



**DEPARTMENT OF  
BEHAVIORAL HEALTH AND NUTRITION**

**M.S. IN HUMAN NUTRITION  
GRADUATE STUDENT MANUAL**

*August 2012*

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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  
Graduate Coordinator  
015 Carpenter Sports Building  
302-831-4991  
E-mail: trabulsi@udel.edu

Ann Marie Cochrane  
Staff Assistant  
004 Carpenter Sports Building  
302-831-8729  
Email: acoch@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**

**FACULTY**

***Nancy Cotugna, DrPH, RD, LDN*** (Loma Linda), Professor. Dietetics education, community/public health nutrition, obesity, hunger.

***Marie T. FanelliKuczmariski, PhD, RD*** (Rutgers), Professor. Gerontological nutrition, nutritional assessment methods.

***Cheng-Shun (Richard) Fang, PhD, RD*** (Nebraska), Associate Professor. Dietary fiber and diseases, nutritional assessment.

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

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

***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.

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

## **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 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.

## **SELECTION OF THESIS/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.

## **COMPETITIVE AWARDS**

For information about university wide graduate student awards, please visit <http://www.udel.edu/gradoffice/current/>. In addition the Program, the Department, and the College have the following awards for graduate students.

### **AMY REXTREW GRADUATE STUDENT AWARD**

An award of \$600-\$1000 presented to Master's candidates who are working toward graduate degrees 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 the thesis/graduate research suitable for

presentation at a scientific/professional meeting (with priority given to the national or international, then regional, then state level) and/or a peer reviewed publication.

**Selected by:** the Human Nutrition Graduate Program Committee (contact the program secretary for application form).

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

## COMMUNICATIONS

You will be assigned a graduate student mailbox in the nutrition program office and a UDEL e-mail account.

## 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, whether or not it is taken for credit.** It is required that you enroll in NTDT 665 in one semester for 1 credit, usually your 2<sup>nd</sup> 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. 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. .

## REQUIREMENTS FOR MASTER'S DEGREE IN HUMAN NUTRITION

### MASTER'S DEGREE MATRIX

	<b>MS - THESIS</b>	<b>MS - NON-THESIS</b>
<b>Prerequisites</b>	Inorganic Chemistry Organic Chemistry Biochemistry Physiology Nutrition*	Inorganic Chemistry Organic Chemistry Biochemistry Physiology Nutrition*
<b>Minimum Admission Requirements</b>	1000 GRE (V+Q) 2.75 GPA Overall 3.00 GPA based on major courses	1000 GRE (V+Q) 2.75 GPA Overall 3.00 GPA based on major courses
<b>Course Requirements NTDT Courses</b>	NTDT611 - Advanced Nutrition (3) NTDT630 Trace Minerals & Vitamins(3) NTDT Electives (3-6)	NTDT611 Advanced Nutrition (3) NTDT630 Trace Minerals & Vitamins(3) NTDT Electives (6-9)
<b>Non-NTDT Courses</b>	CHEM527 (3) STAT (3) Research Design (3) Electives (3-6)	STAT (3) Research Design. (3) Electives (6-9)
<b>Seminar</b>	NTDT665 (1)	NTDT665 (1)
<b>Thesis/Field Study</b>	NTDT869 (6)	NTDT669 (3)
<b>Total Credits</b>	(31)	(31)
<b>Other</b>	Thesis Defense/Oral Exam	Comprehensive Exam

\* Requiring Biochemistry as a prerequisite

### 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.

### HUMAN NUTRITION MS DEGREE REQUIREMENTS: THESIS OPTION

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**Minimum total credits – 31\*: Credits**

NTDT Graduate Courses	9-12 **
Non-NTDT Graduate Courses	12-15 ***
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.**

\*\*NTDT Requirements: NTDT611, NTDT630

\*\*\*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 may be spread out over multiple semesters.

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

## **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 PROGRAM EXPECTATIONS**

The Human Nutrition Graduate Program Coordinator 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**

Early identification of a thesis research advisor and the thesis advisory committee is strongly recommended. 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 Thesis Advisor Agreement Form is retained by the Thesis Advisor, and the form is given to the graduate program staff assistant, Ann Marie Cochrane, for filing in the student's paperfile. 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 departmental graduate program staff assistant, Ann Marie Cochrane.

