



**DEPARTMENT OF HEALTH, NUTRITION  
& EXERCISE SCIENCES**

**MASTER'S IN HUMAN NUTRITION  
DEGREE PROGRAM**

# **GRADUATE STUDENT MANUAL**

**(Including Program Policy Statement)**

August 2008

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This guide is not meant to be the official policy guide for the University. The University Graduate Catalog should be consulted for that purpose.

## INTRODUCTION

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

Dr. Susan Hall  
Chairperson  
025 Carpenter Sports Building  
302-831-2265  
E-mail: [sjhall@udel.edu](mailto:sjhall@udel.edu)

Dr. Cheng-shun Richard Fang  
Graduate Coordinator  
303B Willard Hall Education Building  
302-831-1020  
E-mail: [rfang@udel.edu](mailto:rfang@udel.edu)

Graduate Secretary  
303 Willard Hall Education Building  
302-831-8976

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

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

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

## **HEALTH, NUTRITION & EXERCISE SCIENCES**

### **HUMAN NUTRITION GRADUATE FACULTY**

**Leta P. Aljadir, MS, RD** (Drexel), Associate Professor. Maternal and fetal nutrition, metabolic effects of dietary fiber, computer-based nutrition education.

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

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

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

**Shannon Lennon-Edwards, PhD, RD** (University of Florida), Assistant Professor. Mechanisms of cardioprotection, antioxidants, and exercise.

**Carolyn K. Manning, MAg, RD, CCP** (Florida), Associate Professor. Food safety, child nutrition, teaching methods & instructional media, foodservice systems.

**Christopher Modlesky, PhD** (University of Georgia), Assistant Professor. Tissue growth and development, assessment of musculoskeletal status, magnetic resonance imaging.

**Ann Rucinski, MA, RD** (Immaculata College) Director, Dietetic Internship, Computer Applications and distance learning.

**Kelebogile V. Setiloane, PhD** (Tufts University), Associate Professor. Under-nutrition in children of urban and developing countries

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

## **FIRST STEPS**

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

You should review the policies and procedures in this handbook, as well as the University Graduate Catalog. Registration forms for taking courses are available in the Student Services Building. Registration periods are indicated in the University calendar.

You should also review the forms contained in this manual. Additional copies can be obtained in the human nutrition graduate program office, 303 Willard Hall Education Building. These forms are referred to throughout the policy and procedure statements.

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

## **SELECTION OF THESIS/SCHOLARLY PROJECT ADVISOR**

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

## **GRADUATE STUDENT BUDGET**

Each graduate student is allotted \$250 of human nutrition program funding to assist with research activities. Check with your thesis/project advisor regarding the disposition of these funds.

## **COMPETITIVE AWARDS**

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

### **1. Amy Rextrew Graduate Student Award**

An award of \$600 presented to Master's candidates who are working toward graduate degrees in Human Nutrition. In addition to outstanding scholarship, the students should demonstrate potential leadership to the profession.

**Selected by:** Faculty (no application)

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

### **2. Dean's Award for Excellence in Graduate Research.**

Award to an enrolled full-time student in a College of Health Sciences graduate program with an advisor who has a primary appointment in the College of Health Sciences. Requires submission of specific evidence related to the nominee's research, honors & publications/presentations.

**Selected by:** Center for Research Development (contact CRD Chair for application info).

**Presented to recipient:** \$500, certificate and congratulatory letter from the Dean

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

This award is to recognize graduate student research achievements in Nutrition and Dietetics and to assist in the conducting and/or dissemination of results from graduate student research. The award can be made upon completion of the thesis/graduate research suitable for presentation at a scientific/professional meeting (with priority given to the national or international, then regional, then state level) and/or a peer reviewed publication.

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

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

## **COMMUNICATIONS**

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

## **NTDT 665 HUMAN NUTRITION GRADUATE SEMINAR**

As indicated in the Human Nutrition graduate policies and procedures, graduate students are expected to attend the nutrition program seminar, which is offered each semester, whether or not it is taken for credit. It is required that you enroll in NTDT 665 in two different semesters for 1 credit each semester to meet the degree requirements.

The goals of seminar attendance are to meet and talk with other human nutrition graduate students and meet with nutrition graduate faculty on an informal basis as you proceed to learn more about their research interests. Presenters include faculty as well as several guest speakers whose seminars will add to the scope and depth of your graduate experience.

When you take the seminar as a credit course, you will be expected to present a session. There are two logical and practical points at which to sign up for NTDT 665 for credit:

- First, the semester you are preparing for your thesis proposal or scholarly project; your seminar can be based on your literature review and project ideas.
- Second, the semester you have completed your thesis or scholarly project to present the results.

