

**EXERCISE AND SPORTS NUTRITION (ESN)  
MASTER OF SCIENCE (MS) DEGREE  
GRADUATE STUDENT HANDBOOK**

**2022-2023**



**TEXAS WOMAN'S  
UNIVERSITY**

**Department of Nutrition and Food Sciences  
Texas Woman's University**

## Table of Contents

ESN MISSION STATEMENT .....	3
ESN VISION STATEMENT.....	3
INTRODUCTION .....	3
ADMISSION POLICIES .....	4
OPTIONS TO COMPLETE COURSE REQUIREMENTS FOR MS IN ESN .....	5
COURSE REQUIREMENTS – COURSEWORK OPTION.....	6
COURSEWORK-ONLY OPTION (DIETETIC INTERNS-DENTON CAMPUS).....	7
COURSEWORK-ONLY OPTION (DIETETIC INTERNS-HOUSTON CAMPUS) .....	8
COURSEWORK-ONLY OPTION (NON-INTERNS).....	9
APPLICATION FOR NFS MS CAPSTONE SEMINAR.....	10
COURSE REQUIREMENTS – THESIS OPTION.....	11
THESIS OPTION (DIETETIC INTERNS-DENTON CAMPUS).....	12
THESIS OPTION (DIETETIC INTERNS-HOUSTON CAMPUS) .....	13
THESIS OPTION (NON-INTERNS).....	14
COURSE REQUIREMENTS – INTERNATIONAL OLYMPIC COMMITTEE (IOC) DIPLOMA IN SPORTS NUTRITION OPTION .....	15
SPECIAL REQUIREMENTS FOR THIS DEGREE .....	16
POLICIES AND PROCEDURES FOR THE DEVELOPMENT AND COMPLETION OF THESIS .....	17
PROSPECTUS .....	17
FORMAT OF THESIS.....	18
PREPARATION OF THESIS .....	19
FINAL ORAL EXAMINATION PROCEDURES .....	19
THESIS DEFENSE ANNOUNCEMENT .....	20
FINAL PAPER FILING PROCEDURES.....	20
GUIDELINES FOR PUBLICATION AGREEMENT.....	20
GRADUATION POLICIES .....	20

**Each student in the Master’s Program is responsible for reading and adhering to the policies within this handbook.**

**See Exercise and Sports Nutrition Website:**

<https://twu.edu/nutrition-food-sciences/graduate-programs/ms-in-exercise-and-sports-nutrition/>

**See Graduate School Website:**

<https://www.twu.edu/gradschool/>

**Please see the website for all current forms:**

<https://twu.edu/gradschool/forms/>

## **MASTER OF SCIENCE DEGREE IN EXERCISE AND SPORTS NUTRITION (ESN)**

### **ESN MISSION STATEMENT:**

The Master of Science in Exercise and Sports Nutrition (ESN) exists to train students to bring about lifestyle changes in exercise and nutrition habits for individuals and groups. It also provides students opportunities to acquire strong research skills and applied learning experiences in the classroom, health-related settings, and with high school, university, and professional athletic teams.

### **ESN VISION STATEMENT:**

To become the foremost program in the country teaching students to apply exercise and sports nutrition knowledge in clinical, wellness, community, and athletic settings.

### **INTRODUCTION**

Texas Woman's University (TWU) offers the Master of Science degree with a major in Exercise and Sports Nutrition (ESN) through the Department of Nutrition and Food Sciences (NFS) in the College of Health Sciences. The degree program is the result of the increased nationwide emphasis on health and fitness, awareness of the role of nutrition in athletics, increased demand for classes in both nutrition and kinesiology and increased collaborative research efforts by the faculty in both of these disciplines.

The degree program is interdisciplinary, with major emphasis in nutrition and exercise science.

**The primary goals, objectives, and expectations of this program are as follows:**

1. to develop well-prepared professionals who can effect changes in exercise and nutrition habits in both the general population and athletes
2. to provide an appropriate learning atmosphere that encourages independent thinking, creativity, and professionalism, at all stages of the program
3. to provide opportunities for a wide variety of applied learning experiences in health-and sports-related settings
4. to prepare students who are also Registered Dietitian Nutritionists (RDNs) or on the RDN track to take the Certified Specialist in Sports Dietetics (CSSD) board exams.
5. to encourage research in the areas of health issues relating to nutrition and exercise and nutrition and exercise for an athletic population
6. to enable students who desire to acquire strong skills in research methodology, including developing a hypothesis to the completion of a thesis (as applicable).

