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The Nutrition Graduate Program

The interdisciplinary Nutrition Graduate Program at the University of Minnesota draws on faculty, courses, and facilities University-wide. With this approach we offer you the opportunity to tailor a program to your specific interests, using the resources of departments from several University schools and colleges.

Departments or divisions that participate in the Nutrition Graduate Program

- Food Science and Nutrition (College of Food, Agricultural, and Natural Resources Sciences)
- Epidemiology (School of Public Health)
- Kinesiology and Leisure Studies (College of Education and Human Development)
- Biochemistry and Molecular Biology (School of Medicine/College of Biological Sciences)
- Department of Medicine (School of Medicine)
- Family Medicine and Community Health (School of Medicine)
- Psychiatry (School of Medicine)
- Surgery (School of Medicine)
- Hormel Institute

Faculty members bring sponsored grants from the National Institutes of Health, U.S. Department of Agriculture, Veterans Administration, and various food/health industries and commodity groups. Nutrition research opportunities are available in many areas, including dietary fiber, cancer, cardiovascular disease, maternal and child nutrition, phytochemicals, antioxidants, energy metabolism, exercise and nutrition, obesity and nutrition education.

Although administrative services for the Nutrition Graduate Program are provided by the College of Food, Agricultural and Natural Resources Sciences (CFANS) and the Department of Food Science and Nutrition (FSeN), policies and procedures are established by the entire Nutrition graduate faculty and Graduate School.

Degrees Available

The Nutrition Graduate Program offers both Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees. In addition there is a dietetic internship program for graduate students (U of M–TEP DI Program) which provides the professional experience needed to become a registered dietitian. The selection process to obtain placement in the UoM-TEP DI is highly competitive. Please contact Carrie Peterson (cmpters@umn.edu) if you are interested in applying for the internship. Further information is in later sections.

For information about the Integrated B.S./M.S. Plan B Nutrition Degree see Appendix G.
**Prerequisites for Admission**

Nutrition is a biological science. Consequently, it is expected that entering students will have a similar science background to students entering any other graduate biology program. The following courses are prerequisites for the Nutrition program:

- General chemistry
- Organic chemistry
- Introductory biology
- Biochemistry
- Physiology
- Statistics
- FScN 1112, Principles of Nutrition *
- FScN 3612, Lifecycle Nutrition *
- FScN 4612, Advanced Human Nutrition *

*Completion of nutrition courses before admission is highly recommended, but they may be taken after beginning the program. Students fulfill the requirements for nutrition prerequisite courses by taking the courses for credit on an A-F basis and receiving a grade of "B" or better. Students with a bachelor's degree in Nutrition will generally have taken the equivalent of these three courses and will not have to retake them. However, if the DGS determines that a student is lacking in these courses, the student may be required to take them during their graduate program.

**Admissions Procedures and Financial Support**

After review of your application by the Graduate Studies Committee, applicants that meet the basic admissions criteria are notified they are “admissible” to the program. In order to be formally admitted, admissible applicants must acquire a faculty adviser. The adviser’s role is to assist their graduate students in planning coursework and supervising their research projects.

Applicants that are found admissible are not automatically assigned an adviser. If you are admissible, your name is added to a list of applicants looking for an adviser which is circulated to graduate faculty. Faculty interested in advising you will contact you directly to discuss their interest and any availability of financial support. Additionally, if you have one or two specific faculty members with whom you would like to work, you should contact them directly to discuss your background and goals. However, please limit your contact to the few faculty members whose work truly interests you. Note that faculty are happy to hear from applicants who share their research interests, but they may not be in a position to accept new students at this time.

If a faculty member offers to advise you without financial support and you agree to those terms, you must not expect that graduate program funding will become available to you at some later date. Instead, you should seek to secure independent funding for the full duration of your graduate studies.

Advisers and funding are limited, and not guaranteed to all applicants deemed admissible. There is no separate application to be completed for assistantships, or list of current advisee openings or faculty with funding, as these vary according to term and faculty member.

**Additional Financial Support Resources**

- The Graduate School https://grad.umn.edu/fellowshipdeadlines
- International Student & Scholar Services http://www.isss.umn.edu/
- Graduate Assistant Employment Office website http://www1.umn.edu/ohr/gae/

**Admission to the Ph.D. without the M.S. Degree**

Generally, admission to the Ph.D. program is reserved for students who have already received the M.S. degree and display evidence of high academic achievement as determined by faculty evaluating the student for admission. Exceptionally strong students without the M.S. degree are occasionally considered for direct admission to the doctoral program. However, most students without the M.S. degree are admitted into the Master’s program. Students who are currently enrolled in the Master’s program may bypass the M.S. degree and apply for Change of Status to the Ph.D. program if they have the support of their adviser and several conditions are met.

Following is the criteria for admission to the Ph.D. program without the M.S. degree
For new applicants:
Student must have a 3.5 GPA and other evidence of high academic achievement as determined by the presiding graduate studies/executive committee. Successful applicants will generally have had some undergraduate research experience with publications or abstracts at national meetings.

For current MS students:
Student must apply for Change of Status (see below) after having made sufficient progress toward their research objective/M.S. degree (usually at least 15 credits) in addition to having a high GPA (at least a 3.5).

Change of Status
To apply for Change of Status see https://grad.umn.edu/change-add
There is a $75 application fee. The applicant creates a new username and fills out a new application entering information in the required (starred) fields, a personal statement explaining the reasons the applicant seeks to change status to the PhD and a description of his or her research experience. The department also requires a letter from the adviser summarizing evidence of a student’s aptitude and ability to do research and indicating that he/she will advise the student in the PhD. Other letters of recommendation can be submitted but they are not required for the application to be reviewed. After the application is reviewed by members of the Nutrition Graduate program faculty, the applicant is notified of the result. This process may take up to six weeks.

Master’s Degree Requirements
The Master’s degree has a minimum of 30 credits, comprised of 14 graduate level course credits in Nutrition, 6 credits in a minor or supporting field outside the major, and 10 thesis credits (Plan A) or 10 credits of additional graduate-level coursework and/or independent study (Plan B).

14 Graduate Level Course Credits in Nutrition

- NUTR 8621, Presentation Skills (Fall, 1 credit) Should be taken the first fall semester. This is an orientation class taught by the Director of Graduate Studies (DGS)

- Graduate Nutrition core series*
  NUTR 5625 - Nutritional Biochemistry (3 credits, Fall)
  NUTR 5626 - Nutritional Physiology (3 credits, Spring)
  NUTR 5622 - Vitamin and Mineral Biochemistry (3 credits, Spring)
  NUTR 5624 – Nutrition and Genetics (2 credits, Fall)
  *If a student has taken these core course(s) or their equivalents (the equivalence will be evaluated by the Director of Graduate Studies), they must take other courses to achieve the equivalent number of graduate level course credits.

- One 8xxx level course (2 credits.) from the following list:
  NUTR 8620, Advances in Nutrition (Spring)
  NUTR 8620/PHSL 8620 Advances in Nutrition: Obesity Prevention from the Molecule to the Bedside (Fall)

6 Graduate Level Course Credits Outside the Major

- One graduate level Statistics course.
- One graduate level research methods course (at least 2 cr.). Students can select from a list of recommended courses already offered across the university in consultation with their adviser. See Appendix C for the current list of courses.
- Other courses may be from any field but must be at the 5xxx or 8xxx level. (Exceptions: 6xxx Public Health courses are allowed.)

10 Thesis or Project Credits

- Plan A/thesis students must register for a minimum of 10 Master’s Thesis Credits (NUTR 8777). Plan A requires an original research project to be completed with the results subsequently reported as a thesis. Its purpose is for students to learn how to demonstrate familiarity with the tools of research or scholarship in Nutrition, to work independently and present the results of their investigation effectively. Thesis formatting instructions are available here: https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting
• Plan B is similar to the Plan A but involves less research. It includes additional coursework and completion of a special project. Plan B/project students must take a combination of an additional 10 credits of coursework and/or Independent Study (NUTR 8695). The student’s adviser specifies both the nature and extent of the coursework and project work necessary to satisfy this requirement. The Plan B project should involve a combined total of approximately 135 hours (the equivalent of a minimum of three independent study credits) of work. Additional coursework can include up to 7 additional credits. The independent study form and instructions (NUTR 8695) can be found on our website. 
http://fscn.cfans.umn.edu/graduate-programs/student-forms  For more information see Appendix F: Nutrition MS Plan B Option Guidance.

If a student begins as a Plan A MS student and has taken Master’s Thesis Credits NUTR 8777, these credits do not factor into the total number of credits needed. The student must submit a Registration Exception Request asking to exchange the Thesis Credits for Independent Study Credits in order to reach the minimum of 30 coursework credits. Previous theses and Plan B papers are available for review in the FScN Library, room 220. See Sue Winkelman in the reception office, room 225A, to check out items.

**Transfer Courses**
The graduate level courses taken at another institution that are determined to be equivalent may be substituted for program courses based on faculty approval and Graduate School guidelines. Students must complete the Degree Plan Worksheet for GPAS, in consultation with their advisor, to request approval of transfer courses. The Degree Plan Worksheet is found here: http://fscn.cfans.umn.edu/graduate-programs/student-forms
See Appendix B. For information regarding transfer credits policy see http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html

**Additional Master’s Degree Requirements (Plan A and Plan B)**

• The 14 graduate level course credits in Nutrition must be taken on an A/F basis (except NUTR 8621). Biostatistics should also be taken on an A/F basis but the other required courses outside the major can be taken S/N.

• Maintenance of a 2.8 GPA

• In addition to the academic requirements, students are expected to obtain teaching experience. All M.S. Nutrition graduate students are expected to assist in teaching a course two times.

• Seminar Presentation (A presentation of your thesis or project work at the Graduate Seminar. It is not graded and usually given during the last semester.)

• Passage of a Master’s Final Oral Exam (see details below)

• Completion of a Master’s Thesis or project. The department and Graduate School each require a copy of the master’s thesis upon completion. The Department requires a copy of the Plan B paper. Advisers will not sign the Final Examination Report form after the final oral defense for Plan B MS students until they receive the final, revised copy of the student’s Plan B paper. The adviser should ask other committee members to sign the Report form, but retain the form until he or she receives the final, revised copy of the Plan B paper. The student can submit an electronic or hard copy to his or her adviser. The electronic or hard copy of the Plan B paper should be forwarded to the Program Coordinator (Nancy Toedt) to be stored in the Department. If it is a hard copy, it should be spiral bound prior to submitting to the adviser. The Graduate School does not require a copy of the Plan B paper, but it can be archived in the Digital Conservancy if the student requests.

**MS Nutrition Minor**
Master’s students in other programs may complete a minor in Nutrition by completing a minimum of the following two courses:

• NUTR 5625 - Nutritional Biochemistry (Fall, 3 credits)
• NUTR 5626 - Nutritional Physiology (Spring, 3 credits)
Details about the Master’s Final Oral Exam
Master’s students must pass a final oral exam to complete their degree. The final exam consists of a student presentation of their thesis research or project followed by questions from faculty examiners. The final exam covers the major and related fields, and may include any work relevant to these fields.

Examining Committee
The student and adviser agree on recommendations for an appropriate examining committee for the final oral examination. There are three members, two from the major area and one from the minor or related area. Students must consult with possible examiners prior to recommending them for committee membership.

See this link to determine who is eligible to serve on your examining committee:
https://onestop.umn.edu/academics/examination-committees
See this link to assign your examination committee members:
https://onestop.umn.edu/academics/examination-committees

Exam Procedures
The student must make the thesis or Plan B project available to the examining committee at least 14 days before the exam. The exam is closed, with only the student and the examining committee present. The total exam will not exceed three hours.

See this link for administrative policy on Master's degree completion:
https://policy.umn.edu/education/masterscompletion

Example Schedule for the Master’s Degree
Fall Semester 1
NUTR 8621, Presentation Skills, 1 credit (students should take this course their first fall semester)
NUTR 5625 - Nutritional Biochemistry, 3 credits
PUBH 6450, Biostatistics I, 4 credits
Master’s Thesis (NUTR 8777) or Plan B project credits (NUTR 8695) should be taken each semester in order to reach 14 credits each semester.
Begin thesis literature review
Begin thesis research

Spring Semester 2
NUTR 5622 - Vitamin and Mineral Biochemistry, 3 credits
NUTR 5626 - Nutritional Physiology, 3 credits
Fulfill 1st Teaching Assistant (T.A.) responsibility
Prepare final draft of literature review

Fall Semester 3
NUTR 5624 – Nutrition and Genetics, 2 credits
NUTR 8620, 2 credits
Research Methods Course (at least 2 credits)
Fulfill 2nd T.A. responsibility.
Submit abstract for presentation at national/international meeting

Spring Semester 4
NUTR 8620, 2 credits (if not taken fall semester)
Master’s Thesis or Plan B project credits (These should be taken throughout program in order to reach 14 credits each semester.)
Begin writing publication(s)/thesis (Writing may begin earlier.)
Present research at Graduate Seminar
Master’s Final Oral Exam
Outside Major Course Information and Terms Offered

Statistics
PUBH 6450, Biostatistics I (4 credits, fall, spring, every year)
PUBH 6451, Biostatistics II (4 credits, spring, every year)
STAT 5021 Statistical Analysis (4 credits, fall, spring, every year)

Research Methods Course: See Appendix C for the current list of courses. Consult with adviser before choosing a course.

Electives must be taken at the 5xxx or 8xxx level. Exception: FScN 4622 (Nutritional Toxicology) and 6xxx Public Health courses are allowed.