• UNIVERSITY OF DELAWARE  
 Department of Health, Nutrition and Exercise Sciences  
 Requirements for Master's Degree in Human Nutrition  
**MASTER'S DEGREE MATRIX**

	MS - THESIS	MS WITH DIETETIC INTERNSHIP CERTIFICATE – THESIS	MS - NON-THESIS	MS WITH DIETETIC INTERNSHIP CERTIFICATE – NON-THESIS
PREREQUISITES	Inorganic Chemistry Organic Chemistry Biochemistry Physiology Nutrition*	Inorganic Chemistry Organic Chemistry Biochemistry Physiology Nutrition* Verification Statement of completion of a Didactic program in dietetics Medical Nutrition Therapy Course within four years of application Recent relevant work experience	Inorganic Chemistry Organic Chemistry Biochemistry Physiology Nutrition*	Inorganic Chemistry Organic Chemistry Biochemistry Physiology Nutrition* Verification Statement of completion of a Didactic program in dietetics Medical Nutrition Therapy Course within four years of application Recent relevant work experience
MINIMUM ADMISSION REQUIREMENTS	1000 GRE (V+Q) 2.75 GPA Overall 3.00 GPA based on major courses	1000 GRE (V+Q) 2.75 GPA Overall 3.00 GPA based on major courses	1000 GRE (V+Q) 2.75 GPA Overall 3.00 GPA based on major courses	1000 GRE (V+Q) 2.75 GPA Overall 3.00 GPA based on major courses
COURSE REQUIREMENTS NTDT courses	NTDT611 Advanced Nutrition (3) NTDT630 Trace Minerals & Vitamins(3) NTDT Electives (3-6)	NTDT611 Advanced Nutrition (3) NTDT630 Trace Minerals & Vitamins(3) NTDT550 Dietetics Practicum I (4) NTDT551 Dietetics Practicum II (4) NTDT650 Current Perspectives In Dietetics I (2) NTDT651 Current Perspectives In Dietetics II (2)	NTDT611 Advanced Nutrition (3) NTDT630 Trace Minerals & Vitamins(3) NTDT Electives (6-9)	NTDT611 Advanced Nutrition (3) NTDT630 Trace Minerals & Vitamins(3) NTDT550 Dietetics Practicum I (4) NTDT551 Dietetics Practicum II (4) NTDT650 Current Perspectives In Dietetics I (2) NTDT651 Current Perspectives In Dietetics II (2) NTDT Electives (3)
Non-NTDT courses	CHEM527 (3) STAT (3) Research Design (3) Electives (3-6)	CHEM527 (3) STAT (3) Research Design (3) Electives (3)	STAT (3) Research Design. (3) Electives (6-9)	STAT (3) Research Design. (3) Electives (6-9)
Seminar	NTDT665 (2)	NTDT665 (2)	NTDT665 (2)	NTDT665 (2)
Thesis/Field Study	NTDT869 (6)	NTDT869 (6)	NTDT669 (3)	NTDT669 (3)
TOTAL CREDITS	(32)	(38)	(32)	(38)
OTHER	Thesis Defense/Oral Exam	Thesis Defense/Oral Exam	Comprehensive Exam	Comprehensive Exam

\* Requiring Biochemistry as a prerequisite



## **THESIS OPTION**

### **POLICIES AND PROCEDURES**

**With or without Dietetic Internship  
Certificate Subplan**

# **THESIS OPTION POLICIES, PROCEDURES AND GUIDELINES**

## **I. ADMISSION REQUIREMENTS/POLICIES**

An advanced degree, thesis option, at the University of Delaware in Human Nutrition implies in-depth attention to an area of the field and also involves a research program resulting in a thesis. Prior course work and experiences of the candidate and the focus of courses and thesis in the graduate program should build and complement each other and direct the candidate's preparation towards his/her future goals.

The evaluation of eligibility for admission is done by a human nutrition graduate program committee. The prerequisite courses listed below should be completed prior to initiating the human nutrition graduate program. Specific prerequisites as conditions of acceptance to regular or provisional status will be considered in context of the total application credentials. Any course deficits should be completed during the first year of graduate study.

### A. Credentials to be supplied:

Application form, transcript(s) of all undergraduate and post-baccalaureate course work completed, Graduate Record Examination (GRE) Scores, TOEFL scores where appropriate, three references from individuals able to evaluate the applicant's potential for successful graduate work, rank in class (if available).