Students must complete a **minimum of 34 hours for thesis option, 40 hours for coursework option, and 40 hours for International Olympic Committee (IOC) option.** Hours include advanced work in research methods, statistics, kinesiology, and nutrition; 3 semesters of practicum in sports nutrition; and, 6 hours of thesis or 2 hours of a capstone course.

Practical experience and/or research are two major components of this interdisciplinary program. Many graduate students are involved in research studies on how diet and exercise affect muscle proteins and body composition, athletic performance, as well as nutrition education interventions. Practicum experience is gained through working with athletes in intercollegiate and professional teams, local school districts, as well as in hospitals, private practice RDNs, and corporate wellness centers.

## **ADMISSION POLICIES**

### **1. Admission criteria: Undergraduate GPA, and measures of the student's potential.**

The applicant must comply with all Graduate School admission criteria and be admitted into the Graduate School at TWU prior to being admitted into the MS Nutrition program. There are two types of admission status: unconditional and provisional.

- **Unconditional admission:** The applicant must present: (a) a baccalaureate degree in nutrition or its equivalent; (b) official transcripts showing evidence of prerequisite undergraduate courses in human anatomy and physiology, all chemistry courses through biochemistry, introduction to nutrition, advanced nutrition, and a lifecycle nutrition course; and (c) a grade point average of at least a 3.25 on a 4.0 scale on the last 60 hours of formal coursework with a major in nutrition
- **Special or provisional admission** Applicants who meet Graduate School admission criteria, GPA and GRE admission standards but lack prerequisite courses are admitted as provisional until these courses are satisfactorily completed. When equivalent courses exist, prerequisite courses may be completed at the graduate level. These courses must be completed during the first year of graduate study. Once prerequisite courses are completed, the student's major professor will send a letter to the Graduate School (Change of Status- Provisional to Unconditional at <https://twu.edu/gradschool/forms/>) indicating a change in status from provisional to unconditional. A graduate student may not file a degree plan until unconditional status has been declared.

### **2. All graduate admissions are managed by the Graduate School**

The Graduate School will receive all applications for admission to the Graduate School and the NFS ESN program. When the student's file is complete, the Graduate School will inform the NFS department's Graduate Admissions Committee where the application will be reviewed electronically. The Committee will send its recommendation to the Chair of NFS for further processing for final transmittal to the Graduate School.

### **3. Notification of acceptance into the master's program in Nutrition**

Students will be notified by the Graduate School of their acceptance into the Nutrition program, their assigned initial advisor, their status of admission (unconditional or provisional), and any prerequisite courses that need to be completed if they are admitted provisionally.

### **4. Graduate Credit by transfer from another institution**

There is no automatic transfer of graduate credit. The student's advisory committee may recommend and the Dean of the Graduate School may approve specific courses for transfer credit as a part of the student's master's degree plan. The maximum possible number of credits that may be transferred is 6 semester hours.

### **5. Dietetic Internship Transfer of Credit (Non-TWU programs)**

With prior approval from the NFS advisory committee, for dietetic internship programs which provide graduate credit, 6 graduate hours of dietetic internship experience can be accepted. This credit must be earned while the intern is in their internship program, not after the program is completed. This credit is only available for programs with an approved established agreement with NFS.

### **6. TWU Dietetic Internships (Denton and Houston) / VA Houston Dietetic Internship Credit**

In these programs, dietetic interns may credit up to 9 graduate hours towards their master's degree program upon successful completion of their internship program.

### **7. Residence**

Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. Refer to the Graduate School website (<http://www.twu.edu/gradschool/>) and forms for further details and information for petitioning a change in residency classification.

### **8. Teaching and / or Research Assistantships**

The Department of NFS provides a limited number of teaching and research assistantships for qualified graduate students. Applications for assistantships may be secured from the head of the Department of NFS. Refer to: <https://twu.edu/gradschool/graduate-assistants/>.

### **9. Orientation for New Graduate Assistantship Insurance**

A web-based Graduate Assistant Orientation is now available year round. Visit the following site and review the sections that are applicable to your assignment: <https://catalog.twu.edu/graduate/financial-aid/graduate-assistantships/orientation/>

## **OPTIONS TO COMPLETE COURSE REQUIREMENTS FOR MS IN ESN**

Two options are available for students to complete their MS in ESN degree:

### **1. Coursework Option:**

- a. The coursework option requires courses to be completed via a hybrid (combination of 100% online and face-to-face) manner.
- b. A minimum number of 40 credits are required for degree completion.