Important Deadlines for Master’s Degree Completion

1. Register every fall and spring semester until your degree is awarded.
2. Complete Annual Student Progress Report every spring semester and discuss progress with adviser.
3. Submit your Graduate Degree Plan into GPAS at least one semester prior to anticipated graduation. See worksheet in Appendix B.
4. Assign members to master’s final exam committee at least one month prior to exam.
5. Schedule final exam. Notify the adviser and other members of the Master’s Final Exam Committee at least two weeks in advance that the thesis or Plan B project will be delivered on a particular date. All Exam Committee members must have at least two weeks to read the thesis or Plan B project after it has been delivered.
6. Submit Graduate Application for Degree the first business day of anticipated month of graduation.
7. Obtain signatures for Reviewer’s Report prior to the final exam. (Plan B does not require the Reviewer’s Report.)
8. Submit Reviewer’s Report and Final Examination Report no later than the last business day of anticipated month of graduation.
9. After Master’s Final Exam, make corrections or revisions to the thesis or Plan B project. Submit thesis within six months of the final exam date to GSSP Office and submit one bound copy of the thesis to FScN Student Services in 225J FScN. The Plan B paper does not require a hard cover, but must be in a securely bound material. Thesis formatting instructions are available here: https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting
11. Students are encouraged to schedule an exit interview with the Department Head.

For links to the forms needed for these degree completion steps see: https://onestop.umn.edu/academics/degree-completion-steps

For answers to frequently asked questions see:
http://www.policy.umn.edu/Policies/Education/Education/MASTERSCOMPLETION_FAQ.html
https://policy.umn.edu/education/mastersperformance

Time Limit for Earning the Master’s Degree

All requirements for the master’s degree must be completed and the degree awarded within five calendar years after initial enrollment in the graduate program or the more restrictive time frame specified by the program. Students who are unable to complete the degree within the time limits described above may, with the approval of their advisor/s and program DGS, petition the program and collegiate unit for one extension of up to 12 months. Students must submit the petition for an extension prior to the end of the term in which the time limit will expire. If a petition is approved, the student is notified in writing of the expectations for progress and of the expected timeline for completion and award of degree. If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program upon expiration of the limit. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed. For a petition form see https://onestop.umn.edu/academics/graduate-student-services-and-progress
Doctoral Degree Requirements
The doctor of philosophy is primarily a research degree. Consequently, it’s heavily focused on the research project and less on coursework. The following research areas are available in the program:

- Human Nutrition
- Nutritional Biochemistry
- Public Health Nutrition

The Ph.D. degree requires a minimum of 50 credits. If you have a M.S. in Nutrition from the University of Minnesota, the minimum number of credits for the Ph.D. degree will be determined upon enrollment based on the courses included in the MS degree plan.

14 Graduate Level Course Credits in Nutrition

- NUTR 8621, Presentation Skills (Fall, 1 credit)  Should be taken in the first fall semester. This is an orientation class taught by the Director of Graduate Studies (DGS)

- Graduate Nutrition core series*
  - NUTR 5625 - Nutritional Biochemistry (Fall, 3 credits)
  - NUTR 5626 - Nutritional Physiology (Spring, 3 credits)
  - NUTR 5622 - Vitamin and Mineral Biochemistry (Spring, 3 credits)
  - NUTR 5624 – Nutrition and Genetics (2 credits, Fall)

- One 8xxx level course (2 credits each) from the following list:
  - NUTR 8620, Advances in Nutrition (Spring)
  - NUTR 8620/PHSL 8620 Advances in Nutrition: Obesity Prevention, from the Molecule to the Bedside (Fall)

12 Graduate Level Course Credits Outside the Major

- One graduate level Statistics course.
- One graduate level research methods course (at least 2 cr.). Students can select from a list of recommended courses already offered across the university in consultation with their adviser. See Appendix C for the current list of courses.
- Other courses may be from any field but must be at the 5xxx or 8xxx level. (Exceptions: 6xxx Public Health courses are allowed)

24 Doctoral Thesis Credits (NUTR 8888)

Transfer Courses
The graduate level courses taken at another institution that are determined to be equivalent may be substituted for program courses based on faculty approval and Graduate School guidelines. Students must complete the Degree Plan Worksheet for GPAS, in consultation with their advisor, to request approval of transfer courses. The Degree Plan Worksheet is found here: http://fscn.cfans.umn.edu/graduate-programs/student-forms
See Appendix B. For information regarding transfer credits policy see http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html

Additional Doctoral Degree Requirements

- The 14 graduate level course credits in Nutrition must be taken on an A/F basis (except NUTR 8621). Biostatistics should also be taken on an A/F basis but the other required courses outside the major can be taken S/N.
- Maintenance of a 3.0 GPA
- In addition to the academic requirements, students are expected to obtain teaching experience. All PhD Nutrition graduate students are expected to assist in teaching a course three times.
• Passage of a preliminary written exam
• Passage of a preliminary oral exam
  (taken after passage of the preliminary written exam)
• Passage of a final oral exam
• Completion of a doctoral thesis

**Minor in Nutrition for doctoral students**
Taking the following coursework will complete a minor in Nutrition for Ph.D. students in other doctoral programs:

- NUTR 5625 - Nutritional Biochemistry (Fall, 3 credits)
- NUTR 5626 - Nutritional Physiology (Spring, 3 credits)
- NUTR 5622 - Vitamin and Mineral Biochemistry (Spring, 3 credits)
- NUTR 5624 - Nutrition and Genetics (Fall, 2 cr)
- NUTR 8620 - Advances in Nutrition (Fall and Spring, 2 cr)

**Doctoral Preliminary Written Exam**
All Ph.D. students take a preliminary written examination when most or all of their coursework is completed, normally prior to the third semester following completion of the M.S. degree or prior to the beginning of the fifth semester in residence for the Ph.D. The written exam is a test of the breadth and depth of general nutrition core knowledge, as well as the ability to demonstrate integrative and critical thinking skills, and advanced written communication skills regarding specific topics. The examination is given once yearly, one to two weeks after the end of spring semester. The student must notify the DGS by March 1 if they intend to take the examination. The examination is a take-home exam and students are given one month to complete it. Results are usually available by the end of July. The exam consists of questions in general nutrition and in the student's area of specialization which may be:

- Human Nutrition (includes normal and clinical nutrition)
- Nutritional Biochemistry (includes nutritional biochemistry, molecular biology of nutrients and physiology)
- Public Health Nutrition (students who wish to focus on epidemiology should choose this as their area of specialization)

Three questions are to be answered for each of the two examinations (general nutrition and the area of specialization). The student must demonstrate a level of competence greater than expected from examinations written in courses and should demonstrate ability to synthesize material and solve problems. Students may not discuss questions with other students or look at answers to previous exams.

**Scoring**
Each answer will be evaluated according to the following scale:
1 - Totally unacceptable performance for a Ph.D. candidate in Nutrition at UMN.
2 - Missed most of the major points in answering the examination.
3 - Just below acceptable performance for a Ph.D. candidate.
4 - Just acceptable performance for a Ph.D. candidate.
5 - Good performance.
6 - Very good performance for a Ph.D. candidate.
7 - Expected performance level of University faculty.
8 - Professional level performance expected of an established expert in the area in question.

**Grading**
A student must answer three questions in the general nutrition section and three questions in the area of specialization, for a total of six questions. To pass the examination, the student must achieve an average score of 4.0 on five out of six questions. Whenever possible, answers will be given to the author of the question for grading. For each question that has been attempted, the DGS will appoint a secondary grader. Student names are not associated with a particular answer. Answers will be graded by both the author and the secondary grader, and these two scores averaged for the final grade to be used in determining the examination outcome, except where the outcome of the examination is close to a pass or fail. An exam will be re-graded only if
the individual's total score for the exam (not individual questions) is below a Pass. A third grader's scoring will be used only in cases where the total score is below a 4.0 but above 3.5. In such a case an average of the three graders' scores for all questions will be used in determining the average score for the examination.

Grading will be done based on the following 9 attributes and four levels of performance for each (does not meet expectations, barely meets expectations, meets expectations, exceeds expectations):

1. Advanced knowledge of the nutrition disciplinary core
   a. Demonstrates breadth and depth of nutrition disciplinary core knowledge.
   b. Demonstrates sound knowledge of the literature/prior work in the area; interprets existing literature without misrepresentation.

2. Synthesis and problem solving abilities
   a. Demonstrates integrative and critical thinking skills; ability to synthesize content from several sources, connecting them to other sources and related topics to demonstrate comprehension.
   b. Demonstrates ability to apply advanced nutrition knowledge to the issues/problems addressed in the prelim question(s).
   c. Explains and compares alternative views, demonstrating the ability to defend a logical position without prejudice.
   d. Demonstrates ability to integrate core nutrition knowledge across appropriate related fields (biochemistry, physiology, epidemiology, statistics) and research methodologies.

3. Advanced written communication skills
   a. Explains the central issues/problems in a logical, coherent, and complete response.
   b. Exhibits written communication skills to accurately present research findings and respond to questions in a succinct, direct, well-organized manner with appropriate documentation.
   c. Follows all conventions of the English language.

The DGS will notify the student of the examination results, generally by the end of July. Any disagreement with the examination results can follow standard Graduate School grievance procedures. After passing the preliminary written examination, the student may then request a date for the preliminary oral examination, assuming that his or her Degree Plan has been submitted into GPAS.

If the preliminary written examination is failed, it may be repeated once. The examination must be repeated at the next regularly scheduled offering of the examination.

**Plagiarism**

Although the written exam is a take-home exam, it is assumed that the work you turn in is entirely your own. If you use another person’s ideas, you must give them credit through the proper use of quotation marks and/or citations. It may be considered plagiarism if you do not do this. Although this may occasionally be unintentional, it is nevertheless unacceptable and considered a serious offense. Any student who plagiarizes will automatically fail the written exam. Please see [http://oscai.umn.edu/content/plagiarism](http://oscai.umn.edu/content/plagiarism) for a thorough discussion of the definition of plagiarism and University of Minnesota policies.

**Doctoral Preliminary Oral Exam**

The preliminary oral exam is scheduled at a time in the student's doctoral program when the majority of course work has been completed and the preliminary written exam has been passed. Some effort toward the development of a thesis topic also should have been made, although development to the point of data collection is not intended.

**Preliminary Oral Exam Committee**

The doctoral preliminary oral committee must consist of at least four members, including the student’s advisor/s. All members appointed to the committee must meet the minimum standards established by the program and college. All members of the committee and the candidate must participate in the preliminary oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.

a. At least three members (including the advisor) must be from the student's major field.

b. At least one member must represent a field outside the major. If the student has declared a minor, the outside member, or one of the outside members, must represent the minor field.

c. Members cannot satisfy the requirement with respect to more than one field.
This committee and its chair are approved by the adviser, committee members and the DGS after considering recommendations from the student and his or her adviser. Generally, the chair of the exam committee will set the specific time-sequence and protocol of the events in the exam. The student should consult with the chair of the exam committee with regard to more specific information about this. University-wide graduate education policy regarding committee membership can be found at: https://policy.umn.edu/education/doctoralperformance and https://policy.umn.edu/education/gradexamcommittee

See this link to assign members to your preliminary oral exam committee: https://onestop.umn.edu/academics/examination-committees

Scheduling the Preliminary Oral Exam
The student must have an approved **Degree Plan** submitted to GPAS prior to taking the preliminary oral exam (see Appendix B). The student must schedule the exam through the Graduate School at least one week prior to the exam date.

See this link to schedule your preliminary oral exam: https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling

General Emphasis of the Preliminary Oral Exam
The goal of the preliminary oral exam is to assess the student's ability for critical thought related to nutrition in the context of a presentation of a research topic. The preliminary oral exam is a challenge for innovative scientific thinking and typically not a test of the breadth of general nutrition knowledge, which is a goal of the written exams. Since the preliminary written exam does not include questions in the minor or supporting areas, students may expect broad questions related to these. The general assessments in this Ph.D. oral exam are:

- Comprehension of nutritional science as it is related to the proposed thesis topic.
- Problem solving ability.
- Communication/oral skills.

Preliminary Oral Exam Proposed Research Summary
A written Proposed Research Summary will be provided to each examiner **two weeks** before the scheduled date of the preliminary oral exam. The exact length and format of the Research Summary will be determined after discussions among the student and their adviser and committee chair. It is generally recommended that the written summary should be a brief (5-10 pages plus references, double-spaced) to assist the examiners in understanding what the student proposal is for their thesis research, and why they feel the project is significant. It may include ongoing thesis research and should cover the following:

1. Research hypothesis
2. Background and nutritional significance
3. Proposed research methods
4. Preliminary data, or proposed data to be collected, its interpretation and its significance

Oral Presentation
The student is expected to prepare a 15-20 minute oral presentation with power point slides. The material presented is generally the same as that in the Research Summary. The exact length and format of the student’s oral presentation will be determined after discussions between the student and his or her adviser. In order to allow for sufficient time for questions from the committee members, it is recommended that no more than about 30 slides be prepared.

Voting Requirements for the Doctoral Preliminary Oral Examination:
At the end of the closed examination, the candidate is excused from the room and an independent, non-binding vote is taken before discussion of the examination begins. This initial non-binding vote is intended to represent the independent assessment of each committee member of the student’s performance free from undue influence of other committee members. Following discussion, a final vote is taken and is recorded on the examination form.

The outcome of the preliminary oral examination is recorded in one of three ways: pass, pass with reservations, or fail. The voting proportions necessary to pass the exam are shown in the table below:

<table>
<thead>
<tr>
<th>Number of committee members</th>
<th>Minimum number of votes needed to pass (A vote to pass with reservations constitutes a passing vote)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four</td>
<td>Three</td>
</tr>
<tr>
<td>Five</td>
<td>Four</td>
</tr>
</tbody>
</table>
Six Four
Seven Five

*The outcome is recorded as “pass with reservations” in situations where to achieve the minimum number of votes to reach a verdict of pass, any vote of pass with reservations is included. For example, on a four-person committee, if there is one “pass with reservations” vote and three pass votes, the result is pass. If there is one “pass with reservations” vote, one fail, and two pass votes, the result is pass with reservations.

