Handbook for Students

Master of Science
Nutrition and Food Systems

Department of Nutrition and Food Systems

Updated Fall 2014
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GRADUATE STUDENT POLICIES AND PROCEDURES

Academic Standing and Admission Status

Academic Standing

Students must maintain a 3.0 grade point average to be in good academic standing as a graduate student. A student whose cumulative graduate GPA or program graduate GPA falls below a 3.0 GPA will be placed on probation, and must attain a 3.0 cumulative GPA by the following (probationary) semester, or they may be reclassified as discontinued. Students may earn no more than a single “C” grade or lower in their M.S. coursework. Earning a second “C” grade or lower will result in the student being discontinued from the program. A 3.0 GPA is required to graduate. Consult the Graduate Bulletin for more information (available on the Graduate School website).

Admission Status

Students admitted with conditional admission must earn a grade of “B” on their first nine (9) hours of graduate work. Pass-fail courses such as NFS 567L do not count toward meeting this requirement. In some cases, there are additional conditions which the student must meet, such as completing degree prerequisite courses. These are specified on each student’s admission letter from the Graduate School. Consult the Graduate Bulletin for additional information about this and other University Graduate School policies.

Degree Requirements for the Master of Science in Nutrition and Food Systems

University Master’s Degree Requirements

NFS students must meet University Master’s Degree Requirements. These are described in the Graduate Bulletin.

Time Limitations. The student must complete the Master’s degree within five (5) calendar years from the date of initial enrollment. See the Graduate Bulletin for information about revalidation of over-age graduate credits.

Credit Hour Limitations. The M.S. in Nutrition and Food Systems is a 36 credit hour degree program.

- A minimum of 18 hours must be in courses numbered 600 or above.
- No more than 9 hours earned as a non-degree student (before being admitted to the M.S. in Nutrition and Food Systems) may be applied to the 36-credit hour degree requirement.
- As many as 6 semester hours of graduate credit from other institutions may be transferred to the student’s program with appropriate approvals. Students may

request credit by completing a Transfer Credit Approval form. This form is part of the Progress to Degree Forms, an Excel workbook available under Forms on the Graduate School website.

- A total of no more than 9 semester hours of transfer and non-degree work may be applied toward the 36-hour master’s degree.

Continuous Enrollment. Students are expected to enroll continuously after they complete required coursework until they complete the remaining degree requirements. They may enroll as stipulated in the Graduate Bulletin. Refer to Master’s Degree Requirements, Continuous Enrollment.

Research and Scholarly Integrity Assurance Program. Complete the Common Course for USM Graduate Students and the Human Subjects Research Course with a passing score. [http://www.usm.edu/research/research-and-scholarly-integrity-assurance-program](http://www.usm.edu/research/research-and-scholarly-integrity-assurance-program)

Additional Degree Requirements. Consult the Graduate Bulletin for a complete description of degree requirements. Additional degree requirements include submission of a plan of study, completion of comprehensive exams, completion of thesis or research special project, and filing of the application for degree. Each of these is described elsewhere in this manual.

Note: Progress to Degree forms are available under Forms on the Graduate School website. This Excel workbook contains forms to be submitted when graduate degree milestones such as the comprehensive examination are completed.

Curriculum

The Master of Science in Nutrition and Food Systems includes a required core of 12-15 hours, and 21-24 hours of additional courses. For each track, other courses outside the common core are required.
Requirements for the Master of Science in Nutrition and Food Systems
Revised 12/2011

Core Requirements (12-15 hours)
CHS 623 Introduction to Biostatistics OR REF 602 Introduction to Educational Statistics – 3 hours
NFS 703 Research Techniques for Nutrition and Food Systems – 3 hours
NFS 715 Recent Developments in Applied Nutrition – 3 hours
NFS 698 Thesis (6 hours) OR NFS 692 Special Problems (professional project – 3 hours)

Requirements for Emphasis in Dietetic Practice (21-24 hours)
NFS 630 Food Systems Management  4
NFS 640 Advanced Medical Nutrition Therapy  4
NFS 664 Seminar in Food and Nutrition  4
NFS 694 Current Topics in Food Service Management  3
NFS electives  3
Directed electives  (require advisor approval)  3-6

Requirements for Emphasis in Management of Child Nutrition Programs (21-24 hours)
NFS 581 Financial Management in Nutrition and Food Systems  3
NFS 582 Food Production Management  3
NFS 625 The Nutrition of Children  3
NFS 673 Child Nutrition Program Management  3
NFS 690 Current Topics in Child Nutrition Programs  3
Directed electives: choose 6-9 hours from among the following:  6-9
EDA 650 Educational Resources Development and Management  3
EDA 700 Public School Finance  3
EDA 704 School Community Relations  3
EDA 708 Developing and Managing Human Resources  3
EDA 710 School Law  3
EDA 742 Consensus Decision Making in Education  3
LIS 558 Internet Resources and Applications  3
NFS 810 Food and Nutrition Public Policy  3

Requirements for Emphasis in Applied Nutrition and Food Systems (21-24 hours)
NFS electives  12-15
Directed electives  (require advisor approval)  9-12
Plan of Study

The student develops a plan of study with the guidance of the advisor. Students must submit a Plan of Study form for the M.S. in Nutrition and Food Systems to the Graduate School the second semester of enrollment. Plan of study forms are found on the Graduate School website. A sample Plan of Study form is included Appendix A, followed by a sample enrollment plan for a student in the Dietetics Practice option completing the Dietetic Internship as part of the M.S. program.
All students enrolled in the M.S. degree program are required to take comprehensive exams.

**Purpose**

Comprehensive examinations require students to:

- demonstrate comprehension in their chosen major
- analyze and synthesize appropriate literature;
- synthesize and apply knowledge learned during the course of study.

Additionally, students are required to provide responses that are well organized, cogent, logical, and grammatically correct.

**Eligibility and Time Frame**

Comprehensive examinations will be held near the end of each semester and must be taken on the Hattiesburg campus. Announcement of the examination dates will be made at the beginning of fall and spring semesters. Students will be deemed eligible to take comprehensive examinations during their final semester of study and are required to complete the exams within one year (12 months) of establishing eligibility. Students should complete and submit the NFS Comprehensive Examination Request form to the department chair early in the semester of their requested examination date. (See Appendix C).

**Examination Format**

Closed book discussion questions covering the four areas listed below are given in a one day format:

- Research - NFS 703
- Advanced Knowledge in Nutrition (NFS 715) or Food Systems (NFS 694)
- Research Area (NFS 692 or 698)
- Elective – Student’s choice, selected from a graduate course the student has taken (subject to approval of Graduate Coordinator and course instructor if outside NFS).

**Examination Content**

Comprehensive exam questions for the M.S. required core courses (703, 715, 694) will be selected from a pool of questions that has been developed for each class.

- Research (This question will emphasize application of content covered in the NFS 703 course, Research Techniques for Nutrition and Food Systems)
- Advanced Knowledge in Nutrition or Food Systems. Students taking NFS 715 or 694 as a dietetic intern will receive a case study based on a disease state (NFS 715) or a hospital-oriented food service situation (NFS 694). Students taking NFS 715 or 694 outside the context of the Dietetic Internship (Dietetics Practice track) will receive a case study question based on advanced nutrition or food systems management concepts covered in the topical area covered in this course they enrolled in.
- Research Area (Students will respond to research questions based on their experience with their individual NFS 692 special problem or NFS 698 thesis research)
- Elective – Each student will select one particular graduate course upon which she/he will be tested. The course instructor (or a designated faculty substitute) will prepare a question related to the
selected course. Selection of a course outside of Nutrition and Food Systems for the comprehensive exam elective is subject to approval by the NFS Graduate Coordinator and agreement by the course instructor to write and grade a question. Student should consult with course instructor to prepare.