### **2. Thesis Option:**

- a. The thesis option requires students to complete coursework and a thesis project under a faculty advisor.
- b. Students may complete courses administered 100% online and/or face-to-face. However, most thesis projects require on-campus data collection. A minimum number of 34 credits are required for degree completion.

**M.S. In Exercise and Sports Nutrition**  
**COURSE REQUIREMENTS – COURSEWORK OPTION**

**Required Core Courses: (14 hours)**

NFS 5213 Human Nutrition and Metabolism: Macronutrients  
NFS 5223 Human Nutrition and Metabolism: Micronutrients  
NFS 5363 Human Nutrition and Disease  
Statistics Course (such as NFS 5233, KINS 5033, HS 5703, FS 5193, or MATH 5573) NFS 5332  
Capstone Seminar (with a 'C' grade or higher)\*\*

\*\* Students take this seminar towards the end of the program

**Additional Required Courses in Major: (9 hours)**

NFS 5583 Nutrition and Exercise  
KINS 5553 Advanced Exercise Physiology OR  
NFS 5903 Special Topics: Advanced Exercise Physiology

**PLUS**

NFS 5681 Sports Nutrition Practicum\* or NFS 5813 Dietetic Internship (may replace one practicum hour NFS 5681 requirements for RDN interns with permission of Dietetic Internship Director AND Sports Nutrition Practicum Coordinator) or NFS 5133 Professional Internship for Exercise and Sports Nutrition\*\*

*\*Students with the RDN credential or intending to become RDN-certified must complete NFS 5681 three times except as noted above. Non-RDN students must complete NFS 5133. NFS 5583 MUST be completed currently with or prior to registering for the first section of 5681.*

*\*\* Students who are non-RDN track. Should be taken the **last semester** of graduate school. NFS 5583 MUST be completed currently with or prior to registering for the first section of 5681.*

**Additional Coursework: (17 hours)**

Coursework to be selected from additional courses from the Departments of Nutrition and Food Sciences, Health Studies, Kinesiology or coursework transferred from another institution (up to 9 hrs) with approval of the student's advisory committee.

HS 5063	Aging and Health	NFS 5475	Advanced Preventive Nutrition
HS 5353	Epidemiology	NFS 5493	Medical Nutrition Therapy- Pediatrics
HS 5363	Population Health	NFS 5521	Nutrition for Collegiate and Professional Sport
KINS 5583	Hormonal Response to Exercise	NFS 5623	Neutraceuticals and Dietary Supplements
KINS 5573	Graded Exercise Testing	NFS 5693	Nutrition & Metabolic Syndrome
NFS 5033	Eating Behaviors & Eating Disorders	NFS 5813	Internship Experience in Nutritional Care
NFS 5043	Nutritional Aspects of Vegetarianism		
NFS 5423	Nutrition and Gerontology		
NFS 5443	Nutrition and Women's Health		
NFS 5453	Nutrition Education		

**Note:** A maximum of 12 credit hours for internship experience, practicum, independent study, or cooperative education is permitted in this option. Research hours are not permitted.

**Minor**

A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.

**MINIMUM TOTAL PROGRAM HOURS: 40 HOURS**

**Recommended Sequence of Classes:**  
**Coursework-Only Option (Dietetic Interns-Denton Campus)**

**Summer 1 (could also take Summer 2 or Summer 3)**

<b>Course</b>	<b>Credit Hours</b>
NFS 5903 Advanced Exercise Physiology or KINS 5553	3

**Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
NFS 5583 Nutrition and Exercise	3
Statistics course or Research Methods (see list)	3

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Micro	3
<i>NFS 5813 Internship Orientation (does not apply to degree plan)</i>	<i>3</i>
NFS 5493 MNT in Pediatrics	3

**Summer 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5813 Internship in Nutrition Care	9 <i>(6 apply to degree)</i>

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5813 Internship in Nutrition Care <b>(1 credit hour NFS 5681 waived)</b>	9 <i>(3 apply to degree)</i>

**Spring 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5681 Sports Nutrition Practicum	1
NFS 5911 Independent Study (for second hour of 5681)	1
NFS, KINS, or other electives	6
NFS 5332 Capstone Seminar	2