Students who do not earn the minimum number of passing votes fail the examination. A vote to pass the student with reservations still constitutes a passing vote.

**Doctoral Final Oral Exam**

The final oral examination is a defense of the thesis and is scheduled upon completion of the thesis.

See this link to assign members to your final oral exam committee: https://onestop.umn.edu/academics/examination-committees

The make-up of the doctoral final oral examination committee is agreed upon by the student and adviser and submitted to the adviser, committee members, DGS, the College and the GSSP for approval. This committee may be composed of the same examiners as the preliminary oral exam, or it may be different. Students must obtain agreement from examiners prior to listing them as committee members.

The doctoral final oral committee must consist of at least four members, including the advisor(s). All members of the committee and the candidate must participate in the final oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.

a. At least three members (including the advisor) must be from the student's major field.
b. At least one member must represent a field outside the major. If the student has declared a minor, the outside member, or one of the outside members, must represent the minor field.
c. Members cannot satisfy the requirement with respect to more than one field.
d. The chair of the committee must not be the candidate’s advisor or co-advisor.
e. At least two members of the committee must be tenured or tenure-track University faculty members who hold earned doctorate degrees or designated equivalents in appropriate fields from an accredited institution. At least one of the committee members must be a tenured University faculty member.
f. Collegiate deans or their designated representatives at the collegiate level must verify eligibility and approve the members of the final oral examination committee.
i. Students must provide reviewers with a copy of the dissertation at least 14 days before the scheduled date of the doctoral final oral examination.

The doctoral final oral examination must include:

a. A public presentation of the candidate’s dissertation to the doctoral final oral examination committee and the invited scholarly community. (Contact Nancy Toedt, the Graduate Program Coordinator 2 weeks before the exam with the date, time, room and title.)
b. A closed session (open only to the doctoral final oral examination committee and the candidate) immediately following the public presentation.

To be recommended for the award of the doctoral degree, all committee members, or all committee members save one, must vote that the student has passed the doctoral final oral examination. Students are not allowed to retake the final oral examination.

The final oral examination must be scheduled through the Graduate School at least one week in advance of the exam date. See this link to schedule your final oral exam: https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling

**Submission of final copy of the doctoral dissertation**

Committee members must notify the candidate in writing of all required revisions to the doctoral dissertation as well as specifying a time limit for the submission of the revised doctoral dissertation within seven (7) days of the final oral examination. All students who complete a doctoral dissertation must file a digital copy of the dissertation with the University in accordance with University standards. Students may choose whether or not to request an embargo of the publication of the dissertation for a limited period of time. Thesis formatting instructions are available here: https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting
Example Schedule for the Nutrition Doctoral Degree

Fall Semester 1
NUTR 8621, Presentation Skills, 1 credit (students should take this course their first fall semester)
NUTR 5625 - Nutritional Biochemistry, 3 credits
PUBH 6450, Biostatistics I, 4 credits
Doctoral Thesis credits (NUTR 8888) should be taken each semester in order to reach 14 credits each semester.
Begin thesis literature review
Begin thesis research

Spring Semester 2
NUTR 5622 - Vitamin and Mineral Biochemistry, 3 credits
NUTR 5626 - Nutritional Physiology, 3 credits
Fulfill 1st Teaching Assistant (T.A.) responsibility
Update literature review as needed throughout
Take Written Preliminary Exam

Fall Semester 3
NUTR 8620, Advanced Topics, 2 credits
NUTR 5624 – Nutrition and Genetics (2 credits, Fall)
Research Methods Course (at least 2 credits)
Submit Degree Plan to GPAS and Assign members to Oral Preliminary Exam Committee (if successfully passed the written prelim exam)
Fulfill 2nd T.A. responsibility
Submit abstract for presentation at national/international meeting

Spring Semester 4
PUBH 6451, Biostatistics II, 4 credits
Research Methods Course, at least 2 credits (if not taken earlier).
NUTR 8620, 2 credits (if not taken earlier).
Take Written preliminary Exam if not taken the prior spring semester

Fall Semester 5
Take Oral Preliminary Exam (This may be taken earlier, depending on when the written prelim is taken)
Begin writing publication(s)/thesis
Fulfill 3rd T.A. responsibility
Submit abstract for presentation at national/international meeting

Spring Semester 6
Complete thesis research.
Assign members to Final Exam Committee Complete writing publication(s)/thesis

Outside Major Course Information and Terms Offered
Statistics
PUBH 6450, Biostatistics I (4 credits fall, spring, every year)
PUBH 6451, Biostatistics II (4 credits, spring, every year)
STAT 5021 Statistical Analysis (4 credits, fall, spring, every year)

Research Methods Course: See Appendix C for the current list of courses. Consult with adviser before choosing a course.
Spring Semester: PUBH 6450/6451 MAY conflict with NUTR 5622
Electives must be taken at the 5xxx or 8xxx level. Exception: FScN 4622 (Nutritional Toxicology) and 6xxx Public Health courses are allowed.
**Important Deadlines for Doctoral Degree Completion**

1. Register every fall and spring semester until your degree is awarded.
2. Complete Annual Student Progress Report in March every year.
3. Submit Graduate Degree Plan into GPAS in the second year. See Appendix B.
4. Complete Preliminary Written Exam at the end of the first or second year.
5. Assign members to Preliminary Oral Exam Committee at least one month prior to exam.
6. Schedule Preliminary Oral Exam at least three weeks in advance. Notify the adviser and other members of the Oral Preliminary Exam Committee at least two weeks in advance that the prelim exam proposal will be delivered on a particular date. All Examining Committee members must have at least two weeks to read the proposal after it has been delivered. Notify GSSP of scheduled exam at least one week in advance.
7. Submit Preliminary Oral Exam Report to GSSP.
8. Assign members to Doctoral Final Exam committee at least one month prior to exam.
9. Download Graduation Packet up to one semester before Final Exam.
10. Schedule Final Exam. Notify the adviser and other members of the Final Examination committee at least two weeks in advance that the dissertation will be delivered on a particular date. All Examining Committee members must have at least two weeks to read the dissertation after it has been delivered. Notify the FScN Graduate Program Coordinator of the date, time and room of the public portion of the exam so it can be publicized. Notify GSSP of scheduled exam at least one week in advance.
11. Submit Graduate Application for Degree the first business day of anticipated month of graduation.
12. Obtain signatures for Reviewer’s Report prior to the Final Exam and turn in to GSSP to obtain Final Examination Report Form.
13. Submit Final Examination Report Form no later than the last business day of anticipated month of graduation. After final exam, make corrections or revisions to the dissertation. Submit dissertation within six months of the final exam date to GSSP Office and submit one bound copy of the thesis to FScN Student Services in 225J FScN. Thesis formatting instructions are available here: [https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting](https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting)
15. Students should schedule an exit interview with the Department Head.

For links to the forms needed for these degree completion steps see:

**Doctoral Degree Completion Steps**

[https://assets.asr.umn.edu/files/gssp/otr204g_Doctoral_Philosophy_Education_GPAS.pdf](https://assets.asr.umn.edu/files/gssp/otr204g_Doctoral_Philosophy_Education_GPAS.pdf)

**Time Limit for Earning the Doctoral Degree**

All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the graduate program. Students who are unable to complete the degree within the time limits described above may petition the program and collegiate unit for one extension of up to 24 months. Students must obtain the approval of their adviser/s and program DGS and submit the petition for an extension at least six months prior to the end of the time limit. If a petition is approved, the student is notified in writing of the expectations for progress and of the month/year of degree conferral. If the petition is denied, the student is notified in writing that he or she will be terminated from doctoral candidacy and from the graduate program upon expiration of the time limit. Under extraordinary circumstances, students may file a second petition for an additional 24 month extension after the first 24 months have expired; however such petitions after the initial extension must be reviewed and approved by the adviser/s, program DGS, and Vice Provost and Dean of Graduate Education. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed. For a petition form see [https://onestop.umn.edu/academics/graduate-student-services-and-progress](https://onestop.umn.edu/academics/graduate-student-services-and-progress)
Registration Information and Program Requirements

Registration
Students are required to enroll every semester (fall and spring) from the time of matriculation until degree conferral. Students will be required to seek readmission if they do not register every fall and spring term. After you discuss your course plans with your advisor, you can go online to register at https://onestop.umn.edu/academics/classes. This page includes all the information needed to register, including a tutorial for first-time users and course schedules. Sara Cannon in 225 FScN and at scannon@umn.edu, can assist you with permission numbers and if a department course is closed to enrollment. For closed courses offered through other departments, you need to directly contact the instructor or department for registration permission. To avoid late fees, students should register before the start of the semester. Full time status is 6 – 14 credits. Students should register for courses and use the remaining credits (up to 14) to register for thesis credits.

Directed/Independent Study Credits
The Independent study is intended for individual project work that is arranged with a faculty member, usually the advisor. To register, complete the Directed/Independent Study form with the faculty who will determine the total credits and grading option. The form is on our website: http://fscn.cfans.umn.edu/graduate-programs/student-forms
After completing the form and signatures, give it to Sara Cannon in 225 FScN and at scannon@umn.edu who will issue you a permission number to register. M.S. Plan B students will find further Independent Study registration information below.

Advanced Status: Full Time Status with One Credit Registration)
Advanced Status is for students who need full time status and have completed all their Degree Program coursework and thesis credits. This includes students with a graduate assistantship. There is a deadline to apply.
MS students register for FSCN or NUTR 8333. See http://policy.umn.edu/forms/otr/otr194.pdf
PhD students register for FSCN or NUTR 8444. See http://policy.umn.edu/forms/otr/otr195.pdf

Grad 999
This is a zero credit, no fee registration option that keeps you in active status, which students need to graduate, without having to pay tuition. This does not meet full time status requirements. Graduate students may register for up to four semesters of GRAD 999 while continuing to work on a thesis or Plan B project. A hold will be placed on the student’s registration after four semesters of GRAD 999. In order to register for each additional semester of GRAD 999 in excess of four, the student will be required to get the approval of the Director of Graduate Studies (DGS). The DGS will confer with the student’s major adviser to determine whether the student is making progress towards completion. If the student demonstrates that he or she is continuing to work on a thesis or Plan B paper and has a plan to complete the degree, the hold on the student’s registration will be removed and the student will be allowed to register for GRAD 999. The CFANS Scholarly Work Contract must be completed outlining all requirements that must be fulfilled during the semester, and filed in the student’s graduate program file. For more information on Advanced Status and GRAD 999 see https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

Dietetic Internship Registration
Students participating in the Dietetic Internship must continue to register as an active student during the two semesters of the internship. Options include Grad 999 or Advanced Status (NUTR 8333 or 8444). Please see this link for a comparison of these registration options: https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

Graduate Seminar
All Nutrition graduate students are required to attend the weekly Graduate Seminar unless they have a class or teaching conflict. The seminars are usually held each Wednesday during fall semester and Tuesday during spring semester from 3:30-4:30 pm. They are offered jointly with the Food Science seminar. There are no regularly scheduled seminars during summer or intersession. A schedule of seminar speakers and titles is available on the FScN website. Seminars consist of presentations by faculty members, educators, and professionals within and outside the department, and may include students presenting their thesis or Plan B project work.

M.S. students are required to present a seminar as part of their thesis defense. PhD students may choose to present if they would like. For M.S. Plan A and Ph.D. students, the seminar is a report on the thesis research. For M.S. Plan B students, the seminar describes the independent work done as a project, survey, data analysis, etc.
Teaching Assistant Requirement
FScN Department TA Policy Draft (Revised 4-5-17)

Introduction and Rationale
Graduate education is more than just taking courses, passing milestones and doing research for a thesis. One significant component of graduate education is graduate student participation in the educational endeavors of the Department of Food Science and Nutrition by acting as a Teaching Assistant (TA) in undergraduate courses. These experiences are invaluable for learning how to deal with people in meaningful ways and when confronted with difficult situations. The Department intends that serving as a TA will provide valuable educational benefits to graduate students. Graduate students should consider this experience as a way to improve their teaching and communication skills and as their contribution to the educational endeavors of the Department.

The TA Oversight and Assignment Committee is composed of the Directors of Graduate Studies (DGS) (Nutrition and Food Science), Undergraduate Program Chairs (Nutrition and Food Science), Student Services Coordinator, Undergraduate and Graduate Program Coordinators, and 2 graduate student representatives (1 each from Nutrition and Food Science). This committee (excluding the graduate student representatives) will meet to consider faculty and student requests for unpaid and paid TAs and to match available graduate students with the requests and available resources. This committee will also meet as needed to address other issues that arise regarding TA experiences. Graduate student representatives will serve for one term (one academic year). New representatives will be appointed by the DGS for each discipline in the fall of the academic year.

Unpaid and Paid TA Requirements
In this TA system, students either volunteer their time as a Teaching Assistant (unpaid TA) or are paid for their time as a TA (paid TA). Minimum requirements for the number of TA experiences are the same for unpaid and paid TAs, but the expectations for time are different based on whether the TA experience is unpaid or paid.

