



**SOUTH DAKOTA
STATE UNIVERSITY**

Department of

Health and Nutritional Sciences

GRADUATE STUDENT HANDBOOK

POLICIES AND PROCEDURES

2018 - 2019 Academic Year

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INTRODUCTION AND PURPOSE OF HANDBOOK

This handbook provides graduate students with the policies and procedures for the Department of Health and Nutritional Sciences (HNS) in the College of Education and Human Sciences at South Dakota State University. This handbook governs the time from when a graduate student first registers within a HNS graduate program until completion of a master's or doctoral degree. Students are urged to read it thoroughly prior to starting a graduate program as it describes the procedures, requirements, expectations, and recommended timing for completion of the master's and doctoral degrees, and the consequences of non-compliance.

This manual is a **supplement to the current Graduate School Catalog** of South Dakota State University (SDSU), which can be obtained from the Graduate School or found online at <http://catalog.sdstate.edu/index.php>. Additional information and forms can be found through the MyState portal (<http://mystateonline.sdstate.edu>).

The Department of HNS may have additional requirements beyond those of the Graduate School. Therefore, it is important that the SDSU Graduate School Catalog and this handbook be used together.

Policies and procedures governing degree programs may be changed periodically. The policies that apply at the time of the student's first registration in a degree program will be the policies that the student must follow. When a student who has received a master's degree from SDSU is admitted to the doctoral program, or when a student who has withdrawn from a program is readmitted, s/he will follow the policies and procedures that are in effect at the time of first registration following the new admission. Students who take a leave of absence of 365 days or less will continue to follow the policies that were in effect when they entered the program. Students who take a leave of absence of more than 365 days will follow the policies that are in effect at the time of their first registration after the leave of absence.

The student wishing to pursue an advanced degree program is expected to be familiar with the policies and minimum requirements both of the Graduate School and the Department of HNS. The student is expected to take the initiative in meeting these requirements. It is not the responsibility of the Department to inform students of the requirements. Depending on individual circumstances, the Department Head and/or the student's Graduate Faculty Committee in HNS may stipulate that the student meet additional requirements

Graduate students are encouraged to have mentorship with their major advisor, and a collegial relationship with other faculty and with their fellow graduate students. The life-long learning process instilled during a graduate program involves not only interactions and education within a classroom, but those that occur outside of a classroom as well.

PURPOSE OF GRADUATE STUDY

The primary objective of a master's (M.S.) degree program is to provide a scholarly approach to the academic subject matter content in athletic training, dietetics, nutrition, exercise science or sport and recreational studies introduced during the baccalaureate education. The primary objective of a doctor of philosophy (Ph.D.) program is to build upon the experience obtained during master's program and foster independence in the student in terms of research and/or teaching.

INFORMATION FOR BOTH MASTER'S AND DOCTORAL PROGRAMS

Credits Required for Graduate School Enrollment

Specific requirements for those students on assistantships is listed in the Graduate Assistant section.

Academic Performance and Progression

Information about the credit load, graduate assistants, international graduate student credit requirements, and registration and status is available in the graduate catalog at <http://catalog.sdstate.edu/content.php?catoid=33&navoid=5013>.

The student must enroll in a minimum of number of credits required by the specific program of which 50% must be at the 600 to 700 levels.

To maintain active status, students must be registered each semester of the academic year (excluding summer). Students who are not registered will be moved to inactive status. Inactive students must apply for readmission and be accepted before continuing their graduate studies.

Time Limitation

Information about the time limitations for course work for master's programs is available at <http://catalog.sdstate.edu/content.php?catoid=33&navoid=5018> and PhD program at <http://catalog.sdstate.edu/content.php?catoid=33&navoid=5020>.

Academic Advisor/Major Professor

At the time of admission, an academic advisor (major professor) will be assigned to each student. A student may have one faculty member who serves both as the academic advisor and as the major professor (research advisor), or the student may have a different faculty member for the academic and research portion of their programs. The Academic Advisor and/or Major Professor are responsible for guiding the student through his/her program, from the initial developing and filing of a plan of study, through a proposal meeting and through the final defense or exam. It is the student's responsibility to maintain regular contact/communication with his/her advisor(s).

Plan of Study

The Plan of Study (POS) must be filed with the Graduate School during the first semester of graduate work and no later than the end of the first year. The POS contains all of the coursework that the student plans to take to fulfill the requirements for either a Master's or Doctoral degree. This includes approved transfer credits from other graduate institutions. Undergraduate courses taken as leveling courses are not included on the POS. The POS is an agreement between the student, the advisor, the Department, and the Graduate School specifying how the student will complete degree requirements. The POS form can be found on MyState and the Graduate School website. A Ph.D. student must also have signatures from his/her advisory committee before the POS can be submitted to the Graduate School.

MASTER OF SCIENCE DEGREE PROGRAMS AND REQUIREMENTS

The overall SDSU Master's Degree Requirements can be found in the Graduate School Catalog and will not be repeated in this handbook. It is the student's responsibility to review both the Graduate School and Departmental information/requirements for a Master's Degree. A Master's Degree Checklist (requirements and when due) is included in the SDSU Graduate School Catalog. The Graduate School sets deadlines for graduation each semester: <http://www.sdstate.edu/graduate-school/deadlines->

[graduation-candidates](#). Any forms required for plans of study, committee formation, graduation, etc. are available on the SDSU Graduate School forms at <https://www.sdstate.edu/graduate-school/forms>. Please note that the deadlines will vary depending on the Option you choose: Plan A, B or C.

Description of Options A, B and C for the Master's Degree

Students should discuss their professional goals with their advisor. It is up to the advisor to determine whether the student will do Option A (thesis), B (non-thesis, research paper/design paper*) or C (coursework only).

Please refer to the SDSU Graduate Catalog for a description and the minimum requirements for each option. The HNS department follows the requirements for each option as described in the SDSU Graduate School Catalog.

*As noted in the SDSU Graduate School Catalog, students following option B must complete 3 credits for a research problem/design paper in the major field and present a report. The content, style, and format of the report must meet the requirements of the program and be approved by the advisor. The HNS department, with faculty advisor approval, allows option B students to prepare a report in the form of a professional poster representing their research paper and/or capstone project.

Examinations

Master's programs require completion of a capstone component. The capstone component must be conducted under the supervision of no fewer than two graduate faculty and approved through normal curriculum processes. Capstone components must be associated with graduate coursework. The capstone component for an option A is the final oral exam. The capstone component for options B, and C may include a research paper, oral exam, portfolio of the student's work or other suitable exercise.

Forms utilized by faculty to evaluate the option A thesis/final oral exam or the option B or C capstone components are found in the Appendix and may be subject to change. Please consult with your academic advisor regarding examinations.

