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DEPARTMENT OF FOODS AND NUTRITION

College of Family and Consumer Sciences
The University of Georgia

Athens, GA 30602

GRADUATE MANUAL

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PREFACE

The Graduate Student Manual provides information concerning the procedures and policies of graduate education within the Department of Foods and Nutrition and the Graduate School of the University of Georgia. This manual supplements information from the Graduate School and expands upon the requirements outlined by the Graduate School and their application within the Department of Foods and Nutrition. The manual is furnished for the benefit and guidance of all departmental graduate students. It is expected that all graduate students will read this manual carefully, follow its guidance, and retain it for future reference.

Additional information can be found in the [Graduate Bulletin](#) and at web sites including:

www.grad.uga.edu (applications, forms, graduate manual)

www.fcs.uga.edu

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Visit the departmental website for [faculty bios](#).

***Note: Faculty members not listed may also serve as members of graduate student committees**

I. INTRODUCTION

A. Objectives of Graduate Program

The objective of our program is to prepare students to function as nutrition professionals, to meet changing needs of society and industry, and to generate scholarly work in the areas of Foods and Nutrition. The University of Georgia is recognized for the quality of its graduate program in foods and nutrition. The program is well represented in national meetings and graduates are placed in a variety of positions such as research, teaching, and outreach positions with universities, medical schools, federal laboratories, industry, and dietetics. The primary emphasis of the program is the scientific basis of human needs for foods and nutrients, the metabolic responses to dietary change, and the interactions among genetics, nutrients and food consumption patterns on human health and well-being.

Research is conducted to test hypotheses in a variety of areas such as aging and nutrition; bone health; clinical and translational research; community and public health; food safety; basic and consumer functional foods; genetics and metabolism; maternal, infant and childhood nutrition; obesity and related disorders; physical activity and sport; and stem cells/regenerative medicine. The program includes formal course work supportive of research and career objectives, active research in a problem area of mutual interest to the student and major professor, department seminars, and teaching assignments in the laboratory and classroom.

An **Internship in Dietetics** is also offered which enables a student to complete a graduate degree, as well as the requirements to become eligible for membership in the Academy of Nutrition and Dietetics and to take the registration examination. The Internship Program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 312/899/0040. Students admitted to our graduate program are not automatically admitted to our dietetic internship program. Students must apply using the on-line centralized internship application, DICAS, which may be accessed at <https://portal.dicas.org>. Applicants must also register online for computer matching at www.dnddigital.com and select dietetic internship priority choices in order to be considered for admission to the UGA Dietetics Internship Program. Contact Dr. Barbara Grossman for more information (bgrossma@uga.edu).

II. SELECTION AND FUNCTION OF COMMITTEES

The Major Professor is chairman of the student's Advisory Committee and is the student's primary source of advice on academic, scientific, and professional matters. The Major Professor will most likely be involved with a number of graduate students and other matters, so it is the responsibility of the student to ensure adequate progress toward graduation.

Advisory Committees are selected by the Major Professor in consultation with the student and approved by the Graduate Coordinator and the Dean of the Graduate School. The Advisory Committee is charged with planning and approving the student's program of study, advising the student on required research skills, guiding the research projects, reading and approving the thesis, or dissertation, and approving the thesis or dissertation defense, and approving the final examinations. Details for each degree are discussed below. The Advisory Committee will serve as the Examining Committee.

The student should meet with the Advisory Committee (including the Major Professor) at least once every year. Plan this meeting early to avoid conflicts with course schedules, examinations, travel, and other conflicts.

If a member of the Advisory Committee is absent from campus for a long period during a critical phase of the graduate program, they may be replaced with the concurrence of the Major Professor and the remaining members of the Advisory Committee. A revised [Advisory Committee Form](#) must be submitted electronically to the Graduate Coordinator and the Dean of the Graduate School for approval.

A. Master of Science Thesis Candidate

The Advisory Committee consists of the Major Professor and two other members. The Major Professor and at least one other member of the Advisory Committee must be members of the Graduate Faculty. No more than one faculty member external to the Foods and Nutrition Department per committee is permitted. The names of the members of the Advisory Committee should be reported by the student electronically on the form G130 "[Advisory Committee](#)" available at <https://gradstatus.uga.edu/Forms/G130>. This form should be submitted before the end of the first semester of residence of a prospective candidate for the degree and must be submitted before the Program of Study.

A thesis proposal should be submitted to the Major Professor by a Master's Thesis candidate during the first year of residence. Register for "FDNS 8560 Proposal Writing" (2 credits) in the Spring Semester. The proposal will be distributed to members of the Advisory Committee by the student and the Advisory Committee will make recommendations for revisions.

B. Master of Science Non-Thesis Candidate

Each student in this non-thesis program will be assigned a Major Professor by the Graduate Coordinator. The Major Professor will work with the student to help ensure that all coursework for the degree has been completed; however, it is ultimately the responsibility of the student to ensure that their program of study is correct and all required coursework is complete. The department will administer a cumulative Exit Exam for the non-thesis student. For more information about the exit exam, please see Dr. Cooper.

C. PhD Candidate

The Major Professor recommends members for the Advisory Committee. This five-person committee, in consultation with the student, is charged with: planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on required research skills, approving the subject for the dissertation, approving the completed dissertation, and approving the defense of the student's research. The Major Professor and at least two of the other members of the Advisory Committee must be members of the Graduate Faculty. At least one of the members should not be a member of the Foods and Nutrition faculty. The [Advisory Committee Form](#), available on the Graduate School website, may be submitted electronically by the student when it is decided with whom the student will work. This form should be submitted before the end of their first year and before submitting the Program of Study. *If the Advisory Committee contains non-UGA faculty, then a letter should be attached explaining the credentials and role of these proposed members; their vita should also be included.*

III. PROGRAMS OF STUDY

All students enrolled in the graduate program must submit a Program of Study form. This form includes a listing of all courses the student is expected to take during his or her degree program. The Program of Study is an official document of the Graduate School, is completed by the student and Major Professor, and approved by the student's Advisory Committee, the Graduate Coordinator, and the Dean of the Graduate School. Graduate School policies concerning programs of study can be found on the Graduate School website. The student is encouraged to work closely with the Major Professor and Advisory Committee to plan a broad academic program involving course work in several areas other than the area of intended specialization. The Program of Study should be submitted during the second semester of residence, and for PhD students, it must be submitted prior to admission to candidacy. The Program of Study may be changed by filing a Recommended Change in Program of Study form. The Program of Study may be amended during the course of study because of conflicts, unavailability of courses, or justified changes in the student's degree objectives. Changes must be approved by the Major Professor, Graduate Coordinator, and the Dean of the Graduate School.

It is not necessary to list every course taken on the Program of Study. List only those courses required by the degree program or by the Advisory Committee. For example, it is not necessary to list undergraduate dietetics courses on the Program of Study.

Doctoral students: In your first year, complete the Preliminary Program of Study form. About 6 months before taking your preliminary examination, complete and submit the final Program of Study.

Failure to submit a Program of Study approved by your Major Professor and Advisory Committee will delay your academic progress and may be grounds for dismissal from the graduate program. At least two FDNS courses listed on the Program of Study should be taken within the first year of the graduate program.

A sample program of study and course requirements is available on the departmental website or a paper copy may be obtained in the departmental office.

A. Electives for the Master's Program of Study in Foods and Nutrition

To help meet career goals, graduate students may consider pursuing special programs such as school nutrition (see departmental [School Nutrition Director Certification Program](#)), gerontology (see [Institute of Gerontology Certificate Program](#)), as well as take courses from other departments including biochemistry, physiology, pharmacology, toxicology, instructional technology, adult education, public health, gerontology, food science, or kinesiology (exercise). Discuss this possibility with your Major Professor and Advisory Committee during your first semester.

B. Program of Study for PhD Degree

A preliminary program of study, developed by the major professor and the doctoral student and approved by the advisory committee, should be submitted to the Graduate Coordinator by the end of the student's first year of residence. The program of

study should consist of 16 or more hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study.

The program of study for a student who bypasses a master's degree must contain 4 additional semester hours of graduate level coursework open only to graduate students in addition to 16 semester hours of 8000 and 9000 level courses. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours.

The final Program of Study should be submitted to the Graduate School 6 months prior to notification of the comprehensive examination. The final program of study must show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum degree requirement. Three hours of which must be dissertation writing (9300).

C. Completion of Graduation Requirements

In accordance with the Graduate School Bulletin, all degree requirements must be completed within six years, beginning with the first registration for graduate courses on the Program of Study.

D. Graduate Courses offered in the Department of Foods and Nutrition

See <http://www.bulletin.uga.edu> for course descriptions.