Each graduate student is required to complete 1 TA experience for each year they are in a graduate program up to a minimum of 2 TA experiences for an M.S. student and a minimum of 3 TA experiences for a Ph.D. student. Integrated BS-MS students are expected to complete 1 TA experience after completing their BS degree. A student completing both M.S. and Ph.D. degrees at the University of Minnesota would serve a minimum of 4 TA experiences for both degrees combined. A student who begins as an M.S. students and changes status to the Ph.D. without completing the M.S. would serve a minimum of 3 TA experiences. All students are expected to meet the TA requirement as outlined for degree type. In situations where the student is working full time outside of the Department or where TA requirements present personal hardship, alternatives will be presented for meeting this requirement. Alternatives might include developing laboratories, giving guest lectures, grading papers and assignments, or developing course materials for Internet delivery. Students may submit a Contract for Alternative TA Experience to the Director of Graduate Studies for his/her discipline to request an alternative TA assignment, if desired. This policy will be included in the Nutrition and Food Science Graduate Student Handbooks available on the FScN Department website. The Graduate Program Coordinator will also send a copy of this policy by email to all graduate students at the beginning of each semester.

Unpaid TA Experience
For unpaid TA experiences, each student will spend about 4 hours per week for a given class or 60 hours per course/semester. A graduate student may request that he/she contribute double this, about 8 hours per week or 120 hours per course/semester, to get 2 instead of 1 unpaid TA experiences per course. This request will be granted when it is consistent with course needs.

Paid TA Experience
A TA appointment is for 19.5 weeks per semester. Appointments are from late August to early January during fall term and early January to late May in the spring term. The exact dates will vary slightly from year to year and will be outlined in your appointment letter. The following outlines the effort expected for students holding a paid TA position per semester:
- 12.5% time = 5 hours per week for 19.5 weeks for a total of 97.5 hours per semester
- 25% time = 10 hours per week for 19.5 weeks for a total of 195 hours per semester
- 37.5% time = 15 hours per week for 19.5 weeks for a total of 292.5 hours per semester
- 50% time = 20 hours per week for 19.5 weeks for a total of 390 hours per semester
A student holding a paid TA position for 1 semester will be credited with 1 TA experience.

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Total compensation for a TA appointment is based on a 19.5 week time period. TAs are expected to be available to assist instructors from the first day of the appointment through the last. Effort will vary from week to week, but at the end of the appointment the TA is expected to have worked the total hours they are compensated for. TA’s are not expected to work more hours or fewer hours than their appointment specifies over the course over the period of the appointment term.

**Expectations**

Expectations vary depending on the nature of the class, paid vs. unpaid appointment, and/or percent paid appointment. Each instructor will provide the TA(s) an itemized list of expectations at the beginning of the semester along with estimated time commitment for each task. Tasks may include (and are not limited to) grading assignments and exams, preparing for and conducting laboratory sessions, holding office hours and discussion sessions, attending lectures, giving guest lectures, and developing materials. Each TA is generally expected to attend the lectures for the class they are assigned. Attendance at lectures is considered necessary to provide meaningful help in the class. There are some classes or situations where lecture attendance may not be required; however, this decision rests with the course instructor.

**Assignments**

Faculty wishing to have a paid and/or unpaid TA must submit a TA request form to the TA Oversight and Assignment Committee by March 1 of the preceding academic year using the Instructor TA Request Form. Graduate students may request to assist in a specific course by completing the Student TA Request Form. The TA committee will try to accommodate all requests, but cannot guarantee specific placement. TA assignments will be made by the TA Oversight and Assignment Committee based on a formula to determine TA hours needed, student and instructor requests, and the amount of funding available for TA hours/positions. The Committee will make recommendations to course instructors regarding student assignments. Course instructors will approve the assignment in writing by sending an email to the Committee.

University policy requires that nonnative English speaking paid TAs provide TOEFL scores or take the SETTA test upon arriving at the University. Results from these exams will determine a student’s eligibility for a paid TA assignment. All new TAs are expected to participate in training as directed by course instructors and teaching workshops offered through the Department and University. More information about TA eligibility and teaching workshops can be found here: https://cei.umn.edu/courses-programs/international-teaching-assistant-program/testing-eligibility

**Tracking Hours Worked During TA Experiences**

Students should keep an accurate accounting of their time and activities, and time per activity per week, review this with the course instructor on a regular basis, and submit to the TA Oversight and Assignment Committee at the end of the semester. A tracking form will be used to account for hours worked. The TA(s) and course instructors will agree on an appropriate tracking form given the expectations for the specific course at the beginning of the semester. The form will be completed throughout the semester by the TA(s) and submitted to the Committee at the end of the semester.

If the time required from an individual graduate student is different from what has been estimated, the nature of the work is different from that promised, or any other TA-related conflicts arise, the student should first attempt to resolve the discrepancy as soon as possible with the course instructor. If that fails, the student should bring the issue to the Director of Graduate Studies who will work together with the TA Oversight and Assignment Committee, the student, the course instructor, and Department Head to correct the situation. If an issue arises regarding TA performance, the course instructor should bring the issue to the Director of Graduate Studies who will work together with the TA Oversight and Assignment Committee to correct the situation. If a TA fails to complete tasks according to the responsibilities outlined for the TA experience, he or she may need to complete another TA experience.

When issues regarding TA experiences arise, students or course instructors should send a description of the issue to the DGS by email. The DGS will call an ad hoc meeting of the TA Oversight and Assignment Committee to address the issue.

**Evaluation of TA Experiences**

Graduate student performance as TAs will be evaluated by the course instructor using the Instructor Evaluation of TA Performance form. TAs can request evaluation of their performance from students in the course as a part of the required student course evaluation. After completing their work as a TA, students will be asked to evaluate their experience using the Student TA Evaluation form provided to them at the start of the semester. These evaluations of student experiences and performance will be used to monitor the system and improve the experience for future TAs.

TA Oversight and Assignment Committee, April 2017
**Important FSCN Contact Information**

**Director of Graduate Studies in Nutrition:** Dr. Xiaoli Chen, Associate Professor [xlchen@umn.edu](mailto:xlchen@umn.edu) 139 FScN, St Paul Campus Ph: 612-626-1220

**Food Science and Nutrition Graduate Student Services:** Nancy Toedt [ntoedt@umn.edu](mailto:ntoedt@umn.edu)
225J FScN, St. Paul campus Ph: 612-624-6753
Admissions, registration and degree progress procedures.

**Undergraduate Student Services:** Sara Cannon [scannon@umn.edu](mailto:scannon@umn.edu)
225K FScN, St. Paul campus Ph: 612-624-4787
Permission numbers, Independent Study, Course/classroom scheduling

**Department of Food Science and Nutrition contact:** Sue Winkelman [swinkelman@umn.edu](mailto:swinkelman@umn.edu)
225A FScN, St. Paul campus Ph: 612-624-1290
General department information, keys, meeting room scheduling

**Food Science and Nutrition Administrative Director:** Dorit Hafner [hafne005@umn.edu](mailto:hafne005@umn.edu)
FScN 225C Ph: 612-624-4789
Human Resources, Graduate Assistantships, Office Assignments

**Accounting Office:**
Kathleen Krum, Principal Accountant [robb0006@umn.edu](mailto:robb0006@umn.edu)
330 Haecker Hall Ph:612.624.3440
Budgetary matters

Sue Merrin, Accountant [smerrin@umn.edu](mailto:smerrin@umn.edu)
330 Haecker Hall Ph: 612.624.4289
Payroll

**Graduate School/GSSP** [https://onestop.umn.edu/academics/graduate-student-services-and-progress](https://onestop.umn.edu/academics/graduate-student-services-and-progress)

**Graduate School/GSSP Questions:** [gssp@umn.edu](mailto:gssp@umn.edu)

**International Student and Scholar Services** [http://www.isss.umn.edu/](http://www.isss.umn.edu/)
190 Hubert H. Humphrey Center, Minneapolis campus Ph: 612.626.7100

**Office of Student Health Benefits** [https://shb.umn.edu/](https://shb.umn.edu/)
410 Church Street SE, N-321 BHS, Minneapolis campus

**Graduate Assistant Employment Office** [http://www1.umn.edu/ohr/gae/](http://www1.umn.edu/ohr/gae/)
gaoinfo@umn.edu, Donohowe Bldg, 319 15th Ave SE, Minneapolis Campus Ph: 612.624.7070

**Graduate Assistant Insurance Office** [http://www1.umn.edu/ohr/gae/benefits/index.html](http://www1.umn.edu/ohr/gae/benefits/index.html)

**One Stop** (search for everything U of MN) [http://onestop.umn.edu/](http://onestop.umn.edu/)

**Registration** [https://onestop.umn.edu/academics/classes](https://onestop.umn.edu/academics/classes)

**Financial Aid** [http://onestop.umn.edu/finances/index.html](http://onestop.umn.edu/finances/index.html)

**Parking and Transportation Services** [http://www1.umn.edu/pts/](http://www1.umn.edu/pts/)

**Opportunities for Student Involvement**
- Student Representative for Food Science faculty meetings. See DGS if interested.
- COGS [http://www.cogs.umn.edu/](http://www.cogs.umn.edu/)

**Mutual Rights and Responsibilities of Faculty and Graduate Students: Guidelines** [http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_APPD.html](http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_APPD.html)

Office for Student Conduct and Academic Integrity [http://www.oscai.umn.edu/](http://www.oscai.umn.edu/)

Student Conflict Resolution Center [http://www.sos.umn.edu/](http://www.sos.umn.edu/)

Managing Nepotism and Personal Relationships [https://policy.umn.edu/hr/workplacerelationships](https://policy.umn.edu/hr/workplacerelationships)
Appendix A

Nutrition Graduate Faculty Research Interests

Tiffany R. Beckman, M.D., 1998, University of Minnesota, M.P.H., 2003, Assistant Professor of Medicine, Endocrine Division, University of Minnesota, MMC 101, 420 Delaware St. SE, Minneapolis, MN, 55455. Enrolled Member of the Leech Lake Band of Ojibwe, Minnesota Chippewa Tribe. Clinical research in the areas of obesity, neuroendocrine regulation of appetite, nutrient sensing in the brain and satiety, hormonal changes after bariatric surgery, with a special interest in obesity in American Indians.
Tel: 612-626-9329, Fax: 612-626-3133, Email: beckm004@umn.edu
Homepage: http://www.umphysicians.umn.edu/physicians_detail_objectname_beckman_tiffany.html

Charles J. Billington, M.D., 1975, University of Kansas; Professor, Department of Medicine, University of Minnesota, Division of Endocrinology & Diabetes, MMC 101, 420 Delaware St. SE, Minneapolis MN 55455. Brain regulation of appetite and body weight. Obesity pathophysiology and treatment.
Tel: 612-625-9231; Fax: 612-725-2273; Email: billi005@umn.edu

Patricia Bunney, Ph.D., 2012, University of Florida; Research Associate, Minneapolis VA Healthcare System; 1 Veterans Drive, 4L-107, Minneapolis, MN 55401 Application of behavioral pharmacology and neuroscience methods to evaluate the relationship between addiction and obesity, with the goal of generating novel pharmacotherapies for both.
Tel: 612-725-2000 (ext. 2990) Email: pgrebens@umn.edu

Tammy Butterick, Ph.D., 2009 University of Minnesota, Dept. of Pharmacology. Adjunct Assistant Professor, Dept. of Food Science and Nutrition, 168 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Research Scientist, Minneapolis VA Health Care System; Minnesota Obesity Neuroscience Lab Group-UMN. Research Focus: Studying the neuroscience of obesity using both in vitro and in vivo model systems. Understanding signaling pathways of neuropeptides and cellular mechanisms mediating energy balance.
Tel: 612-467-3309; Email: butte017@umn.edu (preferred method of contact) Mailing and Contact Address: 1 Veteran's Drive Minneapolis, MN 55417. Office location: GRECC, 4L-117, Lab location: 4P-126. Homepages: http://fscn.cfans.umn.edu/faculty_staff/faculty/butterick.html and http://tammybutterick.org/

Chi Chen, Ph.D., 2004, Rutgers University; Associate Professor; Dept of Food Science and Nutrition, 330 ABLMS, 1354 Eckles Avenue, St Paul, MN 55108. Application of the mass spectrometry-based metabolomics to investigate the mechanisms of diseases and metabolic events associated with food, nutrients and xenobiotics.
Tel: 612-624-7704, Fax: 612-625-5272, Email: chichen@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/chi_chen.html

Xiaoli Chen, Ph.D., 1998, University of Georgia; Professor and General Mills Chair in Genomics for Healthful Foods, Director of Graduate Studies in Nutrition, Dept. of Food Science and Nutrition, 139 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. The endocrine role of adipose tissue in linking obesity to insulin resistance and type 2 diabetes. Molecular mechanisms of dietary effects on insulin sensitivity. Dietary modulation of adipose tissue remodeling and function.
Tel: 612-626-1220, Fax: 612-625-5272, Email: xlchen@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/chchen.html

Tel: 507-437-9655, Fax: 507-437-9606, Email: clear007@umn.edu or mpcleary@hi.umn.edu

Scott J. Crow, M.D., 1988, University of Minnesota School of Medicine; Professor, Department of Psychiatry, F290/2AW 2450 Riverside Avenue, 55454. Psychotherapy and pharmacotherapy treatments for eating disorders and obesity; diagnostic classification and outcome of eating disorders; binge eating in obese individuals. Tel: 612-273-9807, Fax: 612-273-9779, Email: crowx002@umn.edu

A. Saari Csallany, D.Sc., 1970, University of Technical Sciences, Budapest, Hungary; Professor, Dept. of Food Science and Nutrition, 148 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Effect of free radicals and active oxygen species on lipid peroxidation and degradation in animal and human tissues, and their relation to dietary and environmental factors. Functions of
vitamin E and other antioxidants and antioxidant enzymes.