Academic Performance & Progression

All students shall be provided written progress evaluations on a semester basis. The Evaluation should address progress toward completion of formal course work and the thesis or dissertation project. Advisors may choose to use the Evaluation form created in Docusign at <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=386d0924-9f01-43a4-a715-6ac28f7adb7c>, an evaluation specific to their major, or choose to provide a written summary with the student. If the advisor chooses to use the form in Docusign the student should initiate the evaluation. Additional information on academic progression is available in the graduate catalog at http://catalog.sdstate.edu/contrent.php?catoid=33&navoid=5013#performance_progression.

Option A (Thesis)

This is a research-oriented program, which includes the writing of a thesis (individual research project entailing collection and/or analysis of data) and an oral examination. Students must successfully pass an oral examination that defends their thesis and assesses competency in coursework.

Advisory Committee

Information on advisory committee for Option A students is available at

<http://catalog.sdstate.edu/content.php?catoid=33&navoid=5018> and PhD students at http://catalog.sdstate.edu/content.php?catoid=33&navoid=5020#Advi_Comi.

The student and academic advisor/major professor work together on forming the student's advisory committee. Members of the committee should be faculty members who can contribute to the student's program either via research expertise or career-related expertise. The purpose of the advisory committee is to oversee the progress toward completion of the degree program. The committee also serves as the Examination Committee for the written and/or oral final examination(s).

It is the responsibility of the student to visit with the faculty members (with the exception of the graduate faculty representative) to ask them to serve on the committee. Once faculty have agreed to serve, the major advisor should formally communicate the membership of the committee to the Dean of the Graduate School via the Committee Approval Request Form available on the Graduate School website. This form will also request that a graduate faculty representative be appointed.

Make-up of the committee is as follows: minimum 2 faculty plus Graduate Faculty Representative.

Major advisor - acts as chairperson of the committee and must have graduate faculty status. Students can have only one major advisor at any one time, but the advisor may change during the graduate program. The student or major advisor initiates advisor changes. Requests are initiated via the Change of Advisor Form available from the Graduate School website.

The major advisor ensures that certain needs of the student are met. These include: 1) advising the student concerning the selection of coursework, assisting in planning the program of study, assisting in the timely submission of all necessary forms, and giving counsel on other matters pertinent to the successful completion of graduate study; 2) assisting in the selection of thesis topic, providing reasonable facilities for accomplishing the research, giving guidance in the approach to the problem, reviewing the progress at frequent intervals, and insuring that the thesis or project meets appropriate standards; and 3) noting the progress of the student, and at times when there is failure to meet the required standards, helping the student correct such a situation after careful consideration of the reasons for failing to meet standards.

Guidelines for Master's Thesis Proposal and Thesis

The student must enroll in a minimum of 30 credits, 50% of which must be at the 600 to 700 levels. However, each program has a minimum number of credits. Visit with your advisor to learn of the program requirements.

The thesis should represent a scholarly contribution to knowledge related to the major field. Thesis credits are given for both the research and writing required for the thesis. A grade of satisfactory (S) or unsatisfactory (U) is assigned during the semester of registration, based on progress made. Credits receiving "U" will not be credited toward the plan of study.

In the Thesis Option, the student must present a thesis proposal to his or her graduate advisory committee. The student should convene the committee for the proposal meeting. The student should determine a time and reserve a location and communicate this in writing to the committee members. Committee members should have a copy of the proposal at least 10 working days prior to the proposal meeting. Committee members will complete the proposal evaluation form located in the Appendix.

The thesis **PROPOSAL** presented to the graduate advisory committee should contain the following chapters. The format may be slightly different based on the recommendation of your advisor/mentor. For a Master's student on a funded project, grant deadlines may cause an alteration in the thesis proposal timeline.

Chapter 1 Introduction/Statement of the Problem/Specific Aims/ Hypothesis
Chapter 2 Literature Review (abbreviated)
Chapter 3 Proposed Methods

Following the proposal meeting and approval of the research project, the Thesis Format will be expanded to include results and discussion. Thesis and dissertation guidelines are available from the Graduate School at <https://www.sdstate.edu/graduate-school/thesis-dissertation-guidelines>.

Alternatively, your advisor may recommend following the journal format for your thesis, which has Chapter 1 as the Introduction and Chapter 2 as Review of Literature. This allows the paper to be formatted in the manner needed to be submitted to a scientific journal. Suggestions for alternative format are listed below.

Journal Format

Chapter 1 Literature Review (complete)
Chapter 2 Introduction/Statement of the Problem/Specific Aims/Hypothesis
Chapter 3 Methodology
Chapter 4 Results
Chapter 5 Summary, Conclusion(s), Limitations, Alternative Hypotheses, Implications for Practice
References: Bibliography of cited research articles

Alternative Journal Format

Chapter 1 Introduction
Chapter 2 Literature Review with references
Chapter 3 Manuscript (introduction, methods, results, discussion, references, tables and figures.
Chapter 4 Additional material not included in manuscript

The final format will be decided upon based on the recommendation of your advisor/mentor.

Final Examination

Candidates for a Master's degree are required to pass an oral examination covering any research completed as well as all courses included in the student's Plan of Study. The Graduate School establishes dates associated with the last day to submit a graduation application, format check of thesis/dissertation, and to take the Oral Exam. These important dates can be found on MyState and the Graduate School website.

Overall Procedure for Scheduling Final Examination

The student schedules the final oral examination in cooperation with the advisor; this should include the reservation of a room. Procedures are:

- A. The student contacts the committee members, arranges the time, date and place for the examination, fills these in on the Final Oral Exam form, and forwards to the advisor. In contacting the committee members, the student must make sure that the time and date

chosen are satisfactory and that all committee members can meet (usually this occurs via DoodlePoll).

- B. The student completes the Oral Exam Request form online from the Graduate School website. This form must be submitted at least 2 weeks prior to the exam date.
- C. The graduate school formalizes the official date, time and place of the oral examination via Outlook Calendar Invites. Included with this invite is the official assessment of the Plan of Study and the Final Exam Form. It is the responsibility of the student upon consultation with your advisor to address any issues with the Plan of Study that may have arisen. The advisory committee has the responsibility to critically evaluate the thesis/research paper and to suggest corrections or improvements if necessary.
- D. The Graduate Faculty Representative and all but one (1) of the graduate committee must pass the student.

Format for Plan A Final Oral Examination

The HNS Department uses the oral examination to test the student on graduate coursework and the thesis or individual research and study project. The examination is 60-90 minutes. The first part of the exam is devoted to a seminar presentation by the student on the student's research followed by questions and answers. The seminar is open to the public (i.e. other faculty, students, etc.). After the open seminar, the public is asked to leave. The remainder of the oral examination is conducted by the advisory committee who will continue with additional questions on the thesis or individual research and study project and, if desired by the committee, examination of coursework. The final oral examination forms are located in the Appendix.

Individual Research Paper (Plan B)

This is a limited research paper, which includes completion of an individual research project with an appropriate examination. The research project may entail an in-depth review of scientific literature on a chosen topic and the writing of a paper in the form of a narrative review, systematic review or other format as determined by the specific program and advisor. Assessment of the student can occur via presentation at the Department Free Communication Day or via individual presentation to student's committee as determined by the advisor.

