

# **Department of Nutrition Graduate Handbook**

Byrdine F. Lewis College of Nursing & Health Professions  
Georgia State University

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# Department of Nutrition Graduate Handbook

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## INTRODUCTION

The Department of Nutrition, Byrdine F. Lewis College of Nursing & Health Professions, Georgia State University (GSU) Graduate Handbook contains policies and procedures as well as information on all of the Department of Nutrition graduate programs, including:

Master of Science in Health Sciences	Section II
Coordinated Program (CP)	Section III
PhD in Chemistry (concentration in Nutritional Sciences)	Section IV

This handbook does not replace published college and university requirements and should be used in conjunction with the GSU Graduate Catalogs and the GSU Schedule of Classes (both online) to answer policy and procedural questions regarding programs of study. The Department of Nutrition faculty encourages students to obtain and keep a copy of the GSU Catalog for the year in which they were admitted, as well as this and any updated versions of the Department of Nutrition Graduate Handbook.

Section I of the Department of Nutrition Graduate Handbook includes the policies and procedures of the Department and other information useful to nutrition students as well as faculty. The remainder of the handbook will assist students and faculty with making curriculum and academic program choices.

All of the Department of Nutrition faculty members hope that the nutrition program enhances the knowledge and skills of our students as well as helps them to become more confident in their career choice as well as in their own abilities. We are glad that you have chosen Georgia State's Department of Nutrition for this important part of your life. We are excited to start this new academic year with you.

Respectfully,



Huanbiao Mo, PhD  
Professor and Chair  
Department of Nutrition

## Useful Abbreviations

Academy	Academy of Nutrition and Dietetics
ACEND	Accreditation Council for Education in Nutrition and Dietetics (of the Academy of Nutrition and Dietetics)
CCP	Core Competency
CP	Coordinated Program
CRDN	Competencies for the Registered Dietitian (ACEND requirements)
DPD	Didactic Program in Dietetics (undergraduate program that meets requirements for Verification Statement)
IRB	Institution Review Board (for the Protection of Human Subjects)
KRDN	Knowledge for the Registered Dietitian (ACEND requirements)
MS	Master of Science with a Major in Health Sciences
OAA	Office of Academic Assistance
SNHP	School of Nursing and Health Professions
UL	Urban Life Building

# **Section I**

## **Policies and Procedures**

## **General Overview of the Byrdine F. Lewis College of Nursing and Health Professions**

The College of Health Sciences was founded in 1968 and enrolled its first students in 1969 in the health professions of respiratory therapy, nursing, physical therapy and medical technology. The first class of students was graduated in each discipline in 1971. Also in 1971, the College opened what is now the Department of Nutrition.

The Master of Science degree with a major in Allied Health Professions was authorized by the Board of Regents in 1978. The College was organized into a School of Nursing and a School of Allied Health Professions in 1987. The School of Allied Health Professions was dissolved as an organizational entity in the spring of 1996. During the 1996-97 academic year, the Department of Criminal Justice and the Department of Social Work joined the college and a new college name, The College of Health and Human Sciences, was approved by the University System of Georgia Board of Regents.

In 2002, the name of the major was changed from *Allied Health Professions* to the *Health Sciences* in the School of Health Professions. The master's program is now administered by the Office of the Associate Dean, in collaboration with a committee of representatives from participating Departments. In 2003, the School of Nursing was named for Mrs. Byrdine F. Lewis. In 2011, the Byrdine F. Lewis School of Nursing and the School of Health Professions joined to form the new Byrdine F. Lewis School of Nursing and Health Professions, and the Departments of Criminal Justice and Social Work moved to the Andrew Young School of Policy Studies. In 2017, the unit was changed to the Lewis College with the addition of Health Informatics and Occupational Therapy. Where applicable, professional programs are fully accredited by their respective accreditation organizations.



## **Department of Nutrition**

### **Vision Statement**

To be recognized nationally for nutrition education and research relevant to urban communities with a focus on chronic disease prevention and treatment.

### **Mission Statement**

To prepare professionals who enhance individual and community health through nutrition and dietetics practice and research in a culturally diverse society and to contribute to professional and scholarly knowledge in the fields of nutrition and dietetics.

### **Accreditation/Approval Status**

The Didactic Program in Dietetics and the Coordinated Program are currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (Academy), 120 South Riverside Plaza, Chicago, IL 60606, 312/899-5400.

### **Notice of Opportunity and Procedure for Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of a complaint may be obtained by contacting the Education and Accreditation Team at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL. 60606 or by going to the Web site at:

<http://www.eatright.org/ACEND/content.aspx?id=7975> .

## **Byrdine F. Lewis College of Nursing & Health Professions Policies**

### **Student Appeals**

The Byrdine F. Lewis College of Nursing and Health Professions (The Lewis College) assures all students the right to due process in the appeal of a performance evaluation. Refer to <http://codeofconduct.gsu.edu> for the most current version of the Student Appeals Policy and Procedure.

### **Student Petition for Waiver**

The Student Petition for Waiver process provides students with the procedure to follow if they wish to petition for a waiver of established policy and procedure from curricular and/or programmatic requirements. Refer to <http://codeofconduct.gsu.edu> for the Student Petition for Waiver Policy and Procedure.

## **Department of Nutrition Policies**

### **Academic Concerns**

Each course instructor sets the grade requirements for the course. As of Fall semester, 2014, NUTR courses for majors use the plus/minus grading system.

Any course grade below a “C” in any NUTR or science course that gives credit hours will not apply toward the Master of Science in Health Sciences degree.

No credit toward graduation is given for a course in which a grade of “F” (Failure) or “WF” (Withdrawal While Failing) was received. “WF” indicates that the student withdrew from a course while doing unsatisfactory work, failed to withdraw from a course before the mid-point of the total grading period (except in cases of hardship), or was withdrawn by the student’s professor for excessive absences. (NOTE: A student who withdraws from a course without complying with the required withdrawal procedure will receive an automatic grade of “WF” in that course.) In cases of hardship, the student may appeal to the proper University authority.

### **Absence and Tardiness Policies**

No unexcused absences or tardiness will be tolerated in any professional course or practice hours. The nature of a professional program necessitates participation in each and every learning experience, be it a lecture or laboratory or practice situation. Excused absences are recognized by the University in the following cases:

University-Sponsored Events – Absences due to activities approved by the Office of the Provost, in which a student is an official representative of the University. Students must inform the professor in writing during the first week of the semester. If requested, the

appropriate university official will provide a memo stating the official nature of the university business in advance of the activity.

**Legal Obligations – Absences due to legal obligations (e.g., jury duty, military orders).** Students must provide the professor with written documentation of such absences at the earliest date possible.

**Religious Observances –** Students wishing to have an excused absence due to the observation of a religious holiday of special importance must provide advance written request to each professor by the end of the first week of classes.

**Known Absences –** Students should regularly attend classes in which they have enrolled. When a student knows in advance that an absence will occur (e.g., religious holiday, surgery, maternity expectant date), the student must inform the instructor of the absence by the first week of the class. The instructor may require documentation to substantiate the reason for the absence. In general, personal activities (i.e., vacations, weddings, work, childcare, pet care) are not considered excused absences and should be scheduled to avoid any conflict with classes or supervised practice. However, the instructor may provide make-up opportunities for the student for assignments and major exams, when it is possible to do so without compromising the integrity of the assignment and the student evaluation. This may not be possible for graded in-class activities, laboratory experiences, and group projects. The instructor will schedule any make-up activities that he/she is willing to provide.

If any other absence is necessary, it is the student's responsibility to contact the professor before the class or practice assignment is scheduled to begin. In emergency situations (e.g., death or major illness in student's immediate family, illness of a dependent family member, illness that is too severe or contagious for students to attend class or supervised practice), notification must be made as quickly after the absence occurs as possible.

Failure to properly notify appropriate instructors of absence situations may result in the student being placed on probation with the possibility of dismissal from the program.

### **Activities that Disturb Class**

Activities and behaviors that disturb the class or other students should be avoided. Examples include: tardiness, leaving early, ringing of or talking on cell phone, texting, loud eating (e.g., crunching on chips or raw vegetables), eating foods with a strong odor, smacking gum, and talking to classmates when instructor or students are presenting material.

## Student Records

Copies of transcripts, transcript evaluations, schedules, and grade reports for each student are filed in the Office of Academic Assistance (OAA), The Lewis College, Room 811 Urban Life Building. Student records are confidential materials.

## Withdrawal and Refund of Tuition and Fees

Not attending classes for which you have registered does not entitle you to a refund. You must drop or withdraw from classes.

Students receive refunds for overpayments, withdrawal from classes and financial aid. Students who formally withdraw from classes according to procedures established by the Office of the Registrar will receive a credit of tuition and fees based on a prorated schedule for the current term. ***Students must withdraw from all classes to be eligible for a refund.***

Georgia State University offers the service of delivering refunds more quickly by direct deposit to a checking or savings account. Direct deposit is free. An e-mail notification is sent to the student's GSU issued e-mail address each time a direct deposit is made to the student's checking or savings account. To sign up for direct deposit, simply logon to PAWS, select the "Finances" tab, and select the "Update Direct Deposit" link from the "Refund Information" section. Students who do not sign up for direct deposit will receive refunds by check, mailed to the address on the student's account. Students are responsible for ensuring their address is current. Receiving a refund by check generally takes longer than direct deposit; therefore, students are encouraged to use the direct deposit option. Refunds for students who paid with VISA or MasterCard will be refunded by direct deposit (or check for those without direct deposit) upon withdrawal from classes.

Refunds for withdrawal from classes for students who received a financial aid disbursement will be audited to determine amounts to be returned to the Financial Aid Program, and any balance due to the student is processed as indicated above. In some cases, students may end up having to return part of the financial aid awarded if they withdraw.

Students who have paid their account balance and drop from classes during registration receive a refund after the last day of Late Registration for the term. Students who withdraw from all classes after Late Registration will receive a refund within approximately five business days, depending on the bank used for direct deposit, or ten business days if a check is mailed, depending on delivery by the U.S. Postal Service. For details on receiving a refund for registration fees and to view the Refund Schedule visit the Student Accounts webpage.

## **Counseling Center**

The Counseling Center provides comprehensive services to students free of charge. Counseling is available to students having career, educational, personal or relationship concerns. Referral services are provided for students having special needs. Crisis intervention is available for students in immediate distress. Additional information regarding services available through the GSU Counseling Center can be obtained by referring to the Counseling Center website <http://www.gsu.edu/counseling/index.html> or the Graduate Catalog <https://catalog.gsu.edu/graduate20162017/>.

## **Health Insurance and Health Services**

### *Health Services*

The Student Health Clinic offers primary and urgent care services provided by a Board Certified Family Practice Physician and Certified Nurse Practitioners. These services include immunizations, physicals, laboratory tests, dispensed medicines and others. More information on The Student Health Clinic is available from their website: <http://health.gsu.edu/>.

### *Health Insurance*

Health insurance is encouraged for all graduate students. Refer to the Georgia State University website at <http://sfs.gsu.edu/tuition-fees/what-it-costs/student-health-insurance/> for the requirements for health insurance in regard to graduate students receiving financial assistance and international students. Health Insurance is mandatory for the following graduate students:

- Graduate International Students who hold a “F” or “J” visa status
- Graduate students receiving full tuition waivers (Graduate Research Assistants)
- Graduate students receiving fellowships that fully fund their tuition

### *Kaiser Permanente Bridge Program*

The Kaiser Permanente Bridge Program is designed to provide health insurance for uninsured students currently enrolled in The Lewis College programs. Requirements for eligibility include an annual household income at or below 300% of the federal poverty level. For more information see <http://snhp.gsu.edu/student-resources/kaiser-permanente-bridge-program/> . Follow the steps below to learn more about the program:

1. Review the flyer about the Kaiser Permanente Bridge Program
2. Complete the Kaiser Permanente Bridge Program application
3. Attach all supporting documentation to the check list to the application
4. Have the authorized Georgia State University staff member sign off on your Attestation Form
5. Mail the Attestation Form, completed application and all supporting documentation to:

Charitable Health Coverage Operations  
Kaiser Permanente  
P.O. Box 24670  
Oakland, CA 94623-9920  
1-888-387-0180; 1-877-705-6970 -FAX

Additional health insurance and health services information can be found in the Graduate Catalog: <https://catalog.gsu.edu/graduate20162017/>

### **Standards for Written Work**

Skill in written as well as oral communication is essential for the nutrition professional. Therefore, all assigned work will be evaluated not only on the basis of content but also on acceptable standards for composition and appearance. Standards for written work are described in various publications, a good example of which is *Student's Guide for Writing College Papers, 4<sup>th</sup> Edition* by Kate Turabian.

