



UNIVERSITY OF  
**GEORGIA**

Nutritional Sciences

*College of Family and  
Consumer Sciences*

**2022-2023**

**DEPARTMENT OF NUTRITIONAL SCIENCES**

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 Nutritional Sciences 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 Nutritional Sciences. 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](http://www.grad.uga.edu) (applications, forms, graduate manual)

[www.fcs.uga.edu](http://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.**

#### Recent Graduate Manual Updates

<b>Policies and Procedures in Conducting Comprehensive Examinations</b>	<b>Pg. 18</b>	<b>7/7/2020</b>
<b>PhD Program Requirements - NUTR 8900</b>	<b>Pg. 21</b>	<b>8/11/2020</b>
<b>Members of Nutritional Sciences Graduate Faculty</b>	<b>Pg. 5-6</b>	<b>8/11/2020</b>
<b>Final Defense Form for Master's and Doctoral Students</b>	<b>Pg. 20, 22</b>	<b>9/14/2020</b>
<b>Change of Degree Objective</b>	<b>Pg. 12</b>	<b>11/3/2020</b>
<b>Departmental name change from Foods and Nutrition to Nutritional Sciences</b>	<b>All</b>	<b>6/17/2021</b>
<b>Department head name change, FACS Dean name change, add faculty, addition of GradFIRST requirement</b>	<b>All</b>	<b>7/5/2022</b>

## 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 Nutritional Sciences. The University of Georgia is recognized for the quality of its graduate program in Nutritional Sciences. 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 <https://www.dnddigital.com/> and select dietetic internship priority choices in order to be considered for admission to the UGA Dietetics Internship Program. Contact Dr. Lauren Housley for more information ([bgrossma@uga.edu](mailto: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. An [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 Nutritional Sciences 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.

## **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. The examination must be taken at the University of Georgia during the semester the student is scheduled to receive their degree. Students must contact the Graduate Coordinator six months prior to the exam to schedule the date of the exam.

The culminating exam will cover 4 topic areas. There will be 4 topic tests (one per topic area) with 50 multiple choice, true/false, and/or matching questions per test. A passing grade is a 75% average on the 4 topic tests with no topic test grade below a 70%. The test will be supervised and students will have 4 hours to complete the entire exam (all 4 tests). No outside materials may be used during the exam. Topic areas include NUTR 6400 as well as 3 other topics based on the NUTR coursework of the student. When the student notifies the graduate coordinator six months prior to taking the exam, the graduate coordinator will inform the student as to which topic areas will be selected based on their final Program of Study. Possibly topic areas are the following NUTR courses: NUTR: 6100, 6050, 6200, 6220, 6240, 6500, 6510, 6520, 6530, 6540, 6570, 6590, 6600, 6630, 6640, 6650, 6800, 7040, 7600, 8150, 8230, or 8530. The student must complete the exam by the last day of regular classes in the semester of their intended graduation.

Each faculty member teaching any of the aforementioned courses will submit a 50-question “culminating test” (multiple choice, true/false, and/or matching questions) along with a completed scantron key to the Graduate Coordinator.

The culminating exam must be successfully passed in order to graduate. A student who does not pass any of the 4 topic tests in the exam may be allowed to re-take whichever topic test(s) he/she did not pass a second time after an interval of at least 1 week. If a student does not pass the exam on the second try, he/she will be dismissed from the program. Additionally, if a student passes the exam but does not graduate within 12 months he/she may be required to repeat the examination. A student may also only take the culminating exam a total of two times. For exam information, see the Graduate Coordinator.

## **C. Ph.D. Candidate**

The Ph.D. Advisory Committee will consist of at least four members, including the major professor. There must be greater than 50% graduate faculty representation. At least two members of the advisory committee must be from the department. At least one member must be external to the department. The advisory 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 [Advisory Committee Form](#), available on the Graduate School website, should be submitted electronically by the student when the committee members have been determined. 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, which is completed by the student and Major Professor, 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 Ph.D. 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 NUTR 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 Ph.D. 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 must be dissertation writing (9300). A draft of the final Program of Study should be reviewed with the Major Professor and submitted to the Graduate Coordinator or Graduate Coordinator Assistant for verification. Once approved, the student will be notified and will submit the final Program of Study electronically via GradStatus. The final approvals will be completed electronically after submission.