Advisory Committee

The student and academic advisor/major professor, work together on forming the student's advisory committee. Members of the committee should be faculty members who can contribute to the student's program either via research expertise or career-related expertise. The purpose of the advisory committee is to oversee the progress toward completion of the degree program. The committee also serves as the Examination Committee the oral final examination that can occur during Free Communication Day or via an individual committee examination.

Guidelines for Research Paper

Many roles held by graduates of Health and Nutritional Sciences do not involve conducting research, but do require the knowledge and ability to handle other equally important responsibilities as well as understanding the scientific method of problem solving and interpretation of research. For this reason, an alternative is available under the non-thesis option. This option requires a research paper in a format specified by the advisor. This paper will extend the abilities learned during coursework and requires an

in depth critical analysis of research literature and synthesis of this analysis into implications for future research or practice.

The advisor and committee will determine the final format of the Individual Research and Study paper. A copy of the final paper should be sent to the Open Prairie librarian for posting in the HNS Department collections.

Option C (Coursework and/or Final Project)

A comprehensive written examination is required of all students on an Option C program, followed by an oral exam. The exam will cover course work in the field of study. Details about the written exam can be found below.

Advisory Committee

The student and academic advisor/major professor, work together on forming the student's advisory committee. Members of the committee should be faculty members who can contribute to the student's program either via research expertise or career-related expertise. The purpose of the advisory committee is to oversee the progress toward completion of the degree program. The committee also serves as the Examination Committee for the written and/or oral final examination(s).

It is the responsibility of the student to visit with the faculty members to ask them to serve on the committee. Once faculty have agreed to serve, the major advisor will maintain the committee membership.

Make-up of the committee is as follows: minimum of one faculty member plus the advisor

Guidelines for Coursework Only

Option C focuses solely on coursework. The student must enroll in a minimum of 35 credits, 18 of which are at the 600 to 700 levels. A comprehensive written exam and final oral exam are required of all students in Option C.

Written Exam

1. Questions will consist of content from three areas: Research/Stats; Emphasis area; Elective area.
2. Questions will be administered a minimum of 5 weeks prior to the oral examination. The student will be allowed 3 days to answer the questions.
3. Questions will be of the nature that student will have to demonstrate research skills, reasoning, and statistical processes.
4. Members of the student's committee, using the criteria below, will grade responses. If there is a disagreement, a faculty member who is not on the committee will be asked to review the answers.
5. If the student does not pass the exam, they will wait until the next administration of the exam. (The exam will be given 2 times each year, fall and spring).
6. The student will have two attempts to pass the exam. If the student fails the second attempt, there will be no further attempts to retake the written exam.
7. The student must pass all portions of the written exams before he/she is allowed to sit for the oral exam.
8. The student will have two attempts to pass the oral exams. If the student fails the second attempt, there will be no further attempts to retake the oral exam.

Written Exam Grading Criteria (25 Possible Points for Each Question and Answer)

The student must achieve 20 out of 25 points on all questions to pass the exam.

For grading purposes, 90% will be content, 10% grammar.

23-25 The student has adequately and completely answered the question with little or no substantive problems noted with the response (**A quality**).

20-22 For the most part, the question has been answered well. There may be one or two oversights, inaccuracies, or problems with the response that can be addressed by questions during the exit interview (**B quality**).

The following point assignments on questions will need to be discussed by the advisor and committee members before a decision is made to award a pass on the written examination and allow the oral examination to proceed.

18-19 The student has answered the question but the response is incomplete or the student may have included irrelevant information. Some inaccuracies or problems exist.

<18 The response is unacceptable and requires a rewrite. The answer may be very incomplete, contain numerous inaccuracies, be based entirely on personal opinion and/or the student simply did not address the question.

Overall Procedure for Scheduling Final Examination

The student schedules the final oral examination in cooperation with the advisor; this should include the reservation of a room. Procedures are:

- A. The student contacts the committee members, arranges the time, date and place for the examination, fills these in on the Final Oral Exam form, and forwards to the advisor. In contacting the committee members, the student must make sure that the time and date chosen are satisfactory and that all committee members can meet (usually this occurs via DoodlePoll).
- B. All committee members must pass the student for the student to graduate.

Format for Plan C Final Master's Oral Examination

The HNS Department uses the oral examination to test the student on graduate. The Plan C student oral exam is on clarifying answers to the written exam followed by course work and is not open to the public. Programs may have differences in requirement. Check with your advisor.

DOCTORAL DEGREE OPTIONS AND REQUIREMENTS

The doctoral degree is an advanced degree leading to the Doctor of Philosophy (Ph.D.). This is a research-oriented program, which can take three or more years to complete. Applicants for a doctoral degree typically complete a Master's degree prior to the Ph.D. If not, the doctoral program will take longer due to additional requirements. A student should think carefully about the type of career and job they wish to pursue before applying to and enrolling in a doctoral program.

The overall SDSU Doctoral Degree Requirements can be found in the Graduate School Catalog and will not be repeated in this handbook. It is the student's responsibility to review both the Graduate School and Departmental information/requirements for a Doctoral Degree. A Doctoral Degree Checklist (requirements and when due) is included in the Appendix.

Upon graduation, all Ph.D. students will be able to:

- Demonstrate the ability to apply a working knowledge of science in professional practice/education and/or future research.
- Effectively summarize, communicate, and apply current research in his/her respective area of science.
- Demonstrate the skills to prepare and submit manuscripts for submission to professional journals.
- Demonstrate the ability to formulate research questions and work as an independent researcher in the area of human nutrition and/or exercise science.
- Possess the knowledge and skills necessary to apply for grants to sustain his/her future research program.

Advisory Committee

The student and academic advisor/major professor, work together on forming the student's advisory committee. Information on the advisory committee make-up and responsibility is available in the graduate catalog at http://catalog.sdstate.edu/content.php?catoid=33&navoid=5020#Advi_Comi and the oral final examination(s) for Ph.D. students.

It is the responsibility of the student to visit with the faculty members (with the exception of the graduate faculty representative) to ask them to serve on the committee. Once faculty have agreed to serve, the student should initiate Committee Approval Request Form (<http://www.sdstate.edu/sites/default/files/Committee%20and%20GFR%20Request%20Form.pdf>) and submit to the major advisor to formally communicate the membership of the committee to the Dean of the Graduate School. It is via this request that a graduate faculty representative be appointed.

Doctoral Program Requirements

Guidelines for Dissertation Proposal and Dissertation

The dissertation should represent a scholarly contribution to knowledge related to the major field. Dissertation credits are given for both the research and writing required for the dissertation. The dissertation should represent at least one academic year of full-time research.

The student must present a dissertation proposal to his or her graduate advisory committee. The student should convene the committee for the proposal meeting. The student should determine a time and reserve a location and communicate this in writing to the committee members. Committee members should have a copy of the proposal at least 10 working days prior to the proposal meeting. Committee members will complete the proposal evaluation form (see Appendix).

