

GRADUATE STUDENT HANDBOOK

**DEPARTMENT OF NUTRITIONAL SCIENCES
COLLEGE OF ALLIED HEALTH
UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER**

2008-2009

PREFACE

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in both the Graduate College Bulletin and the College of Allied Health Student Handbook.

The University of Oklahoma Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Affirmative Action Office monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age or disability.

PRINCIPLES DEFINING WHAT KIND OF COMMUNITY THE UNIVERSITY/COLLEGE SHOULD BE

Faculty in the Department of Nutritional Sciences ascribe to the principles described below and strive to motivate students to adhere to them as well in the classroom, the clinical, and the social setting.

First, a college or university is an educationally *purposeful* community, a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.

Second, a college or university is an *open* community, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.

Third, a college or university is a *just* community, a place where the sacredness of the person is honored and where diversity is aggressively pursued.

Fourth, a college or university is a *disciplined* community, a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.

Fifth, a college or university is a *caring* community, a place where the well being of each member is sensitively supported and where service to others is encouraged.

Sixth, a college or university is a *celebrative* community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

August 1, 2008

Dear Graduate Student,

Welcome to the Department of Nutritional Sciences!

Congratulations on the successful completion of all prerequisites required for admission into the graduate program in Nutritional Sciences in the College of Allied Health.

Nutrition is a science. Specifically, nutrition is a specialty area in biochemistry. Nutrition is also a relatively new science. Many questions remain to be answered. Research is the key to providing the answers. Knowledge of research methodologies is a cornerstone of graduate education.

Nutrition is an art. Nutrition is filled with numbers such as the RDAs for nutrients. Transferring knowledge of these numbers into sound dietary eating patterns is part of the art.

The faculty in Nutritional Sciences is here to guide you in this journey through the science and the art. You will have many opportunities for interaction with the faculty. We will get to know you. We are here to help you learn. Given the ever-changing nature of nutrition, we are all learning new aspects of nutrition. So as you begin your journey, please realize that the students and faculty are all in this journey together.

Again, we welcome you, we are proud of you, and we have confidence in your ability to achieve excellence.

Sincerely,

Stephen Glore, Ph.D.
Graduate Program Director

Dear Student,

It is very important that you be familiar with the information contained within this *Department of Nutritional Sciences Graduate Student Handbook*, the *OUHSC Graduate College Bulletin*, and the *College of Allied Health Student Handbook*. Please sign the form below to confirm your knowledge of these three documents. Your signature also confirms your willingness and agreement to abide by the policies contained therein.

Please print and return this entire page, with appropriate signatures, to the Graduate Program Director within two weeks.

Thank you for your cooperation!

Stephen Glore, Ph.D.
Graduate Program Director

I am in possession of the above three documents and am aware of their contents. I agree to abide by the policies set forth in these documents.

Student Signature/Date

Witness Signature/Date

Dear DPD Student,

Within this *Department of Nutritional Sciences Graduate Student Handbook* you will find specific information related to the Didactic Program in Dietetics (DPD). It is very important that you be familiar with the information pertaining to the DPD. Please sign the form below to confirm your knowledge of the DPD. Your signature also confirms your willingness and agreement to abide by the policies pertaining to the DPD.

Please tear out and return this entire page, with appropriate signatures, to the DPD Director within two weeks.

Thank you for your cooperation!

Patti Landers, Ph.D., R.D./L.D.
DPD Director

My signature below indicates my intent to participate in the Didactic Program in Dietetics (DPD). I am in possession of the information pertaining to the DPD and am aware of its contents. I agree to abide by the policies pertaining to the DPD set forth in this handbook.

Student Signature/Date

Witness Signature/Date

CONTENTS OF THE HANDBOOK

I. GENERAL INFORMATION ABOUT THE GRADUATE PROGRAM

- A. PHILOSOPHY
- B. PURPOSE
- C. GOALS
- D. GRADUATE PROGRAM TRACKS
- E. SELECTION OF PROGRAM TRACK
- F. STUDENT ADVISEMENT
- G. REGISTRATION
- H. THE EVALUATION PROCESS
- I. SCHOLASTIC POLICY
- J. ACADEMIC REVIEW
- K. ACADEMIC PROGRESS COMMITTEE
- L. THE EVALUATION PROCESS
- M. MATRICULATION RESPONSIBILITIES
- N. PROGRAM EXPENSES
- O. FINANCIAL ASSISTANCE/SCHOLARSHIPS
- P. DISCIPLINARY ACTION / SUSPENSION
- Q. ACADEMIC APPEALS
- R. STUDENT AWARDS / HONORS
- S. FACULTY AND STAFF
- T. DEPARTMENT FACILITIES
- U. NS LIBRARY
- V. GRADUATE ASSISTANTSHIPS
- W. DRESS AND IDENTIFICATION

- X. HEALTH AND LIABILITY INSURANCE
- Y. REQUIRED HEALTH FORMS
- Z. TRAVEL (SAFETY AND LIABILITY)
- AA. ALCOHOL POLICY
- BB. DIRECTORY INFORMATION
- CC. STUDENT REPRESENTATION
- DD. STUDENT COUNCIL
- EE. STUDENT DIETETIC ASSOCIATION
- FF. BUILDING ACCESS
- GG. PROFESSIONAL MEETINGS AND ACTIVITIES
- HH. PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS
- ii. CODE OF ETHICS

II. MASTER OF ARTS (MA) DEGREE PROGRAM

- A. MA in DIETETICS
- B. MA in DIETETICS: CURRICULUM
- C. COMPETENCY EXAM: MA PROGRAM
- D. DPD MISSION STATEMENT AND PROGRAM PHILOSOPHIES
- E. DIETETIC INTERNSHIP

III. MASTER OF SCIENCE (MS) DEGREE PROGRAM

- A. HISTORY OF THE MS PROGRAM
- B. MS IN NUTRITIONAL SCIENCES: CURRICULUM
 - 1. MASTER OF SCIENCE IN NUTRITIONAL SCIENCES: THESIS OPTION
 - 2. SAMPLE CURRICULUM FOR MS IN NUTRITIONAL SCIENCES THESIS TRACK

3. MASTER OF SCIENCE IN NUTRITIONAL SCIENCES: NON-THESIS OPTION

4. SAMPLE CURRICULUM M.S. IN NUTRITIONAL SCIENCES NON-THESIS TRACK

C. FINAL EXAMINATION: MS PROGRAM

D. THESIS COMMITTEE

E. THESIS PROSPECTUS

F. THESIS DEFENSE

G. THESIS COPIES

IV. FORMS

A. GRADUATE MATRICULATION CHECKLIST

B. GRADUATE MATRICULATION PLAN

C. REQUEST FOR GRADUATE ADVISORY COMMITTEE

D. THESIS PROSPECTUS APPROVAL

E. THESIS COMMITTEE REQUEST AND APPROVAL FORM

F. REQUEST FOR DEFENSE OF THESIS

G. DEPARTMENT OF NUTRITIONAL SCIENCES: SCHOLARSHIP APPLICATION

I. GENERAL INFORMATION ABOUT THE GRADUATE PROGRAM

A. PHILOSOPHY

The Department and Faculty promote the following philosophies as a means of effectively providing advanced education in the area of nutritional sciences:

1. It is the student's responsibility to ultimately define the educational needs and experiences desired as an outcome of graduation; hence the student must assume both initiative and responsibility for learning and must do so in a less-directed manner than is typically available at the undergraduate level;
2. Faculty is present to guide the dedicated student in pursuit of knowledge and to open doors and avenues along which the student may travel;
3. Faculty and students must share an obligation to achieve greater knowledge in nutritional sciences and to present such to the scholarly community;
4. Faculty ascribe to providing individualized learning experiences to meet the needs of students seeking to attain advanced education in nutritional sciences;
5. While any advanced degree implies a research degree, a non-thesis track is available to those students seeking advanced education without a written thesis component; however, even in the non-thesis track, the student must master the basic knowledge and skills involved in scientific inquiry;
6. Faculty are interested in assisting students who are having difficulty maintaining program standards and will aid the student upon solicitation; and
7. Ethical behavior is an absolute prerequisite for student and faculty action and attitude.