**SARAH CUSIK, Ph.D.,** 2005, Johns Hopkins Bloomberg School of Public Health; Assistant Professor, Division of Global Pediatrics, 717 Delaware St. SE, Minneapolis, MN 55414
Tel: 612-625-8549, Email: scusick@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/csallany.html

**ANDRES GOMEZ, Ph.D.** 2014, University of Illinois, Urbana-Champaign; Assistant Professor; Department of Animal Science; Graduate Faculty; Department of Food Science and Nutrition, 495D AS/VM, 1988 Fitch Ave, St Paul, MN, 55108.
Microbiomics: Our lab uses next generation sequencing and high-throughput molecular techniques, in tandem with bioinformatics and data mining tools to study the microbiome associated with animals and humans and its influence in host physiology, nutrition, health and evolution.
Email: gomeza@umn.edu, Tel: (612) 624-9744
Homepage: https://www.ansci.umn.edu/department-directory/faculty/andres-m-gomez

**CRAIG A. HASSEL, Ph.D.** 1986, University of Arizona; Associate Professor, Dept. of Food Science and Nutrition, and Extension Nutritionist, 164 FScN, 1334 Eckles Avenue, St. Paul, MN 55108.
Cross-cultural engagement with underserved audiences having their own knowledge of food and health that does not correspond to scientific understandings.
Tel: 612-624-7288, Fax: 612-625-5272, Email: chassel@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/hassel.html

**SATYA S. JONNALAGADDA, PhD, MBA, RDN,** 1992, Virginia Tech, Director, Nutrition Science & Innovation, Global Scientific & Medical Affairs, Abbott Nutrition Inc., 2900 Easton Square Place, ES1 (East Wing), Columbus, OH 43219
Benefits associated with whole grains, specifically cardiovascular disease, weight management and digestive health.
Tel: 614-624-3930 M: 614-619-3783 Email: satya.jonnalagadda@abbott.com

**FEKADU KASSIE, Ph.D.** Assistant Professor, Masonic Cancer Center, 425 E River Rd Minneapolis, MN 55455. Assessing, using molecular and cellular approaches and preclinical models, the cancer preventive activities of nutritional and non-nutritional agents, identifying their molecular targets and further development of promising chemopreventive agents in clinical studies.
Email: kassi012@umn.edu Tel: 612-625-9637

**RENEE KORCZAK, Ph.D.,** 2013, University of Minnesota; Teaching Assistant Professor; Department of Food Science and Nutrition, 246 FSCN, 1334 Eckles Avenue, St. Paul, MN 55108. My research experience includes studying the effects of fiber, in different food forms, on satiety, gastrointestinal tolerance and breath hydrogen response in human subjects. A few of my broader research interests include digestive health, sports nutrition, whole grains, and finding nutritional solutions to help decrease rates of childhood obesity.
Telephone: 612-624-2265. Email: korcz005@umn.edu

**CATHERINE M. FAIRHURST KOTZ, Ph.D.,** 1993, University of Minnesota; Adjunct Professor, Dept. of Food Science and Nutrition, and Research Scientist, V.A. Medical Center, Geriatric Research, Education and Clinical Center 11G, One Veterans Drive, Minneapolis, MN 55417. Our laboratory focuses on brain sites and substrates mediating energy balance. These investigations involve study of neuropeptides that regulate feeding behavior and energy expenditure, including physical activity. Orexin (hypocretin) is a neuropeptide located in the lateral hypothalamus that affects feeding, sleep patterns and
spontaneous physical activity, all of which have an important impact on body weight control. We also study rat models of obesity resistance during aging. The techniques we use include stereotaxic surgery, immunohistochemistry, food intake measurements, physical activity chamber measurements, indirect calorimetry, radioimmunoassay and molecular biology procedures.

Tel: 612-467-3312, Fax 612-725-2084, Email: kotzx004@umn.edu
Homepage: http://www.neuroscience.umn.edu/ProStu/facprof/kotz.html

MINDY S. KURZER, Ph.D., 1984, University of California, Berkeley; Professor, Dept. of Food Science and Nutrition, Director of UMN Healthy Foods, Healthy Lives, 266 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Dietary regulation of sex hormones. Plant estrogen (soy) and catechin (green tea) exposure and effects. Diet, exercise, cancer, and breast cancer prevention..
Tel: 612-624-9789, Fax: 612-625-5272, Email: mkurzer@umn.edu
Homepage: http://fscn.cfans.umn.edu/people/faculty/mindykurzer/index.htm

THEODORE P. LABUZA, Ph.D., 1964, Massachusetts Institute of Technology; Professor, Dept. of Food Science and Nutrition. Physical chemistry of foods as related to water activity, glass transition and stability. Kinetics of food deterioration and shelf life prediction models. Process Analytical Technology for the food industry. Use of X-ray crystallography, Differential Scanning Calorimetry and Dynamic Mechanical Thermal Analysis to study physical state changes (amorphous glass, rubbery, crystalline) in foods.
Tel: 612-624-9701, Fax: 612-625-5272, Email: tplabuza@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/labuza.html

JILLIAN K. LAMPERT, Ph.D., M.P.H., R.D., L.D., FAED, 2003, University of Minnesota; Adjunct Assistant Professor, Dept. of Food Science and Nutrition, and Chief Strategy Officer, The Emily Program, 2550 University Ave W, Suite 314N, St. Paul, MN 55114. Eating disorder treatment outcomes, sports involvement and disordered eating. Complementary and alternative medicine techniques in eating disorder treatment. Eating disorder prevention and education. Tel: 651-379-6133, Fax: 651-647-5135, Email: jcroll@umn.edu

NICOLE LARSON, Ph.D., M.P.H., R.D., 2007, University of Minnesota; Research Associate, Division of Epidemiology and Community Health, School of Public Health, 1300 South Second Street, Suite 300, Minneapolis, MN 55454. Child and adolescent nutrition. School and neighborhood food environments. Obesity prevention. Survey development. Community-based nutrition interventions.
Tel: 612-625-5881, Fax: 612-624-0315, Email: larsonn@umn.edu.

LEN MARQUART, Ph.D., R.D., 1986, University of North Carolina; Associate Professor, Dept. of Food Science & Nutrition, 267 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Whole grains and health. Consumer understanding and factors influencing dietary intake of whole grain foods.
Tel: 612-624-3255, Fax: 612-625-5272, Email: lmarquart@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/marquart.html

DIANNE NEUMARK-SZTAINER, Ph.D., M.P.H, R.D.,, 1993, Hebrew University-Hadassah, Jerusalem, Israel; Professor, Division of Epidemiology & Community Health, 1300 South 2nd Street, Suite 300, Minneapolis, MN 55454. Adolescent health and nutrition. Psychosocial factors influencing eating behaviors. Obesity and eating disorder prevention.
Tel: 612-624-0880, Fax 612-624-0315, Email: neumark@epi.umn.edu

DANIEL J. O’SULLIVAN, Ph.D., 1990, University College Cork, Ireland; Professor, Dept. of Food Science and Nutrition, 262 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Molecular analysis of beneficial traits of bacteria used in foods. Studying novel antimicrobial compounds produced by food grade bacteria. Strong interest in probiotic bacteria; specifically, trying to understand what features of bifidobacteria are necessary for competitive survival in the human large intestine.
Tel: 612-624-5335, Fax 612-625-5272, Email: dosulliv@che.umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/o_sullivan.html

Tel: 701-795-8294, Fax 701-795-8230, Email: raatz@med.umn.edu
Homepage: http://www.ars.usda.gov/pandp/people/people.htm?personid=44863

MARLA M. REICKS, Ph.D., R.D., 1985, Iowa State University; Professor, Dept. of Food Science and Nutrition, Extension Nutritionist, 168 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Nutrition education research and programming for limited resource audiences. Application of behavior change theory to improve eating patterns.

23
MOON-SUHN RYU, Ph.D., 2011, University of Florida; Assistant Professor; Dept of Food Science and Nutrition, 267 FSCN, 1334 Eckles Avenue, St Paul, MN 55108. Genetic and molecular approaches to identify nutrient-gene interactions mediating metal homeostasis and distribution at the cellular and systemic levels, and their pathophysiological implications in chronic diseases.
Tel: 612-301-1625, Fax: 612-625-5272, Email: mryu@umn.edu, Homepage: https://fscn.cfans.umn.edu/faculty-staff/moon-suhn-ryu

MARY K. SCHMIDL, Ph.D., 1978, Cornell University; Adjunct Assistant Professor, Department of Food Science and Nutrition, 409 Vadnais Lake Drive, Vadnais Heights, MN 55127. Medical foods, functional foods, and dietary supplements and their role and relationship for health, disease, weight control and trauma states.
Tel: 612-481-9216, Fax: 612-483-3302, Email: mschmid1@umn.edu, Homepage: https://fscn.cfans.umn.edu/faculty-staff/mary-k-schmidl

ALICE C. SHAPIRO, Ph.D., R.D., L.N., 1992, Tufts University; Adjunct Assistant Professor, Division of Epidemiology, and Nutrition Research Scientist, Oncology Research Program, Park Nicollet Institute, 3800 Park Nicollet Blvd., Minneapolis, MN 55416. National multi-center clinical trials evaluating the effects of nutrition on cancer incidence and recurrence, especially fat and breast cancer recurrence (WINS), and vitamin E and selenium on prostate cancer incidence (SELECT). Representation of medically underserved populations in clinical trials. The role of nutrition in reducing the harmful side effects of cancer therapies.
Tel: 952-993-0057, Fax: 952-993-9300, Email: shapia@parknicollet.com or shapi013@umn.edu, Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/shapiro.html

SHALAMAR SIBLEY, M.D., 1991, University of Tennessee, M.P.H.; Associate Professor of Medicine, Endocrine Division, University of Minnesota, Box 101 Mayo, 420 Delaware St. SE, Minneapolis, MN, 55455. Clinical research in the areas of obesity, diabetes and their complications, with a special interest in the role of visceral adiposity-related renin-angiotensin system abnormalities and early renal injury. Tel: 612-624-5150, Fax: 612-626-3133, Email: sible004@umn.edu

JOANNE L. SLAVIN, Ph.D., R.D., 1981, University of Wisconsin; Professor, Dept. of Food Science and Nutrition, 166 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Human feeding studies including dietary fiber, carbohydrates, and whole grains. Measurement of biological markers relevant to disease prevention.
Tel: 612-624-7234, Fax: 612-625-5272, Email: jslavin@umn.edu, Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/slavin.html

CHERY SMITH, Ph.D., M.P.H., R.D., 1994, Indiana University; Professor, Department of Food Science and Nutrition, 161 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Community nutrition, international nutrition, and population biology. How changes in environment, age, socioeconomic status, and time influence the nutritional status, dietary intake, and health of selected populations. Food pathways. Work primarily with minority populations (Asian, Black Americans, and Native American) and international communities (Sherpas and other global populations).
Tel: 612-624-2217, Fax: 612-625-5272, Email: csmith@umn.edu, Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/c_smith.html

LYN M. STEFFEN, PhD, M.P.H., R.D., 1998, University of Texas School of Public Health, MPH, RD, 1986, University of Minnesota School of Public Health; Associate Professor, Division of Epidemiology and Community Health, 1300 South Second Street, Suite 300, Minneapolis, MN 55454. Nutritional epidemiology. Dietary intake methodology. Epidemiology of cardiovascular disease, stroke, obesity, and metabolic syndrome.
Tel: 612-625-9307, Fax: 612-624-0315, Email: steffen@epi.umn.edu

CHUAN FENG WANG, M.D., Ph.D., 1998, University of Minnesota; Adjunct Assistant Professor, Dept. of Food Science and Nutrition, and Research Scientist, V.A. Medical Center, One Veterans Drive, Minneapolis, MN 55417. Central regulation of energy balance. Role of brain derived neurotrophic factor (BDNF) in the hypothalamus on energy intake and expenditure. The mechanisms via which BDNF regulates energy balance.
Tel: 612-467-5543, Fax: 612-725-2093, Email: cwang@umn.edu
Appendix B

Nutrition Graduate Degree Plan Worksheet

Steps:
1. Complete this worksheet in consultation with your adviser. Your adviser will sign it.
2. Submit the worksheet to Dr. Xiaoli Chen, the Director of Graduate Studies in Nutrition (FSCN 130 or xlchen@umn.edu). After she approves it, she will give it to Nancy Toedt, Graduate Program Coordinator.
3. Nancy will notify you when your plan is approved and email you a copy of the worksheet.
4. Enter your course plan into the Graduate Planning and Audit System (GPAS) and submit. (Nancy will email instructions.)
5. After your GPAS submission is approved, a milestone will be added to your record indicating you can move to the next step in your degree completion checklist.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Email</th>
<th>Date of Program Entry</th>
<th>Degree (MS Plan A, MS Plan B, PhD)</th>
<th>Previous Degree(s) and Institution(s)</th>
</tr>
</thead>
</table>

Do you intend to pursue a Minor? Yes___ No___ If so, in what field
Please consult the Director of Graduate Studies in the minor department for course planning and GPAS approval. Students elect minors online - https://onestop.umn.edu/add-or-remove-graduate-minor. Please also indicate on this form which courses will be used for the minor.

Minimum GPA for courses included on the Degree Plan at the time of degree clearance: MS: 2.8; PhD: 3.0.

Grading Basis: The 14 graduate level course credits in Nutrition must be taken on an A/F basis (except NUTR 8621). Biostatistics should also be taken on an A/F basis. Other required courses outside the major can be taken S/N. Maximum of 1/3 of the course credits can be completed using the S/N grading basis (except coursework transferred from an international institution and coursework only offered on the S/N grading basis).

Minor: Students can choose to pursue a minor in another field. The courses must be approved by the Director of Graduate Studies in the chosen department.

