College of Health Solutions

Arizona State University

MASTER OF SCIENCE IN NUTRITION GRADUATE STUDENT HANDBOOK

2018

Arizona State University
College of Health Solutions
550 N. 3rd Street
Phoenix, AZ 85004
Phone: 602-496-0869
Fax: 602-496-1873

ASU College of Health Solutions

MS in Nutrition at ASU

ASU Graduate College Homepage

ASU Graduate College On-Line Application

Student Code of Conduct

Associate Director, Nutrition Program:
Carol.Johnston@asu.edu

Nutrition Graduate Advisor/Dietetic Internship Director:
Christina.Shepard@asu.edu

Nutrition Graduate Program and Dietetic Internship Coordinator:
Amanda Kling: CHSGrad@asu.edu

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I. INTRODUCTION

The faculty in the College of Health Solutions at Arizona State University (ASU) offer a Master of Science (MS) degree in Nutrition.

The primary objective of the graduate program in Nutrition is to provide advanced training in the research methodologies and biochemical laboratory skills that are relevant to nutrition. Graduate students are expected to develop competencies in research methods and in advanced practice knowledge relevant to their area of study. The skills and knowledge acquired during the course of training should enable each student to develop professional competencies that can be applied to significant problems and issues within the field of nutrition/dietetics.

This Nutrition Graduate Student Handbook supplements the guidelines of the ASU Graduate College. Graduate students should be familiar with and observe all requirements and procedures. These materials are available on-line here.

Students completing the MS degree in Nutrition will:

- Demonstrate entry-level competence in research design, statistical methods and ethical conduct in research studies.

- Integrate knowledge of macronutrient and micronutrient metabolism into the development of recommendation for populations and individuals in health and disease.

- Design and evaluate nutrition interventions utilizing knowledge and skills in nutrition assessment and chronic disease prevention and treatment.

- Evaluate current U.S. and global nutrition programs and interventions and develop an understanding of program development.

II. MS IN NUTRITION PROGRAM

A. Prerequisites for Graduate Study in Nutrition

General Nutrition [for majors]
Introductory Chemistry with Lab (General Chemistry is also acceptable)
Organic Chemistry with Lab
Biochemistry, upper division preferred
Anatomy and Physiology I and II with Labs
Microbiology with Lab
Statistics

B. Coursework Requirements to complete MS degree: Minimum of 30 credit hours

1. Required Courses for Students with an undergraduate degree in Nutrition:

- NTR 500 and 501 Research Methods I & II (Required within first year) — 6 credits
- NTR 521,523,525, 527, 529, 535, 539, or 598:
  Seminars in Nutrition (Select two; topics and availability vary by semester) — 6 credits
- One statistics course is to be selected based on consultation and approval of the student's advisor. — 3 credits

  Suggested options are:

EXW	501	Research Statistics – RECOMMENDED
NTR	502	Statistics in Research – RECOMMENDED
EDP/COE	502	Introduction to Data Analysis
PSY	530	Intermediate Statistics
STP	530	Applied Regression Analysis
STP	531	Applied Analysis of Variance

- NTR 599 Thesis — 6 credits
- Electives: Select remaining 6-9 credits from 500-level NTR, EXW, or other classes with advisor approval (students accepted into the Dietetic Internship will count NTR 580 “Practicum” as 3 of their 9 elective credits) — 9 credits

TOTAL = 30 credits

2. Required Courses for Students without an undergraduate degree in Nutrition:

- NTR 500 and 501 Research Methods I & II (Required within first year) 6 credits
- NTR 521,523,525, 527, 529, 535, 539, or 598:
  Seminars in Nutrition (Select one; topics and availability vary by semester) 3 credits
- One statistics course is to be selected based on consultation and approval of the student's advisor. 3 credits

Suggested options are:

EXW	501	Research Statistics – RECOMMENDED
NTR	502	Statistics in Research – RECOMMENDED
EDP/COE	502	Introduction to Data Analysis
PSY	530	Intermediate Statistics
STP	530	Applied Regression Analysis
STP	531	Applied Analysis of Variance

- NTR 599 Thesis 6 credits

Core Nutrition Courses:

- NTR 540 Adv. Micronutrient Metabolism
- NTR 541 Adv. Macronutrient Metabolism
- NTR 548 Adv. Community Nutrition
- NTR 341 Medical Nutrition Therapy I (taken at the graduate level as NTR 590) 12 credits

TOTAL = 30 credits

C. Admission Procedures for MS in Nutrition Program

Admission to Graduate Study

Prospective students must apply online to the ASU Graduate College for admission into the MS in Nutrition degree program. Applications for the MS in Nutrition only (not the combined MS/DI program) are only accepted for students to begin the program in the ASU Fall semester. The deadline to apply is February 15th each year. However, late applications (up to May 1st) will be considered if space is available.

At a minimum, applicants to the MS in Nutrition program are expected to meet GPA requirements as established by the ASU Graduate College, however, typically a 3.0 or higher cumulative GPA (on a 4.0 scale) is the minimum considered for admission into the ASU MS in Nutrition Program. Applicants are also required to submit official notification of scores on the Graduate Record Examination (GRE), General Examination only. Applications cannot be processed without GRE scores (see Admission and Denial Criteria for more information).