B. PURPOSE

The Department of Nutritional Sciences seeks to accomplish several purposes in providing a graduate program:

- To provide Registered Dietitians an opportunity for advanced education, training and research; and
- To provide individuals with a BS in nutrition or related field the opportunity to become eligible for a dietetic internship by meeting ADA-approved academic requirements; and
- To provide interested professionals from other areas an opportunity to augment their knowledge and expertise in nutrition

C. GOALS

The Graduate Program of the Department of Nutritional Sciences seeks to accomplish the following goals:

1. To provide a variety of courses, which allow for advanced learning;
2. To provide research experiences which allow the student to:
 - engage in scholarly creative endeavors, under the direction of faculty, which contributes to the development of new knowledge;
 - develop and apply those skills required in scientific inquiry via resolution of a research problem/idea;
 - gain competencies necessary to utilize research results in career experiences;
3. To provide individualized learning experiences, both in the didactic and clinical settings, which allow for the acquisition of in-depth knowledge specifically desired by the student; and
4. To provide an academic setting which fosters the student's development of:
 - ethical behaviors
 - individual potential and interest
 - open-mindedness
 - independent thought

D. GRADUATE PROGRAM TRACKS

The Graduate Program in Nutrition originally existed on the Norman campus. In the fall of 1989, the Graduate Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. At present, students at the University of Oklahoma seeking an advanced degree in nutrition come to the Department of Nutritional Sciences at the OUHSC.

The Department offers two distinct "tracks," one of those tracks leads to the MA degree while the other leads to the MS degree. The Oklahoma State Regents for Higher Education approved the MA in Dietetics in March, 2005. The MA in Dietetics was created as a professional graduate program with the specific goal of training students to become registered dietitians. The MS in Nutritional Sciences remains a traditional graduate degree with an emphasis on advanced training and research methodologies.

Tracks:

1. MA in Dietetics (1228L) -- this track requires a minimum of 36 credit hours beyond the BS degree and also comprises the didactic requirements (DPD) required for a dietetic internship and to become a registered dietitian
2. MS in Nutritional Sciences (1228M) -- this requires a minimum of 34 credit hours beyond the BS degree and may be taken for either a thesis or non-thesis option

E. SELECTION OF PROGRAM TRACK

When a student is accepted into the Graduate Program, a specific program track is identified. Students who wish to become a registered dietitian must select the MA Program. This Program meets the DPD requirements and prepares students to qualify for a dietetic internship. The MS Program is designed provide advanced learning in nutrition to individuals who are already registered dietitians. The student will find it helpful to discuss the two program tracks, as well as

thesis and non-thesis options, with the academic advisor. If interested in research and pursuing a thesis, the student should also meet and discuss research options with the various research faculty members in the Department.

F. STUDENT ADVISEMENT

The Graduate Program Director immediately upon acceptance into the Program assigns each graduate an official academic advisor. This individual will assist the student with matriculating through the program as well as enrollment each semester. If a student wishes to do a thesis project, then the student assumes the responsibility for selection of a possible project via discussions with individual faculty members. The student and the faculty member must both agree to work together on a thesis project. The faculty member will then become the thesis advisor for the student.

As stated previously in this document, as well as in the College of Allied Health Student Handbook, the responsibility for meeting graduation requirements rests with the student. However, faculty within the Department feels a responsibility to provide accurate and appropriate academic counseling in order to assist the student in ensuring an optimum graduation date. For this reason, each student should assume responsibility for meeting with the advisor at least once per semester and more frequently as necessary.

Please seek out your advisor as questions arise and/or as you encounter difficulties with which you need assistance. If utilized appropriately your advisor will play a key role in guiding you efficiently through the academic processes associated with earning an advanced degree.

Students are strongly urged to seek help from their advisors as soon as academic problems develop.

G. REGISTRATION

Students will be officially notified via email that they may begin enrolling for the next semester.

When enrolling, students are asked to adhere to the following guidelines:

1. Make an appointment to meet with your advisor;
2. During the enrollment meeting, review your matriculation checklist and Graduation Plan to update, revise, etc. as needed;
3. If enrolling in a course outside of the Department (on the OUHSC Campus), approval must be obtained from the respective department; the student is to take the enrollment form to the respective department and obtain either a stamped or initialed approval that the course may be taken; the enrollment form is then to be submitted to NS Department Staff, who will forward it to the Office of Student Services;
4. If enrolling in a course outside of the Department (on the Norman Campus), the student should identify the course on the HSC printed enrollment form and submit it to NS Department Staff;
5. Students may enroll in independent study type courses (directed reading and special

studies). If enrolling in an independent study type course under a faculty member different from the advisor, the student must obtain the respective faculty members initials on the enrollment form. The Graduate Program Director must approve all independent study courses. Each student may earn a maximum of six hours of credit from directed readings and a maximum of six hours of credit from special studies;

6. The student is to verify that all information on the enrollment form is accurate before signing; and
7. All enrollment forms, when completed and signed, are to be submitted to Gina Vile.

H. THE EVALUATION PROCESS

Students engage in a variety of evaluation activities designed to continually remodel and strengthen the Graduate Program and Department. These may include, but are not limited to:

- Evaluation of courses prior to completion of each course
- Evaluation of the Graduate Program while a student
- Evaluation of the Graduate Program after graduation

Evaluations are confidential and students are not required to place their names on any evaluation instrument. Evaluation is a time-consuming process yet one that is critical to student development and Program quality. All NS graduate students are expected to participate fully in the evaluation process as part of their personal and professional responsibility.

I. SCHOLASTIC POLICY

The Department of Nutritional Sciences upholds these standards relative to grades for graduate students in both the MA and MS programs:

1. Students are expected to maintain a GPA of ≥ 3.00 in all coursework completed, and
2. A "D" is considered failing insofar as credit toward a degree is concerned; a student who has earned a "D" must enroll in the respective course the next time that it is offered.

J. ACADEMIC REVIEW

Departments must conduct an annual review and evaluation of each student's progress in meeting degree requirements. All NS faculty, acting as the NS Academic Progress Committee, are engaged in this process.

Areas that may be considered (but not limited to) include:

- progress in meeting conditions of admission
- completion of "I's"
- completion of core course requirements
- progress made in completing research requirements
- timely filing of prospectus
- general quality of research
- completion of thesis
- may also encompass broader scholarly capabilities and professional development

Students are notified in writing of their progress and performance toward satisfying degree requirements. If there are deficient areas, the Department should clearly specify what each student should do to receive a satisfactory evaluation.

If a student is not notified by June 1 regarding academic progress, it is the student's responsibility to request in writing that the Department provides such an evaluation; the request must be received by the Department prior to August 1 of the same year.

If the student is placed on probation by the Department based on the above, the student will have a second review at the end of the next semester or summer session or designated time period. In this second review, the Department will determine:

- if the student is making satisfactory progress;
- if the student's level of performance is unsatisfactory and thus he/she is ineligible for further registration; or
- if the Department feels the student's progress is still unsatisfactory but wishes to petition the Dean to continue the student on probation another semester or summer session.