E. Departments Offering Courses of Interest to Students in Foods and Nutrition

Check <http://www.bulletin.uga.edu> for a complete listing of courses offered by other departments including Adult Education, Animal and Dairy Science, Animal Nutrition, Anthropology, Biochemistry & Molecular Biology, Biology, Cellular Biology, Human Development & Family Science, Educational Research, Exercise Science, Food Science and Technology, Genetics, Gerontology, Health Promotion & Behavior, Pharmacy, Physiology and Pharmacology, Psychology and Statistics. Consult with your Major Advisor, Advisory Committee, and the Graduate Coordinator for selection of courses that meet your career and research goals. Check with individual departments to verify prerequisites and semesters offered.

F. Additional Graduate Programs

Area of Emphasis in Nutrition for Sport and Exercise: <http://www.fcs.uga.edu/fdn/graduate-programs-sports-nutrition>

Certificate in Obesity and Weight Management: <http://www.fcs.uga.edu/fdn/graduate-programs-obesity-and-weight-management>

School Nutrition Director Certification Program: <http://www.fcs.uga.edu/fdn/graduate-school-nutrition-director-certification-program>

G. Meeting Requirements for Dietetic Internship Program

There is a handbook that is specific to the Dietetic Internship Program. To view this Handbook, see http://www.fcs.uga.edu/docs/DI_Handbk_2017.pdf.

In addition to required coursework, the internship of 1200 supervised practice hours is required. Supervised practice is completed during fall and spring semesters, for two years (FDNS 7911). Additional hours are completed in the Foods and Nutrition Internship (FDNS 7910) which is done over two 10-week summer sessions with much of the work performed outside of Athens. **Completion of the Internship Program (i.e. receipt of the Verification Statement) will be verified only after the graduate degree is completed.**

Students in the MS/DI or PhD/DI program must seek the advice and counsel of Dr. Barbara Grossman throughout their graduate study and plan their course work carefully. The list of courses below may be subject to change according to requirements of the Academy of Nutrition and Dietetics. The minimum credits for the MS degree is 30 hours and 55 hours for the PhD. The 6 credits of FDNS 7910 and the 8 credits of FDNS 7911 are in addition to that required for the graduate degree.

When doing the Foods and Nutrition Internship (FDNS 7910) in the summers you will NOT be eligible for an assistantship. However, if you received an assistantship the semester prior to or the semester after your FDNS 7910, you may be eligible for a tuition waiver (e.g., if you register for FDNS 7910 in summer 2015, and have an assistantship for either the spring 2015 or the fall 2015, your tuition may be waived during the summer). Check with Graduate Coordinator to determine if you are eligible for a tuition waiver.

H. Verification policy: Meeting ACEND Requirements for the Didactic program in Dietetics

Please see Dr. Emma Laing regarding this program (706-542-7983) in Rm. 390 Dawson Hall (emonk@uga.edu).

Students who have obtained a Bachelor's degree in a field other than dietetics at a university accredited by a US regional institutional accrediting body for higher education, and completed coursework at The University of Georgia to meet the ACEND Foundation knowledge and skills requirements will be issued a verification statement. Students must meet minimum mandatory course requirements for the didactic program in dietetics at The University of Georgia and have achieved at least a C grade in all foods and nutrition courses and in designated supporting sciences for the verification statement to be issued.

This will include graduate students in the Department of Foods and Nutrition who have not received a degree in dietetics from a ACEND approved didactic program, but who want to become eligible for a ACEND approved supervised practice program. Students who pursue this combined program of study are NOT eligible for our dietetics internship program, because prior to starting our graduate program and dietetics internship, we require a *Verification of Completion Form* indicating completion of the Commission on Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited undergraduate dietetics curriculum.

For graduate students completing this option, the DPD Director will evaluate the student's transcripts to determine which courses must be taken to meet dietetics verification statement requirements. The director may allow course substitutions for some foods and nutrition related courses from other universities that contain the same course content as those offered by the Department of Foods and Nutrition at UGA. This will only be permitted if the course description and syllabus indicate that the course meets ACEND knowledge requirements and skills covered by the required UGA course. However, this does not include courses required for the graduate degree.

I. Combined Coursework for Master's Degree and Dietetics Didactic Coursework for Students who have not completed all of the Required Dietetics Courses

Principles of human anatomy, physiology, microbiology, organic chemistry, and biochemistry:

CHEM 1211/L and CHEM 1212/L or equivalent general chemistry

CHEM 2211/L or equivalent organic chemistry

CBIO 2200/L and CBIO 2210/L or 2 graduate level physiology courses or equivalent (*PHRM 6400, *PHRM 6500, *VPHY 6090, *VPHY 6100) (note: must demonstrate that courses have covered all organ systems)

BCMB 3100 or graduate biochemistry (*BCMB 6000, BCMB 6120, BCMB 6010, BCMB 6020)

MIBO 2500/L or MIBO 3000/L or MIBO 3500 or FDST 6030/L Food Microbiology

Foods and nutrition courses; many of these courses are sequenced, so must be taken in the order shown below; if you already have certain 1st yr courses, you may take 2nd yr courses your 1st year:

FDNS 3600/L, Food Principles (Fall only; 1st yr)

FDNS 6100, Micronutrient Nutrition (Fall only, 1st yr or 2nd yr)

FDNS 3610/L, Quantity Food Production (Spring only; 1st yr)

FDNS 4510 or FDNS 6510, Nutrition Related to the Human Lifecycle (Fall only)

OR FDNS 4050 or FDNS 6050, Optimal Nutrition for the Lifespan (Fall only, 1st year)

FDNS 4600 or FDNS 6600, Food and the Consumer (Spring only, 1st yr)

FDNS 4660S or FDNS 6660S, Food and Nutrition Education Methods (Fall and Spring semesters)

FDNS 4610 or FDNS 6610, Foodservice Procurement and Financial Management (Fall only, 2nd yr)

FDNS 6400*, Advanced Macronutrients (Fall only, 2nd yr)

FDNS 4500 or 6500, Nutrition Assessment and Intervention (Fall only, 2nd yr)

FDNS 6520, Dietetic Practice and Nutrition Support (Spring only, 2nd yr)

FDNS 6530, Medical Nutrition Therapy (Spring only, 2nd yr)

FDNS 4540 or FDNS 6540, Public Health Dietetics (Spring only, 2nd yr)

FDNS 4620 or FDNS 6620, Management of Foodservice Organizations (Spring only, 2nd yr)

FDNS 4645 or FDNS 6645, Nature of Food (Fall only, 2nd yr)

Graduate level seminar course as required for graduate degree (FDNS 8900*)

FDNS 8560* Proposal Writing and FDNS 8580* Special Topics in Foods and Nutrition

Graduate level statistics* (e.g., BIOS 7010, BIOS 7020, STAT 6210, 6220, or ERSH 8310)

Other courses as needed for degree completion.

Failure to take the courses in this sequence will delay completion by 1 year or more. There must be a minimum of 12 credit hours of graduate only courses (marked with *; research credits do not count).

NOTE: FDNS 6100, 6520, and 6530 must be taken at the graduate level. Other dietetics courses can be taken at the undergraduate or graduate level, but check with your advisor and your committee members as they may recommend non-dietetics courses for your graduate course electives.

Contact Dr. Emma Laing, emonk@uga.edu with questions.

J. Courses and GPA

1. Graduate students are expected to maintain an overall average of 3.0 with no grade below a “C” in any course, including the research courses listed below. A “C-” is not considered as meeting degree requirements. According to UGA Graduate School Policies (<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/probation-and-dismissal/>): “Students with a cumulative graduate course average below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher semester graduate average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative graduate average is 3.0 or above. If they make below a 3.0 semester graduate average while on probation, they are dismissed.”
2. Unless your instructor/major professor tells you otherwise in their syllabus for the research courses, below are the expectations for our FDNS research courses (FDNS 7000, 7010, 7210, 7300, 8580, 9000, 9010, 9300 and related courses):
 - a. Schedule and keep appointments with the instructor and/or major professor for the course.
 - b. Attend all required meetings with the research group, major professor, and/or instructor, unless excused in writing by the instructor/advisor. Most instructors/advisors have mandatory weekly meetings with their staff and students.
 - c. Set the hours with your major professor that you will be in the laboratory, community setting, and/or office.
 - d. Prepare written reports that are technically accurate and grammatically correct for the instructor/advisor at least monthly. Some instructors/major professors may require more or less reports, especially during the semesters when students are writing research proposals, manuscripts for journals or books, and/or their thesis or dissertation.
 - e. Give an oral presentation to the instructor/major professor that summarizes progress in the course. The minimum is one each semester, but some instructors/major professor may require more frequent oral presentations, such as prior to a presentation at a professional meeting.
 - f. Follow other written instructions for the course provided by the instructor/major professor (e.g., syllabus).
 - g. Adhere to the UGA Academic Honesty Policy.
 - h. Failure to do all of the above may result in receiving unsatisfactory grades of U, C-, D, or F. If you receive an unsatisfactory grade of U, C-, D or F in a second course, you may be dismissed from the graduate program in the Department of Foods and Nutrition. Meet with your major professor and/or the graduate coordinator to make a written “plan for improvement.”
3. After receiving an unsatisfactory grade(s), the graduate student may be given a warning about potential dismissal:
Sample warning letter about unsatisfactory grade in any courses:
“This is a warning letter to let you know that you received an unsatisfactory grade of “xx” in name of course and #. The reason you received this unsatisfactory grade is because of failure to do xx, as noted in the FDNS Graduate Manual. Meet with your major professor and/or the graduate coordinator to make a written plan for improvement.”
4. After the second unsatisfactory grade, the graduate student may be dismissed from the graduate program, even if the student’s overall GPA is 3.0 or higher:
Sample dismissal letter because of unsatisfactory grade in second course:
“This letter is to inform you that because you have received unsatisfactory grades of U, C-, D and/or F in two courses, the FDNS Graduate Committee has scheduled a meeting on xx to discuss your potential dismissal from our graduate program.”

