MASTER OF SCIENCE IN HUMAN NUTRITION
GRADUATE STUDENT HANDBOOK

2016-2017

Nutrition Program
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MS in Human Nutrition at ASU:
http://healthpromotion.asu.edu/programs/nutrition/graduate/index.htm

ASU Graduate Education Homepage: http://graduate.asu.edu/
ASU Graduate Education On-Line Catalog:
http://catalog.asu.edu/graduate
ASU Graduate Education On-Line Application:
https://webapp4.asu.edu/dgsadmissions/Index.jsp

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I. INTRODUCTION

The faculty in the Nutrition Program at Arizona State University (ASU) in the School of Nutrition and Health Promotion offers a Master of Science (MS) degree in Human Nutrition.

The primary objective of the graduate program in Human 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 Graduate Education at ASU. Graduate students should be familiar with and observe all requirements and procedures. These materials are available on-line at: www.asu.edu/graduate.

Students completing the MS degree in Human 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 HUMAN NUTRITION PROGRAM

A. Prerequisites for Graduate Study in Human 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

These prerequisite courses are also part of the ASU didactic program in dietetics (DPD) required for our BS degree in dietetics. Students must complete an accredited DPD program to be eligible to apply for admission into a dietetic internship to become a Registered Dietitian Nutritionist. If you have completed a DPD program from another university, these prerequisites will be considered complete even if they do not exactly match those we have listed above. Prerequisite courses can be in progress when a student submits their application; however, if accepted into the MS degree program, all prerequisites must be completed before the program begins in the fall semester.

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

1. Required Courses for students who have also been accepted into the ASU Dietetic Internship:

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods I &amp; II: NTR 500 and 501 (Required within first year)</td>
</tr>
<tr>
<td>Nutrition Graduate Seminars: NTR 521, 523, 525, 527, 529, 535, 539, or 598 (and others): Select two; topics and availability vary by semester</td>
</tr>
<tr>
<td>One statistics course: EXW 501 Research Statistics or NTR 598 Statistics in Research</td>
</tr>
<tr>
<td>Thesis credits: NTR 599</td>
</tr>
</tbody>
</table>

   | Subtotal | 21 |

   | Electives: Select remaining six credits from 500-level NTR or EXW classes with advisor approval | 6 |
   | Dietetic Internship Practicum: NTR 580 (Applies to Dietetic Internship students only. Interns enroll in 6 credits of NTR 580 during the internship, but only 3 credits are applied to the MS degree Program of Study) | 3 |

   | TOTAL | 30 credits |

2. Required Courses for students who have a BS degree in Nutrition
(or equivalent field) who are NOT completing the ASU Dietetic Internship:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods I &amp; II: NTR 500 and 501 (Required within first year)</td>
<td>6</td>
</tr>
<tr>
<td>Nutrition Graduate Seminars: NTR 521, 523, 525, 527, 529, 535, 539, or 598</td>
<td>6</td>
</tr>
<tr>
<td>(and others): Select two; topics and availability vary by semester</td>
<td></td>
</tr>
<tr>
<td>One statistics course: EXW 501 Research Statistics or NTR 598 Statistics in Research</td>
<td>3</td>
</tr>
<tr>
<td>Thesis credits: NTR 599</td>
<td>6</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Electives: Select remaining nine credits from 500-level NTR or EXW classes with advisor approval 9

**TOTAL** 30 credits

3. Required Courses for students who do NOT have a previous degree in Nutrition:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods I &amp; II: NTR 500 and 501 (Required within first year)</td>
<td>6</td>
</tr>
<tr>
<td>Nutrition Graduate Seminars: NTR 521, 523, 525, 527, 529, 535, 539, or 598</td>
<td>3</td>
</tr>
<tr>
<td>(and others): Select one; topics and availability vary by semester</td>
<td></td>
</tr>
<tr>
<td>One statistics course: EXW 501 Research Statistics or NTR 598 Statistics in Research</td>
<td>3</td>
</tr>
<tr>
<td>Thesis credits: NTR 599</td>
<td>6</td>
</tr>
<tr>
<td>NTR 540 Advanced Micronutrient Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>NTR 541 Advanced Macronutrient Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>NTR 548 Advanced Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NTR 341 Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>(taken at the graduate level as NTR 590, for example)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
C. Admission Procedures for MS in Human Nutrition Program

Admission to Graduate Study

Prospective students must apply online to ASU Graduate Education for admission into the MS in Human Nutrition degree program. Applications for the MS in Human 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 June 15) will be considered if space is available.

At a minimum, applicants to the MS in Human Nutrition program are expected to meet GPA requirements as established by ASU Graduate Education, 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 Human 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 Human Nutrition must also submit the following information along with their online ASU Graduate Education 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 TA or RA, that may be indicated by answering questions found in the online ASU Graduate Education 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 17 of this handbook.