The student and the Graduate College are notified in writing of the outcome of this second review. The Graduate College will either:

- remove the student from probation;
- deny further enrollment to the student; or
- continue the student's probation for an additional semester.

A third probation is not allowed.

K. ACADEMIC PROGRESS COMMITTEE

Each department within the College of Allied Health meets upon receipt of semester grade reports to evaluate student progress and make recommendations regarding each student's academic status within the department. Recommendations and sanctions are carefully delineated in the College of Allied Health Student Handbook and the student is obligated to be very familiar with this information.

L. THE EVALUATION PROCESS

Students engage in a variety of evaluation activities designed to continually remodel and strengthen the Graduate Program and Department. These may include, but are not limited to:

- Evaluation of courses prior to completion of each course
- Evaluation of the Graduate Program while a student
- Evaluation of the Graduate Program after graduation

Evaluations are confidential and students are not required to place their names on any evaluation instrument. Evaluation is a time-consuming process yet one that is critical to student development and Program quality. All NS graduate students are expected to participate fully in the evaluation process as part of their personal and professional responsibility.

M. MATRICULATION RESPONSIBILITIES

The student is responsible for:

1. Meeting at least once/semester with the academic advisor to review academic progress toward graduation;
2. Completing Department and Graduate College deadlines relative to academic progress and graduation; and,
3. Ensuring that all requirements for graduation are met.

Much information, plus a variety of forms, is available to assist the student with accomplishing the above responsibilities:

- the Graduate College Bulletin
- the College of Allied Health Student Handbook
- the Department of Nutritional Sciences Graduate Student Handbook
- the "Matriculation Checklist" which provides a tool for helping the student maintain a record of completion of required tasks relating to academic progress and graduation
- the "Graduation Plan" which provides a tool for recording progress toward meeting specific required coursework.

N. PROGRAM EXPENSES

Student expenses encompass a variety of activities and/or fees, all of which are subject to change during the student's course of study. For current costs see the following website:

<http://www.ouhsc.edu/financialservices/Bursars.asp>

Upon graduation, if earning registration-eligibility, the student will be faced with additional fees relating to the cost of taking the National Registration Exam (\$75.00), and obtaining Oklahoma Licensure (\$100.00).

O. FINANCIAL ASSISTANCE/SCHOLARSHIPS

Any full-time student who has been accepted for enrollment at the Health Sciences Center, who is in good standing (i.e. not on conditional admission) may apply for financial assistance. An entering student should obtain the necessary application packet as early as possible from the Office of Financial Aids.

For additional information about financial aid, contact the Office of Financial Aids, P.O. Box 26901, Oklahoma City, OK 73190. The office is located in Room 241, Basic Sciences Education Building; telephone (405) 271-2118; website: <http://w3.ouhsc.edu/sfs/>.

Scholarships are available from the American Dietetic Association and the Oklahoma Dietetic Association on a yearly basis. Applications for ADA scholarships are typically distributed in December and due in February. Applications for ODA scholarships are made available in the Spring of each year. The Graduate Program Director will notify students as information becomes available.

The Department sponsors modest scholarships through funds made available through the

generosity of Shirley Enders Smith. Application for this scholarship is made available to the student on a yearly basis each fall. Graduate students are eligible after completion of 6 hours of graded graduate coursework.

P. DISCIPLINARY ACTION / SUSPENSION

A graduate student within the Department of Nutritional Sciences is subject to disciplinary action if:

1. The student engages in conduct that is deliberately unbecoming to the Department, a practice setting, or the Profession, or is unethical in nature; and/or
2. The student engages in dishonest work as identified in the Academic Misconduct Code (presented in its entirety in the College of Allied Health Student Handbook). The Code describes academic misconduct as including:
 - cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examinations)
 - plagiarism
 - falsification of records
 - unauthorized possession of examinations
 - intimidation and any and all other actions that may improperly affect the evaluation of academic performance or achievement
 - assisting others in any of the above acts
 - attempts to engage in such acts

The above guidelines also include removing books from the Departmental Library without checking them out, being dishonest about following Departmental policies and any other acts which involve unethical or dishonest behavior.

A variety of sanctions may be imposed upon a student engaging in inappropriate acts/behaviors, including warning, censure, probation, suspension, expulsion, and/or restitution. The College of Allied Health Student Handbook describes each type of sanction.

Students who have received a disciplinary sanction of any kind are subject to possible dismissal pending review of the Departmental Academic Progress Committee.

In the Internship Experience, a student may be suspended if three incident reports are generated which document deliberate inappropriate, unbecoming, or unethical behavior.

Q. ACADEMIC APPEALS

A student has the right to appeal any:

- academic course or evaluation (through the College of Allied Health)
- action construed as discriminatory or harassment (through the College of Allied Health)
- disciplinary action
- evaluation relative to a comprehensive final exam, thesis defense, or thesis (through the Graduate College)

The University has well-established procedures that allow for student appeal and/or grievance.

A student who desires information or guidance regarding the appeals process, or how to initiate the appeals process, should contact the Chairperson or the Director of the Office of Academic and Student Services (room 165, College of Health Building). The student should also refer to the College of Allied Health Student Handbook and the Graduate College Bulletin for additional information.

R. STUDENT AWARDS / HONORS

As indicated in a separate section of this document, students may apply for the honor of earning several scholarships. In addition, graduate students have the opportunity to apply for, or be nominated for, other University awards, including:

1. College of Allied Health "Outstanding Graduate Student Award" (awarded to a graduate student in May of each year to a student who is graduating in May or August; selection is made by the Dean of the College)
2. Students have the opportunity, through academic excellence, to be eligible for Alpha Eta, the allied health honor society. Additional information regarding Alpha Eta is available in the CAH Student Handbook.

S. FACULTY AND STAFF

Faculty and staff are employed for the express purpose of providing the professional education required by the Program. The primary objective of the faculty is to guide the student in the pursuit of advanced knowledge. Each faculty member is interested in you as an individual and looks forward to assisting you in your professional growth.

Office hours may vary among faculty. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member may notify the Chairperson.

Faculty and students are not to fraternize outside of working hours unless the entire group of students and faculty are present.

Students are not to use faculty or facility staff as a "sounding board" to complain about other individuals. A student who has a complaint should meet with the individual in question to discuss the concerns. If concerns addressed are not dealt with satisfactorily, the student should then contact the Graduate Program Director (and Chairperson) to discuss this situation.

Services of the Departmental staff are to be used by faculty only. Students are **not** to make personal requests of the staff, such as xeroxing, typing, transmitting personal incoming calls (except in emergencies), etc. Staff will not communicate personal phone calls.

T. DEPARTMENT FACILITIES

The Department of Nutritional Sciences presently occupies rooms 462-475, 514, and 520 of the College of Health Building, 801 N.E. 13th St., and includes offices for each of the faculty members, a Departmental Office for staff, and a reading/conference room (room 514). In addition, a food sciences laboratory (room 207) and a nutritional biochemistry lab (room 520) are located in the building.

When not being used as a faculty conference area, room 514 serves as a reading room for students. The NS Library collection is also located in the reading room. The NS Library is to be a quiet area to be used for studying and reading. It is not a place for socializing and congregating. Students wanting to discuss items and socialize may do so in the student lounge (Rooms 11, 24 and 28), the snack bar in the basement of College of Health Building, or an empty classroom. Please do not use the Library for this purpose as it prevents others from using it for the intended purpose of quiet study/reading. Room 23 in the College of Health Building basement is also reserved as a study room for any students within the college.

Student mailboxes are located in the northeast corner of the hallway next to room 475. Much student-faculty correspondence is generally handled via the mailbox and for this reason it is important that students check their mailboxes frequently. Student mailboxes, although open, are confidential. In addition, messages for faculty may be given to the Department staff to be placed in respective faculty mailboxes.