<b>Total Hours:</b>	<b>52 (40 toward degree)</b>
---------------------	------------------------------

**Recommended Sequence of Classes:**  
**Coursework-Only Option (Dietetic Interns-Houston Campus)**

**Summer 1 (could also take Summer 2 or Summer 3)**

<b>Course</b>	<b>Credit Hours</b>
NFS 5903 Advanced Exercise Physiology or KINS 5553	3

**Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
NFS 5583 Nutrition and Exercise	3
<i>NFS 5813 Internship Experience (does not apply to degree)</i>	<i>6</i>

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Micro	3
<i>NFS 5813 Internship Experience (does not apply to degree)</i>	<i>3</i>
Statistics course or Research Methods (see list)	3
NFS or KINS Elective	3

**Summer 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5813 Internship in Nutrition Care	9 ( <i>1 credit in 5681 waived</i> )

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS, KINS or Other Elective	6
NFS 5681 Sports Nutrition Practicum	1
NFS 5911 Independent Study (for second hour of 5681)	1
NFS 5332 Capstone Seminar	2

**Total Hours:** **49 (40 toward degree)**

**Recommended Sequence of Classes:  
Coursework-Only Option (Non-Interns)**

**Summer 1 (could also take Summer 2)**

<b>Course</b>	<b>Credit Hours</b>
NFS 5903 Advanced Exercise Physiology or KINS 5553	3

**Fall 1**

NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
NFS 5583 Nutrition and Exercise	3

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Micro	3
Statistics course or Research Methods (see list)	3
NFS or KINS Elective	3
NFS 5681 Sports Nutrition Practicum	1

**Summer 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5681 Sports Nutrition Practicum	1
NFS, KINS, or other elective	6

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS, KINS, or other elective	8
NFS 5681 Sports Nutrition Practicum	1
NFS 5332 Capstone Seminar	2

**Total Hours: 40**

**APPLICATION FOR NFS MS CAPSTONE SEMINAR**  
***Submitted to the Faculty Member Prior to Class Registration***

**Student Name:**

**Student ID#**

I am requesting to enroll in the NFS Capstone Seminar during \_\_\_\_\_ semester \_\_\_\_\_. I hereby declare that I have completed the NFS core courses with the exception of the Capstone seminar, and will be in the last semester of my Master's Degree Nutrition studies. **I understand that I need to receive a 70% or higher in order to pass the Capstone Seminar degree requirement.**

I have finished the following courses with satisfactory grades, or will be finishing **all courses** during the semester taking the Capstone Seminar:

\_\_\_\_\_ NFS 5213 and NFS 5223 Nutrition and Human Metabolism: Macro and Micronutrients

\_\_\_\_\_ NFS 5363 Human Nutrition and Disease

\_\_\_\_\_ 3 hours of statistics or research design

\_\_\_\_\_ 9 additional hours from major area, other NFS program areas (Food Systems Management or Food Science), or coursework from another institution (up to 9 hours) with approval of the advisory committee

**Completion of the NFS 5332.50 Capstone online seminar will bring the total program hours to 40 hours minimum.**

\_\_\_\_\_ Unconditional status on file with the Graduate School.

\_\_\_\_\_ A copy of my transcript is attached with this application

**Student Signature:**

**Major Advisor Signature:**

**M.S. In Exercise and Sports Nutrition**  
**COURSE REQUIREMENTS – THESIS OPTION**

**Group I – Required Core Courses: (16 hours)**

NFS 5213	Human Nutrition and Metabolism: Macronutrients
NFS 5223	Human Nutrition and Metabolism: Micronutrients
NFS 5363	Human Nutrition and Disease
NFS 5233	Research Techniques in Nutrition Science or KINS 5023 Methods of Research (or other Research Methods course)
Statistics Course (such as KINS 5033, HS 5703, FS 5193, MATH 5573)	
NFS 5331	Seminar in Nutrition

**Group II – Additional Required Courses: (12 hours)**

NFS 5583	Nutrition and Exercise
KINS 5553	Advanced Exercise Physiology OR
NFS 5903	Special Topics: Advanced Exercise Physiology
NFS or KINS elective	(3 hours)

**PLUS**

NFS 5681	Sports Nutrition Practicum* or
NFS 5813	Dietetic Internship (may replace one practicum hour NFS 5681 requirements for RDN interns with permission of Dietetic Internship Director AND Sports Nutrition Practicum Coordinator) or
NFS 5133	Professional Internship for Exercise and Sports Nutrition

**Group III – Thesis: (6 hours)**

KINS/NFS 5983	Thesis I
KINS/NFS 5993	Thesis II

**TOTAL PROGRAM HOURS: MINIMUM 34 HOURS**

**Minor:**

A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.