5. Appeal procedures. If you receive a dismissal notice from the departmental graduate program, you may appeal the decision in the following order (1) departmental graduate committee; (2) college Dean; and (3) UGA Graduate School. Note that the appeal to the dean of the Graduate School must be received within 30 calendar days following receipt of notice of dismissal from the College Dean.

Revisions approved by FDNS Graduate Faculty, September 2016

IV. THESIS or DISSERTATION PROPOSAL

MS Thesis and PhD students are required to prepare and submit a preliminary proposal of research to the Advisory Committee as soon as possible. To facilitate this process, students must work closely with their major advisor and are required to register for “FDNS 8560 Proposal Writing” in the Spring Semester. Generally, the research proposal should contain the items listed below.

1. Abstract – Summary paragraph.
2. Introduction - State the overall problem and objective or long-term goal of the proposed research.
3. Literature Survey - Review the most essential previous work and describe the current research status of this subject.
4. Hypotheses and specific aims- State the hypotheses to be tested and the specific aims.
5. Rationale - Discuss the rationale behind your approach to hypothesis testing.
6. Methods and Procedures - Describe the experiments you propose to do and also the methods employed to conduct these experiments. Specify the species of animals or human population you plan to use for each method and indicate the manner in which data will be expressed and statistically evaluated. Conduct a power analysis to calculate the sample size needed (e.g., the number of cell cultures, animals, and/or people needed in the study).
7. Discussion - Discuss the potential significance of the proposed work and their relationship to the hypotheses. Discuss any novel ideas or concepts contained in your proposed research.
8. Estimated Budget - This is a rough estimate of the expense that will be generated by your research. Specify what additional equipment, if any, must be purchased so that the proposed research may be conducted. Provide a budget that includes items such as salary for all personnel associated with the project, laboratory supplies, computer supplies, fees for care of animals, payments for human subjects, travel, and publication costs.
9. Timeline - Provide the dates during which the various steps of the proposed research will be completed.
10. Bibliography - References related to above items.

A meeting of the Advisory Committee and the student is held for the purpose of accepting, accepting with modifications, or rejecting the proposed project. The accepted proposal will be distributed in final form to the Advisory Committee. While the proposal can be written any time, “FDNS 8560 Proposal Writing” is designed to help the student construct such a proposal and give an oral presentation to the department.

V. RESEARCH POLICIES AND PROCEDURES

A. Laws, Regulations, and Policies

Numerous laws, regulations and policies govern research. Failure to comply may jeopardize not only the individual research project; but also the entire University research program. Policies include:

1. Animal Care and Use: Prior to ordering animals, an Animal Use Proposal Form must be submitted and approved. Contact information for the Director of Animal Care and Use: 629 Boyd Graduate Studies, (706) 542-5933, <http://www.research.uga.edu/oacu/>.
2. Biosafety: Numerous regulations govern genetic engineering and research involving biohazardous agents. Contact

information for the Director of Biosafety Office, 110 Riverbend Road, 542-5563, <http://www.research.uga.edu/biosafety/>.

3. Human Subjects: Research involving surveys, interviews, educational strategies, questionnaires, and review of medical or other records requires approval by the Institutional Review Board (IRB) BEFORE the research is conducted. Students must have an approved IRB to conduct with human subjects. Contact information for the Director of Human Subjects Office, 609 Boyd Graduate Studies, 542-3199, <http://www.research.uga.edu/hso/>.
4. Radiation Safety: Faculty who use radioactive material must be licensed. Graduate students are encouraged to take the Radiation Safety Course. Information concerning this course, requirements and licensing procedures or assistance in handling of radioactive materials may be obtained from the Radiation Safety Office, 104 Electronics Shop, 542-0107, <http://www.research.uga.edu/safety/radiation>.

B. Ownership of Research Records

Detailed written, computer, visual and/or audio records of procedures, experiments and scientific observations must be made. These materials are the property of The University of Georgia and must be left with the Major Professor upon completion of the graduate degree. Discuss these policies with your Major Professor and sign the form on the next page.

C. Misconduct in Research

The University of Georgia's policy to deal with misconduct in research is briefly summarized as follows. In its dedication to the ideal of truth, The University of Georgia pursues knowledge through research and transmits knowledge through teaching, publication and public service. A spirit of mutual respect and a broad trust that all faculty members, staff members, and students share in this dedication are essential to the functioning of the University.

Misconduct in research means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the research community for proposing, conducting or reporting research. It does not include honest error or honest differences in interpretations or judgment of data. This definition is not intended to stifle creativity, to hinder the development of new empirical techniques, or to impede attempts to validate unconventional or revolutionary theories. Nor is it intended to bring within the policy those aspects of research that may form a basis for legitimate disagreement. Individuals who want guidance concerning allegations should consult with their Major Professor, Graduate Coordinator, Department Head, Dean or the Office of the Vice President for Research.

D. Policy on Ownership and Publication of Research Data and Findings from Graduate Student's Projects

Department of Foods and Nutrition The University of Georgia

Detailed written, electronic, visual and/or audio records of procedures, experiments and scientific observations should be made during the collection and analysis of data. All data, notebooks, research records, electronic files, and related materials associated with data collection and analysis are the property of The University of Georgia and must be left with the Major Professor upon completion of the graduate degree. The student may make copies of these materials for themselves.

Students are encouraged to copyright their thesis or dissertation to protect their intellectual property (see UGA policies).

Students are expected to produce publishable findings, to write their thesis or dissertation in manuscript format and to submit their findings for publication either prior to or immediately following defense of their thesis or dissertation (or graduation). If the results of a thesis or dissertation are not submitted for publication within three months after the student graduates, then the Major Professor has the option to submit the results for publication with the Major Professor as the first author according to generally recognized standards of co-authorship (circulation of the manuscript draft to all coauthors including the former graduate student prior to submission, etc). In some cases, the student and the faculty may agree that the Major Professor should serve as first author to expedite submission and publication of the results. In other cases, where the Major Professor must considerably reanalyze data and rewrite a manuscript, they have the option to become the first author; the student would still be a coauthor.

It is the responsibility of the student to provide their Major Professor with their contact information if they wish to be a coauthor of a manuscript. Many journals require signatures of all authors at the time of manuscript submission. If the student does not provide the Major Professor with current contact information, then the right of authorship is forfeited.

The manuscript can be submitted for publication only with the approval of the Major Professor, unless the Major Professor indicates in writing that they do not wish to be a coauthor. If the Major Professor elects to not be a coauthor, then with the Major Professor's permission, another member of student's Advisory Committee or another faculty member of the Department of Foods and Nutrition with expertise in the area should serve as a coauthor.

_____ Student's Name (print)	_____ Signature of Student	_____ Date
_____ Major Professor's name (print)	_____ Signature of Major Professor	_____ Date
_____ Graduate Coordinator (print)	_____ Signature of Graduate Coordinator	_____ Date

VI. FORMAT FOR THESIS or DISSERTATION

For complete information and the latest format specifications, see the UGA Graduate School website

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

All theses and dissertations must be submitted to the Graduate School in electronic formats.

A. Journal Articles as Chapters (Manuscript Style)

In some departments, theses or dissertations may include, as chapters, articles that have been or will be submitted to scholarly journals. This style (also referred to as “manuscript style”) has been approved by the Graduate School for use by all departments. However, students must have the approval of their departments to use the manuscript style for chapters in their theses or dissertations.