Processing of Applications

Credentials submitted by MS in Human Nutrition program applicants are evaluated by ASU Graduate Education 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 and September 25th for spring admission. The deadline for applications to the MS degree only is June 15th.

Based upon the recommendation of the Graduate Committee, applicants will be recommended for admission to ASU Graduate Education by the Associate Director of the Nutrition program. Applications for the MS in Human 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 Human Nutrition program. Criteria for admission include:

1. Evidence of outstanding scholarship and research potential from GRE scores and previous academic record;
   - Guidelines Used in the Evaluation of GRE Scores
     Evaluation of scores from the GRE (taken after August 2011) will be determined based on national percentile results. **Scores in the 50th percentile or higher are recommended but not required for the quantitative and verbal portions of the GRE exam. However, a > 3.5 score for the analytical writing section is required.** GRE scores will be compared among applicants each year and used as one method of assessing admission, among many other factors.

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 Human 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, completed Supplementary Information Form (Appendix A), 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 will be developed in the NTR 500 class and consists of a title page, introduction (e.g., thesis/applied project chapter 1), methods (e.g., thesis/applied project chapter 3) 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 ASU Graduate Education for Format Review – please see the Graduate Education 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.

**Thesis/Applied Project Concerns**

If a student has a concern regarding the thesis/applied project, the student should first bring up this concern with their Supervisory Committee Chair. 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 Associate Director. The Graduate Committee Chair or Nutrition Program Associate Director will act on the concern in a timely manner and work to resolve the problem to the satisfaction of all parties involved. The resolution of the concern may require a change in research topic and/or the Supervisory Committee Chair, and the Program Associate Director will oversee this transition.

**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 B 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 Education website. You are strongly encouraged to use this template to reduce formatting errors. (See: [https://graduate.asu.edu/completing-your-degree#tabs-0-content_main-4](https://graduate.asu.edu/completing-your-degree#tabs-0-content_main-4))

**Data Meeting**

A data meeting is scheduled with the Supervisory Committee when data collection and preliminary analyses are complete (see Appendix B 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 Graduate Education. Further information is available at the ASU Graduate Education 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 Education 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. Under the supervision of their faculty mentors, the graduate student should complete the Application for the Conduct of Research Involving Human Subjects (available from IRB or on-line at: [http://researchintegrity.asu.edu/humans](http://researchintegrity.asu.edu/humans) and compile all necessary...
The research proposal 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 (see: https://www.citiprogram.org/). 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 Human Nutrition program is established at the initiative of the student, in consultation with the faculty member, and is approved by the Associate Director for the Nutrition program.

**Appointment of Master’s Supervisory Committee**

The Supervisory Committee for a student in the MS in Human 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 Education 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 ASU Graduate Education. 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) and thesis and provides guidance at regular intervals. The Committee also administers the final oral examination and the defense of the thesis.

G. Master's Applied Project

General Procedures
In addition to planning a program of course work, graduate students also 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 B 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 B 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 (e.g., 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 at: http://researchintegrity.asu.edu/humans. After approval by the student's Supervisory Chair and the Nutrition Program, 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 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 (i.e., 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 Y grades (i.e., satisfactory) or E grades (i.e., fail) when the Applied Project Committee chair completes the appropriate paperwork and changes the Applied Project Z grades.

H. Supervisory Committee for MS Students Completing an Applied Project

Assignment of Faculty Advisor
When admitted to the MS in Human Nutrition, Dietetics Concentration or VA-track of dietetic internship, the Graduate Committee or Program Associate Director will provide the name and contact information of a faculty advisor in the student’s selected area of study.

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. The Applied Project Committee chair is established at the initiative of the student, in consultation with the faculty member, and is approved by the Program Associate Director.

Appointment of Applied Project Committee
The Applied Project Committee for a student in the MS in Human Nutrition, VA/ASU track is composed of at least three members, at least one of whom is from the Nutrition faculty. 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 administers the Applied Project defense.

I. MS in Human Nutrition Program of Study

Approval of Program of Study
The MS in Human Nutrition Program of Study should be thoughtfully and carefully planned with the Master’s Supervisory Committee so that it meets the goals and objectives of the program and the student. Each student selects courses after consultation with the Supervisory Committee. The Program of Study should be completed and approved by the Supervisory Committee and the Graduate Student Coordinator by the end of the second semester of full-time graduate study. A
Program of Study may include more than 30 credit hours; the exact number will be determined by program requirements and the student's Supervisory Committee. Acceptance of the proposed Program of Study must be verified by signature of the student and Committee members. After approval within the Nutrition Program, the Program of Study is submitted to ASU Graduate Education 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 (access at http://my.asu.edu).

