

BS/MS in DIET & EXERCISE GRADUATE HANDBOOK

January 2018

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INTRODUCTION

The BS and MS program in *Diet and Exercise* has been established to offer students advanced study in the theory and application of nutrition and exercise science. This degree program includes concurrent enrollment in the BS and MS with thesis program with the BS and MS degrees jointly awarded at the completion of the program. This program is truly an interdisciplinary program in that knowledge, skill, and competency cannot be achieved in either content area [Food Science and Human Nutrition (FSHN) or Kinesiology (KIN)] unless the complete program, including both the BS and MS degree, is completed in its entirety. The proposed program is jointly administered by the Department of FSHN, within the Colleges of Agriculture and Life Sciences and Human Sciences, and the Department of KIN, within the College of Human Sciences.

Graduates of the *Diet and Exercise* program will be prepared to provide advanced-level practice in settings such as cardiac rehabilitation programs, health clubs, wellness centers, public and private clinics, community health programming, preventive medicine programs or related programs where nutrition and exercise physiology are core to programming efforts. The curriculum includes substantial coursework in theory and application of nutrition and exercise physiology. The program provides academic requirements to become a Registered Dietitian and ACSM certification as a Health Fitness Instructor. The program is designed to be completed in 5-6 years, depending on the student's selection of a major adviser and research area of interest pursued to complete the graduate degree.

The intent of this handbook is to provide a ready reference for graduate students and faculty on issues related to the BS/MS in Diet and Exercise program administered by the Departments of Food Science and Human Nutrition and Kinesiology. This document was developed using the Graduate Handbooks of the Interdepartmental Graduate Program in Nutritional Sciences and Kinesiology programs as templates. This handbook supplements, but does not replace, information provided by the Graduate College of Iowa State University. It is strongly recommended that readers of this program handbook read the Graduate College handbook and spend some time reviewing the Graduate College's websites.

Graduate College <http://www.grad-college.iastate.edu/>

Graduate College Handbook <http://www.grad-college.iastate.edu/common/handbook/>

Graduate College deadlines <http://www.grad-college.iastate.edu/calendar/>

Graduate College forms <http://www.grad-college.iastate.edu/forms/forms.html>

Graduate College publications, such as Teaching Assistant handbook and Thesis Manual

<http://www.grad-college.iastate.edu/orientation/teachingresearch.php>

Electronic thesis/dissertation submission procedures

<http://www.grad-college.iastate.edu/current/thesis/checklist/>

Other Iowa State University website that may be useful:

Iowa State University Catalog <http://catalog.iastate.edu>

Iowa State University Schedule of Classes <http://classes.iastate.edu/>

Program Policies

This section will introduce you to specific program policies with which you should become familiar. Many of the items discussed here can also be found in the *Graduate College Handbook*. Note, however, that some of the program policies and requirements may differ to some extent compared to those of the Graduate College, and depending on the student's home department and college.

After Admission

Upon admission to the BS and MS program in *Diet and Exercise* program, the student will be assigned to the program Director of Graduation Education (DOGE) during the spring of the third year. This professor will advise you on issues related to coursework, your Program of Study, career goals, etc. A mandatory orientation will be required of all newly admitted students in the *Diet and Exercise* program to provide advising services relative to program requirements, course requirements, and general graduate education information and services.

During the spring semester of the third year, newly admitted students are required to explore opportunities with the Departments of FSHN and KIN to identify a major professor, home department, and in the case of FSHN, home college. It is preferable that these decisions be made by the end of the spring semester of the junior year, but no later than the end of the fall semester of the fourth year. The home department's and college's expectations and resources available to graduate students will apply to the student (i.e. teaching assistant requirements, scholarships, travel expenses to professional meetings).

Selection of Major Professor

Your *Major Professor* is the professor who agrees to supervise your thesis or 'culminating project' completed to earn your degree. Unlike the DOGE, a *Major Professor* is not assigned to you. You must ask a faculty member to serve in that role. During the spring semester of your third year, you should meet with faculty in both departments to learn more about their research interests and opportunities in the laboratories. Selecting a *Major Professor* is an important decision as this person will be your advisor and mentor for your graduate career in the *Diet and Exercise* program. Several factors enter into this decision. The most important factor is the research that is conducted in the professor's laboratory. Other things you may want to consider: the work philosophy and ethics; structure of laboratory; number of students in laboratory; and time that they will have to work with you. It is suggested that you speak with a number of professors in the departments before making your decision. In addition, talk with the graduate students to gain insight into the working relationship with their major professor. Identifying a *Major Professor* should be done by the end of the spring semester of the third year and absolutely no later than the fall semester of the fourth year. Your *Major Professor* is your advisor for the duration of this project and will function as your Graduate Advisor. In other words, your *Major Professor* will provide advising, supervise your thesis project, and serve as the chairperson of your *Program of Study* (POS) committee.

Procedure for Changing Major Professors

Changing major professors is not encouraged, but if you find it necessary to switch major professors to complete your program, you should first discuss this matter with your present major professor. Then, select another professor and talk with him/her. In addition, you will need to meet with the Department Chair and DOGE before the change.

Program of Study

After you have identified a *Major Professor*, you and he/she identify your *Program of Study* (POS) committee. The POS committee consists of at least three faculty members of the Graduate College who are willing to assist you. It must include two members, including the *Major Professor*, from the home department. The third member of the committee *must be from outside the field of study*, to provide perspective and as an advocate if necessary for the master's student. You should have your POS committee identified no later than spring of the fourth year. POS committee membership and the POS must be approved by the DOGE prior to submission to the Graduate College for approval. The POS Form must be completed on AccessPlus. The POS must be completed by specific deadlines the semester before graduation (but preferably earlier). The deadlines are posted on the Graduate College website. As outlined in the *Graduate College Handbook*, some duties of the POS committee are to advise you during the development and evaluation of your thesis; consider and approve your POS and any changes in the POS; and conduct the final oral examination. Upon request, the POS committee may also periodically review your progress.

Your POS is the coursework you intend to take while a graduate student at ISU. The POS of the *Diet and Exercise* program is pre-determined, comprehensive and condensed, which does not allow flexibility within your coursework options (see Appendix A for required coursework and five-year plan). The program requires 158.5-163.5 credit hours of which 34-41 are at the graduate level. Electing additional coursework will likely extend the duration of your program. Although the POS is pre-determined by the *Diet and Exercise* program, a meeting of the POS committee to review and approve the POS is required.

You will designate your POS committee in AccessPlus. All members of the POS committee have an opportunity to provide input as to whether additional coursework would be beneficial for the student's professional goals. It would also be an opportunity for the student to begin exploring the POS committee's ideas for the research proposal. Students interested in pursuing a PhD are encouraged to work closely with their major professors and departmental DOGEs. These students will be strongly encouraged to include graduate level biochemistry and physiology in their POS.

You are strongly encouraged to consult with your POS committee as you develop your thesis. Although most of the preliminary planning is done with the *Major Professor*, you need to avoid the situation where the project is essentially signed, sealed and delivered by the time the POS committee sees it. This scenario leaves the POS committee with no opportunity to suggest

changes in design or analysis. The worst-case scenario would be that the POS committee rejects your proposed (but already completed) project and you have to start all over. Therefore, involve them in the process. While there are situations when not much can be changed (e.g. your thesis was part of research done within a funded study), try whenever possible to involve the committee in planning both the design and analysis of your research project. The committee must approve a proposal even if it is part of a funded project.

Seminar Attendance

There will be many seminars presented during your tenure as a graduate student. It is the expectation of the faculty that you will take advantage of this educational opportunity and attend all departmental seminars in your home department. This means you may be attending seminars that are "not in your expertise"; -however, you may find you will learn some valuable information that you would not normally be exposed to. Seminars are one easy way to expand your knowledge in areas unrelated to your research. Your research work may run over into seminar times. You should not, however, be planning your research day so that this regularly happens. Seminar attendance is part of your professional development. Seminar attendance is REQUIRED and monitored. If for some reason a student knows in advance they cannot attend a given seminar, this should be conveyed to their major professor, the faculty member in charge of seminars that semester, and the Director of Graduate Education (DOGE).

Departmental seminars are required for all FSHN graduate students and are scheduled at 4 pm on Wednesdays. This day and time do conflict with a few of the required KIN courses for the BS/MS program; however, all seminars are recorded and posted on the web. Therefore, BS/MS students declaring FSHN as their home department are required to register for FSHN 682 each semester of their graduate studies. Attending seminar on Wednesday afternoons or viewing the recorded seminar and posting a reflection for FSHN 682 in CanvasBlackboard is required.

Grades

As noted in the Graduate College Handbook, a student is required to maintain a cumulative GPA ≥ 3.0 ; failure to do so will result in the loss of any financial support that has been provided.

There is currently a one-semester grace period for students during their first term as a new graduate student before the enforcement of this policy. It should also be noted that the *Diet and Exercise* program has a policy that stipulates graduate students must earn a grade of B- or better in all courses within the major (i.e., Dietetics or Sport Management), regardless of GPA.

Your Creative Component or Thesis

The research you conduct while in graduate school is one of the most important parts of your program and can significantly influence your future endeavors. Thus, great time and thought should be taken before selecting either a creative component or thesis and the topic. If your major professor has a funded grant, there is a high probability that you have already discussed your plan with your major professor and the decision has been made. Others may not have any idea.

Creative Component or Thesis Option?

The BS/MS program in Diet and Exercise is designed to provide flexibility to best meet the professional aspirations of the student. Students may elect to pursue the graduate degree (MS) through either a creative component or thesis option. It is vitally important that you fully consider your long term professional aspirations and the implications of your decision when choosing the creative component or thesis option.

The creative component is most appropriate for students who chose to pursue the BS/MS in Diet and Exercise to fully integrate the concepts of diet and exercise in professional practice or desiring to enter the workforce with more advanced level practice. These students do not intend to pursue a doctoral degree (PhD) nor work in a research setting. Be aware that many PhD programs require a master's thesis to pursue a PhD. If you think there is even a remote possibility you may pursue a PhD in the future it is in your best interest to pursue the thesis.

The thesis is most appropriate for students who chose to pursue the BS/MS in Diet and Exercise to explore research opportunities in nutrition and kinesiology, prepare for a career in a research setting, or prepare for a PhD program. Because the expectations of a thesis are more than a creative component, you need to identify your major professor and thesis topic in a timely fashion if you intend to complete the program in five years. Remember, it is not a requirement that you complete the program in five years. Extending your program beyond five years negates one of the primary advantages of a concurrent program; however, you still have the unique opportunity to integrate the inter-related study of nutrition and kinesiology at both the undergraduate and graduate level. If you elect to extend your program beyond five years, you may also elect to pursue the traditional BS and MS route where the BS is in dietetics or fitness management and the MS degree is in the other area of study not pursued during the BS degree.

What constitutes a creative component?

The non-thesis option includes a Comprehensive Final Written Exam and a 2-3 credit Creative Component with an oral presentation.

1. The Comprehensive Final Written Exam covers all the major areas in the BS/MS Diet and Exercise POS. This Exam should have several questions developed by the POS Committee (all Committee members should be invited to develop questions). Typically the Written Exam would be composed of about 2 hours of writing on questions from the Major Professor and about 1 hour each ~~from form~~ from the other two POS committee members. The student must pass the exam based on all members of the POS reading and evaluating the complete exam. A minimum of a 'B' grade (80%) from all committee members is expected on the exam.
2. The written results (paper) from the Creative Component must demonstrate independent thinking on a topic by the student. The POS committee must approve the plan for the Creative Component prior to its beginning. A minimum of a 'B' grade from all committee members ~~is if~~ is expected on the final version of the paper and oral presentation. Examples that might serve as a Creative Component include:
 - Thorough report or literature review on a specific topic
 - Report from a field experience (i.e. internship, practicum) and a related literature

review

- Developing and/or evaluating a specific program (i.e. exercise training program, nutrition education program/intervention)
- Preliminary (pilot) study and report on a specific topic (report vs formal thesis or journal manuscript required in the thesis option)
- Developing a grant proposal (research or education/intervention) of quality for submission to a granting agency.

What constitutes a thesis?

A thesis should be a well-planned and executed research study (meta-analysis is included) based on solid scientific principles. The POS Committee will guide the thesis proposal and thesis evaluation. The thesis must meet all requirements of the Graduate College as well as expectations of the *Diet and Exercise* program including:

1. The POS Committee must approve the plan for the research.
2. Research is of the quality for publication in a scholarly peer-reviewed journal.
3. Preparation of the thesis is in the format for a scholarly peer-reviewed journal.
4. A final oral exam on the thesis (thesis defense) must be passed by the POS committee.