**Recommended Sequence of Classes:**  
**Thesis Option (Dietetic Interns-Denton Campus)**

**Summer 1 (could also take Summer 2 or Summer 3)**

<b>Course</b>	<b>Credit Hours</b>
NFS 5903 Advanced Exercise Physiology or KINS 5553	3

**Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
NFS 5583 Nutrition and Exercise	3
Statistics course or Research Methods (see list) (NFS 5233)	3

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Micro	3
<i>NFS 5813 Internship Orientation (does not apply to degree plan)</i>	<i>3</i>
NFS 5493 MNT in Pediatrics	3
Stats course or Research Methods	3
NFS 5331 Seminar in Nutrition	1

**Summer 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5813 Internship in Nutrition Care	9 ( <i>6 apply to degree</i> )

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5813 Internship in Nutrition Care <b>(1 credit hour NFS 5681 waived)</b>	9 ( <i>3 apply to degree</i> )

**Spring 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5681 Sports Nutrition Practicum	1
NFS 5911 Independent Study (for second hour of 5681)	1
NFS 5983 Thesis I	3

**Summer or Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5993 Thesis II	3

**Total Hours:** **54 (42 toward degree)**

**Recommended Sequence of Classes:**  
**Thesis Option (Dietetic Interns-Houston Campus)**

**Summer 1 (could also take Summer 2 or Summer 3)**

<b>Course</b>	<b>Credit Hours</b>
NFS 5903 Advanced Exercise Physiology or KINS 5553	3

**Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5583 Nutrition and Exercise	3
<i>NFS 5813 Internship Experience (does not apply to degree)</i>	<i>6</i>
Statistics course or Research Methods (see list) (NFS 5233)	3

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Micro	3
NFS 5363 Human Nutrition in Disease	3
<i>NFS 5813 Internship Experience (does not apply to degree)</i>	<i>3</i>
Statistics course or Research Methods (see list)	3
NFS 5331 Seminar in Nutrition	1

**Summer 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5813 Internship in Nutrition Care	9 ( <i>1 credit in 5681 waived</i> )

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5681 Sports Nutrition Practicum	1
NFS 5911 Independent Study (for second hour of 5681)	1
NFS 5983 Thesis I	3

**Spring 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5993 Thesis II	3

**Total Hours:** **48 (39 towards degree)**

**Recommended Sequence of Classes:**  
**Thesis Option (Non-Interns)**

**Summer 1 (could also take Summer 2 or Summer 3)**

<b>Course</b>	<b>Credit Hours</b>
NFS 5903 Advanced Exercise Physiology	3

**Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
NFS 5583 Nutrition and Exercise	3
Statistics course or Research Methods (see list) (NFS 5233)	3

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Micro	3
Statistics course or Research Methods (see list)	3
NFS or KINS or other elective	3
NFS 5681 Sports Nutrition Practicum	1
NFS 5331 Seminar in Nutrition	1

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5681 Sports Nutrition Practicum	1
NFS 5911 Independent Study (for second hour of 5681)	1
NFS 5983 Thesis I	3

**Spring 2**

<b>Course</b>	<b>Credit Hours</b>
NFS 5993 Thesis II	3

**Total Hours: 34**

**M.S. In Exercise and Sports Nutrition**  
**COURSE REQUIREMENTS – INTERNATIONAL OLYMPIC COMMITTEE (IOC)**  
**DIPLOMA IN SPORTS NUTRITION OPTION**

**Group I – Required Core Courses: (8 hours)**

NFS 5363	Human Nutrition and Disease*
Statistics	(such as KINS 5033, HS 5703, FS 5193, or MATH 5573)
NFS 5332	Capstone Seminar (with a 'C' grade or higher)**

**Group II – Additional Required Courses: (9 hours)**

NFS 5583	Nutrition and Exercise
KINS 5553	Advanced Exercise Physiology OR
NFS 5903	Advanced Exercise Physiology

**PLUS**

NFS 5681	Sports Nutrition Practicum or
NFS 5133	Professional Internship for Exercise and Sports Nutrition or
NFS 5813	Dietetic Internship (check with Dietetic Internship Director)

**Group III – Electives: (13 hours)**

(Up to 12 hours may be replaced by IOC diploma) Students should select at least one course from the Department of Kinesiology and at least two courses from the Department of Nutrition and Food Sciences. Graduate elective courses will be chosen that complement the student's goals and meet the approval of the student's graduate advisor committee.

