coursework while the second year is an ADA-accredited internship at sites in the Western North Carolina and Eastern Tennessee rural area. The DI is a supervised practice program accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA).

Commission on Accreditation for Dietetics Education  
120 South Riverside Plaza, Suite 2000  
Chicago, Illinois 60606-6995  
(312) 899-4876

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The vision of the Graduate Program in Nutrition is to be a recognized model for a Combined Masters / Internship program in preparing versatile and competent nutrition science professionals with a focus in rural health.

The Mission of the program is to prepare graduates to function as dietetic professionals utilizing rigorous academic preparation, research experience, and guided practice in rural health settings to enhance careers in nutrition.

## **UNIVERSITY RESOURCES**

The Cratis D. Williams Graduate School oversees the process of graduate education at Appalachian from admissions to commencement. The staff is well qualified to answer questions about policies and procedures for graduate students and offer several training opportunities such as orientation for graduate students, training for teaching assistants, and thesis workshops. Information is published about the University and its graduate education resources on the [Cratis D. Williams Graduate School website](#).

[The Appalachian Graduate Bulletin](#) describes specific degree program requirements, course offerings, and academic policies and procedures that must be followed to obtain a graduate degree, as well as other details regarding financial, computer, library, and faculty resources. The Graduate Bulletin is the final authority on University policies.

Students are encouraged to consult with their advisors regularly to plan a successful path to the completion of their graduate degrees. The official position of the University and the NHM department is that the sole responsibility for a graduate student's adherence to academic policy and fulfillment of requirements toward a degree rests with the student.

Each student will receive a user name and temporary password to initiate access to AppalNet. Through this website students can access email, register for and link to classes, as well as view and access a variety of campus resources. All students will receive a student identification card, known as an AppCard. A student can deposit money on this card and use it as a debit card anywhere on campus. Online deposits can be made to the card via AppalNet.

## **DEPARTMENT RESOURCES**

The Department of Nutrition and Health Care Management has friendly and caring students, staff and faculty who welcome students to a meaningful and challenging graduate study experience. The department is located in L.S. Dougherty Building and is open to all students Monday through Friday 8:00AM – 5:00 PM. The department office is located in room 101.

### **Graduate Lounge**

Graduate students may study or work in the Graduate Lounge, room 103. A key may be acquired from the administrative associate in the departmental office. The door to the graduate lounge should be locked when leaving the room. The computers in this room are for graduate student use; therefore, personal information should not be stored on them. A printer is provided; print cartridges will be maintained by the department. Graduate students will be expected to provide their own paper.

### **Computer Lab**

Computer labs are provided by the University for use by students. In addition, a departmental computer lab is open in L.S. Dougherty Building, room 209. Hours vary and are posted on the door. Graduate students may request use of this lab at additional times. Some specific Nutrition-related software such as Food Processor ESHA is available there. Printers are located in the computer labs. Students pay for printing using their AppCard.

### **Graduate Program Bulletin Board**

Located on the second floor, east end, the Nutrition Graduate Program bulletin board is used to post memoranda, articles, job offerings, advising deadlines, presentation announcements, and course listings pertaining to graduate students. Graduate students may use this board to share pertinent information with other graduate students in nutrition.

### **Student Organizations**

Two campus-wide organizations exist specifically for graduate students: the [Graduate Student Association Senate](#) and the [Social Order of Graduate Students](#). Students interested in being an elected representative of the Nutrition graduate program to these organizations should let the Graduate Program Director know.

## **DEPARTMENT POLICIES**

### **Documentation**

Prior to the beginning of the Graduate Program, students must submit to the Director of the Dietetic Internship of the Department two documents related to the successful completion of the undergraduate program. These are 1) an official final transcript that shows the degree from the undergraduate institution and the date conferred and 2) an original copy of the Verification Statement signed by the DPD Director from the undergraduate institution.

### **After Hours Building Access**

Students are permitted to work in laboratories after 5:00 PM or on Saturday and Sunday only by instructor's or advisor's approval that is conveyed through the Departmental Administrative Associate to Campus Security. A course instructor or research advisor emails the Administrative Associate that a student needs access to a specific room for a specific time interval, usually an evening or a weekend. This request needs to be conveyed two days in advance so that the information can be logged with Security one day in advance. When the student needs access to the building, Campus Security should be called (x2150). If the appropriate permission has been logged and if the student has appropriate identification, then an officer will allow that student (and only that student) into the building and room.