Manuscript format can be used when manuscript(s) prepared for publication are incorporated as chapters into the thesis or dissertation. Otherwise, this format is similar to "A" above. One manuscript chapter is required for a master’s degree and at least two manuscript chapters are required for a dissertation. These manuscript style chapters are prepared according to the general guidelines of the journal to which the manuscript will be submitted, with some allowances made for requirements of the graduate school. For example, different methods for the reference citations can be used in the various chapters, but the margin requirements of the graduate school must be used. A reprint from a journal may not be used as a chapter. Complete information concerning this format is in the Graduate School Style Manual from the Graduate School, which can be accessed by clicking on the link found here:

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

B. Copyright Release for Thesis and Dissertations

More and more theses and dissertations are being submitted to the Graduate School using the alternative manuscript style. This style includes articles that are published, accepted for publication, submitted for publication or intended for publication. There is increasing concern over copyright issues related to the articles that have already been published or those accepted and being readied for press.

In response to this concern, The University of Georgia now asks that a statement of copyright release from the publisher for each published or accepted article be given to the Graduate School at the time that the thesis/dissertation is submitted in final form. We will keep this release statement in the student’s file as a part of their permanent record. Students are responsible for securing this release and they should begin the process of acquiring the copyright release very early in their thesis/dissertation preparation. Final versions of theses and dissertations using this manuscript format will not be accepted until such copyright release has been provided.

VII. ORAL AND WRITTEN EXAMS

The student must be registered for at least 3 credits in the Graduate School during the semester in which the work of the Advisory Committee and the final oral examination take place. The thesis or dissertation should be given to the Advisory Committee at least two weeks prior to the final oral examination.

A. MS-thesis

The Advisory Committee serves as the Oral Examining Committee for the MS. The final oral examination covers the thesis and the program of study, and is usually conducted during the semester the student completes their thesis. The emphasis is on the application of knowledge to problem solving. The Major Professor and the Advisory Committee indicates if the student passed or failed this examination on the approved form, which is then forwarded to the Graduate School. The MS student must bring the required form to the meeting so that the Advisory Committee can sign it.

B. MS-non-thesis

There is no Oral Exam for this degree. The students will complete the Exit Exam which is explained in detail on page 8.

C. PhD Candidate

C1. Policies and Procedures in Conducting Comprehensive Examinations

As required by the Graduate School, all doctoral students must pass a written and oral comprehensive examination in order to be formally admitted to candidacy. The PhD comprehensive examination consists of a written and an oral part and is administered to determine if the candidate is qualified to continue for the doctorate. The comprehensive examination should be held as soon as the Doctoral Advisory Committee feels that the student's qualifications for doctoral work can be evaluated. The examination covers the program of study, and dissertation research, with an emphasis on the application of knowledge to problem solving.

1. It is recommended that students take the oral comprehensive examinations at the end of their second year of doctoral study. Refer to the doctoral student checklist for scheduling and notifying the Graduate Coordinator about these exams.
2. The purpose of the examination is to provide an opportunity for a) students to integrate and apply knowledge gained in their educational experience, and b) faculty to assess the ability of the students to integrate and apply knowledge in order to insure that a student is qualified to be admitted to candidacy.
3. If a faculty mentor feels that a student is not ready or qualified to take the comprehensive examinations, they should encourage the student to take additional course work or do additional reading or study in areas that may be deficient. In some cases, the faculty supervisor may suggest that the student change his/her degree seeking status to master's degree. However, if the student wishes to take the exam, he/she may do so.
4. The time of the written examination will be decided by the faculty advisor in consultation with the student and the Advisory Committee members. Refer to the doctoral student checklist for scheduling and notifying the Graduate Coordinator about these exams.
5. The written examination consists of 5 sets of questions submitted by the 5 members of the student's Advisory Committee. Each Advisory Committee member will provide 3 to 5 questions depending on their complexity. The student will have at least 2 hours to answer each Advisory Committee member's questions.
6. All members of the Advisory Committee will review answers to all questions. Copies of the answers to all questions will be given to all members of the Advisory Committee for evaluation before votes are taken. Each member of the Advisory Committee will cast a vote of "pass" or "fail" for the entire written exam. At least 4 of the 5 members of the Advisory Committee must cast a vote of "pass" for the student to pass the written exam.
7. If a student receives 2 or more "fail" votes from the Advisory Committee, the student may take a second written comprehensive examination. The Advisory Committee conducts this exam in a manner similar to that described above.
8. If the student receives 2 or more "fail" votes from the Advisory Committee when he/she takes a second written comprehensive examination, the student will have failed the written exam and will not be admitted to candidacy.
9. Oral Comprehensive Examination: If the student passes the written examination, he/she is eligible to take the oral comprehensive examination. Refer to the doctoral student checklist for scheduling and notifying the Graduate Coordinator about these exams. This exam usually lasts about 3 hours.
10. Each member of the Advisory Committee will cast a vote of "pass" or "fail" for the oral exam. At least 4 of the 5 members of the Advisory Committee must cast a vote of "pass" for the student to pass the oral exam. Students who pass this oral examination are eligible to be admitted to candidacy.
11. If the student receives 2 or more "fail" votes from the Advisory Committee, he/she may take a second oral comprehensive examination. The time of this oral comprehensive examination will be decided by the faculty advisor in consultation with the student and the Advisory Committee members.
12. If the student receives 2 or more "fail" votes from the Advisory Committee when they take a second oral comprehensive examination, the student will have failed the exam and will not be admitted to candidacy.
13. Throughout these exams, the Major Advisor should ensure that the forms documenting the votes for the written and oral exam are properly filled out and signed by the Advisory Committee members.

C2. Reading of Dissertation

The Advisory Committee will judge the written presentation and the substance of the dissertation as to suitability for going on to the dissertation defense. The student, with guidance from their Major Professor will organize, edit, and rewrite the dissertation. A poorly written dissertation will be returned to the student and Major Professor. The task of accomplishing a substantive research project belongs to the student, Major Professor and Advisory Committee; hence, a substantively weak dissertation will be returned as well to the student for further research and revisions.

C3. Final Oral Examination and Dissertation Defense

Refer to the doctoral student checklist for scheduling and notifying the Graduate Coordinator about the final oral examination and dissertation defense. When aiming for a graduation date, the student should be sure that the Advisory Committee receives the dissertation with sufficient time to read it before the expected date of the final exam. The dissertation must be approved by the Major Professor before it is given to the other members of the Advisory Committee. The student's performance in the final oral examination-defense will be judged by the Major Professor and the members of Advisory Committee.

VIII. CHECKLISTS

A. MS-thesis. It is the student's responsibility to meet all the requirements on time.

All forms are available at: <http://grad.uga.edu/index.php/current-students/forms/>. Keep one copy signed copy for yourself, submit two copies to the Graduate Coordinator for signatures and take them to the Graduate Coordinator's Assistant in Room 280, Dawson Hall. The department will retain a copy in your file and submit the signed forms to the Graduate School for approval. Due dates are subject to change, so confirm dates at www.grad.uga.edu. Enter date completed on the lines below.

1. _____ Advisory Committee members (two, in addition to major professor, with at least one being Graduate Faculty) are selected by the Major Professor and the student. The form "[Advisory Committee](#)" should be submitted electronically by the student before the end of the first semester. This form must be submitted before or with the Program of Study.
2. _____ The Program of Study should be discussed with the Advisory Committee at a meeting. The form "Program of Study for Master of Arts and Master of Science Candidates" is signed by the Major Professor and two members of the Advisory Committee and submitted to the Graduate Coordinator by the second semester of residence. Only list courses required by the department and by the Advisory Committee. Do not list undergraduate dietetics courses or other courses that are not required. Changes must be requested using a different form; "Recommended Change in Program of Study."
3. _____ Discuss with Major Professor, sign and submit to the Graduate Coordinator the form "Policy on Ownership and Publication of Research Data and Findings from Graduate Student's Projects" found in this graduate manual.
4. _____ Request an annual performance evaluation with your Major Professor and Teaching Supervisor (if applicable) in January each year; the student and/or the faculty may request evaluations more often.
5. _____ Submission of research proposal to the Advisory Committee (second semester, spring, FDNS 8560/8580). Proposal is presented and defended in a seminar to the department. A meeting with the Advisory Committee should be held to discuss the proposal after the presentation and defense.
6. _____ "Application for Graduation" form should be submitted to the Graduate School by the end of the first week of term before graduation (e.g., first week of spring semester for May graduation). Information is available here: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
7. _____ Graduate students should plan well in advance to present a summary of their MS research investigations at a regularly scheduled departmental seminar, in addition to their defense seminar, if not scheduled on the same day. The graduate student should schedule their departmental seminar with the instructor of FDNS 8900, Seminar in Foods and Nutrition.

