

Beaver College of Health Sciences, Appalachian State University
Department of Nutrition and Health Care Management
Nutrition Graduate Student Handbook

APPALACHIAN STATE UNIVERSITY

Beaver COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT

NUTRITION GRADUATE STUDENT HANDBOOK

August 2017



Acknowledgments

The work of Diane Butterworth, DrPH, RD, LDN, FCS Graduate Program Director is appreciated; Dr. Butterworth in 1996 developed the first graduate handbook for the graduate programs in the Department of Family and Consumer Sciences which was in the College of Fine and Applied Arts. That same handbook was revised again in 2007 by Sammie G. Garner, PhD, CFCS, FCS Graduate Program Director. The text has been revised annually by Martin Root, PhD since 2010 when the program moved to the new College of Health Sciences.

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NUTRITION GRADUATE STUDENT HANDBOOK

INTRODUCTION

Welcome to the graduate program at Appalachian State University and to the Department of Nutrition and Health Care Management! Our faculty are delighted that you have chosen to study with us. This handbook is designed to assist you in completing your Master of Science degree in Nutrition with optimum scholarly accomplishment and professional development.

The responsibility to know and complete the requirements for a degree rests with each graduate student. Therefore, knowing the content of this document as you progress through your time here at Appalachian is very important.

Within a week, please submit the form in Appendix 1 to the Graduate Program Director. By signing this form, you indicate that you understand and will comply with all aspects of this Handbook.

HISTORY

Originally, the Master of Arts in Home Economics was approved in Fall 1990; the first student graduated in Summer 1991. In fall 1995, the Department of Home Economics adopted the name Family and Consumer Sciences to reflect better the position of the unit in society and academia and to identify with the name adopted by the national accrediting body. A Master of Arts in Family and Consumer Sciences was offered the next fifteen years. The degree was revised to designate three concentrations: child and family studies, general, and foods and nutrition (with a dietetic internship); this revision was effective in fall 2007. In fall 2010, the Nutrition faculty from the FCS department joined with faculty from the Walker College of Business to form the Department of Nutrition and Health Care Management (NHM) in the newly formed College of Health Sciences. The graduate degree was renamed a Master of Science degree in Nutrition.

The graduate program is a combined degree with both graduate coursework and a Dietetic Internship (DI). The first year of the two-year program is coursework while the second year is an accredited Dietetic Internship at sites in the Western North Carolina rural area. The DI is a supervised practice program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
(312) 899-4876

VISION AND MISSION OF THE PROGRAM

The vision of the Graduate Program in Nutrition is to be recognized as a model for preparation of dietetic professionals who demonstrate competency in delivering nutrition care and services in rural health settings.

The Mission of the program is to prepare graduates to function as dietetics professionals utilizing rigorous academic preparation, research experience, and guided practice in rural health settings to enhance future careers in nutrition.

The Program has defined the following Learning Goals:

- Students will integrate scientific information and research into practice.
- Students will demonstrate beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
- Students will be able to develop and deliver information, products and services to individuals, groups and populations.
- Students will be able to strategically apply principles of management and systems in the provision of services to individuals and organizations.

UNIVERSITY RESOURCES

The Cratis D. Williams School of Graduate Studies oversees the process of graduate education at Appalachian from admissions to commencement. The staff is well qualified to answer questions about policies and procedures for graduate students and offer several training opportunities such as orientation for graduate students, training for teaching assistants, and thesis workshops. Information is published about the University and its graduate education resources on the [Cratis D. Williams School of Graduate Studies website](#).

[The Appalachian Graduate Bulletin](#) describes specific degree program requirements, course offerings, and academic policies and procedures that must be followed to obtain a graduate degree, as well as other details regarding financial, computer, library, and faculty resources. The Graduate Bulletin is the final authority on University policies.

Students are encouraged to consult with their advisors regularly to plan a successful path to the completion of their graduate degrees. The official position of the University and the NHM department is that the sole responsibility for a graduate student's adherence to academic policy and fulfillment of requirements toward a degree rests with the student.

Each student will receive a username and temporary password to initiate access to AppalNet. Through this website students can access email, register for and link to classes, as well as view and access a variety of campus resources. Degree Works, also available through AppalNet is a record of your required courses and your progress toward your degree. All students will receive a student identification card, known as an AppCard. A student can deposit money on this card and use it as a debit card anywhere on campus. Online deposits can be made to the card via AppalNet.