#### **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. Substitution for NUTR 6100**

If you have taken NUTR 4100 as a UGA Undergraduate student or you have taken a comparable course at another institution, follow these procedures for course substitution:

##### For 6100 Substitutions from other Universities:

- Obtain course syllabus and provide to Major Professor/Major Advisor
- If approved by Major Professor/Advisor, email formal request for course substitution to Graduate Coordinator (and Cc Major Professor/Advisor). Provide course syllabus and transcript showing completed course with grade in that email request.

##### For 6100 Substitutions from UGA:

- Obtain approval by Major Professor/Advisor
- If approved by Major Professor/Advisor, email formal request for course substitution to Graduate Coordinator (and Cc major professor/advisor). Provide transcript showing completed course with grade in that email request.

#### **E. Graduate Courses offered in the Department of Nutritional Sciences**

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

## F. Departments Offering Courses of Interest to Students in Nutritional Sciences

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. **Note: All MS-Thesis and PhD students must take GRSC 7770 (Graduate Teaching Seminar their first semester at UGA, for at least 1 credit. For more information, see <https://ctl.uga.edu/grad-student/ta-policy/grsc7770/>**

### 1. GradFIRST Seminar Requirement

Starting Fall 2022, all graduate students must take GradFIRST Seminar (GRSC 7001) during their first year at UGA. This seminar is intended to help prepare all graduate students for success regardless of their discipline or background. This is a 1 credit course and must be listed on the Program of Study submitted in GradStatus. Most seminars will be offered each Fall semester with limited offerings during Spring to accommodate those students matriculating in Spring or are unable to take it in Fall due to scheduling conflicts. More details can be found at <https://grad.uga.edu/gradfirst>

## G. Additional Graduate Programs

Area of Emphasis in Nutrition for Sport and Exercise: <https://www.fcs.uga.edu/fdn/graduate-sports-nutrition-emphasis>  
Certificate in Obesity and Weight Management: <https://www.fcs.uga.edu/fdn/graduate-certificate-in-obesity-and-weight-management>

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

## H. Meeting Requirements for Dietetic Internship Program

**A handbook specific to the Dietetic Internship Program is available at: [https://www.fcs.uga.edu/docs/DI\\_Handbook\\_Revised\\_2-2020.pdf](https://www.fcs.uga.edu/docs/DI_Handbook_Revised_2-2020.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 (NUTR 7911). Additional hours are completed in the Nutritional Sciences Internship (NUTR 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 Ph.D./DI program must seek the advice and counsel of Dr. Lauren Housley 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 Ph.D. The 6 credits of NUTR 7910 and the 8 credits of NUTR 7911 are in addition to that required for the graduate degree.

When doing the Nutritional Sciences Internship (NUTR 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 NUTR 7910, you may be eligible for a tuition waiver (e.g., if you register for NUTR 7910 in summer 2017, and have an assistantship for either the spring 2017 or the fall 2017, your tuition may be waived during the summer). Check with Graduate Coordinator to determine if you are eligible for a tuition waiver.

## I. Verification policy: Meeting ACEND Requirements for the Didactic Program in Dietetics

Contact Dr. Emma Laing regarding this program. Phone: 706-542-7983 Office: 390 Dawson Hall, Email: [emonk@uga.edu](mailto: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 Nutritional Sciences courses and in designated supporting sciences for the verification statement to be issued.**

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 Nutritional Sciences related courses from other universities that contain the same course content as those offered by the Department of Nutritional Sciences 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.

**J. 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 year courses, you may take 2nd year courses your 1st year:**

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

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

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

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

OR NUTR 4050 or NUTR 6050, Optimal Nutrition for the Lifespan (Fall only, 1<sup>st</sup> year)

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

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

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

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

NUTR 4500 or 6500, Nutrition Assessment and Intervention (Fall only, 2<sup>nd</sup> yr)

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

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

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

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

NUTR 4645 or NUTR 6645, Nature of Food (Fall only, 2<sup>nd</sup> yr)

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

NUTR 8560\* Proposal Writing

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: NUTR 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](mailto:emonk@uga.edu) with questions.

**K. 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 NUTR research courses (NUTR 7000, 7010, 7210, 7300, 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 Nutritional Sciences. 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 NUTR 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 NUTR 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.