### **Duplication**

Access to the copier in the department office is available to NHM faculty, staff and trained graduate assistants working on approved NHM materials. The copier and other office materials are not for personal or course use.

## **FUNDING SOURCES AND AVENUES OF SUPPORT**

Sources to finance graduate education may include loans, fellowships, scholarships, and assistantships. To be considered for financial aid, the Free Application for Federal Student Aid (FAFSA) should be completed; this form is available at the [Financial Aid Office](#). Applications for fellowships, scholarships, and assistantships are available online from the [Graduate School](#). For questions regarding tuition status, refer to the [Registrar's Office](#). Support for graduate student research is available through the [Graduate School](#) and the [Office of Student Research](#).

Graduate assistantships and Out-of-State Tuition Scholarship recipients usually are announced in the summer prior to the beginning of the program.

### **Graduate Assistantships**

Graduate Assistantships (GAs) involving teaching, research or service to the University are available only during the first year of graduate study for Nutrition students. Graduate Assistantships are awarded by the department chair. NHM graduate assistantships are available with workloads of 10 – 20 hours per week. Information regarding graduate assistantships in other university programs is available through the Graduate School. In 2011 – 2012 an assistantship for 20 hours carries a stipend of \$9,000 per year before taxes; stipends for assistantships of less than 20 hours are proportionately reduced. During any semester that a graduate student receives a stipend, he or she must be enrolled in a minimum of 9 and a maximum of 12 semester hours. A summer assistantship requires enrollment in at least one course during the summer. Graduate assistants must maintain a minimum 3.0 grade point

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average and comply with regulations and policies applicable to graduate assistant personnel and the Graduate School.

Specific job descriptions will be defined by the assigned faculty member and the department chairperson. Graduate assistants are expected to be familiar with and abide by the policies outlined in [Appalachian State Graduate Bulletin](#). Before the first day of classes, assistantship recipients are required to report to the Graduate School Office in the John E. Thomas Administration Building to sign appropriate forms and tax documents. To complete these forms, students will need two of the three following items:

1. Official identification (valid driver's license or military ID),
2. Original Social Security Card, or
3. A birth certificate or passport.

### **Out-of-State Tuition Scholarships**

Out-of-State tuition scholarships are awarded to a very limited number of exceptionally qualified assistantship recipients. These scholarships are allotted by the Graduate School and awarded by the department chair. Recipients must meet the following guidelines:

1. The student must be approved for admission and classified as out of state
2. The student must register for a minimum of nine hours to maintain full-time status and the tuition scholarship privilege.
3. The student must hold a graduate teaching or research assistantship of at least 10 hours in the semester(s) of their tuition scholarship.
4. The student must maintain the specified undergraduate GPA requirement and have competitive GRE scores.
5. The student must maintain a 3.4 GPA to retain the scholarship in the Spring semester.

### **North Carolina Residency Status for Tuition Purposes**

Information regarding North Carolina residency in order to qualify for in-state tuition rates may be found at the [Registrar's Office webpage](#).

### **DESCRIPTION OF MASTER OF SCIENCE IN NUTRITION PROGRAM**

The Nutrition combined graduate program/DI leads to a Master of Science degree designed to prepare graduates for professional practice or for doctoral study leading to careers in teaching and research. The degree requires 39 semester hours with or without a thesis. The student's graduate



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committee reviews the qualifications of each applicant who meets the graduate school admission requirements and specifies any deficiencies and consequent coursework needed.

Students will be subject to criminal background checks (CBCs) prior to participation in clinical rotations. Placement in the internship requires that CBCs reveal no criminal offenses that would preclude assignment to a hospital.