Individual instructors will specify additional guidelines for written work. Student's written work may be retained at the discretion of the individual instructor for Department files. Students are advised to prepare duplicate copies of graded assignments that they desire to retain for their personal files or to use in their portfolios.

### **Study Resources**

#### *University Library*

Georgia State University is home to two libraries, the University Library and the College of Law library. The University Library is the second largest library in the state of Georgia. It provides students with access to extensive information resources, assistance with research and provides state-of-the-art technology.

The Library provides access to over 350 databases for GSU faculty and students. Databases specific include MEDLINE (via PubMed and EBSCOHost), CINAHL (Cumulative Index to Nursing and Allied Health), Global Health, PAIS (Public Affairs Information Service), Science Direct, Ageline, PsycInfo, Sociological Abstracts, and Web of Science. Statistical databases provided include Social Explorer, American Fact Finder, and iPoll. SPSS (PASW) Statistics and SAS are loaded on all of the library's computer workstations.

The Library is committed to supporting research and providing technologically current services to its patrons. Laptops and iPads are available for check-out and device charging stations are throughout the library.

The Library is part of the GALILEO (GeorgiA Library LEarning Online) Interconnected Libraries (GIL) for the University System of Georgia. As a member, the Library is able to provide students and faculty with expanded access to monographs and serials from

other libraries within the system. Additionally, the Library provides interlibrary loan (ILL) article requests and desk-top delivery to graduate students and faculty. The library may also request books nationally and internationally through the ILLiad Resource Sharing Management system.

Students may also visit and borrow books from other state libraries. The GETS Borrowing program is a reciprocal arrangement by which a student or faculty member at one of four institutions (Georgia State University, Georgia Institute of Technology, the University of Georgia and Emory University) may use his or her university identification card to check out books at the libraries of any of those institutions. These other libraries in the metropolitan area (particularly the medical school library at Emory University) may prove very helpful in providing medical and health-related literature. Before visiting any of these non-GSU libraries, students are encouraged to call to ensure that they will have access to the specific resources or information needed. Through the Interlibrary Use Program of the [Atlanta Regional Consortium for Higher Education](#) (ARCHE), GSU students, faculty, and staff can obtain limited direct borrowing privileges at other [ARCHE member](#) libraries as well.

Research librarians are available to assist students. General library assistance can be found through the Library's online chat support, at the Research Support Deck on the 1st floor of Library North or via <http://www.library.gsu.edu/askalibrarian>. The subject specialist librarian for the Department of Nutrition is Sharon Leslie. To schedule an appointment, email or call Sharon at [sleslie@gsu.edu](mailto:sleslie@gsu.edu) or 404-413-2855.

The library staff supports EndNote and Zotero, software programs to help manage bibliographic references. Visit <http://www.library.gsu.edu/endnote> for a free software download and for guidance on using EndNote. Students are expected to use this resource extensively throughout the program and are responsible for learning how to use the library. Zotero is also available to students. Visit <http://research.library.gsu.edu/zotero> for more information.

Workshops are offered each semester on topics such as PubMed, EndNote, Zotero, Web of Science and more. Schedules are posted on <http://research.library.gsu.edu/libworkshops>.

### *Educational Research Bureau (ERB)*

The Educational Research Bureau (ERB), College of Education is located in Suite 330, 404.413-8090. The ERB focuses primarily on providing research consulting services to students, faculty and staff in the College of Education, but it also works with other members of the University community. Consulting services are available in the areas of research design, choice of appropriate statistical tests, statistical analysis (including assistance in using SPSS), and qualitative research. Appointments may be scheduled with consultants for 50 minutes by calling the ERB. Any fee incurred using this resource is the responsibility of the graduate student. For additional information, visit their web site at <http://education.gsu.edu/research/educational-research-bureau/>.

## *Writing Studio*

The Writing Studio is located at 976 General Classroom Building. Visit <http://www.writingstudio.gsu.edu> for additional information and hours of operation or email [writing@gsu.edu](mailto:writing@gsu.edu). This Center in the Department of English offers help with writing for GSU students from all departments and colleges across the University.

## **Digital Aquarium**

The Digital Aquarium is an open-access multimedia computer lab that provides high-end workstations for University students. These workstations are equipped with the multimedia production tools needed to support current and future academic programs. Resources include 3D, video, audio, graphic design and animation tools to allow students to develop music, movies, interactive media, web sites and virtual worlds. The Digital Aquarium offers free multimedia workshops. Digital still, digital video cameras and tripods are also available. The Digital Aquarium is located in Room 390 Student/University Center. The hours are 10:00 am to 7:30 pm, Monday – Thursday, 10:00 am to 6 pm on Friday and 12:30 pm to 4:30 pm on Saturday and Sunday. For additional information visit the web site at <http://www.gsu.edu/aquarium>.

## **Nutrition Student Network (NSN)**

The Nutrition Student Network is a chartered student organization at Georgia State University. The purpose of NSN is to provide a forum for nutrition students to interact with each other, participate in community service/volunteer projects, promote visibility of nutrition within the GSU community, and understand the profession of dietetics/nutrition as a career path and the various options for this career.

The NSN meets regularly throughout the semester on the GSU campus. Guest speakers, volunteer activities, and social opportunities are all available from this group. The NSN can be accessed from the GSU website at <http://gsu.orgsync.com>. Contact information and a calendar of activities can be found on the OrgSync web page. Officers are elected each academic year, and the NSN is organized around several different committees.

## **Professional Association Meetings**

Students are encouraged to join the Academy of Nutrition and Dietetics as student members. Coordinated Program Students are required to be members of the Academy of Nutrition and Dietetics. Application forms are available on the Academy website at <http://www.eatrightpro.org>. Students may also join the Greater Atlanta Dietetic Association (GADA) as student members. This association meets 7 or 8 times per year, usually during the academic year. The student membership fee is \$15 per year. Information about this group and membership can be found on the website: <http://www.eatrightatlanta.org>.



Students are encouraged to further their professional development by attending professional association meetings and continuing education events. Students are required to attend all meetings for which they have been given time off from class. These meetings help students develop an awareness of the profession of dietetics.

### **Student Computer and Software Use**

The Department of Nutrition offers all nutrition students the opportunity to use nutrient analysis software, word processing and other Microsoft® Office software, SPSS (Statistical Package for the Social Sciences), Food Processor Nutrition Analysis software, web browsers and other types of software on dedicated Department computers located in room 865 UL. Additionally, these same resources are available in a computer lab for The Lewis College located on the 9<sup>th</sup> floor of the Urban Life Building and 438 PSC. Students must use their Panther ID to purchase printing in The Lewis College computer lab. Students must bring their own paper for printing in 438 PSC; Panther ID is not needed for printing. These resources are meant to supplement, not replace, other resources available on campus. Both of these computer areas are typically open from 8:30 am to 5:15 pm, Monday through Friday, except for University holidays. Students may use the computers during off-hours if a faculty member is available to supervise them. Students are not permitted to remain in the rooms unsupervised during off-hours. Keys cannot be checked out to students for use during off-hours. Note: iCollege is Georgia State University's learning management system (LMS) powered by Brightspace by D2L. iCollege can be accessed at <https://gastate.view.usg.edu/> with a campus identification number and password.

### **University Educational Technology Services**

The University Educational Technology Services (UETS) unit is responsible for institutional instructional technology support including instructional design services, creation of web-based course materials and iCollege support, digital media services and technology training. Over 400 online self-study courses are available at no cost. There is no limit on the number of courses per student and the training can be accessed from an off-campus computer. Courses include training on websites and blogs, spreadsheets and databases, graphic design, presentations and research. For additional information, go to <http://technology.gsu.edu/>. Support is available through the hotline (404) 413-4357 or email at [help@gsu.edu](mailto:help@gsu.edu).

### **Copying**

Copy machines are available in various locations at GSU, especially in the University Library and 1st floor Kell Hall (Copy Corner, (404) 413-9660). Technology fees cover some copy expenses, which varies by semester. Course materials will be posted for students electronically. It is not acceptable for students to ask Department staff to make copies for them. Graduate assistants may be assigned an ID and password for copying that needs to be done on the Department copier as part of the position.

## **Student Use of Resources in 867 Urban Life Building (UL)**

A variety of journals, print materials, equipment and other resources of the Nutrition Department are housed in the Nutrition Resource Center in 867 UL. An inventory of these materials is available from the Department of Nutrition's Senior Administrative Coordinator. Nutrition students may check out materials but must be returned within 72 hours of the event. Before taking resources from the room, the student must fill out the Checkout Resources Form accessible from the Department of Nutrition's Administrative Coordinator.

Students who want to check out any resources and equipment must contact the Department of Nutrition's Senior Administrative Coordinator. The Department office is open from 8:30 AM – 5:15 PM Monday through Friday. Contact the Department Senior Administrative Coordinator at (404) 413-1242, or come to Suite 862 UL in person to speak to the Senior Administrative Coordinator. There may be limited access to this room when classes are in session.

## **Email Addresses**

The university uses the official student email address for official correspondence. It is expected that students check their official university email frequently for this reason. Note that some commercial (personal) email units will not allow the official university email to be forwarded to them. Correspondence with faculty, preceptors, and other professional affiliations must come from your GSU student email account.

## **Change of Name, Address, Telephone or Email Address**

Please submit any changes to the Director of your program as well as to the University Registrar's Office as soon as possible. The Program Directors maintain a current list of students and also use students' email addresses to communicate important information to all students in a timely manner. Program Directors are not responsible for submitting changes to the University.

## **Student and Faculty Mailboxes**

Each graduate student has a mailbox located in room 865 UL. Although the majority of information will be distributed to students electronically, the Department may use mailboxes to distribute information about the graduate program and Coordinated Program and to provide students with other important information. Students are responsible for checking their mailbox when they are on campus. If the door to this room is locked, please check out a key with a staff member in the front office of the Department of Nutrition Suite. Faculty and staff mailboxes are located in 864 UL.

## Financial Aid

Information regarding Student Financial assistance can be obtained by referring to the Graduate Catalog. For further information, in addition to the GSU Financial Aid Office and banks, students may wish to contact the Georgia Student Finance Commission: <http://www.gsfc.org> for information on grants and service cancelable loans.

Competitive scholarships are available from several professional organizations including The Academy of Nutrition and Dietetics Foundation, Georgia Dietetic Foundation, and Georgia Nutrition Council. The Program Directors will have information concerning these scholarships. Membership in the organization may be required to apply for the scholarships.

## Program Costs

While these costs are variable and may change, the current estimated costs of the program, *not including tuition and University fees*, are:

- |  |   |
|--|---|
| • Program application fee                                    | \$50 (one time)                                     |
| • Academy Membership (optional MS/required CP)               | \$50 (annual)                                       |
| • Greater Atlanta Dietetic Association Membership (optional) | \$15 (annual)                                       |
| • Housing  | Variable  |
| • Books  | ~\$150-\$300  |
| • Technology costs (computer, software, etc.)                | Variable  |
| • Laboratory fees, if classes required                       | \$100 each  |
| • Malpractice (liability) Insurance                          | \$13 (annual)                                       |
| • Labcoat/scrubs   | ~\$75   |
| • Travel to facilities and parking                           | Variable  |
| • Medical exams and background checks                        | \$10 - \$80 each rotation                           |
| • Health Insurance (GRA, GTA, GLA)                           | \$697 Fall Semester<br>\$828 Spring/Summer Semester |

## University Equal Opportunity Policies (Non-discrimination)

The Equal Opportunity Policies for Georgia State University is in the Graduate Catalog at <https://catalog.gsu.edu/graduate20162017/>

*Georgia State University is an equal opportunity educational institution. Faculty, staff, and students are admitted, employed, and treated without regard to race, sex, color, age, religion, national origin, sexual orientation, or disability. Georgia State University complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam*

*Era Veterans Readjustment Assistance Act, as well as other applicable federal, state and local laws. In compliance with these laws and regulations, Georgia State University has established the following specific policies:*

*Civil Rights and Equal Employment Opportunities—Georgia State provides equal employment and educational opportunities for all individuals without regard to race, sex, age, religion, color, national origin, sexual orientation, or disability. All Georgia State University educational and personnel actions will be governed by an affirmative action program developed in compliance with applicable federal and state law and regulations, and the policies of the Board of Regents of the University System of Georgia.*

*Discriminatory and Sexual Harassment—an effort to foster a community in which there can be a free and open development and discussion of ideas, Georgia State University is committed to maintaining a working and learning environment free of discriminatory and sexual harassment. Georgia State University has adopted policies and procedures concerning such forms of harassment that may be obtained from the Office of Opportunity Development/Diversity Education Planning, the Ombudsperson, or Dean of Students. In addition to the procedures outlined in these policies and procedures, a person alleging an instance of discriminatory or sexual harassment may file a complaint with the Office of Opportunity Development/Diversity Education Planning, the Ombudsperson, the Dean of Students, the respective college administrative unit, and the appropriate state or federal agencies. Students can file complaints of sex discrimination with the Title IX coordinator, Linda J. Nelson, Assistant Vice President for Opportunity Development/Diversity Education Planning, in person at 460 Ten Park Place, by e-mail at [afaljn@langate.gsu.edu](mailto:afaljn@langate.gsu.edu), by telephone at 404/413-3300 or by fax at 404/413-2560.*

*Disabilities—Georgia State University provides program accessibility and reasonable accommodations for persons with disabilities. Specifically, the university provides evaluation of individual needs, advisement, and appropriate support for academic programs for identified persons with disabilities. A student with a disability has the responsibility of contacting the Office of Disability Services for an intake interview to assess his or her needs prior to the first semester of enrollment at Georgia State University. Should any problems arise concerning his or her academic program, the student should contact the Office of Disability Services at 230 Student Center (404/413-1560) as soon as possible.*

## **Student Conduct**

Georgia State University has several policies governing student conduct. Policies regarding disruptive behavior and academic honesty can be found in the Graduate Catalog at <http://enrollment.gsu.edu/catalogs/>.