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 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**

After the candidate and the thesis research advisor have determined that the proposal provides sufficient background information, research design and budget 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.

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 budget 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 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 completed and submitted to the University Research Office. 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.

### **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 2<sup>nd</sup> 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 makes a contribution 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). Thesis may also be done in publishable paper format. (see Publishable Paper Guidelines included in this manual)

### **ORAL EXAMINATION**

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 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 twenty-thirty minutes).

Prior to the time of the examination, the Department of Behavioral Health & Nutrition for Master's Degree in Human Nutrition form should be prepared for the necessary signatures as specified on the form (also available in the graduate secretary's office, 026 Carpenter Sports Building in the file cabinet marked "Graduate Student Forms").

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

1. The thesis research advisor.
2. The Thesis Advisory Committee members.

Upon successful completion of the oral exam, the Chair of BHAN and the Dean of CHS, must read and sign off on the thesis. Then, a copy of the signed oral exam form is to be forwarded to the graduate office. Next, students need to make an appointment with the Graduate Office to

review their thesis; students will bring an electronic copy of their thesis, the signed first page of their thesis, and a copy of the signed Oral Examination Form (see Form IV at the end of this section) to this meeting.

### **SEMINAR PRESENTATION**

Students are required to present results of their research in a seminar format to the Department (preferable 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 Option with the following provisions:

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 Coordinator.
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.

### **SUBMITTING YOUR THESIS**

Please refer to the Thesis Procedures section in the University of Delaware Graduate Manual at the graduate school website for instructions on submitting a thesis to the graduate office. Once your thesis is approved by the graduate office, a copy of the thesis should be submitted as a PDF file recorded on a CD supplied by the student, to the Staff Assistant to the Graduate Program (Ann Marie Cochrane). The signature page, the abstract and the table of contents, all on 25% cotton bond paper with UD watermark must be submitted along with the CD.

Copies of the final version of the thesis are to be provided by the graduate student to those committee members who wish one in either paper or electronic format as specified by each faculty member.

## **THESIS OPTION FORMS AND CHECKLISTS**

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



**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)*

**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
<b>DEPARTMENT COURSES</b>				
NTDT611	Advanced Nutrition (3)			
NTDT630	Trace Vitamins & Minerals (3)			
NTDT				
NTDT665	Seminar (1)			
NTDT869	Thesis (6)			
<b>TOTAL (Minimum) (17-20)*</b>				
<b>NON-NUTRITION PROGRAM COURSES</b>				
	Statistics (3)			
	Research Methods/Design (3)			
	Chem527 or equivalent (3)			
<b>TOTAL (Minimum) (15-12)*</b>				

\*Sum for minimum total of credits is 24 credit hours of coursework 6 credits in research, and 1 credits seminar for a total of 31.

*(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)*

**DEPARTMENT OF BEHAVIORAL 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:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
Committee Chairperson _____	<input type="checkbox"/>	<input type="checkbox"/>
Committee Member _____	<input type="checkbox"/>	<input type="checkbox"/>
Committee Member _____	<input type="checkbox"/>	<input type="checkbox"/>
Committee Member _____	<input type="checkbox"/>	<input type="checkbox"/>