Nutrition Program Requirements

Applicants to the MS program in Nutrition must also submit the following information along with their online ASU Graduate College application:

1. A typed personal statement addressing the following:
   a. Describe the significant professional responsibilities you have held.
   b. State your professional goals and reasons for desiring to enroll in ASU's program.
   c. Describe your strengths that will help you succeed in the program and in reaching your professional goals.
   d. Indicate your personal research interests as specifically as possible, including any previous research experience you may have acquired.
   e. If you are also applying for a Graduate Assistantship, please describe any previous teaching experience, or experience as a teaching assistant (TA) or research assistant (RA). For more information about assistantships, please refer to pages 12 - 14 of this Handbook.
2. Official GRE scores for the General Examination
3. Official transcripts from any college or university from which you have received a degree or taken a Nutrition MS prerequisite course.
4. Three letters of recommendation, including at least one from an instructor at the applicant's undergraduate and/or graduate school.
5. A resume that summarizes the academic, volunteer and employment experiences of the applicant.
6. If the applicant wishes to apply for a Graduate Teaching or Research Assistantship (TA or RA) this can be indicated by answering questions found in the online ASU Graduate College Application.
7. Applicants need to identify at least three (3) tenure-track faculty members from the ASU Nutrition program with whom they would like to work with on a research project (MS thesis or Applied Project). Please read about faculty members' research on page 18 of this handbook.

Processing of Applications

Credentials submitted by MS in Nutrition program applicants are evaluated by the ASU Graduate College and by the Graduate Committee of the Nutrition program. To ensure consideration, all materials for those applicants applying to both the MS and Dietetic Internship must be received by February 15th for fall admission (or by September 25th for admission to the combined VA-Track Dietetic Internship and MS degree). **The deadline for applications to the MS degree only is May 1st.**

Based upon the recommendation of the Graduate Committee, applicants will be recommended for admission to the ASU Graduate College by the Associate Director of the Nutrition program. Applications for the MS in Nutrition program only are considered only once each year for admission in the fall semester of the following academic year.

Admission and Denial Criteria

No single criterion will serve as a basis for admission or denial to the MS in Nutrition program. Criteria for admission include:

1. Evidence of outstanding scholarship and research potential from GRE scores and previous academic record.
   - Evaluation of scores from the GRE will be determined based on national percentile results. **Quantitative and Verbal scores in the 50th percentile or higher are recommended and a score of 3.5 or higher is required on the Analytical Writing section of the exam.**
2. Favorable letters of recommendation commenting on your academic and professional qualifications for graduate study.

3. Professional goals which are compatible with the MS in Nutrition program.
4. Scholarly interest compatible with one or more of the faculty who are active in this degree program.

The decision of the Committee will be one of the following:

1. **Regular admission -** granted when the Master's applicant meets criteria of adequate academic preparation, satisfactory and competitive grade point average and GRE scores, favorable letters of recommendation, complete application with all required materials submitted, and when enrollment limits have not been met.

2. **Denied admission -** when the applicant does not meet the necessary criteria for admission; the applicant does not rank sufficiently high to be selected for the available slots; it is deemed that the program fails to match the applicant's needs, goals, and interests; or no faculty advisor is available.

D. Thesis vs. Applied Project

Selection of Committee Chair and Topic

For students required to complete a thesis, the committee chair will be selected from the tenure track faculty listed in Appendix A. The thesis topic will be developed in conjunction with the committee chair and typically involves an experimental design comparing two or more groups/conditions. For students required to complete an applied project (currently, those admitted to the VA-track of the dietetic internship, plus MS degree), the committee chair will be selected from the clinical faculty listed in Appendix B. The applied project topic will be developed in conjunction with the committee chair and can be experimental or descriptive in nature, but is usually related to applied work in the dietetics field.

Proposal Document, Data (Results) Meeting and Preparation for Defense

Both thesis and applied project students will submit a written research proposal to the committee chair before scheduling a Proposal Meeting with the thesis/applied project committee. The proposal document is usually developed in the NTR 500 class and consists of a title page, introduction, methods and references. Once data collection is complete, the student will present the results at the Data Meeting (i.e., Results Meeting) attended by all committee members. At least 10 working days prior to the defense, thesis students must submit their final thesis document to the ASU Graduate College for Format Review – please see the Graduate College website for deadlines and the 10 working day calendar. Applied project students are not required to submit their document for Format Review prior to scheduling the date/time for the defense but will have their applied project document reviewed by the committee chair prior to scheduling the defense with all committee members.

E. Master's Thesis

General Procedures

In addition to planning a program of course work, graduate students also must complete a thesis. The thesis consists of original work on a specific research problem. The problem is decided upon by the student in consultation with the Supervisory Committee Chair. After selection of a research problem, the student develops a research proposal and makes a formal presentation, called the **Thesis Proposal Meeting**, to the Supervisory Committee for critical review and formal acceptance (see Appendix C for the Proposal Approval form). At the time that the thesis proposal is accepted, an acceptance form is signed by the student's Supervisory Committee and graduate student and placed on file in the Nutrition Program Office. Note that a formatting guide

and template is available on the Graduate College website. You are strongly encouraged to use this template to reduce formatting errors.