Doctoral Evaluations

The annual, comprehensive written & oral examinations and final oral examination procedures and timeline are outlined in the graduate catalog at http://catalog.sdstate.edu/content.php?catoid=33&navoid=5020#Advi_Comi.

Format for Written and Oral Examinations

The written examination format will be based upon consensus of the Advisory Committee for each student. It may take the format of a written exam from each committee member or the student may be asked to develop a grant proposal following the guidelines for a specific funding agency. This grant proposal CANNOT be the student's dissertation research proposal. The proposal may be in the general area of the student's dissertation research, but the specific focus must be different.

The oral examination will be based on the written examination and will consist of further questioning of the individual exams or a defense of the proposal that was written. The second part of the oral examination will consist of questions on the coursework comprising the Plan of Study. The minimum amount of time for the oral exam is two hours: one hour for presentation of and questions on proposal; and, one hour for coursework questions.

Overall Procedure for Scheduling the Final Oral Examination

The student schedules the oral examination in cooperation with the advisor. Procedures are:

- A. The student contacts the committee members, arranges the time, date and place for the examination, and submits the Final Oral Exam (Defense) form. The student may work with the department secretary to secure a location for the examination. In contacting the committee members, the student must make sure that the time and date chosen are satisfactory.
- B. Official notice of the membership of the committee, time and place of the oral examination is e-mailed to each committee member and the student by the Graduate School. The chair will receive the official forms to indicate the outcome of the orals.

Guidelines for Dissertation to include submitting.

Guidelines for submitting the dissertation can be found on the Graduate School's website.

<https://www.sdstate.edu/graduate-school/thesis-dissertation-submission-instructions>

PhD Checklist of Requirements.

A checklist with requirement and timeline is available in graduate catalog at

http://catalog.sdstate.edu/content.php?catoid=33&navoid=5020#Advi_Comj.

GRADUATE ASSISTANTSHIPS

Three types of Graduate Assistantships are available for students obtaining a graduate degree in Health and Nutritional Sciences either at the Master's or Doctoral level.

GTA: Graduate Teaching Assistant

GRA: Graduate Research Assistant

GAA: Graduate Administrative Assistant

The number of available assistantships is based on funding.

Students on graduate assistantships have tuition paid for by the department. Students are still responsible for the general activity fee (\$34/credit hour).

To be eligible for an assistantship, a cumulative and/or Jr/Sr undergraduate GPA of 3.0 is required. Otherwise, the student must demonstrate high success in 10 graduate credits before the assistantship is awarded. Once a person is on a graduate assistantship, every effort is made to maintain the assistantship for two years for a Master's student or four years for a Doctoral student. However, continuing appointment is contingent upon satisfactory performance and available funding. The department head is responsible for deciding if Graduate Assistants (GA) attend department meetings. Graduate Teaching Assistants in HNS are expected to have work and office hours posted. Graduate Assistants are supervised by the faculty member to whom they are assigned, usually designated by the Department Head. Regular and frequent conferences between the GA and the faculty member to whom they are assigned have proven to contribute to successful graduate student experiences.

More information is available on graduate assistant policy, and tuition at the Graduate School website at <https://www.sdstate.edu/graduate-school/graduate-school/graduate-assistants>. Credit load information is available in the graduate catalog at <http://catalog.sdstate.edu/content.php?catoid=33&navoid=5013#ga>. A load certification form is available if the graduate student who is not enrolled as a full-time student but needs to be for health insurance reasons.

Implementation Guidelines

- A. Workload hours apply to: Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs).
- B. The Supervisor determines the degree/nature of Graduate Assistant responsibility within the workload hours.
- C. Faculty supervisors are responsible for monitoring Graduate Assistant performance and work hours.
- D. Graduate Assistant hours of work per week include meetings with supervisors, office hours and other such work-related expectations requiring the time of the Graduate Assistant.

Other Guidelines

- A. Academic Breaks: All Graduate Assistants (9 and 12 month) are expected to report for work during academic breaks, unless otherwise authorized by the Department Head in writing.
- B. Holidays: GA's receive all official state holidays received by students and faculty.
- C. GA's do not accumulate sick and annual leave (SDCL Chapter 3-6) nor do they qualify for health insurance (SDCL Chapter 3-12A) or retirement benefits (SDCL Chapter 3-12). This applies regardless of percent appointment.
- D. For more in-depth information, please refer to the Graduate Assistant Workload and Salary Policy, available at <https://www.sdstate.edu/sites/default/files/Graduate-Assistants-and-Fellows.pdf>
- E. Travel: Participation in regional, national and international meetings is an important component of graduate education and career development. Department travel funds are limited. Work with your advisors to solicit funds to support travel. You will need to fill out a Travel Support Request form that can be obtained from Department Secretary.

Before you travel:

1. If you are on a GTA, you must make arrangements with your advisor to be sure that all lab sections are covered during your absence.
2. You should discuss travel arrangements and funding with your advisor.

3. You must fill out an out-of-state travel request at least 15 days in advance. This form must be filled out for any business-related trip, even if you are traveling on your own funds. The form is online, work with your advisor to get the necessary budget information to fill out the form. Department Secretary serves as the finance approver.

When you travel:

1. Keep receipts for all lodging, travel and miscellaneous expenses. You must have the original receipt in order to be reimbursed. Meal receipts are not needed.
2. If you are traveling by car, the motor pool must be contacted at least 2 weeks in advance to reserve a car. If motor pool does not have a car, then you can be reimbursed for the use of your own car. However, if there are cars available and you use your own car, you will be reimbursed at a much lower rate. You must keep a mileage log to receive reimbursement for your own car.

When you return:

1. If your trip is being covered by a grant of the department, you need to pick up a Travel Voucher from Department Secretary. Fill this form out, sign it, attach all receipts and a copy of the meeting agenda, and return it to Department Secretary.
2. Make sure that motor pool cars are returned on time, the tank filled and the log completed.

Privileges

Phone—A phone for local calls can be found in all GTA/GRA office spaces if required for research purposes. Long-distance calls within the United States and parts of Canada must be arranged through your Advisor. Overseas long-distance calling must be arranged through the Department Head's Office.

Computers/Ethernet access— GA's will be provided a computer to perform their duties. Other students are expected to furnish their own computer. Wireless connectivity is available at most locations. Some advisors may make laboratory computers and internet connections available. Otherwise, computer labs are available in Briggs Library and various other buildings on campus.

Keys—Keys are provided to GA's from Kathy Elenkiwich in Wagner Hall 425. Students requiring keys need to obtain the signature of their advisor / supervisor on a "key card". There is a fine for keys not returned.

Supplies—GTAs are allowed sufficient materials necessary to their teaching responsibility. Office materials are not for personal use. GRA's must obtain permission from the faculty supervisor to acquire office supplies. Department office supplies cannot be used for research.