DEPARTMENT RESOURCES

The Department of Nutrition and Health Care Management has friendly and caring students, staff and faculty who welcome students to a meaningful and challenging graduate study experience. The department is located in L.S. Dougherty Building and is open to all students Monday through Friday 8:00AM – 5:00 PM. The department office is located in room 101.

Graduate Lounge

Graduate students may study or work in the Graduate Lounge, room 103. A key may be acquired from the administrative associate in the departmental office. The door to the graduate lounge should be locked when leaving the room. The computers in this room are for graduate student use; therefore, personal information should not be stored on them. A printer is provided; print cartridges will be maintained by the department. Graduate students will be expected to provide their own paper.

Computer Lab

A computer lab is provided by the University for use by students. It is open in L.S. Dougherty Building, room 209. Hours vary and are posted on the door. Graduate students may request use of this lab at additional times. Some specific Nutrition-related software such as Food Processor ESHA is available there. Printers are located in the computer labs. Students pay for printing using their AppCard.

Graduate Program Bulletin Board

Located on the second floor, east end, the Nutrition Graduate Program bulletin board is used to post memoranda, articles, job offerings, advising deadlines, presentation announcements, and course listings pertaining to graduate students. Graduate students may use this board to share pertinent information with other graduate students in nutrition.

Student Organizations

A campus-wide organization exists specifically for graduate students: the [Graduate Student Association Senate](#). A representative and alternate of the Nutrition graduate program to this organization will be elected at the first meeting of the year. Social events for graduate students are arranged through this group.

DEPARTMENT POLICIES

Documentation

Prior to beginning in the Graduate Program, students must submit to the Director of the Dietetic Internship of the Department two documents related to the successful completion of the undergraduate program. These are 1) an official final printed transcript that shows the degree from the undergraduate institution and the date conferred and 2) an original copy of the Verification Statement signed by the DPD Director from the undergraduate institution. Graduate studies cannot begin until these two documents are received.

After Hours Building Access

Students are permitted to work in laboratories after 5:00 PM or on Saturday and Sunday only by instructor's or advisor's approval that is conveyed through the Departmental Administrative Associate to Campus Security. A course instructor or research advisor emails the Administrative Associate that a student needs access to a specific room for a specific time interval, usually an evening or a weekend. This request needs to be conveyed two days in advance so that the information can be logged with Security one day in advance. When the student needs access to the building, Campus Security should be called (x2150). If the appropriate permission has been logged and if the student has appropriate identification, then an officer will allow that student (and only that student) into the building and room.

Duplication

Access to the copier in the department office is available to NHM faculty, staff and trained graduate assistants working on approved NHM materials. The copier and other office materials are not for personal or course use.

FUNDING SOURCES AND AVENUES OF SUPPORT

Sources to finance graduate education may include loans, fellowships, scholarships, and assistantships. To be considered for financial aid, the Free Application for Federal Student Aid (FAFSA) should be completed; this form is available at the [Financial Aid Office](#). Applications for fellowships, scholarships, and assistantships are available online from the [Graduate School](#). For questions regarding tuition status, refer to the [Registrar's Office](#). Support for graduate student research is available through the [Graduate School](#) and the [Office of Student Research](#).

Graduate assistantships and Out-of-State Tuition Scholarship recipients usually are announced in the summer prior to the beginning of the school year.

Graduate Assistantships

Graduate Assistantships (GAs) involving teaching, research or service to the University are available only during the first year of graduate study for Nutrition students. Graduate Assistantships are awarded by the department chair. NHM graduate assistantships are available with workloads of 10 – 20 hours per week. Information regarding graduate assistantships in other university programs is available through the Graduate School. In 2017 – 2018 an assistantship for 20 hours carries a stipend of \$9,000 per year before taxes; stipends for assistantships of less than 20 hours are proportionately reduced. During any semester that a graduate student receives a stipend, he or she must be enrolled in a minimum of 9 and a maximum of 12 semester hours. A summer assistantship requires enrollment in at least one course during the summer. Graduate assistants must maintain a minimum 3.0 grade point average and comply with regulations and policies applicable to graduate assistant personnel and the Graduate School.

Specific job descriptions will be defined by the assigned faculty member and the department chairperson. Graduate assistants are expected to be familiar with and abide by the policies outlined in [Appalachian State Graduate Bulletin](#). Before the first day of classes, assistantship recipients are required to report to the Graduate School Office in the John E. Thomas Administration Building to sign appropriate forms and tax documents. To complete these forms, students will need two of the three following items:

1. Official identification (valid driver's license or military ID),
2. Original Social Security Card, or
3. A birth certificate or passport.