**Course Requirements for the Master of Science in Nutrition (841A)**

|  |   |     |
|--|---|-----|
| <b>Required Courses</b>  | NUT 5000: Research Methods in Nutrition and Foods (3)<br>NUT 5205: Maternal and Child Nutrition (3)<br>NUT 5210: Nutrition for the Elderly (3)<br>NUT 5220: Advanced Concepts in Nutrition and Assessment (3)<br>NUT 5250: Dietetic Practice I (3)<br>NUT 5255: Dietetic Practice II (3)<br>NUT 5900: Internship (12)<br>ES 5592: Data Analysis in Sport and Exercise Science (3) | 33  |
| <b>Thesis Option (Choose One)</b>  | <b>With Thesis</b><br>NUT 5999: Thesis (3-4)<br><b>OR</b><br><b>Without Thesis</b><br>NUT 5901: Research Project (3-4)  | 3-4 |
| <b>Electives</b>   | Select 2-3 s.h. of approved graduate electives  | 2-3 |
| <b>Total Semester Hours Required for the Master of Science in Nutrition (841A)</b> |   | 39  |

**MAJOR STEPS IN GRADUATE PROGRAM**

Each graduate student has the responsibility of meeting all requirements for completing successfully his or her program of study in a timely manner. The Graduate Program Checklist in Appendix 2 can help anticipate and plan each step. The student may track and date each step when completed.

The program director will maintain a copy of the Graduate Program Checklist attached to the inside cover of each student's program file maintained in the NHM office. The director will verify the completion by dating each component listed.

**Program Advisor**

Students admitted to a program of graduate study at Appalachian State University are assigned an academic advisor from that department offering the degree. The Program Director is temporarily

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assigned as advisor to all students upon admission. The NHM chair re-assigns an advisor to each Nutrition graduate student before the Fall semester. Students should meet regularly with their advisor for the purpose of developing and implementing their graduate program. Coursework taken without advisor and committee approval will not automatically be applicable toward the degree.

### **Selection of Program Committee**

A student will determine a program committee after consultation with his or her advisor during the first semester at Appalachian. The committee should be composed of at least three members including the advisor as the chair. At most, one committee member may be from another department other than Nutrition and Health Care Management. The committee will be responsible for the approval of the program of study and will participate in the comprehensive examination process at the end of the student's first year. This committee also will participate in directing the research of the student.

### **Program of Study**

The Program of Study is a list of the courses the student intends to take to meet the requirements of the degree program. This form should be completed, approved by the student's committee and the department chair, and submitted to the Registrar's Office. The Program of Study also serves as a degree contract between the student, the department, and the Graduate School. Changes in the program of study require approval by the graduate committee.

Before the end of the first semester, each student is expected to arrange a meeting with his or her committee to complete a proposed Program of Study ([forms online](#)). The agenda of the meeting will include a discussion of the student's choice of an elective course for the Spring semester, the student's general progress in the graduate program, and initial discussions of the student's research project. The Program of Study form should be signed at that meeting if all are in agreement. After the form is signed by the department chair, three copies of the form are made. One copy is for the student's advisor; one copy is for the student's file in the departmental office; one copy is retained by the student. The original is submitted to the Graduate School by the student.

The program of study for Nutrition graduate students is rather narrowly defined, with four graduate Nutrition courses taken in the NHM department in the first year, one required statistics course taken outside the department, and one elective course allowed in the Spring semester. A research course is required during the summer between the first and second year. Consultation with a student's academic advisor is required in choosing an elective course. Listed below are a few courses that have been suggested to Nutrition graduate students as appropriate electives. Other courses are possible if discussed with a student's advisor.

- FCS 5611 The Hospitalized Child (3 CH)
- PSY 5562. Psychology of Adulthood and Aging (3 CH)
- PSY 5581. Health Psychology Seminar (3 CH)

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- HPC 5220. Counseling Theory and Techniques (3 CH)
- HPC 5272. Individual and Family Development (3 CH)
- SOC 5420. Health Care and Aging (3 CH)
- ES 5555. Advanced Nutritional Aspects of Exercise and Sports (3 CH)
- PA 5260. Organization Theory and Behavior (3 CH)

The maximum course load during the regular academic year is 15 hours per semester for students without assistantships and 12 hours for those holding assistantships. For the summer session the course load maximum is 6 semester hours for a 5-week term. Graduate Students may not earn more than 12 hours for the entire summer.

### **Admission to Candidacy**

For Nutrition graduate students, the Admission to Candidacy interview is only required for students who intend to complete a thesis. The purpose of the Admission to Candidacy interview is to provide an opportunity early in the student's graduate program to assess the student's initial progress toward completion of the Master's degree. The interview should occur after the student has completed one semester successfully. In addition, the student must have a grade point average of at least 3.0.

The graduate student and his or her graduate committee chairperson assume the responsibility for scheduling the interview. The graduate student and his or her full graduate committee should be present at the interview.