8. _____ Final defense of the thesis (or project) requires these steps. Defense should be held at least 6 weeks prior to graduation. Confirm date and time with Major Professor and Advisory Committee at least 3 months before intended defense date; allow 45 minutes for seminar (which is a defense presented to the department) and 1.5 hours for the defense with the Advisory Committee. Schedule the room at least 2 months before intended defense date. Once the date, time and location of the graduate student defense are determined it is important that the major advisor immediately notify the Graduate Coordinator. In addition, the following information needs to be submitted to the Graduate Coordinator's Assistant: intended defense date, time, building and room number, correct title of thesis, student's name, 810/811 number, and full names of Major Professor and Advisory Committee members at least 4 weeks before intended defense date. Obtain approval from the Major Professor that the thesis appears ready for the defense at least 4 weeks before the intended defense date. Submit thesis (or project) to Advisory Committee at least 2 weeks before intended defense date. The Advisory Committee will approve or disapprove the thesis (or project) as ready for the final defense. If the Advisory Committee disapproves the thesis (or project), then a meeting will be held to advise the student on how to proceed with completing the thesis (or project). If the Advisory Committee approves the thesis (or project), then the defense proceeds as planned at the agreed upon date and time. The Major Professor serves as the chair and conducts the final oral examination and thesis defense. Action of Committee (pass or fail) reported to Graduate Coordinator for MS-thesis on the form "Approval form for Master's Thesis, Defense, and Final Examination Master of Arts and Master of Science Candidates." The student prepares this form and brings it to the defense.
9. _____ MS-thesis student electronically submits thesis to the Graduate School for preliminary format check (See [Graduate School Website](#) for deadline). MS-non-thesis students do not submit their projects to the graduate school.
10. _____ MS-thesis student electronically submits final copy of thesis to the Graduate School for final approval. (Confirm date at www.grad.uga.edu). Bring all required paper work (e.g., Approval forms, ETD forms).
11. _____ Make an electronic copy of thesis for Major Professor and the department.
12. _____ All research note books and records turned in to Major Professor.
All requirements for degree must be completed & reported to Graduate School at least 2 weeks before graduation.

B. MS Non-Thesis. It is the student's responsibility to meet all the requirements on time.

1. _____ The Program of Study should be discussed with the Major Professor at a meeting. The form "Program of Study for Non-Doctoral Professional Degrees" is signed by the Major Professor and submitted to the Graduate Coordinator by the second semester of residence. Only list courses required by the department. Do not list undergraduate dietetics courses or other courses that are not required. Changes must be requested using a different form, "Recommended Change in Program of Study."
2. _____ "Application for Graduation" form should be submitted to the Graduate School by the end of the first week of term before graduation (e.g., first week of spring semester for May graduation). Information is available here: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
3. _____ The department will administer a cumulative Exit Exam for the non-thesis student. For more information about the exit exam, please see Dr. Cooper.
4. _____ All requirements for degree must be completed & reported to Graduate School at least 2 weeks before graduation.

C. MS Non-Thesis Online. It is the student's responsibility to meet all the requirements on time.

1. _____ The Program of Study will be determined by your Major Professor and sent electronically. The form "Program of Study for Non-Doctoral Professional Degrees" is signed by the Major Professor and submitted to the Graduate Coordinator by the second semester of residence. Only list courses required by the department. Do not list undergraduate dietetics courses or other courses that are not required. Changes must be requested using a different form, "Recommended Change in Program of Study."
2. _____ "Application for Graduation" form should be submitted to the Graduate School by the end of the first week of term before graduation (e.g., first week of spring semester for May graduation). Information is available here: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
3. _____ The student must pass the Capstone Course with a grade of "C" or better.
4. _____ All requirements for degree must be completed & reported to Graduate School at least 2 weeks before graduation.

D. PhD Program. It is the student's responsibility to meet all the requirements on time. Check with the Graduate School in case any deadlines or forms have changed since this document was last revised.

Students who enter the doctoral program with strong backgrounds and an MS will usually require 3 to 4 years to complete all requirements. Students who enter the doctoral program in a new area of research for them, without an MS degree, and/or who change Major Professors or research areas will take at least 4 to 5 years to complete all requirements.

The major milestones for completing the doctoral degree are selection of a Major Professor, selection of Advisory Committee, preliminary program of study form (Year 1), completion of coursework (end of Year 2), write and defend dissertation research proposal (spring of Year 1 or usually spring of Year 2), pass written and oral comprehensive examinations (end of Year 2, usually summer of Year 2 or early Fall in Year 3), complete dissertation research (Years 1-3 or more), present research at professional meetings (Years 2 and beyond), and defend dissertation research (earliest is at the end of Year 3, but is usually later).

Students should meet with their Major Professors on a weekly basis, their Advisory Committee at least once each year or more often as needed. All forms needed to document progress can be found on the graduate school web site. The check list below should be followed to help document progress.

All forms are available at: <http://grad.uga.edu/index.php/current-students/forms/>. Keep one signed copy for yourself, submit two copies to the Graduate Coordinator for signatures and take them to the Graduate Coordinator's Assistant in Room 280, Dawson Hall. The department will retain a copy in your file and submit the signed forms to the Graduate School for approval. Due dates are subject to change, so confirm dates at www.gradsch.uga.edu.

Enter date completed.

1. _____ Advisory Committee consisting of five members selected and reported to the Graduate Coordinator on the form "[Advisory Committee](#)" during first year of residence. Major Professor and two other committee members must be on Graduate Faculty. This form must be submitted electronically by the student before the Program of Study and must be submitted before the end of the first year of residence.
2. _____ Discuss "Policy on Ownership and Publication of Research Data and Findings from Graduate Student's Projects" with Major Professor then sign and submit the form to the Graduate Coordinator.
3. _____ Complete and sign "Preliminary Doctoral Program of Study Form" in consultation with Major Professor at a meeting with the Advisory Committee. This form must be submitted to the graduate coordinator by the end of the student's first year.
4. _____ Request an annual performance evaluation with your Major Professor and Teaching Supervisor in January each year; the student and/or the faculty may request evaluations more often.
5. _____ You are required to register for four credits of FDNS 8900 as follows: 2 credits, first fall semester; 1 credit, 2nd or 3rd year when presenting a seminar to the department on a topic not related to dissertation; and 1 credit the semester you defend your dissertation.
6. _____ Research Proposal submitted to the Advisory Committee during the spring of second year while taking FDNS 8560/8580. A meeting with the Advisory Committee must be held for the student to defend the proposal. Allow committee members at least two weeks to review the proposal.
7. _____ "Final Doctoral Program of Study Form" completed and signed in consultation with Major Professor at a meeting with the Advisory Committee. This form must be submitted to the Graduate Coordinator six months before oral comprehensive examination.
8. _____ Oral and written comprehensive examinations should be taken by the end of the second year of residency. The written examination is taken first. If the written examination is successfully passed, then the oral examination is taken. At least four weeks prior to the oral examination, notify the Graduate Coordinator in writing of the date, time, building and room numbers, student's name, 81#, and full names of Major Professor and Advisory Committee. The Major Professor will receive the "Report of Written and Oral Comprehensive Examination" form which should be taken to the oral defense. After the exam is completed, submit the signed form to the Graduate Coordinator.
9. _____ The completed "Final Doctoral Program of Study," as well as any "Recommended Change in Program of Study" forms should be brought to the oral comprehensive examination. Following the oral comprehensive examination, the Advisory Committee often recommends additional coursework, and this should be submitted on the "Recommended Change in Program of Study" form. All committee members should approve and sign this form.
10. _____ The "Application for Admission to Candidacy for Doctoral Degrees" form should be brought to the oral comprehensive examination (<http://grad.uga.edu/index.php/current-students/forms/>). If the student successfully passes the written and oral examination, agrees to take any additional coursework recommended, and has successfully defended their research proposal, then this form is submitted to the Graduate Coordinator.
11. _____ An application for graduation must be filed with the Graduate School. See the Graduate School website for important deadlines for the semester of your anticipated graduation date.

12. _____ Attend training sessions for electronic submission of theses and dissertations.
13. _____ Obtain copyright clearance for any manuscripts published or in press. The Graduate School will not accept dissertations without copyright clearance from the publishers.
14. _____ Final defense of dissertation requires these steps. Register for FDNS 8900 (1 credit) and FDNS 9300 (3 credits) during the intended graduation semester. Defense should be held at least 6 weeks prior to graduation. Confirm date and time with Major Professor and Advisory Committee at least 3 months before intended defense date. Allow 1 hour for seminar (which is a defense presented to the department) and 2 hours for the defense with the Advisory Committee. Schedule room for seminar presentation and defense at least 2 months before intended defense date. Once the date, time and location of the defense are determined the major advisor will notify the Graduate Coordinator. Submit the following information to the Graduate Coordinator's Assistant at least 4 weeks before intended defense date: defense date, time, building and room number, title of dissertation, student's name, 81#, and full names of Major Professor and Advisory Committee members. Have the Major Professor approve that the dissertation is ready for the defense. Submit dissertation to Advisory Committee at least 3 weeks before intended defense date. If the Advisory Committee disapproves the dissertation, then a meeting will be held to advise the student on how to proceed. If the Advisory Committee approves the dissertation, then the defense proceeds.
15. _____ The student will complete the "APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION" and ETD form and bring them to the dissertation defense. After the student successfully defends their dissertation, the Advisory Committee signs the form. The Major Professor will retain this form until all changes recommended by the Advisory Committee have been completed by the student. Once recommended changes have been made the Major Professor will give the form to the Graduate Coordinator's Assistant.
16. _____ Student electronically submits dissertation to the Graduate School for preliminary format check. Refer to the Graduate School Website for deadline.
17. _____ Student electronically submits final copy of dissertation to the Graduate School for final approval. Refer to the Graduate School Website for deadline.
18. _____ Make copy of dissertation (both electronic and pound paper copy) for Major Professor and an electronic copy for the department.
19. _____ All research notebooks and records turned in to Major Professor.
20. _____ All requirements for the degree must be completed and reported to the Graduate School at least two weeks before graduation. Refer to the Graduate School Website for deadline.