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 and ASU Graduate Education.

Performance Reviews

Master's students are required to maintain 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 Committee 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 at asu.edu/aad/manuals/ssm/ssm203-09.html. 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 Human 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 ASU Graduate Education. 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** 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** 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.**

**QUALIFICATIONS**

TAs and RAs must have maintained 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. Preference is given to those graduate students enrolled in the Department of Nutrition.

**A. Application for Nutrition Graduate Assistantships**

Students indicate their interest in a nutrition assistantship as part of the MS in Human 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 site provides all the tools and resources you need to select and apply for financial support, including teaching and research assistantships, Graduate Education 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 ASU Graduate Education and the Nutrition Program. In addition, graduate assistants may be required to complete non-credit classes sponsored by Environmental Health and Safety http://cfo.asu.edu/ehs

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., Winter and Spring Breaks). If a graduate assistant plans to take time off during winter 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
Graduate assistants will meet with their assigned faculty member on a regular basis during the school year. The first meeting will take place at the beginning of the fall 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. A formal performance review for graduate assistants will occur during the month of October. 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.

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 Associate 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. 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 Dinorah Metz, the program’s Administrative Associate. 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 Associate 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 Associate Director. The Graduate Committee Chair or Nutrition Program Associate 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 (Meg.Bruening@asu.edu) -- 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.

Eric Hekler, PhD (Eric.Hekler@asu.edu) -- Understanding how new technologies, in particular smartphones, and context (built environment, social relationships) can be utilized to promote healthful living (e.g., physical activity & healthful eating); using interventions as experimental tests of behavioral theories; exploring new methods and technologies (e.g., smartphones, cloud computing) for speeding up behavioral science.

Carol Johnston, PhD, RD (Carol.Johnston@asu.edu) -- 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 (Punam.Ohri-Vachaspati@asu.edu) -- 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 (Karen.Sweazea@asu.edu) -- 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 with poor nutrition; dietary interventions to improve symptoms associated with diabetes or overweight/obesity.

Sonia Vega López, PhD (Sonia.Vega.Lopez@asu.edu) -- 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.

Christopher Wharton, PhD (Christopher.Wharton@asu.edu) -- 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 (Corrie.Whisner@asu.edu) -- Effects of diet on bone metabolism; dietary modification of the gut microbiome; evaluation of prebiotics, probiotics and nutraceuticals on chronic disease risk, obesity, osteoporosis, etc.; optimizing maternal and child health through dietary interventions; nutrient partitioning during pregnancy.
APPENDIX B: INTERESTS OF NTR MS APPLIED PROJECT NUTRITION FACULTY

Christina Barth, MS, RD (Christina.Barth@asu.edu) -- Eating disorders, sports nutrition, weight management, child nutrition, women’s health, yoga therapy, integrative healthcare

Michael Collins, DC, BS (Michael.Collins.4@asu.edu) -- Sports performance/human performance

Kathleen Dixon, MEd, RD (Kathleen.Dixon@asu.edu) -- Food service management, pediatric dietetics, nutrition counseling

Shauna Grant, MS, RD (Shauna.Grant@asu.edu) -- Nutrition support, clinical nutrition, counseling and education, metabolic effects of sedentary lifestyles

Karen Gregory-Mercado, PhD, MPH, MCHES, CWWPM (Karen.Gregory-Mercado@asu.edu) – Health education and promotion, worksite wellness, health and wellness coaching.

Traci Grgich, MS, RD, SNS, CP-F (Traci.Grgich@asu.edu) -- Food service management, food safety, child nutrition/school lunch programs, pediatric nutrition, and pediatric diabetes management.

Teresa Hart, PhD (Teresa.Abraham@asu.edu) – Physical activity, sedentary behavior, and health

Melinda Johnson, MS, RD (Melinda.Duff@asu.edu) -- Nutrition and Media, Nutrition Communications, breastfeeding/lactation, prenatal nutrition, child nutrition, family feeding dynamics

Jessica Lehmann, MS RDN (Jessica.Lehmann@asu.edu) – Nutrition communications, healthy cuisine, child nutrition

Christy Lespron, PhD, RD (Christy.Lespron@asu.edu) – Functional foods for managing chronic disease, macro/micronutrient metabolism, obesity/diabetes, nutrition education/counseling

Simin Levinson, MS, RD (Simin.Levinson@asu.edu) -- Sports nutrition, foodservice management, weight management, nutrition in wellness

Sandra Mayol-Kreiser, PhD, RD (Sandra.Mayol-Kreiser@asu.edu) -- Clinical nutrition, nutrition support, and nutrition through the lifecycle