Several bulletin boards are located in the hallway between offices. Students are welcome to place notices of general importance to the class on the bulletin board located directly adjacent to room 465. The second bulletin board (between rooms 464 and 469) is reserved for notices of seminars, meetings, conferences, etc. The bulletin board directly adjacent to room 472 is reserved strictly for graduate student notices, information, etc.

The telephones in the Department Office are business phones and not for student use, except in case of emergency. Faculty phones are not to be used by students without direct authorization from the respective faculty member. There is a phone in the snack bar in the basement that students may use.

The Department maintains several pieces of equipment, which can be utilized by the students when needed for class presentations, review of A-V materials, etc. These include two overhead projectors, a carousel projector, one 16mm film projector, and several tape recorders, which are available with ear jacks. All such equipment should be checked out from the Departmental staff.

Student lockers (located in the basement) are available on a first-come-first-served basis and are checked out through the Office of Academic and Student Services (Room 165). Students are responsible for any items placed in their lockers and each should provide some type of lock.

A copy machine for student use is available in the basement, room 21. The copy machine located in room 456 is never to be used by students.

U. NS LIBRARY

In addition to the Health Sciences Center Library, located at 1000 Stanton L. Young Blvd., the Department itself maintains a small library (Room 514) for faculty and student use. There are also smaller collections located in the affiliation practice sites whose references are available to students on a restricted basis.

Please be aware of the following Departmental policies, which apply to materials within the NS Library:

1. No book is to leave the NS Library without being checked out by the staff. If the staff is unavailable, please check the book out through a faculty member.
2. Books may be checked out for no longer than two days or a weekend. This system will ensure that the majority of references remain in the Library for general use during the day when the largest number of individuals may have access to the collection.
3. Students may not consecutively recheck books, etc. out indefinitely. Books may be rechecked, when due, once, and the student must bring in the book to recheck it. After a given book has been checked out for two consecutive periods (four days in a row), the book must be returned to the Library for at least two days until it can be checked out for a third time by the same person.
4. Any circulars, diet manuals, unbound journals, periodicals, etc., are not to be checked out or removed from the Library, but must be used within the reading room.
5. Items checked out should be returned through the Staff and never just replaced on the shelf. Books, etc., should not be left on the desks of the staff or in the office to be replaced. The student should check it in and then return it to its proper place. Again, if the staff is not available, return the item through a faculty member.
6. Failure to adhere to the above policies and procedures will result in disciplinary action. It is expected that all NS graduate students understand, and adhere to, expected ethical behaviors.
7. Any student who does not comply with the policies outlined above is subject to having library privileges suspended for a prescribed period of time. Students who take books, etc., out of the Library without checking them out may ultimately be denied checkout privileges and may be placed on disciplinary probation.

Departmental audio-visual materials are located in the locked wooden cabinet in the Department storage room. A list of available materials, plus a checkout sheet, is posted on the inside of the cabinet. The key may be obtained from NS Staff. The same policies apply to checking out audio-visual materials as for books.

There is a book return located at the main (south) entrance of the College of Health Building, to facilitate return of books checked out from the Health Sciences Center Library. This book return is not for books checked out from the Nutritional Sciences library.

V. GRADUATE ASSISTANTSHIPS

At present, no formal graduate assistantships exist within the Department of Nutritional Sciences. Faculty with research grants, however, may have funds to hire research assistants. Should such an opening occur, formal notification will be posted on the Graduate Student Bulletin Board. Interested students then should contact the respective faculty member for further information.

W. DRESS AND IDENTIFICATION

Whether on campus or in a clinical environment, the student should project the best image possible for the simple fact that each student now represents both the Department and College,

and also the profession of nutrition/dietetics. Although structured guidelines are identified only for dress in the clinical setting, it is the desire of faculty that students appear neat, clean and well groomed at all times.

Should a student complete any portion of their academic work in a clinical facility, both dress and identification guidelines must be observed.

Nametags -- Upon request, the Department arranges for official nametags, which are purchased by the student. Nametags must be worn in all practice settings and students will not be allowed to participate in a practice activity without some type of official identification. It is important that the student be easily identified by both name and discipline, particularly in a setting where students and professionals from many different disciplines are engaged in the delivery of health care.

Dress -- Dress in the clinical facilities depends upon the requirements of the particular institution or agency to which the student is assigned. All facilities require lab coats worn over street clothes. Regardless of individual facility requirements, general Departmental guidelines can be identified and will be enforced:

1. Lab coats should be clean, neat and pressed at all times, with name tags in evidence. Students will not be allowed to participate in practice activities unless nametags and lab coats are worn. All lab coats are to have at least three-quarter length sleeves (no short sleeves).
2. Regular street clothes, whether worn with or without lab coats, should always be neat, clean, and pressed.

Women: no jeans, T-shirts, halter tops, knee socks or loudly colored hose should be worn; colored hose may be worn if they are of a dark or neutral color which blends with the ensemble; no mini-skirts; skirt or dress must exceed the length of the lab coat unless street-length lab coats are worn; no wooden "clog-type" shoes; all footwear must be worn with hosiery; all shoes should be neat, clean, and polished; no high-heeled shoes (heels should be less than 1 1/2"); blouses worn with pants or skirts must be tucked in.
Men: no jeans, T-shirts, or sandals are to be worn; pants with belt loops should always be worn with a belt and shirts should be tucked in; shoes should be neat, clean, and polished.

Pant length for both men and women should be appropriate. Pants should neither drag the ground nor be so short as to attract attention.

3. Heavy scents should be avoided in the patient care areas. Strong odors, even of a pleasant nature, are often offensive to those who are ill.
4. Daily personal hygiene is a must.
5. Hair is a natural reservoir for bacteria and disease-producing organisms, and thus should be worn in such a way as not to make contact with patient records, food trays, patient bedding, etc. Hair should always be clean and arranged in an attractive style. Beards are acceptable for males if they are neat and kept closely trimmed. (exception: some facilities may not allow beards in the foodservice area. The student will be informed regarding this fact prior to the experience.)

5. Jewelry large enough to be inadvertently grasped by a patient, caught in equipment, or of a nature that appears unsuitable in the clinical setting, should be avoided. Valuable jewelry should be left at home due to the risk of loss or theft.
6. If in doubt as to whether a particular ensemble or article of dress is appropriate, do not wear it. Remember that professional dress is conservative dress. Interpretation of appropriateness rests entirely with facility staff.

Amid all of these guidelines and apparent restrictions, please try to remember that appearance is a major way in which to instill confidence in patients and earn respect from peers, facility staff, and other health professionals with whom you come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is most needed.

X. HEALTH AND LIABILITY INSURANCE

All students in the College of Allied are required to have health insurance coverage. Students may purchase health insurance through the Office of Academic and Student Services in the College of Health Building. All College of Allied Health students having patient contact (including Internship students) are required to carry general liability insurance. Please refer to the College of Allied Health Student Handbook (see web address below) for additional information.

http://www.ah.ouhsc.edu/main/student_information/currentstudents.asp

Y. REQUIRED HEALTH FORMS

All graduate students provide evidence which documents results of various tests and immunizations prior to enrollment. It is extremely important that this information is on file in the Department. The form is sent to newly accepted students plus additional copies may be obtained from Department Staff.

Z. TRAVEL (SAFETY AND LIABILITY)

It is a requirement that the student have a safe and reliable mode of transportation to ensure arrival at any class or practice setting at the designated time in a healthy condition. There may be times when the student may be required to travel outside of the Oklahoma City metropolitan area in order to complete a rotation or assignment. It is the student's responsibility to provide transportation and assume the costs of travel.