Out-of-State Tuition Scholarships

Out-of-State tuition scholarships are awarded to a very limited number of exceptionally qualified assistantship recipients. These scholarships are allotted by the Graduate School and awarded by the department chair. Recipients must meet the following guidelines:

1. The student must be approved for admission and classified as out of state
2. The student must register for a minimum of nine hours to maintain full-time status and the tuition scholarship privilege.
3. The student must hold a graduate teaching or research assistantship of at least 10 hours in the semester(s) of their tuition scholarship.
4. The student must meet the specified undergraduate GPA requirement and have competitive GRE scores.
5. The student must maintain a 3.4 GPA to retain the scholarship in the Spring semester.

North Carolina Residency Status for Tuition Purposes

Information regarding North Carolina residency in order to qualify for in-state tuition rates may be found at the [Registrar's Office webpage](#).

Program Advisor

Students admitted to a program of graduate study at Appalachian State University are assigned an academic advisor from that department offering the degree. The Program Director is temporarily assigned as advisor to all students upon admission. The NHM chair re-assigns an advisor to each Nutrition graduate student before the Fall semester. Students should meet regularly with their advisor for the purpose of developing and implementing their graduate program. Coursework taken without advisor and committee approval will not automatically be applicable toward the degree.

Selection of Program Committee

A student will determine a program committee after consultation with his or her advisor during the first semester at Appalachian. The committee should be composed of at least three members including the advisor as the chair. At most, one committee member may be from another graduate program other than Nutrition. The committee will be responsible for the approval of the program of study and will participate in the Admission to Candidacy process at the end of the student's first year. This committee also will participate in directing the research of the student.

Program of Study

The Program of Study is a list of the courses the student intends to take to meet the requirements of the degree program. This is approved by the student's committee and the department chair, and administered online through DegreeWorks and the Registrar's Office. The Program of Study also serves as a degree contract between the student, the department, and the Graduate School. Changes in the program of study require approval by the graduate committee.

Before the end of the first semester, each student is expected to arrange a meeting with his or her committee to complete a proposed Program of Study. The agenda of the meeting will include a discussion of the student's choice of an elective graduate course for the Spring semester, the student's general progress in the graduate program, and initial discussions of the student's research project. Also discussed are the professional behavior expectations. This is described below.

The program of study for Nutrition graduate students is rather narrowly defined, with four graduate Nutrition courses taken in the NHM department in the first year, one required statistics course taken outside the department, and one elective course allowed in the Spring semester. A research course is required during the summer between the first and second year. Consultation with a student's academic advisor is required in choosing an elective graduate course. Listed below are a few courses that have been suggested to Nutrition graduate students as appropriate graduate electives. Other courses are possible if discussed with a student's advisor.

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- o HPC 5110. Multicultural Counseling/(3 CH)
- o HPC 5220. Counseling Theory and Techniques (3 CH)
- o HPC 5272. Individual and Family Development (3 CH)
- o PA 5260. Organization Theory and Behavior (3 CH)
- o NUT 5500 Medical Terminology (3 CH)
- o CHE 5580 Biochemistry I
- o SOC 5420 Health Care and Aging
- o ES 5555 Advanced Nutritional Aspects of Exercise and Sports

The maximum course load during the regular academic year is 15 hours per semester for students without assistantships and 12 hours for those holding assistantships. For the summer session the course load maximum is 6 semester hours for a 5-week term. Graduate Students may not earn more than 12 hours for the entire summer.

Professional Behavior Requirement

The professional behavior requirement will be introduced early in the graduate program. During the first semester, faculty will assess students in classes and under other conditions (RAs, TAs, and research) for behavior consistent with professional standards. At the end of the first semester, faculty will assess students based on this rubric (See Appendix 3.). When a graduate committee is chosen and the Plan of Study meeting is held, a review of the Professional Behavior Rubric will be discussed with the student. If one or more faculty members rate a student as “Below Expectations” in one or more categories, this will put the student on probation for the second semester. A plan of action will be formulated with the student’s committee and followed up with the student’s advisor over the course of the second semester. Professional behavior will be evaluated again at the end of the second semester. A “Below Expectations” evaluation at that time by any faculty member will lead to a review by the Director of the Dietetic Internship.