Students in a professional program are expected to exhibit ethical conduct of which honesty and integrity are essential components. Any student displaying dishonest, unethical or inappropriate conduct that violates the rules and regulations of the assigned facility or GSU will be dismissed from the program. The student is also expected to adhere to the “Code of Ethics for the Profession of Dietetics”, which can be found in Section IV,

Appendix A or at the Academy's website:

<http://www.eatrightpro.org/resources/career/code-of-ethics> . The Student Conduct policies and expectations include Coordinated Program students' supervised practice hours, both on and off of the GSU campus.

Students should be respectful of their instructors and preceptors. Students should address a Department of Nutrition faculty member or student in a professional manner (e.g., faculty and preceptors should be addressed as "Dr." or "Mr. /Ms." unless the faculty member/preceptor directs the student otherwise). When writing/emailing faculty or preceptors, use complete sentences, and end with a thank you and your name and contact information. Starting an email with "Hey" would not be considered professional.

### **Confidentiality**

The student will respect the confidentiality of all records, charts, medical or personnel folders that come to his or her attention in the performance of his or her duties or inadvertently. He or she shall not disclose any private or business related information contained in any medical or personnel records or obtained as a result of personal communication concerning any facility or facility client.

## **Section II**

# **Master of Science in Health Sciences**

## **Master of Science with a Major in Health Sciences**

The Master of Science in Health Sciences program is an online program that focuses on the preparation of health care practitioners with advanced competencies in their respective professions and emphasizes excellence in clinical practice, problem-solving, critical thinking, inquiry, and leadership. The master's program allows students to earn a degree in one of two health specialty areas – Nutrition or Respiratory Therapy.

The Master of Science with a Major in Health Sciences program is designed to:

1. Prepare health professionals who can formulate research questions, organize and test research problems, and evaluate research study results
2. Foster critical thinking, inquiry, and professional leadership in the health professions
3. Provide health practitioners with advanced study in professional specialty areas
4. Provide the framework for advanced degree study

### **Academic Performance**

Graduate students in The Lewis College are required to maintain a cumulative grade-point average of 3.0, as computed on all graduate course work taken while enrolled in the program at Georgia State University. Students must have a cumulative grade-point average of 3.0 or better in order to register for thesis or other capstone credit or receive the master's degree. Any course grade below a "C" is not acceptable toward the master's degree. No more than one course with "C" grades, not to exceed three credit hours in the health sciences core, major or electives can be applied toward the degree.

### **Nutrition Learning Outcomes**

Upon completion of the graduate program, students will have received academic training that prepares them to:

1. Students will utilize critical thinking skills in the design, interpretation and ethical conduct of research
2. Students will demonstrate technical and scientific oral and written communication skills
3. Students will comprehend the interrelationships between macro- and micronutrient intakes and gene expression as they impact human health in normal and disease states
4. Students will evaluate contemporary principles of health policy, laws, regulations, and costs to better understand the essential components of delivering health and nutrition services in urban and other settings
5. Students will develop leadership skills and demonstrate professional behavior that is ethical, collaborative, and culturally sensitive

## Curriculum Overview

The curriculum includes core health sciences courses, specialty courses, elective course, and either a thesis or non-thesis option.

I. Health Sciences Core	9 credits
SNHP 6000 Research Methods for the HHS Professions (3)	
SNHP 8000 Trends Affecting Health Policies, Practices, and Laws (3)	
SNHP 8010 Leadership and Ethics in Healthcare (3)	
II. Specialization	15 credits
III. Electives	3-6 credits
IV. Capstone experience	6-9 credits
Total	36 credits

## Conducting Research with Human Subjects (IRB Training and Approval)

Students planning to conduct research involving human subjects must complete appropriate training, as determined by the University Research Office, prior to submitting pertinent information for review through iRIS. To meet the current IRB requirement, students must complete the IRB Basic Course. Refer to this website for information:

<http://ursa.research.gsu.edu/ursa/compliance/human-subjects/citi-course-registration/> . All students are required to complete the CITI module entitled, "Social and Behavioral Responsible Conduct of Research Course 1, Basic Course," regardless of whether they will conduct research involving human subjects.

The Georgia State University Institutional Review Board for the Protection of Human Subjects is charged with protecting the rights and welfare of human subjects by reviewing the background, purpose, methodology, and instrumentation of all research involving human subjects conducted by faculty, staff, students, and employees of the University. For further information regarding this review process contact the University Research Office at (404) 413-3500 or [research@gsu.edu](mailto:research@gsu.edu). Applications for approval of a research project involving human subjects are available online at <http://ursa.research.gsu.edu/ursa/compliance/human-subjects/>

## Graduate Assistantships

Graduate Assistantships, including Graduate Research Assistantships (GRA), Graduate Laboratory Assistantships (GLA), Graduate Administrative Assistantships (GAA) and Graduate Teaching Assistantships (GTA) may be available, depending on funding. Most assistantship positions provide students with tuition support plus a stipend for the semester, but the student **must pay student fees**. Students interested in applying for an assistantship should submit an Application for Graduate Assistantship form and a current resume to their academic advisor several weeks in advance of the semester in which the assistantship is desired. The Graduate Assistantship form is available from your academic advisor. The academic advisor will place the application materials in a



shared drive that is available to all faculty members in the Department. Students may also interview individual Department faculty members each semester regarding the availability of an assistantship position, the type of work required, and the level of support provided. **All students holding a Graduate Research Assistant (GRA) position in The Lewis College are required to register for three (3) hours of research practicum (7980) in the department in which the GRA waiver is allotted (e.g., NUTR 7980). Students who have a GRA position in the Department of Nutrition must be authorized to register for the course by the department Administrative Specialist. Registration must be completed before the first fee payment deadline each semester.** The university Graduate Assistant Policy can be found at: [http://managers.hr.gsu.edu/files/gravity\\_forms/1-02e6ecd3857a89f67b0161de291608bc/2013/06/GRAPolicy.pdf](http://managers.hr.gsu.edu/files/gravity_forms/1-02e6ecd3857a89f67b0161de291608bc/2013/06/GRAPolicy.pdf) .

## Advisement

The first advisor for graduate students depends upon the students' program:

Dr. Anita Nucci is the advisor to students in the Master of Sciences with a major in Health Sciences and a concentration in Nutrition program. She can be reached at (404) 413-1234 or [anucci@gsu.edu](mailto:anucci@gsu.edu).

Jessica Todd is the advisor to the Coordinated Program students. Mrs. Todd can be reached at (404) 413-1237 or [jjohnson22@gsu.edu](mailto:jjohnson22@gsu.edu).

Kate Wiley is the coordinator to the Coordinated Program students. Mrs. Wiley can be reached at (404) 413-1236 or [kyeager1@gsu.edu](mailto:kyeager1@gsu.edu).

Each student should communicate with his/her advisor prior to registering for courses each semester. In most cases students will not be authorized for major courses until they have met with their advisors. Students who have assistantships through the Department of Nutrition will be registered for NUTR 7980 after their assistantship paperwork is completed. Students who have assistantships through other Departments within the University will be registered for the accompanying course after their assistantship paperwork is completed.

## Graduation

Deadlines for applying for graduation are listed on the GSU Website (see <http://registrar.gsu.edu/graduation/graduation-faq/> ). It is the student's responsibility to apply for graduation in a timely manner. **Please note that deadlines for applying for graduation are almost a year in advance of the anticipated date of graduation.**

## **Curriculum for M.S. in Health Sciences**

### *Concentration in Nutrition:*

#### Health Science Core (9 semester hours):

SNHP 6000: Research Methods for the Health and Human Sciences Professions (3)

SNHP 8000: Trends Affecting Health Policies, Practices and Laws (3)

SNHP 8010: Leadership and Ethics in Healthcare (3)

#### Nutrition Courses (15 semester hours):

NUTR 6101: Nutrition Research Methods (3)

NUTR 6102: Nutrition Intervention (3)\*

NUTR 6104: Advanced Normal Nutrition (3)

NUTR 7280: Nutritional Genomics (3)

NUTR 7101: Nutrition Issues (3) OR NUTR 7950: Advanced Topics in Medical Nutrition Therapy (3) OR SNHP 7800 Interprofessional Collaboration for Advanced Practice

\*If students have completed NUTR 4300 and NUTR 4400, they may select another elective course in lieu of NUTR 6102.

Students who do not have a didactic program in dietetics statement or who do not have an undergraduate degree in Nutrition will also need to take NUTR 6500 (Macronutrients) and NUTR 6700 (Micronutrients) prior to taking NUTR 6104 (Advanced Normal Nutrition).

#### Elective Courses (3-6 semester hours):

Chosen in Consultation with academic advisor\*\*

\*\*Students with a special interest in Sports Nutrition may take the following electives:

NUTR 7106: Advanced Sports Nutrition (3)

KH 7500: Physiology of Exercise (3)

KH 7620: Clinical Exercise Physiology (3) or KH 7550: Fitness Assessment and Exercise Prescription (3)

#### Capstone Experience (minimum 6 semester hours):

NUTR 7999: Thesis Research (3, 3)

NUTR 7990: Master's Project (3, 3)

Coursework Option (3, 3, 3)

NUTR 7500: Comprehensive Examination (3)

#### Thesis Option:

Students will take NUTR 7999. A minimum of two semesters at three credits each must be completed. Students must be enrolled in thesis credit each semester they continue to work on completion of the requirements for thesis research and must be registered for thesis in the semester of graduation.

### Non-thesis Options:

1. Master's Project - Students will take NUTR 7990. A minimum of two semesters at three credits each must be completed.
2. Coursework – Students must take three courses at three credits each. Courses are defined in specialty areas which may include but are not limited to geriatrics, pediatrics, public health and sports. Students who select the coursework capstone option will be required to take one three credit elective course vs. two.
3. Comprehensive Examination – Students will take NUTR 7500 (Comprehensive Examination) for three credits in the semester of graduation. Students who select the comprehensive examination option will be required to take one additional three credit elective course.

### *Optional Certificates:*

Students may decide to meet requirements for the Certificate in Public Health <http://publichealth.gsu.edu/news/archives/grad-cert-in-public-health/> or the Certificate in Gerontology <http://gerontology.gsu.edu/students/graduate/graduate-certificate/>. These options require an additional application/acceptance process. Meeting requirements for these certificates may require more than the minimum course credits for the M.S. in Health Sciences. Students who are interested in these options should discuss them with their advisors early in their graduate programs.

### **Prior Assessment of Learning**

Graduate students with prior learning in the form of coursework may be exempt from repeating the same or equivalent course material during the Master of Science in Health Sciences program within the guidelines established by Georgia State University. Approval of requests for prior learning credit are not guaranteed.

The purpose of the prior assessment of learning policy is to provide credit for material previously and successfully learned by graduate students and to ensure that graduate students enter the Master of Science in Health Sciences program or Coordinated Program at an equivalent or near equivalent educational level.