Comprehensive Examination Coordinator
The Chair of the Department or other appointed faculty member will serve as the comprehensive examination coordinator. The coordinator will publicize the exam, assemble the examination questions and administer the exam.

Online Comprehensive Exam Request
If a student is enrolled in the online CNP degree emphasis program or lives no less than 200 miles from the Hattiesburg campus, he/she may request an online comprehensive exam at the time he/she completes the NFS Comprehensive Examination Request. If a student is granted permission to take the comprehensive exam at a distance, the student is responsible for the following:

- Locating a local college or professional testing center that can proctor the written examination.
- Submitting the Test Proctor Approval form.
- Schedule test appointments with your proctor.
- Emailing the Comprehensive Examination Coordinator to request to have exam information sent to your proctor at least one week in advance of each exam date, indicating the days and times (including time zone) of your exam appointments.

If a student’s grade on the comprehensive examination warrants an oral examination, the student will have the oral examination with the addition of the use of a web camera to capture the conversation. The camera will need to be positioned such that the entire work area can be seen by the faculty member to assure that the student is not using any additional references or supporting materials during the exam.

Grading of Examinations
The questions from the core classes (NFS 694 or 715 and NFS 703) will be graded by the faculty members who taught the classes. The Research Area question will be graded by the faculty member who directed the student’s research (NFS 692 or 698), and the elective course question will be graded by the faculty member who taught the class selected by the student (or by designated faculty substitute). Following completion of the written exams, graders have one week to review and grade. All completed questions are graded using the following format: “Pass with Distinction,” “Pass,” “Low Pass”/oral examination indicated, and “Fail.”

Oral Examination
In situations where the quality of answers is marginal, graders may assign a grade of “Low Pass”/oral examination indicated. Affected students will be notified which specific answers were Low Pass when they receive their comprehensive examination results. They will also be notified of their assigned appointment time for the oral examination. Faculty present for the oral examination will include the examination coordinator and the faculty or authors(s) of the question(s) for which the student has received Low Pass. At the end of the oral examination, the student’s responses will be discussed by the faculty present, and the student will be immediately notified of the result. Should a student fail the oral examination, rewrites will be given during the next regular scheduled comprehensive examination during the following semester. The student must reapply to retake the examination.

Failure
Students who fail one comprehensive examination area will be given the opportunity to rewrite the single failed question during the next scheduled comprehensive examination administration. If the rewritten answer is low
pass, an oral examination may be scheduled again. If the student fails the rewrite, remedial coursework will be recommended by the faculty (see Remedial Coursework, page 9) before the student will have an opportunity to rewrite the single question.

Students who fail two or more areas of their comprehensive examination will write on the sections they fail and any other sections graded as “low pass,” during the next regularly scheduled administration of the comprehensive exam. Remedial coursework may be recommended by the faculty before the student is able to retake the comprehensive exam for the second time (see Remedial Coursework, page 9).

A student, who fails the comprehensive exam on the second attempt, in the absence of compelling extenuating circumstances, will be dismissed from the program.

**Remedial Coursework**

Remedial coursework in the area(s) of deficiency may be recommended by the graduate faculty if the student fails two or more comprehensive examination questions on the first examination attempt.

**Student Access to Examinations**

Completed examinations are retained in the Department of Nutrition and Food Systems until the student passes all areas of the comprehensive exam. Students have the right to review the examination report form and take notes about any written comments from the graders.

**Summary of Grading**

<table>
<thead>
<tr>
<th>Examination Results Category</th>
<th>Actions/Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass with Distinction</td>
<td>Comprehensive examination degree requirement fulfilled</td>
</tr>
<tr>
<td>Pass</td>
<td>Comprehensive examination degree requirement fulfilled</td>
</tr>
<tr>
<td>Low Pass</td>
<td>Oral examination will be scheduled</td>
</tr>
<tr>
<td>Fail one area</td>
<td>Rewrite failed question at next exam administration time</td>
</tr>
<tr>
<td>Fail two or more areas</td>
<td>Rewrite exam, including all failed areas and low-pass areas. Remedial coursework may be recommended before student is scheduled to rewrite exam.</td>
</tr>
<tr>
<td>Fail one or more areas on second exam attempt (Exam rewrite)</td>
<td>Dismissed from program</td>
</tr>
</tbody>
</table>

**Calendar of Events (all dates subject to change)**

Conducting the comprehensive examination follows a process or guide that allows the Department Chair or designated faculty member and students enough time to prepare using the set exam dates. These dates differ from one semester to another as presented in the example below.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of the second or third week of class</td>
<td>Deadline for students to submit Comprehensive Exam Request Form to the NFS office</td>
</tr>
<tr>
<td>Approximately 4 weeks prior to the end of the semester</td>
<td>Examination given</td>
</tr>
<tr>
<td>Approximately 2 weeks later</td>
<td>Grader results due to Graduate Coordinator by 5:00 p.m.</td>
</tr>
</tbody>
</table>

Approximately 1 week later
Comprehensive exam grade report disseminated to each student

Same week as dissemination of comprehensive exam grade report
Students earning low pass or fail contact Graduate Coordinator and Graduate Faculty writing questions for guidance regarding preparing for oral exam

Finals Week
Oral examinations held

Last Friday of the semester
Commencement

**Academic Misconduct**

Academic misconduct pertaining to the comprehensive examination will result in a recommendation to the Dean of the College of Health that the student be terminated from the program.

**THESIS AND SUPERVISED RESEARCH PROJECT**

Each student completing the Master of Science in Nutrition and Food Systems must complete either a thesis (6 credits, NFS 698) or a one semester supervised research project (3 credits, NFS 692). Students must earn a minimum grade no less than a “B” (3.0/83.5%) in NFS 703 to enroll in NFS 698. Appendix C contains sample syllabi and project requirements for both NFS 698 and NFS 692.

**Advisement and Monitoring of Student Progress**

*Faculty Advisor*

The Department Chair appoints a faculty academic advisor for each entering student. The faculty advisor works with the student to develop a plan of study to complete degree requirements. The student consults with the faculty advisor each semester regarding progress toward meeting degree requirements and registration for the next semester’s coursework.

*Master’s Committee*

The student’s progress toward the degree, including research requirements, is supervised by the Faculty Advisor if the student plans to complete NFS 692, Research Project. Students completing a thesis are supervised by a master’s committee consisting of a chair and two faculty members recommended by the Department Chair and appointed by the Graduate School. Appointment of a graduate committee is accomplished using the Graduate Committee Request Form, part of the Progress to Degree Form Excel workbook found under Forms on the Graduate School website.

**Advisement and Monitoring Responsibilities**

*Conditional admission.*

- For students admitted conditionally, the advisor monitors student progress toward meeting admission conditions, which are specified in the student’s admission memo (email) from the Graduate School.
- The department requests permission of Graduate Admissions by memo for the conditional student to register (except for semester of admission).
- The advisor and department chair inform Graduate Admissions, via a Change of Status form, when the student meets the conditions of admission and achieves regular admission status. The Change of Status form is found in the Progress to Degree Forms Excel workbook.

Plan of study. The student submits a plan of study form to the Graduate School by the second semester of enrollment. The M.S. in Nutrition and Food Systems plan of study form is found on the Graduate School website.

Application for Degree and Audit. The student submits a signed, completed Application for Degree by the specified deadline the semester before the student plans to graduate. The Application for Degree form and instructions are found under Forms on the Graduate School website.
GRADUATE ASSISTANT POLICIES AND PROCEDURES

The policies and procedures in this section apply only to those individuals employed as Graduate Assistants in the Department of Nutrition and Food Systems.

Graduate Assistant Job Descriptions-Master’s Level

Graduate Teaching Assistant

Graduate teaching assistants (Master’s level) with primary duties related to teaching support are hired for a 9-month academic year (Fall & Spring semesters). Renewal of an assistantship is based on availability of funds and satisfactory performance evaluation as well as progress toward a degree. Summer employment is based on availability of funds and satisfactory performance evaluation.