Data Meeting

A data meeting is scheduled with the Supervisory Committee when data collection and preliminary analyses are complete (see Appendix C for the Thesis Proposal and Data Meeting Approval form). The purpose of this meeting is to gain the approval of the data analyses plan for the thesis by the Supervisory Committee.

Thesis Defense

Following completion of the thesis, an oral defense is required. The oral defense will be scheduled by the Supervisory Committee with the approval of the Dean of the Graduate College. Further information is available at the ASU Graduate College website. Note that a minimum of 10 business days is required in between the filing of the defense paperwork and the actual defense. All members of the Supervisory Committee must be present and the oral defense is open to the general public. If one member of the thesis committee must be absent from the thesis defense, Graduate College procedures must be followed. If more than one member must be absent, the defense must be rescheduled.

Human Subjects and Animal Use

According to University policy, all research involving human subjects must be approved by the Human Subject Institutional Review Board (IRB). Therefore, if the data to be collected for the research projects involves human subjects, a research proposal must be submitted to the student's Supervisory Chair and to the Nutrition Program for approval prior to submitting the application to IRB. The graduate student should obtain a copy of the Application for the Conduct of Research Involving Human Subjects (available from IRB or on-line at: http://researchintegrity.asu.edu/humans. After approval by the student's Supervisory Chair, the application is forwarded to the University Human Subjects Research Board for final approval. The Institutional Animal Care and Use Committee (IACUC) must approve any form of animal use, and all animal users must be certified by the IACUC. Certification materials and Animal Protocol Review Forms can be obtained from the Animal Care Office or on-line at**.** http://researchintegrity.asu.edu/animals. The Supervisory Chair must approve and sign the Animal Protocol prior to submission to the IACUC.

Training and Certifications

Depending upon the research and TA/RA assignment to be performed by the student, he/she may be required to complete specific non-credit courses sponsored by Environmental Health and Safety [i.e. Bloodborne Pathogens in the Workplace, Radiation Safety, Fire Safety and Prevention, and Laboratory Safety (http://cfo.asu.edu/ehs)]. These courses will prepare the student to safely work with radioactive compounds and to properly handle biological specimens and other biological hazards. These courses must be completed prior to the student initiating laboratory analyses. In addition, all students conducting research are required to complete the online human subjects CITI Program training module as described on the Human Subjects website. A copy of the Certificate of Completion must be submitted to IRB and maintained with the thesis committee chair. The completion of certification is required regardless of the type of data the graduate student is analyzing. Graduate students participating in food-related projects are also required to obtain a food handler's card or ServSafe Food Service Manager's Certificate.

Grading of Thesis Credits

The grades for research credit for thesis work (course number NTR 599) are handled differently from grades for course work. A mark of Z (i.e., course in progress) will be given for

all thesis credits taken prior to the thesis defense. Once the thesis defense is completed, all Z grades will be changed to Y grades (i.e., satisfactory) or E grades (i.e., fail) when the Supervisory Chair completes the appropriate paperwork and assigns a non-Z grade for the thesis credits.

F. Supervisory Committee for MS Students Completing a Thesis

Selection of Master's Supervisory Chair

Master's students are encouraged to begin the process of selecting a Supervisory Chair early in their graduate program. Students typically approach faculty members whose research interests are similar to their own. The Supervisory Chair for a MS in Nutrition program is established at the initiative of the student, in consultation with the faculty member, and is approved by the Associate Director of the Nutrition program.

Appointment of Master's Supervisory Committee

The Supervisory Committee for a student in the MS in Nutrition program is composed of at least three members, at least two of whom are from the Nutrition faculty. The remainder of the Supervisory Committee is selected by mutual agreement of the student, Supervisory Chair, and Associate Director for the Nutrition program. **The Committee Chair must be a Tenure-Track Nutrition faculty member.** (Please see Appendix A for list of faculty and their interests.) Appointments to the Supervisory Committee are recommended to the Dean of ASU Graduate College upon approval by the Associate Director for the Nutrition program. Changes in the Committee must be approved by the Associate Director for the Nutrition program and by the ASU Graduate College. For further clarification, please refer to the Graduate Policies and Procedures Manual. See Appendix E for information about approving non-ASU Nutrition committee members.

Responsibilities of Supervisory Committee

The Master's Supervisory Committee approves the student's program of study (the courses required to fulfill your degree, along with the MS in Nutrition Graduate Advisor) and thesis and provides guidance at regular intervals. The Committee also administers the final presentation and defense of the thesis.

G. Master's Applied Project

General Procedures

In addition to planning a program of course work, MS in Nutrition students in the VA-track of the dietetic internship must complete an Applied Project. The Applied Project consists of original work on a specific research or practice problem. The problem is decided upon by the student in consultation with the Applied Project Committee chair. After selection of a topic, the student develops a proposal and makes a formal presentation, called the **Applied Project Proposal Meeting**, to the Applied Project Committee for critical review and formal acceptance (see Appendix D for the Proposal Approval form). At the time that the Applied Project proposal is accepted, an acceptance form is signed by the student and members of his or her Applied Project Committee and filed in the Nutrition Program office.