## L. Change of Degree Objective

A student can request to change their degree objective from M.S. Thesis to Ph.D. Students must be enrolled in a graduate program for at least one to two semesters and have taken Nutritional Sciences core courses. The student must have the approval of their Major Professor, who is required to bring the request to the Graduate Committee for approval in the form of a letter. The letter will include agreement to serve as the students advisor, specifics of the program change, and source of funding (may include self-funding *\*Change of degree does not guarantee assistantship funding*). If the committee approves the request, the student will submit a change of degree objective to the graduate school. If the committee votes not to approve the change of degree objective, the request cannot be resubmitted. The student will have to complete their MS degree and then apply to the Ph.D. program if they desire.

## IV. THESIS or DISSERTATION PROPOSAL

### A. Policy

All MS/Ph.D. students, except MS-NT and MS-online students, will take NUTR 8560 as part of the graduate curriculum requirements. In addition, the student's Advisory Committee will convene a separate Thesis or Dissertation committee meeting so that students can defend their research proposals with only the committee present. MS student's Thesis proposal defenses typically will be scheduled spring semester their first year and Ph.D. students prior to the end of their second or third years. The student's proposal defense of their Thesis or Dissertation is intended to help the student and their advisor by soliciting feedback and suggestions from the committee and having the committee members indicate on the Research Proposal Defense Approval form if they find the research proposal acceptable, acceptable with revisions or unacceptable (see approval form). If the research proposal is found to be acceptable, the student will move forward with their research plan. If the research proposal is found to be acceptable with revisions, the student will be required to revise the proposal and respond to all committee member's comments and suggestions until the proposal is acceptable. If  $t_1$   $w_2$  or more committee members find the research proposal unacceptable, the student will create a new research project.

**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.

B. Approval Form

# Research Proposal Defense of Thesis/Dissertation Approval Form

Student Name: \_\_\_\_\_

Proposed Title of Thesis/Dissertation: \_\_\_\_\_

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

Committee Member name (print)	Committee member signature	Acceptable	Acceptable with Revisions	Unacceptable

Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Specific Comments:

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Submit completed form to the Graduate Coordinator's Assistant.

## 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 Nutritional Sciences  
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 Nutritional Sciences with expertise in the area should serve as a coauthor.

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Student's Name (print)	Signature of Student	Date
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Major Professor's Name (print)	Signature of Major Professor	Date
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Graduate Coordinator (print)	Signature of Graduate Coordinator	Date
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## 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 Thesis 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 Thesis 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. (an email from the publisher confirming copyright release is sufficient documentation). 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 detailed in Section II B.

## C. Ph.D.

### 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 Ph.D. 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 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 ensure 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 sets of questions submitted by each of the 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 question given by Advisory Committee members. *Note: each of the questions submitted by the Advisory Committee member should be designed so that it can be answered in ~ 2 hours.*
6. All members of the Advisory Committee will review answers to questions. Copies of the answers 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. No more than one member of the Advisory Committee can cast a vote of "fail" for the student to pass the written exam.
7. Each member of the Advisory Committee will cast a vote of "pass" or "fail" for the written exam. If a student receives two or more fail votes by the advisory committee on the written comprehensive examinations, they will be permitted to retake the exam one time. The Major Advisor, along with the advisory committee will determine a time for the student to retake the exam which must be no later than 16 weeks from the first day of the initial exam.
8. If the student receives two or more fail votes on the second exam attempt, they will not be admitted to candidacy and will be dismissed from the Ph.D. Program.
9. 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 three hours.
10. Each member of the Advisory Committee will cast a vote of "pass" or "fail" for the oral exam. If a student receives two or more fail votes by the advisory committee on the oral comprehensive examinations, they will be permitted to retake the exam one time. The major advisor, along with the advisory committee will determine a time for the student to retake the exam which must be no later than 16 weeks from the first day of the initial exam
11. If a student receives two or more fail votes by the advisory committee on the oral comprehensive examination, they will be permitted to retake the exam one time. The major advisor, along with the advisory committee will determine a time for the student to retake the exam which must be no later than 16 weeks from the first day of the initial exam.

12. If the student receives two or more fail votes on the second exam attempt, they will not be admitted to candidacy and will be dismissed from the Ph.D. Program.
13. Students who pass the oral examination are eligible to be admitted to candidacy.
14. 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.

Forms are available at: <http://grad.uga.edu/index.php/current-students/forms/>. Keep one copy signed copy for yourself, submit a copy to the Graduate Coordinator for signatures and take it to the Graduate Coordinator's Assistant in Room 280, Dawson Hall or electronically through email. The department will retain a copy in your file and submit the signed form to the Graduate School for approval. Many forms are transitioning to digital format and are available to submit via GradStatus. Due dates are subject to change, so confirm dates at [grad.uga.edu](http://grad.uga.edu). Enter date completed on the lines below.