Graduate assistants whose primary assignment is teaching are assigned responsibilities that support the teaching mission of the department. Graduate teaching assistants are assigned to support one or more faculty members within the Department of Nutrition and Food Systems.

The following responsibilities and expectations for graduate teaching assistants will serve as criteria for performance evaluation.

Essential Responsibilities:
- Support teaching efforts of faculty supervisor(s) such as grading student work, proctoring exams and assisting with laboratory activities
- Conduct internet and library searches for literature related to class topics as assigned by faculty supervisor(s)
- Assist in revision of course exams and or lecture materials
- Maintain confidentiality and accuracy of student grades and faculty exams
- Assist with developing laboratory and classroom activities as assigned
- Develop and present lectures for lower level (basic) nutrition courses as needed
- Support administrative efforts of academic program director(s), when assigned, such as student outcomes data entry and analysis, writing reports based on student outcome measures, assisting in writing or proof-reading program reports to accrediting agencies
- Provide tutoring to undergraduates

Other Responsibilities:
- Support research efforts of faculty supervisor(s) as needed such as literature searches/reviews, data collection/entry, data presentation

Graduate Research Assistant

Graduate research assistants (Master’s level) with primary duties related to research support are hired for a 9-month academic year (Fall & Spring semesters). These assistantships provide an opportunity to develop skills in identifying research questions, research design, implementation, data collection, analysis, interpretation and dissemination.
Graduate assistants whose primary assignment is research are assigned responsibilities that support the research mission of the department. Graduate research assistants are assigned to work on a specific research project and support one or more faculty conducting research related to the project.

The following responsibilities and expectations for research graduate assistants will serve as criteria for research skill development as well as performance evaluation.

**Essential Responsibilities:**
- Conduct internet and library searches for related literature
- Read and synthesize scientific literature to complete literature reviews as assigned by supervisor
- Assist with research project implementation including but not limited to participant recruitment and retention, data collection, and data entry (travel may be required)
- Maintain confidentiality of study participants’ data
- Write research reports based upon data results as requested by supervisor
- Participate in collaborative research team meetings
- Present data at conferences, scientific symposium and professional society meetings as requested by supervisor

**Other Responsibilities:**
- Support teaching efforts of supervisor as needed such as grading student work, monitoring exams, and presenting class material/lecture

**Graduate Assistant General Requirements and Information**

Graduate assistants must enroll in 9 hours of graduate coursework during fall and spring semesters, and up to 4 additional hours of the tuition waiver are included. If a graduate assistant has completed the majority of his/her coursework and does not need 9 hours of graded courses, s/he should enroll in sufficient credit hours of electives. These electives should be approved by the academic advisor and may be taken, for example, in Community Health or Human Performance. All electives must be approved by the academic advisor prior toward enrolling in a course. If a student takes NFS 697 as an elective, the student must note that the courses is ungraded and does not count for credit towards a degree. In addition, all students must be aware that if he/she receives federal financial aid, he/she is prohibited from taking and passing any course more than twice. Doing so put the student in jeopardy of losing financial aid.

Each graduate assistant is assigned a faculty member to whom he/she must report each work day. Information about each graduate assistant’s assigned supervisor(s) and primary work tasks is provided at the beginning of each semester.

In most cases, graduate assistants are also expected to assist one or more other faculty members with other work tasks besides those assigned. Graduate assistants should check in with the other faculty members to whom they are responsible each time they report for work.

Graduate assistants are also expected to provide tutoring to undergraduate nutrition and dietetics students (see separate policies/procedures).
**Evaluation of Graduate Assistants**

All graduate assistants will be formally evaluated by their assigned faculty member. If the graduate assistant is found to perform less than satisfactorily, he/she will be counseled by the faculty members on ways to improve performance. If unsatisfactory performance continues, the graduate assistant may be dismissed from his/her duties and may be required to pay for any tuition/other expenses incurred by the department.

Performance evaluations become a part of the permanent employee file. Graduate assistants should be mindful that potential future employers may be interested in the quality of work performance at Southern Miss when provided an employment history in a future job application.

Renewal of an assistantship is based on availability of funds and satisfactory performance evaluation as well as progress toward a degree. Summer financial support is based on availability of funds and satisfactory performance evaluation. A copy of the evaluation can be found in Appendix D.

**Work Schedule**

Graduate assistants on an academic year assistantship work from the start of fall semester (mid-August) through the end of spring semester (mid-May). A graduate assistantship includes a work commitment of 20 hours per week. Graduate assistants are expected to be present in their assigned work space in the Fritzsch-Gibbs building and available to do any work assigned for 20 hours each week.

Each graduate assistant’s work schedule (specific days/times you work) will be decided based on class schedule and the needs of the person(s) supervising them. Each graduate assistant should complete the Graduate Assistant Work Schedule form within the first week of each semester, and provide a copy to the faculty supervisor(s) and to the Department secretary, Belynda Brock.

Graduate assistants do not earn sick leave or personal leave, nor are they required to work on student holidays or breaks. If a graduate assistant must miss work due to illness or injury, he/she must make up the missed time, working with his/her supervisor to determine the schedule for any missed time. The graduate assistant is expected to let their faculty supervisor know as soon as possible about the missed time from work. If the graduate assistant cannot reach the faculty member by phone (and leaves a message), he/she should also send the faculty member an email to convey any information about days missed due to illness.

For any student holiday or break (e.g. Mardi Gras, fall break, Thanksgiving break), graduate assistants’ work is pro-rated, such that they work four hours during the week in which the break falls for each non-holiday day (e.g., for fall break week, which includes two holiday days, graduate assistants would work 12 hours during that week). Graduate assistants may *not* work extra hours the week prior or following a week that includes a break in lieu of working during the actual week of the break. For a full-week student break, such as spring break, there is no work obligation during that week.

**Note:** specific departmental needs related to fulfilling graduate assistantship assignments take precedence over this policy. Thus, if assigned work responsibilities (e.g. for a research project) dictate the need for a graduate assistant to work during a break (e.g. for field data collection), she/he is obligated to work during the assigned time. The supervising faculty member will make every effort to inform the graduate assistant of this obligation as early as possible/as soon as the responsible faculty member is aware. The graduate assistant may take a comparable number of comp time hours at a time acceptable to and approved by her/his faculty supervisor (or alternatively be paid extra for such work).

**Accounting for Time Worked**

Graduate assistants must check in each day with the person(s) supervising them when arriving for work. If the supervising person is not in the office, he/she should check in with the Department secretary and notify the faculty member via email that he/she is available. *During working hours, each graduate assistant must sign the in/out sheet in the department office when arriving or leaving the work station* (Appendix E). This documentation serves as the “time sheet” where total hours worked will be documented for each graduate assistant. *If going somewhere on campus, Graduate assistants should let their assigned faculty members know that they will not be available.* The sheets will be reviewed prior to the ending of the biweekly pay period. See student Employment site for pay period dates ([http://www.usm.edu/student-employment/forms](http://www.usm.edu/student-employment/forms)).

When not able to report for work due to illness, graduate assistants should contact their direct supervisor at her/his office number. If not able to reach the supervisor, call the Department secretary at 601-266-5377. Graduate assistants should call in either before or by the time scheduled to report for work, unless an emergency prevents this. Hours missed due to an excused illness or emergency are to be discussed with the respective work supervisor and arrangements can be agreed upon for making up missed time.

**Personal Work during Work Hours**

When working on University time, the graduate assistant’s primary responsibility is to complete any work assigned by the departmental supervisor(s), as well as meeting any tutoring requests. If all assigned work has been completed, graduate assistants may do personal work, such as coursework, during assigned work hours. This is a privilege extended to graduate assistants that should not be abused by neglecting assigned tasks in order to work on personal class assignments.

Graduate assistants are not allowed to work from home or take any papers, projects, documents, etc. out of the office.

