

---

**Department of  
Food Nutrition  
Dietetics and  
Health**

**Graduate Student  
Guidelines**

Revised August 2019

# **WELCOME**

Welcome to the graduate program in Food, Nutrition, Dietetics and Health at Kansas State University. You are an important part of our department. These guidelines are given to help you understand your role and responsibility. This booklet is planned to answer some of your questions, but your immediate supervisor for graduate studies is your major professor who can help you also. We welcome suggestions for improvement. Please give them to: Dr. Mark Haub, Professor and Head of Department, or Karen Rogers, Departmental Administrative Assistant.

## TABLE OF CONTENTS

<b>I. FACULTY/STAFF</b>	
A. Food, Nutrition, Dietetics and Health Faculty .....	5
B. Food, Nutrition, Dietetics and Health Staff .....	9
<b>II. THE MAJOR PROFESSOR AND SUPERVISORY COMMITTEE</b>	
A. The Major Professor (Advisor) .....	11
B. The Supervisory Committee .....	11
<b>III. THE PROGRAM OF STUDY</b>	
A. When to File.....	12
B. Changes in Program of Study.....	12
C. Credit Requirements .....	12
D. Coursework Requirements .....	12
E. Policy on Competency Reevaluation .....	14
F. Grade Requirements.....	15
<b>IV. ENROLLMENT PROCEDURES .....</b>	<b>17</b>
<b>V. GRADUATE ASSISTANTSHIPS AND AWARDS.....</b>	<b>18</b>
<b>VI. RESEARCH</b>	
A. Tentative Time Frame.....	21
B. Choosing a Research Topic.....	21
C. Before You Start Your Research .....	22
D. Purchase Orders/Requisitions.....	22
I. Laboratory Safety.....	23
II. FNDH Lab Safety Equipment.....	23
<b>VII. WRITING THE THESIS/REPORT/DISSERTATION</b>	
A. Materials Needed .....	24
B. The Process of Writing .....	24
C. Making it Professional.....	24
D. Avoiding Plagiarism .....	25
E. Sections of a Thesis or Dissertation .....	25
F. Submitting Your Paper for Publication .....	27
G. Turning in Your Thesis Electronically .....	28
H. FNDH Grad Student Publication Policy .....	28
<b>VIII. EXAMINATIONS</b>	
A. Overview .....	29
B. Ph.D. Preliminary Examinations .....	29
C. Final Oral Examination.....	30
<b>IX. FACILITIES AND SERVICES</b>	
Graduate Student Room(s) .....	31
Mail .....	31
FAX Machine .....	31
Libraries.....	31
Keys.....	31
Store-Room (Food) Orders .....	31

The Student Union.....	31
Postal Center .....	31
Parking Permits .....	31
Recreational Facilities .....	31
On-Campus Housing .....	32
Off-Campus Housing.....	32
Lafene Student Health Center .....	32
Job Search .....	32

**X. COMPUTERS**

A. Computer Uses.....	33
B. Computer Facilities – Justin Hall .....	33
C. Campus Computing Labs .....	33

**XI. SOME USEFUL PHONE NUMBERS.....36**

**XIII. APPENDICES**

A. Coursework Requirements – Concurrent B.S./M.S.....	37
B. Graduate School Forms.....	39
C. Coursework Requirements (Nutrition Emphasis) – M.S.....	40
D. Coursework Requirements (Degree Report Thesis) – M.S.....	41
E. Coursework Requirements – M.S. and Ph.D.....	42

## **I. FACULTY/STAFF**

### **A. Food, Nutrition, Dietetics and Health Faculty**

Course work and research may be planned to emphasize your special interest such as: nutritional sciences, public health nutrition, athletic training, dietetics and public health physical activity. Additionally, there is an interdepartmental food science program which is a consortium among several departments. The Food, Nutrition, Dietetics and Health Faculty and their areas of expertise are as follows:

**Delores Chambers**, PhD 1994, Kansas State University. Professor & Co-Director, The Sensory Analysis Center. Research focuses on product attributes and evaluation of sensory panel performance; measurement of consumer perceptions of products, nutrition and health information, and the influence of health and price on consumer acceptance of products. (Ice 103)

**Edgar Chambers IV**, PhD 1980, Kansas State University. Distinguished Professor & Co-Director, The Sensory Analysis Center. Emphasis on sensory analysis and testing with trained panels and consumers. Research focuses on testing of sensory methodology with food and non-food products, food/beverage flavor, product development; flavor transfer in packaging; and sensory testing of textiles, paper, automated finishes, and other consumer goods. (Ice 102)

**Scott Dietrich**, EdD, ATC, CSCS 2005, West Virginia University. Assistant Professor, Athletic Training. (JU 240A)

**Karla Girard**, BS, 1986, Kansas State University. Distance Program Coordinator. Her duties include responding to inquiries about the distance program, reviewing transcripts, corresponding with advisees from all over the world and mapping out articulation agreements with other schools.(JU 101).

**Jennifer Hanson**, Ph.D, RD, CSSD, LD, 2011, Kansas State University (2011). Director of the Didactic Program in Dietetics. Assistant Professor. Research in Omega-3s, military populations, consumer food safety, and determinants of health-related behaviors. (JU236B)

**Mark D. Haub**, PhD 1998, University of Kansas. Department Head, Professor, The influence of nutrition and exercise on disease prevention and human performance with emphasis on myocellular metabolism in older adults and athletes. Specific areas of interest include insulin resistance and diabetes, and endurance performance. (JU 213)

**Mindy Hoffman**, MAT, ATC, LAT 2006, Texas Tech University. Assistant Athletic Trainer. Instructor. Coordinates rehabilitation for football. (Vanier)

**Kathleen Hoss-Cruz**, MPH, RDN, LD 2008 University of Minnesota. Instructor. Teaches Basic Nutrition on campus and distance. (JU 205)

**Amber Howells**, PhD, RDN, LD, 2015, Kansas State University. Director and Instructor, Coordinated Program in Dietetics. Advisor of dietetics students. (JU104)

**Shawna Jordan**, PhD, ATC, LAT 2006 Kansas State University. Assistant Dean for Student Support, Assistant Professor of Athletic Training Education. Coordinates and oversees educational and internship opportunities for athletic training students, and teaches athletic training courses. (JU 119B)

**Tandalayo Kidd**, PhD, RD, LPN 2005, Kansas State University. Associate Professor. Extension specialist in human nutrition and specializing in obesity, eating disorders, and sports nutrition in the child to adult population. (JU 203)

**Kadri Koppel**, PhD 2011, Tallinn University of Technology, Estonia. Assistant Professor. Sensory Analysis Center. (Ice 141)

**Camille Korenek**, Masters of Agriculture, Food Science and technology (M.Ag.). Instructor. (Van Zile 111)

**Brian Lindshield**, PhD 2008, University of Illinois at Urbana-Champaign. Associate Professor. Phytochemicals, fat-soluble vitamins, cancer. Teaches FNDH 400 Human Nutrition on campus and distance. (JU 208)

**Erika Lindshield**, MPH, RD, LD 2012, Kansas State University. Extension Associate/Project Coordinator. Graduate Student Coordinator. Instructor; teaches FNDH 450 Nutritional Assessment on campus and distance. (JU 249)

**Jennifer MacFadyen**, MS, ATC, LAT, 2014, Kansas State University. Instructor/Academic Advisor. Teaches FNDH120/121 Introduction to Athletic Training and FNDH320 Care and Prevention of Athletic Injuries. (JU 241)

**Mary Molt**, Ph.D. in Hotel, Restaurant, Institution Management and Dietetics, Kansas State University (1995). Assistant Professor. (Pittman 104)

**Heidi Oberrieder**, MS, RDN, LD, 1993, University of Kansas. Instructor, Director of Didactic Program in Dietetics (JU 143E).

**Bernadette Olsen**, EdD, AT, ATC, 2005, University of South Dakota. Clinical Education Coordinator (156 Lafene).

**John Pence**, R.D., L.D. M.S. Institution Management, Kansas State University, 1970. Senior Associate Director; Instructor. (Pittman 104)

**Paula Peters**, PhD 1991, The Ohio State University. Extension Food, Nutrition, Dietetics and Health; Assistant Director of Family and Consumer Sciences. Research interests include eating behaviors of children and young adults. (JU 340)

**Sandy Procter**, PhD, RD, LD, 2006, Kansas State University. Assistant Professor/Extension Specialist. Coordinated Expanded Food and Nutrition Education Program (EFNEP). Nutrition education for low-income audiences, family nutrition, and maternal and child nutrition. (JU 204)

**Ric Rosenkranz**, PhD 2008, Kansas State University. Associate Professor. Environmental and psychosocial influences on healthful eating and physical activity; health promotion and obesity prevention in children; measurement issues in health-related behavior. (321 Lafene - PAN)

**Sara Rosenkranz**, PhD 2010, Kansas State University. Assistant Professor. Influences of physical activity, sedentary behavior, obesity, and diet on cardiopulmonary and metabolic health outcomes. Specific interests in these lifestyle influences in children and adolescents. (322 Lafene - PAN)

**Kevin Sauer**, Ph.D, RDN, LD, 2009, Kansas state University. Associate Professor. Food safety, food allergies, management and leadership in dietetics practices. Principle investigator for the Center of Excellence for Food Safety Research in Child Nutrition Programs. (JU 105).

**Carol W. Shanklin**, PhD, RD 1976, University of Tennessee. Professor and Dean of Graduate School. Food safety and biosecurity in food service operations, management in dietetics practice, and waste minimization and management in foodservice operations. (Fairchild Hall 103)

**Melissa Schrader**, M.S. in Food Service, Hospitality Management and Dietetics Administration, Kansas. Unit director for Kramer Dining Center, Housing and Dining Services. Research in food allergies in foodservice operations. (Kramer 105)

**Marianne Swaney-Stueve**, PhD 2001, University of Missouri-Columbia. Research Associate Professor and Manager, Sensory Analysis Center. (KSU-Olathe)

**Martin Talavera**, PhD 2009, Kansas State University. Assistant Professor, Sensory Analysis Center. (KSU-Olathe).

**Ryan Thiele**, PhD, ATC, LAT, 2016, Oklahoma State University. Assistant Professor, Athletic Training. (JU 211)

**Phillip Vardiman**, PhD, LAT, ATC, 2006, University of Arkansas. Director of Athletic Training Program, Associate Professor. Extensive research background in working with the military population. (JU 210)

**Weiqun (George) Wang**, PhD 1990, Nanjing Agricultural University, Nanjing China. Professor. Chair, Graduate Program in Food, Nutrition, Dietetics and Health. Research areas include functional foods, dietary calories and phytochemicals on cancer prevention with emphasis on molecular mechanisms. (JU 209)

**Kelly Whitehair**, Ph.D. in Human Ecology, Kansas State University. Areas of interest Food Safety, Sustainability and Foodservice Systems Management. Instructor. (Derby)

**Linda Yarrow**, PhD, R.D./LD, CDE, 2006, Kansas State University, Assistant Professor. Teaches the Clinical Nutrition courses online and on campus. (JU 206)

### *Ancillary Faculty*

**Tom Barstow**, PhD 1985, University of California at Davis. Professor in the Department of Kinesiology. Exercise Physiology.