### *Procedure:*

#### Master of Science in Health Sciences

1. Students may be exempt from taking up to a maximum of six (6) graduate credit hours in the Master of Science in Health Sciences program.
2. Prior learning will be considered if a grade of “B” or above or “S” is achieved in the previously completed course. Requests for prior learning credit must be received at

least four (4) weeks prior to the start of the Master of Science in Health Sciences program (see *Request for Prior Learning Credit*).

3. Students who have taken undergraduate or graduate courses that include most but not all of the content of a required course in the Master of Science in Health Sciences program may be required to take a one (1) credit course (NUTR 7899 Nutrition Project) that will include the material not covered in the undergraduate course. The need for NUTR 7899 may be assessed through the use of examinations or demonstrations.

#### Knowledge Requirements for the Coordinated Program

1. Prior assessment of learning may be requested only for courses required by the program **beyond** degree requirements.
2. Prior learning will be considered if a grade of “B” or above or “S” is achieved in the previously completed course. Requests for prior learning credit must be received at least four (4) weeks prior to the start of the Coordinated Program (see *Request for Prior Learning Credit*).

#### *Request for Prior Learning Credit*

Prepare a written description of the course previously taken for which prior learning credit is being requested. The request should include but is not limited to the following information:

- The name of the course taken and the number of credit hours received
- The course syllabus
- The date and location of where the course was taken
- (Coordinated Program only) - A description of the Knowledge Requirements for the Registered Dietitian (KRD) that were met by the course must be included in the Request for Prior Learning Credit.

#### **Respondus Monitor**

Respondus LockDown browser must be used to secure and control the testing environment for online courses in the Master of Science in Health Sciences program. The monitor limits the actions that a student can perform while taking an exam in the iCollege browser (e.g., navigating to another web page, taking screen shots, exiting the browser before the exam is completed). When integrated into LockDown browser, Respondus Monitor allows instructors to record a student’s test session using their computer’s webcam while a student is taking an exam at home or location on the GSU campus. It is the student’s responsibility to have all of the technology required to use Respondus Monitor. Questions related to the use of Respondus Monitor should be directed to Zoe Salloom, Instructional Designer in the Center for Instructional Innovation, at [zsalloom@gsu.edu](mailto:zsalloom@gsu.edu) or (404) 413-4715.

## Types of Thesis and Master's Projects

Thesis	Master's Projects
<ul style="list-style-type: none"> <li>• Research report – primary or secondary analysis</li> <li>• Meta-analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Intensive review of the literature</li> <li>• Grant proposal</li> <li>• Community assessment</li> <li>• Program evaluation</li> <li>• Analysis of a nutrition problem</li> <li>• Development of a nutrition program</li> </ul>
<p>Outcome example:</p> <ul style="list-style-type: none"> <li>• Printed thesis (traditional format or manuscript format; see pages 31-32)</li> </ul>	<p>Outcome examples:</p> <ul style="list-style-type: none"> <li>• Manuscript of publishable quality</li> <li>• Grant proposal to an actual funding source</li> <li>• Business plan</li> <li>• Website for professional use</li> <li>• Program materials (e.g., lesson plans, Presentations, handouts, etc.)</li> </ul>

**Research Report** – The project will address a specific nutrition problem. Students will collect (primary research only), analyze and interpret data. The project will include research questions and hypotheses, review of the literature, methodology (including study design, methods of data collection and statistical analysis), results of data analysis, and interpretation and implications of results.

**Meta-analysis** – Students will combine the results of multiple studies related to the research hypotheses. The project will include a research questions and hypotheses, review of the literature, methodology (including the systematic review procedure and statistical analysis), results of data analysis and interpretation and implications of results.

**Grant Proposal** – The project will include a clearly defined research question, the specific objectives of the proposal, review of the literature, study design, methods of analysis, and implications of the work.

**Community Assessment** – Students will conduct an in-depth analysis of a specific nutrition issue in a defined population or community of interest.

**Program Evaluation** – Students will examine and evaluate the effectiveness and outcomes of a specific nutrition related program.

**Analysis of a Nutrition Problem** – Students will conduct an in-depth analysis to assess a nutrition problem of interest. The student must describe the specific problem, its determinants and magnitude, and also include an assessment of the issue. Methods of prevention and intervention should be discussed.

### Thesis Process and Deadlines

Step	Timeframe
1. Meet with your academic advisor to establish your academic plan.	Within the first month of the graduate program
2. Select your thesis project option.	At the conclusion of 9 hours of coursework
3. Select your thesis chair and committee. Complete the <b>Appointment of Graduate Committee</b> form (see page 31 for a link to thesis forms) and submit it to the Graduate Program Director.*	No later than the second semester of graduate coursework
4. Complete IRB CITI training for protection of human subjects, if applicable.	Per discussion with thesis chair
5. Develop a thesis prospectus. Complete the <b>Approval of Thesis Prospectus</b> form and submit it to the Graduate Program Director.	Per discussion with thesis chair
6. Complete thesis project and prepare for the thesis defense.	Per discussion with thesis chair
7. Work with the thesis committee to choose a defense date. Failure to complete the thesis defense and thesis document, including all revisions and committee signatures, prior to 2 weeks before the last day of class in the semester of graduation will result in graduation the following semester.**	
8. Thesis chair will submit the <b>Thesis Defense Announcement</b> form to The Lewis College web link via the OAA.	At least 2 weeks before the thesis defense.
9. Successfully defend thesis. Thesis chair and committee complete the <b>Results of Thesis Defense form</b> (original to the OAA).	Immediately after thesis defense.
10. Thesis chair and committee approve final formatted thesis and sign the thesis <b>Acceptance Page</b> . The thesis chair completes the <b>Electronic Thesis Approval Page</b> (original is given to the student).	At least 2 weeks prior to the last day of class in the semester of graduation.
11. The student contacts the OAA to make an appointment to submit the <b>Electronic Thesis Approval Page, signed Acceptance Page and the signed Author's Statement Page</b> . The student will receive instructions on how to upload his/her thesis into ScholarWorks. If the thesis chair wishes for the thesis to be embargoed an <b>Embargo Request Form</b> must also be submitted to the OAA.	At least 2 weeks prior to the last day of class in the semester of graduation.

\*Committee members from outside of GSU must submit a CV for filing in the department.

\*\*Students in the Coordinated Program may sit for the Registration Examination for Dietitians once all thesis committee signatures have been obtained and all other requirements for the CP have been met. Students cannot be licensed to practice dietetics in the state of Georgia until the graduate degree has been awarded.

## Thesis Guidelines

### *Introduction*

This guide is intended to assist students in preparing a thesis and to provide suggestions and answer questions about preparing and submitting a thesis that conforms to the established technical requirements of style and format of the Master of Science in Health Sciences. Questions about the content of the thesis should be addressed to the thesis chair and committee. Maintaining contact with the committee while writing the thesis is strongly encouraged. This should avoid the need for major revisions in the final copy.

### *Thesis Committee*

A student's Committee must consist of at least three (3) members: a major adviser/committee chairperson from the department who holds a doctoral degree; one member from the GSU faculty; and one member of the faculty of any institution of higher education or health-related agency. Note: retired faculty may serve on a thesis committee as the third member.

### *Thesis Proposal*

Each master's student submits a detailed proposal outlining the planned capstone project. The proposal should be prepared under the direction of the student's Thesis Committee. The Appointment of Graduate Committee form as well as other thesis forms can be found Byrdine F. Lewis College of Nursing & Health Professions Workflow Process for Thesis and Dissertations (<http://snhp.gsu.edu/files/2013/08/work-flow-thesis1.pdf>). The thesis proposal/prospectus must include the components listed below. Proposals must be typed and double-spaced. Proposal length is typically 10-15 pages, although subject matter will determine length. Once the proposal is completed the Approval of Thesis Prospectus form should be completed.

1. Title of thesis, student name and date
2. Introduction
  - a. State the problem to be investigated in clear and specific terms
  - b. Briefly explain the purpose of the project including the need for investigating the problem
  - c. If applicable, state the research questions or hypotheses, which include the quantitative relationship between variables
3. Review of the literature
  - a. Provide the history and background information on previous relevant research
  - b. Include the significance of the proposed project to the discipline
4. Methods and procedures
  - a. Define the population, sample, and procedures used to select subjects
  - b. Describe the research design and explain rationale for selection, if applicable
  - c. Describe the type of data to be collected and instruments and procedures for data collection, if applicable
  - d. Describe the proposed methods of data analysis, if applicable

5. Reference list
  - a. List all journal articles, books and other resources referred to in the proposal/prospectus.
  - b. References should be cited based upon the thesis chair preference if the traditional thesis format will be used, or they should be cited based on the Instructions/Guidelines for Authors of the professional journal if the manuscript format will be used.

*Format for a Thesis*

1. Overall Style and Format
  - a. Font: Times New Roman 12 point font must be used for the body of the thesis. A different font may be used in the Appendices, if necessary.
  - b. Margins:
    - i. Top – 1 ¾ inches on the first page of any chapter, appendix, bibliography, table of contents, list of figures, or other major section. One inch on others
    - ii. Bottom and right side – 1 inch
    - iii. Left side – 1 ½ inches
  - c. Justification: Use left justification
  - d. Double spaced
  - e. Chapter Headings: Use Roman numerals for chapter headings (e.g., Chapter I)
  - f. Page Numbering: On the first pages of chapters, appendices, references, acknowledgments, and on the Roman numeral pages the page number should be centered at the bottom. On ordinary Arabic numeral pages, the page number will be placed at the top right corner.
  - g. Signatures: All original signatures **must** be made in **blue ink**.

2. Organization - The thesis must be written in the following format:

Acceptance page	No page number
Author's statement	No page number
Notice to Borrowers	No page number
Vita	No page number
Abstract	No page number
Title Page	Count as first page number, but do not show
Acknowledgments	Page ii
Table of Contents	Page iii and following (2 versions given)
List of Tables	Page number in lower-case Roman numerals
List of Figures	Page number in lower-case Roman numerals
Abbreviations	Page number in lower-case Roman numerals
Chapter One	Begin first page of text with Arabic numeral '1'

Traditional Format

- Chapter I Introduction (a brief literature review as the basis of introducing the problem include a description of its significance)
- Chapter II Review of Literature (include literature relevant to the problem)
- Chapter III Methods (description of the methodology used to examine the problem)



- Chapter IV Results (presentation of the results of the study)
- Chapter V Discussion and Conclusions (include a discussion and analysis of the study results given existing knowledge and of implications on future research)
- References
- Appendices

#### Review and Research Format

- Chapter I Introduction (a brief literature review as the basis of introducing the problem; include a description of its significance)
- Chapter II Review of the Literature (a comprehensive review of the literature relevant to the problem)
- References
- Manuscript in style of journal\* (a research manuscript written in a format appropriate for submission to a scholarly journal; given that a research manuscript may be limited by the number of manuscript pages or tables that the journal typically accepts, additional material related to conducting the research may be included in appendices) OR grant proposal in style of funding agency
- Appendices

\*Authorship should be restricted to those individuals who have made a significant contribution to the conception and design of the study, or the analysis and interpretation of the data, or other substantial scholarly effort. The International Committee of Medical Journal Editors states, "Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship." The order of authorship should be discussed with the thesis chair prior to initiation of the study. Failure to fulfill the responsibilities as assigned automatically results in reconsideration of authorship by the faculty advisor. Note: Faculty may independently utilize thesis data for publication purposes if the student has not submitted a manuscript for publication within 1 year of the successful defense.

Do not use separation pages between chapters, references, and appendices. All chapters must begin on a new page, with consecutive page numbering from Chapter One throughout all chapters and final pages.

The Electronic Thesis (ETD) Approval Page (<http://snhp.gsu.edu/files/2013/08/work-flow-thesis1.pdf>) should be signed and returned to the Office of Academic Assistance at least 2 weeks prior to the last day of class in the semester of graduation. An electronic copy of the student's thesis must be submitted to the Georgia State University Library via ScholarWorks. Once your Digital Archive has been uploaded, it is part of the University record and no further changes may be made to it.

Students must contact the Office of Academic Assistance at (404) 413-1000 to receive instructions on uploading their thesis into ScholarWorks.

## **Master's Project Guidelines**

### *NUTR 7990 Course Description*

Individual study of a selected topic under the direction of an approved committee resulting in a manuscript of publishable quality, grant proposal, website, or other professional document. Students will take a minimum of 2 semesters of Master's Project (3 credit hours each) and must be enrolled in Master's Project during each semester that they work on completion of the course requirements.