Applicants to the MS with dietetic internship certificate subplan must complete both the application to the graduate program and the dietetic internship application. In addition to the above credentials, applicants should also meet the following admission requirements:

- Verification Statement of completion of a Didactic Program in Dietetics
- Medical Nutrition Therapy Course within four years of application
- Biochemistry course within five years of application
- Recent relevant work experience beyond what is required for undergraduate course requirements

### B. Regular status requires:

1. Minimum Graduate Record Exam Scores (GRE's) of 1000 (total for Verbal and Quantitative scores).
2. Overall undergraduate Grade Point Average (GPA) of 2.75 or higher.
3. GPA of 3.0 or higher in major.
4. International students applying for a teaching assistantship must report a paper-based TOEFL score of at least 600 (250 or better on the computer-based TOEFL, 100 or better iBT-based TOEFL) and Test of Spoken English (TSE) score of at least 45. A score of 575 or better (231 or better on the computer-based TOEFL and 90 or better iBT-based TOEFL) is

required for international students who do not apply for a teaching assistantship.

For students emphasizing the nutritional sciences, prerequisite courses to regular status are: human or animal physiology, inorganic and organic chemistry, biochemistry (preferable with lab), and one course in human nutrition with a biochemistry prerequisite. Students wishing to pursue thesis research topics related to social science aspects of nutrition and food habits should have some courses in sociology, psychology, anthropology, etc.

C. Provisional status may be designated if:

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

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

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

D. Application Deadlines:

The general university deadline for application submission is December 1 for spring admission, July 1 for fall admission. Early submission of application is recommended, especially if you would like to be considered for a teaching or research assistantship.

The application deadline for MS with dietetic internship certificate subplan is January 15 of each year.

## II. PROGRAM REQUIREMENTS

A. Program requirements for thesis option without dietetic internship certificate subplan

<u>Minimum</u> total credits – 32*:	<u>Credits</u>
NTDT Graduate Courses	9-12**
Non-NTDT Graduate Courses	12-15***
NTDT869 – Thesis	6****
NTDT665 – Seminar	2

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

\*\*NTDT Requirements: NTDT611, NTDT630

\*\*\*Non-NTDT requirements: CHEM527 or equivalent and at least three credits of coursework in Statistics and three credits of coursework in Research Methods/Design; e. g., FREC608 Research Methods.

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

B. Program requirements for thesis option with dietetic internship certificate subplan

<u>Minimum total credits – 38*:</u>	<u>Credits</u>
NTDT Graduate Courses	15-18**
Non-NTDT Graduate Courses	12-15***
NTDT869 – Thesis	6****
NTDT665 – Seminar	2

\*Includes completion of at least two credits of nutrition program seminar. (Attendance and participation are required each semester seminar is offered, but only two semesters are taken for credit.)

\*\*NTDT Requirements: NTDT550, NTDT551, NTDT611, NTDT630, NTDT650, NTDT651

\*\*\*Non-NTDT requirements: CHEM527 or equivalent and at least three credits of coursework in Statistics and three credits of coursework in Research Methods/Design; e. g., FREC608 Research Methods.

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

Please refer to the forms section for thesis option for a Masters of Science with Dietetic Internship Certificate Sample Course Schedule.

### **III. PROGRESS EVALUATION**

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

A. Human Nutrition MS Degree Program Expectations:

The Human Nutrition Graduate Program Coordinator will assign each graduate student an academic advisor. The academic advisor will supervise the academic

progress of the candidate from entrance till the time when a Thesis Advisor is identified (or unless another advisor is chosen).

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

#### **IV. SEQUENCE OF EVENTS FOR COMPLETION OF GRADUATE DEGREE**

The succeeding paragraphs describe in detail each major event.

##### **A. Selection of Thesis Research Advisor:**

Early identification of a thesis research advisor and the thesis advisory committee is strongly recommended. It is expected that students will file their Thesis Advisor Agreement form by the end of the first semester or upon completion of nine credits of course work. The graduate student's advisory committee should be constituted, in consultation with the thesis research advisor, no later than upon completion of twelve course credit hours.

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

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

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

##### **B. Thesis Advisory Committee Composition:**

The minimum composition shall be: the thesis research advisor and at least one other nutrition graduate faculty from the nutrition program and a third member from outside the nutrition program that meets the approval of the other two committee members. Composition of the Thesis Advisory Committee should be communicated by memo to the nutrition graduate program secretary.

##### **C. Advisory Committee Responsibilities:**

1. Evaluate student's progress toward achievement of degree.

2. Review and make recommendations on student's program (graduate courses and research).
3. Serve as a review body for student's research proposal.
4. Serve as a reading committee for the thesis defense.
5. Serve as the examining group for the thesis defense.

D. Thesis Proposal Meeting:

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

The candidate is responsible for scheduling the date, time and location for this meeting. Ten working days prior to the meeting, each Thesis Advisory Committee member is to receive: (1) a copy of the thesis research proposal; (2) a résumé; and (3) a completed graduate program plan.