Results Meeting

A Results meeting is scheduled with the Applied Project Committee when the project is approaching completion and, if applicable, preliminary analyses are complete (see Appendix D for the Results Meeting Approval form). The purpose of this meeting is to update the Applied Project Committee regarding the student's work and to approve the final steps needed (such as data analyses) for successful completion.

Applied Project Defense

Students are required to defend their Applied Project in a public forum. The student will schedule the date, time, and room number of the Applied Project defense in consultation with the Applied Project Committee. An Applied Project Committee of three must be present. If an original member of the Applied Project Committee must be absent, another faculty member may serve as a substitute.

Human Subjects and Animal Use

According to University policy, all research involving human subjects must be approved by the Human Subject Institutional Review Board (IRB). Therefore, if the data to be collected for the research projects involves human subjects, a research proposal must be submitted to the student's Supervisory Chair and to the Nutrition Program for approval prior to submitting the application to IRB. The graduate student should obtain a copy of the Application for the Conduct of Research Involving Human Subjects, available from IRB or on-line. After approval by the student's Supervisory Chair, the application is forwarded to the University Human Subjects Research Board for final approval. The Institutional Animal Care and Use Committee (IACUC) must approve any form of animal use, and all animal users must be certified by the IACUC. Certification materials and Animal Protocol Review Forms can be obtained from the Animal Care Office or on-line. The Supervisory Chair must approve and sign the Animal Protocol prior to submission to the IACUC.

Training and Certifications

Depending upon the research and assignments to be performed by the student, he/she may be required to complete specific non-credit courses sponsored by Environmental Health and Safety [i.e. Bloodborne Pathogens in the Workplace, Radiation Safety, Fire Safety and Prevention, and Laboratory Safety (http://cfo.asu.edu/ehs)]. These courses will prepare the student to safely work with radioactive compounds and to properly handle biological specimens and other biological hazards. These courses must be completed prior to the student initiating laboratory analyses. In addition, all students conducting research are required to complete the online human subjects training module as described on the Human Subjects website. A copy of the Certificate of Completion must be submitted to IRB and maintained with the thesis committee chair. The completion of certification is required regardless of the type of data the graduate student is analyzing. Graduate students participating in food-related projects are also required to obtain a food handler's card or ServSafe Food Service Manager's Certificate.

Grading of Applied Project Credits

Applied Project (NTR 593) grades are not assigned the same as grades from traditional courses. A mark of *Z* (course in progress) will be given for all Applied Project credits taken prior to the Applied Project defense. Once the Applied Project defense is completed, all *Z* grades will be changed to A-E grades using the regular grading system and are determined by the Applied Project Committee Chair.

H. Supervisory Committee for MS Students Completing an Applied Project

Assignment of Faculty Advisor

After students are admitted to the MS in Nutrition, VA-track of the dietetic internship (DI), the ASU Dietetic Internship Director serves as their graduate advisor.

Selection of Applied Project Committee Chair

Students are encouraged to begin the process of selecting an Applied Project Committee chair early in their graduate program/dietetic internship. The Applied Project Committee chair is

established at the initiative of the student, in consultation with the faculty member, and is approved by the Dietetic Internship Director.

Appointment of Applied Project Committee

The Applied Project Committee for a student in the MS in Nutrition, VA/ASU DI track is composed of at least three members. The chair of this committee must be an ASU Nutrition faculty member; most likely a Non-Tenure-Track faculty member (see Appendix B). The remainder of the supervisory committee is selected by mutual agreement of the student, Applied Project Committee chair, and VA Coordinator. See Appendix F for information about approving non-ASU Nutrition committee members. Also see Appendix B for interests of the Applied Project Nutrition and Health Sciences Faculty.

Responsibilities of the Applied Project Committee

The Applied Project Committee provides guidance at regular intervals. The Committee also administers the final presentation and defense of the applied project.

I. MS in Nutrition Program of Study

Approval of Program of Study

The MS in Nutrition Program of Study (POS) should be thoughtfully and carefully planned with the Master's Supervisory Committee and the MS in Nutrition Graduate Advisor so that it meets the goals and objectives of the program and the student. The POS contains degree requirements such as coursework, committee and a culminating experience which must be included before it can be approved. Students must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program (15 credits). An approved iPOS must be on file prior to completing comprehensive exams, thesis/dissertation.

The Program of Study should be completed and approved by the Supervisory Committee Chair and the Graduate Advisor by the end of the second semester of full-time graduate study. A Program of Study should be 30 credit hours; the exact number will be determined by program requirements and the student's Supervisory Committee. After approval within the Nutrition Program, the Program of Study is submitted to the ASU Graduate College for final approval. NOTE: all new Programs of Study have to be submitted online using the Interactive Program of Study (iPOS) form available through each student's My ASU account.

Changes in Program of Study

Necessary changes can be initiated and petitioned by the student. The changes must be pre-approved by the student's Supervisory Committee Chair or Graduate Advisor and the ASU Graduate College.

Performance Reviews

Master's students are required to maintain at least a 3.0 cumulative GPA in graduate school. If the cumulative GPA falls below 3.0, the student will receive a deficiency notice from the Graduate College and be required to raise the cumulative GPA to 3.0 the following semester. If the student fails to raise the cumulative GPA to 3.0 within the allotted time, the student may be dropped from the program. Students completing work for a course in which they received a grade of "I" must maintain continuous enrollment. **Graduate students have one year to complete work for an incomplete grade**; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found here. In addition, a student cannot accumulate more than two incompletes at any given time while completing the graduate program of study.