The student's graduate committee chairperson assumes the responsibility for facilitating the actual interview. The chairperson and other committee members may then ask the graduate student various questions leading to discussion which will enable those present to assess the student's progress toward completing the Master's degree.

Questions such as the following may be included:

1. What are your career goals?
2. Describe ways that your graduate program incorporates those goals and ways in which the graduate program will facilitate the accomplishment of those goals.
3. What motivates you to achieve excellence in your course work?
4. Share one or two of the most meaningful concepts or insights you have gained or learned at this point during your Master's program.
5. What challenges or frustrations have you faced to this point in your Master's program?
6. What options are you considering for the thesis/non-thesis research project?

7. What obstacles, if any, might hinder the completion of your graduate program?

The student should also be provided the opportunity to ask questions or offer comments regarding his or her graduate program and progress to date.

Upon completion of the interview, the graduate committee will excuse the candidate from the room and confer to determine its recommendation regarding the graduate student's admission to candidacy for a graduate degree. If the recommendation is positive, the Admission to Candidacy Form ([available online](#)) will be completed and available for committee member signatures. The student will be recalled to the meeting room and given oral feedback regarding the decision of the committee. After the form is signed by the department chair, three copies of the form are made. One copy is for the student's advisor; one copy is for the student's file in the departmental office; one copy is retained by the student. The original is submitted to the Graduate School by the student.

### **Comprehensive Examination**

A comprehensive examination is required of Nutrition graduate students completing the first year of the program. The exam usually is administered on the last Friday in May. The Comprehensive Examination is overseen by the Director of the Graduate Program in Nutrition who will establish and advertise the exam date; obtain exam questions from the graduate Nutrition faculty and formulate the examination; direct the exam; assure the supervision of the exam; and notify the students of the exam results.

The comprehensive exam procedures include:

1. The exam consists of questions from the graduate Nutrition courses taken in the first year. While all students must demonstrate statistical proficiency, these principles may be incorporated into another comprehensive examination question rather than having a separate question on statistics.
2. The exam will be scheduled for 4 hours. Usually the students write for two hours in the morning (10:00-noon) and two hours in the afternoon (1:30-3:30 p.m.).
3. On the examination day, faculty members will supervise the exam. The L.S. Dougherty computer lab or comparable environment will be scheduled in advance for the exam. The exam supervisor will time the exam questions. The student may bring a pen or pencil for the exam. The student may elect to bring a water bottle. Written questions will be distributed and answers will be written as MS Word documents and saved to the computer desktops. At the conclusion of the time for each question, these will be emailed to the Program Director and also saved to the computer desktop. No other materials, including cell phones, are allowed unless approved by the program director. The student may take personal breaks as needed, and planned breaks will be scheduled by the exam supervisor.

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4. The objective is to achieve a passing evaluation on the comprehensive exam. Graduate level performance is expected on the comprehensive examination. Each question on the written comprehensive exam will be evaluated by its originator. The question may be evaluated
  - a. satisfactory,
  - b. satisfactory with clarification at the oral exam,
  - c. unsatisfactory – remediation required, or
  - d. unsatisfactory – fail.

In order to receive a satisfactory evaluation on each question, the student must demonstrate the following characteristics in his or her answer: clear communication, effective organization, accurate and complete answers, transitions between thoughts, sufficient depth, arguments fully justified, and demonstration of higher level thinking skills such as analysis, synthesis and integration. The student must receive a rating of satisfactory on each question in order to receive a grade of satisfactory on the comprehensive examination.

5. Following the completion of the written exam, the program director will distribute the exam answers to the appropriate faculty members for evaluation and establish a time frame for completing that evaluation and giving feedback to the students. The program director will notify the student of the results of the written comprehensive exam. After passing the exam, students must complete the [Report of Comprehensive Examination](#) form and obtain signatures of committee members. Then the form is signed by the department chair and three copies of the form are made. One copy is for the student's advisor; one copy is for the student's file in the departmental office; one copy is retained by the student. The original is submitted to the Graduate School by the student.
6. Students who do not receive a grade of satisfactory on the exam may be given the option of scheduling a meeting for oral clarification or may be told that remediation will be necessary; however a grade of unsatisfactory – fail is possible. A failure of the Comprehensive Examination terminates a student's graduate program.
7. Students given the option of oral clarification will be told the date of the interview for the oral clarification. This interview will be scheduled within one month after the completion of the written comprehensive examination. Students need to take very seriously the personal responsibility required to schedule time for study and to review material / concepts presented in the classes involved. Failure to do so can result in a grade of unsatisfactory. During the oral clarification, the student will be given the opportunity to clarify answers given on the comprehensive exam that did not meet the satisfactory standard of the course