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

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

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

Upon approval of the original or revised budget by the thesis research advisor, a request for allocated departmental funds is to be submitted to the Chairperson of the Department of Health, Nutrition and Exercise Sciences. Allowable expenses include: supplies; equipment; duplication of data collection forms, proposal and

thesis for committee members, and manuscripts generated from thesis; binding of no more than two copies of thesis; and travel to professional meeting to report thesis data. Typing services are not allowable.

E. Application for Degree:

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

F. Thesis:

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

A copy of the most current Regulations Governing Theses and Dissertations (available online at <http://www.udel.edu/gradoffice/current/thesismanual.html>) should be obtained for use in preparing the thesis. There are UD Macros available for students to use for formatting their theses (see Thesis Manual). Thesis may also be done in publishable paper format. (see Publishable Paper Guidelines included in this manual)

G. Oral Examination:

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

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

The candidate is responsible for scheduling the date, time and location of a two-hour oral examination. An invitation should be also sent by Email to all departmental faculty and graduate students to attend a formal presentation given by the candidate at the beginning of the oral examination (approximately twenty-three minutes).

Prior to the time of the examination, the Department of Health, Nutrition & Exercise Sciences Oral Examination for Master's Degree in Human Nutrition form should be prepared for the necessary signatures as specified on the form (also available in the graduate secretary's office, 303 Willard Hall Education Building in the file cabinet marked "Graduate Student Forms").

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

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

Upon successful completion of the oral exam, a copy of the signed oral exam form is to be forwarded to the graduate office.

H. Seminar Presentation:

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

I. Manuscript Preparation:

Students are encouraged to submit to the thesis research advisor a reasonable first draft of a manuscript, based on the thesis, suitable for publication, prior to the oral examination if not prepared in Publishable Paper Format.

J. Final Grades:

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

K. Transfer to the Non-Thesis Option:

Any MS student in good academic standing may switch from the Thesis to the Non-Thesis Option with the following provisions:

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

L. Transfer to the Dietetic Internship Certificate subplan:



Students wishing to transfer into the MS with dietetic internship certificate subplan either internally or externally must meet all of the above stated admission requirements. Applications will be accepted only once a year by January 15.

M. Submitting your thesis

Please refer to the Thesis Procedures section in the University of Delaware Graduate Manual at the following website for instructions on submitting a thesis to the graduate office: <http://www.udel.edu/gradoffice/current/thesismanual.html>. Once your thesis is approved by the graduate office, a copy of the final thesis and the original approval page with signatures must be sent to the Nutrition Program Secretary in 303 WHL no later than the reading day of the semester. This copy of the thesis should be submitted as a PDF file recorded on a CD supplied by the student.

Copies of the final version of the thesis are to be provided by the graduate student to those committee members who wish one, and a bound copy provided to the thesis advisor, upon request.

## **THESIS OPTION**

### **FORMS and CHECKLISTS**

**MS WITH DIETETIC INTERNSHIP CERTIFICATE SAMPLE COURSE SCHEDULE  
THESIS OPTION**

**Year One**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
CHEM 527 (3)	NTDT 550 (1 ) Community Nutr. Practicum	NTDT 611 (3)	NTDT 550 (3) Clinical Nutr. Practicum
NTDT elective or elective (3)		NTDT Elective or Elective (3)	
Res. Des. Elec (3)		Stat (3)	
Total 9 credits	Total 1 credit	Total 9 credits	Total 3 credits

**Year Two**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
NTDT 869 (3)	NTDT 551 (1)	NTDT 869 (3)	
NTDT 665 (1)		NTDT 665 (1)	
NTDT 551 (3)		NTDT 651 (2)	
NTDT 650 (2)			
Total 9 credits	Total 1 credit	Total 6 credits	

**Graduate Coursework – 30 credits**

**Dietetics Practicum – 8 credits (28 weeks supervised practice)**

**Dietetic Internship Practicum**

NTDT 550 will be completed in supervised practice facilities during a winter and summer session in one calendar year. The remainder of the practicum (551) will be completed in the fall of year two on a part time basis. The practicum will be completed during the following winter session. Interns enrolled in the MS WITH DIETETIC INTERNSHIP CERTIFICATE must attend the one-week orientation held in mid August in year 1.

The program offers flexibility when completing NTDT 550/551 internship practicum.

