

**MASTER OF SCIENCE DEGREE
GRADUATE STUDENT HANDBOOK**

2019-2020



**TEXAS WOMAN'S
UNIVERSITY**

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

Table of Contents

Sections	Page
Mission and Vision Statements.....	3
Introduction	3
Admission Policies.....	4
Coursework Option Curriculum.....	6
Capstone Seminar Application.....	7
Thesis Option Curriculum.....	8
Special Requirements.....	9
Advisory Committee.....	10
Policies and Procedures for the Development & Completion of Thesis...	10
Graduation Policies.....	13

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

See Graduate School Website:

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

Please see the website for all current forms:

<http://www.twu.edu/gradschool/forms.asp>

MS in Nutrition Degree

Mission and Vision Statements

September 2017

Nutrition Mission Statement: The Master's program in The Department of Nutrition and Food Sciences promotes transformational learning through service, leadership, and research. Students acquire knowledge and critical thinking skills in nutrition, and wellness through engaged learning and scholarly activity, culminating in a Master of Science degree.

Nutrition Vision Statement: To be a program recognized for its expertise in the integration of diet in supporting or promoting optimal health.

Introduction

Texas Woman's University (TWU) offers the Master of Science in Nutrition through the Department of Nutrition and Food Sciences (NFS) in the College of Health Sciences. The degree program strengthens and reinforces the importance of nutrition on health and fitness, awareness of the role of nutritional wellbeing, and meets the increased demand for classes in nutrition while reinforcing the importance of collaborative research efforts by the faculty.

The degree program emphasizes the importance of nutrition. The primary goals, objectives and expectations of this program are the following:

- (a) to develop well prepared professionals who can effect changes in nutrition habits for individuals and groups
- (b) to provide an appropriate learning atmosphere that encourages independent thinking, creativity, and professionalism, at all stages of the program
- (c) to provide opportunities for a wide variety of applied learning experiences in health-related settings
- (d) to encourage research that reflects the health issues of men and women as related to nutrition
- (e) to encourage research that involves nutrition and wellness
- (f) to enable students who desire strong skills in research methodology including developing a hypothesis in the completion of a thesis. Students must complete a minimum of 30 hours for thesis option, or 36 hours for coursework option. Hours include advanced work in research methods, statistics, and nutrition; and, 6 hours of thesis or completion of the Nutrition and Food Sciences Capstone course at a B or better.

Collaborative research and practical experience are two major components of this program. Many graduate students are involved in research studies on how diet and exercise affect body composition and function, as well as nutrition education interventions.

Admission Policies

1. Admission criteria: GRE scores, 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 Nutrition program. For 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; (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; (d) evidence of completing the Graduate Record Examination with a preferred minimum score of 141 on the quantitative and 143 on the verbal portion.

2. 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 <http://www.twu.edu/gradschool/forms.asp>) indicating a change in status from provisional to unconditional. A graduate student may not file a degree plan until unconditional status has been declared.

3. All graduate admissions are managed by the Graduate School

The Graduate School will receive all applications for admission to Graduate School and the Nutrition 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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: www.twu.edu/gradschool/graduate-assistants.asp.

10. Orientation for New Graduate Assistantship Insurance Benefits

(See www.twu.edu/gradschool/graduate-assistants.asp).

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: <http://twugaorientation.pbworks.com/w/page/22561136/FrontPage>

Texas Woman's University
Department of Nutrition and Food Sciences
M.S. In Nutrition Coursework Option

Required Core Courses: (12 hours)

NFS 5314 Human Nutrition and Metabolism

NFS 5363 Human Nutrition and Disease

NFS 5332 Capstone Seminar *

Select 3 semester hours from the following list. Other courses are also available with approval from your graduate advisor.

HS 5703 Applied Statistics for Health Educators

KINS 5033 Applied Statistical Principles

FS 5193 Statistics for Research in Family Sciences

* Students take this seminar course during their final semester of formal coursework for degree completion. Students must submit the Application for NFS MS Capstone Seminar form on the next page for approval to take the Capstone Seminar.