IX. GENERAL INFORMATION

A. Registration

Meet with your Major Professor to determine your schedule of classes. Once you have met with your Major Professor, complete all necessary paperwork, obtain signatures, and bring to Room 280 Dawson Hall for processing.

B. Keys

Students should request keys from the FDN Office Manager, Room 280 Dawson Hall.

C. Computer Laboratory

PC labs are available to all graduate students and are open from 8-5 Monday through Friday. Graduate students may also check into procedures for use on nights or weekends. Print kiosks are located around campus, including Dawson Hall, for printing.

D. Assistance from FDNS Administrative Assistants - Guidelines

- **Copying** - For copying class materials, allow at least 2 days for copying. For copying research materials, get copy account number and permission from your advisor.
- **Purchase Orders/Check Requests--Including Travel Expense Statements:** Allow at least a 3-day turn around. To prevent emergencies, plan ahead for ordering of lab supplies. It may take several days before the request is cleared for ordering. Purchases must be approved by the professor before given to the FDNS Business Manager.
- **Graduate School Forms** – Most forms can be downloaded from the Graduate School web site.
- **Copying of Theses and Dissertations** - Graduate students are expected to pay for all photocopying associated with the preparation of their thesis and dissertation. You may make copies of your thesis/dissertation for your committee members if your professor approves charging to their research accounts.

- **Poster printing** – Posters will have to be printed outside of the department/college. Suggestions for poster printing include: Tate Student Center Print & Copy Services (<http://www.dawgprints.uga.edu>), (706) 542-8493; FedEx Office Print & Ship Center (<http://www.fedex.com/us/office/poster-printing.html>), (706) 353-8755; Athens Blueprint & Copy Shop (<http://www.athensblueprint.com>), (706) 548-0656; PosterPresentations.com (<http://www.posterpresentations.com/index.html>), (866) 649-3004.

E. Departmental Seminars - Course Number FDNS 8900

Each graduate student must attend all seminars given by the Department of Foods and Nutrition whether or not the student is enrolled in FDNS 8900. Seminars expose the graduate student to diversified areas of current research topics and help develop the student's communication skills and ability to report and interpret current events in foods and nutrition and research data.

F. Expectations of Progress and Time Limits

It is expected that a Master's degree will be completed in two years; completion of all internship requirements may require additional time. The limit imposed by the Graduate School for completion of a Master's degree is six years. For PhD candidates, it is expected that all requirements will be completed within four years; the time limit of the Graduate School is six years to candidacy (5 additional years for dissertation after candidacy) after first registration.

G. Vacations

It is expected that graduate students will spend the majority of time during the semester breaks working on their research so that they can graduate in a timely manner.

H. Financial Aid and University Employment

1. Loans: Several types of low interest loans are available through the University Finance Department. For information, contact: The Office of Student Financial Aid, <https://osfa.uga.edu/index.html>
2. Assistantships
 - a. Graduate School Assistantships - Some assistantships are granted on a university-wide competitive basis. The Graduate Committee nominates candidates for consideration for University-wide assistantships.
 - b. Departmental Assistantships - Teaching Assistantships and Research Assistantships are available from the department on a competitive basis. Students in the Master's degree programs are generally awarded assistantships for two years, and students in the Doctoral degree program for three years.
 - c. Individual faculty members may have additional research assistantships. Awarding of these assistantships depends on the student's interest in pursuing a research problem related to the grant research, as well as the merit of the student.
 - d. Level of support - First paychecks for the fall semester are not received until the last working day of August.
 - e. Scholarships – You are encouraged to seek out and apply for College of Family and Consumer Sciences scholarships. Other scholarships are also available from other sources such as The Academy of Nutrition and Dietetics and the American Institute of Nutrition.
 - f. University Employment - Students on University payroll should see the departmental Business Manager at the beginning of each fall semester or when commencing employment. The Business Manager will also answer questions and take care of administrative problems relating to employment at any time during the year.
 - g. Other Employment - We discourage employment in permanent positions for students actively pursuing a degree. Conflicts between job requirements and educational needs become particularly acute when the job is also in the University. For this reason, the Department does not hire students in technician or other classified positions.

I. Course Loads

Graduate assistants who hold assistantships that require from one-third to one-half time service should register for a minimum of 12 semester hours each semester and 9 in the summer. To exceed the maximum course load, the student must obtain written approval

from the Major Professor and the Dean of the Graduate School. The Department Head or the Departmental Graduate Coordinator may sign the overload request in the absence of the student's Major Professor. Audits will not be counted when considering maximum and minimum course load requirements.

J. Grade Point Average

Graduate students are expected to maintain an overall average of 3.0 with no grade below a “C” in any course, including the research courses listed below. NOTE: A ‘C-’ is not counted as meeting degree requirements. According to UGA Graduate School Policies (<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/probation-and-dismissal/>): “Students with a cumulative graduate course average below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher semester graduate average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative graduate average is 3.0 or above. If they make below a 3.0 semester graduate average while on probation, they are dismissed.”

K. Graduate Student Organization (GSO)

The GSO organizes academic, community and social activities with graduate students in the department of Foods and Nutrition. Recent activities include organizing weekly pre-seminar lunches for the department, planning and hosting social events for graduate students; planning and implementation of graduate student recruitment events with departmental faculty; serve as graduate student representative on departmental committees; engagement in outreach and service activities, and participation in professional organizations and conferences.. To join, contact the current GSO president.

L. Grievance Procedure for Graduate Students

Grievance procedures can be found on the college’s website (http://www.fcs.uga.edu/docs/Grievance_Procedure_for_Undergraduate_and_Graduate_Students.pdf).

M. Health Insurance

See <https://www.uhs.uga.edu/insurance/index.html>.

N. Reasons for Dismissal

1. Failure to submit a Program of Study approved by major professor and Advisory Committee
2. Receive two unsatisfactory grades in any courses
3. Make below a 3.0 semester graduate average while on probation
4. Violate the academic honesty policy
5. Do not have a faculty member willing to serve as your major professor after one year in the program

Revisions approved by FDNS Graduate Faculty, September 2016.

X. EVALUATION OF GRADUATE STUDENTS AND GRADUATE ASSISTANTS

Major Professors will conduct annual evaluations with their graduate students (see forms in this manual). The evaluations are used to provide you feedback on your performance, to help you progress in a timely manner, to provide a basis for allocation of assistantships and to make decisions regarding the faculty's role as your major professor. Performance in the classroom, progress and accomplishments in research, participation as a member of the laboratory team and your overall attitude, will be key factors addressed in a performance evaluation. If at any time, your major professor is not satisfied with your performance they can elect to discontinue serving as your major professor. If this occurs, your CV will be circulated to faculty for consideration. If no faculty member agrees to serve as your major professor, you will be dismissed from the program.

A. Operating procedures

1. All graduate students will be evaluated at least one time per year, but may be evaluated more often.
2. Graduate students will be evaluated using the attached form(s) developed by the faculty and graduate students of the Department of Foods and Nutrition. These forms will become part of the student's records kept in the main office of the FDNS department.
3. Evaluations will be monitored by the head of the department and will be made by the immediate supervisor(s) of the graduate student. Graduate students may be evaluated by more than one supervisor. For example, they may be evaluated by their Major Professor, the faculty member supervising their research duties, and/or the faculty member supervising their teaching duties.
4. Evaluation results must be reported in writing to graduate students and the report should identify strengths and weakness of their performance. Each evaluation document must be signed by the student, the faculty supervisor(s), and the department head. The completed evaluation form should be sent to the Graduate Coordinator.
5. Graduate students have the right to respond to the evaluation; such a written response by the student should be received by the supervisor(s) within two weeks of the evaluation. There may be special circumstances or situations that require explanation or description or there may be a difference in opinion of work output or there may be reasons for grievance.
6. If significant improvement in performance is needed, then a written plan for that improvement should be devised by the graduate student and their immediate supervisor(s) within two weeks of the evaluation conference.
7. If the performance of a graduate student fails to improve in accordance with the plan, further action will be taken. In those situations, where continuance of a graduate assistantship would be detrimental to the effective operation of the academic unit, consideration will be given to terminating the assistantship.
8. When an assistantship is terminated, the student must be advised in writing of the termination of the assistantship and of the appeal procedures available.
9. Appeals of terminations, unless they include charges of discrimination, will be heard through channels established for academic decisions. The appeals must be in writing and must specify the grounds on which they are based.