All graduate students admitted to the MS in Nutrition program are subject to the general standards of academic good standing of ASU. However, academic standards do not necessarily guarantee that a student will graduate from the program. Because students obtaining a Master's degree from the ASU Nutrition Program are often placed in positions dealing with the public, they must also demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences. Graduate students who demonstrate behaviors or characteristics that make it questionable that they can succeed in the nutrition field will be reviewed by the Graduate Committee within the Nutrition Program. The committee's review may result in a decision to disqualify the Master's student or the specification of conditions under which continued participation is permitted (e.g., probation). Students who wish to appeal the decision of the Graduate Committee may do so in writing to the Dean of the ASU Graduate College. Any exceptions to the retention and disqualification policies and procedures must be approved by the Graduate Committee.

III. FINANCIAL SUPPORT: GRADUATE ASSISTANTSHIPS

The most common forms of financial support for graduate students at ASU are graduate research and teaching assistantships.

Assistantships carry a monthly compensatory stipend for services rendered, include activities that are relevant to each student's own program of study, and contribute to ASU's teaching and research effort. Assistants must be enrolled for a minimum of six credit hours each semester (audit hours do not count towards the six hour minimum); appointments can range from ten to twenty hours a week (a ¼ time appointment equals 10 hours per week and a ½ time appointment equals 20 hours per week). Stipend amounts can vary according to the responsibilities of the position. Assistantship appointments cover all or part of graduate tuition costs, and students who are nonresidents of Arizona and hold an assistantship pay tuition at the resident rate.

There are two assistantship categories:

Teaching Assistants (TA) have a primary responsibility in an instructional capacity. Services provided by a graduate teaching assistant may include lecturing, leading discussion groups, serving as assistants to laboratory classes, and grading tests and papers.

Research Assistants (RA) are selected for excellence in scholarship and promise as researchers. They do part-time research as a portion of their training under the direct supervision of regular faculty members.

Currently, the ASU Nutrition Program has several teaching and research assistantship (TA/RA) positions in Nutrition. These positions require that recipients work 10-20 hours per week for faculty to whom they are assigned for the period August 15-May 15. Assistants are responsible for contacting the faculty to whom they are assigned by the day their contract begins (August 15). **Selection of TAs and RAs and their assignments is a complex process and is based on meeting the needs of the courses, faculty, students, and funding requirements.**

TAs and RAs must maintain a GPA of 3.0 or above, be admitted with regular status to a graduate program, and must complete 6 hours of graduate work each semester towards their program of study.

A. Application for Nutrition Graduate Assistantships

Students indicate their interest in a nutrition assistantship as part of the MS in Nutrition online application process. Students must be regularly admitted to the nutrition graduate degree program before being appointed as a TA or RA. Graduate assistantships are not guaranteed, but every effort will be made to help students obtain the assistance they need.

The number of teaching assistantships varies from year to year depending upon the number of current and entering graduate students who are eligible for support and the resources available to the program. Research assistantships also vary depending upon the number and types of research grants that faculty have received. The following guidelines are designed to help the Nutrition Program provide financial support for the maximum number of eligible students while recruiting the strongest possible students into the program and simultaneously encouraging completion of graduate program within a reasonable time frame.

Teaching Assistantships

Students with these awards assist faculty in a variety of ways to prepare for, teach, and/or manage undergraduate courses. With the exception of certain lab-based courses such as NTR 142 and NTR 446, this usually involves very limited direct instruction. Teaching assistantships are available each year on a competitive basis for Master's students.

Research Assistantships

These awards are available from individual faculty when grant funds allow; the scope and nature of work vary from project to project. Faculty members recruit for these positions within the program. There are no limits on the length of research assistantships.

Limits on Departmental Support

Although students may receive financial support from a mix of these resources, the Nutrition Program generally will not provide financial support for any student beyond one year at the Master's level. Support for research grants is not controlled by the program and is not restricted by these guidelines. All students are encouraged to seek in-state residency status as soon as possible.

B. Financing Your Education

Research the many financial assistance opportunities that are available to you. This website provides all the tools and resources you need to select and apply for financial support, including teaching and research assistantships, Graduate College fellowships, conference and travel awards, and national fellowship resources.

IV. ASSISTANTSHIP RESPONSIBILITIES AND PERFORMANCE

A. Duties and Responsibilities

The following is a summary of the duties and responsibilities of graduate assistants within the Nutrition Program:
All TAs/RAs are expected to report for work at the beginning of the academic year (approximately August 15 through May 15) to the faculty to whom they are assigned. Their term of employment runs for the full academic year for those assigned assistantships for both semesters or for the full semester for those assigned an assistantship for a single semester. All newly appointed graduate assistants **MUST** complete the mandatory trainings required by the ASU Graduate College and the Nutrition Program. In addition, graduate assistants may be

required to complete non-credit classes sponsored by Environmental Health and Safety.