**Working for Other Faculty Members during Work Hours**

Occasionally, a faculty member may need the help of several graduate students at one time. If a graduate assistant is approached by a faculty member other than his/her faculty supervisor regarding other assignments, the graduate assistant should contact the primary faculty member prior to agreeing to the additional work. The primary faculty member will work with the graduate assistant to determine if the work schedule can be revised to meet the needs of the other faculty members’ requests.

**Office Etiquette**

Each graduate assistant shares work space with other graduate assistants and should therefore be courteous and considerate of each other’s needs for privacy and quiet work time. Cell phones should be turned off or kept on vibrate in the work area. When answering a department phone, please answer, “Department of Nutrition and Food Systems, may I help you.” Remember that anyone who calls is our customer, and we are here to serve students and others contacting our department. When taking a message please make it complete and readable.

**Office Attire**

Any office worker, including graduate assistants, should dress appropriately for an office setting. Clothing should be presentable, in good taste, and in good condition. Clothing that is revealing or inappropriate for the workplace is unacceptable. On days that a graduate assistant is helping a faculty member in the classroom, he/she is expected to wear appropriate professional dress. Inappropriate dress may include but is not limited to the following:

- Garments with holes
- Off-the-shoulder tops, tank tops, crop tops, halter tops that allow the shoulders to show

- Tops or pants that allow midriff to show
- Baggy pants that fall below the waist
- Exceedingly tight pants, jeans or skirts
- Crass or inappropriate logo T-shirts
- Hats
- Short skirts or shorts (more than 3” above the top of the knee cap)
- Sweatshirts
- Shirts that allow cleavage to show

**Personal Hygiene**
Every student worker should observe good personal hygiene, good grooming and neatness are expected at all times. Avoid excessive amounts of perfume or cologne as they may harm co-workers with allergies.

**Use of Computers and the Internet**
Graduate assistants share work space and use of computers in the work space with other graduate assistants. When using departmental computers, graduate assistants are subject to the University policy on information technology use and security. This policy can be found at [http://www.usm.edu/infosec/policy.php](http://www.usm.edu/infosec/policy.php). Graduate assistants may use an office computer for personal use only when it will not interfere with someone else completing assigned office work. Since graduate assistants will not have a single computer for use, they should not store any personal files on computers as a floppy disk, cd, or flash drive should be used. Additionally, downloading unapproved programs, games, and the use of instant messenger is not allowed.

**Use of Office Equipment and Supplies**
Office equipment and supplies are to complete the work and mission of the Department of Nutrition and Food Systems. Printing, copying, and faxing should generally be confined to work related documents only.

**Pay Schedule**
Nutrition and Food Systems assistantships are funded from different funding sources, each of which has a different pay schedule. The annual rate of pay is the same for all M.S. graduate assistantships in the Department of Nutrition and Food Systems ([http://www.usm.edu/graduateschool/assistantship.php](http://www.usm.edu/graduateschool/assistantship.php)). Some graduate assistants will receive bi-weekly pay checks, whereas others will receive monthly paychecks at the end of each month from September through April. See the Student Employment website for further information ([http://www.usm.edu/student-employment/forms](http://www.usm.edu/student-employment/forms)).

**Non-disclosure Policy**
All graduate assistants will be expected to abide by a non-disclosure policy. A copy of the policy can be found in Appendix F.

**Tutoring for Nutrition and Dietetics Undergraduate Majors in Nutrition and Food Systems (NFS) Courses**

Tutoring services will continue to be available for Nutrition and Dietetics majors enrolled in Nutrition and Food Systems courses. The tutoring is free to the student. Students seek tutoring on a voluntary basis, although faculty may strongly encourage students needing help to seek tutoring.

**Tutors:** Tutoring will be provided by the NFS graduate assistants.

Location: Tutoring will take place in the Graduate Assistant office space, Room 209, or the student can make arrangements to meet in Cook Library or another campus location.

Schedule: Graduate assistants with teaching responsibilities should make themselves available during free periods in the junior and senior year dietetics course schedule. Undergraduate students needing tutoring will be served on a drop-in, first-come, first-helped basis during the available hours. It is the student’s responsibility to arrive during these hours when tutoring is needed or makes arrangements to meet in Cook Library during these times. The maximum time for a single tutoring session is one hour.

Goals for tutoring: The tutoring relationship is intended to be a temporary one in which the tutor guides the student towards independent learning. A student who comes to regard a tutor as an essential crutch for an extended period of time is probably overly dependent on the service and will be assisted in becoming more self-sufficient. Tutors are trained not to do the work for students but rather to challenge them to think for themselves and to guide them to course mastery and success as students. The help that tutors provide will supplement, not take the place of, classroom instruction. Tutors do not teach new material; they assist students in learning the material already presented by the instructor.

Tutoring sessions consist of:
- Establishing study plans / goals for tutoring sessions
- Identifying areas of difficulty
- Problem solving questions related to the subject
- Discussing study strategies

Preparing for a tutoring session: In order to make the most of your session, you should be certain to take the following steps prior to visiting a tutor:

- Carefully study the course material you have been assigned in order to grasp as much of the material as you can on your own.
- Attempt to do your assignment on your own before you come see a tutor. The goal of tutoring is to increase your ability to solve problems without assistance, and working on your own will help you to perform better in the future in the courses you are taking now and in the future.
- Bring your textbook, class notes, and if appropriate, a calculator.
- Be prepared to wait for a while before you see a tutor; bring along other work to keep yourself busy while you are waiting.
- Make sure you know the course number and section for which you need help. You will be asked for this information before tutoring begins.

Group Tutoring: Group tutoring can be arranged for students who are enrolled in the same course and wish to work together with a tutor. This type of tutoring works well for students who like to study with their classmates and work in small groups.

Additional Information for GA tutors
Time Sheets: GA tutors should designate on their biweekly timesheets the time spent in tutoring, as well as the names of the students who received tutoring.
Tutor training and resources: Belynda will provide syllabi for each junior and senior level course to each GA tutor, after receiving from faculty. GA tutors may sit in on any courses they tutor for at any time.
## APPENDIX A: Sample Plans of Study

<table>
<thead>
<tr>
<th>Sample Plan of Study:</th>
<th>MS in Nutrition and Food Systems</th>
<th>Emphasis in Applied Nutrition</th>
<th>36 Hours Minimum</th>
<th>8/1/12</th>
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<tr>
<th>Name &amp; e-mail &amp; telephone</th>
<th>EMPLID</th>
<th>Admit Term</th>
<th>Required Completion Term</th>
<th>Admit Type</th>
<th>Advisor &amp; telephone</th>
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<table>
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<tr>
<th>Coursework: 36 Hours Minimum</th>
<th>Hours</th>
<th>Term Will Take</th>
<th>Hours Taken</th>
<th>Grade</th>
<th>Substitution</th>
<th>Transfer Hours-6 hrs only</th>
<th>Milestones: Check Deadlines</th>
<th>Date Completed</th>
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<tr>
<td>Required:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CHS 623 or REF 602</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18 hours of coursework at 600 level or higher</td>
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<tr>
<td>NFS 703</td>
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<tr>
<td>Total</td>
<td>9</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>Application for degree filed in Graduate Studies</td>
</tr>
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</table>

| Thesis/Project: 3-6 Hours   |       |                |             |       |              |                          |                           |                |
| Thesis, NFS 698 (6hrs)      | 6     |                |             |       |              |                          |                           | Exit Survey |
| or                         |       |                |             |       |              |                          |                           | THESIS: |
| Project, NFS 692 (3hrs)     | 3     |                |             |       |              |                          |                           |                |

| Total Thesis/Project        | 3-6   |                |             |       |              |                          |                           |                |

| Electives: 21-24 hours      |       |                |             |       |              |                          |                           |                |
| *NFS Directed Elective      | 3     |                |             |       |              |                          |                           | Prospectus approval form to Graduate School |
| *NFS Directed Elective      | 3     |                |             |       |              |                          |                           | Contact Graduate Reader: Submit title Page |
| *NFS Directed Elective      | 3     |                |             |       |              |                          |                           | Oral Defense Results form to Graduate School |
| *NFS Directed Elective      | 3     |                |             |       |              |                          |                           | Binding fee paid |
| *NFS Directed Elective      | 3     |                |             |       |              |                          |                           | Submit draft to Graduate Reader |
| NFS Elective                | 3     |                |             |       |              |                          |                           | 3 University copies deposited in Graduate School |
| NFS Elective                | 3     |                |             |       |              |                          |                           | THESIS/PROJECT COMMITTEE: |
| (only w/project option)     | 3     |                |             |       |              |                          |                           |                |

| Total Electives             | 21-24 |                |             |       |              |                          |                           |                |