### *Prerequisites*

Previous coursework must have included SNHP 6000.

### *Content Outline*

This course serves as a non-thesis option for students in the Master of Science in Health Sciences with a concentration in Nutrition. The course is comprised of 2 semesters of faculty-guided independent student study of a selected topic or issue.

The student choosing the Master's Project option will plan and implement a project and produce a manuscript, grant, website or other professional document approved by the student's Master's Project committee. Manuscripts and grants must follow journal or funding agency guidelines, respectively. The student will also be required to successfully present and defend the Master's Project in a formal presentation.

### *Student Learning Objectives*

As a result of this course, a student in the Master's program will be able to:

1. Identify a specific topic or issue in nutrition for in-depth study;
2. Review the literature related to a nutrition issue and design/implement a project designed to resolve the problem or concern;
3. Prepare and submit an outcome document agreed on by the Master's Project committee.
4. Successfully present and defend the results of the Master's Project in a formal presentation.

### *Method of Instruction*

Faculty-guided, independent student study.

### *Method of Evaluation*

1. Review of the student's project proposal;
2. Review of final outcome document;
3. Successful presentation and defense of the results of the project.

### *Grade Scale and Grade Allocation*

Course grade and grade scale will be determined by the Master's Project committee who review the student's work in meeting the requirements specified in the proposal for the course, the acceptability of the outcome document and the oral defense.

#### Grade Scale

- Satisfactory: terms of proposal fulfilled; outcome document acceptable; project successfully defended.
- Unsatisfactory: terms of proposal not fulfilled, or outcome document not acceptable, or project not successfully defended (all must be acceptable).

### *Master's Project Committee*

The decision for a student to complete a Master's project in lieu of a thesis is made jointly by the student and major faculty advisor by the time the student has completed 12 semester hours of course work. In NUTR 7990, the student works under the direction of a Master's Project committee that is comprised of the following members:

- The Master's Project chairperson must hold a primary appointment in the Department of Nutrition, have been a faculty member for at least one academic year, hold a masters or doctoral degree, and have qualifications in the student's major area of study.
- A second member of the committee can be from the faculty at Georgia State University, from the faculty at another institution of higher education, or from a health-related agency.

All members of the committee and the student will share authorship in all publications and professional presentations resulting from the project.

### *Master's Project process*

1. In conjunction with the student's major faculty advisor the Master's Project committee chair is selected. In conjunction with the Master's Project chair, the second and additional committee member(s) is/are selected. The Appointment of Committee for Master's Project form (Appendix B) is signed by the committee members.
2. The student completes the Master's Project Proposal form (Appendix B) and then submits it to the Master's Project chair. The proposal includes an introduction of the issue, a literature review of the topic and the methodology to be used to complete the project.
3. Once the proposal is approved, the student and Master's Project committee members complete the Approval of Proposal section of the Approval Page for Master's Project. The student's advisor is responsible for providing the Graduate Program Director with a copy of the signed Approval Page for the Master's Project (Appendix B) prior to the beginning of the project.

4. The final outcome document must include a complete title page (Appendix B) and meet all other requirements (e.g., journal manuscript guidelines or grant proposal format). Once the final outcome document is submitted and approved, each committee member indicates approval by his/her signature on the Approval Page for Master's Project (Appendix B).
5. The Master's Project defense presentation will be attended by members of the Master's Project committee and will be open to all faculty, graduate students and invited guests. The student schedules the defense when all other degree requirements have been satisfied. The date, time and place will be agreed upon by the student and Master's Project committee. The presentation and defense must be held on or prior to the last day of classes for the semester.
6. Once the student has successfully defended the Master's Project, each committee member indicates approval by signing the Approval Page for Master's Project (Appendix B).
7. The student's Master's Project chair is responsible for providing the Office of Academic Assistance a copy of the student's completed Approval Page for the Master's Project.
8. **The final step in the Master's Project process is to submit the Master's Project (upload the project as a PDF file) to the ScholarWorks database (see [http://scholarworks.gsu.edu/cqi/ir\\_submit.cgi?context=nutrition\\_mastersprojects](http://scholarworks.gsu.edu/cqi/ir_submit.cgi?context=nutrition_mastersprojects)). The project must be uploaded to the database on or before the last day of the semester in which the defense presentation was given. Note: an abstract for the project must be entered during the submission process.**

## Coursework Option – Specialty Courses

Courses for the non-thesis option should be taken in the last three semesters of graduate study. The following courses in the area of gerontology, sports nutrition, public health and pediatrics are recommended. Substitutions may be discussed with the student's major advisor.

### *Gerontology*

GERO 7200: Health and the Older Adult  
GERO 8320: Psychology of Aging  
NUTR 7105: Geriatric Nutrition OR SNHP 7800 – Interprofessional Collaboration for Advanced Practice

### *Sports Nutrition*

KH 7500: Physiology of Exercise  
KH 8375: Functional Anatomy in Exercise Science, KH 8600: Physical Activity Interventions and Behavior Change OR KH 8385: Obesity and Related Diseases  
NUTR 7106: Advanced Sports Nutrition

### *Public Health*

PH 7025: Health Disparities  
PH 7150: Environmental Health  
PH 7570: Childhood Obesity Prevention

### *Pediatrics*

PH 7570: Childhood Obesity Prevention  
NUTR 7104: Reproductive and Pediatric Nutrition  
NUTR 7900: Special Problems in Nutrition OR NUTR 7101: Nutrition Issues\*

\*If NUTR 7101 is used for the capstone coursework option then it cannot also be used to meet the Nutrition Courses program requirement

## **Comprehensive Examination**

The examination will include a minimum of six essay questions selected from a collection of questions based on material covered in the Health Sciences core and Nutrition courses. Students will receive the essay questions with instructions for each question at the beginning of the semester. Answers to the essay questions must be submitted by the date specified on the examination (approximately two weeks prior to the end of the semester). Answers to the essay questions must be a minimum of two single-spaced pages in length (one-inch margin on all sides; 12-point font) and include references. Note: references are not included in the two-page requirement. A score of  $\geq 80\%$  is considered successful completion. Successful completion of the comprehensive examination is required for graduation.

# **Section III**

## **Coordinated Program**

Students enrolled in the Coordinated Program (CP) should also refer to Sections I-II for information applicable to all graduate students.

### **Accreditation Status**

The Coordinated Program (CP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606; 312/899-5400.

### **General CP Description**

The Coordinated Program (CP) meets the requirements for a M.S. degree and for taking the registration examination for dietitians. It is a full-time program with a minimum of 4 (students holding DPD Verification Statements) to six (students not holding DPD Verification Statements) semesters (including summers) of didactic work and supervised practice. The 1200-hour supervised practice component has an urban health emphasis.

While the CP didactic courses follow the university semester schedule, available at [http://www.gsu.edu/registrar/calendars\\_and\\_exam\\_schedules.html](http://www.gsu.edu/registrar/calendars_and_exam_schedules.html), supervised practice experiences may not. Students will be given a tentative schedule of their supervised practice experiences in advance, but changes are frequently made to accommodate practice sites.

Students in the CP have satisfied graduation and CP requirements after satisfactory grades have been posted for all didactic (including capstone) and supervised practice courses and they have met all university requirements.

### **Mission of the CP**

The mission of the Coordinated Program is to prepare dietetic professionals to serve the public through the promotion of optimal nutrition, health, and well-being and to serve the profession and larger community through public service and leadership.

The mission statement is founded on the beliefs and vision expressed in Georgia State University's mission statement and strategic plan, the Byrdine F. Lewis College of Nursing & Health Professions' mission statement and is guided by the Academy of Nutrition and Dietetics 2017 Accreditation Standards for Dietitian Education Programs:

- The registered dietitian nutritionist (RDN) provides quality service based on customer expectations and needs
- The registered dietitian nutritionist (RDN) applies, participates in or generates research to enhance practice
- The registered dietitian nutritionists (RDN) effectively applies knowledge and communicates with others
- The registered dietitian nutritionist (RDN) uses resources effectively and efficiently



- The registered dietitian nutritionist (RDN) systematically evaluates the quality of services and improves practice on evaluation results
- The registered dietitian nutritionist (RDN) engages in lifelong learning

## Goals of the CP

The CP goals give broad definition to the specific Learning Outcomes of the CP (below). These goals describe both the immediate goals and the ultimate goals of the CP, taking the students through their academic pre-professional program, into the professional work setting, leading them to the planning for their professional goals.

The CP strives to prepare graduates to:

Goal 1: Effectively apply research principles, critical thinking skills, and resources in problem solving across all areas of dietetics practice.

Outcome measures (over a five-year period):

- Acceptance of the business/agency plan by the user ( $\geq 80\%$ )
  - Each cohort of CP students will develop a business plan identified by the CP director. Upon completion of the business plan, each cohort will present their business plan to their stakeholders.
- Use of the business/agency plan by the user ( $\geq 50\%$ )
  - Over a five-year period, at least 50% of stakeholders will implement the CP student business plans.
- Acceptance of an oral or poster presentation by external professional association (where applicable) ( $\geq 70\%$ )
  - Each CP student will present an oral presentation or poster presentation to a professional organization.
- $\geq 80\%$  will receive a score of 80% or higher on the evaluation of the oral or poster presentation by the professional association or a group of three or more practitioners, faculty, or dietetics education program directors appointed by the program director
  - Each CP student's poster or oral evaluation will be evaluated by a minimum of three select individuals using an evaluation form developed by the CP director.

Goal 2: Perform successfully as entry-level dietitians in a multicultural, urban environment.

Outcome measures:

- $\geq 80\%$  of CP students are expected to complete program/degree requirements within 150% of the time planned for completion (over a five-year period)
- $\geq 70\%$  or more of CP graduates who seek employment in dietetics will be employed within six months of program completion (over a five-year period)
- $\geq 80\%$  of CP students will successfully pass the Registration Examination for dietitians on the first try (over a five-year period)

- $\geq 80\%$  of CP students complete all rotations as described in the evaluation for the experience with an  $\geq 25\%$  Exceeds response evaluation and  $\geq 65\%$  Meets response or above by the preceptor and the student
- $> 80\%$  of preceptors will describe CP students as prepared for their rotations and meeting professional behavior norms  
 $> 80\%$  of CP students will describe their academic preparation as meeting the needs for their supervised practice rotations and will describe their supervised practice rotations as preparing them for entry-level practice

Goal 3: Develop and implement lifelong learning plans that include practice and leadership goals.

- The CP strives to instill the importance of leadership by requiring each student to hold a leadership position in a professional organization such as The Academy of Nutrition and Dietetics, The Georgia Academy of Nutrition and Dietetics, or The Greater Atlanta Dietetic Association.

Outcome measures:

- $\geq 80\%$  of CP graduates will have an approved CDR Professional Development Portfolio Plan within two years of their program completion (over a five-year period)
- $\geq 25\%$  of CP graduates will have a leadership goal in their CDR Professional Development Portfolio Plan and/or will hold a leadership position in a professional or community-based organization (over a five-year period)

### **Learning Outcomes for the CP**

At the time of graduation, CP students will:

1. utilize critical thinking skills in the design, interpretation and ethical conduct of research
2. demonstrate technical and scientific oral and written communication skills
3. comprehend the interrelationships between macro- and micronutrient intakes and gene expression as they impact human health in normal and disease states
4. evaluate contemporary principles of health policy, laws, regulations, and costs to better understand the essential components of delivering health and nutrition services in urban and other settings
5. develop leadership skills and demonstrate professional behavior that is ethical, collaborative, and culturally

## **Core Knowledge and Competencies for the RDN**

### **1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice**

#### Knowledge

- KRDN 1.1** Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2** Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3** Apply critical thinking skills

#### Competencies

Upon completion of the program, graduates are able to:

- CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature
- CRDN 1.3** Justify programs, products, services, and care using appropriate evidence or data
- CRDN 1.4** Evaluate emerging research for application in dietetics practice
- CRDN 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis
- CRDN 1.6** Incorporate critical thinking skills in overall practice

### **2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.**

#### Knowledge

- KRDN 2.1** Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2** Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the

Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

- KRDN 2.3** Assess the impact of a public policy position on nutrition and dietetics practice
- KRDN 2.4** Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5** Identify and describe the work of interprofessional teams and the roles of others with whom the RDN collaborates in the delivery of food and nutrition services.
- KRDN 2.6** Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7** Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8** Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

### Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2** Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3** Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4** Function as a member of interprofessional teams.
- CRDN 2.5** Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7** Apply leadership skills to achieve desired outcomes.