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES GRADUATE  
PROGRAM IN HUMAN NUTRITION**

**THESIS ADVISOR AGREEMENT FORM**

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Thesis Advisor

\_\_\_\_\_  
Date

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES  
HUMAN NUTRITION MASTER'S DEGREE  
THESIS RESEARCH PROPOSAL MEETING - FORM I**

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

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

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

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Note any specific requirement/modifications made at proposal meeting:

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Note any courses recommended for inclusion in graduate program:

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

Signatures:

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

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

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

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(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES  
HUMAN NUTRITION MASTER'S DEGREE  
THESIS RESEARCH PROPOSAL MEETING – Form II Course Planning**

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

Category of Courses		Credits Completed	Credits in Progress	Credits to Be Completed
<b>DEPARTMENT COURSES</b>				
NTDT611	Advanced Nutrition (3)			
NTDT				
NTDT				
NTDT				
NTDT				
NTDT				
NTDT				
NTDT				
NTDT665	Seminar (2)			
NTDT869	Thesis (6)			
<b>TOTAL (Minimum)</b>				
(17-20)* or (23-26 w/ DI subplan) *				
<b>NON-NUTRITION PROGRAM COURSES</b>				
	Statistics (3)			
	Research Methods/Design (3)			
	Chem527 or equivalent (3)			
<b>TOTAL (Minimum)</b>				
(15-12)*				

\*Sum for minimum total of credits is 24 credit hours of coursework for students without dietetic internship certificate subplan, or 30 credit hours of coursework for students with dietetic internship certificate subplan, 6 credits in research, and 2 credits seminar for a total of 32 or 38 credits.

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES  
ORAL EXAMINATION FOR HUMAN NUTRITION MASTER'S DEGREE**

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

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

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

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

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

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

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

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

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

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

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

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

**THESIS OPTION**

<b>Event</b>	<b>Time Frame</b>	<b>Documentation</b>
<b>Identification of Thesis Research Advisor</b>	<b>By the end of the first semester of coursework (or on completion of 9 credits of coursework for part-time students)</b>	<b>Nutrition Program Form</b>
<b>Identification of Thesis Advisory Committee</b>	<b>Early in the second semester of coursework (or on completion of 12 credits of coursework for part-time students)</b>	<b>Memo to Human Nutrition Graduate Program Secretary</b>
<b>Thesis Research Proposal Meeting with Thesis Advisory Committee</b>	<b>Prior to data collection</b>	<b>Nutrition Program Form</b>
<b>Seminar #1</b>	<b>When taken for credit</b>	<b>In NTDT665</b>
<b>Application for Degree</b>	<b>September for December February for June May for August (See current academic calendar for specific dates)</b>	<b>Office of Graduate Studies Form</b>
<b>Seminar #2 Thesis Research</b>	<b>On completion of thesis research data collection/analysis; while drafting thesis/manuscripts(s)</b>	<b>In NTDT665</b>
<b>Schedule Thesis Defense/Oral Exam</b>	<b>On completion of thesis draft</b>	<b>Memo to Committee Members</b>
<b>Submission of Thesis Drafts</b>	<b>At least seven (7) days prior to oral examination</b>	<b>To each committee member</b>
<b>Complete Thesis Defense/Oral Exam</b>	<b>Allow a minimum of two weeks between thesis defense/oral exam and thesis submission to allow for corrections and/or editing</b>	<b>College Form</b>
<b>Submission of Thesis</b>	<b>November for December April for June July for August (See current academic calendar for specific dates)</b>	<b>To Office of Graduate Studies And to the Program Secretary 303 WLH</b>



**HUMAN NUTRITION MASTER'S  
PROGRESS TOWARD DEGREE CHECKLIST**

**THESIS**

<b>Task Performed</b>	<b>Date Completed</b>
Thesis Advisor Agreement Form filed with Human Nutrition Graduate Program Secretary	
Memo identifying composition of Thesis Advisory Committee filed with Human Nutrition Graduate Program Secretary	
Seminar Presentation #1	
Thesis Proposal Meeting Form filed with Human Nutrition Graduate Program Secretary	
Application for Advanced Degree Form filed with Office of Graduate Studies by second week of semester of graduation	
Seminar Presentation #2 of thesis research results to Human Nutrition Faculty/Graduate Students (e.g., NTDT665)	
Manuscript draft(s) based on thesis research submitted to Thesis Advisor	
Final draft of manuscript based on thesis research submitted to all committee members	
Change of Grade Form(s) completed clearing temporary grades for Research, Special Problems, and/or Thesis Credits from student's academic record	
Defense/Oral Exam successfully completed and Oral Examination for Master's Degree Form filed with Office of Graduate Studies (cc to Human Nutrition Graduate Program Secretary)	
Electronic copy of Thesis delivered to Office of Graduate Studies and the HN graduate program secretary, 303 Willard	

## **NON-THESIS OPTION**

### **POLICIES AND PROCEDURES**

**With or without Dietetic Internship  
Certificate Subplan**

## **POLICIES, PROCEDURES AND GUIDELINES NON-THESIS OPTION**

### **I. ADMISSION REQUIREMENTS/POLICIES**

An advanced degree, non-thesis option, at the University of Delaware in Human Nutrition implies in-depth attention to an area of the field and also involves a Scholarly Project. Prior course work and experiences of the candidate and the focus of courses and field study/theoretical paper in the human nutrition graduate program should build and complement each other and direct the candidate's preparation towards his/her future goals.