*Directed electives require advisor approval

| TOTAL:                     | 36    |                |             |       |              |                          |                           |                |

| Signatures:                |       |                |             |       |              |                          |                           |                |
| Student*                   |       |                |             |       |              |                          |                           |                |
| Advisor*                   |       |                |             |       |              |                          |                           |                |
| Chair/Director*            |       |                |             |       |              |                          |                           |                |

### Sample Plan of Study - Full time

**M.S. Nutrition and Food Systems - Child Nutrition Program Management emphasis**

**Prerequisites**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Format</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NFS 362</td>
<td>General Nutrition</td>
<td>online</td>
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<table>
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<th>Course Title</th>
<th>Format</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong> Year 1</td>
<td>CHS 647 OR CHS 720 OR CHS 784</td>
<td>Public Health Marketing OR Community Org for Health Ed OR qual res methods</td>
<td>weekly</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFS 625</td>
<td>Nutr of Child</td>
<td>online</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFS 777</td>
<td>Service sys - planning/control</td>
<td>monthly</td>
<td>3</td>
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<td></td>
<td>REF 602</td>
<td>statistics</td>
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<td>3</td>
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<tr>
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<td>Health disparities US or Com Health Ed Planning</td>
<td>weekly</td>
<td>3</td>
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<td>Pgm Plan Adult Ed OR Education Older Adult</td>
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<td>NFS 673 OR NFS 690</td>
<td>child nutr pgm mgt or current topics in child nutritio programs</td>
<td>online</td>
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<table>
<thead>
<tr>
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<th>Course Title</th>
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<td><strong>Fall</strong> Year 2</td>
<td>NFS 692</td>
<td>research special pblm</td>
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<td><strong>Year 2</strong> Year 2</td>
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**NFS 692** research special pblm

**comprehensive exam**
APPENDIX B: Comprehensive Examination Request
Department of Nutrition and Food Systems
MS Comprehensive Exam Request Form

Submit this form to the department office by the established submission deadline for the semester you plan to take the comprehensive exam. (See Comps Policy document for timeline)

Full Name: ____________________________________________
(As it appears on your USM records)

Student Number: ____________________________________________

Address: ________________________________________________

Home Telephone: ___________________ Other Telephone: _____________________

E-Mail Address: ____________________________________________

Degree Plan: (the degree plan is listed on your online transcript)
[ ] Human Nutrition
[ ] Institution Management
[ ] Nutrition and Food Systems

Please check your advanced knowledge question preference:

[ ] Applied Nutrition, Medical Nutrition Therapy   NFS 715 (Molaison)

[ ] Applied Food Service Systems   NFS 694 (Brown/ Whaley)

[ ] Applied Nutrition, recent developments in nutrition   NFS 715 (not MNT)

Please identify the course you are selecting for your elective question on the comprehensive exam (see comps policy for more information) ____________________________________________

Which faculty member directed your special problem, NFS 692? ________________________

What is the title of your NFS 692 research project? _______________________________________

____________________________________________________________________________________

Are you able to take the exam using a computer?    [ ] Yes    [ ] No

Please identify any special needs that pertain to your ability to take the exam (add an extra sheet if you need more room):

____________________________________________________________________________________

____________________________________________________________________________________

Advisor Signature _____________________________________ Date ____________________________

Fax to 601 266-6343 or email to martha.resavy@usm.edu by date specified in timeline in comps policy.

APPENDIX C: Sample Course Syllabi and Research requirements

The University of Southern Mississippi
Department of Nutrition and Food Systems
NFS 698 - Thesis
Sample Syllabus (Subject to Change)

Instructor:

Class days/times: To be arranged with instructor. The student will meet with the instructor on campus at least 4 times/semester while enrolled in thesis hours. In semesters in which the thesis proposal or the thesis defense is being prepared the student should expect to meet with the chair of his/her committee more frequently.

Required References/Textbooks:

Recommended Course References:
(1) MS in Nutrition and Food Systems Student Handbook.

Additional literature citations should be provided by the student related to his/her thesis topic when requested by the instructor.

Course Description: 1-6 hrs/semester for a total of 6 hrs. Prerequisites: Approval of Graduate Thesis Committee Chair.

Thesis Proposal: The thesis topic must be approved by the student’s major professor/thesis advisor and by the student’s thesis committee at least one semester before the student graduates. Additionally, the student must have completed the Responsible Conduct of Researchers training and present the certificate to the thesis advisor. Information for RCR is available at: [http://www.usm.edu/research/rcr-requirements-and-instructions](http://www.usm.edu/research/rcr-requirements-and-instructions).

Thesis Committee. The thesis committee includes the committee chair and two additional faculty members, at least one of whom must be from the Department of Nutrition and Food Systems. The student selects the committee members with the guidance of her/his thesis committee chair. All thesis committee members must have regular graduate faculty status, and the chair must have R2 status. The student submits the request for graduate committee on the Approval Form and the Department Chair must approve.

Continuous Enrollment. Students must register for three (3) hours of 698 or project hours during the semester/term they expect to defend and complete the thesis or project. All required course work must be Student Handbook, M.S. in Nutrition and Food Systems, v. 2014.
completed before the semester in which the student defends the thesis. The thesis must be deposited in The Graduate School or the final project given to the major professor. Students must register for 3 hours the semester they take the comprehensive exam. See www.usm.edu/graduateschool for deadlines.

Students must register for one (1) hour of 697 or project hour the next semester/term if they have not deposited the thesis in The Graduate School or submitted final project to their department.

*Failure to enroll for the appropriate hours will result in the student’s being discontinued from Southern Miss and will require that the student reapply for admission to the program.*

**Course Objectives:**

Over the course of the 6 hours, the student will successfully complete the following milestones:

1. Prepare a thesis proposal and receive approval of thesis committee
2. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee *must approve the method before the study is begun.* The signed approval forms and the approval letter must be included in an appendix of the thesis. (See Institutional Review Board section of Research Policies in *Bulletin* and at www.usm.edu/graduateschool.)
3. Carry out research
4. Complete analysis of data collected as described in approved proposal.
5. Demonstrate ability to synthesize previous research in writing and to communicate research results in both written and verbal formats
6. Complete Graduate School Thesis Deadlines milestones as specified for each semester and found on the Graduate School website www.usm.edu/graduateschool/
7. Oral Defense of Thesis. After the thesis has been accepted and after all required course work has been completed, a final oral examination on the thesis will be conducted by the student’s thesis committee and any other faculty members designated by the dean of the Graduate School. The examination will be open to any member of the graduate faculty. The thesis committee chair should submit the results of the oral defense of the thesis form to The Graduate School immediately following the defense. A copy of the thesis title page should also be submitted to the graduate reader.