(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).*

**SUMMARY OF SEQUENCE OF EVENTS  
IN PROGRESS TOWARD COMPLETION OF GRADUATE PROGRAM IN HUMAN NUTRITION  
THESIS OPTION**

<b>Event</b>	<b>Time Frame</b>	<b>Documentation</b>	<b>Date Completed</b>
Identification of Thesis Research Advisor	By the end of the first semester of coursework (or on completion of 9 credits of coursework for part-time students)	THESIS ADVISOR AGREEMENT – FORM I	
Identification of Thesis Advisory Committee	Early in the second semester of coursework (or on completion of 12 credits of coursework for part-time students)		
Thesis Research Proposal Meeting with Thesis Advisory Committee	Prior to data collection	THESIS RESEARCH PROPOSAL MEETING – FORM II	
Review of Course Planning Form	During Thesis Research Proposal Meeting	COURSE PLANNING - FORM III	
Application for Degree Form submitted by 2 <sup>nd</sup> week of graduating semester	September for December February for May May for August (See current academic calendar for specific dates)	Office of Graduate Studies Form	
Seminar on Thesis Research in NTDT665	On completion of thesis research data collection/analysis; while drafting thesis/manuscripts(s)		
Schedule Thesis Defense/Oral Exam	On completion of thesis draft (note: Defense/Oral Exam typically needs to occur by October 14 for December graduation, March 14 for May graduation and June 14 for August graduation)		
Submission of Thesis Drafts to each Committee member	At least seven (7) business days prior to oral examination	To each committee member	
Complete Thesis Defense	Allow a minimum of two weeks between thesis defense/oral exam and thesis submission to allow for corrections and/or editing	ORAL EXAMINATION - FORM IV	
Submission of electronic copy of Thesis to Office of Graduate Studies and to Staff Assistant to Graduate Program	November for December April for May July for August (See current academic calendar for specific dates)	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			

## **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 Graduate Courses	12-15 **
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.**)

\*\*NTDT Requirements: NTDT611, NTDT630

\*\*\*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 Coordinator 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.

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 Coordinator 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. There will be no exam given in the summer or winter sessions.

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 Coordinator. 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 Coordinator. The exam may not be taken a third time.

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**

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.

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.

If the project involves human subjects, a request for Human Subjects Approval or Exemption must be submitted to the University Research Office. 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 Academy of Nutrition and Dietetics journal or other subject-appropriate peer-reviewed journal as approved by the project advisor. (see Publishable Paper Guidelines included in this manual)

### **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 Coordinator.
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.

### **SUBMITTING SCHOLARLY PROJECT REPORT**

Your report needs to be approved by your project advisor, once your advisor is satisfied with your Scholarly Project Report, it is submitted to the reader and once the reader is satisfied it is submitted to the BHAN Department Chairperson. Once it is finalized, please convert the report to a PDF version. A copy of the final report and the original page with approval signatures must be sent to the Nutrition Program Secretary in 026 CSB **no later than the reading day of the semester**. This copy of the report should be submitted as a PDF file recorded on a CD supplied by the student. The first 3 pages must be submitted on bond paper along with the CD. The graduate office will then be notified by the Graduate Coordinator that the student has completed the scholarly project and a grade has been submitted; **this must be completed no later than the reading day of the semester intends to graduate** in order for the student to be cleared for graduation.

#### **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**

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION  
GRADUATE PROGRAM IN HUMAN NUTRITION  
SCHOLARLY PROJECT ADVISOR AGREEMENT- FORM I**

Please complete the form below and return it to the graduate secretary 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)*

**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)*

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION  
GRADUATE PROGRAM IN HUMAN NUTRITION  
SCHOLARLY PROJECT COURSE PLANNING – FORM III**

CATEGORY OF COURSES		Credits Completed	Credits in Progress	Credits to Be Completed
<b>NUTRITION PROGRAM COURSES:</b>				
NTDT611	Advanced Nutrition (3)			
NTDT630	Trace Vitamins and Minerals (3)			
NTDT				
NTDT665	Seminar (1)			
NTDT669	Scholarly Project (3)			
<b>TOTAL</b>	<b>(17-20)*</b>			
<b>NON-NUTRITION PROGRAM COURSES:</b>				
	Statistics (3)			
	Research Methods/Design (3)			
<b>TOTAL (Minimum)</b>	<b>(15-12)*</b>			

\*Sum for minimum total of credits is 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).*

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION  
GRADUATE PROGRAM IN HUMAN NUTRITION  
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 in order 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:

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

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)*

**SUMMARY OF SEQUENCE OF EVENTS  
IN PROGRESS TOWARD COMPLETION OF GRADUATE PROGRAM IN HUMAN NUTRITION  
NON-THESIS OPTION**