The creative component/thesis topic.

A good place to start exploring options for your creative component/thesis topic is with your major professor; he/she may have many research ideas. After generating a list of a few topics together, go to the library and ~~redo a~~ search on the topics. This will allow you to read about the current work being conducted. Discuss your ideas with other graduate students doing similar work. ~~If you are working on your master's degree, your major professor will guide you through this process and help in choosing a topic, which can be completed in approximately 2 years.~~ Other things to consider are your career objectives: do you want to work in industry or stay in academics? What is the current state of the job market for your field?

Thesis Deposit and Copies

The Graduate College Office (1137 Pearson Hall) publishes a notice, available by the beginning of each semester, which lists the specific dates for final deposit of the thesis to be eligible for graduation in that semester. This notice is also available on the Graduate College web site. Important deadlines for thesis submission can be found at the *Graduate College's website* <http://www.grad-college.iastate.edu/calendar/>.

The Graduate College also publishes a *Thesis Manual*, available at 1137 Pearson Hall or online at the Graduate College website http://www.grad-college.iastate.edu/current/thesis/organizing_thesis/. Although a first deposit of the thesis is no longer required, a preliminary format check is strongly advised. One of the appendices of the thesis manual is a checklist, which can be used for the preliminary format check of the thesis. The preliminary format check of the thesis is delivered to the Thesis Office at 1137 Pearson Hall

by the required date (about eight weeks before graduation). *(A suggestion from an experienced fellow student, “if you make your preliminary format check several days to weeks before the deadline, you will get the document returned more quickly”).* When the format check deposit is picked up, it must be reproduced and copies given to the POS members **at least two weeks prior** to the final examination.

~~Starting Fall 2006, All~~ theses and dissertations are submitted electronically. There is a \$100 non-refundable fee at the time of filling out the diploma slip that will only be charged once. Thus, there will no longer be a signature page; committee members will be listed on the first page of the thesis.

Signatures

The program requires that the major professor, all members of the POS Committee, and the Department Chair of the home department sign a title page for all theses and creative components. This should be submitted to the Department Chair during the exit interview (see **Signatures** below). An example title page is in Appendix B.

Copies

Copies of thesis/dissertation for POS committee members and major professors should be made available upon request of your POS committee. ~~The FSHN department chair will require a copy of your thesis/dissertation prior to your exit interview (see next section) but will not need to keep it.~~ The FSHN department no longer requires a paper copy of your thesis/dissertation; however, the signed signature page (Appendix B) and abstract of your thesis/dissertation research is required. The KIN department requires two hard copies of thesis be given to the department's graduate secretary. ~~(Lesley Hawkins).~~

Defense Seminar/Final Examination (Thesis Dissertation Defense)

All *Diet and Exercise* graduate students will present a defense seminar as part of the program requirements. This seminar will take place in the student's home department and may be part of regular department seminar series, if during regular academic year, or may be prior to oral thesis/dissertation defense, if during summer session or the seminar ~~faculty~~ cannot be scheduled during the academic year. Students should plan to present a 25 min seminar. Students are required to make a department-wide announcement of the final defense location and time at least 2 weeks before the seminar. While all research work conducted for degree may not fit into the seminar time frame, students should summarize the breathe of work accomplished for thesis/dissertation work in 2 or 3 slides so the audience understands the scope of work accomplished. Seminars will be given a letter grade. Recall that a B- is the minimum passing grade for *Diet and Exercise* coursework. Some students choose to present their final seminar just preceding the final examination; however, seminar and examination presentation times are at the discretion of the student and major professor

The **Request for Final Examination form** (available in departmental offices) will be required to be submitted to the Graduate College at least **3 weeks before the examination date**. All graduate students defend their research work at a final examination by their POS committee.

Department Chair Signature and Exit Interview

Please deliver the signature page for thesis/creative component signed by all of the committee members, the major professor and Director of the BS/MS program (sample shown in Appendix B) and thesis abstract (if applicable) to the Department Chair for review and consideration 2-3 days before you need the Department Chair's signature. Please check with the Department Secretary, if you are on a tight schedule, to make sure that the Department Chair is in town at the time you wish to have your abstract reviewed and signed. At this time, you are encouraged to make an appointment with the Department Chair for an exit interview. This is your chance to inform the Department Chair about your experiences during your time in the program as a graduate student and about your future plans. Please schedule this exit interview through the department secretary/Graduate Program Assistant. The following evaluation is to be completed prior to your exit interview with the Department Chair **Graduate Student Exit Form** <http://www.fshn.hs.iastate.edu/wp-content/uploads/2011/10/GraduateEducationExitInterviewEditable.pdf> **(INSERT NEW LINK)**. Bring the form **back** with you to your exit interview. These interviews are very useful to the department as we strive to make our graduate program the best.

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Diet and Exercise Program

Timeline

First Year	<ul style="list-style-type: none"> ❑ Declare major in pre-diet and exercise (PDEXH or PDEXA). ❑ Enroll in orientation course: EX SP 255 of FS HN 110. ❑ Create individualized plan of study; review with academic advisor. ❑ Review degree audit and meet with academic advisor in Oct. and March.
Second Year	<ul style="list-style-type: none"> ❑ Progress through academic plan according to <u>courses required</u> courses required for admission (http://www.hs.iastate.edu/dietandexercise/courserequir.php). ❑ Review degree audit and meet with academic advisor in Oct. and March. ❑ Prepare for GRE (resources available in the testing office in the Student Services Building and on-line at www.gre). ❑ Take GRE during the summer following the second year.

Third Year	<ul style="list-style-type: none"> ❑ Complete application materials (BS/MS application) BS/MS Application HSU. Deliver all materials to Brenda Emery in 220 MacKay by October 1. ❑ Await admissions committee's decision, which will be made by Nov. 15. ❑ Review degree audit and meet with academic advisor for possible schedule adjustments for spring. ❑ Sign file transmittal form with academic advisor, to change undergraduate major from pre-diet and exercise (PDEXH or PDEXA) to Diet and Exercise (D EXH of D EXA) and change advisor to program DOGE. <p><i>Note: If not admitted, see academic advisor in department of choice to revise your academic plan of coursework for completion of BS degree in either Dietetics or Kinesiology and Health.</i></p> <ul style="list-style-type: none"> ❑ Spring semester – Attend program orientation session with DOGE. ❑ Make connections with faculty to identify research areas related to own interests; transition to Major Professor and designate graduate home department. ❑ Identify and start working on research for thesis. ❑ Complete Concurrent Enrollment for Undergraduate Student Wishing to Pursue a Graduate degree “Concurrent Enrollment for Undergraduate Student wishing to Pursue a Graduate Degree” and submit to Brenda Emery (220 MacKay) by February 15. ❑ Review degree audit and meet with DOGE AND Major Professor in March. <p><i>Note: At this point forward, you will be assessed graduate level tuition. Eligibility for scholarships is dependent on the department and college. In FSHN, BS/MS students are eligible for undergraduate scholarships. In CHS, students are eligible for graduate scholarships. Please verify with your department/college your eligibility for scholarships as a BS/MS student.</i></p>
Fourth Year	<ul style="list-style-type: none"> ❑ Progress through academic plan of coursework as a concurrently enrolled undergraduate and graduate student. Review degree audit with Major Professor. ❑ Attend advising sessions with DOGE. ❑ Identify graduate faculty committee and complete your Program of Study (POS) Committee and Program of Study (POS) forms in AccessPlus. ❑ Complete <u>Transfer of Courses for Concurrent BS/Graduate</u> “Transfer of Courses for Concurrent B.S./Graduate” form to allow remaining undergraduate courses taken to be applied to undergraduate versus graduate transcript. <p>http://www.grad-college.iastate.edu/forms/forms.html</p> <p><i>Note: By the end of summer term, it is recommended that you complete 2-4 cr. in research.</i></p>

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Fifth Year	<ul style="list-style-type: none"> ❑ Review degree audit with Major Professor in Oct. and March. ❑ Attend advising sessions with DOGE. ❑ Complete required coursework for BS/MS degree and research for thesis. ❑ Submit required paperwork <u>through Access Plus^f</u> for final defense and graduation, including revised POS form, if needed. (http://www.grad.college.iastate.edu/forms/forms.html)
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University/Departmental Policies

Academic Regulations and Responsibilities

Regulations and guidelines allow ISU to operate smoothly and under control. There are a number of guidelines, which graduate students must follow to insure no problems arise in obtaining either the MS degree. Please keep in mind that these regulations are promulgated and under the jurisdiction of the Graduate College, not at the Department level. If you have any questions regarding any of these guidelines, please see your major professor, the *Diet and Exercise* DOGE or call the Graduate College at (4-4531). One of the first concerns of new graduate students is the number of credits needed and any grade requirements involved.

The ISU Graduate College requires a minimum of 30 graduate credit hours with 22 of those earned at ISU for a MS degree. A thesis must be prepared and defended at the final examination. The POS committee can make recommendations to accept credits earned while obtaining a Masters degree. For any classes listed on the POS, the lowest grade acceptable is a C. However, the departments have adopted a policy that for courses within the major (i.e., *Diet and Exercise*), the lowest acceptable grade is a B-. Classes must be repeated when a grade does not meet either of these requirements. For classes not on the POS, a D is the lowest grade acceptable. Research credit grades will no longer be used in computing GPA's. If the GPA of a student drops below 3.0, the Graduate College will place that student on academic probation and not provide tuition support. Likewise, the Department and/or major professor will not provide tuition support when a student's cumulative GPA < 3.0, except during the first semester grace period for new students. For specific problems or if situations arise, the Graduate College will handle these on a case-by-case basis. A good reference for further questions is the Graduate College Handbook (<http://www.grad-college.iastate.edu/common/handbook>).

As a graduate student certain responsibilities apply and must not be overlooked. These responsibilities allow for a good academic environment, which in turn allows for expression of various opinions and maintains intellectual honesty. Graduate students have certain rights in the university system such as free expression in the classroom and freedom from prejudiced evaluations. The Board of Regents Uniform Rules of Personal Conduct, and the University General Rules govern the rights and responsibilities of all graduate students. These are printed in the Iowa State University General Catalog, as well as the Graduate College Student Handbook.

Adds and Drops

Information on the procedures for adds and drops can be found under Registration Changes in *Graduate College Handbook*. Your major professor may have to sign off on any changes depending on the period for adding/dropping.

Assistantships

As a fully admitted *Diet and Exercise* graduate student, you are eligible for a graduate research (RA) ~~or teaching (TA)~~ assistantships. While graduate assistantships are not expected nor

guaranteed, you are eligible to accept graduate assistantships. Financial support is at the discretion of the major professor and yourself. While the intent of the program is timely completion of an MS degree (5-6 years), acceptance of a graduate assistantship will likely extend the length of the program.

Financial support will be handled between the student and major professor.

- A .5 FTE graduate assistantship could be awarded, likely extending the program of study. A tuition scholarship covering 50% of tuition is awarded with the assistantship. ~~The College of Human Sciences pays 25% of tuition and~~ the major professor pays 25% of the tuition.
- A .25 FTE graduate assistantship could be awarded and could be manageable with the current semester course load required of the student, assuming excellent time management skills of the student. A tuition scholarship covering 25% of tuition is awarded with the assistantship. ~~T. The College of Human Sciences pays 12.5% of tuition and~~ the major professor pays 12.5% of the tuition.
- Paid hourly work would also be a possibility for consideration.

Graduate assistants are not employees in the traditional sense, since meeting the responsibilities of an assistantship is as much a part of the educational experience as is the class work. RAs and TAs differ in their responsibilities. In general, an RA provides technical support for a funded research project, working under the direct supervision of a faculty member. The RA's work may or may not lead to a suitable thesis project; that decision rests with the POS committee. A TA provides teaching support for classes within the department and works under the supervision of one or more faculty members. The ~~office~~ University guideline for an assistantship is 20 hours per week for half-time service. ISU's *Graduate College Handbook* indicates that, realistically, this guideline should be viewed as minimal for a research assistantship and maximal for a teaching assistantship.