Graduate assistants must clear vacation time and time away from their assistantship duties with their assigned faculty prior to making plans. Assistants should remember that they are paid throughout the academic year and are responsible for fulfilling their duties during this time period. This includes the periods of the academic year when classes are not in session (e.g., Fall and Spring Breaks). If a graduate assistant plans to take time off during fall and/or spring break, those hours must be made up prior to or after the scheduled break.

All graduate assistants will be assigned to one or more faculty for a set amount of hours, typically 10 or 20 hours per week. Assistants may be asked to maintain logs of hours worked and duties performed. Graduate assistants are required to be available to faculty for the number of hours per week they are assigned. In some instances, this will require that they keep a flexible schedule. If graduate assistants have outside employment, it is expected that their assistantship responsibilities take precedence.

Responsibilities for teaching assistants can include, but not be limited to, tutoring, grading, preparing exams, proctoring exams, supervising group projects, meeting with students, preparing and presenting lectures, and other relevant activities related to teaching. Teaching assistants should meet with their assigned faculty member(s) prior to the start of classes each semester to establish what will be required of them. Teaching assistants may be required to assist faculty with additional instruction duties.

Grader positions may also be available as an hourly position. Notices for graders are usually sent to qualifying graduate students at the start of each semester.

The duties and responsibilities for RAs revolve around normal activities involved in conducting research. These can include, but not be limited to, library searches, research proposal preparation, laboratory work, instrument development, gathering data, computer work, data analysis, manuscript preparation and writing, and related activities. RAs are expected to meet with their assigned faculty member prior to the start of classes to establish what specifically will be required of them.

B. Performance Review

Performance reviews for graduate assistants will involve three meetings over the course of the semester between the graduate assistant and the faculty member(s) to whom he or she is assigned.

The first meeting will take place at the beginning of the semester. At this time the faculty will explain what is required of the graduate assistant and what criteria will be used to evaluate his or her performance.

The second meeting will take place at mid-semester (approximately the eighth week). At this time faculty will provide feedback to the assistant about the performance of his/her duties. Feedback will include a listing of the strengths of the assistant, as well as listing areas where the assistant needs to improve his or her performance. Faculty members submit a written performance evaluation to the graduate committee at this time. All written evaluations must be signed and dated by both the faculty member and the graduate assistant. Written evaluations will become a part of the graduate student's file. Graduate students have the option of submitting a written response to the evaluation if they so desire.

The third meeting will take place at the end of the semester. At this time faculty will complete a written evaluation of the graduate assistant's performance during the semester. This will

include a listing of the strengths of the assistant, as well as listing areas where the assistant needs to improve performance. This written evaluation must be signed and dated by both the faculty member and the graduate assistant. This written evaluation will be become a part of the graduate assistant's student file. Graduate assistants have the option of submitting a written response to the evaluation if they so desire.

C. Reappointment

Although reappointment beyond one year is not generally provided, students must apply for reappointment to an assistantship for the next academic year by submitting their written or email request for an assistantship by May 1. There is no guarantee of reappointment of any assistantship award. Reappointment to a graduate assistantship is contingent on a number of factors including, but not limited to, the performance evaluations by the faculty, the student's academic performance and progress in the graduate program, and availability of financial resources.

D. Use of Program Equipment, Supplies and Facilities

TAs/RAs may use designated computers and printers. Students are not to install software into Nutrition Program computers without the expressed permission of the Program Director. The copy and FAX machines in the Nutrition Program Office are available for use only when authorized by the supervising faculty. University and program computers and/or paper are NOT to be used to print copies of a student's thesis or any other unauthorized use. Any abuse of office privileges can result in disciplinary action and may result in the student being charged for inappropriate use. Slide projectors, overhead projectors, VCR/DVD players, and laptop computers are available for use by graduate assistants for University-related activities authorized by supervising faculty. Supplies such as School letterhead and envelopes, paper, note pads, pens and pencils, etc. can be obtained through the Graduate Programs Coordinator. The conference room is available by reservation for conferences, presentations, meetings, or oral defenses through the Graduate Programs Coordinator. Telephones are available for local calls only. The supervising faculty and the Graduate Programs Coordinator must pre-approve any long distance call. Instructional and research kitchens may not be used as private dining facilities by graduate students.

E. Office Space Assignments

Office space, desks, and mailboxes are provided for all graduate assistants. The Program Director or other Nutrition Program personnel will make office and desk assignments.

F. Dress Code

TAs/RAs are expected to wear business casual attire when representing the University, including while teaching courses, participating in community education and/or interacting with research subjects.

When working in the metabolic kitchen or cooking labs, the following safety and clothing guidelines must be followed.

- A clean full apron or lab coat
- Hair pulled back and secured
- Closed-toed shoes
- Limit jewelry to a wedding band and watch
- No artificial fingernails
- Hands must be washed thoroughly at the beginning of food preparation and any time after using the restroom, touching your face, using a tissue or touching any raw meat product.

When working in the research laboratories, the following safety and clothing guidelines must be followed.