The evaluation of eligibility for admission is done by a nutrition faculty review committee. The prerequisite courses listed below should be completed prior to initiating the human nutrition graduate program. Specific prerequisites as conditions of acceptance to regular or provisional status will be considered in context of the total application credentials. Any course deficits should be completed during the first year of graduate study.

#### **A. Credentials to be supplied:**

Application form, transcript(s) of all undergraduate and post-baccalaureate course work completed, Graduate Record Examination (GRE) Scores, TOEFL scores where appropriate, three references from individuals able to evaluate the applicant's potential for successful graduate work, rank in class (if available).

Applicants to the MS with dietetic internship certificate subplan must complete both the application to the graduate program and the dietetic internship application. In addition to the above credentials, applicants should also meet the following admission requirements:

- Verification Statement of completion of a Didactic Program in Dietetics
- Medical Nutrition Therapy Course within four years of application
- Biochemistry course within five years of application
- Recent relevant work experience beyond what is required for undergraduate course requirements

#### **B. Regular status requires:**

1. Minimum Graduate Record Exam Scores (GRE's) of 1000 (total for Verbal and Quantitative scores).
2. Overall undergraduate Grade Point Average (GPA) of 2.75 or higher.
3. GPA of 3.0 or higher in major.
4. International students applying for a teaching assistantship must report a paper-based TOEFL score of at least 600 (250 or better on the computer-based TOEFL and 100 or better iBT-based TOEFL) and Test of Spoken English (TSE) score of at least 45. A score of 575 or better (231 or better on the computer-based TOEFL and 90 or better iBT-based TOEFL) is required for international students who do not apply for a teaching assistantship.

For students emphasizing the nutritional sciences, prerequisite courses to regular status are: human or animal physiology, inorganic and organic chemistry, biochemistry (preferably with lab), and one course in human nutrition with a biochemistry prerequisite.

C. Provisional status may be designated if:

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

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

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

D. Application Deadlines:

The general university deadline for application submission is December 1 for spring admission, July 1 for fall admission. Early submission of application is recommended, especially if you request for teaching or researching assistantship.

The application deadline for MS with dietetic internship certificate subplan is January 15 of each year.

## II. PROGRAM REQUIREMENTS

A. Program requirements for non- thesis option without dietetic internship certificate subplan

<u>Minimum</u> total credits – 32*:	<u>Credits</u>
NTDT Graduate Courses	12-15**
Non-NTDT Graduate Courses	12-15***
NTDT 669 – Scholarly Project	3****
NTDT 665 – Seminar	2

\*Includes completion of at least 2 credits of nutrition program seminar. (Attendance and participation are required each semester seminar is offered, but only 2 semesters are taken for credit.)

\*\*NTDT Requirements: NTDT611, NTDT630

\*\*\*Non-NTDT requirements: three credits of coursework in Statistics and three credits of coursework in Research Methods/Design; e.g., FREC608 Research Methods.

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

B. Program requirements for non-thesis option with dietetic internship certificate subplan

<u>Minimum</u> total credits – 38*:	<u>Credits</u>
NTDT Graduate Courses	18-21**
Non-NTDT Graduate Courses	12-15***
NTDT669 – Scholarly Project	3****
NTDT665 – Seminar	2

\*Includes completion of at least two credits of nutrition program seminar. (Attendance and participation are required each semester seminar is offered, but only two semesters are taken for credit.)

\*\*NTDT Requirements: NTDT550, NTDT551, NTDT611, NTDT630, NTDT650, NTDT651

\*\*\*Non-NTDT requirements: three credits of coursework in Statistics and three credits of coursework in Research Methods/Design (e.g. FREC608 Research Methods.)

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

Please refer to the forms section for non-thesis option for a Masters of Science with Dietetic Internship Certificate Sample Course Schedule.

### III. PROGRESS EVALUATION

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

### IV. SEQUENCE OF EVENTS FOR COMPLETION OF GRADUATE DEGREE

The succeeding paragraphs describe in detail each major event.

A. MS Degree Program Expectations

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

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

A written comprehensive examination will be administered upon completion of the majority of course requirements (excluding the scholarly project). The student should notify the Human Nutrition Graduate Program Coordinator in writing of his/her intent to take the comprehensive exam within the first two weeks of the semester in which the exam is to be scheduled. There will be no exam given in the summer or winter sessions.