B. Graduate Research Assistants

1. Position Description

The graduate research assistant position is designed to provide assistance to a faculty research endeavor. The time commitment varies in relation to the fraction of the full time appointment. The range is from 1/3 to 1/2 time. Students with a 1/3 time appointment are obligated to work at least 13 hours per week. Students with larger fractions have a larger time commitment.

Assigned duties will vary with the project and supervisor. Duties may include data collection and analysis, library research, animal care, laboratory analysis and other relevant responsibilities as indicated by supervisor.

2. Standards of performance:

- a. Recognizes and learns to solve problems encountered in the course of the assigned project.
- b. Develops a research focus.
- c. Communicates the progress of the research using effective written and oral skills.
- d. Makes steady progress towards meeting the degree course requirements and the program of study.
- e. Maintains a GPA of 3.0 or better.
- f. Maintains an equitable cooperative attitude towards staff, faculty and fellow students.
- g. Develops technical abilities and skills-appropriate for project.
- h. Completes assigned tasks in a timely manner with due regard to accuracy and precision of the work.
- i. Gives evidence of developing good work skills, i.e., dependability, integrity, honesty, initiative, enthusiasm and independence in thought and deed.

Evaluation of Performance of Graduate Research Assistants

	Unsatisfactory	Needs Improvement	On Target	Exceeds Expectations
Problem solving Comments (optional):				
Research focus Comments (optional):				
Communication skills Comments (optional):				
Progress towards degree Comments (optional):				
GPA maintenance Comments (optional):				
Attitude Comments (optional):				
Technical skills Comments (optional):				
Timeliness, accuracy, precision Comments (optional):				
Work skills Comments (optional):				
General Assessment (optional):				
Recommendation:				

Signatures

Faculty: _____ Date: _____

Print Name Here: _____

Student: _____ Date: _____

Print Name Here: _____

Graduate Coordinator: _____ Date: _____

Print Name Here: _____

Department Head: _____ Date: _____

Print Name Here: _____

C. Graduate Teaching Assistants

Department of Foods and Nutrition Teaching Assistant (TA) Policy

All MS and PhD students whose assistantship is provided (partially or in full) by departmental and/or college funds (including start-up) will be required to serve as a teaching assistant each semester.

All MS and PhD students whose assistantships are provided from external/grant funding, funding from The Graduate School, or other sources of funding, cannot be assigned teaching assistantship responsibilities. These students, however, will be required to register for 1 credit of "teaching experience" through either FDNS 6580 (Graduate Special Topics in Foods and Nutrition: Teaching Experience) or an otherwise approved course during one semester of their graduate degree program. When students register for this credit, they will be assigned to a course and will assist the Instructor of Record with teaching-related responsibilities. If a graduate student's funding changes from external to departmental/college, the student will be required to be a teaching assistant for all remaining semesters in their program of study.

This policy is effective, November 2016, and applies to enrolled students in the Foods and Nutrition department graduate program on or after that date. The Graduate Coordinator will make the TA assignments in consultation with the Graduate Committee. All students who are required to serve as a teaching assistant or who are required to register for FDNS 6580 or an approved alternative are also required to enroll and complete GRSC 7770, Graduate Seminar. This should be taken before or concurrently with your first semester of your teaching assignment.

1. Position Description

Some graduate assistants provide assistance to faculty for teaching, managing, and developing courses and course materials. The time commitment varies in relation to the fraction of the full time appointment. The range is from 1/3 to 1/2 time. Students with a 4/9-time appointment are obligated to work at least 16 hours per week. Students with larger fractions have a larger time commitment.

Assigned duties will vary with the course and with faculty member supervisor. Duties may include providing designated lectures, assisting in exam construction, supervising undergraduate laboratory experiences, grading papers and exams and providing general assistance in and out of the classroom for the particular needs of the course.

~~The supervisor is the faculty member~~
The supervisor is the faculty member who has the major responsibility for the course.

- a. Learns to solve problems relating to the instructional effort.
- b. Develops teaching skills which include organization and presentation of assigned subject matter.
- c. Communicates problems and progress of the course relating to the instructional effort using effective writing and oral skills.
- d. Makes steady progress towards meeting the degree course requirements and the program of study.
- e. Maintains a GPA of 3.0 or better.
- f. Maintains an equitable cooperative attitude towards staff, faculty and fellow students.
- g. Completes assigned tasks in a timely manner with due regard to the needs of the faculty member and the students enrolled in the course.
- h. Gives evidence of developing good work skills, i.e., dependability, integrity, honesty, initiative, enthusiasm and independence in thought and deed.
- i. Attendance at UGA Teaching Assistant Workshop(s).

Evaluation of Performance of Graduate Teaching Assistants

Unsatisfactory Needs Improvement On Target Exceeds Expectations

Problem solving

Comments (optional):

Teaching Skills

Comments (optional):

Communication skills

Comments (optional):

Progress towards degree

Comments (optional):

GPA maintenance

Comments (optional):

Attitude

Comments (optional):

Timeliness

Comments (optional):

Work skills

Comments (optional):

General Assessment (optional):

Recommendation:

Signatures

Faculty: _____ Date: _____

Print Name Here: _____

Student: _____ Date: _____

Print Name Here: _____

Graduate Coordinator: _____ Date: _____

Print Name Here: _____

Department Head: _____ Date: _____

Print Name Here: _____

D. OPTIONAL ADDITIONAL FORM FOR ANNUAL EVALUATION

Adapted from the ETS Personal Potential Index that will be used in the future as part of the GRE that will be filled out by evaluators selected by students.

	Below average	Average	Outstanding (top 5%)	Truly exceptional (top 1%)	No opportunity to evaluate
1. Has a broad perspective on the field of foods and nutrition					
2. Produces new ideas					
3. Is extremely curious about the field of foods and nutrition					
4. Writes in a professional and precise way					
5. Organizes writing well					
6. Supports the efforts of other students, staff, and faculty					
7. Behaves in an open and friendly manner					
8. Works well in group settings					
9. Provides criticism and feedback to others in a helpful way					
10. Accepts feedback without getting defensive					
11. Can accept and use feedback from major advisor, committee members, and instructors without getting defensive					
12. Works well under stress					
13. Works extremely hard					
14. Sets realistic goals					
15. Organizes work and time effectively					
16. Has an appropriate balance of spending time on courses and research					
17. Is worthy of trust from others					
18. Demonstrates sincerity					

APPENDIX A

List of potential courses in statistical design and evaluation for FDN PhD Students