**David Dzewaltowski**, PhD 1987, University of Iowa. Professor and Head of the Department of Kinesiology and Director Research and Extension Office of Community Health. Public Health Psychology of Physical Activity and Nutrition, Community Health.

**Craig Harms**, PhD 1994, Indiana University. Associate Professor in the Department of Kinesiology. Cardiopulmonary exercise physiology; pulmonary limitations to exercise tolerance; cardiovascular consequences of work of breathing; gender effects in pulmonary gas exchange; exercise induced asthma.

**Mary McElroy**, PhD 1978 University of Maryland. Professor in the Department of Kinesiology. Research interest is in how social factors impact participation in physical activity. The Kinesiology Social Demography laboratory is currently involved in the secondary analysis of large data sets, such as the NHAMES, BRFSS, and MIDUS (Mid-life Development in the United States).

**David Poole**, PhD 1986, University of California, Los Angeles. Professor in the Department of Kinesiology. Exercise Physiology; Cardiorespiratory Disease; Diabetes; Respiration

### *Adjunct Professors*

**Koushik Adhikari**, PhD 2000, University of Missouri, Columbia. Associate Professor. Sensory, flavor and texture profiling of food products. Research focuses on generic descriptive analyses of food products and their correlation with instrumental analyses by utilizing advanced multivariate statistical tools.

**Richard C. Baybutt**, PhD 1992, The Pennsylvania State University. Associate Professor. Nutrients, phytochemicals and prevention of lung disease. Nutrition and Toxicology. The role of vitamin A and other nutrients on type II pneumocyte function. Professor and Chair, Applied Health Science Department, Wheaton College (IL).

**Sandria Godwin**, LD/N, RD, PhD 1981, Kansas State University. Professor, Department of Family and Consumer Sciences, Tennessee State University.

**Denis Medeiros**, PhD, RD, 1981, Clemson University. Professor and Former Department Head. The role of copper-deficiency in the development of cardiac hypertrophy. Impact of trace elemental deficiencies upon ultrastructural, physiological and molecular aspects of the heart. Former Vice Provost for Faculty Affairs and Dean of the Graduate School at University of Missouri-Kansas City, MO.

**Robert Wildman**, Ph.D. GNC. 1991, The Ohio State University. Chief Science Officer, SVP Research & Development at DYMATIZE Enterprises.

*Academic Advisors*

**Lindsay Larson**, (JU 143A) lswl@ksu.edu



**B. Food, Nutrition, Dietetics and Health Staff** (see staff for additional information)

**Shelly Burklund**, Extension, Rm 207, 532-1670. [sburklun@oznet.ksu.edu](mailto:sburklun@oznet.ksu.edu)  
8:00 AM-12:00PM 1:00PM-5:00PM

Direct questions and calls  
Prepare reports and educational materials Graphic design, presentations (visuals)  
Scheduling, supplies, leave reports

**Angie Hageman**, Rm 112,  
532-0160. [angieh@ksu.edu](mailto:angieh@ksu.edu)

Classroom laboratory supplies, equipment orders for classroom  
Some food supplies for research  
Laboratory order and  
maintenance Receives packages

**Sue Sing Lim**, RM 242, Nutrition Program Evaluation Specialist, 532-5259,  
[suesing@ksu.edu](mailto:suesing@ksu.edu)

**Kathy Schaefer**, RM 145 C, Accountant II  
532-5497, [kathys@ksu.edu](mailto:kathys@ksu.edu)

Department purchasing, grant management, assistantships, etc.

**Siim Koppel**, 138 Ice Hall, [siim@ksu.edu](mailto:siim@ksu.edu)

**Karen Rogers**, Rm 212, M-F 8:00am- noon, 1:00pm- 5:00pm, Inst./Res.  
532-5508. [karen39@ksu.edu](mailto:karen39@ksu.edu)

Keys--Obtains information for cards and keeps records. Keys issued for rooms based on major professor or department head approval. Issues cards and inventory keys.

Graduate student records info.--Student schedules, grades, files, enrollment forms.

Enrollment, room and class schedule—FNDH Labs reserved and room reservation forms.

Completion of class schedules with Department Head.

Reception and information source—Provide Karen with specific and written information regarding absence during regular work day so that calls may be directed and correct information given.

Phone access codes See Karen (only if approved by major professor)

Photocopier numbers See Karen (Must be approved by major professor.

Major Professor must provide account number that charges will be paid from.)

**Lisa Ross**, Rm 243, EFNEP Program Manager. 532-2714. [lkross@ksu.edu](mailto:lkross@ksu.edu)

**Kayla Schmidt**, RM 145B, Human Capital Specialist I  
532-1569, [kaylaschmidt@ksu.edu](mailto:kaylaschmidt@ksu.edu)

Payroll

Personnel appointment papers – Appointment paper completion and submission requires copy of acceptable. Form of identification (Visa if not a resident).

**Libby Vathauer**, RM 145, Mon-Thurs  
532-1557, [libby@ksu.edu](mailto:libby@ksu.edu)

**Lara Weisbender**, Rm 243, Ext. EFNEP. 532-2898. [ljweisbe@ksu.edu](mailto:ljweisbe@ksu.edu)

**Karlene Wickens**, Rm 243, Ext. EFNEP. 532-1568. [kwickens1@ksu.edu](mailto:kwickens1@ksu.edu)

**Judy Speer**, Graphic Designer EFNEP/FNP. Rm 347. 532-5616 [Speer@humec.ksu.edu](mailto:Speer@humec.ksu.edu)

**Ray Schwellenbach**, Graphic Designer EFNEP/FNP, Rm 347. 532-0055.  
[Schwellenbach@humec.ksu.edu](mailto:Schwellenbach@humec.ksu.edu)

## **II. THE MAJOR PROFESSOR AND SUPERVISORY COMMITTEE**

### **A. The Major Professor (Advisor)**

Selection of a major professor is usually based on mutual research interests. Graduate students are assigned to a major professor before they arrive. Your major professor will help you select an appropriate program of study (coursework) and provide direction in your research. Although many faculty will contribute to your learning process here, you should be working most closely with your major professor.

Faculty must be "Graduate" faculty members to serve as major professors and on student committees. This means that they have met research requirements established by the Graduate School. Additionally, graduate faculty members must be "certified" to direct Ph.D. students.

### **B. The Supervisory Committee**

1. **Composition of the Supervisory Committee.** You and your major professor should select a supervisory committee during your first semester. Your selection should follow the criteria below:

If you are a **M.S. candidate**, you will have at least 3 committee members: 1) your advisor who also serves as Chair, 2) one other FNDH faculty member, and 3) a faculty member from outside the department.

If you are a **Ph.D. candidate**, you will have at least 5 committee members: 1) your advisor, 2&3) two other FNDH faculty, 4) a faculty member from outside the department, and 5) a faculty member outside the department selected by the Graduate School who also serves as the Chair.

Popular "outside" departments include, but are not limited to, Animal Sciences and Industry, Grain Sciences and Industry, Biochemistry, Kinesiology, Psychology, Statistics, Human Development and Family Studies, and Anatomy and Physiology.

2. **Selection of the Supervisory Committee Members** is based on their availability, expertise, and ability to contribute to the research or educational experience. After the student has discussed possibilities with the advisor, the student contacts each committee member to establish their willingness to serve, then sets up an **initial meeting** for the supervisory whole committee. This meeting allows the committee to review the student's program of study and research objectives and make recommendations.
3. **Preparation for the Initial Supervisory Committee Meeting.** Usually, the student prepares a tentative Program of Study (Chapter II) and a brief outline or description of the research which have been reviewed by the major professor before the meeting. Some major professors prefer that the student give this information to the committee members 1-2 weeks before the meeting. Supervisory committee meetings can be held in our department or college rooms. Reserve those rooms with Karen Rogers.

At this meeting, the supervisory committee discusses the proposed Program of Study and research, makes recommendations, and/or gives its approval. The Program of Study form, once approved, is signed by all committee members. The Graduate Program Director or Department Head must also approve the program and sign it. The student should then make six copies and take them to the Graduate School in Fairchild Hall. The supervisory committee meets again later for the student's final oral examination and if the student is a doctoral candidate, the preliminary examinations.

### **III. THE PROGRAM OF STUDY**

Graduate students can access up-to-date information by using going to the web address <https://www.k-state.edu/grad/graduate-handbook/>

If you have specific questions not addressed, call the Graduate School at 785-532-6191.

#### **A. When to File.**

Master's candidates should file the Program of Study after one semester or 9 credits of graduate study. Doctoral students should file the Program of Study after one semester of graduate study or at least two semesters before the preliminary examination. Students are encouraged to submit their Program of Study electronically at the following link by clicking on "Electronic Form Submission".

<https://www.k-state.edu/grad/academics/forms/>

For the field requesting the name and email of the "Department Head or Graduate Program Director" please list Dr. Weiqun Wang ([wwang@ksu.edu](mailto:wwang@ksu.edu)).

#### **B. Changes in Program of Study.**

Occasionally it may be necessary to add a course, drop a course, etc. in your Program of Study after it is filed in the Graduate School. This involves a special form (shown in Appendix B) which must be signed by your committee members. Again, it is encouraged to complete this form electronically.

#### **C. Credit Requirements.**

**The minimum credit hours required for the M.S. degree are 30** and typically are 30-35 hours, including 2 hours for the Master's report (FNDH 898) or 6-8 hours for a thesis (FNDH 899). A maximum of 10 hours may be transferred from another university on a M.S. degree.

**The Ph.D. degree requires at least 90 credit hours,** including hours from the M.S. program and 30 hours for research (FNDH 999).

#### **D. Coursework Requirements.**

SEE FOLLOWING PAGE

Also see *APPENDICES A* and *B* for FNDH core requirements for M.S. and Ph.D. degrees.