**Course Requirements:** In order to successfully achieve the course objectives students must:

1. Meet all graduate school deadlines. Students are responsible for meeting the thesis deadlines that are listed on the thesis-dissertation deadline schedule on the Web at www.usm.edu/graduate studies. If a student fails to meet the final deposit deadline, his or her degree will be awarded the next semester. The student must enroll for one (1) hour of 698 or 697 that semester.
   a. The student, in consultation with the major professor, will develop a timeline for the completion of milestones for the current semester enrolled. The timeline will be included in the NFS 698 contract submitted to the major professor (see NFS 698 contract).
   b. It is the **student’s responsibility** to discuss the milestones with other committee members and obtain their signature of approval on the NFS 698 contract prior to beginning work toward the milestones.
2. Meet with major professor as noted in Class days/times section above (and attendance below) to discuss progress, necessary revisions to thesis drafts, data analysis/interpretation etc.
3. **Submit electronic copies of all drafts of the thesis to Turnitin on the USM Cook Library website**
   a. Writing a thesis is a process, therefore it is expected that multiple drafts of each thesis chapter/manuscript will be submitted to the committee chair and possibly to the committee members to achieve a clear conveyance of the student’s research. There is no maximum number of drafts required as students vary in their skill level for synthesis of literature and technical writing.
b. A reference list constructed in APA style should accompany each draft.
c. Turnitin service is used to assist the student in avoiding plagiarism and failure to properly credit sources. Turnitin generates an “originality report” for each paper submitted. The originality report includes an “overall similarity index” based on the percentage of text within the student paper that matches text from Turnitin’s own database of published articles, the internet and papers previously submitted to Turnitin. For each passage of matching text, the source is identified. The "direct source comparison" window shows matching passages of text side-by-side with the original source material.
   i. The student will have access to view his/her submission to see his/her originality report so that any necessary changes can be made.
   ii. Once the originality report has been received, any matching text, or inappropriately cited text should be corrected by the student.
d. Students are expected to submit drafts in a timely manner to allow for no less than two weeks for the committee chair and/or members to review and comment. Therefore the submission of drafts should be indicated in the timeline developed by the student at the beginning of the semester.
e. Additional hard copies should be submitted to major professor and committee members upon request and prior to the oral thesis defense.

Attendance: Meeting with the major professor and/or the thesis committee members on a regular basis is paramount for making appropriate progress as well as for developing the ability to carry out independent research. A M.S. thesis student must plan to meet in person with his/her major professor/committee members at least 4 times during each semester enrolled in NFS 698. Meetings must be scheduled in advance as part of the timeline for completion of milestones (1a. above).

Grading Policy: A grade will be assigned as follows
E = in progress: Student has made satisfactory progress and met all milestones planned for the semester.
P= pass: Student successfully defended the thesis.
I = incomplete: failure to complete all milestones planned for the semester.

**It is the responsibility of the student to initiate a request with the committee chair that a grade of “I” be issued.** The request must be made no later than 2 weeks prior to the last day of the semester. If the thesis advisor/chair agrees to issue an “I”, the student will complete another milestone table detailing when the unmet milestones will be completed during the next semester.

The student will not be allowed to enroll in further NFS 698 hours until the incomplete milestones have been met. Instead, during the semester in which the student is completing the unfinished milestones, s/he will enroll in NFS 697. In order to prevent the “I” from automatically becoming an F, the student must complete the unfinished milestones in the semester following the assignment of the “I.” A grade of “F” could potentially impact the student’s regular admission status in the program. The “F” will not be changed to E/P until the student completes the unfinished milestones.
Instructor:

Class days/times: To be arranged with instructor. The student will meet with the Mentor on campus at least 4 times/semester or as agreed upon in the NFS 692 Contract while enrolled in NFS 692 hours.

Required References/Textbooks:
(2) MS in Nutrition and Food Systems Student Handbook.

Recommended Course References:

Course Description: 1-4 hours for a minimum of 3 hours.

Course Objectives:
Over the course of the 3 hours, the student will successfully complete the following milestones:
1. Find Mentor and complete a contract with the guidance and approval of Mentor (Appendix A)
2. Complete timeline and checklist (Appendix B)
3. Prepare a literature review
4. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee must approve the method before the study is begun. The signed approval forms and the approval letter must be included in an appendix of the final product. (See Institutional Review Board section of Research Policies in Bulletin and at www.usm.edu/graduateschool.)
5. Carry out research
6. Complete analysis of data collected as described in contract
7. Demonstrate ability to synthesize previous research in writing and to communicate research results in both written and verbal formats
8. Complete Graduate School Deadlines milestones as specified for each semester and found on the Graduate School website www.usm.edu/graduateschool/
9. Turn in complete project document as described below (see Checklist in Appendix C; Rubric in Appendix D)

Course Requirements: All Nutrition and Food Systems Graduate students in the non-thesis option are required to complete a supervised research project (NFS 692). The project is to be planned in consultation with the established Mentor. At the beginning of the semester in which the student is enrolled in NFS 692, the student and Mentor will work together to complete the 692 Contract Form (Appendix A). Instructions for completing the form follow:

1. Identify student name, ID number, e-mail address, faculty supervisor, and semester and year of enrollment.
2. Indicate type of project: grant proposal, secondary data analysis and report, data collection/analysis project, or describe the type of activity that will be completed.
3. Identify the purpose of your project.
4. Provide an outline of the information to be included in the literature review. (Note: All projects, regardless of type, will include a literature review that is at least 20 pages in length, and has a minimum of 25 references, 90% of which are from peer-reviewed or primary sources). Identify due date for the literature review.

5. Describe how you will manipulate or analyze the data. (Note: For a grant proposal, minimum expectations would include: description of how the data would be collected and analyzed; preparation of an evaluation component; preparation of a budget, including justification; and preparation of “dummy tables” for the final report. For a secondary data analysis, minimum expectations would include: description of the specific variables to be analyzed; description of the statistical tests to be used to analyze data. For a project in which the student collects data, minimum expectations would include: a description of the data collection tool; and a description of the statistical tests that will be used to analyze the data). Identify the due date for the data manipulation component of the project.

6. Describe the final product. Identify what the product will be, and where and when it will be submitted or presented. (Note: For a grant, the final product will include all forms and supporting materials that are ready for submission to an external funding agency. For a secondary data analysis or an independent data collection project, the final product is to include either a manuscript prepared using appropriate journal guidelines or a poster or a presentation, which have been submitted and/or accepted for presentation at a professional meeting; a minimum of one table or figure is required.)

7. Identify dates and times for regularly scheduled meetings between the mentor and the student. In most cases, at least five meetings should be scheduled.

8. Obtain signatures. Students should sign and date the completed form and obtain mentor’s signature.

**Grading:** Students should complete the NFS 692 course in one semester. The Mentor will assign a letter grade at the end of the semester. The grade is based on the quality of work submitted to the mentor by the student. This includes drafts of the project submitted throughout the semester as well as the final product. Students should be aware that the guidelines listed in the grading rubric represent minimum expectations and that completion of minimum expectations does not ensure that the student will earn a high grade in the course. A traditional system of +/- grading will be used.

**In the event that the requirements are not met, it is the responsibility of the student to initiate a request with the mentor that a grade of “I” be issued.** The request must be made no later than two weeks prior to the last day of the semester. If the mentor agrees to issue an “I”, the student will complete another milestone table detailing when the unmet milestones will be completed during the next semester. In order to prevent the “I” from automatically becoming an F, the student must complete the unfinished milestones in the semester following the assignment of the “I.” A grade of “F” could potentially impact the student’s regular admission status in the program. The “F” will not be changed until the student completes the unfinished milestones.
Instructions for Completing NFS 692 Contract

9. Identify student name, ID number, e-mail address, faculty supervisor, and semester and year of enrollment.

10. Indicate type of project: grant proposal, secondary data analysis and report, data collection/analysis project, or describe the type of activity that will be completed.

11. Identify the purpose of your project.

12. Provide an outline of the information to be included in the literature review. (Note: All projects, regardless of type, will include a literature review that is at least 20 pages in length, and has a minimum of 25 references, 90% of which are from peer-reviewed or primary sources). Identify due date for the literature review.