- CRDN 2.8** Demonstrate negotiation skills.
- CRDN 2.9** Participate in professional and community organizations.
- CRDN 2.10** Demonstrate professional attributes within various organizational cultures
- CRDN 2.11** Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12** Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14** Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15** Practice and/or role play mentoring and precepting others.

### **3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations**

#### Knowledge

- KRDN 3.1** Use the NCP to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2** Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3** Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4** Explain the process involved in delivering quality food and nutrition services.
- KRDN 3.5** Describe basic concepts of nutritional genomics.

#### Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1** Perform the NCP and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

- CRDN 3.2** Conduct nutrition focused physical exams.
- CRDN 3.3** Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4** Design, implement and evaluate presentations to a target audience.
- CRDN 3.5** Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6** Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8** Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

**4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**

Knowledge

- KRDN 4.1** Apply management theories to the development of programs or services.
- KRDN 4.2** Evaluate a budget and interpret financial data.
- KRDN 4.3** Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4** Apply the principles of human resource management to different situations.
- KRDN 4.5** Describe safety principles related to food, personnel and consumers.
- KRDN 4.6** Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

## Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1** Participate in management of human resources.
- CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities, and food.
- CRDN 4.3** Conduct clinical and customer service quality management activities.
- CRDN 4.4** Apply current nutrition informatics to develop, store, retrieve, and disseminate information and data.
- CRDN 4.5** Analyze quality, financial or productivity data for use in planning.
- CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7** Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.
- CRDN 4.8** Develop a plan to provide or develop a product, program, or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9** Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10** Analyze risk in nutrition and dietetics practice.

### **Program Defined Concentration: Urban Health**

Georgia State University is located in Atlanta, Georgia, which has a population of over 5 million people (in the metro area). The population of Atlanta is diverse with many nationalities and cultures represented. The Department of Nutrition faculty identified urban health as the emphasis for the Coordinated Program. The emphasis in urban health is specifically supported in the mission statement of the College: "The mission of the Byrdine F. Lewis College of Nursing & Health Professions is to engage in teaching, scholarly endeavors, and service activities to improve health and well-being and address social justice issues within a multi-cultural society. Ethnic, gender, and racial diversity in the college strengthens and enriches the college. This diversity improves our capacity to interact effectively with professional organizations and facilitates our work with underserved communities."

## **Program Specific Competencies (CPP):**

- CCP 1** Plan and participate in health fairs and other community events that promote consumer health, wellness and lifestyle management that respect the life experiences, cultural diversity and educational backgrounds of urban populations.
- CCP 2** Develop strategies to support food insecure students within a large urban university.

## **Curriculum**

Students in the Coordinated Program complete 36 online credit hours to fulfill the requirements of the Master of Science in Health Sciences degree. The remaining 23-46 credit hours relate to supervised practice and professional development. These experiences are on and off campus as assigned. The curriculum for the Coordinated Program includes core health science courses, specialization courses, supervised practice experiences, and a capstone experience. The supervised practice component provides a minimum of 1200 hours of practice experience in the areas of clinical nutrition (400 hours: acute care, nutrition support, renal dialysis, diabetes, counseling center, simulation), food service systems and management (240 hours: food service management, community partner liaison and business plan), community nutrition (400 hours: preschool, school aged, senior citizens, college aged, corporate wellness, community enrichment, and outreach activities), and enrichment (150 hours in areas of interest and 10 hours for professional presentation).

## **Prior Assessment of Learning – Supervised Practice**

Prior learning is not given for supervised practice in the Coordinated Program.



## Courses for Students holding DPD Verification Statements

<b>Courses</b>
<i>Health Sciences Core (9)</i>
SNHP 6000 Research Methods for the Health and Human Science Professions (3)
SNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
SNHP 8010 Leadership in Ethics and Healthcare (3)
<i>Specialization Curriculum (15)</i>
NUTR 6101 Nutrition Research Methods (3)
NUTR 6102 Nutrition Intervention (3)
NUTR 6104 Advanced Normal Nutrition (3)
NUTR 7101 Nutrition Issues or NUTR 7950 Advanced Topics in Medical Nutrition Therapy (3) or SNHP 7800 Interprofessional Collaboration for Advanced Practice
NUTR 7280 Nutritional Genomics (3)
<i>Capstone Option (6-9)</i>
NUTR 7999 Master's Thesis (6), NUTR 7990 Master's Project (6), Capstone Coursework (9), or NUTR 7500 Comprehensive Examination (3 + 3-credit elective)
<i>Courses Required by the Program beyond Degree Requirements [This section includes additional practice hours beyond the typical institutional requirements for the M.S. degree]*</i>
NUTR 6001 Supervised Practice 1 (3)
NUTR 6002 Supervised Practice II (3)
NUTR 6003 Supervised Practice III (3)
NUTR 6004 Supervised Practice IV (3)
NUTR 6005 Supervised Practice V (3)
NUTR 6006 Supervised Practice VI (3)
NUTR 6011 Orientation to Practice I (1)
NUTR 6012 Orientation to Practice II (1)
NUTR 6300 Nutrition Counseling Skills (3)

\*Electives depend upon track and capstone selection

## Courses for Students who do not hold DPD Verification Statements

<b>Courses</b>
<i>Health Sciences Core (9)</i>
SNHP 6000 Research Methods for the Health and Human Science Professions (3)
SNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
SNHP 8010 Leadership and Ethics in Healthcare (3)
<i>Specialization Curriculum (15)</i>
NUTR 6101 Nutrition Research Methods (3)
NUTR 6102 Nutrition Intervention (3)
NUTR 6104 Advanced Normal Nutrition (3)
NUTR 7101 Nutrition Issues or NUTR 7950 Advanced Topics in Medical Nutrition Therapy (3) or SNHP 7800 Interprofessional Collaboration for Advanced Practice
NUTR 7280 Nutritional Genomics (3)
<i>Capstone Option (6-9)</i>
NUTR 7999 Master's Thesis (6), NUTR 7990 Master's Project (6), Capstone Coursework (9), or NUTR 7500 Comprehensive Examination (3 + 3-credit elective)
<i>Courses Required by the Program beyond Degree Requirements [This section includes courses that can be satisfied in an undergraduate curriculum and additional practice hours beyond the typical institutional requirements for the M.S. degree]*</i>
NUTR 6001 Supervised Practice I (3)
NUTR 6002 Supervised Practice II (3)
NUTR 6003 Supervised Practice III (3)
NUTR 6004 Supervised Practice IV (3)
NUTR 6005 Supervised Practice V (3)
NUTR 6006 Supervised Practice VI (3)
NUTR 6011 Orientation to Practice I (1)
NUTR 6012 Orientation to Practice II (1)
NUTR 6105 Life Cycle Nutrition (3)
NUTR 6150 Food Science (4)
NUTR 6300 Nutrition Counseling Skills (3)
NUTR 6500 Macronutrients (3)
NUTR 6700 Micronutrients (3)
NUTR 7108 Nutrition Assessment (3)
NUTR 7200 Nutrition and Disease (3)
NUTR 7250 Medical Nutrition Therapy Laboratory (1)
HADM 3401 Food Production and Service Management (2)
HADM 3402 Food Production Lab (1)

\*Electives depend upon track and capstone selection

## **Scheduling Examples**

### *CP Students with DPD Verification Statements*

#### Year 1

##### Fall Semester:

NUTR 6011 Orientation to Practice I (1)  
SNHP 6000 Research Methods for Health Professionals (3)  
NUTR 6300 Nutrition Counseling Skills (3)  
NUTR 6104 Advanced Normal Nutrition (3)  
NUTR 6001 Supervised Practice I (3)

##### Spring Semester:

NUTR 6012 Orientation to Practice II (1)  
NUTR 7280 Nutritional Genomics (3)  
NUTR 7101 Nutrition Issues (3), NUTR 7950 Advanced Topics in Medical Nutrition Therapy (3), or SNHP 7800 Interprofessional Collaboration for Advanced Practice (3)  
NUTR 6002 Supervised Practice II (3)  
NUTR 6003 Supervised Practice III (3)  
Capstone (3)

##### Summer Semester:

NUTR 6101 Nutrition Research Methods (3)  
SNHP 8010 Leadership and Ethics (3)  
NUTR 6004 Supervised Practice IV (3)  
NUTR 6005 Supervised Practice V (3)  
Capstone (3)

#### Year 2

##### Fall Semester:

NUTR 6102 Nutrition Interventions (3)  
SNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)  
NUTR 6006 Supervised Practice VI (3)  
Capstone (3)

*CP Students not holding DPD Verification Statements*

Year 1

Fall Semester:

SNHP 6000 Research Methods for Health Professionals (3)

NUTR 6105 Lifecycle Nutrition (3)

NUTR 6500 Macronutrients (3)

HADM 3401/3402 Food Production & Service Management (2)/Food Production Lab (1)

NUTR 6001 Supervised Practice I (3)

Spring Semester:

NUTR 6150 Food Science (4)

NUTR 6700 Micronutrients (3)

NUTR 7200 Nutrition and Disease (3)

NUTR 7108 Nutrition Assessment (3)

NUTR 6002 Supervised Practice II (3)

Summer Semester:

NUTR 6101 Nutrition Research Methods (3)

NUTR 7250 MNT Lab (1)

NUTR 6003 Supervised Practice III (3)

Year 2

Fall Semester:

SNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)

NUTR 6011 Orientation to Practice I (1)

NUTR 6102 Nutrition Intervention (3)

NUTR 6104 Advanced Normal Nutrition I (3)

NUTR 6300 Counseling Skills (3)

NUTR 6004 Supervised Practice IV (3)

Capstone (3)

Spring Semester:

NUTR 6012 Orientation to Practice II (1)

NUTR 7280: Nutritional Genomics (3)

NUTR 7101 Nutrition Issues (3), NUTR 7950 Advanced Topics in Medical Nutrition Therapy (3), or SNHP 7800 Interprofessional Collaboration for Advanced Practice (3)

NUTR 6005 Supervised Practice V (3)

Capstone (3)

Summer Semester:

NUTR 8010 Leadership and Ethics in Healthcare (3)

NUTR 6006 Supervised Practice VI (3)

Capstone (3)

## Supervised Practice Courses

Supervised practice is an educational experience with specific goals and objectives. *At no time during the experience are CP students employees of the sites to which they are assigned. At no time are CP students paid for the work that they are assigned to do during their supervised practice placement.* Any CP student who thinks that he/she is being taken advantage of by a facility or preceptor should notify the CP director immediately.

## Holidays and Vacations

For the most part, the CP follows the University calendar. There are a few exceptions. Some facilities may follow the federal holiday schedule; students in these facilities will follow the facility policy. Also, some opportunities may be available during University holidays for supervised practice experiences. Vacations may be approved if submitted to the CP Director in advance. Schedule changes are not uncommon and depend upon facility demands. CP students are not on vacation just because they are not in a schedule class or rotation. They are expected to use unscheduled time for project development, work on capstone experiences, group meetings, etc. Typhon is used to track all student schedules. If a student has not submitted time off for approval, it is assumed the student is available for scheduling. **All requested time off should be submitted and approved one semester in advance.**

## CP and Credentialing to become a Registered Dietitian and become licensed in the State of Georgia

The Coordinated Program meets all eligibility requirements for taking the registration examination for dietitians. The CP director will provide application materials and any additional information. The CP Director will submit student applications to the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics for eligibility to take the Registration Examination for Dietitians upon completion of the program. CP students, upon receipt of the DPD verification statement (if applicable), should apply for a provisional license through the Georgia Secretary of State, Georgia Board of Examiners of Licensed Dietitians. Upon passing the Registration Examination for Dietitians, graduates submit verification to the licensure board and their licensure status will be changed from provisional to active licensed dietitian.

## Program Costs

Tuition and fee information is available at <http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/>.

The **total** cost to CP students completing the 4-semester, DPD verified track is: \$21,588 (in-state) and \$60, 333 (out-of-state). Students who complete the 6-semester, non-DPD verified track will pay a **total** cost of \$31,688 (in-state) and \$88, 514 (out-of-state). This

equates to an **annual** cost of \$15,844 (in-state) and \$56,362 (out-of-state) for either track. <http://sfs.gsu.edu/files/2012/11/FY18-Graduate.pdf>

Additional fees associated with the program are outlined below.