Copying and Printing – Copying associated with teaching is allowed and a copy code can be obtained from Kathy Elenkiwich in Wagner Hall. Copying associated with a research project must be obtained from the faculty supervisor. Graduate students are responsible for printing and copying the materials required for submission. This includes examination and final copies of thesis / dissertation.

Thesis/Dissertation copies—Printing and copying of your thesis/dissertation are the student's responsibility unless covered by your advisor or a research grant account.

Research Data and Records

Each student is required to keep detailed written records of research activities and the data gathered. This will take the form of a field notebook or research journal (laboratory book). The aim of the research journal is to maintain a readily accessible record of your research. This will enable you and your advisor to understand, repeat and evaluate your experimental / observational results, and to analyze data and write manuscripts and your thesis / dissertation. The field notebook or research journal, along with sample/data reports/printouts remains the property of the Department of Health and Nutritional Sciences, South Dakota State University when you graduate. You may make copies at any time and take these with you.

Intellectual property

The South Dakota Board of Regents Policy Manual on Intellectual Property (number 4:34), stipulates that:

1. (2A) On behalf of the public, and subject to the exceptions provided in Section 4(C) and elsewhere in this policy, the Board, acting through the employing institution, will own intellectual property that institutional employees develop in the course of or as a direct result of their duties with the institution, if the properties were developed with the use of institutional funds or resources.
2. (2B) Where the institution receives an income from a publicly owned intellectual property, it will share revenues with the creator in proportion to the funds and resources each contributed to the creation of the property, except that the creator will be guaranteed a minimum share of revenues as provided in this policy even if all funds and resources were provided by the institution.
3. (2C) All employees whose duties involve the use of institutional resources to research or to develop inventions, or other properties that may be subject to protection under copyright law, patent law or as trade secrets, will enter into an agreement at the time of hire that binds them, upon request, to assign to the employing institution, the creator's rights to any properties determined to belong to the institution pursuant to this policy. Execution of this agreement shall be an essential condition of employment.
4. (P 1) All research data are considered to be subject to this policy, as intellectual property is often present in research data that are generated during research at the university. Research Data shall include, but not be limited to:
 - a. lab notes, results of analyses, and so forth; or
 - b. research notes, research data reports, and research notebooks, and so forth; or
 - c. x-ray film, photographs, negatives and slides, printouts, video and audio tape, computers and computer data storage devices, and synthetic compounds, organisms, cell lines, viruses, cell products, cloned coordinates, plants, animals and spectroscopic data, however recorded or preserved; or
 - d. any other records that are commonly accepted in the research community as necessary for the reconstruction, evaluation and validation of reported results of research and the events and processes leading to those results, regardless of the form or the media on which they may be recorded.

Master's Degree Programs and Options

Master of Science in Athletic Training

The overall goal(s) of the graduate program are to provide students with knowledge and experiences which improve the depth and breadth of professional competency in athletic training, enhance written and oral communications, promote an appreciation for the ways research can inform practice and/or prepare them for advanced study at the doctoral level. Upon completion of the program, students are eligible to challenge the national certifying examination for athletic trainers through the Board of Certification (BOC). The program includes 57 credit hours and students may complete an Option A or B plan of study. In addition to completing the courses required for the curriculum, students must successfully complete the proficiencies associated with clinical education and clinical experiences under the supervision of licensed/certified preceptors.

Options: A or B

Required Courses	Credits
AT 600: Introduction to Patient Management	2
AT 610: Interventions I	3
AT 611: Prophylactic Interventions	1
AT 651: Clinical Experience I	1
AT 652: Clinical Experience II	1
AT 722: Musculoskeletal Examination and Treatment I	6
AT 725/725L: Principles of Acute Care and Lab	3
AT 732: Musculoskeletal Examination and Treatment II	6
AT 735: Healthcare Administration in Athletic Training	2
AT 740/740L: Functional Movement and Lab	3
AT 742: General Medical Examination	3
AT 753: Clinical Experience III	2
AT 754: Clinical Experience IV	2
AT 755: Clinical Experience V	5
AT 756: Clinical Experience VI	5
AT 788: Research Problems (Option B) or AT 798: Thesis (Option A)	2 or 5
BIO 721: Advanced Human Anatomy	4
NUTR 715: Public Health Nutrition	3
NUTR 782: Epidemiology	3
<hr/> Total Credits:	<hr/> 57-60

Plan of Study MS in Athletic Training – Standard Track

Summer I

BIO 721 (4), AT 600 (2), AT 610 (3), *AT 798 (1; Option A only)

Fall I

AT 611 (1), AT 651 (1), AT 722 (6), AT 725/L (3)

Spring I

AT 742 (3), AT 753 (2), AT 754 (2)

Summer II

AT 742 (3), AT 753 (2), AT 754 (2)

Fall II

AT 755 (5), AT 788 (1; Option B) or AT 798 (1; Option A), NUTR 715 (3)

Spring II

AT 756 (5), AT 788 (1; Option B) or AT 798 (1; Option A)

South Dakota State University also provides students a pathway to complete the MS in Athletic Training along with a BS in Exercise Science in a 5-year plan of study. Students in this accelerated track may apply 8 credit hours of coursework towards the undergraduate program and the M.S. in Athletic Training. Students are able to pursue the accelerated master's coursework under Option A (Thesis) or Option B (Research/Design Paper) plans of study.

Students will complete:

AT 600 Introduction to Patient Management (2 cr)

AT 610 Interventions I (3 cr)

AT 611 Prophylactic Interventions (1 cr)

AT 651 Clinical Experience I (1 cr)

AT 652 Clinical Experience II (1 cr)

Students must follow policy and procedures outlined in SDSU Policy 2:22 Use of Graduate Credit for Undergraduate Degree Requirements.

Plan of Study MS in Athletic Training – Accelerated Track

Summer I

BIO 721 (4), AT 600 (2), AT 610 (3), *AT 798 (1; Option A only)

Fall I

AT 611 (1), AT 651 (1), AT 722 (6), AT 725/L (3), HNS 480 (1), HNS 494 (1), PE 395 (3), PE 550 (3)

Spring I

AT 652 (1), AT 732 (6), AT 735 (2), AT 740/L (3), *AT 798 (2; Option A only), NUTR 782 (3)

Summer II

AT 742 (3), AT 753 (2), AT 754 (2)

Fall II

AT 755 (5), AT 788 (1; Option B) or AT 798 (1; Option A), NUTR 715 (3)

Spring II

AT 756 (5), AT 788 (1; Option B) or AT 798 (1; Option A)

Masters of Science in Dietetics

This degree is offered online through the Great Plains Interactive Distance Education Alliance (GPIDEA). This degree is available only to those with Registered Dietitian Nutritionist (RDN) Credential or those that are RDN-eligible. The program is 36 credits hours (for all options) and students may complete an option A, B, or C plan of study. Registration of courses is through the Distance Education Program, SDSU GPIDEA COORDINATOR, Phone: 605-688-4154, email: sdsu.GPIDEA@sdstate.edu

Upon successful completion of this degree program, you should be able to:

1. Apply cutting-edge information in food, nutrition, food service management, and wellness to enhance dietetics practice
2. Think independently and critically to evaluate and apply new research concepts and theories to advance the profession of dietetics
3. Understand public policy and current systems of health care delivery with particular reference to the role of the dietitian
4. Advance the profession of dietetics by contributing to evidence-based practice.