The four-hour examination will be administered at a common time for all exam takers of the semester. It will be developed by a committee of three faculty appointed by either the Department Chair or the Human Nutrition Graduate Program Coordinator. The exam will consist of four categories, Metabolism, Current Issues, Statistics/Research, and Elective Area. Only the questions of the Elective Area will vary among students, based on their focus areas. Sample study guide is available in the nutrition program office. A student who fails the comprehensive examination may petition for a re-exam at the next scheduled testing date and will receive suggestions for remediation. A Letter of Intent to Retake Exam should be submitted to the project advisor. The exam may not be taken a third time.

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

B. Selection of Scholarly Project Advisor and Reader

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

The student will also choose a second “reader” to provide additional critical review and perspective for the final report/paper prepared by the student. This reader may be selected from the nutrition program or the university at large, and may include joint or adjunct faculty.

If the project involves human subjects, a request for Human Subjects Approval or Exemption must be submitted to the University Research Office. Approval must be obtained **before** any data collection can begin.

C. Application for Degree

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

D. Scholarly Project

The scholarly project will result in a written paper which may be presented either in traditional or manuscript form according to the guidelines of the Journal of The American Dietetic Association, or other subject-appropriate peer-reviewed journal as approved by the project advisor. (see Publishable Paper Guidelines included in this manual)

E. Seminar Presentation

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

F. Final Grades:

The candidate should check that his/her instructor has submitted all final grades NTDT669 receives a temporary grade of S or U which must be converted to final letter grades by the instructor using the Change of Grade form.

G. Transfer to the Thesis Option

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

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

H. Transfer to the Dietetic Internship Certificate subplan:

Students wishing to transfer into the MS with dietetic internship certificate subplan either internally or externally must meet all of the above stated admission requirements. Applications will be accepted only once a year by January 15.

I. Submitting Scholarly Project Report

Your report needs to be approved by your project advisor, the reader and the Department Chairperson. Once it is finalized, please convert the report to a PDF version. A copy of the final report and the original page with approval signatures must be sent to the Nutrition Program Secretary in 303 WHL no later than the reading day of the semester. This copy of the report should be submitted as a PDF file recorded on a CD supplied by the student.



## **NON-THESIS OPTION**

### **FORMS and CHECKLISTS**

**MS WITH DIETETIC INTERNSHIP CERTIFICATE SAMPLE COURSE SCHEDULE**

**Non-Thesis Option**

**Year One**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
NTDT elective or elective (3)	NTDT 550 (1 ) Community Nutr. Practicum	NTDT 611 (3)	NTDT 550 (3) Clinical Nutr. Practicum
Elective (3)		NTDT Elective or Elective (3)	
Res. Des. Elec (3)		Stat (3)	
Total 9 credits	Total 1 credit	Total 9 credits	Total 3 credits

**Year Two**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
NTDT (3)	NTDT 551 (1)	NTDT 669 (3)	
NTDT 665 (1)		NTDT 665 (1)	
NTDT 551 (3)		NTDT 651 (2)	
NTDT 650 (2)			
Total 9 credits	Total 1 credit	Total 6 credits	

**Graduate Coursework – 30 credits**

**Dietetics Practicum – 8 credits (28 weeks supervised practice)**

**Dietetic Internship Practicum**

NTDT 550 will be completed in supervised practice facilities during a winter and summer session in one calendar year. The remainder of the practicum (551) will be completed in the fall of year two on a part time basis. The practicum will be completed during the following winter session. Interns enrolled in the MS WITH DIETETIC INTERNSHIP CERTIFICATE must attend the one week orientation held in mid August in year 1.

The program offers flexibility when completing NTDT 550/551 internship practicum.

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES  
HUMAN NUTRITION GRADUATE PROGRAM**

**Scholarly Project Advisor Agreement Form**

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Advisor

\_\_\_\_\_  
Date

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES  
HUMAN NUTRITION MS DEGREE  
SCHOLARLY PROJECT PROPOSAL MEETING – Form I**

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

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

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

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Note any specific requirement/modifications made at this meeting:

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Note any courses recommended for inclusion in graduate program:

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Date \_\_\_\_\_

Signatures:

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

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

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

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES  
GRADUATE PROGRAM IN HUMAN NUTRITION**

**Scholarly Project Proposal Meeting – Form II Course Planning**

CATEGORY OF COURSES		Credits Completed	Credits in Progress	Credits to Be Completed
<b>NUTRITION PROGRAM COURSES:</b>				
NTDT611	Advanced Nutrition (3)			
NTDT				
NTDT				
NTDT				
NTDT				
NTDT				
NTDT				
NTDT				
NTDT665	Seminar (2)			
NTDT669	Scholarly Project (3)			
<b>TOTAL</b>	<b>(17-20)* or (23-26 w/ DI subplan) *</b>			
<b>NON-NUTRITION PROGRAM COURSES:</b>				
	Statistics (3)			
	Research Methods/Design (3)			
<b>TOTAL (Minimum)</b>	<b>(15-12)*</b>			

\*Sum for minimum total of credits is 24 credit hours of coursework for students without dietetic internship certificate subplan, or 30 credit hours of coursework for students with dietetic internship certificate subplan, 6 credits in research, and 2 credits seminar for a total of 32 or 38 credits.