Note: At present, most internship sites require no tattoos to show. In accordance with this current trend, the rubric establishes the expectation that during normal classroom situation in the first year, no particular requirement in relation to tattoo visibility is made. However, when a professional activity is clearly indicated by the situation or dictated by an instructor, the expectation is that tattoos will not be showing. Situations that would fall within this professional code would include class presentations, field trips by classes, and situations in which a student is clearly representing the Nutrition program, the department, or Appalachian State University. Other situations would be specifically called for by the advisor, instructor, or supervisor.

Admission to Candidacy

Before admission to the Dietetic Internship in the second year of the Graduate Program in Nutrition, graduate students must be admitted to candidacy. This is a formal requirement that involves an interview with the graduate committee at the end of the first year of studies. The interview will include discussion of progress to date and possibly questions about the research project. One requirement of the Graduate School for Admission to Candidacy is completing the first year of study with a grade point average of 3.0 or above. A requirement of the Nutrition Program is a rating of “Meets Expectations” on the Rubric of Professional Behavior. This tool will be used to assess the development of the student’s professional behavior over the first year in graduate school. See Appendix 3. A poor evaluation of professional demeanor and attitude, based on this rubric, at the Admission to Candidacy interview will result in a review by the Director of the Dietetic Internship as to the ability of the student to perform professionally during the Dietetic Internship. This review will result in either a probationary period at the start of the internship or termination of a student’s graduate program.

The Admission to Candidacy meeting will be held with the graduate committee and the student. The graduate student and his or her graduate committee chair assume the responsibility for scheduling the interview. The committee chair may choose not to hold an actual meeting if all indications are positive and may seek a consensus by email from committee members. Based on the requirement of meeting expectations specified in the professional standards of the Rubric, a student will be informed whether they will be allowed to advance to the Dietetic Internship; if probation is given, the student will be made aware of the requirements to meet expectations and be removed from probation. The Admission to Candidacy forms will be signed appropriately by those present and forwarded to the Department Chair and to the Graduate School.

In the event that a student is terminated from the graduate program, the student will be advised of possible alternative career options and available counseling resources.

COMPREHENSIVE EXAMINATION

A comprehensive examination is required of Nutrition graduate students completing the second year of the program. The exam is in two parts. The first, administered by the Director of the Dietetic Internship, is a practice of the Registration Exam administered by the Academy of Nutrition and Dietetics. This will be administered at the end of the second year of the program after the completion of the internship but before the end of the academic term. This will involve an intense review period that requires the purchase of the StEP DI Exam Review Course for \$180. Passing this exam is required for graduation. This exam can be taken multiple times. The practice exam will allow the student to practice taking the Registration Examination for Dietitians in exactly the same format as the actual exam, including identical time constraints. This means that the student will become familiar with the testing format prior to sitting for the real exam.

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The second part of the Comprehensive Examination is part of the research requirement as coordinated by the Director of the Graduate Program. As the capstone for that requirement, each student will present a poster of their finished research. The student's graduate committee may modify these presentation requirements to better fit the nature of a student's project or the presentation venues.

GRADUATE RESEARCH ACTIVITY

Research is a required part of the Nutrition graduate program and requires enrollment in a three-hour course in the summer between the first and second year. Students are expected to consult with their advisor to determine which one of the following three options to select. 1) Thesis option. 2) Non-thesis research with a faculty advisor. 3) Research as part of the Dietetic Internship in the second year as part of the Quality Improvement required project. These are explained below.

For all the research options the student's advisor is also the student's research director. The product of the research project is a poster that is presented at the end of the student's second year. Research at Appalachian State University is held to ethical standards concerning conducting human studies and academic honesty and publication authorship. See Appendix 4 for the Departmental and University policy on Ethical Standards in Research and Publication Authorship.

Graduate students involved in the thesis or non-thesis research requirement must be enrolled in one of the following during the Summer semester:

- NUT 5901. Research Project (3 SH). See Appendix 5 for a syllabus for NUT 5901. This is for research options 2 and 3.
- NUT 5999. Thesis (3 SH). See Appendix 6 for a syllabus for NUT 5999. This is for research option 1 only.

As these Syllabi suggest, specific criteria for satisfactory completion of the summer research program are planned for each individual student project. Students should plan to remain in the local area and work in close contact with course instructor or advisor to complete the research course expectations by the end of the summer. Grades for the research course will be given accordingly.