The universities participating in the online Master's Degree in Dietetics are:

- Kansas State University
- University of Kansas Medical Center
- Oklahoma State University
- University of Nebraska
- Iowa State University
- South Dakota State University
- North Dakota State University
- Colorado State University

Option: A, B and C

Note: This is a distance delivered MS and offered through Great Plains Consortium. You must have your RDN credential for eligibility to start this MS. This plan is not for SDSU Nutrition and Dietetics Interns. Please refer to the Master of Science in Nutrition and Exercise Sciences portion of this handbook.

Required Courses

NUTR 734 Research Methods in Dietetics	3 credits
NUTR 735 Current Trends in Dietetics	3 credits
NUTR 760 Vitamins and Minerals in Human Nutrition	3 credits
STATS 541 or equivalent graduate level statistics course	3 credits
Plan A (Thesis)	
HNS 798	6 credits
Electives	18 credits
Plan B (Research Paper)	
HNS 788	3 credits
Electives	21 credits

Plan C (Comprehensive Examination)
Electives

24 credits

All plans (A, B, or C) require a total of 36 credits.

Student should plan on taking NUTR 734, Research Methods in Dietetics, at the start of their academic career and NUTR 735, Current Trends in Dietetics near completion of coursework.

Electives: Students will select additional credits of coursework to support their individual specializations. These courses are to be selected with the input of the Advisor. Please keep in mind that a minimum of 50% of the coursework must be at the 600 level or higher (course open only to graduate students). Below is the list of courses listed by GPIDEAS course name and respective SDSU number and name. Electives may be chosen from this list; others may be selected with approval of advisor and committee. All courses listed below are 3 credits.

The schedule for course offerings can be viewed at <https://www.gpidea.org/program/dietetics>. The courses listed on this matrix do not have the prefix and numbers. Courses are identified by similarity in names. The Alliance Courses and respective SDSU Institution Courses are listed below.

GPIDEA Course Name and Respective SDSU Course Name and Number

Alliance Course # and Title	SDSU Course # and Name
DIET 701 Statistics	HNS 592 Topics: Statistica Methods
DIET 702 Research Methods	NUTR 734 Research Methods in Dietetics
DIET 703 Current Issues or Trends	NUTR 735 Current Trends in Dietetics Practice
DIET 704 Adv. Nutr: Nutrigenomics, Nutrigenetics & Advanced Lipid Metabolism	NUTR 709 Advanced Lipid Metabolism
DIET 705 Micronutrients in Human Nutrition	NUTR 760 Vitamins/Minerals Human Nutrition
DIET 706 Adv Human Nutr: Macronutrients	NUTR 702 Macronutrients in Human Nutrition
DIET 707 Entrepreneurship Theory and Practice	NUTR 742 Entrepreneurship Theory and Practice in Dietetics
DIET 708 Nutrition and Physical Activity in Aging	NUTR 761 Nutrition and Aging
DIET 709 Maternal and Child Nutrition	NUTR 660 Maternal and Child Nutrition
DIET 710 Nutrition and Human Performance	NUTR 725 Nutrition and Human Performance
DIET 711 Nutr. Counseling and Ed. Methods	NUTR 722 Nutr. Counseling and Ed. Methods
DIET 712 Advanced Med Nutr. Therapy	NUTR 523 Medical Nutrition Therapy I
DIET 713 Nutrition Education in the Community	NUTR 724 Nutr. Ed. in the Community
DIET 714 Obesity Across the Lifespan	NUTR 727 Obesity Across the Lifespan
DIET 715 Pediatric Clinical Nutrition	NUTR 728 Pediatric Clinical Nutrition
DIET 717 Nutrition and Wellness	NUTR 726 Nutrition and Wellness
DIET 718 International Nutr and World Hunger	NUTR 729 International Nutr and World Hunger
DIET 721 Healthcare Administration	NUTR 769 Health Care Administration for Dietetics
DIET 723 Fin. Mgmt & Cost Control in Diet	NUTR 765 Dietetics Accounting Concepts
DIET 727 Leadership Practicum	NUTR 795 Leadership Practicum in Dietetics
DIET 728 Grant Writing for the Professional	NUTR 741 Grant Writing in Dietetics
DIET 729 Nutritional Aspects of Oncology	NUTR 730 Nutritional Aspects of Oncology
DIET 730 Nutrition: A Focus on Life Stages	NUTR 723 Nutrition Focus on Life Stages
DIET 731 Independent Study in Dietetics	NUTR 591 Independent Study
DIET 732 Phytochemicals	NUTR 704 Phytochemicals

DIET 733 Food Prod. Mgmt in Dietetics
DIET 734 Thesis
DIET 735 Food Writing for Food & Nutr Prof
DIET 736 Dietary & Herbal Supplements
DIET 737 Nutrition and Immunology
DIET 738 Clinical Aspects of Nutrition Support
DIET 740 Foundations of Leadership in Dietetics
DIET 741 Food Culture
DIET 742 Health Disparities
DIET 743 Public Health Nutrition

NUTR 771 Food Prod. Mgmt in Dietetics
HNS 788/798 Research Paper or Thesis
NUTR 770 Food Writing for Food & Nutr Prof
NUTR 710 Dietary and Herbal Supplements
NUTR 706 Nutrition and Immunology
NUTR 711 Clinical Aspects of Nutrition Support
NUTR 743 Foundations of Leadership in Dietetics
NUTR 662 Social Cultural Aspects of Nutrition
no mapping defined
NUTR 715 Public Health Nutrition

Masters of Science in Nutrition and Exercise Sciences

Nutrition and exercise play a significant role in disease prevention, health promotion, and rehabilitation. The integration of knowledge from the fields of nutrition and exercise sciences is necessary for our graduates. Because of the strong translational movement in the health field we need individuals who are capable of integrating nutrition and exercise in the field of research as well as in the clinic.

Upon graduation, all students will possess these skills:

- Demonstrate the ability to apply a working knowledge of nutrition and/or exercise science in professional practice/education and/or future research.
- Effectively summarize, communicate, and apply current research in the areas of nutritional sciences.
- Demonstrate the skills to prepare and submit manuscripts for submission to professional journals.

Option: A (30 credits minimum) or B (35 credits minimum). Students may be advised to complete more than minimum credits for competency in content area.