~~A In addition to the funding provided by the assistantships, the College may pay a tuition scholarship covering a portion of the resident tuition for each eligible graduate assistant. The College tuition scholarships are not paid directly to the student but are applied to the student's tuition bill. The scholarship award is equal to 1/4 of full resident tuition per semester for each student an assistantship appointment of 1/2 time or more. Finally, a graduate assistant is considered a full-time student and must be enrolled in at least 1.0 credit of course work during any semester that a GA is received. [Note that students will be charged for 6 credits (as a full time student) even if you take 1 credit.]~~

A Graduate Assistantship Letter of Intent is written at the beginning of the appointment and describes the position offered as well as the stipend and length of appointment. (You are usually appointed for 1 year or less with renewals based on funding availability). *For International Students Only* - Based on the Letter of Intent, an I-9 form will be completed at Beardshear Hall enabling the student to be put on the University payroll list (this form is completed in the Office of International Students and Scholars for international students). Payment will be directly deposited in your bank account. Payment is on the last working day of the month (unless the last

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day is a Saturday, Sunday or holiday.) Then payment is on the last Friday of the month. If you change your address during the year, you need to make changes on Access Plus.

Computers

Computers are available in a number of locations. Your laboratory group may have one or several in the laboratory. There are additional ~~computer labs~~ ~~computer workstations~~ at several locations on campus. ~~Check with the Computation Center for other auxiliary locations~~ (~~<http://www.it.iastate.edu/labsdb/buildings.php>~~).

Copies

Photocopy machines are available in various locations for copying research-related material on your major professor’s account. Ask your major professor about his/her policy. ~~Personal photocopying is possible for a fee. However, this is discouraged for departmental machines.~~ There are numerous locations for copying on and off campus for personal use. Personal use includes class work-related material.

Electronic Mail

The department has a network that can be addressed ~~via~~ ~~fshnet@iastate.edu~~ ~~fshninfo@iastate.edu~~ for general announcements. Graduate students can be addressed through ~~fshn_grad@iastate.edu~~ ~~fshngradstudents@iastate.edu~~ for messages of interest to graduate students. FSHN faculty or ~~FHSN-FSHN~~ staff can be reached at ~~fshn-faculty@iastate.edu~~ or ~~fshn-staff@iastate.edu~~, respectively.

Field Code Changed
Field Code Changed

Employment Opportunities

There are a number of offices around the campus where graduating students can explore job opportunities.

Placement Office
College of Human Sciences
131 MacKay Hall
Phone: 4-6466

Student Employment Center
Office of Student Financial Aid
12 Beardshear Hall
Phone: 4-2223

In addition, a number of companies advertise for job openings in leading journals and magazines. Parks Library has computer advertisements for jobs and company profiles. Your major professor may be one of your primary sources of information on job positions.

Fees and Payments Schedule

Bill payment is always a concern for new graduate students. The fee payment schedule is printed each semester in the schedule of classes. Most fees are payable in three installments for fall and spring semesters. If payment is not made, a hold will be placed on registration and you may be dropped from enrollment if the problem is not corrected. A statement containing all charges is mailed on the first of each month to the interim address listed on Registrar's records. Students are responsible for assuring the Registrar has the correct address, and that they receive a bill. Tuition and fees are posted on the student's U-bill online through Access Plus. Even though the tuition is paid by the department or major professor, the student is responsible for paying fees on time. If fees are not paid, the student will be charged a late payment fee and may have a hold placed on their registration for nonpayment. A Fee Payment Information Brochure is available from the Receivables Office in Room 0880 Beardshear.

Graduate and Professional Student Senate (GPSS)

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Graduate students do have a channel for concerns via the Graduate and Professional Student Senate (GPSS). Each department elects one to five representatives. If a graduate student experiences any problems in their classes or their studies at ISU, they should contact their Graduate Student Representative. The GPSS can also be contacted at their office, Room G44 in the Memorial Union. The GPSS office also has a variety of information on various grants available to graduate students.

Graduate Student Evaluation

Graduate students will be evaluated annually. ~~A subcommittee by the FSHN Graduate Education Committee, comprised of the DOGE and two faculty members from the Graduate Program Committee will be responsible for evaluating graduate student progress from each graduate program in FSHN.~~

Graduate students will be asked to submit ~~an annual term report in May after completion of each term (Fall, Spring, and Summer Session).~~ Reports are to be signed by the major professor and submitted to the graduate program ~~secretary-assistant~~ (Brenda Emery) by the date indicated on the form. Failure to turn in the report will result in a hold on all your academic and financial activities. See Appendix C for ~~Semester Annual~~ Report Form. In addition, the graduate student's committee is expected to complete an evaluation of the graduate student's progress on an annual basis. This form is also found in Appendix C.

The annual review of graduate students will be completed by the end of May. Each student will receive a letter from the committee that summarizes the results of the review and the student's progress during the preceding year. A copy of the letter will be sent to the student's major professor and a copy placed in the student's file. The committee will report the results of all students' reviews to the Department Chair and make recommendations for sanctions where appropriate. The student would be notified of the procedures.

ISU I.D. and Social Security Number

ISU I.D.'s (ISU Card) are available at 0530 Beardshear (4-2727). The Office of International Students and Scholars organizes at the beginning of each semester a Social Security application meeting on campus. F-1 visa holders must bring a passport, form I-94, and form I-20. J-1 visa holders bring a passport, form I-94, and the pink copy of the IAP-66.

~~If you miss this meeting, you can apply at the Social Security Administration, 600 5th Street, Ames (515-233-5017 or 1-800-772-1213). It can take several months to receive your social security number when going through the Social Security Administration Office. New international students must wait until they receive their permanent Social Security number to apply for the ISU I.D.~~

Keys

Keys are obtained through the request of your major professor for rooms to which you need access. The Department office staff will order and prepare ~~key cards for you for keys~~keys for you. You may pick up keys in the Building Access Services office in the General Services Building with your signed key ~~card~~request signature form. You are responsible for the security of the locations for which you have keys. You are responsible for returning the keys to the Building Access Services office at the end of your degree program or when you leave the department. Do not give your keys to another person. The University will place holds on your degree and/or transcripts if you do not return your keys. Lost keys are replaced for ~~\$25~~\$0.00 each.

Library

The *Graduate College Handbook* provides detailed information about facilities available in the Parks library. Students can also request theses, unavailable journal articles, and patents on the web through Interlibrary Loan Department of Parks Library (free of charge). The Physical Sciences Reading Room in Gilman Hall and the Veterinary Medicine College Library are good sources.

Registration Procedures

After consultation with your major professor or temporary advisor, you will handle your initial registration online through Access Plus. You can view the Schedule of Classes online via the Iowa State University (ISU) homepage at <http://classes.iastate.edu/>. Additional information regarding this subject can be found in: *Graduate College Handbook*, Ch. 2.

Scholarship and Fellowship Opportunities

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Scholarships and/or Fellowships are available from a number of sources to qualified applicants. In addition to the information below, students should contact faculty, student representatives, professional societies and publications, Department resources, and relevant websites. Very few Graduate College scholarships are available to graduate students. Beardshear Hall has financial aid and scholarship offices where students can check for possible scholarships and forms. ~~ISU home page provides information on fellowship possibilities.~~ The PREPS Office in Beardshear provides information and database assistance on funding via fellowships, grants, etc. The office issues a monthly newsletter and you can request inclusion on their mailing list. Fellowship and scholarship information can also be accessed through ISU home page.

Department and College

Scholarships are administered annually by the College of Human Sciences (<http://www.hs.iastate.edu/scholarships/>), Department of Food Science and Human Nutrition (<http://www.fshn.hs.iastate.edu/graduate-program/scholarships/>) and Department of Kinesiology (<http://www.kin.hs.iastate.edu/graduate/financing/#Scholarships>). You are eligible to apply for scholarships from the College of Human Sciences and your home department. ~~Students are eligible to apply for graduate scholarships in the Department of Food Science and Human Nutrition and College of Human Sciences.~~ Visit the appropriate website for guidelines and forms to apply for scholarships.

Professional Societies

A number of professional societies (e.g., American Society for Nutritional Sciences, ASNS; American College of Sports Medicine, ACSM; American Dietetic Association, ADA) provide scholarships and/ or fellowships for qualified graduate students to support their research and travel to professional meetings. Announcements of these opportunities and relevant forms can be found on the society website. They are often announced by the Department and are posted on graduate student bulletin boards. Please see the professional journals or check with your major professor or other faculty for other scholarship opportunities.

Office Staff~~Secretarial~~ Assistance

The departmental support staff are available for assistance through your major professor. Most staff assistance involves ordering of supplies, submitting official forms (such as Out-of-State Travel Authorization and Travel Expense Voucher), ~~preparation of key cards~~[ordering of keys](#), and handling of large photocopying orders on your professor's account. The staff do not assist in preparation of coursework materials (except for teaching assistants which should be handled through the instructor), thesis typing or other non-research work. If you are in doubt, ask your major professor.

The support staff handle the accounts for many professors and graduate students. Therefore, your quick response to their inquiries is a professional courtesy. A good relationship with the staff is the best professional approach.

Supplies/Orders

Off-campus Orders

Research involves obtaining supplies. Each laboratory group probably has its own system for obtaining these supplies. Ask your major professor for assistance ~~from him/her~~ or to have one of the current students in the laboratory assist you. Your laboratory group should have the pertinent catalogs.

Ordering instructions can be found on the FSHN Webpage at: <https://fshn.hs.iastate.edu> > Faculty & Staff > Procedures & Forms > FSHN Documents > Business Procedures Ordering. Purchase requisitions are to be e-mailed (as an attachment) or turned in to the above-mentioned offices. ~~All purchase requisitions must have fund account numbers that you obtain from your major professor. Indicate the unit (e.g., each, case, packs) and the size (e.g., 2 ml, 5 grams, 1 liter). The items' descriptions should be such that one can easily tell what is being ordered. Provide a brief description of each item. For instance: If you are ordering caps, include the type, color, and size. Don't write only "Caps". This is helpful in obtaining the correct catalog number in case the catalog number provided is incorrect. Otherwise, the vendor has to be put on hold and the requestor has to be contacted. Double-checking the catalog numbers will help avoid receiving the wrong items and having to return them. Some vendors charge a restocking fee for returned goods.~~

Write the vendor's name, complete address and phone number (800 numbers are preferred) on the purchase requisition. If overnight or 2-day delivery of items is desired, indicate on the purchase requisition and submit the requisition by 10:00 a.m. if possible. Numerous vendors have an 11:00 a.m. cut-off time for shipping orders the same day. Because shipping of rush orders is costly, it is advisable to avoid the need for rush orders. If you want to verbally place an order yourself, a purchase order number must be obtained from the office staff of the prior to placing the order. After placing the order, **submit the purchase requisition to the appropriate office** with the following additional information written on it: **the purchase order number, the full name (first and last) of the person with whom you placed the order, the words "Confirming Order—Do not Duplicate"** and any other information pertinent to the order. The **Purpose** for the requisition (e.g., research supplies to study vitamin supplementation) must also be indicated on the order form.

Radioactive or controlled substance orders are to be verbally placed by you. Prior to ordering the chemical, you call the Environmental Health and Safety Office to obtain a Log Number and obtain a purchase order number from the ISU Purchasing Department. Immediately after placing the order with the vendor, you are to submit a purchase requisition to the Department/Center office. The following information must be included on the requisition: **Purchase order number, the fund account number, the Log Number, the person's full name (first and last) with whom you placed the order, the date on which you placed the order, the words "Confirming Order—Do Not Duplicate"**, and any other information pertinent to the order. The **Purpose** for the requisition must also be indicated. For some frequently used vendors, a

~~purchase order number is already set up; check with the appropriate secretarial staff to obtain this number and the procedure for ordering. Your major professor, a staff person or another graduate student may provide help in obtaining any of the required information.~~

~~Many major professors and laboratories have begun using purchasing cards (P-card) to place orders directly. A P-card works just like a credit card with respect to the information that needs to be provided to the vendor. After placing an order using a P-card, a receipt of the transaction that displays part of the P-card number as well as a P-card usage form must be filled out and provided to the appropriate office staff to ensure that the proper fund accounts are used for the purchase.~~

On-campus Orders

The Department offices have a supply of requisition forms for ordering supplies from the **University Bookstore, Central Stores and Chemistry Stores**. Most of the laboratories also have a supply of these forms. **Complete the top part including the account number.** The purchase requisition must be signed by a departmental staff before you take the requisition to the store to obtain the supplies/chemicals. **After obtaining the items, turn in the receipt to the appropriate departmental/center office.**

Intramural Purchase Order forms are used for obtaining supplies and services from on-campus departments. The forms can be obtained from the Department/Center ~~offices and/or downloaded at www.adp.iastate.edu/forms/uniform/intrapo.xls~~. The Intramural Purchase Order must be approved (signed) by the Department Office staff before you can obtain the supplies or services.