Thesis Option

The purpose of the thesis is to demonstrate a student's competence to investigate an original research topic and to report the findings in a professional manner. Early attention should be given to required approval for human or animal subjects' research procedures. In electing to write a thesis attendance is required at one of the thesis/ dissertation workshops sponsored by the Graduate School every semester. These workshops provide information on writing the thesis and give the opportunity to ask questions. [The Handbook for Dissertation and Thesis Preparation](#) must be downloaded. Compliance with the procedures is mandatory. An extra semester may be required for students completing a thesis. Completion of the thesis may occur by the end of the summer following the internship; most students have required additional time. In this section several aspects of the thesis process are highlighted.

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Thesis Chair and Committee: The Thesis Chair is the student's advisor and chair of the student's program committee. The members of this committee also participate in directing the research of the student and, thus, are the members of the Thesis Committee.

Prospectus Preparation: [The Handbook for Dissertation and Thesis Preparation](#) should be downloaded and used as a guide for preparation and submission of the manuscript. The prospectus includes the Abstract, Introduction, Method, and Reference sections. The thesis chair primarily is responsible for the supervision of this process with the student.

Prospectus Meeting: The thesis committee must approve the prospectus for the thesis before the student may register for thesis credit (NUT 5999). Thus, the meeting to approve the prospectus must occur the previous semester. At this meeting the [Graduate School Thesis Committee Membership Form](#) must be completed. Signatures of committee members and the department chair are required. After the form is signed by the department chair, three copies of the form are made. One copy is for the student's advisor; one copy is for the student's file in the departmental office; one copy is retained by the student. A copy of the prospectus is placed with the committee membership form in the student's file. The original form and an original prospectus are submitted to the Graduate School by the student; the student may then register for thesis credit the next semester.

Data Collection: During this phase, the student should confer at least weekly with the Thesis Chair regarding progress and especially if problems arise relative to data collection. The student and student advisor should be attentive to informing and meeting with the student's thesis committee during the thesis development and implementation process.

Thesis Defense: At least twenty (20) working days before the defense of the thesis, a preliminary copy of the thesis must be presented to each member of the committee and both the Graduate Program Director and the Department Chair. This copy should be complete and in the correct Appalachian format. APA style is preferred. Within ten (10) working days, the committee members will return the draft with written criticisms and a statement of conditional approval or not to the thesis committee chairperson.

If the general agreement is conditional approval of the draft, the committee chairperson schedules the time and place of the defense. This should be held no later than ten (10) working days before the last day of the semester. A prudent student will arrange for a thesis defense well before the end of the semester to reduce the stress of commitments at the end of the semester.

The chairperson sends an invitation to the defense to NHM graduate faculty members, the department chairperson, the program director, the dean and associate deans of the college, the dean of the graduate school, and other graduate students in the NHM department. Invitations are to contain copies of the abstract and also should be posted on the Nutrition Graduate Program Bulletin Board.

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Thesis Submission. Immediately following the successful defense, the committee and the department chair sign, in ink, all copies of the approval page for the official copies to be bound (refer to [thesis handbook](#)). Students are required to submit an electronic copy of the final manuscript for inclusion in the electronic database of theses and dissertations.

Non-Thesis Project Option

The non-thesis option requires the completion of a research poster. Completion of the poster by the end of the summer between the first and second graduate year is preferable. Students selecting this option will take NUT 5901 during the summer with their research advisor as the instructor of record. This relieves considerable pressure on students during the extremely busy dietetic internship year. Early attention should be given to required approval for human or animal subjects' research procedures. Discussions early and often with a student's research advisor help expedite and clarify the research process. The professional presentation which demonstrates knowledge of the research process is prepared in conjunction with the faculty advisor and approved by the student's committee. The project will demonstrate the student's ability to prepare a research plan, gather data, perform a statistical analysis, draw conclusions, and present the material. This presentation should show professional command of the English language and knowledge of the student's profession. The expectation is that the entire graduate committee will be actively involved in the research process, particularly in the development and finalization of the research poster. For this reason, the student should expect to attribute his or her entire graduate committee as authors, with rare exceptions, on their final poster presentation.

Internship Research Option

Research under this option occurs during the supervised practice of the second year. Students will take NUT 5901, taught by the DI Director, during the summer before supervised practice. The Quality Improvement project (research) will be overseen by the student's graduate advisor as well as DI Director and preceptor. A poster presentation of the completed research will be required.