**Total Program Hours:**

Minimum of 18 hours plus IOC Diploma for thesis option or 25 hours plus IOC Diploma for coursework only option.

**Minor:**

A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.

## **SPECIAL REQUIREMENTS FOR THIS DEGREE**

### **Field experience**

No specialized experience is required but is recommended for entry into this program. Field experience is required for graduation through the practicum described below.

### **Advisory Committee**

When a student is accepted into the Master of Science in Exercise and Sports Nutrition Program, the ESN Coordinator will assign an academic advisor. The academic advisor will be responsible for the student's program until a permanent academic advisor is selected. During the first semester, the student will select an advisor of her/his choice and develop a degree plan with the major advisor. Only graduate faculty members whose major faculty appointment (half time or more) is in the Departments of NFS or Kinesiology qualify to serve as academic advisors.

### **Degree Plan**

Effective Fall 2018 master level students will no longer file paper degree plans but will submit degree audits through [Student Planning](#). The graduate student and the advisor share the responsibility of reviewing and updating any changes to the student's degree audit. (When the student presents a minor, a faculty member from the minor department must approve the proposed program and serve on the student's committee).

It often occurs that a degree plan will need to be changed or to include "elective" or "special topics". When this is the case, it is the student's responsibility to update the degree plan. The degree plan can be updated or modified by completing a Change in Degree Plan form (<https://twu.edu/gradschool/forms/>). The change in Degree Plan request should be submitted to the student's academic advisor for approval. If the modifications being requested are substantial, the academic advisor will discuss the request with all committee members before approving the change. The Exercise and Sports Nutrition Coordinator will then send the form to the Dean of Graduate School.

### **Practicum - NFS 5681 or NFS 5133**

The Exercise and Sports Nutrition student will participate in structured, supervised practical experiences, potentially including both on and off campus experiences.

Each student is required to complete a minimum of 45 clock hours of supervised practice during a semester or an average of 3 practicum hours a week for each credit hour. Before beginning these experiences, copies of immunization records and CPR certification must be uploaded to the Demographic Form. This form, along with instructions, can be found here:

<https://twu.edu/student-health-services/immunization-compliance/>

The student is required to complete NFS 5213 and 5223 (Human Nutrition and Metabolism: Macronutrients and Micronutrients) as well as Nutrition and Exercise (5583) prior to enrolling in practicum. The student will follow the syllabus provided for each course. The syllabus and related documents will detail requirements for successful completion of the practicum experience, including, but not limited to documentation of supervised practice hours, documentation of a preceptor's positive evaluation of the student, and documentation of completed competencies. Students enrolled in NFS 5813 Internship (dietetic interns) may be able to meet one of the practicum experience hours during their supervised practice. Check with the Practicum Coordinator and Dietetic Internship if your goal is to complete the Sports Nutrition Practicum hours during the internship.

The ESN student will be evaluated throughout the period by the Practicum Coordinator and the site supervisor. It is the student's responsibility to schedule an evaluation meeting for the end of the practicum with both the practicum coordinator and the site supervisor. A site visit or a scheduled phone evaluation are acceptable. It will again be the responsibility of the student to inform the practicum coordinator at least a week in advance for an appropriate time for that visit. The grade in the course will be dependent on several factors detailed in the syllabus, including the final evaluation, documentation of completed hours, documentation of completed competencies, professional behaviors, and quality of work completed. (Please review each syllabus for further details.) Evaluation forms will be completed separately by the student and the site supervisor/preceptor. The student will then meet with both of these individuals to discuss strengths and areas for improvement.

### **Research competency**

Research competencies will be demonstrated through the successful completion of the graduate research methods and statistics courses and/or the production of a thesis.

### **Time limits**

No absolute time period exists, but credit hours older than six years cannot apply towards the master's degree. Under extraordinary circumstances, credit hours older than six years may be reinstated with the permission of the Dean of Graduate School upon recommendation of the student's advisory committee, and Dean of the College of Health Sciences.