Required Courses (10-12 credits)

HNS 790	Seminar	1 credits
	Advanced Research Methods (HNS 783 or NUTR 782)	3 credits
	Advanced Statistics Course (HSC 631, HSC 731, STAT 541)	3 credits
HNS 788	Individual Research & Study (Non-thesis, plan B)	3 credits
Or		
HNS 798	Thesis	5 credits

Advisor required courses (6 credits) Note: these courses are completed by all students in this program, regardless of specialization)

EXS 750	Advanced Exercise Physiology	3 credits
NUTR 725	Nutrition and Human Performance	3 credits

Specialization: Nutritional Sciences (12 credits with NUTR prefix)

Specialization: Exercise Science (11-12 credits with EXS/PE prefix)

Students will select additional credits of coursework to support their individual specializations. These courses are to be selected with the input of the Advisor. Please keep in mind that a minimum of 50% of the coursework must be at the 600 level or higher (course open only to graduate students). Classes from the other specializations may be used as electives. Below is a list of possible electives; others may be selected with approval of advisor and committee.

COURSE	TITLE	CREDITS
NUTR 524	Community Nutrition/Lab	3
NUTR 560	Human Nutrition and Precision Health	3
NUTR 660	Maternal and Child Nutrition	3
NUTR 704	Phytochemicals	3
NUTR 706	Nutrition Immunology	3
NUTR 715	Public Health Nutrition	3

NUTR 750	Issues in Obesity	3
NUTR 751	Nutrition and PA assessment and evaluation	3
HNS 795	Interprofessional Obesity Prevention Practicum	1
NUTR 760	Vitamin & Minerals in Human Nutrition	3
NUTR 761	Nutrition & Aging	3
NUTR 775	Nutrigenomics and Health	3
NUTR 782	Epidemiology	3
EXS 550	Clinical Exercise Physiology	3
EXS 555	ECG and Clinical Stress Testing	3
PE 742	Psychology of Sport	3
EXS 745	Applied Biomechanics	3
EXS 755	Applied Exercise Physiology	3
AT 740	Functional Movement	3
PUBH 720	Public Health Practice	3
PUBH 750	Social & Behavioral Sciences in Public Health	3
HSC 631	Biostatistics I	3
HSC 731	Biostatistics II	3
STAT 541	Statistical Methods II	3

Electives offered by other programs:

PUBH Emphasis: Public Health. Students desiring a greater emphasis in public health should take NUTR 782, NUTR 715, HSC 631 or 731, and PUBH 720 and 750. Note, an “emphasis” will not be printed on a transcript but the student may state an emphasis in public health after their noted MS degree and specialization area on professional resumes.

Course Rotation

Fall Courses

EXS 750
HNS 783
EXS 550
NUTR 523
NUTR 524
NUTR 560
NUTR 750 (internet)
NUTR 704 (internet)
NUTR 715 (internet)
HNS 795
NUTR 794
NUTR 795

Spring Courses

EXS 555
EXS 745
AT 740
NUTR 522
NUTR 525
NUTR 660
NUTR 725 (internet)
NUTR 751 (internet)

NUTR 760 (internet)
 NUTR 761 (internet)
 NUTR 782
 NUTR 795
 NUTR 706 (internet)
 NUTR 775
 NUTR 794
 HNS 790
 Summer Courses
 EXS 755
 NUTR 760 (internet)
 PE 742
 NUTR 795

Graduate Certificate Program in Transdisciplinary Obesity Prevention

The Transdisciplinary Childhood Obesity Prevention (TOP) graduate certificate is a graduate certificate program aimed to engage students in transdisciplinary approaches to childhood obesity prevention through coursework and community based experiential learning opportunities. See section in this handbook regarding required coursework for completion of the certificate.

Nutrition and Dietetics Interns

Students in the Nutrition and Dietetic Internship (NDI) program need to select either a Nutritional Sciences or Exercise Science specialization within the MS in Nutrition and Exercise Sciences degree. Students may also include the Public Health Emphasis and the Graduate Certificate Program in Transdisciplinary Obesity Prevention (TOP)(see section in this handbook for PUBH emphasis and TOP graduate certificate.)

Courses taken while the intern is in their supervised practice rotations (final Fall/Spring year of graduate study) should be online since the intern will be off-campus. Liability insurance as required for supervised practice rotations is attached to NUTR 795 and NUTR 794 Practicum and Internship credits. In addition to the required courses listed for the MS in Nutrition and Exercise Sciences, the following courses are advisor required courses for NDI students:

NUTR 715	Public Health Nutrition	3 credits
NUTR 795	Practicum: Dietetic Internship (Year One: 1 credit Fall, 1 credit Spring, 1 credit Summer)	3 credits
NUTR 794	Internship: Dietetic (Year Two: Fall 1-2 credits, Spring 1-2 credits)	
	Students taking 2 credits vs 1 credit will be required to complete an additional assignment as directed by the NDI Program Director.	2-4 credits

Masters of Science in Sport and Recreation Administration

The Sport and Recreation Administration program at South Dakota State University prepares students to become dynamic leaders in intercollegiate athletics as well as campus and community recreation. The curriculum and internship experiences will educate students in management, marketing, communications, facilities, finance, ethics and legal issues, research, and much more. In addition to their experiential learning opportunities in their coursework, students will gain valuable real world experiences with our industry partners both on and off campus. Students graduating from the program will be equipped with a skill set that can be directly applied to a wide range of exciting career possibilities.

Option: A, B, or C

Required Courses

HNS 783	Research Methods	3 credits
RECR 750	Foundations of Sport & Recreation Administration	3 credits
RECR 760	Advanced Sport and Recreation Marketing	3 credits
RECR 762	Sport and Recreation Ethics and Professional Develop	3 credits
PE 770	Sport and Recreation Administration	3 credits
PE 771	Seminar in Sport & Recreation Administration	3 credits
PE 772	Financial Aspects of Sport & Recreation Management	3 credits
RECR 515	Sport and Recreation Facility Management	3 credits
		24 credits
HNS 788	Individual Research & Study	3 credits
Or		
HNS 798	Thesis	5 credits
OR		
HNS 794	Internship (with comprehensive project)	3 credits
		27-29 credits

Option A: 32 credits (3 credits of electives)

Option B: 33 credits (6 credits of electives)

Option C: 36 credits (9 credits of electives)

ELECTIVES: Students will select additional credits of coursework to support their individual specializations. These courses are to be selected with the input of the Advisor. Please keep in mind that a minimum of 50% of the coursework must be at the 600 level or higher (course open only to graduate students). Below is a list of possible electives; others may be selected with approval of advisor and committee.

COURSE	TITLE	CREDIT
PE 742	Psychological Aspects of Sport and Exercise	3
EDAD 741	Community and Public Relations	3
CHRD 716	Hum Res Mgmt Bus & Ind	3
CHRD 772	Administration and Leadership in Student Affairs	3
SPCM 510	Organizational Communication	3

Course Rotations

Fall Courses

RECR 515

RECR 750

PE 770 (even years)

PE 772 (odd years)

Electives

Spring Courses

HNS 783

RECR 760 (even years)

RECR 762 (odd years)

Electives

Summer Courses

PE 742

PE 771

Electives

Doctoral Degree Program

Ph.D.: Nutrition and Exercise Sciences

The PhD in Nutrition and Exercise Sciences provides students the opportunity to begin their development as an independent researcher. Students pursuing a doctoral degree typically seek employment in higher education, industry or government. Thus, working knowledge of research is vital to a student's program. Those students wishing to pursue employment in higher education also need to seek opportunities to gain teaching experience. This can be in the form of a Graduate Teaching Assistant, assisting a faculty member with a class (e.g. grading, laboratories), or providing guest lectures.