Course Number	Course Title	Credit Hours	Note
BIOS 7010	Introductory Biostatistics I	3	Introductory statistics with applications to medical and biological problems. Topics to be covered include biostatistical design in health research, data collection and management, and introductory concepts and methods of statistical data analysis
BIOS 7020	Introductory Biostatistics II	3	Introduction to a variety of statistical tools with applications in public health and the biological sciences, including survey sampling, multiple regression, experimental design, categorical data analysis, logistic regression, and survival analysis. Motivating examples will be drawn directly from the literature in the health, biological, medical, and behavioral science
ERSH 6300	Applied Statistical Methods in Education	3	Techniques for describing and summarizing data for educational research studies. Applications of the standard normal distribution and the use and interpretation of standard scores. Inferential statistics for one and two population studies including means, proportions, and correlations
ERSH 8310	Applied Analysis of Variance Methods in Education	3	Experimental design and the analysis of data from experiments, including orthogonal analysis of variance for single and multifactor designs, randomized block, repeated measures, and mixed models. Computer applications and reporting results using APA style
ERSH 8320	Applied Correlation and Regression Methods in Education	3	Nonexperimental and quasi-experimental research studies, including simple and multiple regression techniques, nonorthogonal analysis of variances, correlation techniques, and analysis of covariance
ERSH 8350	Multivariate Methods in Education	3	Discriminant analysis, multivariate analysis of variance, canonical correlation analysis, and cluster analysis. Relating research questions to methods, conducting computer analyses, interpreting computer printouts, and critiquing analysis reports
ERSH 8360	Categorical Data Analysis in Education	3	Categorical data analysis with emphasis on practical applications in educational research and on the use of computing packages for analysis of such data. Topics include contingency table analyses, generalized linear models, logistic regression, and loglinear models. These techniques are applied to data sets from educational research
STAT 6210	Introduction to Statistical Methods I	3	First course on statistics emphasizing applications in social, behavioral sciences. Covers elementary topics, one and two sample inference, simple linear regression, some categorical data analysis. Uses point-and-click statistical software. Provides preparation for Introduction to Statistical Methods I
STAT 6230	Applied Regression Analysis	3	Applied methods in regression analysis. Topics include univariate linear regression, techniques of multiple regression and model building, ANOVA as regression analysis, analysis of covariance, model selection and diagnostic checking techniques, nonlinear regression, and logistic regression.
STAT 6240	Sampling and Survey Methods	3	Design of finite population sample surveys. Stratified, systematic, and multistage cluster sampling designs. Sampling with probability proportional to size. Auxiliary variables, ratio and regression estimators, non-response bias.
STAT 6315	Statistical Methods for Researchers	4	Basic statistical methods through one- and two-sample inference, regression, correlation, one-way analysis of variance, analysis of covariance, and simple methods of categorical data analysis. Course emphasizes implementation and interpretation of statistical methods. Statistical software (SAS) is integrated into the course
STAT 6430	Design and Analysis of Experiments	3	Theory and methods for constructing and analyzing designed experiments are considered. Basic concepts in design of experiments, analysis of covariance, completely randomized designs, randomized complete and incomplete block designs, row-column designs, repeated measures designs, factorial designs, split-plot experiments will be covered. Additional topics may include response surface modeling, mixture designs
STAT 8090	Statistical Analysis of Genetic Data	3	Methods for analysis of genetic data, with an emphasis on gene mapping. Topics include quantitative genetics, covariance between relatives, estimation of genetic parameters, detection of genetic linkage in crosses and natural populations, association mapping, and QTL mapping. Emphasis on fitting models, estimating parameters, and making inferences based on genetic data.
STAT 8200	Design of Experiments for Research Workers	3	Methods for constructing and analyzing designed experiments are considered. Concepts of experimental unit, randomization, blocking, replication, and orthogonal contrasts are introduced. Designs include completely randomized design, randomized complete block design, Latin squares design, split-plot design, repeated measures design, and factorial and fractional factorial designs.
STAT 8220	Clinical trials	3	Drug development and FDA approval procedures; randomization; blindness; phase I-IV clinical trials; multicenter trials; bioequivalency; sample size determination; design and analysis; cross-over design; repeated measurements design; survival analysis; meta analysis.

HDFS 8730	Quantitative Analysis in Human Development and Family Science II	3	Focuses on multivariate statistical analytical techniques. Topics include multiple regression, factor analysis, logistic regression, and structural equation modeling. Students will learn appropriate use of these techniques as they apply to the study of family across the life course. They will learn statistical packages such as Mplus and Amos
HDFS 8800	Quantitative Methods in Human Development and Family Science	3	Quantitative research processes, conceptualization of research problems, research designs, selection of appropriate methods of data collection, consideration of alternative data analysis strategies, interpretation of findings, and research writing. Research on marital and family therapy included
HDFS 8820	Evaluation Methods in Human Development and Family Science	3	Evaluation research processes; prevention/intervention settings; research problems; research designs; selection of appropriate methods of data collection; alternative data analysis strategies, including measurement of change; interpretation of findings; and research/evaluation report writing. Research in marital and family therapy included
HDFS 8840	Advanced Quantitative Analysis in Human Development and Family Science I	3	Multilevel regression models. Multilevel models are used in studies where individuals are nested within communities and/or where individuals are measured repeatedly over time. The course emphasizes application of multilevel regression models in family/community research and introduces statistical modeling using several software packages, including HLM, SAS, AMOS, and Mplus
HDFS 8850	Advanced Quantitative Analysis in Human Development and Family Science II	3	Focuses on dyadic data analysis and categorical data analysis. Topics include dyadic data analysis and survival analysis. Students will learn appropriate use of these techniques as they apply to the study of family across the life course. They will learn statistical software packages, such as Mplus and SAS
HPRB 7470	Program Evaluation in Health Promotion and Health Education	3	Introduction to strategies for evaluating health promotion and health education programs in community, worksite, school and health care settings
Qualitative Research Design and evaluation courses			

Considerations to choose statistical design and evaluation courses for FDN PhD students

1. Relevance: area of research
2. Course load: prerequisites

APPENDIX B

Summary of Trends in Dietetics, Nutritional Sciences, and Consumer Foods

Trends in Dietetics

The demand for RD services is projected to grow and is expected to outstrip supply by 2020. The greatest increase in demand is expected for clinical nutrition practice. The increase in obesity and related chronic diseases is expected to continue. From 2010 to 2020, a 42% increase in demand for inpatient and outpatient RDs and a 36% increase in demand for RDs in long-term care practice is expected. Jobs in food and nutrition management and community nutrition are projected to grow 35% and 34%, respectively, by 2020 (Hooker et al. 2012).

Trends in Dietetics to be addressed in the Curriculum

- Geriatric care- the role of nutrition in healthy aging and nutrition care for diseases that increase with age.
- Pediatric nutrition-knowledge of evidence-based programs to reduce childhood obesity epidemic, knowledge of neonatal nutrition, nutrition care for the infant in the Neonatal Intensive Care Unit and for those with metabolic disorders.
- New areas of focus related to disease prevention and management: nutrition-genetics interactions, the impact of gut microbiota on health, evidence-based obesity prevention and management and new research on obesity-related diseases.
- Strong knowledge of community nutrition services and linkages with other public health programs; emphasis on food security and sustainability.
- Food science principles, food safety and food/nutrition regulation.
- Management skills including strong communication skills, technological competency, financial management skills, decision making skills and ability to manage human resources.
- Informatics: Increased need for understanding of data management and statistics for management of services.
- Enhanced research skills
- Use of new technologies for client communication
- Cultural competency to meet the needs of increasingly diverse clients.
- Interdisciplinary teaming - graduates must work across health care disciplines and be flexible.

Trends in Nutritional Sciences

Nutritional Sciences students are interested in the following careers in healthcare: 1) physician assistant, 2) physician, and 3) pharmacist. A growing number of students have joined this major in the last two years with an interest in becoming a physical therapist, dentist, or registered nurse. Most of these career choices are growing, or expected to grow, at an above average rate. Physician assistant and physical therapist careers are growing at a much faster than average rate. These careers are the fastest growing interests among Nutritional Sciences students. Overall, these projections predict optimal career opportunities for Nutritional Sciences students for the next several years.

Source: Bureau of Labor Statistics

Career Prospect I: Physician Assistant-

- Job Outlook, 2012 – 2022 38% (Much faster than average)

Career Prospect II: Physicians and Surgeons

- Job Outlook, 2012 – 2022 18% (Faster than average)

Career Prospect III: Pharmacist

- Job Outlook, 2012 – 2022 14% (Average)

Career Prospect IV: Physical Therapist

- Job Outlook, 2012 – 2022 36% (Much faster than average)

Career Prospect V: Dentist

- Job Outlook, 2012 – 2022 16% (Faster than average)

Career Prospect VI: Registered Nurse

- Job Outlook, 2012 – 2022 19% (Faster than average)

Trends in Consumer Foods

Food industry:

Changes in lifestyle, eating patterns and demographics are among the factors driving U. S. consumer food trends, having an impact on new product development and beverage marketing. Based on information from the Institute of Food Technologists (IFT), the food industry is leaning towards:

- Increased consumption of more fresh and refrigerated foods rather than processed foods
- Change in eating behaviors due to demographics and specific lifestyles.
- Diets and diet habits are driving the market (nutrition labeling of calories to lose or maintain weight, etc.). Consumers are also continuing to experiment with alternative eating styles such as exclusion diets due to food restrictions, intolerances or allergies.
- Organic and “natural” foods. Trend in buying more local and organic products
- Whole food nutrition. Fiber and whole grain foods is still a trend on the rise.
- Reassessment of snacking options- consumers are looking for healthier options for snacks. The industry is also reformulating existing products
- Breakfast – Increase healthy choices and ethnic flavors for breakfast (chipotle, chutney, etc.)
- New cuisines. Globalization and availability of new ingredients, spices and flavors have influenced consumers; there is an increase in consumption of new gourmet products especially if they have additional nutritional benefits (ex. Quinoa).
- Handmade recipes vs. cook-less meals. Traditional family recipes are being revamped focusing on less complicated preparation steps. Packaged meals and kits, oven baking and take-and-bake products are still popular amongst consumers.

Restaurants and fast-food trends:

The trend for restaurants is to obtain fresh products, coming from local farmer’s market when possible; posting calories to menus, offering alternative healthier sides; counting on mobile technology for ordering, marketing and loyalty programs. Health minded consumers favor restaurants that customize orders, so they may choose healthy options as an alternative to traditional fast food chains.