## COURSEWORK REQUIREMENTS

**Major vs. Supporting Areas** When you prepare your program of study, approximately 2/3 of the course work should be in the major or major-related area (e.g. Food, Nutrition, Dietetics and Health) and 1/3 in supporting areas (e.g. Biochemistry or Statistics) for both M.S. and Ph.D. degrees.

### **Undergraduate Deficiencies**

Provisional admission may be granted to applicants who have subject deficiencies in undergraduate preparation. The Thesis Supervisory Committee will determine the student's competency requirements and work with him/her to select courses that will meet the requirements. Undergraduate courses may not be listed on a program of study.

**The Use of 500-level Courses** on a Master's program of study is restricted as follows: 1) No course in the student's major area may be included, and 2) within the 30 credits normally required for the M.S. no more than **two courses** (six hours) are permitted. For example, a FNDH student may use both BIOCH 521 and BIOCH 522 but not FNDH 501 or FNDH 550. No more than six hours at the 500 level, beyond those on the master's program, are permitted on a Ph.D. program of study.

**Special Problems or Individualized Study** Only 3 hours of Problems (FNDH 780) or other individualized study may apply towards a Master's degree. Up to 6 hours of such courses may apply towards a Ph.D. degree. An additional 3 credits may be taken as a practicum or internship (or 6 credits may be taken entirely as a practicum or internship), but it is essential that there be a close involvement of our faculty in the planning, supervision, and evaluation of work done in such professional settings.

**Level of Coursework** A significant majority of **coursework** (at least 60%) must be at the 700 level or higher for a master's degree and at the 800 level or higher for a doctoral degree.

**Transfer Credits** For a master's degree, 10 hours of graduate credit from an accredited university may be used on the program of study. Upon request, the student's graduate committee will evaluate whether graduate practicum credit earned prior to application will count toward the student's current degree plan on a case-by-case basis. It is the responsibility of the student to provide requested and appropriate documentation to facilitate evaluation.

Only grades of A and B will transfer. A total of 6 hours may be used from another master's program. A minimum of 30 hours is required for a master's degree at KSU. Any hours beyond the required number **that are included on the program of study** cannot be used towards a Ph.D. degree at KSU.

Official transcripts that show courses and grades from other universities must be submitted to the Graduate School office when submitting a program of study.

**Use of M.S. Coursework in a Ph.D. Program of Study** Ph.D. students who use credit hours from a master's degree on their doctoral program of study should list only the total number of credit hours transferred and not each course involved. If the master's degree is from another university, an official transcript is required and must be mailed to the Graduate School office when submitting a program of study. A minimum of 90 hours is required for a Ph.D. degree.

**The Interdepartmental Food Science Program** is a consortium among the following departments: Agricultural Engineering; Agronomy, Animal Sciences and Industry, Biochemistry; Chemical Engineering; Hospitality, Management, and Dietetics; Grain Science and Industry; Food, Nutrition, Dietetics and Health; Horticulture; and the Division of Biology. See the KSU General Catalog for entrance requirements and the course of study.

## **E. Policy on competency revalidation of graduate students.**

(Approved by Graduate Council 5/5/92)

### **1. Master's Degree Programs**

#### **The Master's Degree**

##### **Courses**

Graduate Study demands a high degree of intellectual aptitude. It presupposes a broad preparation and involves the acquisition of specialized knowledge. These facts should be reflected in the graduate student's program of study.

##### **Course Levels and Programs**

Master's students should earn a significant majority of their credit hours in courses numbered 700 or above. Therefore, of the 30 to 32 credit hours normally required for the master's program of study at least 18 hours should be at the 700 level and above, including the thesis/research and report/problems hours required by the thesis and report options. Courses at the 600-level may be included, but 500-level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission.

The use of 500-level supporting courses in master's programs is therefore restricted as follows: (1) No course in the student's major area may be at the 500 level, and (2) normally no more than 6 credit hours may be at the 500 level.

If a student's program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, the final Master's examination will normally include an examination over the body of course work listed on the program of study. The form and content of this examination is determined by each Master's program which may impose additional requirements for revalidating the student's competency in the supporting course work. In a Master's program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

### **2. Doctoral Degree Programs**

The Doctoral Degree-includes an emphasis in one the following areas: Nutritional Sciences, Public Health Physical Activity, Sensory Analysis and Consumer Behavior, and Public Health Nutrition

Graduate study in the Department of Food, Nutrition, Dietetics and Health prepares students for various academic positions. Graduates from our program are employed as directors of food product development and sensory evaluation divisions, senior food scientists, managers of quality assurance and test kitchens, directors of consumer services, and technical representatives; by hospitals and community organizations as dietitians or nutrition consultants; by universities and colleges as teachers and researchers; and by government agencies as extension specialists, nutritionists, and nutrition education coordinators. Students can work with distinguished graduate faculty and choose to emphasize their study in a particular area, including:

Sensory Analysis and Consumer Behavior Specialization core (12 hours)

---

Select from additional graduate level courses in FNDH or other graduate level courses as suggested by the supervisory committee.

- FNDH 852- Practicum in Sensory Analysis (1-6)
- FNDH 841 -Consumer Research - Fundamentals (1)
- FNDH 851 -Sensory Analysis Applications of Statistics (2)

Nutritional Sciences Specialization core (11 hours)

---

Select from additional graduate level courses in FNDH or other graduate level courses as suggested by the supervisory committee.

- FNDH 810- Advanced Macronutrient Metabolism (5)
- FNDH 812- Advanced Micronutrient Metabolism (3)
- 3 credit hours of FNDH 700 level or above (3)

Public Health Nutrition Specialization core (9 hours)

---

FNDH, KIN and other graduate level courses as suggested by the supervisory committee. Three credits must come from KIN 600 or above.

- FNDH 844- Nutritional Epidemiology (3)

Six (6) FNDH credits from the following:

- FNDH 735 - Advanced Energy Balance (3)
- FNDH 800 - Nutrition Education and Communication (3)
- FNDH 820- Functional Foods for Chronic Disease Prevention (3)
- FNDH 841 - Consumer Research - Fundamentals (1)
- FNDH 911 - Advanced Nutrition: Contemporary Issues (1-3)

Public Health Physical Activity Specialization core (9 hours)

---

FNDH, KIN and other graduate level courses as suggested by the supervisory committee. Six credits must come from additional FNDH course work excluding FNDH 999.

- KIN 797- Topics in Public Health Physical Activity Behavior (3)
- KIN 805- Physical Activity and Human Behavior (3)
- KIN 830- Advanced Public Health Physical Activity (3)

## **F. Grade Requirements**

There are additional requirements established by the Graduate School. These are published in detail in the Graduate Faculty Handbook. Some of the major points follow.

**Graduate work is graded in seven classes:** A, B, C, D, F, CrediUno credit, pass/fail, incomplete, or withdrawn. For graduate credit the grade in a course must be C or better. In our department, students receive grades for most FNDH courses.

**Incompletes:** A grade of incomplete (I) that is received in a course and that is not changed to another grade by the end of the next semester will automatically change to an IX. This counts as an F in computing a grade point average. **Research** credits (FNDH 898,899, or 999) with a grade of incomplete (I) can remain as such will be changed, when the student has met the requirements for graduation. The grades for all such hours will be changed to CR (credit).

## **PROBATION AND DISMISSAL**

### **1. Probation**

Students who fail to make satisfactory progress in their graduate programs are subject to probation and may be denied continued enrollment in the Graduate School. Any of the following conditions may warrant

a probation:

- a. A grade lower than B on 6 or more credit hours;
- b. A grade point average lower than 3.0;
- c. The advice of the major professor that the student's progress is unsatisfactory.

Students on probation for deficient grades may be restored to full standing if they accumulate As and Bs in at least 75% of their letter-graded credit hours at Kansas State University, exclusive of problem courses, practica, internships, research, or other individualized study, and attain a GPA of 3.0 or higher.

### **2. Dismissal**

A graduate student may be denied continued enrollment at Kansas State University for any of the following reasons:

- a. Failure to satisfy conditions for removal from probation.
- b. Accumulation of 9 or more credit hours with grades lower than B, exclusive of problems courses, practica, internships, research or other individualized study.
- c. Failure to meet published departmental requirements or to maintain satisfactory progress toward a graduate degree.
- d. Failure in qualifying examinations (if required by the program), preliminary examinations, or final degree examinations. Although students may be permitted to retake such examinations upon recommendation of the supervisory committee, in borderline cases a single adverse result in such examinations is sufficient to deny continued enrollment.
- e. Demonstrable lack of diligence in the removal of deficiencies, as evidenced by receipt of grades lower than B in assigned deficiency courses.
- f. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.



## **IV. ENROLLMENT PROCEDURES**

**When/Where You Enroll.** New students should meet with their advisor. After the student decides on classes to enroll in, they can enroll through the KSIS system.

**The Line Schedule.** The line schedule, or list of course offerings, is available at the K-State website during early enrollment (usually a few months before the semester or summer begins). Go to <http://courses.k-state.edu/schedules.html>

**Number of Hours Per Semester.** Students making use of faculty time and university facilities should be enrolled. Each student **must** be enrolled in the term in which the degree is awarded. A doctoral student admitted to candidacy must be continuously enrolled for at least one hour per term (except for summer absences) to maintain candidacy.

GTAs and GRAs (0.5 time) must be enrolled in 6-10 credit hours during each semester and at least 3 credit hours during the summer. Fellowship recipients are also expected to carry a similar credit load. Even though students are required to take a certain number of research hours (e.g., 6 hours FNDH 899 hours for a Master' thesis), those hours may be broken up among several semesters. For example, a student may take 2 hours during the semester to write the literature review, 3 hours the next semester to gather data, and 2 hours later for writing the thesis (this is just an example). Very often graduate students save one or more research hours for the last semester because they must be enrolled the semester they graduate. The number of research hours you take a semester should generally reflect the amount of work the student is spending on research.

**Drop/Add.** Students wishing to add or drop a course can do this through the KSIS system. Courses may be added or dropped according to the deadlines listed in the line schedule. If you wish to add a course that has been in session for 21 days, you must fill out an add form and take it to the Registrar's Office at 118 Anderson.

**The Graduate Seminars.** The graduate seminar, FNDH 880, is a graduate student- faculty seminar, offered every fall semester (held once a week). Graduate students are required to take FNDH 880 (MS for one semester and PhD for two semesters), and additionally are urged to attend as many seminars as possible during the semesters they are not enrolled. The seminar is designed to give graduate students experience in oral presentation of their research and educational interests. For many graduate students, the seminar presentation is similar to that given in their final oral examination.