1. \_\_\_\_\_ Advisory Committee members are selected by the Major Professor and the student. 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 Nutritional Sciences Department per committee is permitted. The form "[Advisory Committee](#)" should be submitted electronically through GradStatus 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 completed by the student, approved by Major Professor and submitted to the Graduate Coordinator or Graduate Coordinator Assistant for verification of requirements.
3. \_\_\_\_\_ Once verified, the Program of Study will be submitted online via GradStatus by the student. It will be approved electronically by the Major Professor, Advisory Committee Members, Graduate Coordinator, and Graduate School. 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;
4. \_\_\_\_\_ "Recommended Change in Program of Study". 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.
5. \_\_\_\_\_ Request an annual performance evaluation with your Major Professor and Teaching Supervisor (if applicable) at the end of each semester; the student and/or the faculty may request evaluations more often.  
Submission of research proposal to the Advisory Committee (second semester, spring, NUTR 8560). Proposal is presented and defended to Advisory Committee. See Section IV for research proposal policy details. "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/>
6. \_\_\_\_\_ 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.
7. \_\_\_\_\_ The graduate student should schedule their departmental seminar with the instructor of NUTR 8900, Seminar in Nutritional Sciences.

8. \_\_\_\_\_ Final Defense of the Thesis (or project) requires the following 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.
    - Submit the following information to the Graduate Coordinator's Assistant at least 4 weeks before the intended defense date: *intended defense date, time, building and room number, correct title of Thesis, student's name, 81 number and full names of Major Professor and Advisory Committee members.*
    - 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.
    - The student prepares "Approval form for Master's Thesis and Final Examination Master of Arts and Master of Science" (G140) via GradStatus. Action of Committee (pass or fail) will then be reported via GradStatus for MS-Thesis on the form
  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 [grad.uga.edu](http://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 notebooks 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. \_\_\_\_\_ MS Non-Thesis students are assigned a Major Professor. The Program of Study should be discussed with the Major Professor. The form "Program of Study for Non-Doctoral Professional Degrees" is completed by the student, approved by Major Professor and submitted to the Graduate Coordinator or Graduate Coordinator Assistant for verification of requirements. Once verified, the Program of Study will be submitted online via GradStatus by the student. It will be approved electronically by the major professor, Graduate Coordinator, and Graduate School. 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. \_\_\_\_\_ Make an appointment to speak with the Graduate Coordinator, Dr. Alex Anderson, 6 months prior to anticipated graduation to discuss cumulative exit exam content and procedure. (see section II B for exam details)
3. \_\_\_\_\_ "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/>
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. \_\_\_\_\_ MS Non-Thesis students will be assigned a Major Professor. The Program of Study will be determined by your Major Professor with your input, and submitted to the Graduate Coordinator or Graduate Coordinator Assistant for verification of requirements. Once verified, the Program of Study will be submitted online via GradStatus by the student. It will be approved electronically by the Major Professor, Graduate Coordinator, and Graduate School. 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, NUTR 6670E, 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. Ph.D. 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 checklist 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 <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

**Enter date completed.**

1. The Major Professor and at least two of the other members of the Advisory Committee must be members of the Graduate Faculty. Two committee members must be Graduate Faculty in the Department of Nutritional Sciences. At least one of the members should not be a member of the Nutritional Sciences faculty. The committee members should be reported to the Graduate Coordinator by submitting the electronic form "[Advisory Committee](#)" during first year of residence. This form must be submitted before the Program of Study and must be submitted before the end of the first year of residence. 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.
2. 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. Request an annual performance evaluation with your Major Professor and Teaching Supervisor at the end of each semester; the student and/or the faculty may request evaluations more often.
3. You are required to register for four credits of NUTR 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. *For students who entered the program in or after Fall 2019, the requirements are as follows: three credits of NUTR 8900 as follows: 2 credits, first fall semester; and 1 credit the semester you defend your dissertation.*
4. Research Proposal submitted to the Advisory Committee during the spring of second year while taking NUTR 8560. A meeting with the Advisory Committee must be held for the student to defend the proposal. See Section IV for details and proposal approval form.
5. "Final Doctoral Program of Study Form" completed and submitted electronically via GradStatus for approval by the Major Professor, Graduate Coordinator and Dean of the Graduate School. Prior to electronic submission, student should complete the program of study, either on paper or electronic format, with Major Professor's approval and submit to Graduate Coordinator or Graduate Coordinator Assistant for verification of accuracy. Once verified, student will submit electronically via GradStatus. This form must be submitted to the Graduate Coordinator six months before the Oral Comprehensive Examination.
6. Oral and Written Comprehensive Examinations should be taken by the end of the second-third 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 and the Graduate Coordinator Assistant 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.
7. After the exam is completed, submit the signed form to the Graduate Coordinator. 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 examination, the Advisory Committee often recommends additional coursework, and this should be submitted on the "Recommended Change in Program of Study form."