THE FIRST YEAR AND SUMMER OF GRADUATE WORK PROGRAM

Requirements during the first year and summer of graduate work at Appalachian State University:

1. Complete 20-21 graduate semester hours of work toward the MS degree in Nutrition.
2. Select members of Committee with guidance of advisor.
3. Gain approval of a Program of Study by the graduate committee.
4. Develop, submit for approval and collect data for graduate research project for those in the Thesis and Non-Thesis options.
5. Maintain at least a 3.0 GPA; higher GPA may be required for some financial awards.
6. Resolve any deficiencies identified by the student's advisor and committee prior to entry into the Dietetic Internship.
7. Pass Admission to Candidacy Interview

SECOND YEAR OF GRADUATE PROGRAM

Internship Orientation and White Coat Ceremony

The second year of the Graduate Program begins with a five-day orientation to supervised practice, held at Appalachian State University in Boone. Students who have relocated to other communities for internship rotations will need to arrange for housing in Boone during Orientation Week.

The culmination of Orientation Week is the White Coat Ceremony, held at Appalachian State University in Boone. Students will be provided with information regarding the ceremony by the DI Director. Students are encouraged to invite family and friends to attend this meaningful event.

The first White Coat Ceremony (WCC) took place in 1993 at the Columbia University College of Physicians and Surgeons. Since that time, the ceremony has been widely adopted by other medical schools and allied health professions. The purposes of the Appalachian State University White Coat Ceremony are to celebrate a milestone event in dietetic interns' professional development, underscore the importance of the Code of Ethics to the dietetics profession, celebrate the values of compassion and competence in future health professionals, and allow seasoned practitioners to welcome beginners into the profession.

Internship

The Dietetic Internship Handbook covers the details of the Graduate Dietetic Internship program. Students will be issued a copy of the Dietetic Internship Handbook toward the end of their first year of the graduate program. The Handbook is specifically designed to help students understand the steps and procedures required of the internship. Further questions about the Dietetic Internship or the Handbook can be answered by the Dietetic Internship Director.

Internship placements during the second year, even local placements in Boone, will require that the intern have access to an automobile for transportation to and from supervised practice sites.

Before the beginning of the Internship a number of documents need to be in order. The DI Director will provide further specific information to students regarding internship documentation. Requirements include but are not limited to:

- Health care insurance must be provided, usually in the same manner as in the first year, either provided personally and verified, or paid for and provided through the University.
- A criminal background check and drug screen are required through Certiphi. More instructions are provided in the DI Handbook.
- All interns must be members of the Academy of Nutrition and Dietetics.
- A current vaccination record needs to be given to the DI Director.
- A health exam must be completed.
- Other items may be required by the site to which the intern is assigned.

Application for Graduation

During the first week of the semester in which students intend to graduate, they should file an application for graduation. Applications are available in the Graduate Studies forms [webpage](#).

Commencement

The Graduate School holds Commencement ceremonies in May and December. Families and guests are invited.

APPENDIX 1: STUDENT AGREEMENT WITH THE GRADUATE HANDBOOK

This form is to be signed, dated and returned to the Graduate Program Director within one week.

I have read, understand, and agree to comply with the policies and responsibilities outlined in the ***Graduate Student Handbook***. This compliance will continue throughout the completion of my graduate studies in nutrition. I understand that I will receive a copy of a second handbook, the ***Handbook for Students in the Dietetic Internship***, which, along with the ***Graduate Student Handbook***, will guide me throughout the second year of my program.

Signature of the Graduate Student

Printed Name

Date

APPENDIX 2: GRADUATE STUDENT CHECKLIST

	FORM OR DOCUMENTATION	ACTION REQUIRED	DATE RECEIVED
ITEMS REQUIRED PRIOR TO FIRST SEMESTER OF GRADUATE PROGRAM:	DPD Verification Statement	Submit original to NHM office for filing.	
	Official Transcript with degree and date awarded		
ITEMS REQUIRED DURING FIRST WEEK OF GRADUATE PROGRAM:	Student Agreement with the Graduate Handbook	Sign and return to Graduate Program Director	
ITEMS REQUIRED DURING FIRST SEMESTER OF GRADUATE PROGRAM:	Program of Study approval online	Approval by graduate committee	
ITEMS REQUIRED FOR STUDENTS ELECTING THESIS OPTION:	Submit during second semester:		
	Thesis Committee Membership form with Prospectus	Submit completed form and Prospectus to NHM office for filing.	
	Thesis Committee Membership form with Prospectus. * Must be submitted prior to enrolling in NUT 5999: Thesis	Submit completed form and Prospectus to Graduate School. *	
	Submit at program completion:		
	Bound copy of completed, approved thesis with original signature page	Submit to NHM department chair.	
ITEMS REQUIRED AFTER SECOND SEMESTER AND BEFORE BEGINNING INTERNSHIP:	Admission to Candidacy	Submit completed form to Graduate School	
ITEMS REQUIRED UPON COMPLETION OF PROGRAM:	Comprehensive Examination form	Submit completed form to NHM office for filing.	
	Comprehensive Examination form	Submit completed form to Graduate School.	
	Apply for graduation		
	Order regalia for ceremony		
	Provide post-graduation contact info		