instructor(s). As noted in item #4, the objective is to achieve a passing evaluation on the comprehensive exam. Instructors of courses for which unsatisfactory grades were received on the comprehensive exam must attend the oral clarification to allow the student to clarify his or her response. After the oral clarification interview has been completed, the Program of Study committee will ask the student to step out of the room. The entire committee will deliberate after the oral clarification, but only the three Program of Study committee members will determine whether the student has passed. Immediately after the deliberation, results of the comprehensive exam/oral clarification will be shared with the student by the student's advisor. Results of the Comprehensive exam are sent to the Graduate School via the [Report of Comprehensive Examination](#) form. (See item #5 for instructions.)

8. When a student has not satisfied his or her committee and instructor during a clarification interview, the student's committee may decide that additional clarification or remediation is required, or the committee may decide that the grade is Unsatisfactory - Fail. If the student is allowed to provide additional clarification, this may take the form of a return to the written examination, in which the student repeats the written portion of the exam in which answers were found deficient. A student will be allowed to rewrite the exam only once. The course instructor is responsible for this step and will report the results of the re-test to the committee who will then make a decision on the outcome of the Comprehensive. Remediation may include repeating one or more courses or taking additional coursework. These additional steps are entirely at the discretion of the Program of Study committee with advice from the course instructors.

### **GRADUATE RESEARCH ACTIVITY**

Research is a required part of the Nutrition graduate program and requires enrollment in a three-hour course in the summer between the first and second year. The student's advisor is also the student's research director. The topic of the research is chosen by the advisor. The product of the research is a poster that is presented at the end of the student's second year at two venues; the first is the annual meeting of the North Carolina Dietetic Association and the second is the on-campus Annual Celebration of Student Research and Creative Endeavors. Research at Appalachian State University is held to ethical standards concerning conducting human studies and academic honesty and publication authorship. See Appendix 3 for the Departmental and University policy on Ethical Standards in Research and Publication Authorship.

Graduate students involved in the thesis or non thesis research requirement must be enrolled in one of the following during the Summer semester:

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NUT 5901. Research Project (3 SH)

See Appendix 4 for a syllabus for NUT 5901

NUT 5999. Thesis (3 SH).

See Appendix 5 for a syllabus for NUT 5999

As these Syllabi suggest, specific criteria for satisfactory completion of the summer research program are planned for each individual student project. Students should plan to remain in the local area and work in close contact with their advisors to complete the research course expectations by the end of the summer. Grades for the research course will be given accordingly.

### **Non-Thesis Project**

The non-thesis option requires the completion of a research poster. Completion of the poster by the end of the summer between the first and second graduate year is preferable. This relieves considerable pressure on students during the extremely busy dietetic internship year. Early attention should be given to required approval for human or animal subjects' research procedures. A research proposal is developed as part of NUT 5000 Research Methods in Nutrition and Foods. Discussions early and often with a student's research advisor help expedite and clarify the research process. The professional presentation which demonstrates knowledge of the research process is prepared in conjunction with the faculty advisor and approved by the student's committee. The project will demonstrate the student's ability to prepare a research plan, gather data, perform a statistical analysis, draw conclusions, and present the material. This presentation should show professional command of the English language and knowledge of the student's profession. The expectation is that the entire graduate committee will be actively involved in the research process, particularly in the development and finalization of the research poster. For this reason the student should expect to attribute his or her entire graduate committee as authors, with rare exceptions, on their final poster presentation.

### **Thesis**

The purpose of the thesis is to demonstrate a student's competence to investigate an original research topic and to report the findings in a professional manner. Early attention should be given to required approval for human or animal subjects' research procedures. In electing to write a thesis attendance is required at one of the thesis/ dissertation workshops sponsored by the Graduate School every semester. These workshops provide information on writing the thesis and give the opportunity to ask questions. [The Handbook for Thesis Preparation](#) must be downloaded. Compliance with the procedures is mandatory. An extra semester may be required for students completing a thesis. Completion of the thesis may occur by the end of the summer following the internship; most students have required additional time. In this section several aspects of the thesis process are highlighted.

