



Department of
Health and Nutritional Sciences
GRADUATE STUDENT HANDBOOK
POLICIES AND PROCEDURES
2019 -2020Academic Year

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INTRODUCTION AND PURPOSE OF HANDBOOK

This handbook provides graduate students with the policies and procedures for the Department of Health and Nutritional Sciences (HNS) in the College of Education and Human Sciences at South Dakota State University. This handbook governs the time from when a graduate student first registers within a HNS graduate program until completion of a master's or doctoral degree. Students are urged to read it thoroughly prior to starting a graduate program as it describes t

INFORMATION FOR BOTH MASTER'S AND DOCTORAL PROGRAMS

Credits Required for Graduate School Enrollment

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

Academic Performance and Progression

Information about the credit load, graduate assistants, international graduate student credit requirements, and registration and status is available in the graduate catalog at

<http://catalog.sdstate.edu/content.entirecontent.action> (H M)-3.167 (t Tf 0.048 Tc -0.048 Tw -275.

meeting. Committee members will complete the proposal evaluation form located in the Appendix.

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

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

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

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

Journal Fo rmat

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

Alternative Journal Format

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

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

Final Examination

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

Overall Procedure for Scheduling Final Examination

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

- A. The student contacts the committee members, arranges the time, date and place for the

examination, fills these in on the Final Oral Exam form, and forwards to the advisor. In contacting the committee members, the student must make sure that the time and date chosen are satisfactory and that all committee members can meet (usually this occurs via DoodlePoll).

- B. The student completes the Oral Exam Request form online from the Graduate School website. This form must be submitted at least 2 weeks prior to the exam date.
- C. The graduate school formalizes the official date, time and place of the oral examination via Outlook Calendar Invites. Included with this invite is the official assessment of the Plan of Study and the Final Exam Form. It is the responsibility of the student upon consultation with your advisor to address any issues with the Plan of Study that may have arisen. The advisory committee has the responsibility to

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8. The student will have two attempts to pass the oral exams. If the student fails the second attempt, there will be no further attempts to retake the oral exam.

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

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

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

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

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

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

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

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

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- B. All committee members must pass the student for the student to graduate.

Format for Plan C Final Master's Oral Examination

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

DOCTORAL DEGREE OPTIONS AND REQUIREMENTS

The doctoral degree is an advanced degree leading to the Doctor of Philosophy (Ph.D.). This is a research-oriented program, which can take three or more years to complete. Applicants for a doctoral degree typically complete a Master's degree prior to the Ph.D. If not, the doctoral program will take

longer due to additional requirements. A student should think carefully about the type of career and job they wish to pursue before applying to and enrolling in a doctoral program.

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

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

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

Doctoral Evaluations

The annual, comprehensive written & oral examinations and final oral examination procedures and timeline are outlined in the graduate catalog at

Before you travel:

1.

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

Research Data and Records

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

Intellectual property

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

1. (2A) On behalf of the public, and subject to the exceptions provided in Section 4(C) and elsewhere in this policy, the Board, acting through the employing institution, will own intellectual property that institutional employees develop in the course of or as a direct result of their duties with t s S Selwy,.6 (t)-6.6 (h t)-6.7 ()4.3r du

Fall II

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

Spring II

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

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

Students will complete:

AT 600 Introduction to Patient Management (2 cr)

AT 610 Interventions I (3 cr)

AT 611 Prophylactic Interventions (1 cr)

Plan C (Comprehensive Examination)
Electives

24 credits

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

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

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

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

<u>Alliance Course # and Title</u>	<u>SDSU Course # and Name</u>
DIET 701 Statistics	HNS 592 Topics: Statistica Methods
DIET 702 Research Methods	NUTR 734 Research Methods in Dietetics
DIET 703 Current Issues or Trends	NUTR 735 Current Trends in Dietetics Practice
DIET 704 Adv. Nutr: Nutrigenomics, Nutrigenetics & Advanced Lipid Metabolism	NUTR 709 Advanced Lipid Metabolism
DIET 705 Micronutrients in Human Nutrition	NUTR 760 Vitamins/Minerals Human Nutrition
DIET 706 Adv Human Nutr: Macronutrients	NUTR 702 Macronutrients in Human Nutrition
DIET 707 Entrepreneurship Theory and Practice	NUTR 742