Order Package Pick Ups

Pick up packages as soon as possible after notification of their arrival. ~~Print your name and the date on the Package Log sheet in the Department Office.~~ Turn in the packing slips and receipts (date and print your name on them) as soon as the item is received or within 24 hours. Packing slips can be found enclosed in the box or attached to the exterior side of the box. **If you cannot locate the packing slip, please write on a sheet of paper the following information: vendor name, description of items, quantities, your name, the date you received the items, and a note that a packing slip was not enclosed with the items.**

If you have not ~~received~~**received** your items within 10 days after issuing a purchase requisition or if an expected overnight delivery has not been received, please contact the office staff ~~who placed the order with the vendor~~ to find out the reason for the delay. You will be notified immediately after the order is placed if the item is backordered, has been discontinued and/or has been substituted.

Returns

All returns of items must be handled through the Department office staff. This helps prevent misunderstandings and lack of required information and forms, such as return authorizations and credits. Several businesses require that returns be processed within 10 days of receipt of items.

Some vendors charge a restocking fee for returned items if the error was our fault. This is one reason double-checking the catalog number and the description when initiating a purchase requisition is a good practice.

Travel

Out-of-State Travel Authorization forms are available at the Department/Center offices or in AccessPlus. Submit the completed Out-of State Travel Authorization at least two weeks prior to each trip. . Immediately upon your return from your trip, submit a Travel Expense Voucher with all required receipts and documents attached to it to Department office staff for reimbursement of your allowable expenses. The Travel Expense Voucher will be completed in AccessPlus.

There are a number of opportunities available to graduate students to provide funds to support travel. The FSHN Department offers ~~a maximum \$100~~ travel grants to ~~each~~ students attending professional meetings ~~or presenting their research each fiscal year.~~
~~in each fiscal year (July 1 June 30). Students can apply for a Professional Advancement grant (PAG) through the Graduate College.~~

Graduate and Professional Student Senate (GPSS) provides ~~up to \$100 and Graduate State Senate (GSS) provides up to \$120~~ grants for students attending professional meetings or presenting their research in each fiscal year. Since these funds are on a first-come first-served basis, students should file for these funds prior to March 1. Forms are available on the Graduate and Professional Student Senate College website, ~~not in the departmental offices. Be sure to complete all sections of the form and turn into the departmental office for processing. This should be submitted approximately 8 weeks before the trip, if possible.~~ This grant can also be used to fund non-thesis or non-dissertation research. Many professional societies sponsor competitive travel grant funds as well.

Vacation and Sick Leave

During each academic year, students will be allowed two weeks vacation plus University holidays with approval from the major professor. Time off must be discussed with your major professor. University holidays ~~for~~ are listed at <http://www.registrar.iastate.edu/calendar/>. ~~These dates change each year.~~ The university holidays are Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day and July Fourth. Other days must be taken as vacation.

Students need to submit a signed (by student and major professor) vacation card to either 220 MacKay or 2312 FSB prior to their vacation. Note that because RAs are considered a half-time (50%) position, one week of vacation is equivalent to 20 hours of work. It is the student's responsibility to notify their major professor when sick and fill out the sick leave card. Failure to

notify the major professor of absences could lead to leave without pay or termination.

TEACHING REQUIREMENT – FSHN STUDENTS ONLY

Teaching Assistant (TA) Policies

All BS/MS graduate students regardless of funding source or status in the Department of Food Science and Human Nutrition, are required to serve as TAs. Part-time students who work off campus may have to make arrangements to fulfill this requirement. The Graduate Education Committee must approve the arrangements.

A. TA Assignments

TA assignments are made near the middle of the preceding Spring semester for the following academic year. Both graduate students and instructors are asked for their preference in the assignment procedure. Graduate students should be flexible to serve as TAs in the assigned course regardless of their preference.

B. All Students

1. The minimum requirement is to be a TA for one class. *The TA is required to enroll in FSHN 590C for 1 credit (Special Topics, Teaching). FSHN 590C is graded on A-F basis.*
2. Graduate student TAs are expected to be of assistance to faculty for approximately 8-10 hours per week.
 - The duties of TAs may include setting up laboratories/experiments, proctoring examinations, attending class (if required by the instructor), copying class/laboratory material, holding review sessions, etc. In addition to these duties, TA's are expected to be actively involved in some of the teaching activities exemplified below.
 - Faculty members are expected to provide a teaching experience for their graduate TAs. Examples of teaching activities include: presenting lectures, develop exams, lead laboratory recitations, grade and discuss laboratory reports and oral presentations, one-on-one teaching, involvement in the development of new experiments or modification of the existing ones, conducting review sessions, and others.
3. In assigning TAs to classes, priority will be given to lecture-only classes. Faculty may be asked to justify their request for a TA.
4. The use of undergraduate TAs is encouraged, as a means of providing an excellent experience for our upper-class students and as a way to spare the assignment of graduate

student TAs. In particular, undergraduate TAs should participate in 100- and 200-level classes. They may also be involved in upper division classes where appropriate.

C. Part-time Students

In some instances, part-time students may not be able to complete the teaching requirement in the usual manner by serving as a TA in one of the FSHN Department courses. A part-time graduate student can make alternative arrangements to fulfill this requirement. The student's POS Committee must approve the alternative arrangement. Then the student must appeal in writing to the FSHN Graduate ~~Education Program~~ Committee via the DOGE.

The appeal should include the following items:

1. A letter from the student should be submitted to the DOGE, which explains why it is not feasible for the student to fulfill this requirement in the usual manner. The letter should be co-signed by the student's major professor.
2. In lieu of a student teaching in FSHN as a TA, the student can obtain pre-approval for example, for teaching or supervising interns in the student's workplace. Goals and objectives for this activity should be stated and approved by the student's POS Committee. Another possible alternative is for the student to provide expertise as a guest lecturer in a FSHN course at least once per year during the student's graduate career. The student could also meet the teaching requirement by providing a series of lectures in the student's area of expertise in a course or courses within the FSHN Department.
3. The student will be required to complete a written report of the alternate teaching experience, such as fulfillment of the goals and objectives for teaching or supervising interns or a synopsis of the experience as a guest lecturer. This report will be submitted to the major professor with a copy sent to the DOGE.

D. Speak-Teach Tests

All non-native English speakers are required to take the SPEAK-TEACH test given by the Graduate College. International students with a degree from the U.S. are required to take the test prior to being given a teaching assignment. Therefore, the SPEAK-TEACH test should be taken in the second semester of residence. Students cannot fulfill their teaching requirement until they have taken and passed the SPEAK-TEACH test. In some cases, a low passing score will need to be supplemented with an additional course in teaching communications suggested by the Graduate College. You can contact the Speak-Teach Office (4-7996) to find out dates the tests will be offered.

E. Evaluation of TAs

FSHN course instructors are to submit a written evaluation of the graduate student's teaching performance at the completion of the student's assignment including evaluation by students in the

course. This report is submitted to the department chair with copies to the student, the student's major professor, and the DOGE. A copy will be placed in the student's file. *In addition, the instructor is required to submit a grade for FSHN 590C (Special Topics, Teaching).*

FREQUENTLY ASKED QUESTIONS

What does 'proposal' and 'defense' mean?

All graduate students must complete a culminating experience prior to graduation. For students earning an M.S. degree in *Diet and Exercise*, this experience is a research project, which results in a thesis.

The student works under the guidance of his/her *Major Professor* for the research project. The student writes a proposal wherein he/she describes the hypothesis to be tested, the justification for doing so, the methods to be used, and the relevant research. This proposal is disseminated to the POS committee for review. No earlier than one week later, the student makes an oral presentation, or proposal defense, to the committee reiterating the need for the study. The POS committee and student discuss the proposal with the goal of 'trouble-shooting' the project before data are collected. Once approved by the POS committee, the student completes the research project, analyzes the data resulting from the project and then makes conclusions as to the acceptability of the initial hypothesis. This process is put in writing and, using the proposal as an initial framework, results in the student's thesis. Occasionally, substantial changes to this project are deemed necessary as the project is completed. When this situation occurs, the committee should be informed and allowed to approve (or disapprove) those changes. A data meeting is sometimes helpful. At a data meeting the POS meeting has a chance to see the results and suggest additional or replacement analyses. The data meeting may be a presentation of the results section of the thesis or a less formal look at the data and preliminary analyses.

The thesis is then submitted to the POS committee for review and, two weeks later, the student defends the results in a 'thesis defense' or 'Final Oral Examination.' This defense includes an oral presentation of the study with the student fielding questions about the project. All POS committee members must be present. Assuming the student passes the Final Oral Examination and ~~after making any necessary whatever changes are indicated~~ to the thesis, you will submit your thesis electronically to the Graduate College.

How do I ensure that I meet all the academic requirements to graduate on time?

First and foremost, meet regularly with your *Diet and Exercise* ~~DOGE~~ and, thereafter, your *Major Professor*. Refer to the timeline noted previously in this handbook, which includes deadlines and links to forms required to process your academic requirements efficiently. Faculty members expect students to make timely progress towards their degree. For full-time students the BS/MS in *Diet and Exercise* typically takes 24-36 months after admission to complete. To meet this timeline, students usually need to be enrolled in 15 credits in each semester, be enrolled in the summer sessions between full academic years, and spend a goodly amount of time on the

culminating project, e.g. thesis, in the second year. Students typically make timely progress in the first year of the program; however, some students have difficulty maintaining this timely progress in the second year, when they have to focus on completing their thesis. Please recognize that failure to make timely progress towards a degree can be the basis for academic dismissal. Iowa State University expects Master's degree students to complete the degree program within five years.

SPECIFIC RESPONSIBILITIES

Certain duties and responsibilities are clearly spelled out in this section of the handbook for quick reference.

Responsibilities of Department Chair and/or DOGE:

General supervision, counseling, and coordination of graduate student programs;

Recommendation of graduate candidates for admission;

Maintenance of a master file on all graduate students, an up-to-date collection of all official papers for each student in individual files;

Assign office space and desks to graduate students;

Allocation of assistantships;

Process official forms;

Distribution of a Graduate Student Handbook to all graduate students and Graduate Faculty;

Provide an orientation session for all incoming students, at the beginning of the Spring semester;

Development of a scholarly spirit among the graduate students and graduate faculty;

Inform major professors about necessary procedures;

Review the academic standing of all graduate students at the end of each semester;

Appoint a Graduate Student Evaluation Committee annually;

Documentation of the teaching requirement fulfilled prior to graduation;

Assure that POS committees are appointed by the end of the first semester in residence and a POS is filed by the end of the second semester;

Confirm that there is a balance of members on the POS committees;

~~Assure that the preliminary examination is taken in a timely matter;~~

Encourage active participation by all POS committee members;

Assure that MS ~~final examinations~~Seminar dates and locations are announced department-wide ~~in a timely manner for other graduate faculty;~~

Encourage active departmental seminar participation.

Responsibilities of Major Professor:

Responsibility for the program, guidance, training, supervision, arrangements, welfare, and ethics awareness of each graduate student assigned to him or her;

The conduct of regular scheduled conferences with the student each semester;

Acquainting the students with department policies and providing personal counseling to help the student develop;

Arranging for space for the graduate student research project;

Checking and approving all necessary graduate forms and requests for materials, travel and services;

Suggesting members of the POS committee;

Suggesting courses appropriate for the individual graduate student's POSC;

Checking the academic standing of the student at the end of each semester including written requests for full graduate status to the Graduate College and evaluating GPA; GPA < 3.0 or a grade of C+ or lower needs immediate attention of the POS committee and department chair or DOGE;

Requesting ~~preliminary-final oral~~ examination approval (form required);

Making initial acceptance of the thesis ~~or dissertation~~, deciding when it is satisfactory for POS committee review, requesting final examination (form required) and making announcement of date ~~in-through~~ departmental ~~newsletter~~email;

Seeing that an article based on the graduate thesis ~~or dissertation~~ is prepared and submitted for publication;

Confirming that graduate student has fulfilled teaching responsibility;

Assuring graduate student is an active participant in departmental seminars;

Assuring that graduate student develops the ability to present scientific papers to departmental and at scientific meetings through participation in training seminar, national, and regional meeting attendance and presentation.