Required Courses

GSR 601	Research Regulations and Compliance	1 credit
NUTR 702	Macronutrients in Human Nutrition	3 credits
NUTR 760	Vitamins and Minerals in Human Nutrition	3 credits
EXS 750	Advanced Exercise Physiology	3 credits
HNS 790	Seminar	1 credits
	Advanced Research Methods (HNS 783 or NUTR 782)	3 credits
	Advanced Statistics Course (HSC 631 or STAT 541)	3 credits

Additional Departmental Courses	15 credits
Electives (dissertation credits)	28 credits

ELECTIVES: Students will select additional credits of coursework to support their individual specializations. These courses are to be selected with the input of the Advisor. Please keep in mind that a minimum of 50% of the coursework must be at the 600 level or higher (course open only to graduate students). Classes from the other specializations may be used as electives. Below is a list of possible electives; others may be selected with approval of advisor and committee.

COURSE	TITLE	CREDIT
NUTR 524	Community Nutrition/Lab	3
NUTR 660	Maternal and Child Nutrition	3
NUTR 702	Macronutrients in Human Nutrition	3
NUTR 704	Phytochemicals	3
NUTR 706	Nutrition Immunology	3
NUTR 725	Nutrition and Human Performance	3
NUTR 761	Nutrition and Aging	3
NUTR 775	Nutrigenomics and Health	3
NUTR 782	Epidemiology (HSC 782)	3
EXS 550	Clinical Exercise Physiology	3
EXS 555	ECG and Clinical Stress Testing	3
EXS 750	Advanced Exercise Physiology	3
EXS 755	Applied Exercise Physiology	3

Course Rotation
Fall Courses
EXS 750

HNS 783
EXS 550
NUTR 523
NUTR 524
NUTR 560
NUTR 750 (internet)
NUTR 704 (internet)
NUTR 715 (internet)
HNS 795
NUTR 794
NUTR 795

Spring Courses

EXS 555
EXS 745
AT 740
NUTR 522
NUTR 525
NUTR 660
NUTR 725 (internet)
NUTR 751 (internet)
NUTR 760 (internet)
NUTR 761 (internet)
NUTR 782
NUTR 795
NUTR 706 (internet)
NUTR 775
NUTR 794
HNS 790

Summer Courses

EXS 755
NUTR 760 (internet)
PE 742
NUTR 795

Certificate Program in Trans-disciplinary Childhood Obesity Prevention

The Transdisciplinary Childhood Obesity Prevention (TOP) graduate certificate is a graduate certificate program aimed to engage students in transdisciplinary approaches to childhood obesity prevention through coursework and community based experiential learning opportunities. This program is unique, as it provides expertise in a job market that is desperate for trained professionals in the prevention of childhood obesity. The program will expose students to a variety of disciplines involved in the prevention of childhood obesity, allow students the opportunity to design childhood obesity prevention initiatives, and prepare students to conduct transdisciplinary research on the behavioral, social, biological, and environmental causes of childhood obesity. Students will develop skills required to implement evidence based transdisciplinary approaches to prevention. Faculty from Nutrition, Exercise Science, Early Childhood Education, and Nursing work collaboratively with SDSU Extension to implement the TOP graduate certificate program. Students will obtain a TOP program certificate upon completion of the requirements for both the certificate and the Masters or Doctoral degree from their respective college

NUTR 750*	Issues in Obesity	3 credits
NUTR 751*	Nutrition and Physical Activity Assessment and Evaluation	3
HNS 795	Practicum: Experiential Learning Experience in TOP	1
Electives	(see below or graduate catalog)	2-3

This certificate will be granted when the individual meets the requirements for his/her respective graduate program (Master of Science or Doctoral) and complete the course requirements.

Electives

CHRD 723 – Counseling the Family Credits: 3

ECE 711 - Child Development Theory and Application Credits: 3

EDFN 725 - Education in a Pluralistic Society Credits: 3

FCSE 761 - Advanced Methods and Assessment in Family & Consumer Sciences Education Credits: 3

HDFS 630 - Lifespan Development Credits: 3

HDFS 742 - Family Theory and Research Credits: 3

HLTH/ HSC 520 - K-12 Methods of Health Instruction Credits: 2

HSC 631 - Biostatistics I Credits: 3

NUTR 560 - Human Nutrition and Precision Health Credits: 3

NUTR 715 - Public Health Nutrition Credits: 3

NUTR 775 - Nutrigenomics and Health Credits: 3

NUTR 782 - Epidemiology Credits: 3

SOC 711 - Qualitative Research Methods Credits: 3

Appendix-Forms

Assessment of Proposal in Health and Nutritional Sciences

Student Name _____ Date of meeting _____

Title of Research/Project _____

Please Circle

	Dissertation	Thesis	Research	Paper
Evaluated Components	NA (0)	Inadequate (1)	Adequate (2)	Excellent (3)

Writing Style and Composition

Knowledge and use of available Literature

Research design/methodology

Oral Presentation

Evaluated Components

Required changes:

Recommendations:

Committee signatures:

Major Advisor

Graduate Representative

Committee Member

Committee Member

Committee Member

Note: This form must be completed by the committee at the conclusion of the proposal meeting. The form should be submitted to the **Department Head's Office along with a copy of the proposal.**

Assessment of Oral Examination in Health and Nutritional Sciences

Candidate's Name _____

Committee Member _____

Date _____

Please Circle

Dissertation

Thesis

Research

Paper

Excellent Good Adequate Poor

Dissertation, Thesis, Research Paper

Writing style and composition _____

Knowledge and use of related literature _____

Significance of the topic _____

Quality of research _____

Contribution to the field _____

Oral Presentation

Organization _____

Content _____

Delivery _____

Oral Examination (Questions) _____

Knowledge of research area _____

Knowledge of coursework _____

Comments:

Every committee member should complete and return to department head.

**Assessment of Oral Examination in Health and Nutritional Sciences
Plan C – Coursework**

Candidate's Name _____

Committee Member _____

Date _____

Excellent Good Adequate Poor

Questions related to written
exam content areas

Research/Stats

Emphasis area

Elective Area

Questions related to course work

Knowledge of content areas

Knowledge of elective areas

Comments:

Department of Health and Nutritional Sciences—Graduate Student Evaluation Form

The advisor may choose to use the form below, an evaluation specific to the major, or a written summary evaluation.

The Department Evaluation form can be accessed in DocuSign using the link below.

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=67a840e9-4114-4658-8149-5eb63135351e>