**Class/Work Schedules.** At the beginning of each semester and summer session each graduate should file a copy of his/her class-work schedule with a) his/her major professor, b) immediate work supervisor (if different from major professor), and c) Karen Rogers, secretary, in the Food, Nutrition, Dietetics and Health office, d) This is to facilitate locating individuals for delivery of urgent messages.

**Award of Degrees.** Recognizing that a number of students may not finish all degree requirements under the regular schedule for each term, the Graduate Council and the Faculty Senate provide for degree awards in October and March as well. Those who require degree certification before receipt of diplomas can obtain such statements from the Graduate Office.

## **V. GRADUATE ASSISTANTSHIPS AND AWARDS**

**Responsibilities.** GTAs and GRAs also are members of the faculty, and are expected to assume certain types of faculty responsibilities beyond those specific for the job to which they are assigned. Each GRA is directly responsible to the senior faculty member in charge of the work with which the GRA is associated. Usually this is the major professor. GRAs are part of the research team and are funded by the K-State Research and Extension (KSRE) and other outside supported research projects. It is expected that they participate in appropriate KSRE functions and conferences. Appointments will be terminated for assistants who do not perform the assigned teaching or research responsibilities. GTAs are responsible to the faculty person they are teaching for.

**Enrollment.** Graduate assistants must be enrolled during the semesters that they are salaried. Credits allowed are as follows:

		Credit Allowed	
		Semester	
Appointment Time	No. hours work per week	Maximum	Minimum
0.5	20	10	6

**General Information for GTAs.** The Office of Educational Improvement (Fairchild 215) has prepared a handy information folder "What every GTA should know but will be too busy to ask." It gives information on registration, campus services and facilities, sponsored services, and sources of information.

**Fees for Assistants.** Graduate students on appointment for 0.5-time in September, October, and November in the fall term and February, March, and April in the spring term are eligible for staff fees in the succeeding summer term even if they are not appointment. A recent policy change accords resident fees to dependents of graduate student appointees qualifying for staff fees. Those on Graduate teaching assistantships are also eligible for a tuition reduction in proportion to the extent of their appointments.

**Receiving your check.** GTAs and GRAs will receive their paychecks through direct deposit to your bank. To view your paycheck, go to [www.k-state.edu/hr](http://www.k-state.edu/hr). Next, click Employee Self Service/HRIS on the left-hand column, and sign in. Then, click on Employee Self Service, and finally click on View Paycheck under the Payroll and Compensation Folder. Students will usually be paid on Fridays, every two weeks. For assistantships beginning late August, the first checks will be available in September. Please see Beth Mack in Justin 145 A or Libby Vathauer in Justin 145 for questions regarding paychecks.

**Income Tax Withholding.** The payment of Federal Income tax is a matter between the individual and the Internal Revenue Service. Where stipends are received by graduate students in connection with activities required for all students, whether or not they receive stipends, it is frequently possible to exclude such income from taxation.

If you are a foreign student on an assistantship, you will need an On-Campus Work Permit issued by the International Student Center. Income tax exemption depends on the tax treaty between the U.S. and their country. Again, see the International Student Center to answer questions regarding your situation.

If you are a U.S. citizen you may possibly claim income tax exemption, however this depends on your number of dependents, total wages, and tax liability during the previous and present years. All graduate assistants should fill out a W-4 Employee's Withholding Allowance Certificate (usually students do this at the beginning of their assistantship along with other paperwork). Students are advised that claims for exclusion by graduate teaching assistants have been disallowed in a number of instances. These are matters interpreted by each regional office of the Internal Revenue Service. The toll-free number for Federal Tax Information is 1-800-424-1040. Students may also wish to consult a professional tax-consultant company such as H & R Block.

**Tuition Waivers for Graduate Teaching Assistants.** To qualify for a 10 credit hour waiver, a student must be appointed as a GTA for at least 0.5 FTE. If the appointment as a GTA is less than 0.5 FTE, then the waiver will be pro-rated according to the schedule below. Students must continue to enroll for a minimum of 6 graduate credit hours for the semester to be eligible for tuition benefit. Further, as funds have only been provided for waiver of tuition, students continue to be responsible for the campus privilege fees (for student health, student activity fee, etc.) Additionally in accordance with the Kansas State University Comprehensive Fee Schedule, the student must be in pay status, on a GTA appointment, from September 1 through November 17 for the fall semester and February 1 through April 17 for the spring semester. For information regarding summer school waivers, please contact the Enrollment Center for details regarding employment requirements. It is useful to review the different appointments to which graduate students may be appointed, as those appointments influence appreciably the actual tuition charged, and the level of tuition that may be waived.

**Graduate Research Assistants (GRAs) will be given a stipend equaling in-state tuition rate for 10 credits per fall and spring semesters. This stipend will be added into the paycheck and the student is responsible for paying the tuition balance shown within KSIS.**

- Graduate students may be appointed as **Graduate Teaching Assistants (GTAs)**, **Graduate Research Assistants (GRAs)** and Graduate Assistants (GAs), or any combination of these three titles, depending both on the duties assigned and on the source(s) of the monies funding the respective appointments. Titles appropriate to the appointment are defined by the duties as defined below.
- **Graduate Teaching Assistants:** Students who have "classroom responsibilities", defined as lecture, recitation, instructional laboratory, studio or grading assignments, should be appointed as a Graduate Teaching Assistant with the FTE appointment reflecting both the assigned duties and responsibilities, and the expected time commitments. The university is now doing evaluations on first time Graduate Teaching Assistants. This is done to ensure that all new GTAs have adequate communication skills to be effective in the classroom. These evaluations are administered by the department secretary approximately three weeks into the semester.
- **Graduate Research Assistants:** Students who have research appointments as determined by the source of funds and/or by the responsibilities expected, should be appointed as a Graduate Research Assistant, with the FTE appointment reflecting both the assigned duties and responsibilities, and the expected time commitments.
- **Graduate Assistants:** Students who have responsibilities other than research should be appointed as Graduate Assistants, with the FTE appointment reflecting the assigned duties and responsibilities, and the expected time commitments.

## **AWARDS**

**Travel Awards (interdepartmental)** Travel awards for presenting research (conducted within the department) at professional meetings are given to students if funds are available. Your major professor should email Dr. Mark Haub (cc: kathys@ksu.edu) inquiring about the availability of such funds. It is strongly recommended to inquire/apply early.

Contact Kathy Schae prior to any travel arrangements including registration. Allow as much lead time for deadlines as possible. Provide the name of the meeting and any funding sources you have been allotted.

**Per Diems.** Per diem funds are available through the Graduate Student Council (GSC) to assist graduate students with expenses incurred attending regional or national conventions and conferences. The GSC encourages K-State graduate student participation in conventions/conferences through the availability of per diems. **The student must be presenting a paper or project, or must be involved with organizational duties.** This subsidy is to help cover expenses incurred such as travel, meals, and lodging.

Please see <http://www.k-state.edu/grad/students/studentcouncil/travel-grants/process.html> for the travel grant (funded by GSC) online application and instructions.

**College of Human Ecology Scholarships.** Are available on a competitive basis to Food, Nutrition, Dietetics and Health students. Interested students should apply early. Scholarship applications are available from the receptionist in the Human Ecology Dean's Office and are usually due around February 1 for the following academic year.

**Food, Nutrition, Dietetics and Health Scholarships.** Information for the opportunity to apply for department scholarships is sent to each graduate student to apply for the following academic year. The application is required for all continuing students. Among those who apply, decisions are made based on grades, participation in department events, and department assistance at open house, proctoring exams, etc. To receive a scholarship, students have to be enrolled in at least 9 hours for the semester in which they will be receiving the funds.

**Volunteering.** There are numerous opportunities to volunteer in the Department of Food, Nutrition, Dietetics and Health, and graduate students are strongly encouraged to participate in these activities. Some of the areas to serve in the department include: participating in Food, Nutrition, Dietetics and Health Graduate Student organization activities, proctoring examinations, giving department tours, assisting in the department's open house, and becoming involved in the Graduate Student Council (GSC). Ask professors and/or other graduate students for ways to help out the department.

## **VI. RESEARCH**

### **A. Tentative Time Frame.**

Identify an advisor and a research topic as soon as possible after admission. The specific expertise of the faculty can be identified by consultation with the department head. Allow 2-3 months for writing the review of literature, then develop a plan and conduct your research.

### **B. Choosing a Research Topic.**

1. Choose a topic in which you have a strong interest. A research paper involves a commitment of time and energy on your part and choosing a topic in which you have a strong interest will help motivate you to complete your work.
2. Think about the amount of time you have available for completing the study. Some topics require longer periods of time for completion. Consider also whether or not the sample you want to study is available. Is the equipment you need available?
3. You may be able to use an instrument (e.g. a published questionnaire, food frequency form, food processing technique, etc.) that has already been developed with a new or different type of sample. Developing an instrument is a major task and if you can use one that already is validated your research may be of more value.
4. Identify a position you would like to have after you complete graduate school. Choose a topic that will help you get a job.
5. Discuss possible topics with your major professor. Selection of a major professor usually implies that you have common research interests. The major professor usually has ongoing research involving other graduate students and may have suggestions regarding possible topics. Some professors have concrete ideas on what they would like to see you do; others allow students more freedom and flexibility in selecting research projects.
6. Read current journals in your field of interest. Most articles include recommendations for further study. Examples of nutrition journals are: Journal of Nutrition, American Journal of Clinical Nutrition, Journal of Nutrition Education, and Journal of The American Dietetic Association. Examples of Food Science Journals are the Journal of Food Science, Journal of Cereal Science, Journal of Textural Studies, and Journal of Food Technology. You should try to publish your research in one of those journals, so it is important to become familiar with them.
7. Check indexes and abstracts in the Food, Nutrition, Dietetics and Health area. They are in the reference area of Hale library on the first floor. Examples in the nutrition area are Nutrition Abstracts and Reviews, Index Medicus, and Biological Abstracts. Read the entries in the **Dissertation Abstracts** related to your interests. The idea is to determine what has already been done before and what merits future investigation.  
Graduate Students and Faculty can utilize Hale Library's Databases to research information about their topic of interest. A list of helpful databases can be accessed at <http://guides.lib.k-state.edu/az.php>. If you have further questions, please contact Cindy Logan (clogan@ksu.edu).
8. Once you have narrowed your topic, you should select a supervisory committee who can provide the best expertise possible in your area. Also select a program of study that will maximize your knowledge in the area

### **C. Before You Start Your Research**

**Know the Existing Literature.** Many faculty members ask that you write and complete the review of literature of the thesis or dissertation BEFORE you begin your research. This is a good practice because it familiarizes you with previous research and methodology, and helps you formulate a sound rationale for your project. Also, it is very disheartening to complete a research project, only to find that someone had already published it 10 years ago!