Responsibilities of POS Committee:

Primary responsibility for academic preparation of the student and development of the POS;

Attendance of student seminars is encouraged;

Evaluate the written document of the graduate research project (thesis);

GRADUATE PROGRAM OUTCOMES AND ASSESSMENT

The *Diet and Exercise* program requires all students admitted to the program to display satisfactory progress towards fulfilling their MS requirements. This includes completing the required coursework for the degree; attending departmental seminars; conducting original research; presenting research findings both orally and written; serving as a departmental TA (FSHN students); and satisfactory defense of research to the student's POS committee.

Learning Outcomes

Graduates will:

- Demonstrate understanding and technical competency in the fundamental principles and concepts of nutrition and exercise science.
- Demonstrate proficiency in interpersonal communication and the ability to work successfully in teams to solve multidisciplinary problems.
- Effectively prepare and deliver technical information to food science/human nutrition and exercise science professionals as well as to the general public.
- Find, evaluate, and accurately interpret research literature.
- Critically evaluate information, including the ability to distinguish verifiable facts from value claims, detect bias, and identify sources of conflicts.
- Understand the dimensions of issues facing professionals in the field of nutrition and exercise science including ethical, cultural, and environmental components.
- Identify important health related interactions between dietary nutrients and exercise used to assess and design dietary and exercise programs for maintenance of optimal health.
- Evaluate and synthesize metabolic, dietary, and exercise research to devise advanced strategies in exercise and dietary intervention.
- Design, conduct, and interpret research.
- Apply theoretical information to solve practical problems.
- Submit a paper for publication in a peer-reviewed journal.

Appendix A

Concurrent BS/MS in DIET AND EXERCISE

Iowa State University Catalog, 2015-2016

Department of Food Science and Human Nutrition and Department of Kinesiology

Minimum of 124 total semester credits required for Bachelor of Science degree

Minimum of 34-41 total semester credits required for Master of Science degree

COURSES TO BE COMPLETED OR IN PROGRESS TO APPLY FOR ADMISSION TO THE PROGRAM:

(10) COMMUNICATIONS AND LIBRARY

- (3) ENGL 150 Critical Thinking and Communication
- (3) ENGL 250 Written, Oral, Visual, Electronic Comp.
- (1) LIB 160 Information Literacy
- (3) SP CM 212 Fundamentals of Public Speaking

(6) SOCIAL SCIENCES

- (3) PSYCH 101 Introduction to Psychology
- (3) PSYCH 230 Developmental Psychology

(6-8) MATHEMATICAL SCIENCES

- (3-4) MATH 140, 143, 160, 165, or 181 Math course
- (3-4) STAT 101, 104, or 226 Statistics course

(13-17) PHYSICAL SCIENCES

- (5-8) CHEM 163 and 163L College Chemistry and Lab. Or, CHEM 177, 177L, and 178 General Chemistry I & II
- (3) CHEM 231 Elementary Organic Chemistry
- (1) CHEM 231L Elementary Organic Chemistry Lab
- (4-5) PHYS 115 or 111 Physics course

(19) BIOLOGICAL SCIENCES

- (3) BBMB 301 Survey of Biochemistry
- (3) BIOL 211 Principles of Biology I
- (3) BIOL 212 Principles of Biology II
- (3) BIOL 255 Fundamentals of Human Anatomy
- (1) BIOL 255L Fundamentals of Human Anatomy Lab
- (3) BIOL 256 Fundamentals of Human Physiology and
- (1) BIOL 256L Fund. of Human Physiology Lab
- (2) MICRO 201 General Microbiology

(20-22) DIET AND EXERCISE COURSEWORK

- (1-2) FS HN 110, or KIN 252 and 253 Orientation course(s)
- (3) FS HN 167 Introduction to Human Nutrition
- (4-5) FS HN 214 and (FS HN 115 or 215) Scientific Study of Food course and Food Preparation Laboratory course
- (3) FS HN 265 Nutrition for Active & Healthy Lifestyles
- (1) FS HN 340 Foundations of Dietetics Practice
- (3) FS HN 360 Advanced Human Nutrition/Metabolism
- (3) H S 110 Personal and Consumer Health
- (2) KIN 258 Physical Fitness and Conditioning

REMAINING COURSES TO COMPLETE FOR BACHELOR'S DEGREE REQUIREMENTS:

(3) INTERNATIONAL PERSPECTIVES/U.S. DIVERSITY

Select 3 cr. from International Perspectives course list:

<http://www.registrar.iastate.edu/students/div-ip-guide/IntlPerspectives-current>

U.S. Diversity Requirement will be met with NUTRS 563

(6-9) HUMANITIES AND ETHICS

Select 6 credits from approved Humanities course list:

<http://www.fshn.hs.iastate.edu/undergraduate/advising/approved-courses/>

Select 3 credits from approved Ethics course list. Note: If ethics course is on the humanities list, it can meet both requirements.

(43) DIET AND EXERCISE COURSEWORK

- (3) H S 380 Worksite Health Promotion
- (2) A TR 220 Basic Athletic Training
- Or, H S 305 Instructor's First Aid
- (2) KIN 259 Leadership Techniques for Fit. Programs
- (3) KIN 345 Management of Health-Fitness Programs
- (3) KIN 358 Physiology of Exercise
- (3) Choose one of the following courses:
 - KIN 355 Biomechanics
 - KIN 360 Sociology of Sport and Exercise
 - KIN 366 Exercise Psychology
 - KIN 372 Motor Control/Learning Across the Lifespan
 - KIN 462 Medical Aspects of Exercise
- (2) FS HN 361 Nutrition and Health Assessment
- (1) FS HN 367 Medical Terminology for Health Professionals
- (2) FS HN 403 Food Laws, Regulations, & Reg. Process
- (2) FS HN 411 Food Ingredient Interactions and Formulations
- (3) FS HN 466 Nutrition Counseling & Educ. Methods
- (3) HSP M 380 Quantity Food Production Management
- (2) HSP M 380L Quantity Food Production/Service Mgmt.
- (3) HSP M 392 Foodservice Systems Management II
- (3) NUTRS 563 Community Nutrition*
- (3) NUTRS 564 Medical Nutrition and Disease II*

REMAINING COURSES TO COMPLETE FOR MASTER'S DEGREE REQUIREMENTS:

(34-41) DIET & EXERCISE GRADUATE COURSEWORK

- (1) FS HN 581 Seminar**
- (1) FS HN 590C Teaching Assistant experience**
- (1) FS HN 681 Seminar**
- (R) FS HN 682 Seminar Reflection**
- (4) NUTRS 501 Biochemical & Phys. Basis of Nutrition
- (4) NUTRS 561 Medical Nutrition and Disease I
- (3) NUTRS 563 Community Nutrition*
- (3) NUTRS 564 Medical Nutrition and Disease II*
- (3) KIN 501 Research Methods
- (2) KIN 505 Research Lab Techniques
- (3-6) Select 3-6 credits (FSHN students select 3 credits; KIN students select 6 credits) from:
 - KIN 511 Physical Activity Strategies for Youth
 - KIN 550 Advanced Exercise Physiology I
 - KIN 567 Exercise Psychology: Clinical Applications and Interventions
 - KIN 570 Physical Activity Assessment for Health Related Research
 - (3) KIN 551 Advanced Exercise Physiology II
 - (3) KIN 558 Physical Fitness-Principles, Programs, and Evaluations
- (2-6) FS HN or KIN 599 Creative Component (2-3 cr) Or, KIN or NUTRS 699 Thesis research credits (6 cr)
- (4) STAT 401 Statistical Methods for Research Workers

NOTES:

* Course counts toward both bachelor's and master's degrees.

** Requirement for students in the FS HN Department. Jan.2015

Concurrent BS/MS in DIET AND EXERCISE: FIVE-YEAR PLAN
Iowa State University Catalog, 2015-2016
 Department of Food Science and Human Nutrition and Department of Kinesiology

First Year:		Spring Semester	
FS HN 110, or KIN 252 and 253, Orientation	1-2	FS HN 167, Introduction to Human Nutrition	3
CHEM 163 or 177, College or General Chem. I	4	CHEM 178, General Chem. II, if CHEM 177 taken	3
CHEM 163L or 177L, Chemistry Laboratory	1	Or, elective course	
BIOL 211, Principles of Biology I	3	BIOL 212, Principles of Biology II	3
ENGL 150, Critical Thinking-Communication	3	PSYCH 101, Introduction to Psychology	3
LIB 160, Library	1	H S 110, Personal and Consumer Health	3
MATH 140, 143, 160, 165, or 181, Math course	3-4	Total credits:	15
Total credits:	16-18		
Second Year:		Spring Semester	
CHEM 231, Elementary Organic Chemistry	3	FS HN 265, Nutr. for Active & Healthy Lifestyles**	3
CHEM 231L, Lab in Elem. Organic Chemistry	1	BBMB 301, Survey of Biochemistry	3
BIOL 255, Fundamentals of Human Anatomy *	3	BIOL 256, Fund. of Human Physiology**	3
BIOL 255L, Fund. of Human Anatomy Lab.*	1	BIOL 256L, Fund. of Human Physiology Lab.**	1
PSYCH 230, Developmental Psychology	3	FS HN 214, Scientific Study of Food	3
ENGL 250, WOVE Composition	3	FS HN 115 or 215, Food Preparation Lab.	1-2
MICRO 201, Microbiology	2	Total credits:	14-15
Total credits:	16		
Summer: A TR 220, Basic Athletic Training, or H S 305, Instructor's First Aid and CPR in spring or fall			
Third Year:		Spring Semester	
FS HN 340, Foundations of Dietetic Practice*	1	FS HN 361, Nutrition and Health Assessment**	2
FS HN 360, Adv. Human Nutr. & Metabolism*	3	FS HN 367, Medical Terminology for Health Prof.	1
KIN 258, Physical Fitness and Conditioning	2	H S 380, Worksite Health Promotion	3
PHYS 115 (4 cr) or 111 (5 cr), Physics course	4-5	HSP M 380, Quantity Food Production Mgmt.	3
SP CM 212, Fundamentals of Speech	3	HSP M 380L, Quantity Food Prod. & Service Mgmt	2
STAT 101, 104, or 226, Statistics course	3-4	KIN 259, Leadership Techniques for Fitness	2
Total credits:	16-18	KIN 358, Physiology of Exercise	3
		Total credits:	16
Apply for admission to the BS/MS program by Oct. 1. Acceptance into the program required before spring of the third year.			
Summer: KIN 599 or FS HN 599 or KIN 699 or NUTRS 699, 1-3 credit; plus STAT 401, Statistical Methods for Research, 4 credits			
Fourth Year:		Spring Semester	
KIN 558, Physical Fitness (only offered odd yrs)	3	KIN 462, Medical Aspects of Exercise	3
Or KIN 355, 360, 366, or 372		KIN 511, 550, 567, or 570	3
KIN 501, Research Methods in Physical Activity	3	KIN 551, Adv. Physiology of Exercise II (odd yrs)	3
KIN 505, Research Lab. Techniques in Exercise	2	Or HSP M 392, Foodservice Systems Mgt. II**	
NUTRS 561, Medical Nutrition and Disease I*	4	NUTRS 564, Medical Nutrition and Disease II **	3
NUTRS 563, Community Nutrition*	3	FS HN 581/FS HN 682, Seminar (FSHN Dept.)	1
(Note: Time conflict with NUTRS 501 next fall)		Humanities/Ethics course	3
FS HN 682, Seminar Reflection (FSHN Dept.)	R	Total credits:	16
Total credits:	15		
Summer: KIN 599 or FS HN 599 or KIN 699 or NUTRS 699, 1-3 credits; plus FS HN 403, Food Laws and Regulations, 2 credits			
Fifth Year:		Spring Semester	
FS HN 411, Food Ingredient Interactions and Form.	2	FS HN 466, Nutrition Counseling & Educ. Methods	3
Additional course: KIN 511, 550, 567, 570 (KIN Dept)	3	FS HN 590C Teaching Assistant (FSHN Dept.)	1
NUTRS 501, Biochem/Physiological Basis of Nutr*	4	HSP M 392, Foodservice Systems Mgt. II**	3
KIN 558, Physical Fitness (only offered odd yrs)	3	Or KIN 551, Adv. Physiology of Exer. (odd yrs)	
Or KIN 355, 360, 366, or 372		KIN 345, Mgmt. of Health-Fitness Programs	3
Humanities/International Perspectives	3	KIN 699 or NUTRS 699 or KIN 599 or FS HN 599	2
FS HN 682, Seminar Reflection (FSHN Dept.)	R	FS HN 681, Seminar (FSHN Dept.)	1
Total credits:	15	Total credits:	13
Summer: KIN 599 or FS HN 599 or KIN 699 or NUTRS 699, Creative Component or Research, 1 or more credits			