### **Research Committee Policy**

A graduate student's responsibility includes recommending the membership of the committee. The student may enroll in Thesis I (NFS 5983) with permission of their research advisor. The student should recommend the members of the research committee and the research advisor approves the membership. The research committee consists of three, but not fewer than two, voting members of the graduate faculty from the student's degree program. If the student has a minor, an additional member of the committee should be a faculty member from the minor area. The research committee advises the student on the thesis process, reviews the thesis, hears the student's defense of the thesis, and decides if the thesis is successfully defended. The research advisor leads the committee. While the thesis prefix is NFS, the interdisciplinary nature of the research will be insured by the constituency of the research committee and by the research topic itself.

## **POLICIES AND PROCEDURES FOR THE DEVELOPMENT AND COMPLETION OF THESIS**

### **Prospectus**

Students completing a thesis must meet the requirements for NFS 5983 Thesis I (taken first) and NFS 5993 Thesis II (taken second). During 5983 enrollment, the student presents a prospectus to the research committee. The prospectus must be successfully defended and approved prior to collecting data for the thesis project.

The policy of the Nutrition Program stipulates that a 10 working day reading period be granted to each member of a research committee who receives a prospectus or thesis. An outline of the procedure follows:

1. Consult with research chair regarding feasibility of the project and verify that all prerequisites for candidacy have been met.
2. Prepare a draft of the prospectus. The prospectus is a maximum 10-page document that includes the relevance and purpose of the research project, specific aims, methodology, and statistical analysis. Submit the draft to the research chair for comments, suggestions for improvement, etc.
3. Submit the corrected draft to the research chair for approval.

4. After the research chair gives approval, the draft is submitted to all committee members by the student a minimum of 10 working days prior to prospectus or thesis meetings.
5. Schedule a prospectus meeting of the committee at which the draft is clarified and defended by the student. At least two members of the student's research committee must be present for the meeting to be official.
6. An approved IRB from the Institutional Review Board (IRB) if using human participants or Institutional Animal Care and Use Committee (IACUC) if using animals to conduct the research must be submitted to the student's research committee at the same time as the prospectus.
7. Secure letters of agreement from any non-university agency which will supply participants (schools, hospitals, etc.). Letters of agreement must accompany the prospectus.
8. Revise the tentative outline as suggested by the committee and reduce the length to a maximum of 10 pages, excluding references and appendices. Appendices include approval from IRB, IACUC, or letters of agreement.
9. Secure committee members' signatures of approval (Prospectus Cover Sheet at <https://twu.edu/gradschool/forms/> and forward two copies of prospectus to the Chair of NFS for approval and signature. The original signature sheet, letters of approval, and IRB or IACUC approval must be attached.
10. The student and chair of the student's research committee must file copies of the Responsible Conduct in Research Training with the prospectus to the Graduate School – see <https://www.twu.edu/institutional-review-board-irb/training-requirements/>
11. One copy of the prospectus for thesis is filed with the Dean of the Graduate School and the second with NFS.
12. The student enrolls in 5993 when the student is in the final stages of writing a thesis and presents the completed project to the research committee.

As soon as the student is notified of approval of the prospectus, collection of data may begin.

### **Format of Thesis\***

Each thesis should reflect the highest standards of research and scholarship and should make a meaningful contribution to the field of Nutrition and/or Exercise. Consequently each thesis must manifest rigorous standards of content, style, and format. The student should write their thesis in the format of the journal chosen by the chair of their thesis committee. The format for the title page and abstract for a thesis are found at the graduate website: <https://twu.edu/gradschool/forms/>

A calendar of deadlines is available in the Graduate Office and lists graduation requirements and dates. Final dates for submitting the thesis CANNOT be waived for any reason (See Graduation Deadlines at <https://twu.edu/gradschool/current-students/degree-completion/> ). Each candidate, not the faculty advisor, is responsible for meeting Graduate School requirements and deadlines. The Graduate School staff is available to answer questions or to clarify policies or procedures.

The proposed section headings follow the manuscript format used in the American Society of Nutrition Journals:

a. **Chapter I – INTRODUCTION**, will include the following:

- Title
- Introduction
- Problem Statement
- Hypothesis or Hypotheses
- Definitions
- Assumptions and Limitations
- Significance

b. **Chapter II – REVIEW OF THE LITERATURE**

This chapter should aim toward contrasting/comparing of similarities and differences in terms of the present study and completed literature.