**Set Up the Experimental Design.** Planning and preparing ahead of time is absolutely critical. Discuss your plan with your advisor and a statistician **before** you finalize the procedures and conduct the research. You may need more/less samples or treatment groups to conduct a meaningful analysis. Food, Nutrition, Dietetics and Health faculty and graduate students often consult with faculty in the Department of Statistics.

**Practice-Practice-Practice.** You also should be thoroughly acquainted with the research methodology BEFORE you do the "real" project. If you are doing a rat project, you first may need to do a small preliminary research trial to test animal responses. If your project involves analysis of biological samples, you should practice on enough trial samples to make sure that your data are accurate. If you are doing a questionnaire survey you should pilot-test the questionnaire first. You should always **MAKE SURE YOU KNOW WHAT YOU ARE DOING** so that you have a research project that you are proud of. If you don't know, just ask before doing!

**Make Sure Supplies Are Ordered.** This is usually done through the major professor. You should make sure all the necessary supplies and equipment (rats, rat diet, food, glassware) are ordered several months before the project is scheduled to begin, otherwise you may graduate a semester later than expected! If you use or borrow something from another lab, be sure to replace it if used-up or broken.

**Be Honest in Your Research.** Do not plagiarize. Use novel ideas in your research. Do not sabotage another's work. Use the scientific method.

### **D. Purchase Orders / Requisitions**

Interdepartmental Requisitions (IDRs) are used to purchase supplies on campus. All requisitions are made by faculty members. Any other person who needs supplies or equipment must have permission from his/her supervisor before a requisition or purchase order is submitted to Kathy Schaefer in JU 145 C. Each lab has its own color sheet for PO's. Ask Kathy for correct one. Also, make sure each PO has the vendor name, correct catalog number, quantity needed, description, shipping instructions (such as overnight delivery or dry-ice) and any other special handling instructions you need. Please ask the accountant or your supervisor if you have any purchasing questions so incorrect items are not purchased. Angie Hageman in the storeroom (112) does weekly shopping at Walmart, so give her your list of any items that are needed there (e.g. Ziplock bags, bleach, Saran Wrap, soap, etc.) by noon each Thursday for the following week.

## I. LABORATORY SAFETY

- See Dr. Mark Haub regarding any lab safety questions.
- Uniforms, lab coats, hair nets and safety glasses, where appropriate, are to be worn when working in any laboratory. Do not eat in the laboratories-no food or drinks are allowed!
- When dispensing from the bulk liquid nitrogen tank, be sure to use required safety face shield, cryo gloves, and apron. If you've never done this or don't know how, ask before using. See Dr. Haub if you are a first-time user.
- Common sense dictates safety rules for working in chemical laboratories. Never work alone without informing another person of your whereabouts. Accidents are unanticipated and in the event of a mishap you must have assistance available.
- Refer to "Good Laboratory Safety Practices" put out by Department of Environmental Health and Safety.
- Certain labs have radioactive use areas. Users of radiation or occupants of these labs must complete the Radiation Safety Computer Module. You can do this in Justin 325, and make sure you print 2 copies of it. See Dr. Mark Haub about this.
- Autoclaving: Rm 131. Read instructions next to autoclave first, ask for a demonstration, and sign on/off the log sheet. Leave cap slightly unscrewed so pressure does not build. Always put liquids/wrapped items in autoclavable baskets. Wear orange/thermo gloves when removing hot items.

## **VII. WRITING THE THESIS/REPORT/DISSERTATION**

### **A. Materials Needed**

1. A recent copy of the **Student Guide for Master's and Doctoral Candidates** from the Graduate School. This gives physical requirements (margins, procedures, etc.)
2. Writing Guide. Two that are helpful are:  
W.G. Campbell. **A Form Book for Thesis Writing** -- LB/2360/C3/1982.  
KL. Turabian. **A Manual for the Writing of Term Papers, Theses and Dissertations--**  
LB/2369/T8/1987.
3. A recent issue of the Journal (e.g. J Nutr, J Food Sci, etc.) most appropriate for publishing your research. Journals also have an "Instructions to Authors" section published in at least one issue per year. It's a good idea to have both of these available.
4. Dictionary (including medical dictionary if needed).
5. Thesaurus
6. If you want to be a real pro, you must read **How to Write and Publish a Scientific Paper** by Robert A. Day, 3rd ed. ISI Press: Philadelphia, 1988.

### **B. The Process of Writing**

1. Always keep a copy of materials you give your research advisor. One copy of a thesis isn't enough to avoid the tragedy of a lost paper.
2. The most efficient method of working with your advisor is to establish a standing weekly appointment. Give your advisor materials to read one week in advance.
3. Do not plan on any meetings with your advisor between December 1st and the beginning of the second semester or after May 1st. Both of you will be busy with final exams and projects. Not all advisors are on campus during the summer.
4. Establish a reasonable calendar for progress on your paper. Discuss it with your advisor and then post it somewhere prominent- like on your refrigerator door or pillow! It is the student's responsibility to work on the paper; advisors shouldn't prod. You are given broad general objectives; establish your own plan and time table and work toward completion in a self-direct manner.
5. Use the form, organization and style of the journal most appropriate for publishing your research. For example, Journal of Nutrition has a specific set of abbreviations, citing and listing references, table layout. The Journal of Food Sciences requires a different form, organization and style. Follow your journal to the letter. (Even "et al." is written differently among journals).
6. Obtain a Hale library tour soon after you come to campus. We call Hale library a "media retrieval center", because it provides many services and forms of information.

### **C. Making it Professional**

Students should strive for excellence when writing their thesis or dissertation. It should be as close as possible to a publishable manuscript. This will not only be an invaluable learning experience, but also looks great on your resume!

Professional writing is an art that requires practice. Expect to revise or re-write your thesis/report/dissertation several times. You may get discouraged, but remember, "There is no good writing, only good re-writing."

Before you start writing, you must read the **"Important Writing Tips for Graduate Students"** in Appendix F. This will save you time on revisions. PROOFREAD EVERYTHING you write before turning it in to your major professor, if you want to stay on friendly terms.



Current margin requirements established by the Graduate School are the following 1 1/2" on the left and at least 1" on the other edges.

#### **D. Avoiding Plagiarism**

It is imperative that students present original work and cite sources properly in their thesis or dissertation.

#### **D. Sections of a Thesis or Dissertation**

Your thesis or dissertation must meet requirements for both the Graduate School and the Department of Food, Nutrition, Dietetics and Health. The Department of Food, Nutrition, Dietetics and Health requires that **each thesis or dissertation contain one or more publishable papers**. Each paper should be in the correct format for the selected journal and ready for submission. The paper fits within the thesis or dissertation as shown below:

Title Page  
Table of Contents  
List of Tables  
List of Figures  
Acknowledgments (personal, if any, and/or financial support)  
Literature Review (including references for literature review)  
Publishable paper(s)\*  
Appendices (detailed methods, details of analyses, data, additional tables, etc.)  
Abstract Title Page  
Abstract (for entire thesis or dissertation)

\*The format for the publishable paper should follow the journal selected. For example, the Journal of Nutrition requires the following (each starts on a new page): Title page, abstract and key words, introduction, materials and methods, results, discussion, acknowledgments, literature cited, text footnotes, tables, figure legends, and figures and illustrations. The format may be different for your journal and can be obtained in the **"Instructions to Authors"** section in the journal. This is usually published in at least one issue a year in the front or back of the journal.

The usual sections of the publishable paper are described below:

**Title.** The title of the paper should be concise and explicit. Titles are used by indexing firms to prepare KWOC (Key Work out of Context) listings so it is essential that titles be carefully written. For example, a paper with the title "Volume, Palatability, and Nutrient Comparison of Angel Cakes Prepared with Citrus, Soy and Wheat Flours" will be better indexed than the same paper title, "Comparison of Angel Cakes Prepared with Three Types of Flour". A decision on the official title is often the last finishing touch before typing.

**Introduction.** The Introduction "introduces" the research to the reader. It should state the nature and purpose of the paper, the reasons for doing the research and the specific objectives as well as a little history and background. A well-written introduction stimulates the reader's interest and demonstrates the importance of the topic.

The Introduction may be easier to write after the paper is complete. It is often easier to introduce a known entity than a paper still to be written over the next few months. Try an initial Introduction, but if it doesn't please you, come back to it later.

**Review of literature.** The Review of Literature is often a substantial section of the paper. Most students are familiar with the writing process for this section, because it is simply an expanded term paper. The

Review of Literature should contain information necessary for the reader to read, understand, and evaluate your Procedure, Results, and Discussion sections. Work from an outline approved by your research advisor.

In this section, you may use abbreviations adopted by your selected Journal. For example, abbreviations for minute, day, years, weight, or grams, may streamline this section considerably (and reduce your photocopying costs!) Refer to your journal.

A rough draft of the Review of Literature should be prepared prior to finalizing the procedures and initiating the research.

**Methods.** Description of the procedures should be sufficiently detailed to allow another researcher to duplicate the work accurately without recourse to information other than the paper and its references. Be sure to include limitations or uncontrollable factors in your research. If you have used a published procedure that is rather lengthy, you may cite the reference in the main text and provide a detailed description in the appendix.

The written Methods section must be approved before research is initiated.

**Results.** After you have received your data from the statistician, organize the data and prepare the tables and/or graphs. You are now ready to write the Results section. Do not start this section with procedures you left out of the Methods section, although you may begin with a brief overall general description of what you did. Then you present your data.

It is usually easier to write this section than other parts of your manuscript; simply explain the tables. Express results clearly and concisely. References to statistical analyses should be made. The Results section is the most important section of your manuscript, but it may also be the shortest.

**Tables and Figures.** Tables should be easy to read, and understandable without referring to the text.

You may arrange your Tables either vertically or horizontally, select a style that is kind to the reader and is compact in print. Often you can get ideas from looking at other articles in your selected journal. The format for the tables (capitalized letters, abbreviations, whether title is centered, etc.) also should follow the style of your journal.