* Fall-only course offering, ** Spring-only course offering. Planned course offerings may change, and students need to check the online Schedule of Classes each term to confirm course offerings: <http://classes.iastate.edu/>. This sequence is only an example.
 Updated January 2015

Concurrent BS/MS in DIET AND EXERCISE

Iowa State University Catalog, 2014-2015

Department of Food Science and Human Nutrition and Department of Kinesiology

Minimum of 124 total semester credits required for Bachelor of Science degree

Minimum of 34-41 total semester credits required for Master of Science degree

COURSES TO BE COMPLETED OR IN PROGRESS TO APPLY FOR ADMISSION TO THE PROGRAM:

(10) COMMUNICATIONS AND LIBRARY

- (3) ENGL 150 Critical Thinking and Communication
- (3) ENGL 250 Written, Oral, Visual, Electronic Comp.
- (1) LIB 160 Information Literacy
- (3) SP CM 212 Fundamentals of Public Speaking

(6) SOCIAL SCIENCES

- (3) PSYCH 101 Introduction to Psychology
- (3) PSYCH 230 Developmental Psychology

(6-8) MATHEMATICAL SCIENCES

- (3-4) MATH 140, 142, 160, 165, or 181 Math course
- (3-4) STAT 101, 104, or 226 Statistics course

(13-17) PHYSICAL SCIENCES

- (5-8) CHEM 163 and 163L College Chemistry and Lab. Or, CHEM 177, 177L, and 178 General Chemistry I & II
- (3) CHEM 231 Elementary Organic Chemistry
- (1) CHEM 231L Elementary Organic Chemistry Lab
- (4-5) PHYS 115 or 111 Physics course

(19) BIOLOGICAL SCIENCES

- (3) BBMB 301 Survey of Biochemistry
- (3) BIOL 211 Principles of Biology I
- (3) BIOL 212 Principles of Biology II
- (3) BIOL 255 Fundamentals of Human Anatomy
- (1) BIOL 255L Fundamentals of Human Anatomy Lab
- (3) BIOL 256 Fundamentals of Human Physiology and
- (1) BIOL 256L Fund. of Human Physiology Lab
- (2) MICRO 201 General Microbiology

(20-22) DIET AND EXERCISE COURSEWORK

- (1-2) FS HN 110, or KIN 252 and 253 Orientation course(s)
- (3) FS HN 167 Introduction to Human Nutrition
- (4-5) FS HN 214 and (FS HN 115 or 215) Scientific Study of Food course and Food Preparation Laboratory course
- (3) FS HN 265 Nutrition for Active & Healthy Lifestyles
- (1) FS HN 340 Foundations of Dietetics Practice
- (3) FS HN 360 Advanced Human Nutrition/Metabolism
- (3) H S 110 Personal and Consumer Health
- (2) KIN 258 Physical Fitness and Conditioning

REMAINING COURSES TO COMPLETE FOR BACHELOR'S DEGREE REQUIREMENTS:

(3) INTERNATIONAL PERSPECTIVES/U.S. DIVERSITY

Select 3 cr. from International Perspectives course list:
<http://www.registrar.iastate.edu/students/div-ip-guide/IntlPerspectives-current>

U.S. Diversity Requirement will be met with NUTRS 563

(6-9) HUMANITIES AND ETHICS

Select 6 credits from approved Humanities course list:

<http://www.fshn.hs.iastate.edu/undergraduate/advising/approved-courses/>

Select 3 credits from approved Ethics course list. Note: If ethics course is on the humanities list, it can meet both requirements.

(43) DIET AND EXERCISE COURSEWORK

- (3) H S 380 Worksite Health Promotion
- (2) A TR 220 Basic Athletic Training
- Or, H S 305 Instructor's First Aid
- (2) KIN 259 Leadership Techniques for Fit. Programs
- (3) KIN 345 Management of Health-Fitness Programs
- (3) KIN 358 Physiology of Exercise
- (3) Choose one of the following courses:
- KIN 355 Biomechanics
- KIN 360 Sociology of Sport and Exercise
- KIN 366 Exercise Psychology
- KIN 372 Motor Control and Learning Across the Lifespan
- (3) KIN 462 Medical Aspects of Exercise
- (2) FS HN 361 Nutrition and Health Assessment
- (1) FS HN 367 Medical Terminology for Health Professionals
- (2) FS HN 403 Food Laws, Regulations, & Reg. Process
- (2) FS HN 411 Food Ingredient Interactions and Formulations
- (3) FS HN 466 Nutrition Counseling & Educ. Methods
- (3) HRI 380 Quantity Food Production Management
- (2) HRI 380L Quantity Food Production and Service Management Experience
- (3) HRI 392 Foodservice Systems Management II
- (3) NUTRS 563 Community Nutrition*
- (3) NUTRS 564 Medical Nutrition and Disease II*

REMAINING COURSES TO COMPLETE FOR MASTER'S DEGREE REQUIREMENTS:

(34-41) DIET & EXERCISE GRADUATE COURSEWORK

- (1) FS HN 581 Seminar**
- (1) FS HN 590C Teaching Assistant experience**
- (1) FS HN 681 Seminar**
- (R) FS HN 682 Seminar Reflection**
- (4) NUTRS 501 Biochemical & Phys. Basis of Nutrition
- (4) NUTRS 561 Medical Nutrition and Disease I
- (3) NUTRS 563 Community Nutrition*
- (3) NUTRS 564 Medical Nutrition and Disease II*
- (3) KIN 501 Research Methods
- (2) KIN 505 Research Lab Techniques
- (3) KIN 550 Advanced Exercise Physiology I
- Or, KIN 570 Physical Activity Assessment for Health Related Research
- (3) KIN 551 Advanced Exercise Physiology II
- (3) KIN 558 Physical Fitness-Principles, Programs, and Evaluations
- (2-6) FS HN or KIN 599 Creative Component (2-3 cr)
- Or, KIN or NUTRS 699 Thesis research credits (6 cr)
- (4) STAT 401 Statistical Methods for Research Workers

NOTES:

* Course counts toward both bachelor's and master's degrees.

** Requirement for students in the FS HN Department.

Updated May 2014

Concurrent BS/MS in DIET AND EXERCISE: FIVE-YEAR PLAN

Iowa State University Catalog, 2014-2015

Department of Food Science and Human Nutrition and Department of Kinesiology

First Year:	Fall Semester		Spring Semester	
FS HN 110, or KIN 252 and 253, Orientation	1-2		FS HN 167, Introduction to Human Nutrition	3
CHEM 163 or 177, College or General Chem. I	4		CHEM 178, General Chem. II, if CHEM 177 taken	3
CHEM 163L or 177L, Chemistry Laboratory	1		Or, elective course	
BIOL 211, Principles of Biology I	3		BIOL 212, Principles of Biology II	3
ENGL 150, Critical Thinking-Communication	3		PSYCH 101, Introduction to Psychology	3
LIB 160, Library	1		H S 110, Personal and Consumer Health	<u>3</u>
MATH 140, 142, 160, 165, or 181, Math course	<u>3-4</u>		Total credits:	15
Total credits:	16-18			

Second Year:	Fall Semester	Spring Semester	
CHEM 231, Elementary Organic Chemistry	3	FS HN 265, Nutr. for Active & Healthy Lifestyles**	3
CHEM 231L, Lab in Elem. Organic Chemistry	1	BBMB 301, Survey of Biochemistry	3
BIOL 255, Fundamentals of Human Anatomy *	3	BIOL 256, Fund. of Human Physiology**	3
BIOL 255L, Fund. of Human Anatomy Lab.*	1	BIOL 256L, Fund. of Human Physiology Lab.**	1
PSYCH 230, Developmental Psychology	3	FS HN 214, Scientific Study of Food	3
ENGL 250, WOVE Composition	3	FS HN 115 or 215, Food Preparation Lab.	1-2
MICRO 201, Microbiology	2	Total credits:	14-15
Total credits:	16		

Summer: A TR 220, Basic Athletic Training, or H S 305, Instructor's First Aid and CPR in spring or fall

Third Year: Fall Semester		Spring Semester	
FS HN 340, Foundations of Dietetic Practice*	1	FS HN 361, Nutrition and Health Assessment**	2
FS HN 360, Adv. Human Nutr. & Metabolism*	3	FS HN 367, Medical Terminology for Health Prof.	1
KIN 258, Physical Fitness and Conditioning	2	H S 380, Worksite Health Promotion	3
PHYS 115 (4 cr) or 111 (5 cr), Physics course	4-5	HRI 380, Quantity Food Production Management	3
SP CM 212, Fundamentals of Speech	3	HRI 380L, Quantity Food Prod. & Service Mgmt	2
STAT 101, 104, or 226, Statistics course	<u>3-4</u>	KIN 259, Leadership Techniques for Fitness	2
Total credits:	16-18	KIN 358, Physiology of Exercise	<u>3</u>
		Total credits:	16

Apply for admission to the BS/MS program by Oct. 1. Acceptance into the program required before spring of the third year.

Summer: KIN 599 or FS HN 599 or KIN 699 or NUTRS 699, 1-3 credit; plus STAT 401, Statistical Methods for Research, 4 credits

Fourth Year: Fall Semester		Spring Semester	
KIN 558, Physical Fitness (only offered odd yrs) Or KIN 355, 360, 366, or 372	3	FS HN 411, Food Ingredient Interactions and Form. Or KIN 570 (only offered odd years)	2-3
KIN 501, Research Methods in Physical Activity	3	KIN 462, Medical Aspects of Exercise	3
KIN 505, Research Lab. Techniques in Exercise	2	KIN 551, Adv. Physiology of Exercise II (odd yrs)	3
NUTRS 561, Medical Nutrition and Disease I+	4	Or HRI 392, Foodservice Systems Mgt. II++	
NUTRS 563, Community Nutrition*	3	NUTRS 564, Medical Nutrition and Disease II **	3
(Note: Time conflict with NUTRS 501 next fall)		FS HN 581/FS HN 682, Seminar (FSHN Dept.)	1
FS HN 682, Seminar Reflection (FSHN Dept.)	<u>3</u>	Humanities/Ethics course	<u>3</u>
Total credits:	15	Total credits:	15-16

Summer: KIN 599 or FS HN 599 or KIN 699 or NUTRS 699, 1-3 credits; plus FS HN 403, Food Laws and Regulations, 2 credits

Fifth Year:	Fall Semester		Spring Semester	
KIN 550 (if KIN 570 not taken) Or FSHN 411	2-3		FS HN 466, Nutrition Counseling & Educ. Methods	3
NUTRS 501, Biochem/Physiological Basis of Nutr*	4		FS HN 590C Teaching Assistant (FSHN Dept.)	1
KIN 558, Physical Fitness (only offered odd yrs)	3		HRI 392, Foodservice Systems Mgt. II**	3
Or KIN 355, 360, 366, or 372			Or KIN 551, Adv. Physiology of Exer. (odd yrs)	
Humanities/International Perspectives	3		KIN 345, Mgmt. of Health-Fitness Programs	3
FS HN 682, Seminar Reflection (FSHN Dept.)	<u>3</u>		KIN 699 or NUTRS 699 or KIN 599 or FS HN 599	2
Total credits:	12-13		FS HN 681, Seminar (FSHN Dept.)	<u>1</u>
			Total credits:	13

Summer: KIN 599 or FS HN 599 or KIN 699 or NUTRS 699, Creative Component or Research, 1 or more credits

* Fall-only course offering. ** Spring-only course offering. Planned course offerings may change, and students need to check the online Schedule of Classes each term to confirm course offerings: <http://classes.iastate.edu/>. This sequence is only an example.