13. Describe how you will manipulate or analyze the data. (Note: For a grant proposal, minimum expectations would include: description of how the data would be collected and analyzed; preparation of an evaluation component; preparation of a budget, including justification; and preparation of “dummy tables” for the final report. For a secondary data analysis, minimum expectations would include: description of the specific variables to be analyzed; description of the statistical tests to be used to analyze data. For a project in which the student collects data, minimum expectations would include: a description of the data collection tool; and a description of the statistical tests that will be used to analyze the data). Identify the due date for the data manipulation component of the project.

14. Describe the final product. Identify what the product will be, and where and when it will be submitted or presented. (Note: For a grant, the final product will include all forms and supporting materials that are ready for submission to an external funding agency. For a secondary data analysis or an independent data collection project, the final product is to include either a manuscript prepared using appropriate journal guidelines or a poster or a presentation, which have been submitted and/or accepted for presentation at a professional meeting; a minimum of one table or figure is required.)

15. Identify dates and times for regularly scheduled meetings between the advisor and the student. In most cases, at least five meetings should be scheduled.

16. Obtain signatures. Students should sign and date the completed form and obtain advisor’s signature.
Nutrition and Food Systems  
NFS 692 Contract Sheet

1. Contact Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
</tr>
</thead>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>E-mail address:</th>
<th>Phone:</th>
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<table>
<thead>
<tr>
<th>Faculty supervisor:</th>
<th>Semester and Year of Enrollment:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

2. Type of project

- Grant
- Secondary Data Analysis
- Data Collection/Analysis Project

3. Purpose of Project

Describe purpose of your project:

4. Literature Review Outline

Provide an outline of topics to be covered in the literature review:

Due date for literature review:

5. Data manipulation

Describe data manipulation procedures:

Due date for data manipulation component:
6. Product description ( ) Poster ( ) Manuscript ( ) Grant Proposal ( ) other
Describe the final product, including when and where it will be submitted:

Due date for final product:

7. Meeting dates
Identify schedule meeting dates, times, and places:

8. Signatures
Student signature and date:
Advisor signature and date:
Committee member signature and date (if applicable):
Committee member signature and date (if applicable):
Department of Nutrition and Food Systems signature and date (if applicable):

Grading: Students must complete the NFS 692 course in one semester. The advisor will assign a letter grade at the end of the semester. The grade is based on the quality of work submitted to the advisor by the student. This includes drafts of the project submitted throughout the semester as well as the final product. Students should be aware that the guidelines listed above represent minimum expectations and that completion of minimum expectations does not ensure that the student will earn a high grade in the course. A traditional system of grading will be used. A grade of A is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional quality and application. A grade of B is superior. A grade of C is average. A grade of D is given for poor quality work. A grade of F is given for failure. Grades of D and F will not be applied to the graduate plan of study.
NFS 692 Checklist and Tentative Timeline

___ 692 Contract completed:
___ First draft of IRB:
___ Final Draft of IRB:
___ Outline for Review of Literature with a list of current references:
___ Review of Literature (with references)—approximately 3-4 drafts to be submitted (more if of poor quality)
   ___ Draft 1:
   ___ Draft 2:
   ___ Draft 3:
___ Description of Methodology:
___ Finalize data collection:
___ Run SPSS:
___ Description of Subjects:
___ Summary of Results:
___ Appropriate Tables and/or Figures—minimum of 2:
___ Discussion with reference to previous research:
___ Application of Research:

**FINAL PRODUCT** to include a revised/clean version of all of the above and the following items by **DATES TBD**

___ Copy of IRB Approval
___ Copy of Survey Instrument(s)
___ 8.5 X 11” version of poster
___ Copy of SPSS printouts
___ Disc containing all of the above information
NFS 692 Final Product Checklist

In a binder, submit the following two weeks prior to last day of class in semester of graduation:

____ Title page with your name

____ Review of literature with references

____ Copy of IRB approval (in an appendix to paper)

____ Description of Methodology

____ Summary of Results

____ Appropriate Tables (a minimum of two tables required)

____ Discussion of results with reference to previous research

____ Application of research findings

____ Copy of Survey Instrument (in an appendix to paper)

____ 8.5 X 11 inch version of poster/or manuscript

____ Copy of SPSS printouts (as applicable)

____ Original dataset and any dataset containing recoded or computed/transformed variables (as applicable)

____ CD containing all of the above information
### NFS 692 Grading Rubric

Name __________________________________________ Date __________________________

Evaluator __________________________________________

Name of Project __________________________________________

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<td>20 or more mistakes</td>
<td>10 or more mistakes</td>
<td>All subjects and verbs agree; nouns and pronouns agree; appropriate tense is used; no dangling modifiers; parallel construction is used; all words are correctly spelled; appropriate forms of words are used; word choice conveys appropriate meaning to sentence; abbreviations are spelled out prior to use</td>
<td>N/A</td>
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<tr>
<td>Use of current APA style guidelines</td>
<td>Very limited use of current APA format: font (12 point), margins, spacing, headings and/or subheadings do</td>
<td>Inconsistent use of current APA style for spacing headings, margins, text, and tables; font other than 12 point is used; rules for use of numerals vs</td>
<td>Headings, margins, text, and tables are appropriately spaced according to current APA style manual; 12 point font is used, margins are correctly spaced, rules for</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>not meet guidelines; rules for use of numerals vs spelling numbers are not followed</th>
<th>spelling numbers are occasionally not followed</th>
<th>use of numerals vs spelling numbers are used correctly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables/figures</td>
<td>Tables/figures missing or do not reflect appropriate interpretation of data. APA style for tables/figures not followed</td>
<td>Too many or too few tables/figures to adequately present data. Tables are inconsistently formatted according to APA style</td>
</tr>
<tr>
<td>Mechanics Points Sum</td>
<td>Weighted mechanics points</td>
<td>†Points sum/15*15</td>
</tr>
<tr>
<td>Content/Organization</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Clarity of thought and organization of writing</td>
<td>Writing is not clear due to indefinite pronouns and incomplete thoughts; Most paragraphs have more than one thought; no logical flow of thought / topic</td>
<td>Occasional use of indefinite pronouns and incomplete statements; some paragraphs have more than one topic; logical flow of topic is not maintained</td>
</tr>
<tr>
<td>Length of literature review</td>
<td>Literature review consisted of 5 or fewer pages</td>
<td>Literature review consisted of 10 pages</td>
</tr>
<tr>
<td>Synthesis of literature</td>
<td>Literature review fails to show analysis and synthesis to identify gaps in knowledge and justify project objectives/research questions</td>
<td>Literature cited is inconsistently synthesized. Gaps in scientific knowledge are not clearly stated or identified. Review provides only weak justification for project objectives/research questions</td>
</tr>
<tr>
<td>Results</td>
<td>Results are not accurate representation of data analysis, presented in illogical order, do not use APA style for presenting results of statistical tests</td>
<td>Results are not consistently presented in an accurate manner, do not follow order of research questions/objectives well or inconsistently utilize APA style for presenting results of statistical tests</td>
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<tr>
<td>Discussion</td>
<td>Discussion shows inaccurate or inappropriate interpretation of findings from data analysis, is unclear, disorganized, does not link findings to previous research, fails to develop plausible reasons for findings or well-supported conclusions, does not identify limitations, lacks suggestions for future research</td>
<td>Discussion is inconsistent in interpretation of findings from data analysis, does not consistently address how findings relate to previous research or present plausible reasons for findings, limitations are inappropriately stated (too many, too few or no link to generalizability), conclusions are weak or vague or there are not suggestions for future research</td>
</tr>
<tr>
<td>Content Points Sum</td>
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<td></td>
</tr>
<tr>
<td>Weighted content points</td>
<td></td>
<td>Points sum/25*25</td>
</tr>
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<td>References</td>
<td>1</td>
<td>2</td>
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<tr>
<td>------------------------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Number of references cited</td>
<td>Fewer than 10 references used</td>
<td>20 or more references used</td>
</tr>
<tr>
<td>Types of references cited</td>
<td>Less than 30% of the references were from primary sources or peer reviewed journals.</td>
<td>75% of the references were from primary sources or peer reviewed journals</td>
</tr>
<tr>
<td>Correctness of references in text (use of APA format)</td>
<td>Ten or more references are incorrectly cited</td>
<td>Up to five references are inconsistently cited</td>
</tr>
<tr>
<td>Correctness of references in reference section (use of APA format)</td>
<td>Ten or more references are incorrectly cited</td>
<td>Five references are incorrectly cited</td>
</tr>
<tr>
<td>Appropriateness of references</td>
<td>20% or more references are not appropriate</td>
<td>10% of references are not appropriate to the topic, references are not adequate to represent body of current literature for topic</td>
</tr>
</tbody>
</table>