**c. Chapter III - MANUSCRIPT TITLE**

- Disclosure stating if the paper is already published or will be published. Also reference Appendix if needed
  - Ex: The work described in this chapter in its entirety has been published in the following reference with minor modifications in numbering of figures: (citation)
  - Ex: Additional data that was not included in the submission is located in Appendix A.
- Abstract
- Introduction
- Methods
- Results
- Discussion

**d. Chapter IV – will be titled CONCLUSIONS** and include the following sections:

- Discussion – should be summary of what is in the manuscript(s)
- Conclusions – Overall conclusions from the research completed
- Implications and Recommendations

**e. Chapter V – REFERENCES**

Should be one comprehensive reference list for the whole document

**f. APPENDICES –**

Created and used as needed. Contains additional information regarding methods or results

*\* You should use one, uniform style for your thesis/dissertation, even if you will be submitting the sections to different journals with different reference requirements. See Departmental template for an example.*

**Preparation of Thesis**

- a. Submit the completed thesis to the research chair for comments and suggestions per research chair's schedule and instructions.
- b. Resubmit the corrected draft to research chair until it is finally approved.
- c. After the research chair has given approval, corrected thesis is submitted to other committee members by the student.
- d. Student provides hard copy of the corrected thesis to committee members prior to oral examination.
- e. Student schedules final oral examination with input of all committee members in regards to scheduling availabilities.
- f. Student gives all committee members at least 10 working days to read and comment on thesis before final examination date.

**Final Oral Examination Procedures**

The student schedules a meeting for defense of the thesis after distributing the paper and at a time all members will be present. The (Certification of Final Examination (Dissertation, Thesis, Professional Paper at <https://twu.edu/media/documents/graduate-school/Certificate-of-Completion-for-Thesis-&-Dissertation-2020.pdf> ) of the thesis are to be presented by the student at the time of final oral examination. At the conclusion of a satisfactory oral examination, the final examination certification form is signed by all committee members and is filed in the NFS office for the chair's signature. The Chair of NFS will then send the form to the Dean of the Graduate School. The signed Certificate of Completion is submitted with final copy of the thesis.

### **Thesis Defense Announcement**

The major professor and the student are responsible for sending information of the oral defense of the thesis at least one week prior to the defense meeting for other interested faculty and students to attend. Defense information can be entered using this [google form](#) or by emailing Dr. LeMieux ([mlemieux@twu.edu](mailto:mlemieux@twu.edu)), If emailing, please make sure to include:

- Student's name and Credentials (if any)
- Advisor's name
- Graduate Program Name
- Thesis title
- Defense Date and location
- Photo of student.

### **Final Paper Filing Procedures**

The thesis must be prepared in accordance with regulations outlined on TWU Graduate School website (Please see <https://twu.edu/gradschool/current-students/thesis-and-dissertation/>). Also, make an appointment with a Graduate Service Formatting Editor to ensure you have followed the proper formatting for filing a thesis. The major research professor may not forward the thesis unless a clearance has been obtained from the IRB or IACUC and that all required signatures of informed consent from human participants are on file.

When submitting the necessary signature page, please use the format indicated at the website: <https://twu.edu/media/documents/graduate-school/Certificate-of-Completion-for-Thesis-&-Dissertation-2020.pdf> Signature pages for all copies turned in

### **Guidelines for Publication Agreement**

The ethical standards written in Publication Manual of the American Psychological Association: Seventh Ed. will be used as guidelines for authorship, reporting and publishing the master's thesis. <https://apastyle.apa.org/products/publication-manual-7th-edition>. However, in some cases, the research chair may recommend a different citation style if components of the thesis will be submitted for publication elsewhere.

### **Graduation Policies**

Graduate students must be enrolled in Thesis II (NFS 5993) during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester.

If a student fails to meet the deadline for graduation established by the Graduate School in a given semester but completed all requirements by the close of that semester, the Dean of the Graduate School will write a letter to the effect to the student's employer. The letter is tantamount to the awarding of the degree.

Students in the Exercise and Sports Nutrition Program who wish to qualify for **August graduation** should be aware of the following:

1. NFS 5983 - Thesis I must be completed and approved prior to the first day of spring semester.
2. Data and the Results, Discussion, and Conclusion must be completed and approved prior to spring semester last week of classes.
3. If a member of the research committee is to be replaced because the faculty member will not be available when the student plans to defend during the summer, the request for change must be initiated by the research chair prior to dead week of spring semester.
4. The final defense must be held during the research chair's scheduled summer session.