Nutrition Program Requirements

Orientation Course

Enter Grade if Course Completed

<table>
<thead>
<tr>
<th>Course Name (Semester Offered)</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 8621 Presentation Skills</td>
<td>1</td>
<td>(Take your first fall semester)</td>
<td></td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course Name (Semester Offered)</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 5625 Nutritional Biochemistry (Fall)</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>NUTR 5626 Nutritional Physiology (Spring)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 5622 Vitamin and Mineral Biochemistry (Spring)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 5624 Nutrition and Genetics (Fall)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Did you take any of these core courses as an undergraduate student? If so, list them below and attach a copy of your transcripts. If you took any of the core courses as an undergraduate student you must take other graduate level courses instead to equal the same number of credits. These may be from any Nutrition course that is 5xxx or 8xxx, or 6xxx courses if taught through Public Health.

<table>
<thead>
<tr>
<th>Required Course Name</th>
<th>Credits</th>
<th>Name of Course Taken</th>
<th>Where did you take it?</th>
<th>Term/yr</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 5625 Nutritional Biochemistry (Fall)</td>
<td>3</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>NUTR 5626 Nutritional Physiology (Spring)</td>
<td>3</td>
<td></td>
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<tr>
<td>NUTR 5622 Vit and Min Biochem (Spring)</td>
<td>3</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>NUTR 5624 Nutrition and Genetics (Fall)</td>
<td>2</td>
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</tbody>
</table>

Advanced Topics Courses 1 course required

<table>
<thead>
<tr>
<th>Course Name (Semester Offered)</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 8620 Advances in Nutrition (Spr. and EO Fall)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 8620 Advances in Nutrition: Obesity Prevention, from the Molecule to the Bedside (Fall)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Notes / Exceptions

25
# Remaining Nutrition Coursework (MS Only)
Minimum of two credits of NUTR 5xxx or 8xxx

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
</table>

Additional Notes / Exceptions

# Outside Coursework Requirement
**MS:** 6 credits required  **PhD:** 12 credits required

**Statistics Course** One graduate level Statistics course Examples: PubH 6450, Biostatistics I, PubH 6451, Biostatistics II, PubH 6414: Biostatistical Literacy, STAT 5021 Statistical Analysis

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
</table>

Additional Notes / Exceptions / Courses which will be used for a minor

**Research Methods Course** Students can select from a list of recommended courses offered across the university in consultation with their advisor. For examples, see Student Handbook Appendix C. Minimum 2 credits.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
</table>

Additional Notes / Exceptions / Courses which will be used for a minor

**Additional Outside Coursework:**
Other courses may be from any field but must be at the 5xxx or 8xxx level. Exceptions: 6xxx Public Health courses are allowed. Example: PubH 6914 - Community Nutrition Intervention

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
</table>

Will any of these courses be used for a minor?

# MS Plan B Only:
**Additional Coursework to reach a total of 30 course credits.** This must include a minimum of 3 credits of Independent Study (Register for NUTR 8695). Additional Independent Study credits and additional coursework is chosen in consultation with your adviser.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term/Year you plan to take it</th>
<th>Grade</th>
</tr>
</thead>
</table>

Additional Notes / Exceptions
Are you requesting to transfer any graduate level coursework from another institution to meet these course and credit requirements? If so, list all transfer work in chronological order. Official transcripts must be attached unless previously submitted with your application for admission. Enter this information in GPAS. Transfer limits: MS: At least 60% of graduate course credits (not including thesis credits) must be completed at UMN. PhD: At least 12 graduate course credits must be completed at UMN.

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Department/Course number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Institution</th>
<th>Which of the above categories does this requirement meet? (for DGS use only)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Additional Notes / Exceptions

DEGREE PLAN COURSEWORK TOTALS

UMN GRADUATE COURSE CREDITS _____ TRANSFER COURSE CREDITS _____ TOTAL COURSE CREDITS _____

Total Credits Required for the Degree:
MS Plan A: 30 Credits (20 course credits and 10 NUTR 8777 Master’s thesis credits)
MS Plan B: 30 Credits (30 course credits which includes a minimum of 3 credits of Independent Study NUTR 8695. Additional Independent Study credits and additional coursework is chosen in consultation with your adviser.)
PhD: 50 Credits (26 course credits and 24 NUTR 8888 Doctoral thesis credits). If you have a M.S. in Nutrition from the University of Minnesota, the minimum number of credits for the Ph.D. degree will be determined upon enrollment based on the courses included in the MS degree plan.

Additional information required before Degree Plan can be approved. (You do not need to enter this in GPAS)

Undergraduate Coursework Requirement: (fill out a or b)

a. I have a bachelor’s or master’s degree in nutrition from ____________________________
b. I took the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>When did you take the course or When do you plan to take it? Students need to take the courses for credit on an A-F basis and receive a grade of “B” or better.</th>
<th>If course completed: Signature of instructor and date OR attach transcript.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FScN 1112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FScN 3612*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FScN 4612*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Student                              Date

Name of Adviser                              Signature of Adviser                  Date

Name of Co-Adviser                         Signature of Co-Adviser                  Date

Signature of DGS in Nutrition                  Date

12/28/2017
Appendix C

Suggested Research Methods Courses to Meet Requirement

**ANSC 5091** Research Proposals: From Ideas to Strategic Plans (3 cr;)
The students will go through a step-by-step process that starts by choosing and defining a research idea, then proceeding to do literature reviews and to the development of hypothesis, aims, objectives and a research strategy. The aim of this course is to provide students with tools to understand the structure of scientific reports and proposals, literature searches and basic data interpretation. The student will learn about different research approaches and how to achieve consistency in their research projects. The student will be guided in how to begin and develop a written research proposal that will satisfy the requirements of their advisers, institution and funding organizations.

**NURS 8173**. Principles and Methods of Implementing Research. (3 cr; Stdnt Opt. [S] SAPH 8173. Prereq-8114 or other 8xxx grad research methods course, 2 grad stat courses) Integrates scientific, statistical, and practical aspects of research. Inter-relationships among design, sample selections, subject access, human subjects requirements, instrument selection and evaluation, data management, analyses plans, grant writing, and research career issues. Field experiences required.

**PUBH 6341** - Epidemiologic Methods I (3.0 cr [max 6.0 cr]; Prereq-AHC student or #; A-F only, fall, every year) Subject matter science, research methodology. Study designs applied to human populations. Randomized trials. Four types of observational studies: cohort, case-control, cross-sectional, ecological. Causal inference, bias, effect modification.

**PUBH 6617** - Practical Methods for Secondary Data Analysis (3.0 cr; Prereq-Public health [MPH or certificate] student or epidemiology PhD major or #; fall, every year) Introduction to methods for finding, transferring, and processing existing data sources. Focuses on practical approaches to pre-statistical data processing and analysis with STATA using a PC with an MS Windows operating system. Complex survey samples, other survey biases.

**PUBH 6803** - Conducting a Systematic Literature Review (3.0 cr; Prereq-Basic knowledge of epidemiology; OPT No Aud, spring, every year) Developing skills built on evidence-based practice. Draws on staff of Minnesota Evidence-based Practice Center.

**PUBH 6806** - Principles of Public Health Research (2.0 cr; Prereq-Pub hlth or grad or professional school student or #; fall, every year) Evaluation of public health research literature and planning for independent research projects. Formulation of research question, research design, sampling techniques, use of research concepts, and data analysis. Data collection techniques, including questionnaires, interviews, and data analysis.
Appendix D

University of Minnesota Dietetic Internship program

Offers two concentrations:
- (1) Eating Disorders (ED-TEP) track
- (2) Medical Nutrition Therapy (MNT) track

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has approved the merger of the dietetic internships of the University of Minnesota – The Emily Program and the University of Minnesota Medical Center, Fairview into one program, U of M DI, beginning in the Fall of 2015. Administration of the program is through the Department of Food Science and Nutrition at the University of Minnesota, St. Paul campus.

This accredited program offers non-credit, non-degree, supervised practice experiences designed to prepare graduates with a nutrition/dietetics degree to become eligible for the RD board exam. The program is a cooperative effort between the Department of Food Science and Nutrition and The Emily Program, as well as University of Minnesota Health. Interns work with and are supervised by the department faculty member designated as the Internship Director.

Philosophy
- Competencies for dietetics practice are facilitated, enhanced and achieved by well-defined and supervised internship experiences.
- Interns benefit more from learning experiences when they have the opportunity to tailor the required experiences to their needs and interests.
- Attainment of entry-level performance requirements for dietetics practice is enhanced by the variety of opportunities offered to interns within an innovative, diverse, and well-rounded internship.
- The interests of the interns and the public are best served through collaboration of University units and the community.
- Commitment to ongoing evaluation and planning is necessary to assure program quality.

Mission
Consistent with the missions of the University of Minnesota, College of Food, Agricultural and Natural Resources Science and Department of Food Science and Nutrition, the mission of the U of M DI Program is to maintain a progressive and effective program which integrates didactic education, public service, and supervised practice to develop competent entry-level dietitians with the knowledge and skills necessary to satisfy and improve the food, health and nutritional needs of diverse communities in Minnesota and the nation.

Goals
Our primary goal is to maintain an effective dietetic internship program to prepare graduates with the professional knowledge and skills to be competent entry-level Registered Dietitians. Goal details and program outcomes data are available upon request.

By the end of the internship, graduates will:
- Communicate effectively with healthcare professionals and lay audiences.
- Manage nutrition care for individuals and population groups of diversity across the lifespan.
- Demonstrate the ability to use management and leadership techniques effectively.
- Be prepared to satisfy and improve the employment, health and nutritional needs of communities in Minnesota and the nation.

Expectations
We expect our interns to act in a professional manner. This includes dressing professionally, arriving on time, completing projects and assignments by the due dates, and communicating effectively with others. In short, we expect a complete commitment to the internship.

We expect high motivation and a desire to help others. We expect an ongoing willingness to learn, accept challenges, and grow in skill and compassion. We require that interns uphold the confidentiality of all clients, and follow the U of M DI Program’s Mission, Goals, Policies and Procedures, as well as requirements stated at each of our affiliated sites. For more details, visit the program’s website at http://dieteticinternship.cfans.umn.edu/.

The selection process to obtain placement in the UofM-TEP DI is highly competitive. Please contact Carrie Peterson (cmpeters@umn.edu) if you are interested in applying for the internship.
Appendix E

Information for International Students

International students have special needs and certain different requirements from students who are U.S. citizens. It is the responsibility of international students to learn about these requirements and insure that they are met. Consequently, it is highly recommended that all international students take advantage of the services offered by the International Student and Scholar Services (ISSS).

The ISSS can be contacted as follows:

International Student and Scholar Services
University of Minnesota
190 Hubert H. Humphrey Center
301-19th Ave. S
Minneapolis, MN  55455
Phone:  612-626-7100
Fax:  612-626-7361
E-Mail:  isss@tc.umn.edu
http://www.isss.umn.edu

The ISSS can provide you with information on numerous topics, including:

- Immigration regulations
- Financial aid
- Temporary housing
- Classes for improving English
- Useful announcements and alerts (e.g. changes in immigration laws, taxes, and special events)

A map showing directions to the ISSS is provided on the following page.
Directions to the **International Student and Scholar Services (ISSS)**

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**The Hubert H. Humphrey Center**
Appendix F

Nutrition MS
Plan B Option Guidance

Credit requirements
The Plan B Nutrition Master’s degree has a minimum of 30 credits, comprised of 14 graduate level course credits in Nutrition, 6 credits in a minor or supporting field outside the major, and a combination of 10 additional credits of graduate-level coursework and/or independent study credits (NUTR 8695) that form the basis of a Plan B project. The Plan B project should involve a combined total of approximately 135 hours (the equivalent of a minimum of 3 independent study credits) of work. Additional coursework can include up to 7 additional credits. The independent study form and instructions (NUTR 8695) can be found on our website. [http://fscn.cfans.umn.edu/graduate-programs/student-forms](http://fscn.cfans.umn.edu/graduate-programs/student-forms)

Purpose of the Plan B project
The purpose of the Plan B project is to advance students’ knowledge of a specific research topic/issue/problem, become familiar with the tools of research or scholarship in Nutrition, complete a project under the direction of his/her adviser, and present the results of the project effectively by writing a Plan B paper.

Plan B project scope
A Plan B project is similar to the Plan A thesis but involves less research. The student’s adviser specifies both the nature and extent of the coursework and project work. Plan B projects can be based on original research, secondary data analysis, qualitative data analysis (e.g., focus group/individual interviews), and systematic or comprehensive, narrative literature reviews. If the project is a literature review, the topic should be broad enough to generate a sizable literature base from which to select relevant research.

Projects can be exploratory studies intended to 1) provide proof of concept, preliminary or feasibility data, 2) test methods or data collection instruments, or 3) generate hypotheses that will be tested in future studies. Plan B projects should be based on validated scientific methods and be systematic and rigorous in their design. Plan B projects should not be based on opinion pieces, marketing literature, minor case studies, or literature reviews based on a limited number of original research articles or other review articles.

The final oral examination committee should be consulted early in the student’s degree period to provide direction and approve the scope of the project. The committee is given the Plan B paper to review two weeks prior to the final defense. Previous Plan B papers are available for review in the FScN Library, room 220. See Sue Winkelman in the reception office, room 225A, to check out items.