Required expenses:

- |  |   |
|--|---|
| • Name tag   | \$13  |
| • Program application fee                              | \$50 (one time)                                     |
| • Housing  | Variable  |
| • Books  | ~\$150-\$300/semester                               |
| • Laboratory fees, if classes required                 | \$100 each  |
| • Technology costs (computer, software, etc.)          | Variable  |
| • Malpractice (liability) Insurance+ (CP)              | \$13 (annual)                                       |
| • Lab coat/scrubs (CP)                                 | ~\$75   |
| • Travel to facilities and parking (CP)                | Variable  |
| • Medical exams and background checks* (CP)            | \$10 -\$80 each rotation                            |
| • Health Insurance (GRA, GTA, GLA)**                   | \$697 Fall Semester<br>\$828 Spring/Summer Semester |
| • Basic Life Support for Healthcare Professionals (CP) | \$ varies   |
| • AND membership                                       | \$50 (annual)                                       |
| • Typhon   | \$80  |

Optional but recommended expenses:

- |   |               |
|---|---------------|
| • Greater Atlanta Dietetic Association membership | \$15 (annual) |
|---|---------------|

\*Facilities vary on background check, drug screen, immunization, and medical examination requirements. In the event that you are placed within a facility that charges a fee for these services, you will be responsible for payment.

\*\*Premium is based on student age and plan selected. See detailed information at <http://sfs.gsu.edu/tuition-fees/what-it-costs/student-health-insurance/>, and purchase liability insurance at [https://secure.touchnet.com/C20797\\_ustores/web/store\\_main.jsp?STOREID=70](https://secure.touchnet.com/C20797_ustores/web/store_main.jsp?STOREID=70)

### **Graduate Assistantships**

A limited number of graduate assistantships are available to students. These positions cover all or part of tuition costs (not fees) and provide a stipend. Students who receive full tuition remission must enroll in the mandatory health insurance program or provide proof of insurance.

## **Student Advisement**

Each CP student will meet with the CP director throughout the program to review scheduling and performance. CP students are expected to schedule at least one face-to-face appointment with the CP director each semester for advising.

## **Student Records**

Copies of verification statements from DPD programs (where applicable), advisement records, capstone experience committee and completion approvals, supervised practice records, test/immunization records for TB and Hepatitis B, disciplinary records, and proof of liability insurance, for each student are kept on file in locked cabinets in the Department of Nutrition office. Transcripts, applications to the CP program, transcript evaluations, and any related materials are kept on file in the Office of Academic Assistance of The Lewis College. Student records are confidential materials. A student may have access to his/her own files by scheduling an appointment with the CP director and/or the Department representative in the Office of Academic Assistance. Each student is expected to keep his/her own record current.

## **CP Student Health Insurance and Health Services**

Students are responsible for carrying their own medical insurance to cover health-related conditions and emergencies.

If an accident occurs at a facility during supervised practice, the student must complete an Accident Report form. A copy of this form can be obtained from the Department Administrative Coordinator or CP Director.

## **Health Form**

The Georgia State University Health Center requires an Immunization Record on file before students may register for courses. Additional health information, laboratory tests and immunizations may be required by specific supervised practice rotations and/or facilities.

## **Transportation**

Students are expected to be at supervised practice sites at the appointed times. Locations of facilities vary and a student must arrange his/her own transportation. The student must pay parking fees if the assigned facility does not provide free parking. It is against University regulations for faculty members to transport students in their private cars. Students must supply their own automobile insurance, and Georgia State University is not responsible for accidents to and from assigned supervised practice sites.

## **Dress**

Students are expected to dress in a fashion that does not adversely affect their ability to carry out duties in a professional manner. For supervised practice rotations, dress code is dependent upon the facility standards. For on-campus courses, casual dress is appropriate. Dress should be business casual for skills development sessions and other activities related to the CP. Business casual is defined as clothing and shoes that can be worn for leisure but are clean and neat. Business casual attire generally includes open-collared shirts, banded-collar shirts, and skirts three inches or less above the knee, slacks, and trousers. It **does not include** sports clothing, faded, torn or patched denim jeans, blue jeans, or denim material pants or shorts, leggings, other shorts, halters, men's collarless shirts, t-shirts, tank tops, cutoffs, sweatshirts, bandanas, or hats. Dress code varies by facility; oftentimes closed-toed shoes are required.

When in facilities, there should be no visible body piercing other than ear lobes. Fingernails should be appropriate length, neat and clean. Most clinical facilities require a white lab coat and name tag. The lab coat is worn over appropriate street attire. Grady Hospital permits students to wear black scrubs with tennis shoes. Students are expected to appear clean and neat even if wearing scrubs.

Appearance is expected to be neat, clean, and functionally appropriate at all times. In case of questions, the faculty and/or facility instructor will make final decisions on appearance.

## **Professional Malpractice (Liability) Insurance**

All entering CP students are required to purchase and maintain professional malpractice (liability) insurance for the duration of their program of study. The Lewis College offers a group policy. Premiums are due in August of each year. A student cannot be assigned to a clinical facility unless the insurance premium is up to date.

The insurance premium is approximately \$13.00 but may vary each academic year. The CP director informs students of the cost prior to beginning the program. The malpractice insurance is valid August 1 to July 31. Liability insurance can be purchased through the following link:  
[https://secure.touchnet.com/C20797\\_ustores/web/store\\_main.jsp?STOREID=70](https://secure.touchnet.com/C20797_ustores/web/store_main.jsp?STOREID=70) .

## **Absence and Tardiness**

No unexcused absences or tardiness will be tolerated in any professional course or practice hours. The nature of a professional program necessitates participation in each and every learning experience, be it a lecture or laboratory or practice situation.



Excused absences are recognized by the University in the following cases:  
University-Sponsored Events – Absences due to activities approved by the Office of the Provost, in which a student is an official representative of the University. Students must inform the professor in writing during the first week of the semester. If requested, the appropriate university official will provide a memo stating the official nature of the university business in advance of the activity.

Legal Obligations – Absences due to legal obligations (e.g., jury duty, military orders). Students must provide the professor with written documentation of such absences at the earliest date possible.

Religious Observances – Students wishing to have an excused absence due to the observation of a religious holiday of special importance must provide advance written request to each professor by the end of the first week of classes.

Known Absences – Students should regularly attend classes in which they have enrolled. When a student knows in advance that an absence will occur (e.g., religious holiday, surgery, maternity expectant date), the student must inform the instructor of the absence **by the first week of the class**. The instructor may require documentation to substantiate the reason for the absence. In general, personal activities (i.e., vacations, weddings, work, childcare, pet care) are **not** considered excused absences and should be scheduled to avoid any conflict with classes or supervised practice. However, the instructor may provide make-up opportunities for the student for assignments and major exams, when it is possible to do so without compromising the integrity of the assignment and the student evaluation. This may not be possible for graded in-class activities, laboratory experiences, scheduled online discussions, and group projects. The instructor will schedule any make-up activities that h/she is willing to provide.

If any other absence is necessary, it is the student's responsibility to contact the professor before the class or practice assignment is scheduled to begin. In emergency situations (e.g., death or major illness in student's immediate family, illness of a dependent family member, illness that is too severe or contagious for students to attend class or clinical experience), notification must be made as quickly as possible. If a supervised practice experience is involved, both the Director of the CP and the facility's preceptor must be made aware of the situation.

**If the CP student expects to be late he/she is to contact the CP Director and the preceptor to inform them of the expected time of arrival. The CP student should document the accurate time of arrival in Typhon and obtain preceptor approval. Failure to document accurate time will result in a write-up.**

The student must be in the appointed place at the appointed time. The CP student is expected to be ready for work by the scheduled starting time. Disregard for promptness demonstrates a lack of a sense of responsibility. Repeated tardiness (more than 2 consecutive instances in a rotation) will warrant a write-up.

It is the CP student's responsibility to notify the preceptor of any personal concerns that may need immediate attention (e.g., emergency phone calls, the need to use a breast pump, and personal hygiene). Missed time must be made up at the discretion of the preceptor.

Inclement Weather – Coordinated Program students should view their rotations as if they are employed. The student should establish with the preceptor what the facility requires the student to do in case of inclement weather. Additionally, as weather patterns and road conditions vary, each student must use discretion when determining safety when driving to/from the facility. The CP student is required to contact the CP Director and the site preceptor within 1 hour of the usual start time if he/she is missing the day or will potentially be late. All missed supervised practice hours must be made up with the guidance of the preceptor and the CP Director. The University is not responsible for the student's safety while traveling to/from an assigned facility.

## **Schedules**

Students are expected to report each day as scheduled. Schedules will not be altered to accommodate later arrival times or earlier leave times. **Students should not request time off for a job, personal errands, class/assignment preparation, doctors' appointments, etc.**

A student will not be allowed to change his/her site assignment. A student wishing to appeal his/her site assignment must prepare a written request and submit it to the CP Director the semester before the scheduled rotation. The decision to change a site or schedule will be based on the information provided by the student and information known or gathered regarding the site. Situations such as weddings (planning or attending), employment opportunities, financial reasons, and circumstances that existed prior to site selection usually do not warrant a change in the assignment. Emergency situations are exceptions and are evaluated on a case-by-case basis.

Students must call and/or email the facility preceptor 4 to 6 weeks prior to the start of the rotation to confirm starting date and time, inquire about appropriate dress, obtain information about parking and anything else pertinent to the rotation. All pertinent information (e.g., syllabi, forms/documents, background check information) is available on Typhon.

Cell phones should be off during rotations. If a cell phone or other electronic device is needed for an emergency contact, please inform the preceptor or CP director and keep the phone on silent mode. Personal business (phone, e-mail, texting) should be conducted during lunch break only. If a preceptor reports that a student is using their cell phone during unapproved times the student will receive a write-up.

## Grade Requirements

Each CP student is required to maintain a cumulative grade point average of 3.0 or higher. Each CP student whose cumulative grade point average falls below 3.0 at the end of a semester will receive a letter of warning from the Office of Academic Assistance. A CP student is terminated from the program if the student receives a D or accumulates more than one C (equivalent of three semester hours). A CP student who receives a "U" in a supervised practice course (NUTR 6001 – 6006) or Orientation to Practice will repeat the course. A student who receives >1 "U" in a supervised practice course or Orientation to Practice course will be dismissed from the CP.

## Supervised Practice Evaluation Requirements

Satisfactory completion of a supervised practice rotation includes completion of all assignments as described for the experience with a  $\geq 25\%$  Exceeds response evaluation and  $>65\%$  Meets response or above by the preceptor and the student for the observed skills/competencies. In addition, the student must successfully complete all of the assigned hours for the experience in Typhon (as documented by the preceptor and student) and also submit a written description of the learning experience and any related evaluated assignments and projects. Unsatisfactory completion of a supervised practice rotation includes one or more of the following: failure to complete all assignments as described for the experience,  $<25\%$  Exceeds response evaluation  $<65\%$  Meets response or above by the preceptor for the student, failure to submit a description of the learning experience with personal reflections that are acceptable to the CP director, failure to complete all of the assigned hours for the experience or an ethics violation by the student during the experience, based on the GSU Academic Honesty Policy, the AND Code of Ethics or the policies and procedures of the practice site. Students who receive an unsatisfactory practice experience evaluation will receive disciplinary counseling.

## Disciplinary Counseling

The CP student is subject to disciplinary counseling by any preceptor at any time during the program when the student receives an unsatisfactory evaluation for a supervised practice rotation or does not abide by the CP program or the facility policies, procedures, or rules of conduct. The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for the same behavior. **One serious offense is cause for immediate termination.**

1. The preceptor speaks to the student or notifies the CP director within two (2) scheduled working days of the occurrence.
2. The preceptor documents each discussion/communication and a copy of all documentation is given to the CP director, who makes the Department head aware of the disciplinary violation.
3. The CP director files all written disciplinary write-ups in the student's file.

4. After a student receives two (2) disciplinary write-ups, the CP director and the Department head determine if the disciplinary write-ups warrant the termination of the student from the program.
5. The CP director documents each meeting with the student and the final results of the meeting.
6. If not terminated from the program, the student has 1 month from the time of the disciplinary meeting to correct the failure (e.g. complete assignments, rotation hours, etc.) unless other terms are determined by the CP director.
7. All documentation is kept in the student's file.

## **Termination**

The CP student can be terminated from the program at any time due to problems with his/her behavior or performance. The CP director determines whether the student should be terminated. Termination is based on written documentation of the student's behavior and/or performance. A student's termination is immediate.