Updated May 2014

B.S. & M.S. in DIET AND EXERCISE**Iowa State University Catalog, 2012-2013**

Department of Food Science and Human Nutrition and Department of Kinesiology

*Minimum of 124 total semester credits required for Bachelor's degree**Minimum of 39-40 total semester credits required for Master's degree***COURSES TO COMPLETE FOR APPLICATION TO THE MASTER'S PROGRAM COMPONENT:****(10) COMMUNICATIONS AND LIBRARY**

- (3) ENGL 150 Critical Thinking and Communication
- (3) ENGL 250 Written, Oral, Visual, Electronic Comp.
- (1) LIB 160 Library Instruction
- (3) SP CM 212 Fundamentals of Public Speaking

(6) SOCIAL SCIENCES

- (3) PSYCH 101 Introduction to Psychology
- (3) PSYCH 230 Developmental Psychology

(6-8) MATHEMATICAL SCIENCES

- (3-4) MATH 140, 142, 160, 165, or 181 Math course
- (3-4) STAT 101, 104, or 226 Statistics course

(13-16) PHYSICAL SCIENCES

- (5-8) CHEM 163 and 163L College Chemistry and Lab. Or, CHEM 177, 177L, and 178 General Chemistry I & II
- (3) CHEM 231 Elementary Organic Chemistry
- (1) CHEM 231L Elementary Organic Chemistry Lab
- (4) PHYS 106, 111, or 115 Physics course

(19) BIOLOGICAL SCIENCES

- (3) BBMB 301 Survey of Biochemistry
- (3) BIOL 211 Principles of Biology I
- (3) BIOL 212 Principles of Biology II
- (3) BIOL 255 Fundamentals of Human Anatomy
- (1) BIOL 255L Fundamentals of Human Anatomy Lab
- (3) BIOL 256 Fundamentals of Human Physiology and
- (1) BIOL 256L Fund. of Human Physiology Lab
- (2) MICRO 201 General Microbiology

(19-21) DIET AND EXERCISE COURSEWORK

- (1-2) FS HN 110, or KIN 252 and 253 Orientation course(s)
- (3) FS HN 167 Introduction to Human Nutrition
- (4-5) FS HN 214 and (FS HN 115 or 215) Scientific Study of Food course and Food Preparation Laboratory course
- (3) FS HN 265 Nutrition for Active & Healthy Lifestyles
- (3) FS HN 360 Advanced Human Nutrition/Metabolism
- (3) H S 110 Personal and Consumer Health
- (2) KIN 258 Physical Fitness and Conditioning

REMAINING COURSES TO COMPLETE FOR BACHELOR'S DEGREE REQUIREMENTS:**(3) INTERNATIONAL PERSPECTIVES/U.S. DIVERSITY**

Select 3 cr. from International Perspectives course list:

<http://www.iastate.edu/~registrar/courses/ip-list.html>

U.S. Diversity Requirement will be met with NUTRS 563

(6-9) HUMANITIES AND ETHICS

Select 6 credits from approved Humanities course list:

<http://www.fshn.hs.iastate.edu/undergraduate/advISING/approved-courses/>

Select 3 credits from approved Ethics course list. Note: If ethics course is on the humanities list, it can meet both requirements.

(41) DIET AND EXERCISE COURSEWORK

- (3) H S 380 Worksite Health Promotion
- (2) KIN 220 Basic Athletic Training
- Or, H S 305 Instructor's First Aid
- (2) KIN 259 Leadership Techniques for Fit. Programs
- (3) KIN 345 Management of Health-Fitness Programs
- (3) KIN 358 Physiology of Exercise
- (3) Choose one of the following courses:
 - KIN 355 Biomechanics
 - KIN 360 Sociology of Sport and Exercise
 - KIN 366 Exercise Psychology
 - KIN 372 Motor Control and Learning Across the Lifespan
- (3) KIN 462 Medical Aspects of Exercise
- (2) FS HN 361 Nutrition and Health Assessment
- (1) FS HN 367 Medical Terminology for Health Professionals
- (2) FS HN 403 Food Laws, Regulations, & Reg. Process
- (2) FS HN 411 Food Ingredient Interactions and Formulations
- (3) FS HN 466 Nutrition Counseling & Educ. Methods
- (3) HRI 380 Quantity Food Production Management
- (2) HRI 380L Quantity Food Production and Service Management Experience
- (3) HRI 392 Foodservice Systems Management II
- (4) NUTRS 561 Medical Nutrition and Disease I*

REMAINING COURSES TO COMPLETE FOR MASTER'S DEGREE REQUIREMENTS:**(39-40) DIET & EXERCISE GRADUATE COURSEWORK**

- (1) FS HN 581 Seminar
- (1) FS HN 590C Teaching Assistant experience**
- (4) NUTRS 501 Biochemical and Physiological Basis of Nutrition
- (4) NUTRS 561 Medical Nutrition and Disease I*
- (3) NUTRS 563 Community Nutrition
- (3) NUTRS 564 Medical Nutrition and Disease II
- (3) KIN 501 Research Methods
- (2) KIN 505 Research Lab Techniques
- (3) KIN 550 Advanced Exercise Physiology I
- Or, KIN 570 Physical Activity Assessment for Health Related Research
- (3) KIN 551 Advanced Exercise Physiology II
- (3) KIN 558 Physical Fitness-Principles, Programs, and Evaluations
- (6) KIN 699, NUTRS 699 Thesis research credits
- Or, KIN 599 or FS HN 599 Creative Component credits
- (4) STAT 401 Statistical Methods for Research Workers

NOTES:

* Course counts toward both Bachelor's and Master's degrees.

** Requirement for students in the FS HN Department.

Updated May 2012

DIET AND EXERCISE FIVE-YEAR PLAN

Iowa State University Catalog, 2012-2013

Department of Food Science and Human Nutrition and Department of Kinesiology

First Year:	Fall Semester		Spring Semester	
	FS HN 110, or KIN 252 and 253, Orientation	1-2	FS HN 167, Introduction to Human Nutrition	3
	CHEM 163 or 177, College or General Chem. I	4	CHEM 178, General Chem. II, if CHEM 177 taken	3
	CHEM 163L or 177L, Chemistry Laboratory	1	Or, elective course	
	BIOL 211, Principles of Biology I	3	BIOL 212, Principles of Biology II	3
	ENGL 150, Critical Thinking-Communication	3	PSYCH 101, Introduction to Psychology	3
	LIB 160, Library	1	H S 110, Personal and Consumer Health	3
	MATH 140, 142, 160, 165, or 181, Math course	3-4	Total credits:	15
	Total credits:	16-18		

Second Year:	Fall Semester		Spring Semester	
	CHEM 231, Elementary Organic Chemistry	3	BBMB 301, Survey of Biochemistry	3
	CHEM 231L, Lab in Elem. Organic Chemistry	1	BIOL 256, Fundamentals of Human Physiology	3
	BIOL 255, Fundamentals of Human Anatomy	3	BIOL 256L, Fund. of Human Physiology Lab.	1
	BIOL 255L, Fund. of Human Anatomy Lab.	1	FS HN 214, Scientific Study of Food	3
	PSYCH 230, Developmental Psychology	3	FS HN 115 or 215, Food Preparation Lab.	1-2
	ENGL 250, WOVE Composition	3	FS HN 265, Nutr. for Active & Healthy Lifestyles	3
	MICRO 201, Microbiology	2	Total credits:	14-15
	Total credits:	16		

Summer: KIN 220, Basic Athletic Training, or H S 305, Instructor's First Aid and Cardio-pulmonary Resuscitation in spring or fall

Third Year:	Fall Semester		Spring Semester	
	FS HN 360, Advanced Human Nutr. & Metabolism	3	FS HN 361, Nutrition and Health Assessment	2
	KIN 258, Physical Fitness and Conditioning	2	FS HN 367, Medical Terminology for Health Prof.	1
	PHYS 106, 111, or 115, Physics course	4	H S 380, Worksite Health Promotion	3
	SP CM 212, Fundamentals of Speech	3	HRI 380, Quantity Food Production Management	3
	STAT 101, 104, or 226, Statistics course	3-4	HRI 380L, Quantity Food Prod. & Service Mgmt	2
	Total credits:	15-16	KIN 259, Leadership Techniques for Fitness	2
			KIN 358, Physiology of Exercise	3
			Total credits:	16

Acceptance into the graduate program required before spring semester of the third year.

Summer: KIN 699 or NUTRS 699 or KIN 599 or FS HN 599, 1 credit; plus STAT 401, Statistical Methods for Research, 4 credits

Fourth Year:	Fall Semester		Spring Semester	
	KIN 355, 360, 366, or 372	3	FS HN 411, Food Ingredient Interactions and Form.	2
	KIN 501, Research Methods in Physical Activity	3	KIN 462, Medical Aspects of Exercise	3
	KIN 505, Research Lab. Techniques in Exercise	2	KIN 551, Adv. Physiology of Exercise II (odd yrs)	3
	KIN 558, Physical Fitness (odd yrs)	3	Or HRI 392, Foodservice Systems Mgt. II	
	Or NUTRS 563, Community Nutrition		Humanities/Ethics course	3
	NUTRS 561, Medical Nutrition and Disease I	4	NUTRS 564, Medical Nutrition and Disease II	3
	Total credits:	15	Total credits:	14

Summer: KIN 699 or NUTRS 699 or KIN 599 or FS HN 599, 3 credits; plus FS HN 403, Food Laws and Regulations, 2 credits

Fifth Year:	Fall Semester		Spring Semester	
	KIN 550 or 570	3	FS HN 466, Nutrition Counseling & Educ. Methods	3
	NUTRS 501, Biochem/Physiological Basis of Nutr.	4	FS HN 581, Seminar	1
	NUTRS 563, Community Nutrition	3	FS HN 590C Teaching Assistant (FSHN Dept.)	1
	Or KIN 558, Physical Fitness (odd yrs)		HRI 392, Foodservice Systems Mgt. II	3
	Humanities/International Perspectives	3	Or KIN 551, Adv. Physiology of Exer. (odd yrs)	
	Total credits:	13	KIN 345, Mgmt. of Health-Fitness Programs	3
			KIN 699 or NUTRS 699 or KIN 599 or FS HN 599	2
			Total credits:	13

Summer: KIN 699 or NUTRS 699 or KIN 599 or FS HN 599, Research or creative component, 1 credit

Note: This sequence is only an example. The number of credits taken each semester should be based on the individual student's situation. Factors that may affect credit hours per semester include student ability, employment, health, activities, and grade point considerations. Updated May 2012

B.S. & M.S. in DIET AND EXERCISE**Iowa State University Catalog, 2011-2012**

Department of Food Science and Human Nutrition and Department of Kinesiology

*Minimum of 123.5 total semester credits required for Bachelor's degree**Minimum of 39-40 total semester credits required for Master's degree***COURSES TO COMPLETE FOR APPLICATION TO THE MASTER'S PROGRAM COMPONENT:****(9-5) COMMUNICATIONS AND LIBRARY**

- (3) ENGL 150 Critical Thinking and Communication
 (3) ENGL 250 Written, Oral, Visual, Electronic Comp.
 (.5) LIB 160 Library Instruction
 (3) SP CM 212 Fundamentals of Public Speaking

(6) SOCIAL SCIENCES

- (3) PSYCH 101 Introduction to Psychology
 (3) PSYCH 230 Developmental Psychology

(6-8) MATHEMATICAL SCIENCES

- (3-4) MATH 140, 142, 160, 165, or 181 Math course
 (3-4) STAT 101, 104, or 226 Statistics course

(13-16) PHYSICAL SCIENCES

- (5-8) CHEM 163 and 163L College Chemistry and Lab. or CHEM 177, 177L, and 178 General Chemistry I & II
 (3) CHEM 231 Elementary Organic Chemistry
 (1) CHEM 231L Elementary Organic Chemistry Lab
 (4) PHYS 106, 111, or 115X Physics course

(19) BIOLOGICAL SCIENCES

- (3) BBMB 301 Survey of Biochemistry
 (3) BIOL 211 Principles of Biology I
 (3) BIOL 212 Principles of Biology II
 (3) BIOL 255 Fundamentals of Human Anatomy
 (1) BIOL 255L Fundamentals of Human Anatomy Lab
 (3) BIOL 256 Fundamentals of Human Physiology and
 (1) BIOL 256L Fund. of Human Physiology Lab
 (2) MICRO 201 General Microbiology

(19-21) DIET AND EXERCISE COURSEWORK

- (1-2) FS HN 110, or KIN 252 and 253 Orientation course(s)
 (3) FS HN 167 Introduction to Human Nutrition
 (4-5) FS HN 214 and (FS HN 115 or 215) Scientific Study of Food course and Food Preparation Laboratory course
 (3) FS HN 265 Nutrition for Active & Healthy Lifestyles
 (3) FS HN 360 Advanced Human Nutrition/Metabolism
 (3) H S 110 Personal and Consumer Health
 (2) KIN 258 Physical Fitness and Conditioning

REMAINING COURSES TO COMPLETE FOR BACHELOR'S DEGREE REQUIREMENTS:**(3) INTERNATIONAL PERSPECTIVES/U.S. DIVERSITY**

Select 3 cr. from International Perspectives course list:
<http://www.iastate.edu/~registrar/courses/ip-list.html>
 U.S. Diversity Requirement will be met with NUTRS 563.