Sometimes a figure can display your data more effectively than a table. This is especially true if the data show pronounced results, and have visual impact. If the data just sit there, or don't show anything exciting or clean-cut, then they are probably better off in a table. Never display your data in both a table and figure. Some professors prefer that their students use other graphics programs installed on their computers.

All tables and figures should be cited somewhere in the text. Usually they follow the page on which they are first cited.

**Discussion.** This is usually the most difficult section to write, and many manuscripts are rejected because the discussion is poorly written. In a good discussion section you **discuss** the importance of your work and how it ties in with other related studies. It is NOT a repeat of your Results section. However, you will present the principles, generalizations, and relationships shown by the results.

Usually you start with your most important finding and proceed to other findings in a logical sequence. As you progress through this section, discuss the relevance and implications of each finding (don't be bashful). Make conclusions along the way, and support the conclusions with evidence. If there is a discrepancy with other studies explain why. Your discussion should show the relationship between observed facts.

The discussion should end with a short summary that states clearly the significance of the research. This provides a "grand finale" ending and leaves the reader with a lasting appreciation of your work. Sometimes the summary is a separate section. You may wish to include a subsection at the end on recommendations for further study.

The Discussion section may be incorporated with the Results section and called Results and Discussion. Your particular study and preference of the research advisor will help determine if one section or two are needed. In either case, write the Results section first and then the Discussion section. The discussion items can be inserted in the Results section just as you first prepared the Tables and then wrote the results.

**Abstract.** The abstract is a digest of the entire thesis or dissertation and should be given the same careful attention as the main thesis. A copy of the abstract, on the same paper as that used in the manuscript, is to be included at the back of each copy. All copies should have a title page essentially the same as the title page of the thesis, report or dissertation except that the signature of the major professor is omitted. The pages used for the abstract should not be numbered. Under our agreement with University Microfilms International, abstracts for doctoral dissertations are limited to 350 words. Masters candidates electing to submit their thesis or report to University Microfilms International are also limited to abstracts of 350 words. Otherwise there is no limit to the length of thesis/report abstracts.

A good abstract should allow the reader to grasp the basic content of the study without referring to the main text. It should state as concisely as possible the study objectives, methodology, results, and principal conclusions. The abstract should not present findings or conclusions not stated in the text.

**References.** There are several ways to cite references in the text. In the citation order system references are listed in the order that they appear in the paper. In the alphabet-number system, the reference number comes from the alphabetized list of references.

You should follow the style of your selected journal when citing references. Also, there are about 50 different reference styles (punctuation, capitalization, italics, etc.), so be sure you follow the style of your journal.

References should cite original author, not another author's citation of original work (e.g., do not cite 1983 review article of work reported in 1947).

When you finish writing your thesis, you should check the accuracy of each reference against the original publication.

## **F. Submitting Your Paper for Publication**

If you have done a good job preparing your thesis, report, or dissertation, you should not need to make major changes before you submit it for publication. However, there are a few things you will probably have to do.

### **1. Editing the Manuscript Before it is submitted to the Editor of a Journal.**

Be sure that the form, style, and subject of the paper conform to those accepted by the journal.

Be sure that every detail of the paper is accurate.

Usually, tables, graphs, and photographs are on separate sheets and attached at the end of the paper.

Ask a colleague to read the manuscript and give constructive criticism concerning it. If your

project was funded by the KAES, you must obtain a contribution number to be included in the publication. You may also optionally have the KAES editor look at it and offer suggestions.

**2. Procedure for Submitting a Paper to the Editor of a Journal.**

A letter of transmittal to the editor should accompany the paper. The letter should state the number of copies of the paper that are enclosed and give the title of the paper and names of the authors. The letter should **request** that the editor **consider** the paper for publication in the journal.

**3. Revisions Suggested by Reviewers and Editors**

After you have submitted your manuscript, the review process takes about 3-4 months. Your manuscript is usually reviewed by 2 or 3 reviewers familiar with the manuscript's subject matter. The editor collects the comments and decides whether the manuscript should be accepted as is, accepted with revision, or rejected. Very few manuscripts are accepted by an editor without being returned to the author with suggestions for change. More commonly, the editor will recommend some revisions which may be either minor or major. All revisions suggested should be considered carefully. Often the author wonders why he didn't think of the idea suggested. Occasionally the author will not agree with the reviewer's suggestion. If it is a major revision, the author may need to write a letter defending his point of view.

If the manuscript is rejected, the author should decide whether it is salvageable and worth submitting to another journal.

**4. After the Paper Has Been Accepted.**

Celebrate!

The author will receive a printer's galley for final proof reading and careful checking. Corrections on a galley are expensive, but must be made for accuracy. Usually the corrected and/or approved galley must be returned within 48 hours after it is received.

The author may be asked to prepare an abstract of the paper to be published in one of the abstracting journals such as **Biological Abstracts**. Details for the preparation and typing of the abstract are furnished by the abstracting journal, and should be followed carefully.

**G. Turning In Your Thesis Electronically.** The Graduate School requires that each student submit their thesis electronically. Go to <http://www.k-state.edu/grad/etdr/index.htm> for instructions. For the department, please send Karen an electronic copy in PDF before you leave campus. Send it to [fndhgrad@ksu.edu](mailto:fndhgrad@ksu.edu).

**H. Food, Nutrition, Dietetics and Health Graduate Student Publication Policy**

Timely publication of the findings from graduate student research is expected. Research conducted at Kansas State University is the property of the university and, as such, both the graduate student and the faculty member have a responsibility to try to publish the results of high quality research collected by students in collaboration with their faculty mentors. Typically, students should be encouraged to submit articles from their research during the process of their studies and no later than their graduation date. When this is not possible and a delay of more than 6 months occurs between the student's graduation and submission of scholarly work, the faculty member assumes the responsibility to write/revise the work for publication and may submit that work including both the faculty member's name and the student's name in whatever order the faculty member believes is appropriate for the situation.

## VIII. EXAMINATIONS

**A. Overview** Both M.S. and Ph.D. candidates take final oral examinations after they have completed their coursework and present a satisfactory copy of their thesis, report, or dissertation to the supervisory committee. Doctoral candidates additionally must take comprehensive preliminary examinations (written and oral sections) at least 7 months before their final oral examinations. Oral examinations involving the supervisory committee are usually held in JU 146, and consequently must be reserved by the student with Karen Rogers.

### **B. Ph.D. Preliminary Examinations** ("Prelims")

All Ph.D. candidates must take both written and oral preliminary examinations as prescribed by the supervisory committee. They should be designed to "test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge." (Graduate Faculty Handbook).

1. The examinations may be scheduled after the program of study is filed and two thirds or more of the course work is completed, and at least seven months before the final oral examination.
2. When the supervisory committee and the student decide that the examination should be taken, the student should notify the Graduate School one month before the scheduled date. The ballot will be sent to the Major Professor.
3. Three to four areas for exams will be identified. These may be general or specific areas depending upon the student's program of study.
4. Their major professor will be responsible for organizing and administering exams.
5. Exams may be closed or open book as designated by the examiner.
6. Each exam should be limited to questions that the student can answer in 4 hours or less (with a total examination time of about 12-16 hours). Exams may be taken over a 1-2 week period.
7. Closed book exams must be monitored by one of the student's committee members in a mutually agreed upon location.
8. Questions for the exams will be solicited from the supervisory committee plus other faculty in the Dept. of Food, Nutrition, Dietetics and Health so that the major areas on the program of study (whether taken at KSU or in an M.S. program from another university) are covered.
9. Each examiner may indicate his evaluation of each written exam question as "excellent, good, fair or unsatisfactory." Written comments may be made on the answer sheets to indicate to the student where additional information is needed. A decision of "Pass" or "Fail" will not be determined until after the oral exam is taken.
10. Committee members from outside the department may choose to forgo submitting questions for written exams and participate in the oral exam only. Usually not more than 6-7 faculty will be asked to submit questions for the written exam.
11. An Oral Preliminary Exam before the supervisory committee will follow the written exams. After this exam, the supervisory committee will determine whether the various exams have been passed and whether the student should be admitted to candidacy for the Ph.D. If the exam is failed, it may be retaken after a 3-month period, but only once.

12. All portions of the examination required by the program must be passed before the student is officially designated a candidate for the Ph.D. by the Dean of the Graduate School. A failed examination may be retaken once without permission from the Graduate Council. The department or interdepartmental program must report all failures to the Graduate School within one week of the examination failure.

### **C. Final Oral Examination**

The final oral examination for the M.S. or Ph.D. degree may be taken when the student has completed his or her program of study and other requirements and when the supervisory committee certifies that a satisfactory copy of the report, thesis, or dissertation has been presented.

For students pursuing a coursework only degree, the experience may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines for each coursework-only master's degree that the department offers. Examples could include concerts, portfolios, final written or oral examinations, case studies, or whatever the program deems appropriate.

The supervisory committee members must receive a satisfactory copy of your thesis, report, or dissertation at least 10 days before the oral examinations. When the student distributes the thesis, report, or dissertation to the committee members s/he should have them sign an approval form which is turned into the graduate school.

The student should contact the supervisory committee members to schedule a meeting (and reserve the room) for oral examinations. However, they should not be scheduled after the last days of examinations of the summer session and before the next enrollment. The student should also reserve a room and notify the graduate school and the department administrative assistant regarding the date. The graduate student should notify faculty and students in a timely manner.

Oral examinations usually last about 2 hours, but may take more or less time. Usually, the student gives an oral presentation at the beginning so they should make sure that the scheduled room has the media equipment necessary for his/her presentation. The department has equipment for projecting Power Point presentations. If you are in a room that is not high tech, media equipment can be checked out from Karen in Justin 212.

Ph.D. exam times are announced by the department administrative assistant and other students and faculty may attend to hear the presentation. After brief questions they leave to allow the committee to conduct the exam questioning.

After the oral presentation, the supervisory committee members ask questions. When the committee members are satisfied that they are able to judge the student's candidacy, the student is asked to leave the room for a few minutes so that they can vote.

If the student is a M.S. candidate, negative votes by two or more members of the committee constitute failure of the student. If a candidate fails a master's examination, he or she may be allowed to take a second examination which cannot take place less than two months or more than fifteen months after the failed examination unless an extension is granted by the dean of the Graduate School. No third trial will be allowed. (The major professor brings the ballot to the oral examination).

If the student is a Ph.D. candidate, three-fourths of the examining committee must approve the candidate before he or she shall be deemed to have passed the final oral examination. A refusal to vote by the chairperson or any other member of the committee will be recorded as a negative vote. With the permission of three-fourths of the supervisory committee, a failed oral examination may be retaken three months or more from the date of the failure. (The outside faculty member appointed by the graduate school brings the ballot).