The University assumes no liability for accident or injury in travel to and from a practice or academic setting.

Any accident on University property or in a practice setting should be reported immediately to the Department Chairperson.

AA. ALCOHOL POLICY

The position of University Legal Counsel and the College of Allied Health is that no State funds may be used to purchase alcohol, that a cash bar may be utilized if it is run by non-University parties, and that at private gatherings, the owner of the site is liable should an individual who has been drinking have an accident while driving home from a gathering. Thus, Department faculty have established the following alcohol policy for the Department: no alcohol will be

served at any Department-sponsored, student-attended function or gathering at either faculty homes or on Campus. If a Department-sponsored, student-attended event is held at a site other than a faculty home or on Campus, the individual is obligated to be very aware of the liability issue.

BB. DIRECTORY INFORMATION

The Department desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to Department Staff as soon as possible. Communication of a name change must be made via an official form ("Student Information Change Request" form) obtainable from Department Staff or from the CAH Office of Academic and Student Services in room 165 of the College of Health Building.

The Department will not provide birth dates, social security numbers, addresses, or phone numbers to other students without consent of the respective individual.

CC. STUDENT REPRESENTATION

Students are urged to assist with program development and student governance by volunteering for those committees and activities available:

- College of Allied Health Student Association
- Departmental Committees:
- Student Dietetic Association

DD. STUDENT ASSOCIATION

A Student Association exists within the College of Allied Health and the University of Oklahoma Health Sciences Center. Students may volunteer to be a CAH Student Association representative from the Department of Nutritional Sciences. Should more students volunteer than there are available vacancies, the Graduate Liaison will administer a run-off election. Forms to volunteer for both the CAH Student Association and other Department committees are distributed at the beginning of each fall semester.

EE. STUDENT DIETETIC ASSOCIATION

A Student Dietetic Association (SDA) exists within the Department for those students (both graduate and undergraduate) desiring to participate in an organization that celebrates and promotes the Profession of Dietetics. Sponsorship of the SDA rotates among faculty and information relative to membership is circulated at the beginning of each fall semester and is available at all times from Departmental Staff or Faculty. Dues, by-laws, activities, etc., are established by the organization.

FF. BUILDING ACCESS

Graduate students may have access to the building to utilize the Department's student computers and/or the Department's library collection. Access is available through the student's "OneCard". The OneCard is used as an ID and building/room/lab access card.

The cost of the OneCard is \$10.00 for students. Cost of replacement cards for lost or stolen

ID's is \$15.00. Payment may be made by cash or check. OneCard services are located in the Service Center Building, Room 114.

GG. PROFESSIONAL MEETINGS AND ACTIVITIES

The faculty believes in providing opportunities which develop and enhance the professional growth of the student. Thus, as a matter of policy, students are highly encouraged to participate in professional meetings, conventions, projects, etc. The following activities are highly encouraged: (1) student memberships in local, state, and national professional organizations; (2) preparation, display, and presentation of professional-related exhibits, essays, etc.; (3) participation in National Nutrition Month activities; and (4) attendance and participation at any function in which new knowledge or the quality of professionalism is enhanced.

In promoting the above philosophy, students are encouraged to attend certain professional meetings when possible:

- Oklahoma City District Dietetic Association meetings and
- the Conventions of the Oklahoma Dietetic Association
(The Oklahoma Dietetic Association meets twice annually, in the fall and the spring.)

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than those which, require the student to be in class or clinical experience. A bulletin board is devoted to posting announcements of both local and non-local meetings of interest. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the Program Director after securing initial approval from the supervising RD at the respective affiliation site (if the student is in a supervised practice experience).

HH. PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Privacy Rights of Parents and Students Section 438 of the General Education Provisions Act) permits the release of "directory information" about students without the student's written consent. "Directory information" includes:

Student's name, local and permanent addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or ID number, and anticipated date of graduation based on completed hours.

The Law provides that any student may upon written request restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available in the Office of Admissions and Records, located in room 204 of the Basic Sciences Education Building.

The Law requires the written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions: (a) other school

officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the students seek to transfer; 8 the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or State educational authorities; (d) in connection with a student's application for, or receipt of, financial aid; (e) State and local officials or authorities to which such information is specifically required to be reported under State statute and adopted prior to November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) parents of a dependent student upon proof of dependency (exclusive of international students); (I) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (j) to comply with a judicial order or lawfully issued subpoena.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Under the Law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendations or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

Each educational institution is required by the Law to maintain a record, kept with the educational records of each student, which will indicate all individuals, agencies, or organizations (other than those specified as having access without the student's written consent) having obtained access to the student's record (AMENDED AND REISSUED August 1, 1983).

Student records are maintained in the Departmental Office (as well as some in the Office of Student Affairs of the College of Allied Health). A student may review his Departmental file/records at any time in the presence of either his/her advisor, the Program Director or Departmental Chairperson. In very busy times, the student may be asked to wait 24 hours before an appropriate time may be found for such a review. It is never the intent to withhold any information from the student.

ii. Code of Ethics

Refer to the ADA website below for details on the code of ethics.

http://www.eatright.org/Public/GovernmentAffairs/98_9051.cfm

II. MASTER OF ARTS (MA) DEGREE PROGRAM

A. MA in DIETETICS

The MA in Dietetics was approved by the Oklahoma State Regents for Higher Education in March, 2005. The MA in Dietetics was created as a professional graduate program with the specific goal of training students to become registered dietitians. The MA Program prepares students for entry into a dietetic internship. Specific coursework in nutrition and foods must be completed as part of the training to become a dietitian. This coursework component also constitutes what the American Dietetic Association defines as a Didactic Program in Dietetics (DPD). The MA Program was designed to provide all of the courses needed to complete the DPD. Students accepted into the MA Program are also classified as students in the DPD. In 2001, the DPD at OUHSC was accredited for a 10-year period by the Commission on Accreditation for Dietetics Education.

Annual Limitation on Number of Students Entering the Master of Arts in Dietetics: Policy

The Master of Arts in Dietetics (MA) Program has a limited annual capacity of 20 new students each year.

Policy Rationale: Students entering the MA must complete the Dietetic Internship to take the national registration exam. The Dietetic Internship at OUHSC cannot accommodate more than 20 new students each year. If the number of students graduating from the MA each year exceeds 20, some students could not achieve their goals within a reasonable time frame. Therefore, a cap of 20 has been placed on the MA program by the Nutritional Sciences Faculty.

Annual Limitation on Number of Students Entering the Master of Arts in Dietetics: Procedure

1. Students must meet admission criteria for the Master of Arts in Dietetics (MA) Program to be considered for admission.
2. A student will be accepted into the MA Program once the application is complete and the admission criteria have been met.
3. Students may be denied admission into the MA if an interview with the student reveals that the MA cannot meet the student's career goals or if the student does not meet the minimum criteria.
4. When 20 students have been admitted into the MA, the program will be closed to new applicants until the next admission cycle.

B. MA in Dietetics: Curriculum

The curriculum is listed below. A total of 36 hours is required. All of the courses must be taken to earn the MA degree. No electives are required, but students may take extra courses to increase their knowledge of specific topics in nutrition.