Date \_\_\_\_\_

Signatures:

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

\_\_\_\_\_  
Candidate

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

**DEPARTMENT OF HEALTH, NUTRITION & EXERCISE SCIENCES**  
**COMPREHENSIVE WRITTEN EXAMINATION FOR HUMAN NUTRITION MASTER'S DEGREE**

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

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

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

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

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

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

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

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

The undersigned dissent from the foregoing report:

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

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

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

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate's folder by the Graduate Program Secretary)

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

**NON-THESIS OPTION**

<b>Event</b>	<b>Time Frame</b>	<b>Documentation</b>
<b>Identification of Scholarly Project Advisor and Reader</b>	<b>Early in second semester of coursework (or on completion of 12 credits of coursework for part-time students)</b>	<b>Nutrition Program Form</b>
<b>Scholarly Project Proposal Meeting</b>	<b>During second semester of coursework</b>	<b>Nutrition Program Form</b>
<b>Seminar #1</b>	<b>When taken for credit</b>	<b>In NTDT665</b>
<b>Application for Degree</b>	<b>September for December February for June May for August (See current academic calendar for specific dates)</b>	<b>Form to Office of Graduate Studies</b>
<b>Completion of Comprehensive Exam</b>	<b>Taken after all coursework is completed (except scholarly project)</b>	<b>Form to Office of Graduate Studies</b>
<b>Nutrition Program seminar on completed project</b>	<b>Upon completion of Scholarly Project</b>	<b>In NTDT665</b>
<b>Submission of copies of the draft of Scholarly Project to Advisor and Reader</b>		
<b>Submission of final written report to Project Advisor</b>		
<b>Submission of final written report to HN graduate program secretary, 303 WLH</b>	<b>The Reading Date</b>	

**PROGRESS TOWARD HN MASTER'S DEGREE CHECKLIST**

**NON-THESIS**

	<b>Date Completed</b>
Scholarly Project Advisor Agreement Form filed with Nutrition Graduate Program Secretary	
Seminar Presentation #1	
Scholarly Project Meeting Form filed with Nutrition Graduate Program Secretary	
Application for Advanced Degree Form filed with Office of Graduate Studies	
Comprehensive Exam successfully completed	
Seminar Presentation #2 of Scholarly Project to Nutrition Faculty/Graduate Students (e.g., NTDT665)	
Scholarly Project copies submitted to Project Advisor and Reader	
Change of Grade Form(s) completed clearing temporary grades for Scholarly Project and/or Special Problem Credits from student's academic record	
Electronic Copy of Scholarly Project submitted to the HN Graduate Program Secretary, 303 WLH by the reading date	



## **PUBLISHABLE PAPER GUIDELINES**

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

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

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

## Sample Publishable Paper Thesis Format

Title Page	
Approval Pages	
Epigraph or Frontispiece (optional; see UD Thesis Manual)	
Acknowledgements	
Preface (optional)	
Dedication	
Table of Contents	
List of Tables	
List of Figures	
Glossary, Nomenclature, List of Abbreviations, Terms, or symbols (optional)	
Abstract	
Chapter I.	Introduction Statement of the Problem Research Hypotheses or Research Question Delimitations Definition of Terms
Chapter II.	Literature Review
Chapter III.	Journal Manuscript <sup>a</sup> Introduction Methods Results Discussion References Tables Figure Legends and Figures
Appendices	Data tables Subject Characteristics Questionnaire(s), Forms, etc. Author's Guidelines Informed Consent
References	

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

## PUBLISHABLE SCHOLARLY PROJECT PAPER FORMAT

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

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

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

## Sample Publishable Scholarly Project Paper Format

Title Page

Approval Pages

Epigraph of Frontispiece (optional; see UD Thesis Manual)

Acknowledgements

Preface (optional)

Dedication

Table of Contents

List of Tables

List of Figures

Glossary, Nomenclature, List of Abbreviations, Terms, or Symbols (Optional)

Abstract

Chapter I.     Introduction  
                  Statement of the Problem  
                  Definition of Terms

Chapter II.    Literature Review

Chapter III.   Journal Manuscript<sup>a</sup>

Appendices    Date Tables  
                  Subject Characteristics  
                  Questionnaire(s), Forms, etc.  
                  Author's Guidelines

References

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