Plan B paper
The Plan B paper may have similar content categories as a thesis. Suggested sections of the paper include 1) a table of contents, 2) abstract/introduction, 3) comprehensive background literature review to fully justify the need for the research, 4) materials and methods, 5) results, 6) discussion including strengths and limitations, 7) conclusions and if appropriate applications/implications for future research and/or practice, and 8) references. If the Plan B paper is based on a published paper or a paper submitted for publication or intended to be submitted, it may include 1) a table of contents, 2) an introduction chapter, 3) a background/literature review chapter, 4) the published or submitted paper as its own chapter, 5) a conclusion chapter, and 6) references. If the Plan B paper is based on a published, submitted for publication or intended to be submitted systematic review, it may include 1) a table of contents, 2) an introduction chapter, 3) the published or submitted systematic review paper as its own chapter, 3) a conclusion chapter, and 4) references. Suggested formatting guidelines include double spacing, 1 inch margins, and a 12 point font. References can be formatted according to APA or AMA guidelines using reference manager software.
Completion of the Plan B project
The Department requires a copy of the Plan B paper. Advisers will not sign the Final Examination Report form after the final oral defense for Plan B MS students until they receive the final, revised copy of the student’s Plan B paper. The adviser should ask other committee members to sign the Report form, but retain the form until he or she receives the final, revised copy of the Plan B paper. The student can submit an electronic or hard copy to his or her adviser. A hard copy (spiral-bound) of the Plan B paper should be forwarded to the Program Coordinator (Nancy Toedt) to be stored in the Department. The Graduate School does not require a copy of the Plan B paper, but it can be archived in the Digital Conservancy if the student requests.
Appendix G

Integrated B.S./M.S. Plan B Nutrition Degree

Students will complete their 4th year as an undergraduate student and their 1st year as a graduate student at the same time, allowing students to complete an MS degree in a shorter time with less expense. This program is available to current undergraduate students majoring in Nutrition at the University of Minnesota-Twin Cities campus in the Didactic Program in Dietetics or Nutrition Studies track. For those students planning to become a registered dietitian, this program may be of interest because all those taking the Registration Examination for Dietitians in 2024 will be required to have an MS degree.

Application process:
Apply to the Nutrition Graduate Program by June 15 in the year before your final year, based on acceptable completion of required courses (see Sample Class Schedule below). Undergraduate adviser can assist you with class sequencing.

Admission criteria*
- The Graduate Record Examination General Test (GRE) is required. There are no minimum required scores, though percentiles in each category should preferably be > 40%. For more information about taking the GRE see https://www.ets.org/gre
- Minimum preferred undergraduate grade point average (GPA) of 3.0. (The average GPA of admitted students is 3.5)
- 3 letters of recommendation: one from your academic adviser which indicates your eligibility for the program (see below) and two from nutrition course instructors.
- Personal statement (indicating research interests) and diversity statement

For complete application instructions see: http://fscn.cfans.umn.edu/graduate-programs/application-instructions

*Meeting these criteria does not guarantee admission to the program. See below.

Application Review:
The application deadline is June 15. The Graduate Admissions Committee reviews each application. If you meet the basic admission criteria you will be notified you are “admissible” to the program before August 10. In order to be formally admitted, you must find a faculty adviser. If you are admissible, your name is added to a list of applicants looking for an adviser which is circulated to graduate faculty. Faculty interested in advising you may contact you directly to discuss their interest. Additionally, you should identify one or two specific faculty members with whom you would like to work and contact them directly to discuss your background and why you are interested in working with them. A list of potential graduate faculty advisers can be found here: https://fscn.cfans.umn.edu/faculty-staff/faculty/nutrition-faculty

Timeline:

Fourth year:
Advised by an undergraduate program advisor
Complete undergraduate credits for a total of 120 undergraduate credits
Awarded a BS degree at the end of the fourth year or admission to the graduate program will be revoked.

Fourth and fifth year:
Advised by a graduate program advisor
Complete 30 graduate credits and a Plan B research project
Serve as a paid or volunteer teaching assistant for two courses (60 hours each).
At the end of the fifth year, complete a final oral examination and present a graduate seminar

Admitted BS/MS students who are also completing the DPD track will not automatically be admitted to the University of Minnesota Dietetic Internship. Internship acceptance and placement for BS/MS graduate students who are in the DPD track will be highly competitive, rather than automatic. If a BS/MS student receives DPD verification, they are eligible to apply to the pre-select option for the University of Minnesota Dietetic Internship. If selected, the Dietetic Internship would begin Fall following the 5th year. The selection process to obtain placement in the UofM-TEP DI is highly competitive. If selected, retaining your spot in the internship is contingent upon adequate performance in all aspects of your graduate role and completion of all degree requirements prior to the start of the internship or a contract with an agreeable timeframe for completion signed by the faculty adviser, DGS and Carrie Peterson.
### Example Schedule

**Track 1: Didactic Program in Dietetics (DPD) Verification**

<table>
<thead>
<tr>
<th><strong>First Year – Fall (16 credits)</strong></th>
<th><strong>First Year – Spring (16 credits)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1031 – College Algebra, 3 cr.</td>
<td>FSCN 1102 - Food: Safety, Risks, and Technology: 3 cr.</td>
</tr>
<tr>
<td>FSCN 1112 – Principles of Nutrition, 3 cr.</td>
<td>CHEM 1062 - Chemical Principles II: 3 cr.</td>
</tr>
<tr>
<td>CHEM 1061 - Chemical Principles I: 3 cr</td>
<td>CHEM 1066 - Chemical Principles II Lab: 1 cr.</td>
</tr>
<tr>
<td>CHEM 1065 - Chemical Principles I Lab: 1 cr</td>
<td>COMM 1101 - Introduction to Public Speaking: 3 cr.</td>
</tr>
<tr>
<td>Freshman Writing: 3 cr.</td>
<td>BIOL 1009 - General Biology: 4 cr.</td>
</tr>
<tr>
<td>Core+Theme Lib Ed: 3 cr.</td>
<td>Free Elective: 2 cr</td>
</tr>
<tr>
<td><strong>16 UG credits</strong></td>
<td><strong>16 + 16 = 32 UG credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Second Year – Fall (16 credits)</strong></th>
<th><strong>Second Year – Spring (16 credits)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FSCN 3612 - Life Cycle Nutrition: 3 cr.</td>
<td>BIOC 3021 – Biochemistry: 3 cr.</td>
</tr>
<tr>
<td>CHEM 2301 - Organic Chemistry I: 3 cr.</td>
<td>FSCN 2021 – Introductory Microbiology: 4 cr.</td>
</tr>
<tr>
<td>ANSC 3301 - Human and Animal Physiology: 3 cr.</td>
<td>FSCN 4612 – Advanced Human Nutrition: 4 cr.</td>
</tr>
<tr>
<td>Core+Theme Lib Ed: 3 cr.</td>
<td>Core+Theme+WI Lib Ed: 4 cr.</td>
</tr>
<tr>
<td>Free Elective: 4 cr.</td>
<td>Free Elective: 1 cr</td>
</tr>
<tr>
<td><strong>32 + 16 = 48 UG credits</strong></td>
<td><strong>48 + 16 = 64 UG credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Third Year – Fall (17 credits)</strong></th>
<th><strong>Third Year – Spring (17 credits)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 3011 - Introduction to Statistical Analysis: 4 cr.</td>
<td>FSCN 3615 - Sociocultural Aspects of Food, Nutrition, and Health: 3 cr.</td>
</tr>
<tr>
<td>FSCN 3614 - Nutrition Education and Counseling: 3 cr.</td>
<td>WRIT 3562W - Technical and Professional Writing: 4 cr.</td>
</tr>
<tr>
<td>FSCN 3731 - Food Service Operations Management Laboratory: 2 cr.</td>
<td>FSCN 4732 - Food and Nutrition Management: 3 cr.</td>
</tr>
<tr>
<td>FSCN 3732 - Food Service Operations Management: 3 cr.</td>
<td>CFAN 3096 - Making the Most of your Internship: 1 cr.</td>
</tr>
<tr>
<td>FSCN 3102 - Introduction to Food Science: 3 cr.</td>
<td>FSCN 4614 – Community Nutrition: 3 cr. (4 cr.? future)</td>
</tr>
<tr>
<td>Free Elective: 2 cr.</td>
<td>Free Elective: 2 cr</td>
</tr>
<tr>
<td><strong>64 + 17 = 81 UG credits</strong></td>
<td><strong>81 + 17 = 98 UG credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fourth Year – Fall (17 credits)</strong></th>
<th><strong>Fourth Year – Spring (16 credits)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FSCN 4665 - Medical Nutrition Therapy I: 3 cr.</td>
<td>FSCN 4666 - Medical Nutrition Therapy II: 3 cr.</td>
</tr>
<tr>
<td>FSCN 4667 Senior Seminar for the DPD: 2 cr.</td>
<td>FSCN 4613 - Experimental Nutrition: 2 cr.</td>
</tr>
<tr>
<td>FSCN 4621W: Nutrition and Metabolism: 4 cr.</td>
<td>Free UG level elective – 6 cr.</td>
</tr>
<tr>
<td>UG FSCN/NUTR Elective: 3 cr.</td>
<td>NUTR 5622 Vitamin &amp; Mineral Biochemistry: 3 cr.</td>
</tr>
<tr>
<td>NUTR 8621 Presentation skills: 1 cr.</td>
<td>Graduate research methods course: 2 cr.</td>
</tr>
<tr>
<td>NUTR 8695 Independent study credits 3 cr.</td>
<td><strong>110 UG + 11 UG = 121 UG credits – UG Graduation</strong></td>
</tr>
<tr>
<td><strong>98 UG + 12 UG = 110 UG credits</strong></td>
<td><strong>4 GR + 5 GR = 9 GR credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fifth Year – Fall (11 credits)</strong></th>
<th><strong>Fifth Year – Spring (10 credits)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 5625 Nutritional Biochemistry: 3 cr.</td>
<td>NUTR 5626 Nutritional Physiology: 3 cr.</td>
</tr>
<tr>
<td>NUTR 5624 Nutrition and Genetics: 2cr</td>
<td>NUTR 8620 Advances in Nutrition: 2cr</td>
</tr>
<tr>
<td>PubH 6451 Biostatistics I: 4 cr.</td>
<td>Elective graduate credits - 5 cr.</td>
</tr>
<tr>
<td>NUTR 8695 Independent study credits 2 cr.</td>
<td><strong>20 GR + 10 GR = 30 GR credits</strong></td>
</tr>
<tr>
<td><strong>9 GR + 11 GR = 20 GR credits</strong></td>
<td><strong>15 NUTR GR cr., 10 GR cr. outside major, 5 GR independent study cr. - GR Graduation or Dietetic Internship</strong></td>
</tr>
<tr>
<td>Track 2: Nutrition Studies</td>
<td>Example Schedule</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>First Year – Fall (16 credits)</strong></td>
<td><strong>First Year – Spring (16 credits)</strong></td>
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<td><strong>Second Year – Spring (16 credits)</strong></td>
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<td><strong>Third Year – Spring (17 credits)</strong></td>
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<tr>
<td>STAT 3011 - Introduction to Statistical Analysis: 4 cr.</td>
<td>WRIT 3562W - Technical and Professional Writing: 4 cr.</td>
</tr>
<tr>
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<td>CFAN 3096 - Making the Most of your Internship: 1 cr.</td>
</tr>
<tr>
<td>FSCN Elective: 3 cr.</td>
<td>FSCN 4614 – Community Nutrition: 3 cr.(4 cr.? future)</td>
</tr>
<tr>
<td>Coursework from concentration area: 3 cr.</td>
<td>FSCN Elective: 3 cr.</td>
</tr>
<tr>
<td>Coursework from concentration area: 4 cr.</td>
<td>Coursework from concentration area: 6 cr.</td>
</tr>
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<td><strong>64 + 17 = 81 UG credits</strong></td>
<td><strong>81 + 17 = 98 UG credits</strong></td>
</tr>
<tr>
<td><strong>Fourth Year – Fall (14 credits)</strong></td>
<td><strong>Fourth Year – Spring (16 credits)</strong></td>
</tr>
<tr>
<td>FSCN 4621W: Nutrition and Metabolism: 4 cr.</td>
<td>FSCN 4613 - Experimental Nutrition: 2 cr.</td>
</tr>
<tr>
<td>FSCN Elective: 3 cr. (UG)</td>
<td>Coursework from concentration area: 3 cr.</td>
</tr>
<tr>
<td>Coursework from concentration area: 4 cr. (UG)</td>
<td>Free UG level elective - 6 cr.</td>
</tr>
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</tr>
<tr>
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<td>Graduate research methods course: 2 cr.</td>
</tr>
<tr>
<td><strong>98 UG + 11 UG = 109 UG credits</strong></td>
<td><strong>109 UG + 11 UG = 120 UG credits – Graduation</strong></td>
</tr>
<tr>
<td><strong>4 GR credits</strong></td>
<td><strong>4 GR + 5 GR = 9 GR credits</strong></td>
</tr>
<tr>
<td><strong>Fifth Year – Fall (11 credits)</strong></td>
<td><strong>Fifth Year – Spring (10 credits)</strong></td>
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<td><strong>15 GR cr. NUTR, 10 GR cr. outside major, 5 independent study cr.</strong></td>
</tr>
</tbody>
</table>
Recommendation Letter – CFANS Undergraduate Academic Adviser

Name of Applicant: ______________________________________

Student ID: ____________________________________________

Name of Adviser: _______________________________________

Email of Adviser: _______________________________________  

Please answer the following questions about this applicant.

1. According to the attached course plans (DPD or Nutrition Studies), will this student be able to enter their Fourth year according to completion of the courses listed on the course plans?
   - Yes
   - No
   - Maybe
   - Please explain:

2. Based on your interactions, do you feel that this student can manage the rigor of this program?
   - Yes
   - No
   - Maybe
   - Please explain:

3. Please rank your recommendation for this student for the Integrated Degree program. Consider current GPA, research or work experience, interest and motivation, and fit with career plans.
   - Strongly recommend
   - Recommend
   - Neutral
   - Do not recommend
   - Strongly do not recommend

4. Please provide any additional comments you might have:

Signature ________________________________________________

Date _____________________________________________________
Appendix H:
Best Advising Practices for Graduate Student Success

CFANS wants graduate students to be successful and recommends the following Best Practices for graduate students and their advisers. Please contact your graduate program office for requirements specific to your program.