(6-9) HUMANITIES AND ETHICS

Select 6 credits from approved Humanities course list:
<http://www.fshn.hs.iastate.edu/ugrad/humanlst.php>
 Select 3 credits from approved Ethics course list. Note: If ethics course is on the humanities list, it can meet both requirements.

(41) DIET AND EXERCISE COURSEWORK

- (3) H S 380 Worksite Health Promotion
 (2) KIN 220 Basic Athletic Training
 (2) KIN 259 Leadership Techniques for Fit. Programs
 (3) KIN 345 Management of Health-Fitness Programs
 (3) KIN 358 Physiology of Exercise
 (3) Choose one of the following courses:
 KIN 355 Biomechanics
 KIN 360 Sociology of Sport and Exercise
 KIN 366 Exercise Psychology
 KIN 372 Motor Control and Learning Across the Lifespan
 (3) KIN 462 Medical Aspects of Exercise
 (2) FS HN 361 Nutrition and Health Assessment
 (1) FS HN 367 Medical Terminology for Health Professionals
 (2) FS HN 403 Food Laws, Regulations, & Reg. Process
 (2) FS HN 411 Food Ingredient Interactions and Formulations
 (3) FS HN 466 Nutrition Counseling & Educ. Methods
 (3) HRI 380 Quantity Food Production Management
 (2) HRI 380L Quantity Food Production and Service Management Experience
 (3) HRI 392 Foodservice Systems Management II
 (4) NUTRS 561 Medical Nutrition and Disease I*

REMAINING COURSES TO COMPLETE FOR MASTER'S DEGREE REQUIREMENTS:**(39-40) DIET & EXERCISE GRADUATE COURSEWORK**

- (1) FS HN 581 Seminar
 (1) FS HN 590C Teaching Assistant experience**
 (4) NUTRS 501 Biochemical and Physiological Basis of Nutrition
 (4) NUTRS 561 Medical Nutrition and Disease I*
 (3) NUTRS 563 Community Nutrition
 (3) NUTRS 564 Medical Nutrition and Disease II
 (3) KIN 501 Research Methods
 (2) KIN 505 Research Lab Techniques
 (3) KIN 550 Advanced Exercise Physiology I
 Or, KIN 570 Physical Activity Assessment for Health Related Research
 (3) KIN 551 Advanced Exercise Physiology II
 (3) KIN 558 Physical Fitness-Principles, Programs, and Evaluations
 (6) KIN 699 or NUTRS 699 Thesis research credits
 (4) STAT 401 Statistical Methods for Research Workers

NOTES:

* Course counts toward both Bachelor's and Master's degrees.

** Requirement for students in the FS HN Department.

Updated June 2011

DIET AND EXERCISE FIVE-YEAR PLAN

Iowa State University Catalog, 2011-2012

Department of Food Science and Human Nutrition and Department of Kinesiology

First Year:	Fall Semester		Spring Semester	
	FS HN 110, or KIN 252 and 253, Orientation	1-2	FS HN 167, Introduction to Human Nutrition	3
	CHEM 163 or 177, College or General Chem. I	4	CHEM 178, General Chem. II, if CHEM 177 taken	3
	CHEM 163L or 177L, Chemistry Laboratory	1	Or, elective course	
	BIOL 211, Principles of Biology I	3	BIOL 212, Principles of Biology II	3
	ENGL 150, Critical Thinking-Communication	3	PSYCH 101, Introduction to Psychology	3
	LIB 160, Library	0.5	H S 110, Personal and Consumer Health	3
	MATH 140, 142, 160, 165, or 181, Math course	3-4	Total credits:	15
	Total credits:	15.5-17.5		

Second Year:	Fall Semester		Spring Semester	
	CHEM 231, Elementary Organic Chemistry	3	BBMB 301, Survey of Biochemistry	3
	CHEM 231L, Lab in Elem. Organic Chemistry	1	BIOL 256, Fundamentals of Human Physiology	3
	BIOL 255, Fundamentals of Human Anatomy	3	BIOL 256L, Fund. of Human Physiology Lab.	1
	BIOL 255L, Fund. of Human Anatomy Lab.	1	FS HN 214, Scientific Study of Food	3
	PSYCH 230, Developmental Psychology	3	FS HN 115 or 215, Food Preparation Lab.	1-2
	ENGL 250, WOVE Composition	3	FS HN 265, Nutr. for Active & Healthy Lifestyles	3
	MICRO 201, Microbiology	2	Total credits:	14-15
	Total credits:	16		

Summer: KIN 220, Basic Athletic Training, 2 credits; speech, statistics, or physics optional in the summer for fewer credits in fall.

Third Year:	Fall Semester		Spring Semester	
	FS HN 360, Advanced Human Nutr. & Metabolism	3	FS HN 361, Nutrition and Health Assessment	2
	KIN 258, Physical Fitness and Conditioning	2	FS HN 367, Medical Terminology for Health Prof.	1
	PHYS 106, 111, or 115X, Physics course	4	H S 380, Worksite Health Promotion	3
	SP CM 212, Fundamentals of Speech	3	HRI 380, Quantity Food Production Management	3
	STAT 101, 104, or 226, Statistics course	3-4	HRI 380L, Quantity Food Prod. & Service Mgmt	2
	Total credits:	15-16	KIN 259, Leadership Techniques for Fitness	2
			KIN 358, Physiology of Exercise	3
			Total credits:	16

Acceptance into the graduate program required before spring semester of the third year.

Summer: KIN 699 or NUTRS 699, Research, 1 credit; STAT 401, Statistical Methods for Research, 4 credits; Total = 5 credits

Fourth Year:	Fall Semester		Spring Semester	
	KIN 355, 360, 366, or 372	3	FS HN 411, Food Ingredient Interactions and Form.	2
	KIN 501, Research Methods in Physical Activity	3	KIN 462, Medical Aspects of Exercise	3
	KIN 505, Research Lab. Techniques in Exercise	2	KIN 551, Adv. Physiology of Exercise II (odd yrs)	3
	KIN 558, Physical Fitness (odd yrs)	3	Or HRI 392, Foodservice Systems Mgt. II	
	Or NUTRS 563, Community Nutrition		Humanities/Ethics course	3
	NUTRS 561, Medical Nutrition and Disease I	4	NUTRS 564, Medical Nutrition and Disease II	3
	Total credits:	15	Total credits:	14

Summer: KIN 699 or NUTRS 699, Research, 3 credits; FS HN 403, Food Laws and Regulations, 2 credits; Total = 5 credits

Fifth Year:	Fall Semester		Spring Semester	
	KIN 550 or 570	3	FS HN 466, Nutrition Counseling & Educ. Methods	3
	NUTRS 501, Biochem/Physiological Basis of Nutr.	4	FS HN 581, Seminar	1
	NUTRS 563, Community Nutrition	3	FS HN 590C Teaching Assistant (FSHN Dept.)	1
	Or KIN 558, Physical Fitness (odd yrs)		HRI 392, Foodservice Systems Mgt. II	3
	Humanities/International Perspectives	3	Or KIN 551, Adv. Physiology of Exer. (odd yrs)	
	Total credits:	13	KIN 345, Mgmt. of Health-Fitness Programs	3
			KIN 699 or NUTRS 699, Research	2
			Total credits:	13

Summer: KIN 699 or NUTRS 699, Research 1 credit

Note: This sequence is only an example. The number of credits taken each semester should be based on the individual student's situation. Factors that may affect credit hours per semester include student ability, employment, health, activities, and grade point considerations. Updated June 2011

Appendix B

Title

A thesis (or dissertation) submitted to the graduate faculty
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE ~~or Doctor of Philosophy~~

Major: ~~FST or NS~~Diet and Exercise

This is to certify that the master's thesis (or Ph.D. dissertation) of

Graduate Student's name

has met the thesis (~~or dissertation~~) requirements of Iowa State University

Committee Member

Committee Member

Committee Member

Committee Member

Major Professor

For the Major Program

Second page will contain thesis/dissertation abstract.

Appendix C

**BS/MS Diet and Exercise
GRADUATE STUDENT TERM REPORT**

Student's name: _____ **Student's signature** _____

Major Professor: _____ **Major Professor signature** _____

Term reported: _____ (Term & Year)

Please note that this form is be used by all BS/MS Diet and Exercise graduate students. The purpose of this report is to help graduate students assess their progress in the graduate program.

If you have finished only one term in the graduate program, complete sections "A" and "B" and as much as the remainder of the form that is relevant.

If you have finished two terms in the graduate program, complete sections "A", "B", and "C" and as much as the remainder of the form that is relevant.

If you have finished three or more terms in the graduate program, complete sections "A", "B", "C", and "D" of the form after every term in which you are still enrolled as a graduate student.

The submission of this form is due the first day of the Fall term following the Summer term report, the first day of Spring term following the Fall term report, and by May 17 for the Spring term report.

Please retain a copy of this form for yourself and your major professor.

A. Goal for completion of program: _____ (Term & Year)

GPA: Present term _____ Cumulative _____
Course credits completed: Present term _____ Cumulative _____
Research credits completed: Present term _____ Cumulative _____
Department seminars attended this semester: _____

B. First term

_____ POS committee appointment, date filed _____

C. Second term

_____ Program of Study, date filed _____
_____ Off provisional or restricted admissions status, if admitted in this category (yes or no)
_____ Graduate English requirement met (yes or no)
_____ SPEAK/TEACH Test taken & passed (for international students) (yes or no)
_____ Research project initiated (yes or no)
_____ Courses and grades for term (please list): _____

D. Three or more terms

_____ Teaching assignment in progress or completed: Yes _____ No _____ Course _____

E. Other accomplishments including brief summary of research progress (please attach an addendum)

F. If you have completed your assignment as a Teaching Assistant in FSHN this semester, please attach a short paragraph about the course, your role, positive aspects, negative aspects, what you gained, etc.

1/2008

(To be completed by all student's committee members annually)

Student Name: _____ Date: _____

Committee Members:

Degree: M.S. ☐ Ph.D. ☐

Learning Outcomes	Outcomes Assessment	Technical Rating <i>Committee to rate student relative to progress in graduate program.</i> (O = outstanding, MS = more than satisfactory, SAT = satisfactory, NI = needs improvement, NA = not applicable or not able to evaluate)				
<u><i>Academic competence</i></u>		O	MS	SAT	NI	NA
Have an in-depth and accurate understanding of the knowledge within the field	Satisfactory completion of degree course requirements with a minimum cumulative GPA ≥ 3.0 , including a grade of B- or better for courses within the major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand central issues and current research important in the field	Integration/synthesis of knowledge For PhD students, satisfactory completion of written and oral preliminary examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u><i>Research and problem solving</i></u>						
Apply theoretical information to solve practical problems	Demonstrates ability to develop appropriate conclusions and new principles based on available scientific data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrates ability to integrate concepts, theories, and research findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Design, conduct and interpret research</u>		O	MS	SAT	NI	NA
	Knowledge of relevant quantitative methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Knowledge of relevant qualitative methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hypothesis development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Data collection, management, and analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Interpretation of results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drawing conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Research innovation/creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Successful defense of original thesis research to POS committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communication/ Professional Development</u>						
Prepare and communicate discipline-specific information in written and oral forms to scientific and lay audiences	Preparation of a manuscript for submission to a peer-reviewed journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional presentation of thesis research as a departmental seminar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitate learning in the classroom	Formal evaluation of teaching efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Student-developed POS Committee assigned to ensure satisfactory program of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Satisfactory seminar attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Acts in accordance with the highest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ethical and professional standards				<input type="checkbox"/>	<input type="checkbox"/>
		O	MS	SAT		
	Annual review of student progress by a committee of faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NI	NA
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Participation in laboratory, department, university and professional organization leadership opportunities.				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Secure professional-level position in a relevant area such as academia, industry, government or health care.				<input type="checkbox"/>	<input type="checkbox"/>
<u>Personal Skills</u>	Displays/demonstrates personal skills contributing to a successful and effective laboratory and/or research team including –					
	initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	working independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Committee Comments:

Signature of Major Professor

Signature of Student

Signature of Major Professor and student serves as verification that this evaluation has been discussed and agreed upon by both parties.

BS/MS in Diet and Exercise

I have received the Graduate Handbook for the BS/MS program in Diet and Exercise. I have attended the mandatory orientation session for the program and reviewed the program requirements and logistics as outlined in the Graduate Handbook. My signature below verifies receipt and understanding of the Graduate Handbook for the BS/MS program in Diet and Exercise.

Student signature

Date