After the supervisory committee has voted, the graduate student is then notified of the committee's

decision and called back into the room. Suggestions regarding the thesis/report/dissertation are collected for revision. This is the end of the oral examinations. If the student has made plans ahead of time, the orals may be followed by a light snack.

## **IX. FACILITIES AND SERVICES**

### **Mail.**

Each campus graduate student is assigned a mailbox in the Food, Nutrition, Dietetics and Health office (JU 241A). Communication is mostly by email, but documents will be put in your mailbox. The mail box is not to be used for permanent mailing address (your home address is for this purpose).

**FAX Machine.** Although there is a FAX machine located in JU 241A, it is not for personal use. However, FedEx Office Print & Ship Center (1329 Anderson) has a fax machine (FAX 785-537-0967). Check with FedEx for prices.

**Libraries.** Hale Library is the main library on this campus, where students are likely to find most foods and nutrition-related books and journals. There are also branch libraries including the Chemistry/Biochemistry Library (Willard 101) and the Veterinary Medicine Library (Veterinary Sciences Bldg, 4th floor). Nutrition students are likely to spend time in the Vet Med Library because it has the more recent physiology journals. If students are unable to find an article they should go to the Interlibrary Loan Desk and fill out a form. There is usually no charge but it takes 5-10 days to get the article.

**Keys.** Graduate students may obtain keys which open the FNDH graduate student rooms and research laboratories. Students should have their major professor leave a form for Karen Rogers, who will prepare key cards and leave them in the student's mailbox. The student should then take the cards to the key office in Dykstra Hall. Only authorized persons are allowed to have keys. Never allow an unauthorized person to enter the building on your key or to borrow your key. Violation means loss of key privilege. The keys must be returned to Karen Rogers when the student finishes.

**Store-Room (Food) Orders.** Orders for food or equipment for food preparation for research or for FNDH laboratory courses are made on appropriate forms and submitted to Angie Hageman, JU 112. Food orders must be turned in by noon on Thursdays (1 week in advance).

The storeroom also has an amazing variety of equipment that can be checked out. They include small food preparation appliances, skinfold calipers, plastic food models, and manuals for many pieces of equipment.

**The Student Union.** Offers many services including check cashing (6575), bookstore (6583), student lawyer (SGS Office, 6541), photocopying, and typing (6596).

**Postal Center.** Central Mail Services, located in Dykstra Hall, sells stamps, money orders and other postal supplies; weighs, insures and registers mail; and receives outgoing U.S. mail. The center is open from 8:00am-5:00pm, while the mail processing center is open from 8:00am-3:30pm. All mail received after 3:30pm will be processed the following day. A self-service postal unit is in the K-State Union. Other frequently used mail centers are the Manhattan Post Office (500 Leavenworth), United Parcel Service (1228 West Loop), FedEx Kinko's (1329 Anderson) and the Mail Center (3110 Anderson).

**Parking Permits.** May be obtained at the Parking Services Office in the KSU Garage. All motor driven vehicles parked on University property must be identified with a University parking permit or guest sticker. The Campus Police Office (Edwards Hall) handles fines, reserved parking stalls, and handicapped parking spaces.

**Recreational Facilities.** Recreational facilities available to students and faculty/staff at K-State are located at the Chester E. Peters Recreation Complex and the Natatorium. The Recreational Complex, located near the Veterinary Science buildings, has basketball courts, tennis courts, indoor track, handball/racquetball courts, weight room, dance/combatative room, and rental of off-site equipment. The pools are located in the Natatorium (next to the Ahearn Field House).

Check the website for more information: <http://recservices.k-state.edu/>



### **On-Campus Housing.**

For information regarding on-campus housing in residence halls or apartments, please visit the Housing and Dining Services homepage at <http://www.housing.k-state.edu/>.

### **Off-Campus Housing.**

For information about off-campus housing, please visit <http://www.k-state.edu/admissions/living/off-campus.html>. CTA maintains a bulletin board on the first floor in the K-State Union regarding housing openings. Students who wish to live *off* campus must visit Manhattan and personally select their own rooms and apartments.

Room listings change too rapidly to be of use by mail. Apartments rent varies, depending on location and the size of the facilities. Local cafes are available as well as various meal plans at the K-State Union Cafeteria.

All Manhattan householders who rent to students are expected to follow the University policy of making accommodations available to all students regardless of race, color, or national origin.

### **Lafene Student Health Center.**

<http://www.k-state.edu/lafene/>

### **Job Search.**

Most graduate students pursue an advanced degree with the intent of getting a job. Familiarize yourself with the campus Career Planning and Placement Center in Holtz Hall. Job listings appear in numerous places including Justin Hall bulletin boards (grad student, Nutrition & Exercise, Community Nutrition, Food Science, and others). Some professional journals (e.g., J. Am. Diet. Assoc., Food Technology) have job listings. National professional meetings such as FASEB or 1FT have an organized job registry which allows you to meet prospective employers. These are examples- begin your search early.

Check the website for more information: <http://www.k-state.edu/employment/>

## X. COMPUTERS

### A. Computer Uses.

1. Statistical Analysis- Most students use SAS (Statistical Analysis Systems) computers in JU 124 for their statistical analyses. There are SAS manuals located in JU 124. A few major professors (who perform survey-type research) use the SPSS program installed on a computer in JU 124.

### B. Computer Facilities- Justin Hall.

The computer situation on this campus changes weekly, but at the present time there are two computer rooms or laboratories in Justin Hall. They are described as follows:

**JU 326** – College Graduate Student workspace and lounge. See the Dean's Office (JU 119) for the door code.

**JU 124** are two Dell computers reserved exclusively for the FNDH department. Word processing, with Word, Power Point, Excel, and Access, SAS, SPSS, Adobe Creative 3 Design Premium are available.

Graduate students have network space. See Support in Justin 121C or email them at [support@hhs.ksu.edu](mailto:support@hhs.ksu.edu) for help.

There is a laser printer and also a scanner in this room; however, students are responsible for their own paper. Students may also use the laser printer at the Union Copy Center.

### C. Campus Computing Labs.

The university computing labs and the K-State InfoCommons (Hale Library) are central computing facilities for use by K-State students, faculty, and staff. Hundreds of computers are available (PCs and Macs), with a variety of software, limited free printing, and wireless printing from lab computers and personal laptops. These resources are supported by the [Vice Provost for Information Technology Services](#).

#### **University computing labs**

All labs are for K-Staters only, and require signing in with a K-State eID and password. The labs provide PCs and Macs with access to printing resources, including wireless printing for personal laptops. Check the website for more information: <http://www.k-state.edu/its/labs/locations.html>

<b>Lab locations</b>	<b>Hours</b>	<b>Equipment</b>	<b>Notes</b>
<b>Dickens Hall, Room 1</b>	24/7	32 PCs Laser Printer	Includes SAS statistical software
<b>Fairchild Hall, Room 9</b>	Fairchild building hours	32 PCs 2 Projectors Laser Printer	Includes one instructor PC
<b>Hale Library, first floor 24 hour study area</b>	24/7	6 Macs Laser Printer	Food and drink are allowed only in this lab
<b>Seaton Hall, Room 22</b>	24/7	20 PCs Laser Printer	Includes AutoCAD software
<b>K-State Student Union</b>	Union building hours	15 PCs and a laser printer in the Union copy Center 2 Macs in Caribou Coffee	

### Tips for using the labs

1. **Save your work to an external storage device** or cloud (ex: OneDrive)
2. **Save your files often.** Lab software removes all stored data after 30 minutes of inactivity.
3. **Don't leave your property unattended in the labs.**
4. **Printouts** can be sent to any printer in the university computing labs.
5. **Laptops** can be checked out from the [IT Help Desk](#) and used anywhere on campus.
6. **Be sure to sign out** on the PC and print server when you're done.

### K-State InfoCommons

The K-State InfoCommons is located on several floors in Hale Library, 323 Seaton Hall in Weigel Library, and 105 Cardwell Hall in the Math/Physics Library. In addition to the resources below, the InfoCommons includes professional assistance from reference librarians and computer support staff.

<b>InfoCommons locations</b>	<b>Hours</b>	<b>Equipment</b>	<b>Notes</b>
<b>First floor, Hale Library</b>	Open during posted library hours	47 PCs 6 Macs Laser Printer	1. Software in the labs and InfoCommons 2. Hardware About 160 PCs and 22 Macs 6 laptops available for checkout at IT Help Desk InfoCommons computer specifications 3. Printing See Printing section below for details Duplex and single-sided printing Color printing routes to Hale 213
<b>Second floor, Hale Library</b>		66 PCs 12 Macs 5 Laser Printers 2 Color Printers	
<b>Third floor, Hale Library</b>		41 Pcs Laser Printer	
<b>Fourth Floor, Hale Library</b>		14 PCs	
<b>Media Development Center 213 Hale Library</b>	Hours vary	22 PCs 8 Macs Color Printer	Audio/video editing capabilities Prints to color printer
<b>Seaton 323, Weigel Library</b>	Open during posted library hours	5 PCs and 1 Mac Laser Printer Color Printer	
<b>Cardell 105, Math/Physics Library</b>		2 PCs Laser Printer	

### Printing (black-and-white, color)

- **Limited, free laser printing** is available to all students, faculty, and staff via their K-State eID and password. \$10 is allocated per person each fall and spring semester, and \$5 each summer. Beyond those amounts, the Wildcat Card can be used for pay-for-printing. Unused balances do not carry forward to the next semester.
- **Costs** are 10 cents per page for black-and-white printing, and 18 cents two-sided (duplex). Color printing is 75 cents per page.  
Black-and-white goes into one queue and can be retrieved at any printer in the labs and InfoCommons.  
Color is available in the K-State InfoCommons and Media Development Center, Hale 213.
- **Wireless printing** is available from anywhere on campus to Pharos printers in InfoCommons Hale Library (Floors 1,2, and 3), Justin Hall lobby, 001 Dickens lab, Seaton 022 lab and library, Cardwell Math/Physics Library, and the Union Copy Center for on-campus users connected to the KSU Wireless network. See Wireless Printing instructions for Macs and PCs for information on installing and configuring the Pharos software is on the K-State website: <http://www.k-state.edu/its/labs/printing.html>.
- **Double-sided (duplex) printing** is the default in the labs and InfoCommons. See Duplex and single-sided printing for details on switching between those two print options.