<table>
<thead>
<tr>
<th>Best practice</th>
<th>Student’s and adviser’s joint responsibility</th>
<th>Adviser’s responsibility</th>
<th>Student’s responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish milestones for academic and research progress</td>
<td>• Within 60 days: Discuss and agree upon milestones to track student progress</td>
<td>• Communicate expectations with respect to independence, and how student is to function in the fairly unstructured graduate school environment</td>
<td>• Clearly understand your own motivations for going to graduate school!</td>
</tr>
<tr>
<td></td>
<td>• By 2nd semester for M.S. student and no later than 2nd year for Ph.D. student: Establish advisory and/or exam committee(s) (program dependent) and develop a course work plan</td>
<td>• Clarify availability of continued funding (e.g., Assistantship or Fellowship)</td>
<td>• Seek alternative or supplemental funding, as needed</td>
</tr>
<tr>
<td></td>
<td>• Annually: Document and review student progress</td>
<td>• Submit progress reports, draft posters or seminar presentations, manuscripts, thesis drafts and other research work in a timely manner</td>
<td>• Consult Director of Graduate Studies (DGS) or Graduate Program Coordinator (GPC) to ensure that program requirements are met on time</td>
</tr>
<tr>
<td>Maintain open lines of communication and provide timely feedback</td>
<td>• Discuss an optimum meeting frequency and meet regularly</td>
<td>• Comment on student’s work (reports, draft posters, seminar presentations, manuscripts, etc.) within 30 days</td>
<td>• Inform adviser of changes in schedule, including any paid or unpaid leave</td>
</tr>
<tr>
<td></td>
<td>• Establish written expectations and schedules; update as necessary as the degree program progresses, or with changing circumstances</td>
<td>• Communicate developments that may impact time to degree (e.g., planned absences or sabbaticals, or)</td>
<td>• Seek help from adviser or from other sources</td>
</tr>
<tr>
<td>Understand the terms and conditions of Graduate Assistant employment</td>
<td>• Ensure that offer letters and terms of employment are understood</td>
<td>• Understand graduate student rights (see next page)</td>
<td>• Complete any required training (e.g., safety, responsible conduct of research, ethics) in a timely manner</td>
</tr>
<tr>
<td></td>
<td>• Comply with business practices of the department</td>
<td>• Provide a safe work environment free from intimidation, humiliation, or harassment</td>
<td></td>
</tr>
<tr>
<td>Develop research ideas and graduate student career goals</td>
<td>• Agree on the scope and sequence of thesis research (thesis proposal) and engage at all stages</td>
<td>• Give constructive feedback on student’s research ideas</td>
<td>• Keep a journal of research ideas and activities</td>
</tr>
<tr>
<td></td>
<td>• Clarify expectations for multiple tasks (e.g., teaching, work/life balance)</td>
<td>• Mentor students as they apply for jobs and advise on effects to their degree plan</td>
<td>• Seek professional development opportunities</td>
</tr>
<tr>
<td></td>
<td>• Develop student career goals; revisit and revise periodically</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connect with the larger campus and professional community</td>
<td>• Recognize and respect cultural differences</td>
<td>• Help students network with colleagues at other institutions</td>
<td>• Attend campus seminars and events</td>
</tr>
<tr>
<td></td>
<td>• Seek opportunities for leadership and professional development skills such as: public speaking, research ethics, working across differences, collaboration, conflict resolution and data management</td>
<td>• Support student participation in scientific conferences, campus seminars and on committees within the U of M and CFANS</td>
<td>• Serve on committees within the U of M and CFANS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Participate in graduate student orientation and recruitment activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Participate in scientific conferences (find external</td>
</tr>
</tbody>
</table>
Graduate Student Rights

- An academic environment that is free from intimidation, humiliation, and harassment
- Working within the number of hours appropriate for your appointed position
  - The standard 50% assistantship requires an average of 20 hours of work per week at the discretion of the faculty advisor when school is in session (U.S. Department of Homeland Security, UMN Graduate Assistant Employment Policy - policy.umn.edu/hr/gradstudentemployment and policy.umn.edu/hr/gradstudentemployment-appg). This work requirement is in addition to time spent on coursework and/or thesis work.
- Timely review and return of manuscripts and thesis drafts (i.e., 30 days)
- Paid and unpaid leaves (i.e. parental, holiday, sick, bereavement, military, court appearance, jury duty, voting) (Policy: http://policy.umn.edu/sites/policy.umn.edu/files/appendix/gradstudentemployment_appf.pdf)
- Leave of absence in emergency situations (Policy: http://policy.umn.edu/education/gradstudentleave)
- Completion of an agreed upon CFANS Scholarly Work Agreement, to resolve issues with regard to research or academic performance
- Assistance when dealing with difficult situations, without concern for retaliation or punishment

Additional Help for Students

Use available resources if you have concerns about your academics, faculty adviser, or work environment. Do not wait to seek help. In case of an emergency, call 911 or UMN Police (612-624-2677).

- Speak to your faculty advisor first if you are comfortable doing so; address problems directly and honestly.
  - To discuss a matter confidentially, please contact the Student Conflict Resolution Center.
- When you feel it is inappropriate to contact your faculty advisor, consult your Director of Graduate Studies (DGS), Program Level Coordinator (GPC), College Coordinator, or the Student Conflict Resolution Center for assistance. Use your best judgment in deciding which course of action is right for you.
- International students should consult with International Student and Scholar Services when dealing with conflicts or concerns.

Counseling and Mental Health Services:

University Counseling and Consulting Services
http://www.mentalhealth.umn.edu/ (612) 624-3323
Boynton Mental Health Clinic
http://www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm (612) 624-1444
Disability Resource Center
drc@umn.edu   (612) 626-1333

Graduate Assistant Employment Services
http://www1.umn.edu/ohr/gae   (612) 624-8647

Graduate Student Services and Progress (GSSP) Office
https://onestop.umn.edu/academics/contact-gssp (612) 625-3490

International Student and Scholar Services
http://www.isss.umn.edu/   (612) 626-7100

Reference Guides
Worst Practices: Advising and Mentoring –
http://gradvising.umn.edu/difficult-behavior.html  Preparing for a Difficult Conversation –
http://gradvising.umn.edu/difficult-conversations.html
Resources for RAs & Supervisors –
http://wbt.umn.edu/pdf/RAs%20and%20Research%20Faculty.pdf

SafeU (Safe Walk & Ride Service)
Walking Escort Service (612) 624-9255
Gopher Chauffeur (612) 388-6911

Student Conflict Resolution Center
http://www.sos.umn.edu/ (612) 624-7272

Office of Equal Opportunity and Affirmative Action (612) 624-9547
https://diversity.umn.edu/eoaa/
## Appendix I

### Paid and Unpaid Leaves of Absence for Graduate Assistants - Grad Assistant Employment Policy (http://policy.umn.edu/hr/gradstudentemployment).

<table>
<thead>
<tr>
<th>Leave</th>
<th>Applies to</th>
<th>Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement Leave</td>
<td>Grad Assistants</td>
<td>At the discretion of the department, up to 3 workdays paid bereavement leave provide upon the death of an immediate family member. Leave granted for purposes of (1) attending the funeral services, ceremonies, and/or interment; (2) making necessary arrangements; (3) travel related to the death; and (4) bereavement time. Responsible administrators/supervisors are encouraged to make special arrangement to accommodate granting of this leave.</td>
</tr>
<tr>
<td>FMLA</td>
<td>Grad Assistants</td>
<td>Generally do not meet the minimum eligibility requirement for FMLA. If FMLA requirements are met, GSs may be eligible for up to 12 week's absence during a fiscal year for reasons of (1) the employee's own serious health condition; (2) the serious health condition of an employee's immediate family member; (3) caring for a newborn or newly-placed adopted child or foster child. Refer to Admin Policy: Family &amp; Medical - FMLA Leave (<a href="http://policy.umn.edu/hr/fmla">http://policy.umn.edu/hr/fmla</a>).</td>
</tr>
<tr>
<td>Court Appearance or Jury Duty</td>
<td>Grad Assistants</td>
<td>Entitled to paid leave for jury duty. A copy of the court notice is to be provided to the responsible administrator/supervisor. If released early from jury duty by the court administrator, the GA is to return to work. Refer to the Military, Court Appearance, Civic Duty Policy: <a href="http://policy.umn.edu/hr/milcourtcivicleave">http://policy.umn.edu/hr/milcourtcivicleave</a>.</td>
</tr>
<tr>
<td>Military Leave</td>
<td>Grad Assistants</td>
<td>Entitled to 15 days leave in a calendar year for active military duty; such leave falling within a paid appointment period will be with pay. Verification of notice to report for duty (including dates of leave) is to be provided to the responsible administrator/supervisor. Refer to the Military, Court Appearance, Civic Duty Policy: <a href="http://policy.umn.edu/hr/milcourtcivicleave">http://policy.umn.edu/hr/milcourtcivicleave</a>.</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Grad Assistants</td>
<td>May be eligible for paid and/or unpaid parental leave. Refer to the Administrative Policies: Parental Leave for Academic Employees and Family and Medical - FMLA Leave (<a href="http://policy.umn.edu/hr/fmla">http://policy.umn.edu/hr/fmla</a>)</td>
</tr>
<tr>
<td>Sick Leave (non-hourly appointment)</td>
<td>Grad Assistants</td>
<td>Up to 10 working days of paid sick leave are provided for occasional or serious illness or injury to the employee, their dependent child, or the dependent child of a registered same-sex domestic partner at the percentage of their appointment for each appointment year. Healthcare provider’s certification may be requested by the responsible administrator/supervisor verifying inability to work.</td>
</tr>
</tbody>
</table>
Grad Assistants on an hourly pay appointment

Sick leave is unpaid except in the following circumstances: (1) work hours are fixed on a weekly basis, and the sick day falls on the day of the week normally scheduled for work; OR (2) the work schedule is variable with sick pay prorated for the work week.

<table>
<thead>
<tr>
<th>Vacation Leave</th>
<th>Grad Assistants</th>
<th>Not eligible for paid vacation leave.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting Leave</td>
<td>Grad Assistants</td>
<td>Graduate assistants are eligible for a paid leave of absence to vote in any state-wide general election or state-wide primary election, or in any election to fill a vacancy in the office of a US senator or representative during the morning of the election day. Paid leaves to vote will cover only those hours the employee is regularly scheduled to work and will be reasonable in relation to voting site location and distance. Refer to the Military, Court Appearance, Civic Duty Policy: <a href="http://policy.umn.edu/hr/milcourtcivicleave">http://policy.umn.edu/hr/milcourtcivicleave</a>.</td>
</tr>
<tr>
<td></td>
<td>Grad Assistants who are work-study students</td>
<td>Unpaid leave of absence to vote in elections is allowed as described above (Federal and state Work-Study regulations do not permit payment for hours not actually worked).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Applies To</th>
<th>Eligible</th>
<th>Benefit</th>
<th>Use for</th>
<th>Paid Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement Leave</td>
<td>Grad Assistants</td>
<td>program discretion; encouraged to make accommodations</td>
<td>up to 3 days</td>
<td>attend ceremonies; make arrg; bereavement time</td>
<td>yes</td>
</tr>
<tr>
<td>FMLA</td>
<td>Grad Assistants</td>
<td>if student meets requirements - verify with HR</td>
<td>up 12 weeks/fiscal yr</td>
<td>serious health issue of self or immed family member</td>
<td></td>
</tr>
<tr>
<td>Court Appearance or Jury Duty</td>
<td>Grad Assistants</td>
<td>yes</td>
<td>paid leave</td>
<td>yes, if during pd appt period</td>
<td></td>
</tr>
<tr>
<td>Military Leave</td>
<td>Grad Assistants</td>
<td>yes</td>
<td>15 days/yr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Grad Assistants</td>
<td>if student meets requirements - verify with HR</td>
<td>up 12 weeks/fiscal yr</td>
<td>new birth/adoPTION/foster child</td>
<td></td>
</tr>
</tbody>
</table>

*Job Codes Below*
<table>
<thead>
<tr>
<th></th>
<th>Grad Assistants (non-hourly appointment)</th>
<th>yes</th>
<th>up 10 days each appt year</th>
<th>illness or injury to self or immed family member</th>
<th>yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed hours every week</td>
<td>yes</td>
<td></td>
<td>up 10 days each appt year</td>
<td>illness or injury to self or immed family member</td>
<td>yes</td>
</tr>
<tr>
<td>Variable work week</td>
<td>yes</td>
<td></td>
<td>up 10 days each appt year</td>
<td>illness or injury to self or immed family member</td>
<td>yes</td>
</tr>
<tr>
<td>Unpaid hourly</td>
<td>yes</td>
<td></td>
<td></td>
<td>illness or injury to self or immed family member</td>
<td>no</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Grad Assistants</th>
<th>yes</th>
<th>a.m. of election day</th>
<th>federal or state primary/general election</th>
<th>yes, only hrs that are scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Assistants who are work-study students</td>
<td>yes</td>
<td></td>
<td>a.m. of election day</td>
<td>federal or state primary/general election</td>
<td>yes, only hrs that are scheduled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Grad Assistants</th>
<th>not eligible</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

*Applies to the following job codes: 9511-TA; 9515-Grad Instr; 9517-PhD Grad Instr; 9518-MS FTE; 9519-PhD TA; 9521-RA; 9526-Grad Res Proj Asst; 9527 PhD Grad Res Proj Asst; 9528-MS FTE RA; 9529-PhD RA; 9531-Admin Fellow; 9532-MS FTE Fellow; 9533-PhD Admin Fellow; 9571-Sum TA w/o tuit; 9572-Sum RA w/o tuit; 9573-Sum Adm Fellow w/o tuit; 9574-Sum TA w/ tuit; 9575 Sum RA w/ tuit