**References Points Sum**

| Weighted reference points                      | Points sum/25*10               |

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<tr>
<th>Final Product</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Final Product (Manuscript, poster, grant proposal)</td>
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<td></td>
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<tr>
<td>Quality and organization of product</td>
<td>No logical sequence of main points or main points can not be identified; points are hard to follow; transitions are poor or few are used; no closure; requires extensive rewriting.</td>
<td>Main points are identifiable and presented logically; transitions are used to create a flow in the product; requires little rewriting</td>
<td>Main points are previewed and logically presented; transitions are logical and smooth; logical closure</td>
<td></td>
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<tr>
<td>Summary</td>
<td>No summary statement</td>
<td>Summary statement is incomplete or incorrectly summarizes the section</td>
<td>Each section has a summary statement that correctly summarizes the section</td>
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<tr>
<td>Quality of Final Product Points Sum</td>
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<tr>
<td>Weighted product quality points</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1Points sum/10*20</td>
</tr>
<tr>
<td>Research Design/Data</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Data Collection</td>
<td>Data Collection not described or incorrectly described</td>
<td>Data collection is vague in description</td>
<td>Data collection is described in a detailed, logical, manner that is organized, and useable</td>
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<tr>
<td>Data Manipulation</td>
<td>No description of the data manipulation is given; no description of what data will be manipulated</td>
<td>An incomplete description of the data to be analyzed is given; logical process of data manipulation is given</td>
<td>Data to be analyzed is described in detail; an appropriate analysis is identified based on the research question(s) and type of data collected.</td>
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</table>

<table>
<thead>
<tr>
<th>Research Design/Data Points Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted research points</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Meeting Expectations of Contract</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Time line</td>
<td>Time lines were neglected completely</td>
<td>Timelines were met 75% of the time</td>
<td>Timelines were met</td>
<td></td>
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<tr>
<td>Completion of drafts and revisions of product</td>
<td>Requested revisions were not submitted, student did not attend Writing Center for assistance as requested, limited independent corrections provided by the student, little progress in writing skill evident</td>
<td>Student submitted two or fewer revised drafts, more than ½ of the Mentor-requested revisions/corrections were included. Moderate progress in writing skill evident. Student did not follow-up with writing center as requested after initial visit.</td>
<td>Student submitted adequate number of revised drafts as requested so that progress in writing skill was clearly evident. Student attended Writing Center for assistance as requested by Mentor as well as follow-up visits if needed.</td>
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<tr>
<td>Completion of forms and budget</td>
<td>Forms are not completed or incorrectly completed; no budget presented</td>
<td>Forms are completed and correct; a minimal budget with minimal justification was presented</td>
<td>Forms are completed and neatly done; easily read and understood; a budget with thorough justifications was presented</td>
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<tr>
<td>Completion of final product</td>
<td>No final product completed</td>
<td>Final product completed</td>
<td>Final product is completed ready to be mailed or exhibited at a poster session or presented as a presentation/workshop</td>
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<table>
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<tr>
<th>Weighted Deadlines points</th>
<th>Independent Work</th>
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<th>2</th>
<th>3</th>
<th>4</th>
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<tr>
<td><strong>Level of Independence</strong></td>
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<td></td>
<td>Each step is suggested and guided by the advisor</td>
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<td>Candidate follows through on major steps without guidance from the advisor but needs extra guidance to achieve completion of product</td>
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<td></td>
<td>Candidate takes lead and needs little help in developing and finishing the project</td>
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<tr>
<td><strong>Weighted Independent Work Points</strong></td>
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<td></td>
<td>No weighting – use points directly from level of independence</td>
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†Weighted points calculation must be adjusted for any items marked NA.
Rubric for Assessment of Graduate Supervised Research Project

Review of Literature

_____/15 Mechanics
Basic Grammar, Spelling, Appropriate Word Usage, Appropriate Format, Use of Headings

_____/25 Content/ Organization
Clarity of Thought, Organization of Paper, Main Idea Clarity Presented and Well Supported, Clear and Logical Transitions. Literature review (minimum 20 pages) clearly identifies research problem and justifies objectives, results accurately and clearly described, discussion ties results to previous research and suggests areas for further study,

_____/10 References
25 or more references, 90% of references from appropriate sources (primary references, peer reviewed journals, other authoritative sources), references appropriately cited in text and reference list (American Psychological Association), references in text match reference list. References appropriate to topic and represent current body of literature on the topic.

Final Product

_____/20 Quality of Final Product
Overall quality of the paper, proposal, or presentation. To what extent is it professional, attractive and appropriate for the venue? A summary and conclusions are included which are appropriate for the venue.

_____/20 Research Design, Data
Where Appropriate: Research design and data analysis is described in detail. Data collection is described in detailed, logical manner. An appropriate data analysis strategy is identified, and a rationale for the analysis is given. Data are reported in tables that are readable and attractive, where appropriate. A complete budget with thorough justification is provided.

_____/5 Meeting Deadlines
Forms are completed and neatly done. Agreed upon due dates were consistently met. Student was prompt to all arranged meetings with faculty. Final product is completed, ready to be mailed or presented at a poster session or workshop.

_____/ 5 Independent Work
Student takes the lead and needs little help in developing and finishing the project. Student is internally motivated and works well independently.
APPENDIX E: Time Sheet

I attest that the above information accurately reflects my time worked as a graduate assistant.

______________________________  ____________________
Student’s Signature                      Date

Name____________________________________________
Phone (cell)_______________________________________
Email____________________________________________
Term________________________________

Please fill in your class schedule below. Also include any other standing obligations you have on a weekly basis. State the hours you plan on working for the week.

<table>
<thead>
<tr>
<th>Class Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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</table>
APPENDIX F: Non-Disclosure Policy

Affidavit of Nondisclosure and Restricted Use

The University of Southern Mississippi
Department of Nutrition and Food Systems

I, _____________________________, do solemnly swear (or affirm) that when provided access to outcomes data, grades, and student records, I will not:

(i) Misuse identifiable information accessed directly from student files by merging these files with other sources or by revealing the information to those not authorized access to such information;
(ii) Make any disclosure or publication whereby a student could be identified; or
(iii) Permit anyone other than the individuals authorized by the department to have access to the information.

Moreover, I agree to:

(i) Follow approved security plans for storage of confidential files; and
(ii) Use the information only for the purposes approved by the department.

________________________________________
Department Faculty/Staff Member

Signature
Date

Graduate student acknowledgement of receipt of M.S. Student handbook

Each graduate student must submit this signed acknowledgement to her/his academic advisor during her/his first semester of enrollment, prior to preregistering for the second semester of enrollment. Upon submission of this signed acknowledgement and advisement by the academic advisor for the upcoming semester, the student’s advisor will remove the registration block.

I acknowledge that I have received a copy of the M.S. in Nutrition and Food Systems Student Handbook and that I am responsible for complying with the policies and procedures described in the Handbook.

_____________________________________
PRINT NAME

_____________________________________
SIGNATURE

_____________________________________
DATE