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APPENDIX 3: RUBRIC OF PROFESSIONAL BEHAVIOR

Measure	Above expectations	At Expectations	Below Expectations
Written Communications	Clearly written communications including emails; respectful; well organized; good grammar; no typos	Occasional informal language in communication including emails; adequately organized, occasional poor grammar, very few typos	Informal or unclear communication including emails; disrespectful; poorly organized; poor grammar; frequent typos
Oral Communications	Clear professional language; articulate and focused; no informal or casual speak; proper titles and names; respectful	Mostly professional language; occasionally language too casual, proper titles and names; respectful	Poor professional language; often casual and informal; disrespectful; unfocused and unorganized; improper titles and names.
Professional Dress	-Properly dressed on all occasions including in class	-Usually appropriately dressed for school	-Revealing and too casual dress even for a student
	-Professionally dressed for presentations and interviews	-Mostly well dressed for professional occasions	-Needs consistent instruction in professional dress
	-No tattoos showing or piercings beyond the ears during professional activities	-No tattoos showing or piercings beyond the ears during professional activities	-Tattoos showing or piercings beyond the ears during professional activities
Demonstrates Cooperation	Consistently pulls more than share of weight with others in class, in research, and RA and TA assignments	Usually works well with others in class, in research, and RA and TA assignments.	Has consistent complaints about group work in class, in research, and RA and TA assignments
Demonstrated Professional Engagement	-Consistently demonstrates professional attitudes, behaviors, and engagement	-Usually demonstrates professional attitudes, behaviors, and engagement	-Demonstrates poor professional attitudes, behaviors, and engagement
	-Enthusiastically contributes to group projects and to class discussions	-Regularly contributes to group projects and to class discussions	-Inconsistently contributes to group projects and rarely to class discussions
	-Strongly self-motivated in work assignments in and out of the classroom.	-Is usually self-motivated in work assignments in and out of the classroom.	-Needs frequently reminders in work assignments in and out of the classroom.
	-Consistently demonstrates a positive attitude toward others	-Generally demonstrates a positive attitude toward others	-Consistently demonstrates a poor attitude toward others
Other Professional Behaviors	-Maintains professional confidences entirely	-Usually maintains professional confidences	-Cannot hold professional confidences
	-Takes criticism constructively and act on them	-Takes criticism acceptably and usually acts on them	-Does not take criticism constructively
	-Behave proactively to solve problems	-Behaves responsibly to solve problems	-Behave narrowly and reactively in problem solving
	-Accepts responsibility for errors and does not blame others	-Usually accepts responsibility for errors	-Does not accept responsibility for errors and blames others frequently
	-Organizes time and work effectively to accomplish responsibilities	-Organizes time and work acceptably to accomplish most responsibilities	-Cannot organize time and work effectively to accomplish responsibilities
	-Always on time with assignments and at meetings	-Usually on time with assignments and at meetings	-Frequently late with assignments and to meetings

APPENDIX 4: ETHICAL STANDARDS IN RESEARCH AND PUBLICATION AUTHORSHIP

Nutrition graduate students and faculty have the responsibility to be current in knowledge of the scholarship of others in Nutrition and Foods and to engage in individual research, publications and presentations that are not duplicative but rather expand the knowledge of the discipline. Graduate students and faculty are committed to intellectual honesty and openness in scholarly pursuits and in relationships with colleagues and students.

Nutrition graduate students and faculty are careful to acknowledge the scholarly work of others through appropriate documentation. Credit is taken only for work actually done or to which contributions have been made in a recognizable and substantial way. Minor contributors may be acknowledged in footnotes or in an introductory comment.