8. The “Application for Admission to Candidacy for Doctoral Degrees (G162)” form should be completed by the Graduate Student via [gradstatus.uga.edu](http://gradstatus.uga.edu). The Graduate School will send this form to the Major Professor for approval. 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 will need to be approved by the Major Professor and then the Graduate Coordinator.
9. 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.
10. Attend training sessions for electronic submission of theses and dissertations.
11. Obtain copyright clearance for any manuscripts published or in press. The Graduate School will not accept dissertations without copyright clearance from the publishers.
12. Final defense of dissertation requires these steps. Register for NUTR 8900 (1 credit) and NUTR 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. Student will 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. The student will initiate the Approval Form for Master’s Thesis or Doctoral Dissertation and Final Oral Examination and complete the ETD form via GradStatus. After the student successfully defends their dissertation, the Advisory Committee submits approved or denied via GradStatus. If no changes are needed, the form will be assigned to the Graduate Coordinator for final approval.
13. Student electronically submits dissertation to the Graduate School for preliminary format check. Refer to the Graduate School Website for deadline.
14. Student electronically submits final copy of dissertation to the Graduate School for final approval. Refer to the Graduate School Website for deadline.
15. Make copy of dissertation (both electronic and pound paper copy) for Major Professor and an electronic copy for the department.
16. All research notebooks and records turned in to Major Professor.
17. All requirements for the degree must be completed and reported to the Graduate School at least two weeks before graduation.
18. 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 any necessary override request forms, obtain all required signatures, and bring to Room 280 Dawson Hall for processing.

### B. Keys

Students should request keys from the Nutritional Sciences 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 NUTR staff –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:** Must be initiated in OneSource and submitted electronically.
- **Graduate School Forms** – Most forms can be downloaded from the Graduate School web site. [grad.uga.edu](http://grad.uga.edu)
- **Copying of Thesis 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 NUTR 8900**

Each graduate student must attend all seminars given by the Department of Nutritional Sciences whether or not the student is enrolled in NUTR 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 Nutritional Sciences 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 Ph.D. candidates, it is expected that all requirements will be completed within four to five 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 Nutritional Sciences. 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](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
6. Ph.D. students who do not pass written or oral comps (see policy, section C1)

## **X. EVALUATION OF GRADUATE STUDENTS AND GRADUATE ASSISTANTS**

Major Professors will conduct evaluations once per semester 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 semester, but may be evaluated more often.

2. Graduate students will be evaluated using the attached form(s). The form developed by the College of Family and Consumer Sciences, Graduate Assistant Performance Evaluation, will be submitted to the college HR department and the departmental Evaluation of Performance of Graduate Research Assistants form, submitted once per semester by May 1<sup>st</sup> in the Spring, and December 15<sup>th</sup> in the Fall. Evaluations may be submitted more often as deemed appropriate, which will become part of the student's records kept in the NUTR 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.

## C. Graduate Teaching Assistants

### Department of Nutritional Sciences Teaching Assistant (TA) Policy

All MS and Ph.D. 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 Ph.D. 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 NUTR 8560 (Proposal Writing) 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 Nutritional Sciences 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 NUTR 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. International students may take LLED (ELAN) 7769 in place of GRSC 7770.

#### 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.

#### 2. Standards of Performance:

- 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).



**College of Family and Consumer Sciences**  
**UNIVERSITY OF GEORGIA**

Graduate Assistant Performance Evaluation

Student's Name: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_  
 Semester: \_\_\_\_\_

**Directions:** Check one rating for every criteria, complete the strengths and weaknesses, and check whether recommending for re-appointment. Return the signed performance evaluation to Graduate Coordinator before December 15 for Fall semester and May 1 for Spring semester. For any criteria marked as 1 or 2, please provide an explanation.