1. The CP director reviews each student's evaluation form for each rotation. Any unsatisfactory evaluation and/or other documentation are reviewed with the Department head. If the CP director and the Department head determine that the student should receive a grade of "U" in the supervised practice course, they meet and discuss the decision with the student. If the student is given a grade of "U" in the supervised practice course in which he/she is enrolled then he/she may be terminated from the CP.
2. If the student does not agree with the unsatisfactory grade that results in termination, he/she may follow the Student Appeals Policies and Procedures available from the Georgia State website at <http://codeofconduct.gsu.edu>.
3. If the student accepts the unsatisfactory grade (decision to terminate) without filing an appeal, the CP director writes a summary of the decision. The student signs the summary, which is placed in the student's file. The student terminates immediately.
4. If the student files an appeal and the Appeals Committee determines that the student's grade is appropriate (student terminates), the CP director writes a summary of the proceedings. A copy is placed in the student's file. The student terminates immediately.
5. If the student files an appeal and the Appeals Committee determines that the student remain in the program, the CP director writes a summary of the proceedings. A copy of that summary and any written information from the Appeals Committee are placed in the student's file. The student resumes his/her schedule.

## **Section IV**

# **PhD in Chemistry concentration in Nutritional Sciences**

## **General Doctoral Program Description**

Students earning a Ph.D. in Chemistry with a concentration in Nutritional Sciences will gain an in-depth understanding of the biochemical and chemical processes governing metabolism of nutrients and dietary constituents in the body, and how these pathways function in healthy and disease states. The program will focus on providing students with a fundamental understanding of nutritional biochemistry and technical expertise that can be directly applied in the laboratory or industry settings. Students will hone skills of oral and written communication of scientific information, which will help to prepare them for academic and research positions in universities, private research institutions, government agencies, private industries, and the public policy sector.

## **Academic Requirements**

A minimum of 80 hours are required for a doctoral degree, including at least 30 semester hours of dissertation research. Students are required to complete six semesters of residence, three of which must be consecutive and full-time. Proficiency in an approved research skill or a foreign language is required. Research skill coursework may include (but is not limited to) NMR, mass spectrometry, molecular modeling, computer language, technical writing, advanced statistics, electronics, etc. A reading proficiency in French, German, or Russian may be used to satisfy the language requirement. Students may demonstrate a reading proficiency by passing the appropriate examination. An international student whose native language is not English may be exempted from the foreign language requirement by passing an examination. Students entering the program with an approved MS degree will have satisfied this requirement. Credit hours used to fulfill the research/language requirement do not count towards the degree.

Students must successfully complete a comprehensive examination consisting of written and oral portions that represent the student's major area of interest. Students who enter the program with a MS degree (in an approved scientific discipline) have satisfied the written minor portion of the exam. The examinations are typically offered twice a year, during the Fall and Spring semesters. The student must choose a major professor (Research Advisor) before requesting to take the examination. The examination committee will consist of a minimum of three members from the faculty (selected by the area advisor, graduate program director and department chair), one of which should be from an area different from the major. The student's Research Advisor is excluded from membership on the comprehensive examination committee. A student may repeat the examination once with the original committee, or a duly constituted new committee, during the next available examination period. A student who fails the examination the second time will be terminated from the program. Students are normally expected to take the examination at the end of their second year of study. The examination must be undertaken within four calendar years of the student's admission to the doctoral program and must be passed at least one academic year prior to the conferral of the PhD degree. Successful completion of an oral defense of the

dissertation and submission of an approved (signed) dissertation as well as a cumulative GPA  $\geq 3.0$  are required for graduation.

### **Teaching Requirement**

All graduate students must successfully complete two assignments as a Graduate Laboratory Assistant (GLA) or a Graduate Teaching Assistant (GTA), independent of funding mechanisms. Each student must also complete the Teaching Assistant training course (CHEM 8960) either before or concurrently with the first assignment. However, the summer session of CHEM 8960 does not fulfill this requirement. Furthermore, if training is determined to be required due to background or language issues those training assignments do not count towards the teaching requirement.

### **Admission to Candidacy**

To be admitted to candidacy, the student must have met the research skill or foreign language requirement, have passed the comprehensive examination, and have submitted an approved dissertation proposal within one semester. Full-time candidates must be recommended for admission to candidacy within four calendar years of their admission to the doctoral program. Concurrent completion of the selection of the dissertation committee and subsequent meetings is required.

### **Dissertation**

A dissertation is required of all candidates for the doctoral degree. A Dissertation Committee, of which the dissertation advisor (a member of the department's graduate faculty) will be Chair, will decide the acceptability of each dissertation. The Dissertation Committee will consist of three to five members and should be formed ASAP after completion of the comprehensive examination. The Committee will be nominated by the student, appointed by the departmental Chair in consultation with the Graduate Director, and approved by the College. The student must submit a dissertation proposal to be approved by the Research Advisor and Graduate Director. Once the dissertation proposal is approved and admission to candidacy is gained each student should schedule meetings with his/her Dissertation Committee at least once a year to provide the Committee with a report on the progress of the dissertation research. The student must complete a defense (oral) of the dissertation and submit an approved (signed) dissertation, which conforms to the College requirements/guidelines.

### **Research Presentation**

The student is required to deliver a 45 to 50 minute oral summary of the dissertation research at an open meeting and to answer subsequent questions from the audience. This presentation can be delivered prior to the oral examination.

## Degree Requirements

Semester hours are shown in parenthesis after each entry.

### *Biostatistics Courses (6)*

NURS 8120 Univariate Statistics (3)

NUTR 8140 Multivariate Statistics (3)

### *Chemistry Specific Courses (17)*

CHEM 6600 Biochemistry I (5)

CHEM 6610 Biochemistry II (3)

CHEM 6630 Enzymology (3) or CHEM 6150 Introduction to Biophysical Chemistry (3)

CHEM 8360 Protein Structure and Function (3)

CHEM 8370 Nucleic Acid Structure and Function (3)

### *Nutrition Specific Courses (12)*

NUTR 6101 Nutrition Research Methods (3)

NUTR 6104 Advanced Normal Nutrition (3)

NUTR 7950 Advanced Topics in Nutrition or NUTR 7101 Nutrition Issues (3)

NUTR 7280 Nutritional Genomics (3)

### *Elective Courses (6+)*

Chosen in Consultation with Doctoral Program Director

### *Research Courses (39)*

CHEM 8800 Seminar (1 x 3)

SNHP 8100 Grant Writing (3)\*

NUTR 8070 Doctoral Comprehensive Examination (3)

NUTR 9998 Doctoral Research (1 x n)\*\*

NUTR 9999 Doctoral Research (3 x n)\*\*

NUTR 9990 Doctoral Dissertation (3)

\*Substitution of an equivalent course is permitted upon approval by the Department of Nutrition Curriculum Committee

\*\*Minimum 20 total hours



# **Section V**

## **Appendices**

## Appendix A

### Academy of Nutrition and Dietetics Code of Ethics (January 1, 2010)

#### **PREAMBLE**

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to *the public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the AND Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

#### **APPLICATION**

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of AND who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections solely dealing with the credential, to all members of AND who are not RDs or DTRs; and
- (c) Except for aspects solely dealing solely with membership, to all RDs and DTRs who are not members of AND.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in AND and maintaining CDR credentials, all members of AND and credentialed dietetics practitioners agree to abide by the Code.

#### **PRINCIPLES**

##### **Fundamental Principles**

- 1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
- 2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the process established by AND and its credentialing agency, CDR.**

##### **Responsibilities to the Public**

- 3. The dietetic practitioner considers the health, safety, and welfare of the public at all times.**

The dietetic practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

- 4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in the Code.**
  - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
  - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
  - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
- 5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
  - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
  - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
  - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
- 6. The dietetics practitioner does not engage in false or misleading practices or communications.**
  - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
  - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
  - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
- 7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**
  - a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
  - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
  - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

### **Responsibilities to Clients**

- 8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**

- 9. The dietetics practitioner treats clients and patients with respect and consideration.**
  - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
  - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
- 10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**
- 11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).**

#### **Responsibilities to the Profession**

- 12. The dietetics practitioner practices dietetics based on evidenced-based principles and current information.**
- 13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
- 14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
- 15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
  - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
  - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
- 16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
- 17. The dietetics practitioner accurately presents professional qualifications and credentials.**
  - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetic practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of The Academy of Nutrition and Dietetics") only when the credential is current and authorized by CDR.

- b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

**18. The dietetics practitioner do not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**

*Clarification of Principle*

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conducts or services that are contrary to the practitioner's professional judgment.
- d. The test for the appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

**Responsibilities to Colleagues and Other Professionals**

**19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.**

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

**Appendix B**  
**Master's Project Forms**

**APPOINTMENT OF COMMITTEE FOR MASTER'S PROJECT**

A student's Committee must consist of at least two (2) members: a committee chairperson from the Department of Nutrition and another member from the Georgia State faculty or from the faculty of any institution of higher education or health-related agency.

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	CONCENTRATION/SPECIALITY AREA

The following members have agreed to serve on the above-named student's Master's Project Committee.

COMMITTEE CHAIRPERSON	DIVISION/DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DIVISION/DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DIVISION/DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DIVISION/DEPARTMENT	SIGNATURE	DATE
COMMITTEE MEMBER	DIVISION/DEPARTMENT	SIGNATURE	DATE

APPROVALS: Signatures below indicate approval of this Graduate Master's Project Committee.

GRADUATE PROGRAM DIRECTOR	SIGNATURE	DATE
DEPARTMENT CHAIR	SIGNATURE	DATE

This form must be completed following selection of the Master's Project Committee. If changes are made in the composition of this Committee, a new form must be filed.

File: Original - Department of Nutrition student file  
 Created 8/05; revised 9/07, 5/16, 7/17

Department of Nutrition  
Georgia State University  
Master of Science in Health Sciences

**NUTR 7990: MASTER'S PROJECT PROPOSAL**

Student Name: \_\_\_\_\_ Semester of Initiation: \_\_\_\_\_

**TOPIC OF STUDY:**

**PROJECT AGENCY AND CONTACT PERSON, IF APPLICABLE:** Include name of agency and contact person, address, telephone number, fax number and e-mail address.

**PROJECT DESCRIPTION:** Briefly state the purpose of the project.

**LITERATURE REVIEW:** Briefly state topic areas you plan to review for your project and attach a review of the literature and references.



**TENTATIVE OUTLINE OF STEPS/ACTIVITIES AND TIME FRAME FOR PROJECT COMPLETION:**

Include the time frame for submission of the final outcome document and the projected date for the defense. The defense must be held on or prior to the last day of classes for the semester.

**DATA COLLECTION AND/OR ANALYSIS, IF APPLICABLE:** Summarize the types of data you will gather or describe the data set you will have access to, how you will assemble the data and how you plan to do your analysis. If needed, include a signed contract permitting use of the data and/or review and approval by the Institutional Review Board for the Protection of Human Subjects.

**ADDITIONAL INFORMATION, IF APPLICABLE:** List any special requirements for this project.

**OUTCOME DOCUMENT:** Describe the final outcome document (e.g., journal manuscript, grant proposal) and attach a copy of the guidelines for authors, grant guidelines, etc.)

**APPROVAL PAGE FOR MASTER'S PROJECT**

**Title of Project:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**APPROVAL OF PROPOSAL:**

Signatures: \_\_\_\_\_  
Master's Project Chair Date

\_\_\_\_\_  
Master's Project Committee Member Date

\_\_\_\_\_  
Master's Project Committee Member Date

**APPROVAL OF FINAL OUTCOME DOCUMENT:**

Signatures: \_\_\_\_\_  
Master's Project Chair Date

\_\_\_\_\_  
Master's Project Committee Member Date

\_\_\_\_\_  
Master's Project Committee Member Date

**APPROVAL OF FINAL DEFENSE:**

Signatures: \_\_\_\_\_  
Master's Project Chair Date

\_\_\_\_\_  
Master's Project Committee Member Date

\_\_\_\_\_  
Master's Project Committee Member Date

\_\_\_\_\_  
Graduate Program Director or Department Chair Date

**SAMPLE TITLE PAGE FOR MASTER'S PROJECT**

A COMMUNITY BASED NUTRITION AND PHYSICAL ACTIVITY  
PROGRAM FOR OVERWEIGHT AND OBESE CHILDREN

By

ELIZABETH ANN JOHNSON

B.S., The University of Alabama, 2001

(List other degrees awarded in the same format)

A Master's Project Submitted to the Graduate Committee  
in the Department of Nutrition at Georgia State University in Partial Fulfillment  
of the  
Requirements for the Degree

MASTER OF SCIENCE

ATLANTA, GEORGIA

2016