Required Courses: 36 Hours

NS	7111	Clinical Dietetics Profession
NS	7191	Nutrition Assessment
NS	7134	Science of Food
NS	7154	Nutrition During Life Cycle
NS	7244	Medical Nutrition Therapy
NS	7254	Food & Nutrition Services Management
NS	7222	Nutrition Counseling
NS	5232	Research Methods in Dietetics
NS	5970	Seminar (1 hour)
NS	5823	Energy Nutrients
NS	5833	Non-Energy Nutrients
NS	5134	Advanced Medical Nutrition Therapy
NS	5133	Public Health Nutrition

MA in DIETETICS: Curriculum by semesters

Fall 1st Year: 12 hours

NS	7111	Clinical Dietetics Profession
NS	7191	Nutrition Assessment
NS	7134	Science of Food
NS	7154	Nutrition Life Cycle
NS	5232	Research Methods in Dietetics

Spring 1st Year: 11 hours

NS	7244	Medical Nutrition Therapy
NS	5833	Non-Energy Nutrients
NS	7254	Food & Nutrition Services Management

Fall 2nd Year: 13 hours

NS	5823	Energy Nutrients
NS	5134	Advanced Medical Nutrition Therapy
NS	5133	Public Health Nutrition
NS	7222	Counseling
NS	5970	Seminar (1 hour)

TOTAL =

36 Hours

C. COMPETENCY EXAM: MA PROGRAM

All graduate students in the MA Program must take a competency exam to display understanding of the course materials. The competency exam will be given after the second semester (spring) of the program. The exam will be scheduled on a Friday approximately 2 weeks after completion of the spring semester. The exam will be a multiple-choice exam that is similar in style to the ADA national registry exam for dietitians. **In order to obtain guaranteed admission into the OUHSC Dietetic Internship, a student must score at least 75% on the competency exam (and have a GPA \geq 3.5).** A score of at least 70% is required for the student to progress on to the third semester of the program. If a student scores $<$ 70% on the exam, then the student will be allowed to retake the exam one week later. If the student scores $<$ 70% on the first retake, then they will have to wait one month and take the exam again. If the student scores $<$ 70% on the second retake, then the student will be dismissed from the program.

D. DPD Mission Statement and Program Philosophies

The Didactic Program in Dietetics (DPD) has one overriding **mission** that provides the basis for all program-related philosophies and activities: to provide a quality dietetic education program that prepares students for successful entry into and completion of a dietetic internship. The MA Program is designed to provide all of the course work needed to complete the DPD.

In order to graduate individuals capable of exercising the skills needed to become a dietitian, the Department, Program, Faculty and sponsoring Facility/Site Staff promote the following **program philosophies**:

Program experiences should emphasize the concept of the dietitian as an active member of the health care team and as a nutrition expert for the public;

An in-depth academic background in the medical and behavioral sciences is essential for students to meet established competencies;

Successful practice is dependent upon development of successful written and oral communication skills;

Practitioners, hence students, must rely on the research literature as an important basis for current information in nutrition and dietetics;

Students should be exposed to a wide variety of dietitians and health professionals who serve as quality role models to aid in professional development;

Ethical behavior is an absolute requisite at all times, in all settings;

Students must be exposed to “best practices” of care in all areas of nutrition/dietetics;

Dietitians must be educators of health professionals and the public as well as patients/clients;

Faculty are present to guide the dedicated student in pursuit of knowledge; to open doors and avenues along which the student may travel; the educational process is an interactive one in which both student and faculty share the responsibility for learning;

A well-educated, competent dietitian is qualified to define and subsequently recommend appropriate measures for nutritional support of individuals and groups;

Students need to develop management skills in order to be effective change agents and to assume positions of leadership, regardless of area of practice; and

Participation in professional organizations and activities are important for developing leadership skills, growing professionally, and maintaining competence.

E. DIETETIC INTERNSHIP

The Dietetic Internship at OUHSC is a 29-week plus 2 days generalist experience with an emphasis in community dietetics and public health nutrition. It is offered twice each year, beginning in January and June. The Program involves three rotations (approximately 10 weeks in clinical, 8 weeks in foodservice systems management, and 10 weeks in community). The clinical and management rotations occur in a single hospital facility. A variety of hospitals and agencies participate in this experience.

The Department submitted a request for the previous supervised practice experience known as the "AP4 Program" to participate in a change in terminology whereby it would become known as an "Internship" and be accredited, rather than approved. The request was granted July 26, 1994. Thus, the supervised practice experience become known as the "Internship" rather than the "AP4 Program" as of August 11, 1994. The Internship is now fully accredited through 2011.

Entrance Requirements: Students must complete the MA program coursework before starting a dietetic internship (DI). The DI is a separate program that requires an additional admission. Students who are admitted into the MA program are **guaranteed admission** into the DI if they maintain a minimum 3.5 GPA in the program's first year of coursework and if they pass a competency exam. A student must score at least 75% on the competency exam to pass. Students who complete the M.A. with a GPA between 3.0 and 3.49 can still be admitted to the DI, but they must participate in a national matching process for any available spots in the DI. Following completion of the DI, the last step in becoming an RD is passage of the Registry Examination for Dietitians.

Application: Students may apply for the Internship Program during their last semester of course work for the MA degree. Completion of the MA Program is required before a student will be allowed to start the DI. Students are to request application forms from the DPD Director or Departmental Staff and submit them to the Internship Program by the nationally established deadline.

Application for the Dietetic Internship: Policy

A student enrolled in the Master of Arts in Dietetics (MA) will have guaranteed acceptance into

the Nutritional Sciences Dietetic Internship (DI) if the student maintains a 3.5 GPA in the MA program for the first two semesters and scores a minimum of 75% on the first taking of the competency exam.

Application for the Dietetic Internship: Procedure

5. Students in the Master of Arts in Dietetics Program (MA) must complete the standard Dietetic Internship (DI) application by the published deadline for the next internship.
6. Students must graduate from the MA before starting the DI.
7. In the event that the number of MA students with guaranteed acceptance in the DI exceeds accreditation limits and / or available clinical sites, applicants will be ranked based on GPA (80%) and competency exam score (20%).
8. Students that qualify for guaranteed acceptance but are not accepted into the first available DI after graduation will be given priority for the next DI.
9. Students that do not meet the criteria for guaranteed acceptance into the DI may apply for the DI and be accepted based on number and academic record of other applicants.

Enrollment Policy: Once accepted, students must enroll in NS 5426 (Internship) at the beginning of the semester in which the Internship begins. Enrollment must occur at this time and cannot be divided into two semesters.

Additional Expenses: Students are required to pay an Internship fee upon enrollment in NS 5426, which is collected through the Bursar's Office along with the regular course and University fees. The current internship fee is \$3,500, but the fee is subject to change. Additional expenses involve purchase of a white lab coat, nametag, and any required course textbooks. The student must also assume financial responsibility for travel to and from assigned facilities and should be prepared for a possibility that part of the community rotation may involve driving reasonable distances to work with nutritionists practicing outside of Oklahoma County. A complete and detailed list of expenses is provided with each application packet and is also available at any time from Department Staff or Internship Program Director.

F. NATIONAL REGISTRATION EXAMINATION

Upon successful completion of the Internship Program an individual is eligible to take the National Registration Examination. Applications for the Exam will automatically be sent to the individual when the American Dietetic Association has established eligibility. The Internship Program Director upon completion of the practice experience files applications for eligibility. The student will be notified of all deadlines regarding registration during the Internship experience. At present, the National Registration Examination is given via computerized testing.