- Closed-toed shoes
- Limit jewelry to a wedding band and watch
- Hair pulled back and secured
- No artificial fingernails
- Long pants
- Lab coat

G. Assistantship Concerns

If a graduate assistant finds that his or her assistantship responsibilities are extending beyond the assigned number of hours, are inappropriate, or has a general concern, then the assistant should first bring up this concern with the faculty member to whom he or she is assigned. If the problem remains unresolved after this step, the student has the option of expressing the concern verbally or in writing to the Graduate Committee Chair or Nutrition Program Director. The Graduate Committee Chair or Nutrition Program Director will act on the concern in a timely manner and work to resolve the problem to the satisfaction of all parties involved. If the graduate assistant is not satisfied with how the issue is resolved, the assistant may request that the Program Director review the issue.

APPENDIX A: RESEARCH INTERESTS OF TENURE-TRACK FACULTY

Meg Bruening, PhD, MPH, RD - Social and environmental determinates of eating behaviors and nutrition-related health disparities of underserved youth: child/adolescent obesity prevention; harnessing social networks for the promotion of healthy eating; community-based nutrition interventions; and food insecurity.

Haiwei Gu, PhD – Metabolomics research at the Mayo Clinic in Scottsdale; metabolomics studies the metabolic responses of biological systems to external or internal influences, including different diets.

Carol Johnston, PhD, RD - Vitamin C metabolism, diabetic diets, obesity, and vegetarian nutrition. Specific topics include the role of vitamin C nutrition in fat oxidation, adiposity risk, and physical activity; the impact of vinegar ingestion in managing the diabetic condition; the relationships between food and mental health; and nutrient requirements of vegetarians.

Punam Ohri-Vachaspati, PhD, RD – Social-ecological determinants of obesity; nutrition related policies and how they impact food environments and behaviors; role of food environments and food access in influencing consumption behaviors and health outcomes in disadvantaged population groups, evaluation of nutrition interventions in community settings.

Karen Sweazea, PhD – Regulation of glucose and fatty acid homeostasis and their contribution to pathologies associated with diabetes and obesity; understanding the evolution of diabetes by examining animal models resistant to deleterious effects of hyperglycemia; role of the immune system, and inflammation specifically, in impaired vascular reactivity.

Natasha Tasevska, MD, PhD - Developing biomarkers of intake; dietary validation and calibrations studies and measurement error in self-reported diet; investigating the effects of sugars intake on cancer, obesity and other chronic diseases in cohort studies and community interventions; mechanistic studies investigating possible pathways for the adverse health effect of sugars.

Sonia Vega-López, PhD - Effect of diet on cholesterol and lipoprotein metabolism; evaluation of the effects of diet and lifestyle modifications on chronic disease risk factors, obesity, the metabolic syndrome and diabetes management; development of culturally-sensitive community-based interventions to aid in the prevention of chronic diseases and reduction of risk factors among Latinos and other high risk populations in chronic disease prevention.

Floris Wardenaar, PhD – Sports Nutrition; the effects of nutrition and dietetic strategies on sports performance

Christopher Wharton, PhD - Food policy in relation to obesity and sustainability; food security and local foods programs; environmental factors related to eating patterns and obesity.

Corrie Whisner, PhD – Metabolic disturbances in nutrition-related diseases, lifestyle interventions to prevent or correct chronic disease, and the influence of both genetic and environmental factors on health outcomes.

APPENDIX B: INTERESTS OF APPLIED PROJECT NUTRITION AND HEALTH SCIENCES FACULTY

Christina Barth, MS,RD,RYT – Eating disorders, sports nutrition

Kathleen Dixon, MEd,RD - Food service management, pediatric dietetics, nutrition counseling

Shauna Grant, MS,RD – Medical nutrition therapy

Karen Gregory-Mercado, PhD,MPH MCHES,CWWPM – Health education, worksite wellness, health coaching

Traci Grgich, MS,RD,SNS – Food service and systems management, child nutrition programs, food safety, policy

Teresa Hart, PhD – Physical activity, sedentary behavior, and health

Megan Kniskern, MS,RD,CEDRD – Eating Disorders

Melinda Johnson, MS,RD – Child nutrition, prenatal/postnatal nutrition, lactation, nutrition communications, nutrition in the media

Jessica Lehmann, MS,RD – Culinary nutrition, wellness, nutrition communications, nutrition and media

Christy Lespron, PhD,RD – Nutrient metabolism, functional foods, gestational diabetes, and issues related to obesity/weight management/weight cycling

Simin Levinson, MS,RD – Sports nutrition, foodservice management, wellness and adult weight management

Sarah Martinelli, MS,RD – School Nutrition

Maureen Mason, MS,RD – Community nutrition, Head Start, child nutrition

Sandra Mayol-Kreiser, PhD,RD - Clinical nutrition, nutrition support, and nutrition through the lifecycle

Lisa Morse, MS,RD,CNSC - Nutrition support, clinical nutrition, nutrition in critical care trauma and burns

Julia Pearl, MS – Health science

Christina Scribner, MS,RD,CSSD,CEDRD – Eating disorders, sports nutrition

Tina Shepard, MS,RD - Nutrition education of the public and the health practitioner; nutrition and dietetic career education; weight control and childhood obesity issues

NOTE: Non-tenure-track faculty can also serve on thesis committees but not chair them.