Additional Courses in Major from the Following: (16 hours)

NFS 5033 Eating Behaviors and Eating Disorders

NFS 5043 Nutritional Aspects of Vegetarianism

NFS 5053 Functional Foods

NFS 5173 Professional Practicum

NFS 5343 Advanced Nutritional Care

NFS 5423 Nutrition and Gerontology

NFS 5443 Nutrition and Women's Health

NFS 5453 Nutrition Education

NFS 5473 Advanced Preventive Nutrition

NFS 5493 MNT in Pediatrics

NFS 5521 Nutrition for Collegiate and Professional Sport

NFS 5543 Nutrition in Pregnancy and Infancy

NFS 5583 Nutrition and Exercise

NFS 5623 Nutraceuticals and Dietary Supplements

NFS 5693 Nutrition and Metabolic Syndrome

NFS 5713 Human Resource Management in Nutritional Care Systems

NFS 5893 Advanced Nutritional Epidemiology

NFS 5901 Special Topics

NFS 5903 Special Topics

Additional Coursework: (8 hours)

Coursework to be selected from additional courses above, other NFS program areas, coursework from another department, or coursework transferred from another institution with approval of the advisory committee (up to 6 hrs).

Note: A maximum of 9 credit hours for internship experience, or 6 credits in practicum, independent study, or cooperative education is permitted in this option. Research hours are not permitted.

Total Program Hours: 36 hours

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 5314 Nutrition and Human Metabolism

____ NFS 5363 Human Nutrition and Disease

____ 3 hours of statistics or research design

____ 24 hours of additional courses in major or related areas (17 of these hours must be in the major area)

Note: A maximum of 6 credit hours for the dietetic internship experience can be transferred in from another approved institution while the intern is in their program. Nine credit hours for TWU NFS dietetic internship programs (Denton and Houston), and the Houston VA program can be credited to the degree.

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.

Completion of the NFS 5332.50 Capstone online seminar will bring the total program hours to 36 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:

Texas Woman's University
Department of Nutrition and Food Sciences
M.S. In Nutrition
Thesis Option

Required Core Courses: (11 hours)

NFS 5314 Human Nutrition and Metabolism

NFS 5363 Human Nutrition and Disease

NFS 5331 Seminar

Select 3 semester hours from the following list. Other courses are also available with approval from your graduate advisor.

HS 5703 Applied Statistics for Health Educators

KINS 5033 Applied statistical Principles

FS 5193 Statistics for Research in Family Sciences

Required Thesis Courses: (6 hours)

NFS 5983 Thesis I

NFS 5993 Thesis II

Additional Courses in Major from the Following: (10-12 hours)

NFS 5033 Eating Behaviors and Eating Disorders

NFS 5043 Nutritional Aspects of Vegetarianism

NFS 5053 Functional Foods

NFS 5173 Professional Practicum

NFS 5343 Advanced Nutritional Care

NFS 5423 Nutrition and Gerontology

NFS 5443 Nutrition and Women's Health

NFS 5453 Nutrition Education

NFS 5473 Advanced Preventive Nutrition

NFS 5493 MNT in Pediatrics

NFS 5521 Nutrition for Collegiate and Professional Sport

NFS 5543 Nutrition in Pregnancy and Infancy

NFS 5583 Nutrition and Exercise

NFS 5623 Nutraceuticals and Dietary Supplements

NFS 5693 Nutrition and Metabolic Syndrome

NFS 5713 Human Resource Management in Nutritional Care Systems

NFS 5893 Advanced Nutritional Epidemiology

NFS 5901 Special Topics

NFS 5903 Special Topics

6000 level courses offered in Nutrition with approval of advisory committee and permission of instructor

Additional Coursework: (3-4 hours)

Coursework to be selected from additional courses above, other NFS program areas, coursework from another department, or coursework transferred from another institution with approval of the advisory committee (up to 6 hrs). Note: A maximum of 9 credit hours for internship experience, or 6 credits in practicum, independent study, or cooperative education is permitted in this option.

Research hours (NFS 5961, 5963) are 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.

Total Program Hours: Minimum 30 hours

Special Requirements for the MS in Nutrition Degree Thesis Option

1. Advisory Committee

When a student is accepted into the Master of Science in Nutrition Program, the Admission Committee Chair 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 Department of NFS qualify to serve as academic advisors. <http://www.twu.edu/nutrition-food-sciences/ms-nutrition.asp>

2. Research competency

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

3. 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.

4. Research Committee Policy

The student may enroll in Thesis I (NFS 5983) with permission of their graduate research advisor. It is the graduate student's responsibility to recommend the membership of the Research Committee. The Research Committee consists of not fewer than three voting members of the graduate faculty. This research committee shall have authority with respect to the student's thesis: the major advisor administers this authority. This committee also serves as the candidate's committee to examine the student on the thesis. Exceptions to committee membership may be made at the discretion of the Dean of the Graduate School. 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.