III. MASTER OF SCIENCE (MS) DEGREE PROGRAM

A. HISTORY OF THE MS PROGRAM

The Graduate Program in Nutrition originally existed on the Norman campus. In the fall of 1989, the Graduate Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. At present, students at the University of Oklahoma seeking an advanced degree in nutrition come to the Department of Nutritional Sciences at the OUHSC. The Department offers two distinct "tracks," one of those tracks leads to the MA degree while the other leads to the MS degree. The MS in Nutritional Sciences remains a traditional graduate degree with an emphasis on advanced training and research methodologies. The MS in Nutritional Sciences (1228M) requires a minimum of 34 credit hours beyond the BS degree and may be taken as either a thesis or non-thesis option

B. MS in Nutritional Sciences: Curriculum

1. Master of Science in Nutritional Sciences: Thesis Option

CORE (17-19 Hrs)	Substitution	Program Director Approval
NS 5970 Seminar (2 hours)	_____	_____
NS 5232 Research Methods	_____	_____
BSE 5163 Statistics	_____	_____
NS 5980 Thesis (4-6 hours)	_____	_____
NS 5823 Energy Nutrients	_____	_____
NS 5833 Non-Energy Nutrients	_____	_____

NON-CORE (15-17 Hrs)

10 Hrs electives in NS	5-7 Hrs electives*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL (min. 34) =

*Electives may be taken outside of NS. Must be approved by the program director.

2. Sample Curriculum for MS in Nutritional Sciences Thesis Track

Fall 1st Year: 10 hours

NS 5823 Energy Nutrients
NS 5232 Research Methods
BSE 5163 Biostatistics Methods I
NS 5132 Weight Management

Spring 1st Year: 10 hours

NS 5833 Non-Energy Nutrients
NS 5980 Thesis (2 hours)
NS 5272 Geriatric Nutrition
HPS 5503 Health Promotion

Fall 2nd Year: 8 hours

NS 5970 Seminar (1 hour)
NS 5980 Thesis (2 hours)
NS 5860 Phytochemicals & Vegetarianism (2 hours)
HPS 5213 Social & Behavioral Science in PH

Spring 2nd Year: 6 hours

NS 5970 Seminar (1 hour)
NS 5663 Obesity
NS 5980 Thesis (2 hours)

TOTAL =

34 Hours

3. Master of Science in Nutritional Sciences: Non-Thesis Option

CORE (16 Hrs)	Substitution	Program Director Approval
NS 5970 Seminar (2 hours)	_____	_____
NS 5232 Research Methods	_____	_____
BSE 5163 Statistics	_____	_____
NS 5823 Energy Nutrients	_____	_____
NS 5833 Non-Energy Nutrients	_____	_____
NS 5990 Masters Project (3hr)	_____	_____

NON-CORE (18 Hrs)

12 Hrs electives in NS	6 Hrs electives*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL (min. 34) =

* Electives may be taken outside of NS. Must be approved by the program director.

4. Sample Curriculum M.S. in Nutritional Sciences Non-Thesis Track

Fall 1st Year: 8 hours

NS 5823 Energy Nutrients
NS 5232 Research Methods
BSE 5163 Biostatistics Methods I

Spring 1st Year: 8 hours

NS 5833 Non-Energy Nutrients
NS 5272 Geriatric Nutrition
HPS 5503 Health Promotion

Fall 2nd Year: 10 hours

NS 5860 Phytochemicals & Vegetarianism (2 hours)
NS 5113 Nutrition and Immunology
NS 5132 Weight Management
HPS 5213 Social & Behavioral Science in PH

Spring 2nd Year: 8 hours

NS 5970 Seminar (2 hours)
NS 5663 Obesity
NS 5990 Master's Project (3 hours)

TOTAL =

34 Hours

C. FINAL EXAMINATION: MS PROGRAM

All graduate students in the MS Program must complete a final examination, which validates mastery in nutritional science. Currently, the following is required:

Thesis Students -- the oral defense serves as the final exam

Non-Thesis Students -- a "Comprehensive Exam" serves as the final exam

Comprehensive Exam Guidelines:

A comprehensive examination is one of the requirements of the HSC Graduate College of a non-thesis master's degree program. In the Department of Nutritional Sciences, the exam is oral and covers material related to the student's Master's Project. Non-thesis students will enroll in NS 5990 Special Studies for a three-credit-hour Master's Project. The purpose of the exam is to provide a means by which the graduate student demonstrates evidence of having achieved an advanced level of knowledge in nutrition. The Nutritional Sciences Graduate Program Director coordinates the development and administration of the exam.

The following Departmental guidelines apply to the Comprehensive Exam:

1. The student begins the Master's Project by enrolling in NS 5990 for three credits. The total of three credits may be taken over two semesters.
2. Each student must decide on a topic for the Masters Project. The student must meet with the Program Director to discuss the topic and to receive approval to proceed with the project.
3. A Committee of three faculty members from the Department of Nutritional Sciences serves as the student's Graduate Advisory Committee. The student selects three faculty members who are willing to serve on the committee. The final composition of the committee must be approved by the program director. One of the members of the committee will serve as the project director. The names of these three individuals are ultimately forwarded to the Graduate College via the "Admission to Candidacy" form submitted prior to the Comprehensive Exam. In special cases, the committee may be composed of two NS faculty and one additional person from outside of NS as long as the individual has a graduate faculty appointment and has a special interest in the student's project.
4. The Master's Project shall include an extensive literature review of the topic. The review is expected to be at least 20 double-spaced pages in length and to include at least 50 references from the scientific literature. Any deviation from these guidelines must be approved by the program director. In addition to writing the review, the student will prepare a manuscript on this topic for a scientific journal such as the Journal of the American Dietetic Association, Journal of Nutrition, etc. The specific guidelines for the

manuscript will depend on the journal selected. For example, the guidelines for the Journal of the American Dietetic Association specify that a review article should not exceed 4,500 words.

5. The Master's Project shall include a component that allows the student to demonstrate an application of the knowledge. The exact nature of this component of the project can vary, but the student's faculty advisory committee must approve the project. Examples of possible projects include case studies (either real or simulated), development of nutrition education materials, application of technology, dietary assessment, etc.
6. The Master's Project shall also include an oral presentation using PowerPoint. In the presentation the student will summarize the literature review and their project.
7. Each member of the committee will score the entire project as either satisfactory (S) or unsatisfactory (U). If a student receives an "S" from two or three of the committee members, then the student successfully passes the Master's Project. If a student receives a "U" from three of the committee members, no repeat is allowed and the student is not allowed to progress/graduate from the Department. If a student receives a "U" from two of the three members of the committee, then the student will be allowed a second chance to pass. There is no opportunity for a third chance to pass. All scores of "U" must be communicated to the program director. A two-thirds vote by the Committee is required to effect a decision regarding any dispute or question.

THESIS COMMITTEE

A Committee of three faculty members from the Department of Nutritional Sciences serves as the student's Thesis Committee. The student selects three faculty members who are willing to serve on the committee. The final composition of the committee must be approved by the program director. The student is responsible for selecting faculty to serve on the thesis committee. All prospective committee members sign the "Thesis Committee Request Form", which may be obtained from Departmental staff. The committee must consist of a Major Professor (from the NS Department) and at least two other graduate faculty members from NS. One individual outside the Department of Nutritional Sciences may be asked to serve on the student's thesis committee in certain circumstances when the respective individual: (1) is involved in the student's research and/or (2) has expertise in the research area. If this individual does not hold a graduate faculty appointment, the Graduate Program Director will request a special appointment from the Dean of the Graduate College upon solicitation by the graduate student or the graduate student's major professor.

THESIS PROSPECTUS

The student must submit a prospectus to the Thesis Committee prior to beginning the proposed research. The prospectus should be brief yet present a proposed plan of work. It should include:

- problem/hypothesis
- rationale for investigation
- outline of material/methods
- time frame

The student is expected to convene the Thesis Committee and present the Prospectus for

review and approval. The prospectus should be filed with the Graduate Program Director and signed by all members of the Thesis Committee. The respective form may be requested from Departmental staff.