APPENDIX C: THESIS PROPOSAL AND DATA MEETING APPROVAL FORM

Student's Name: _____

Thesis Title: _____

_____

Proposal Meeting Date: _____

Committee Approval (*Please list names in the left; members will sign on right.)*

Program Director	
Committee Member	
Committee Member	
Committee Member	

Data Meeting Date: _____

Committee Approval (*Please list names in the left; members will sign on right.)*

Program Director	
Committee Member	
Committee Member	
Committee Member	

Signatures indicate that the student has received committee approval of the proposal and/or data analytic strategies as presented and has permission to continue toward thesis defense.

APPENDIX D: APPLIED PROJECT APPROVAL FORM

Student's Name: _____

Applied Project Title: _____

Proposal Meeting Date: _____

Committee Approval: _____, Chair _____
(*List names in left column, members sign on right*)
_____ _____
_____ _____

_____ _____

Data Results Meeting Date: (this meeting is optional) _____

Committee Approval: _____, Chair _____
(*List names in left column, members sign on right*)
_____ _____
_____ _____

_____ _____

Applied Project Defense Date: _____

Committee Approval: _____, Chair _____
(*List names in left column, members sign on right*)
_____ _____
_____ _____

_____ _____

APPENDIX E: TIMELINE FOR THE MS IN NUTRITION (THESIS)

(Following notification of admission)

ACTION	
1 Contact Temporary Advisor (as assigned) and seek advice for course selections.	As soon as possible
2. Meet with Program Director and faculty to select Chairperson of Supervisory Committee.	First or second semester enrolled or after completion of 15 credit hours
3. Select Supervisory Committee in consultation with Chairperson.	First or second semester enrolled
4. Get non-ASU committee members approved by Graduation College by contacting Amanda Kling at CHSGrad@asu.edu	First or second semester enrolled
5. Submit program of study (POS) planned in consultation with Supervisory Committee and Graduate Advisor.	Upon selection of Supervisory Committee or completion of 15 hours
6. Begin preliminary discussion regarding thesis with Chairperson.	As early as possible but no later than 2 semesters prior to graduation.
7. Complete any necessary training such as CITI Program, lab safety etc.	Prior to working with human subjects or prior to working in the laboratory
8. Submit proposal for thesis (Appendix C). Schedule Proposal Meeting with Supervisory Committee.	At least 2 semesters prior to planned graduation date.
9. Begin thesis project.	At least 2 semesters prior to planned graduation date.
10. Schedule Data Meeting with Supervisory Committee.	After data collection and preliminary data analyses.
11. Defend thesis*. Complete draft of thesis must be distributed to Supervisory Committee at least 2 weeks prior to oral defense.	At completion of thesis draft.
12. File appropriate paperwork to notify ASU Graduate College of oral examination.	At least 2 weeks prior to oral examination.
13. Apply for graduation.	During last semester of graduate program.
14. Make final changes in thesis and submit to ASU Graduate College.	After successful completion of oral examination.

NOTE: Coursework and thesis must be completed within six [6] years of enrollment in the first course listed on the Program of Study.

*Faculty members in the ASU Nutrition Program are typically on an academic year contract, meaning they are on salary only from August 15 – May 15. Some faculty may receive summer funding through research grants or for teaching summer session courses. **Proposal meetings, data meetings, and oral defenses should not be scheduled during the summer unless there is confirmation of the availability of all Committee members well in advance of the scheduled date(s).**

APPENDIX F: TIMELINE FOR THE MS NUTRITION (APPLIED PROJECT)

ACTION	WHEN
1. Contact Tina Shepard and seek advice for course selections.	As soon as possible
2. Meet with Applied Projects Coordinator to select Chairperson of Applied Project Committee.	First or second semester enrolled or after completion of 9 credit hours
3. Select Applied Project Committee in consultation with Applied Project Committee chair.	First or second semester enrolled
4. Get non-ASU committee members approved by Graduate College by contacting Amanda Kling at CHSGrad@asu.edu	First or second semester enrolled
5. Submit Plan of Study planned in consultation with Applied Project Coordinator [1]	Upon selection of applied project committee – must be submitted after completion of 12 hours.
6. Begin preliminary discussion regarding Applied Project with Committee chair.	As early as possible but no later than two semesters prior to graduation.
7. Submit proposal for Applied Project to Applied Project Committee chair. Schedule proposal meeting with Applied Project Committee. (Appendix B)[2]	At least two semesters prior to planned graduation date.
8. Begin Applied Project.	At least two semesters prior to planned graduation date.
9. Schedule Results meeting with Applied Project Committee [2]	As completion of project approaches
10. Schedule a date, time, and room for Applied Project defense	At least 10 working days prior to defense
11. Defend Applied Project. Complete draft of Applied Project must be distributed to Applied Project Committee at least 10 working days prior to defense[1,2]	At completion of Applied Project draft.
12. Apply for graduation.	During last semester of graduate program.

[1] Coursework and Applied Project must be completed within six [6] years of enrollment in the first course listed on the Plan of Study.

[2] Faculty in the Department of Nutrition are typically on an academic-year contract, meaning they are on salary only from the beginning of the fall semester through the end of the spring semester. Some faculty may receive summer funding through research grants or for teaching summer session courses. **Proposal meetings, Results meetings, and Applied Project defenses should not be scheduled during the summer unless there is confirmation of the availability of all committee members well in advance of the scheduled date.**