5. Policies and Procedures for the Development and Completion of Thesis

Research Project Procedures

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:

- a. Consult with research chair regarding feasibility of the project and check that all prerequisites for candidacy are completed.

- b. Prepare a draft of tentative outline of the project. The tentative outline will include the first three chapters of the thesis: introduction, complete literature review and materials and methods.
- c. Submit the draft of the tentative outline to the research chair for comments, criticisms, etc.
- d. Submit the corrected draft to the research chair for approval.
- e. After the research chair gives approval, the draft is submitted to all committee members by the student.
- f. Schedule a prospectus meeting of the committee at which the tentative outline is clarified and defended by the student. At least two members of a master's committee must be present for the meeting to be official.
- g. Secure permission 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 as required. (See <http://www.twu.edu/research/irb.asp> or <http://www.twu.edu/research/animal-care-and-use-committee.asp> for all information and forms pertaining to these two committees.)
- h. Secure permission from any non-university agency which will supply participants (schools, hospitals, etc.). Letters of agreement must accompany the prospectus and/or IRB proposal.
- i. Revise the tentative outline as suggested by the committee and reduce the length to a maximum of 10 pages, excluding references and appendices. The final copy of the prospectus may include:
 - Tentative title
 - Purpose of the study
 - Statement of the problem
 - Rationale for the study
 - Limitations/delimitations
 - Definitions/explanations
 - Hypotheses and/or research questions
 - Review of literature – 3 to 6 representative references
 - Proposed procedures
 - References
 - Appendices, including approval from IRB, IACUC, or agency permissions
 Secure committee members' signatures of approval (Prospectus Cover Sheet at <http://www.twu.edu/gradschool/forms.asp>) and forward two copies of the prospectus to the Chair of NFS for approval and signature. The original signature sheet, agency permissions, and IRB or IACUC approval must be attached.
- j. The student and chair of the student's research committee must file copies of the Responsible Conduct in Research Training with the prospectus – see <http://www.twu.edu/gradschool/forms/>
- k. One copy of the prospectus for thesis is filed with the Dean of the Graduate School and the second with NFS.
- l. Only after the prospectus has been filed can a student enroll in Thesis II (NFS 5993).
- m. As soon as the student is notified of approval of the prospectus, collection of data may begin.
- n. Submit copies of the participants' signatures of informed consent to the Office of Research and Sponsored Programs (ORSP).

1. 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. Consequently each thesis must manifest the most rigorous standards of content, style, and format. The student may consult the American Psychological Association or the publication manual of the American Psychological Association (7th ed.) Washington: Author. The format for the title page and abstract for a thesis are found at the graduate website: <http://www.twu.edu/gradschool/forms.asp>. 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 <http://www.twu.edu/gradschool/degree-completion.asp>). 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 as per Thomas, Nelson and Silverman's textbook Research Methods in Physical Activity: Fifth Edition (2005) are:

- 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 will be titled METHODS and include the following sections:
 - Participants or Animals
 - Instruments or Apparatus
 - Procedures
 - Design and Statistical Analysis
- d. Chapter IV – RESULTS
- e. Chapter V – will be titled DISCUSSION and include the following sections:
 - Discussion
 - Conclusions
 - Summary
 - Recommendations
- f. Chapter IV/V – can be a manuscript for publication using the style manual of the chosen peer-reviewed journal

1. Preparation of Thesis

- a. Submit the completed thesis to the research chair for comments and criticisms 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 business days to read and comment on thesis before final examination date.

2. 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.

Two forms (Certification of Final Examination (Dissertation, Thesis, Professional Paper at <http://www.twu.edu/gradschool/forms.asp>) and the signature page 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 signature page is submitted with final copy of the thesis.

3. Final Paper Filing Procedures

The thesis must be prepared in accordance with regulations outlined on TWU Graduate School website (Please see <http://www.twu.edu/gradschool/forms/>) Also, make an appointment with a Graduate Service Analyst to ensure you have followed the proper formatting for filing a thesis. The major 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: <http://www.twu.edu/gradschool/forms.asp>. **Signature pages for all copies turned in to the Graduate School must have original signatures.** Forms for copyrighting your master's thesis are available in the Graduate School.

4. 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>

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.