### Contact

- For assistance and to report equipment problems: IT Help Desk, 785-532-7722, [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

## XI. SOME USEFUL PHONE NUMBERS

<b>Need</b>	<b>Solution</b>	
Food, Nutrition, Dietetics and Health Office	Justin Hall, 213	532-5508
Car and truck licenses	Riley County Court House	537-6320
Driver's license	3003 Anderson Ave.	537-2140
Driver training		539-4881
Enrollment Center	Registrar's Office - Anderson 118	532-6254
Fee card replacement	Cashier's Office, Anderson	532-6317
Graduate School	Eisenhower Hall, 119	532-6191
International Student and Scholar Services	Director: Sarah Thurston	532-6448
Notary	Libby Vathauer, HE Dean's Office, Justin Hall, 145	532-1557
	Stephanie Fox, HE Dean's Office, Justin Hall, 145	532-2884
Postal Center	Dykstra Hall	532-6306
Registrar	Anderson Hall	532-6254
Social Security Information		539-4681

## XII. Appendix

### Appendix A. Concurrent B.S. and M.S. in Food, Nutrition, Dietetics and Health

Department of Food, Nutrition, Dietetics and Health

A student who successfully completes this program will receive both a B.S. and an M.S. degree in Food, Nutrition, Dietetics and Health. Students can obtain M.S. with a thesis, report, or coursework-only option.

ADMISSION REQUIREMENTS: The following requirements must be met before an individual can be admitted into this program:

- Student must be currently seeking a B.S. degree in Food, Nutrition, Dietetics and Health at K-State.
- Student must have completed at least 75 credit hours towards the B.S. degree.
- The student's cumulative undergraduate GPA must be at least 3.25 at the time of application.
- Student must have already completed the following courses as part of their undergraduate program at the time of application: MATH 100 or MATH 220, BIOL 198, CHM 350 or CHM 531, and FNDH 400, or equivalent courses. Provisional admission may be granted to applicants who have not yet completed one or more of these courses at the time of application.
- The student would be recommended to have a minimum 146 verbal and the total of the verbal and quantitative must be at least 295. There is no minimum quantitative.
- A FNDH faculty member must agree to be an applicant's advisor/major professor before a recommendation can be made for admission.

APPLICATION PROCESS: The application process is the same as for the traditional M.S. degree except that completion of the B.S. degree is not required at the time of application

- Complete K-State Graduate School application online, and submit application fee following instructions provided.
- Student must submit a statement of academic objective(s) and preferred primary advisor with the application
- Three letters of recommendation
- Transcript(s) of all undergraduate work must be sent directly to the Director of Graduate Programs in FNDH.

PROGRAM FORMATS AND GUIDELINES: Since there is some overlap between undergraduate and graduate study, some graduate courses will satisfy the degree requirements for the undergraduate degree. A maximum of 9 graduate credit hours from the M.S. FNDH degree can be counted toward the B.S. FNDH degree. Students should sign up for these courses as graduate credit. The M.S. program in the FNDH department has thesis, report, and coursework-only formats as follows\*:

	Thesis	Report	<u>Coursework only</u>
STAT 702 or STAT 703	3	3	3
FNDH 880 Seminar	1	1	1
Thesis	6	0	0
Report	0	2	0
Other graduate courses	20	24	31
TOTAL Graduate credits	30	30	35

\*Actual degree requirements will be summarized in the student's program of study approved by the supervisory committee and graduate school.

Once a student is admitted to the concurrent BS/MS FNDH degree program, the student should consult the graduate handbook for policies and procedures for M.S. degrees, which include: supervisory committee, final examination thesis defense, etc. The student will work closely with his/her major professor to form a supervisory committee and file a program of study. The student's supervisory committee must approve the program of study, which is a statement of the student's graduation requirements. The undergraduate advisor will continue to advise the student in academic progress toward the B.S. degree, and the major professor will supervise the student's academic progress (including thesis, report or course-work only option) for the M.S. degree.

If the student is approved for admission by the FNDH Graduate Admissions Committee, admission will be provisional, pending the award of the B.S. degree. The student must complete all B.S. FNDH undergraduate requirements with the exception that up to 9 credit hours taken for graduate credit can also count toward his/her undergraduate degree requirements.

A B.S. degree may be awarded at any time following the completion of the undergraduate degree requirements. Alternatively, the B.S. and M.S. degrees may be awarded concurrently.

In the event that a student begins this program, but does not wish to finish the M.S. FNDH degree requirements, he/she must change the nine credit hours of his/her graduate classes to undergraduate credit and then he/she will receive a B.S. degree.

Any student who has already graduated with a B.S. in Food, Nutrition, Dietetics and Health at K-State may not enroll in the concurrent B.S./M.S. program. The student must apply for this program and be accepted before receiving the B.S. degree.

## **Appendix B**

### **GRADUATE SCHOOL FORMS:**

Program of Study: Master's

Program of Study: Doctoral

Program/Committee Change Form

These forms can be found at The Graduate School website: <http://www.k-state.edu/grad/academics/forms/>



## Appendix C

Department of Food, Nutrition,  
Dietetics and Health  
M.S. Degree: Coursework-option  
Minimum Coursework Requirements (Nutrition Emphasis)

**Requirements:**

- I. 30 graduate credits (at least 21 credits at  $\geq$  700-level)
- II. Core (below) which includes one semester of seminar
- III. Oral exam (following seminar) for committee members
- IV. Written exam (questions submitted by committee members)  
(Deadlines for oral and written exams are graduate school deadlines for semester graduation)  
(Maximum of 6 credits internship may be counted towards degree)

**CORE  
REQUIREMENTS**

STAT	702 (or)	(3)	Fundamental Methods of Biostatistics
	703 (or)	(3)	Introduction to Statistical Methods for the Sciences
	705	(3)	Regression and Analysis of Variance
FNDH	880	(1)	Graduate Seminar in Human Nutrition
FNDH	$\geq$ 700	$\geq$ 3)	Graduate Level FNDH Course

Additional FNDH courses (minimum 3 cr.) at the graduate level are required. FNDH 400 and FNDH 413 or their equivalent are required for full admission. If you do not have the courses or their equivalent, you will be admitted provisionally. The Thesis Supervisory Committee will determine the student's competency requirements and work with him/her to select courses that will meet the requirements. The student's Program of Study should be approved by Graduate Studies Coordinator (or designee).

*\*Passed 9/28/00 by Department of Human Food, Nutrition,  
Dietetics and Health Nutrition Faculty*

Courses at Kansas State including Food, Nutrition, Dietetics and Health courses are listed in the K-State Undergraduate Catalog, K-State Graduate Catalog, and on our web site <http://www.he.k-state.edu/fndh/grad/masters/humnutrition-ms/> Courses also may include those from other departments and programs at Kansas State University.

## Appendix D

Department of Food, Nutrition, Dietetics  
and Health  
M.S. Degree Report/Thesis  
Minimum Coursework Requirements

For detailed information see sample Programs of Study at:  
<https://www.hhs.k-state.edu/fndh/graduate/masters/nutrition-dietetics-sensory-sciences-ms/sample.html>

### CORE REQUIREMENTS

#### For MS Report and Thesis Options in Food, Nutrition, Dietetics and Health:

STAT	702 (OR) 703 (OR) 705	(3) (3) (3)	Fundamental Methods of Biostatistics Introduction to Statistical Methods for the Sciences Regression and Analysis of Variance
FNDH	880	(1)	Graduate Seminar in Human Nutrition.
FNDH	≥700	(≥3)	Graduate Level FNDH Course
FNDH	898 (OR)	(2)	Master's Report: Minimum 2 hours (not required for coursework option)
FNDH	899	(6-8)	Master's Thesis: Minimum 6 hours (not require for course work option)

Additional FNDH courses (minimum 3 Cr.) at the graduate level are required. FNDH 400 and FNDH 413 or their equivalent are required for full admission. If you do not have the courses or their equivalent, you will be admitted provisionally. The Thesis Supervisory Committee will determine the student's competency requirements and work with him/her to select courses that will meet the requirements.

The student's Program of Study should be approved by Graduate Studies Coordinator (or designee).

Courses at Kansas State, including Food, Nutrition, Dietetics and Health courses are listed in the K-State Undergraduate Catalog and the K-State Graduate Catalog (<https://catalog.k-state.edu/content.php?catoid=43&navoid=7664>) Courses also may include those from other departments and programs at Kansas State University.

Of the 30 to 32 credit hours normally required for the master's program of study at least 18 hours should be at the 700 level and above, including the thesis/research and the report/problems hours required by the thesis and report options.

## Appendix E

Department of Food, Nutrition,  
Dietetics and Health M.S. and  
Ph.D. Degrees Minimum  
Coursework Requirements

For detailed information see sample Programs of Study at:

<https://www.hhs.k-state.edu/fndh/graduate/doctoral/human-nutrition/sample.html>

### **CORE REQUIREMENTS**

#### **For MS Report and Thesis Options in Food, Nutrition, Dietetics and Health:**

STAT	702 (OR) 703 (OR) 705	(3) (3) (3)	Fundamental Methods of Biostatistics Introduction to Statistical Methods for the Sciences Regression and Analysis of Variance
FNDH	880	(1)	Graduate Seminar in Human Nutrition
FNDH	≥700	(≥3)	Graduate Level FNDH Course
FNDH	898 (OR)	(2)	Master's Report: Minimum 2 hours (not required for coursework option)
FNDH	899	(6-8)	Master's Thesis: Minimum 6 hours (not require for course work optio

#### **For PhD degree in Food, Nutrition, Dietetics and Health:**

Statistics (total of 6 hrs. beyond 702 or 703)

Examples to choose from:

STAT	705	(3)	Regression and Analysis of Variance
STAT	720	(3)	Design of Experiments
STAT	730	(3)	Multivariate Statistical Methods
FNDH	880	(2)	Graduate Seminar in Human Nutrition (1 credit each
FNDH	995	(3)	Grant Writing
FNDH	999	(Var)	Doctoral Research

Up to 30 hours can be applied from a master's degree, as approved by the supervisory committee. Of the 24-30 hours of course work beyond the master's degree is normally required, 15 credit hours must be at the 800-level or above, in addition to doctoral research hours. Course work subject to change.

Courses at Kansas State including Food, Nutrition, Dietetics and Health courses are listed in the K-State Undergraduate Catalog and the K-State Graduate Catalog (<https://catalog.k-state.edu/content.php?catoid=43&navoid=7664>) . Courses also may include those from other departments and programs at Kansas State University.