Mary McMullen, MS, RD (Mary.McMullen@asu.edu) – Prenatal, infant, child nutrition and breastfeeding/lactation (WIC), medical nutrition therapy, renal nutrition, restrictive eating

Michelle Miller, MS, RD (Michelle.J.Miller@asu.edu) -- Medical nutrition therapy, community nutrition and education programs, nutrition counseling, breastfeeding/lactation

Lisa Morse, MS, RD, CNSC (Lisa.M.Morse@asu.edu) -- Nutrition Support, Burns, Trauma, Clinical Nutrition (all topics)

Julia Pearl, MS (Julia.Pearl@asu.edu) – General aspects of healthcare delivery- the triple aim, fitness, physical activity, weight training, yoga, stress management, holistic health, wellness coaching/consulting, group fitness teaching/instruction to all levels and ages ranging from 5-85 years old, marketing of fitness programming in various environments such as commercial gyms/country clubs/spas/corporate wellness,
independent studio ownership, speaking and presentation skills to various audiences

Lauren Savaglio, MS, EMT (Lauren.Savaglio@asu.edu) -- Public health, environmental health, preventable health in vulnerable populations, bioethics, veterans’ health, nutritional outcomes of children with HIV-positive mothers, neuropathy and HIV infection.

Christina Scribner, MS, RD, CSSD, CEDRD (Christina.Scribner@asu.edu) – Nutrition therapy for weight related concerns and eating disorders; nutrition and substance abuse, female athlete triad, low energy availability among athletes, nutrition for athletic performance, pediatric and adolescent nutrition, and nutrition for general wellness

Christina Shepard, MS, RDN (Tina.Shepard@asu.edu) -- Nutrition education of the public and the health practitioner; nutrition and dietetic career education; weight control and childhood obesity issues

Note: Other research faculty in the Nutrition Program may also serve as Applied Project mentors or Committee members: Meg Bruening, PhD, MPH, RD; Carol Johnston, PhD, RD; Eric Hekler, PhD; Punam Ohri-Vachaspati, PhD, RD; Karen Sweaazea, PhD; Natasha Tasevska, MD, PhD; Sonia Vega Lopez, PhD; Christopher Wharton, PhD; and Corrie Whisner, PhD.

Non-tenure-track faculty can also serve on thesis committees.
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 Associate 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.

August 2016
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: ________________________________

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 HUMAN NUTRITION (THESIS)

*(Following notification of admission)*

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

**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).**

August 2016
### APPENDIX F: TIMELINE FOR THE MS HUMAN NUTRITION (APPLIED PROJECT)

<table>
<thead>
<tr>
<th>ACTION</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact Sandra Mayol-Kreiser or Tina Shepard and seek advice for course selections.</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>2. Meet with Applied Projects Coordinator to select Chairperson of Applied Project Committee.</td>
<td>First or second semester enrolled or after completion of 9 credit hours</td>
</tr>
<tr>
<td>3. Select Applied Project Committee in consultation with Applied Project Committee Chair.</td>
<td>First or second semester enrolled</td>
</tr>
<tr>
<td>4. Get non-ASU committee members approved by Graduate Education by contacting Sue Callahan at <a href="mailto:Susan.Callahan@asu.edu">Susan.Callahan@asu.edu</a></td>
<td>First or second semester enrolled</td>
</tr>
<tr>
<td>5. Submit Plan of Study planned in consultation with Applied Project Coordinator</td>
<td>Upon selection of applied project committee – must be submitted after completion of 12 hours.</td>
</tr>
<tr>
<td>6. Begin preliminary discussion regarding Applied Project with Committee Chair.</td>
<td>As early as possible but no later than two semesters prior to graduation.</td>
</tr>
<tr>
<td>7. Submit proposal for Applied Project to Applied Project Committee Chair. Schedule proposal meeting with Applied Project Committee. (Appendix B)</td>
<td>At least two semesters prior to planned graduation date.</td>
</tr>
<tr>
<td>8. Begin Applied Project.</td>
<td>At least two semesters prior to planned graduation date.</td>
</tr>
<tr>
<td>9. Schedule Results meeting with Applied Project Committee</td>
<td>As completion of project approaches</td>
</tr>
<tr>
<td>10. Schedule a date, time, and room for Applied Project defense**</td>
<td>At least 10 working days prior to defense</td>
</tr>
<tr>
<td><strong>ASU Online MSD students will complete the defense via teleconference.</strong></td>
<td></td>
</tr>
<tr>
<td>11. Defend Applied Project. Complete draft of Applied Project must be distributed to Applied Project Committee at least 10 working days prior to defense</td>
<td>At completion of Applied Project draft.</td>
</tr>
<tr>
<td>12. Apply for graduation.</td>
<td>During last semester of graduate program.</td>
</tr>
</tbody>
</table>

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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.