**Thesis Chair and Committee:** The Thesis Chair is the student's advisor and chair of the student's program committee. The members of this committee also participate in directing the research of the student and, thus, are the members of the Thesis Committee.

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**Prospectus Preparation:** [The Handbook for Thesis Preparation](#) should be downloaded and used as a guide for preparation and submission of the manuscript. The prospectus includes the Abstract, Introduction, Method, and Reference sections. The thesis chair primarily is responsible for the supervision of this process with the student.

**Prospectus Meeting:** The thesis committee must approve the prospectus for the thesis before the student may register for thesis credit (NUT 5999). Thus, the meeting to approve the prospectus must occur the previous semester. At this meeting the [Graduate School Thesis Committee Membership Form](#) must be completed. Signatures of committee members and the department chair are required. After the form is signed by the department chair, three copies of the form are made. One copy is for the student's advisor; one copy is for the student's file in the departmental office; one copy is retained by the student. A copy of the prospectus is placed with the committee membership form in the student's file. The original form and an original prospectus are submitted to the Graduate School by the student; the student may then register for thesis credit the next semester.

**Data Collection:** During this phase, the student should confer at least weekly with the Thesis Chair regarding progress and especially if problems arise relative to data collection. The student and student advisor should be attentive to informing and meeting with the student's thesis committee during the thesis development and implementation process.

**Thesis Defense:** At least twenty (20) working days before the defense of the thesis, a preliminary copy of the thesis must be presented to each member of the committee and both the Graduate Program Director and the Department Chair. This copy should be complete and in the correct Appalachian format. APA style is preferred. Within ten (10) working days, the committee members will return the draft with written criticisms and a statement of conditional approval or not to the thesis committee chairperson.

If the general agreement is conditional approval of the draft, the committee chairperson schedules the time and place of the defense. This should be held no later than ten (10) working days before the last day of the semester. A prudent student will arrange for a thesis defense well before the end of the semester to reduce the stress of commitments at the end of the semester.

The chairperson and the student send an invitation to the defense to NHM graduate faculty members, the department chairperson, the program director, the dean of the college, the dean of the graduate school, and other graduate students in the NHM department. Invitations are to contain copies of the abstract and also should be posted on the Nutrition Graduate Program Bulletin Board.

**Thesis Submission.** Immediately following the successful defense, the committee and the department chair sign, in ink, all copies of the approval page for the official copies to be bound (refer to [thesis handbook](#)). Students are required to submit an electronic copy of the final manuscript for inclusion in the electronic database of theses and dissertations. The student will be required to submit two copies on archival quality paper (ASU Bond preferred) to be bound, one for the library to archive



and one for his or her home department. The student can purchase as many additional bound copies as he or she wishes for private use.

## **THE FIRST YEAR AND SUMMER OF GRADUATE WORK PROGRAM**

During the first year and summer of graduate work at Appalachian State University, a student is required to:

1. Complete a minimum of 21 graduate semester hours of work toward the MS degree in Nutrition.
2. With guidance of advisor select members of Committee.
3. File a Program of Study with the Graduate School.
4. Pass the Comprehensive Examination
5. Develop, submit for approval and collect data for graduate research project.
6. Maintain at least a 3.0 GPA; higher GPA may be required for some financial awards.
7. Resolve any deficiencies identified by the student's advisor and committee prior to entry into the Dietetic Internship.

## **SECOND YEAR OF GRADUATE PROGRAM**

### **Internship**

The Dietetic Internship Handbook covers the details of the Graduate Dietetic Internship program. Students will be issued a copy of the Dietetic Internship Handbook toward the end of their first year of the graduate program. The Handbook is specifically designed to help students understand the steps and procedures required of the internship. Further questions about the Dietetic Internship or the Handbook can be answered by the Dietetic Internship Director.

Before the beginning of the Internship a number of documents need to be in order. The following is a list of issues that need to be resolved before the beginning of the second year of the program.

- Health care insurance must be provided, usually in the same manner as in the first year, either provided personally and verified, or paid for and provided through the University.
- A criminal background check is required through Certiphi. More instructions are provided in the DI Handbook.
- All interns must be members of the ADA.
- A current vaccination record needs to be given to the DI Director.
- Other items may be required by the site to which the intern is assigned.