Nutrition graduate students and faculty follow the criteria for authorship outlined by the publication source and the APA guidelines. Authorship should be accorded to those who contribute both actively and meaningfully to the study and writing process. Authorship expectations should be determined in the early development of the scholarly work and should be in writing. Faculty advisors will discuss these matters early in the research process with graduate and undergraduate students and before data are collected. This expectation is for a continual process of dialogue and applies to both graduate and undergraduate research collaboration. In general, the person doing the research will be first author of resulting publication(s) and first presenter listed for presentations. In cases where the student is not the major contributor to the research and the writing (ex., large studies or projects), alternative agreements may be developed and agreed upon in writing. Any such agreement may be adapted if any party to the agreement fails to follow through with his or her respective responsibilities in a timely manner.

Authors will refrain from multiple submissions of research studies and other publications except where negotiated with the publisher. Nutrition graduate students and faculty will refrain from any misrepresentation of information in a study, publication or presentation. Obtaining prior human subjects review approval, reporting any funding source related to a study or project, and a full accounting of methodology will be accomplished.

Nutrition faculty and graduate students will follow all state and federal regulations that apply to their research and will minimize any risk to the health and safety of participants and the research environment. Nutrition faculty and graduate students will respect matters of confidentiality.

Nutrition faculty and graduate students who participate in research activities are required to undergo Responsible Conduct of Research training before engaging in research. Information on this training can be found at the website of the [Office of Research and Sponsored Programs](#).

APPENDIX 5: SYLLABUS FOR NUT 5901 RESEARCH PROJECT

NUT 5901 Research Project Syllabus

Dates include the full 11 week Summer Term.
(Students need to register for the Summer I Term.)

Instructor

The student's graduate committee advisor or the Director of the Dietetic Internship may be the instructor for the course.

Course Description: Development and implementation of an approved research proposal. The course may also include collection and analysis of data, preparation of report(s) and presentation of project. NUT 5901 may be repeated for a total credit of four semester hours. Prerequisite: NUT 5000 and proficiency in statistics. Graded on an S/U basis.

Course Objectives

Depending on the student's research option, by the end of the course the student may have

- Refined and implemented a research proposal
- Collected and analyzed data
- Developed poster for presentation

The course instructor will establish clear goals to be completed by the end of the Summer semester. The student will schedule a meeting with the instructor no later than the first week of the Summer semester to review and gain clarity of the requirements for meeting the objectives of the research project over the summer.

Course Evaluation

The course is graded on a Satisfactory/ Unsatisfactory/ Incomplete basis. If the course objectives are met then the grade is Satisfactory (S). If not then the grade is either Unsatisfactory (U) or Incomplete (I) at the discretion of the advisor. A required course with a grade of U must be repeated before graduation. A course with a grade of I must be completed to the satisfaction of the advisor before the end of the subsequent semester, Fall in this case, or the grade automatically becomes an U and the course must be repeated before graduation.

APPENDIX 6: SYLLABUS FOR NUT 5999 THESIS

**NUT 5999 Thesis
Syllabus**

Dates include the full 11 week Summer Term.
(Students need to register for the Summer I Term.)

Instructor

The student's graduate committee advisor is the research advisor and the instructor for the course.

Course Description: Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

Course Objectives

The objectives for completing the thesis are: Summer after First Year:

- Refine and implement the research proposal developed in NUT 5000
- Develop prospectus
- Achieve admission to candidacy
- Collect and analyze data
- Develop poster for presentation Summer after Second Year:
- Complete forms for Graduate School
- Complete thesis
- Schedule defense and invite guests to oral defense (observe lead times and make contacts with those to be invited)
- Submit copies to the Graduate School

The research advisor will establish clear goals to be completed by the end of the Summer semester. The student will schedule a meeting with the advisor no later than the first week of the Summer semester to review and gain clarity of the requirements for meeting the objectives of the thesis over the summer.

Course Evaluation

The course is graded on an SP/UP basis Satisfactory Progress/ Unsatisfactory Progress. If the course objectives are met then the grade is Satisfactory Progress (SP). If not then the grade is either Unsatisfactory Progress (UP). A grade of UP will cause the Associate Dean of Graduate Studies to contact the department to determine the course of action. A second grade of UP is automatically considered a "fail" and the student would be suspended. A grade of Incomplete (I) is not given for thesis. A student either is making satisfactory progress or not. Students who continue on to complete the thesis will have all grades (SP and UP) changed to "S" by the Graduate School when the Dean signs. Students who do not complete the thesis will have all grades remain as UP and SP.