THESIS DEFENSE

Prior to the defense of the thesis, the chair of the student's committee must send a memorandum (Request for Defense of Thesis) including a list of all committee members, the date of the defense, and a request for the *Authority Form* to the Graduate College. The *Authority Form* will not be issued if the student has not filed an *Admission to Candidacy* form and enrolled in at least two credit hours of 5980 during the semester the examination is to be taken.

The defense may be oral, written, or a combination of oral and written. It may be restricted to the defense of the thesis and/or cover the coursework required for the degree. Within 72 hours after the thesis defense, the *Report Form* (the reverse side of the *Authority Form*) must be returned to the Graduate College with the results and signatures of all committee members. A unanimous vote concerning the candidate's performance in defending the thesis is expected; however, some dissenting votes may be cast. If one member dissents, a minority report must be filed with the Graduate Dean. If the committee consists of three members of which two dissent, the performance is graded as unsatisfactory. If the committee consists of more than three members and two dissent, a minority report must be filed and the Graduate Dean will investigate. The Dean's decision will be final. If more than two members cast an unsatisfactory vote, the defense is to be graded unsatisfactory.

Only one attempt is afforded the candidate in defending the thesis. If the defense is graded unsatisfactory, this decision is final and the defense cannot be repeated. Courses taken prior to failing the thesis defense can count for no more than 25 percent of the credit hours required for a master's degree at the University of Oklahoma Health Sciences Center. These courses must be applied to an academic program other than the one in which the student failed the defense. The student must gain admission to a different program and have the permission from that department and the Dean of the Graduate College to include any courses used from the previous graduate program.

THESIS COPIES

Students must comply with all rules established by the Graduate College. Students should check on the current rules by viewing the Guidelines for the Preparation of the Masters Thesis at <http://w3.ouhsc.edu/graduate/Masters.htm>. Electronic submission of a thesis is allowed. Hard copy submission requires the student to submit three unbound final copies, on 100% cotton bond paper with original signatures, within 60 days of completion of the oral defense. The University pays to have these three copies bound. In Addition, the Department requires a bound copy for the NS Library, a bound copy for the major professor and an additional bound copy for each thesis committee member. The Department copies do not require original signatures and are due at the same time copies are submitted to the OUHSC Library.

Thus, the thesis student must ultimately arrange for a total of 7 thesis copies:

- 3 unbound copies with original signatures which are submitted to OUHSC Library

- 2 bound copies for thesis committee members
- 2 bound copies (for major professor and NS Library)

IV. FORMS

GRADUATE MATRICULATION CHECKLIST

	Deadline	Date Completed
Selection of track & option		
"Graduation Plan" initiated		
"Outline of Graduate Work" filed		
*Major Professor & project selected		
*Thesis Committee selected & "Thesis Committee Request" form completed		
*Prospectus completed		
*Meeting with Thesis Committee to present Prospectus; "Thesis Prospectus Request and Approval" Form submitted to Program Director		
*Reading copy of thesis filed with Graduate College (deadline in HSC Class Schedule)		
*Copies of thesis draft to Committee for review		
*Request for thesis defense submitted		
*Announcement of Defense distributed to appropriate parties		
*Defense of thesis		
*Copies of thesis deposited in HSC Library (3) and Department (4)		
Graduate Advisory Committee selected; "Request for Graduate Advisory Committee" submitted to Program Director		
Written comprehensive exam taken on Friday of 9th week of semester (Friday of 5th week if summer semester)		
"Admission to Candidacy" and "Program of Graduate Work" form filed		

"Application for Diploma" filed _____

"I am aware that meeting the above deadlines is my responsibility and that my graduation date may be delayed if I am unable to meet a deadline."

*thesis option only

Student Signature/Date

Name _____

Advisor _____

Date Admitted _____

GRADUATE MATRICULATION PLAN

Spring

Summer

Fall

Spring

Summer

Fall

Spring

Summer

Fall

REQUEST FOR GRADUATE ADVISORY COMMITTEE

Department of Nutritional Sciences
College of Allied Health

The following three individuals are Department faculty in whose course(s) I have been enrolled as a graduate student. I wish them to serve as my Graduate Advisory Committee.

_____ (Chair)

_____ (Member)

_____ (Member)

I will also identify these same individuals when completing the Admission to Candidacy form.

Student Signature/Date

Faculty signatures are not required. Students need only identify names. Student is to forward form to Graduate Program Director upon completion. Copies will then be forwarded to all committee members as well as student.

THESIS PROSPECTUS APPROVAL

Department of Nutritional Sciences
College of Allied Health

Thesis Title: _____

Thesis Committee Approval:

(Major Professor)

Student/Date

Student is to forward to Graduate Program Director upon completion. Copies will then be forwarded to all Committee members as well as the student.

THESIS COMMITTEE REQUEST AND APPROVAL FORM

Department of Nutritional Sciences
College of Allied Health

Major Professor Identified:

Additional Thesis Committee Members Identified:

(_____)

Prospectus To Be Completed and Reviewed With Committee
on the following approximate date:

Student/Date

Student is to forward form to Graduate Program Director upon completion. Copies will then be forwarded to all Committee Members as well as Student.

Prospectus approved following presentation (Initials of all Committee Members):

REQUEST FOR DEFENSE OF THESIS

I wish to request authorization for _____
to defend (his/her) thesis on _____.

This student has filed an Admission to Candidacy form (see attached) and is currently enrolled in a minimum of 2 cr hrs of NS 5890 (see attached)

Other members of the Thesis Committee include:

I look forward to hearing from you at your earliest convenience and receiving the Authority Form.

Signature of Major Professor

Date

cc: Stephen Glore, Ph.D. File

DEPARTMENT OF NUTRITIONAL SCIENCES SCHOLARSHIP APPLICATION

Please read the information on this cover sheet carefully before completing the attached application.

WHAT ARE THE NS SCHOLARSHIPS AND HOW ARE THEY CHOSEN

The NS Scholars are chosen annually in recognition of those deemed outstanding by the Scholarship Committee, Department of Nutritional Sciences, OU Health Sciences Center. Individuals are selected who demonstrate excellence and enhance the reputation of the Department and Profession by their scholarship, leadership, and service.

WHO CAN APPLY

SENIORS or GRADUATE STUDENTS (a minimum 6 credit hours of graduate work) in the Department of Nutritional Sciences are eligible for this award. One senior and one graduate student scholarship will be awarded yearly.

ANNOUNCEMENT OF AWARDS

The announcement of NS Scholars will be made in late October.

APPLICATION PROCESS

A student must complete the attached application in its entirety to be considered for the awards. Please specify on each activity or award if it was received from any university other than OU.

Applicants must return five collated, stapled copies of the application, plus an original, to Mrs. Patsy Johnson, Department of Nutritional Sciences.

DEADLINE

The application deadline is 4:00 p.m. the last Monday of September each year. Applications will not be accepted after the deadline.

4. LEADERSHIP POSITIONS HELD (include dates) LAST FIVE YEARS:

5. DEPARTMENT, UNIVERSITY OR COMMUNITY SERVICE (include dates) LAST FIVE YEARS:

6. EMPLOYMENT HISTORY (Please note if employment is related to nutrition/dietetics):

Job Title	Employer	Location	Dates	Hrs/wk
-----------	----------	----------	-------	--------

7. PROFESSIONAL ACTIVITIES LAST FIVE YEARS (Service, Memberships, Attendance at Professional Meeting's, etc; include dates):

8. ADDITIONAL/OPTIONAL - CLEARLY COMMUNICATE ANY SPECIAL CIRCUMSTANCES THAT YOU FEEL HAVE SIGNIFICANTLY IMPACTED OR HAMPERED ABOVE CATEGORIES:

In submitting this application for review, I agree that the information on the application is true to the best of my knowledge.

Applicant's Signature / Date