### **Application for Graduation**

During the first week of the semester in which students intend to graduate, they should file an application for graduation. Applications are available in the Graduate Studies forms [webpage](#).

### **Commencement**

The Graduate School holds Commencement ceremonies in May and December. Families and guests are invited.

**APPENDIX 1: STUDENT AGREEMENT WITH THE GRADUATE HANDBOOK**

This form is to be signed, dated and returned to the  
Graduate Program Director within one week.

I have read, understand, and agree to comply with the policies and responsibilities outlined in the ***Graduate Student Handbook***. This compliance will continue throughout the completion of my graduate studies in nutrition. I understand that I will receive a copy of a second handbook, the ***Handbook for Students in the Dietetic Internship***, which, along with the ***Graduate Student Handbook***, will guide me throughout the second year of my program.

\_\_\_\_\_  
Signature of the Graduate Student  
(upon entering MS program in Nutrition)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Graduate Program Director  
Department of Nutrition and Health Care Management  
Appalachian State University  
Boone, NC 28608

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**APPENDIX 2: GRADUATE STUDENT CHECKLIST**

|   | FORM OR DOCUMENTATION   | ACTION REQUIRED  | DATE |
|---|---|--|------|
| ITEMS REQUIRED PRIOR TO FIRST SEMESTER OF GRADUATE PROGRAM:           | DPD Verification Statement  | Submit original to NHM office for filing.                      |      |
|   | Official Transcript with degree and date awarded                      |  |      |
| ITEMS REQUIRED DURING FIRST WEEK OF GRADUATE PROGRAM:                 | Student Agreement with the Graduate Handbook                          | Sign and return to Graduate Program Director                   |      |
| ITEMS REQUIRED DURING FIRST SEMESTER OF GRADUATE PROGRAM:             | Program of Study form   | Submit completed form to NHM office for filing.                |      |
|   | Program of Study form   | Submit completed form to Graduate School.                      |      |
| ITEMS REQUIRED FOR STUDENTS ELECTING THESIS OPTION:                   | <b>Submit during second semester:</b>                                 |  |      |
|   | Admission to Candidacy form   | Submit completed form to NHM office for filing.                |      |
|   | Admission to Candidacy  | Submit completed form to Graduate School.                      |      |
|   | Thesis Committee Membership form with Prospectus                      | Submit completed form and Prospectus to NHM office for filing. |      |
|   | Thesis Committee Membership form with Prospectus                      | Submit completed form and Prospectus to Graduate School. *     |      |
|   | <b>Submit at program completion:</b>                                  |  |      |
|   | Bound copy of completed, approved thesis with original signature page | Submit to NHM department chair.                                |      |
| ITEMS REQUIRED AFTER SECOND SEMESTER AND BEFORE BEGINNING INTERNSHIP: | Comprehensive Examination form  | Submit completed form to NHM office for filing.                |      |
|   | Comprehensive Examination form  | Submit completed form to Graduate School.                      |      |
| ITEMS REQUIRED UPON COMPLETION OF PROGRAM:                            | Apply for graduation  |  |      |
|   | Order regalia for ceremony  |  |      |
|   | Provide post-graduation contact info                                  |  |      |

\* Must be submitted prior to enrolling in NUT 5999: Thesis.

### **APPENDIX 3: ETHICAL STANDARDS IN RESEARCH AND PUBLICATION AUTHORSHIP**

Nutrition graduate students and faculty have the responsibility to be current in knowledge of the scholarship of others in Nutrition and Foods and to engage in individual research, publications and presentations that are not duplicative but rather expand the knowledge of the discipline. Graduate students and faculty are committed to intellectual honesty and openness in scholarly pursuits and in relationships with colleagues and students.

Nutrition graduate students and faculty are careful to acknowledge the scholarly work of others through appropriate documentation. Credit is taken only for work actually done or to which contributions have been made in a recognizable and substantial way. Minor contributors may be acknowledged in footnotes or in an introductory comment.