<b>Event</b>	<b>Time Frame</b>	<b>Documentation</b>	<b>Date of Completion</b>
Identification of Scholarly Project Advisor and Reader	Early in second semester of coursework (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 coursework	SCHOLARLY PROJECT PROPOSAL MEETING – FORM II and review of COURSE PLANNING – FORM III	
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 after all coursework is completed (except scholarly project)	COMPLETION OF COMPREHENSIVE WRITTEN EXAM - FORM IV	
Nutrition Program seminar on completed project	Upon completion of Scholarly Project	In NTDT665	
Submission of draft of Scholarly Project to Advisor			
After approval of Advisor, submission of Scholarly Project to 2 <sup>nd</sup> Reader			
After approval of Advisor and 2 <sup>nd</sup> Reader, submission of Final Scholarly Project to BHAN department Chair			
Submission of Final Scholarly Project to staff assistant to the graduate program secretary, 026 CSB	By Reading Day		

## **Publishable Paper Guidelines**

The student may report thesis research findings in one of two forms: A traditional thesis or a publishable paper thesis format. The intent of the latter is to enhance the possibility of early submission to a refereed journal while simultaneously fulfilling degree requirements. The qualities of thoroughness and scholarship do not differ between the two formats. However, special care may be needed to write clearly and concisely, following the style used by the journal to which the paper is targeted.

The student should inform his/her Thesis Committee of intent to follow the publishable paper thesis format, identifying the refereed journal and providing a copy of the current author's guidelines. The following must be included:

1. Preliminary pages. (see sample below)
2. Introduction. Provides an overview to the entire project and includes a statement of the hypotheses/research question(s) to be examined.
3. Literature Review. Demonstrates that the student has critically reviewed published material pertinent to the research topic, both as to content and methods.
4. Journal manuscript. All significant research results must be included. The discussion should include a thorough examination of interpretation of data with appropriate comparisons to previously publishable data and discussion of significance to the field and recommendations for future research. If the journal requires only a minimal methods section, a detailed description of methods may be included as a separate chapter or as an appendix (check with your Thesis Advisory Committee).

## **SAMPLE PUBLISHABLE PAPER THESIS FORMAT**

Title Page

Approval Pages

Epigraph or Frontispiece (optional; see UD Thesis Manual)

Acknowledgements

Preface (optional)

Dedication

Table of Contents

List of Tables

List of Figures

Glossary, Nomenclature, List of Abbreviations, Terms, or symbols (optional)

Abstract

Chapter I.      Introduction  
                    Statement of the Problem  
                    Research Hypotheses or Research Question  
                    Delimitations  
                    Definition of Terms

Chapter II.     Literature Review

Chapter III.    Journal Manuscript<sup>a</sup>  
                    Introduction  
                    Methods  
                            Results  
                            Discussion  
                            References  
                            Tables  
                            Figure Legends and Figures

Appendices    Data tables  
                            Subject Characteristics  
                            Questionnaire(s), Forms, etc.  
                            Author's Guidelines  
                            Informed Consent

References

<sup>a</sup>Style, content organization, literature citation and reference list format will be dictated by the author guidelines in the journal for which the manuscript is prepared. The literature citation method and style of listing references throughout the thesis must conform to the method presented in the journal manuscript of Chapter III.

## **PUBLISHABLE SCHOLARLY PROJECT PAPER FORMAT**

The student may report the scholarly project in one of two forms: A traditional scholarly project report or a publishable paper scholarly project format. The intent of the latter is to enhance the possibility of early submission to a refereed journal while simultaneously fulfilling degree requirements. The qualities of thoroughness and scholarship do not differ between the two formats. However, special care may be needed to write clearly and concisely, following the style used by the journal to which the paper is targeted.

The student should inform his/her Scholarly Project Advisor of intent to follow the publishable scholarly project paper format, identifying the refereed journal and providing a copy of the current author's guidelines. The following must be included:

1. Preliminary pages. (see sample below)
2. Introduction. Provides an overview to the entire project and includes a problem statement to be studied.
3. Literature Review. Demonstrates that the student has critically reviewed published material pertinent to the research topic, both as to content and methods.
4. Journal manuscript. All significant findings appropriate to the field study and relevant to the journal of choice must be included.
5. Appendix
6. References

## **SAMPLE PUBLISHABLE SCHOLARLY PROJECT PAPER FORMAT**

Title Page

Approval Pages

Epigraph of Frontispiece (optional; see UD Thesis Manual)

Acknowledgements

Preface (optional)

Dedication

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