Guide: 1: Unsatisfactory; 2: Needs Improvement; 3: Acceptable; 4: Satisfactory; 5: Outstanding

Criteria	1	2	3	4	5
1.) Attendance & punctuality: Attends required meetings and/or trainings. Arrives to work on time. Informs supervisor in advance of planned absences.					
2.) Dependability: Honors time commitment to appointments. Displays reliability.					
3.) Interpersonal relations: Works well with a variety of faculty, staff, students, visitors, volunteers, and individuals external to UGA.					
4.) Attitude: Displays a professional manner at all times.					
5.) Initiative: Demonstrates independent thinking and willingness to offer suggestions.					
6.) Problem solving skills: Interprets, investigates, and resolves issues related to work tasks.					
7.) Quality of work: Produces a satisfactory level of work consistently.					
8.) Timely completion of work: Finishes assigned tasks in a prompt manner.					
9.) Communication: Informs supervising faculty of work progress routinely. Exhibits effective oral/written communication skills.					
10.) Follow Instructions: Performs work with adequate speed and accuracy consistent with the directive provided by the supervising faculty.					
<i>Overall Performance Rating</i>					

Strengths:	
Weaknesses:	

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Recommended for re-appointment: \_\_\_\_ Yes \_\_\_\_ No

Supervisor Comments:	
Student Comments:	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[https://www.fcs.uga.edu/docs/Graduate\\_Assistant\\_Performance\\_Evaluation\\_FINAL.pdf](https://www.fcs.uga.edu/docs/Graduate_Assistant_Performance_Evaluation_FINAL.pdf)

**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 NameHere: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Print NameHere: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Print NameHere: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Print NameHere:

**OPTIONAL Additional Form for Departmental GRA 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 Nutritional Sciences Ph.D. Students:

Course Number	Course Title	Credit Hours	Note
<a href="#">BIOS 7010</a>	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
<a href="#">BIOS 7020</a>	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
<a href="#">ERSH 6300</a>	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
<a href="#">ERSH 8310</a>	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
<a href="#">ERSH 8320</a>	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
<a href="#">ERSH 8350</a>	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
<a href="#">ERSH 8360</a>	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
<a href="#">STAT 6210</a>	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
<a href="#">STAT 6240</a>	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.
<a href="#">STAT 6315</a>	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
<a href="#">STAT 6430</a>	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
<a href="#">STAT 8090</a>	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.
<a href="#">STAT 8200</a>	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.
<a href="#">STAT 8220</a>	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.

<a href="#">HDFS 8730</a>		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
<a href="#">HDFS 8800</a>		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
<a href="#">HDFS 8840</a>		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
<a href="#">HDFS 8850</a>		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
<a href="#">HPRB 7470</a>		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 Nutritional Sciences Ph.D. students**

3. Relevance: area of research
4. Course load: prerequisites

## APPENDIX B

**Doctoral Students are required to take 3 credits of Physiology or Biochemistry, or Cell Biology. The following courses are preapproved Physiology courses which will fulfill this requirement. Other Physiology courses may be used with approval.**

NUTR 6590 - Metabolism and Physiology of Energy Balance and Obesity

KINS 6690-6690L – Neuromuscular Physiology

KINS 7690 – Skeletal Muscle and Mitochondria Physiology

KINS 7310-7310L – Clinical Exercise Physiology

KINS 7330-7330L – Metabolic and Cardiorespiratory Aspects of Exercise -

KINS 8300 – Exercise, Obesity, and Cardiometabolic Disorders -

KINS 8420 – Muscle Energetics and Oxygen Transport During Exercise -

PHRM 6400 – Human Physiology I

PHRM 6450 – Human Physiology and Pathophysiology I

PHRM 6500 – Human Physiology II

PHRM 6560 – Human Physiology and Pathophysiology

II VPHY 7111 - Principles of Physiology I

VPHY 7112 - Principles of Physiology II

VPHY 6090 - Comparative Mammalian Physiology

VPHY 8000 - Cardiovascular Physiology

VPHY 8010 - Mammalian Cell Physiology

VPHY 8120 - The Molecular Basis of Renal Physiology

VPHY 8400 - Neurophysiology

VPHY 8600 – Current Topics in Synaptic Physiology

## APPENDIX C

### Summary of Trends in Dietetics, Nutritional Sciences, and Culinary Science and Nutrition

#### 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 Culinary Science and Nutrition**

### **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.