Nutrition graduate students and faculty follow the criteria for authorship outlined by the publication source and the APA guidelines. Authorship should be accorded to those who contribute both actively and meaningfully to the study and writing process. Authorship expectations should be determined in the early development of the scholarly work and should be in writing. Faculty advisors will discuss these matters early in the research process with graduate and undergraduate students and before data are collected. This expectation is for a continual process of dialogue and applies to both graduate and undergraduate research collaboration. In general, the person doing the research will be first author of resulting publication(s) and first presenter listed for presentations. In cases where the student is not the major contributor to the research and the writing (ex., large studies or projects), alternative agreements may be developed and agreed upon in writing. Any such agreement may be adapted if any party to the agreement fails to follow through with his or her respective responsibilities in a timely manner.

Authors will refrain from multiple submissions of research studies and other publications except where negotiated with the publisher. Nutrition graduate students and faculty will refrain from any misrepresentation of information in a study, publication or presentation. Obtaining prior human subjects review approval, reporting any funding source related to a study or project, and a full accounting of methodology will be accomplished.

Nutrition faculty and graduate students will follow all state and federal regulations that apply to their research and will minimize any risk to the health and safety of participants and the research environment. Nutrition faculty and graduate students will respect matters of confidentiality.

Nutrition faculty and graduate students who participate in research activities are required to undergo Responsible Conduct of Research training before engaging in research. Information on this training can be found at the website of the [Office of Research and Sponsored Programs](#).

## **APPENDIX 4: NUT 5901: RESEARCH PROJECT SYLLABUS**

### **Syllabus**

#### **NUT 5901 Research Project**

Dates include the full 11 week Summer Term.  
(Students need to register for the Summer I Term.)

#### **Instructor**

The student's graduate committee advisor is the research advisor and the instructor for the course.

Course Description: Implementation of an approved research proposal: collection and analysis of data, preparation of report(s) and presentation of project. NUT 5901 may be repeated for a total credit of four semester hours. Prerequisite: NUT 5000 and proficiency in statistics. Graded on an S/U basis.

#### **Course Objectives**

By the end of the course the student will have

- Refined and implemented the research proposal developed in NUT 5000
- Collected and analyzed data
- Developed poster for presentation

The research advisor will establish clear goals to be completed by the end of the Summer semester. The student will schedule a meeting with the advisor no later than the first week of the Summer semester to review and gain clarity of the requirements for meeting the objectives of the research project over the summer.

#### **Course Evaluation**

The course is graded on a Satisfactory/ Unsatisfactory/ Incomplete basis. If the course objectives are met then the grade is Satisfactory (S). If not then the grade is either Unsatisfactory (U) or Incomplete (I) at the discretion of the advisor. A required course with a grade of U must be repeated before graduation. A course with a grade of I must be completed to the satisfaction of the advisor before the end of the subsequent semester, Fall in this case, or the grade automatically becomes an F and the course must be repeated before graduation.

## **APPENDIX 5: NUT 5999: THESIS SYLLABUS**

### **Syllabus NUT 5999 Thesis**

Dates include the full 11 week Summer Term  
(Students need to register for the Summer 1 Term.)

#### **Instructor**

The student's graduate committee advisor is the research advisor and the instructor for the course.

**Course Description:** Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

#### **Course Objectives**

The objectives for completing the thesis are:

Summer after First Year:

- Refine and implement the research proposal developed in NUT 5000
- Develop prospectus
- Achieve admission to candidacy
- Collect and analyze data
- Develop poster for presentation

Summer after Second Year:

- Complete forms for Graduate School
- Complete thesis
- Schedule defense and invite guests to oral defense (observe lead times and make contacts with those to be invited)
- Submit copies to the Graduate School

The research advisor will establish clear goals to be completed by the end of the Summer semester. The student will schedule a meeting with the advisor no later than the first week of the Summer semester to review and gain clarity of the requirements for meeting the objectives of the thesis over the summer.

#### **Course Evaluation**

The course is graded on an SP/UP basis Satisfactory Progress/ Unsatisfactory Progress. If the course objectives are met then the grade is Satisfactory Progress (SP). If not then the grade is either Unsatisfactory Progress (UP). A grade of UP will cause the Associate Dean of Graduate Studies to contact the department to determine the course of action. A second grade of UP is automatically considered a "fail" and the student would be suspended. A grade of Incomplete (I) is not given for thesis. A student either is making satisfactory progress or not. Students who continue on to complete the thesis will have all grades (SP and UP) changed to "S" by the Graduate School when the Dean signs. Students who do not complete the thesis will have all grades remain as UP and SP.