DIET 732 Phytochemicals
DIET 733 Food Prod. Mgmt in Dietetics
DIET 734 Thesis
DIET 735 Food Writing for Food & Nutr Prof
DIET 736 Dietary & Herbal Supplements
DIET 737 Nutrition and Immunology
DIET 738 Clinical Aspects of Nutrition Support
DIET 740 Foundations of Leadership in Dietetics
DIET 741 Food Culture
DIET 742 Health Disparities
DIET 743 Public Health Nutrition

NUTR 704 Phytochemicals
NUTR 771 Food Prod. Mgmt in Dietetics
HNS 788/798 Research Paper or Thesis
NUTR 770 Food Writing for Food & Nutr Prof
NUTR 710 Dietary and Herbal Supplements
NUTR 706 Nutrition and Immunology
NUTR 711 Clinical Aspects of Nutrition Support
NUTR 743 Foundations of Leadership in Dietetics
NUTR 662 Social Cultural Aspects of Nutrition
no mapping defined
NUTR 715 Public Health Nutrition

Masters of Science in Nutrition and Exercise Sciences

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

Upon graduation, all students will possess these skills:

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

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

Required Courses (10-12 credits)		
HNS 790	Seminar	1 credits
	Advanced Research Methods (HNS 783 or NUTR 782)	3 credits
	Advanced Statistics Course (HSC 631, HSC 731, STAT 541)	3 credits
HNS 788	Individual Research & Study (Non-thesis, plan B)	3 credits
Or		
HNS 798	Thesis	5 credits

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

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

Specialization: Nutritional Sciences (12 credits with NUTR prefix)

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

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

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

NUTR 751 (internet)	Nutrition and PA assessment and evaluation
NUTR 760 (internet)	Vitamins and Minerals
NUTR 761 (internet)	Nutrition and Aging
NUTR 782	Nutritional Epidemiology
NUTR 795	Dietetics Practicum
NUTR 706 (internet)	Nutrition and Immunology
NUTR 775	Nutrigenomics and Health
NUTR 794	Dietetic Internship
HNS 790	

Masters of Science in Sport and Recreation Administration

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

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Course Rotations

Fall Courses

RECR 515

RECR 750

PE 770 (even years)

PE 772 (odd years)

Electives

Spring Courses

HNS 783

RECR 760 (even years)

RECR 762 (odd years)

Electives

Summer Courses

PE 742

PE 771

Electives

Doctoral Degree Program

Ph.D.: Nutrition and Exercise Sciences

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

Required Courses

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

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

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

COURSE	TITLE	CREDIT
NUTR 524	Community Nutrition/Lab	3
NUTR 660	Maternal and Child Nutrition	3
NUTR 702	Macronutrients in Human Nutrition	3
NUTR 704	Phytochemicals	3
NUTR 706	Nutrition Immunology	3
NUTR 725	Nutrition and Human Performance	3
NUTR 761	Nutrition and Aging	3
NUTR 775	Nutrigenomics and Health	3
NUTR 782	Epidemiology (HSC 782)	3 (H)2 ((H)2 ((H)2 c 0.01 Tw -

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

Certificate Program in Trans-disciplinary Childhood Obesity Prevention

The Transdisciplinary Childhood Obesity Prevention (TOP) graduate certificate is a graduate certificate program aimed to engage students in transdisciplinary approaches to childhood obesity prevention through coursework and community based experiential learning opportunities. This program is unique, as it provides expertise in a job market that is desperate for trained professionals in the prevention of childhood obesity. The program will expose students to a variety of disciplines involved in the prevention of childhood obesity, allow students the opportunity to design childhood obesity prevention initiatives, and prepare students to conduct transdisciplinary research on the behavioral, social, biological, and environmental causes of childhood obesity. Students will develop skills required to implement evidence based transdisciplinary approaches to prevention. Faculty from Nutrition, Exercise Science, Early Childhood Education, and Nursing work collabora2 (i)2.6 ()4.3 (and N)2/ 3o (and N)2/(i)2.6 (6 (

Appendix-Forms

Assessment of Proposal in Health and Nutritional Sciences

Student Name_____ Date of meeting_____

Title of Research/Project_____

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

Candidate's Name _____

Committee Member _____

Date _____

Excellent Good Adequate Poor

Questions related to written
exam content areas

Research/Stats

Emphasis area

Elective Area

Questions related to course work (e.g. 1.2 (H) 2.6 (r)-6 ato /P3f 0 <si50ns

Department of Health and Nutritional Sciences —Graduate Student Evaluation Form

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

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

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=386d0924-9f01-43a4-a715-6ac28f7adb7c>