

**GRADUATE STUDENT
HANDBOOK
FOR
THE
DEPARTMENT OF NUTRITION
COLLEGE OF EDUCATION, HEALTH AND HUMAN
SCIENCES
THE UNIVERSITY OF TENNESSEE, KNOXVILLE**

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University forms for graduate students can be found at
<http://gradschool.utk.edu/gradforms.shtml>

(Please note that if the hyperinks provided in this document do not function you will need to copy and paste the web address into your web browser or go to the page number indicated for links internal to this document.)

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WELCOME FROM THE FACULTY

Graduate school is your vehicle, not your destination. We understand that.

The future of the Department of Nutrition at The University of Tennessee, Knoxville (UTK) depends collectively on the talent and vision of its students, faculty, and staff. We recognize that our vision and goals reach well beyond our classrooms and laboratories. Our success is defined, in part, by the impact that our students and alumni make on the health of our population and the advancement of our science. The field of Nutrition is dynamic in both research and application, and its importance to the global community continues to grow. Our faculty value the potential brought by each new class of graduate students to nutrition research and practice. We take pride in maintaining strong, well-funded research programs with focus areas in both cellular and molecular nutrition and public health nutrition. In addition, we engage in our own research and policy efforts, and thus we recognize our responsibility to introduce graduate students to the highest circles of professionalism in the discipline, which includes scholarship and public involvement.

We warmly welcome you to the Graduate Program in the Department of Nutrition at UTK. This *Handbook* is your “user’s guide” to all graduate programs in the department and to key requirements of the UTK Graduate School. Please consult this *Handbook* frequently, as it contains all of the departmental policies and guidelines which apply to your graduate school experience.

INTRODUCTION

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at UTK, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

This *Graduate Handbook* does not deviate from established Graduate School Policies noted in the Graduate Catalog (<http://catalog.utk.edu/index.php?catoid=17>) but rather provides the specific ways in which those policies are carried out within the Department of Nutrition.

PURPOSE OF THE HANDBOOK

The purpose of this document is to present the policies and procedures pertaining to graduate nutrition study in the Department of Nutrition. The policies and procedures documented here are specific to the Department, but are also consistent with those of the College of Education, Health and Human Sciences and UTK. Because this *Graduate Student Handbook* (hereafter referred to as the *Handbook*) is revised annually, it contains information that is more current than the UTK *Graduate Catalog*. However, though this *Handbook* may include changes in departmental programs that are not yet in the *Graduate Catalog*, the *Graduate Catalog* remains the final word and students are encouraged to review both documents and discuss any discrepancies with their major professor.

The *Handbook* contains a number of important hyperlinks related to policies and procedures. These hyperlinks may be directly accessed from within this document by clicking on the hyperlink.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. The following links provide information on Academic Standards of Conduct (*Hilltopics Student Handbook* [<http://dos.utk.edu/publications/hilltopics/index.html>]; The University of Tennessee Graduate Catalog [<http://catalog.utk.edu/index.php?catoid=17>]; *Graduate Student Appeals* [<http://studentsuccess.utk.edu/crisis/appeals.shtml>] and graduate student assistantships that are available in the Graduate School (<http://gradschool.utk.edu/gradfund.shtml>).

This *Handbook* contains information for both graduate students and faculty. Forms that must be completed are available from the UT Graduate School, the appendix of this *Handbook*, or online at the Office of Graduate and International Admissions (<http://graduateadmissions.utk.edu>).

All issues related to graduate administration are overseen by the Departmental Director of Graduate Studies (Dr. Guoxun Chen, 865-974-6257; gchen6@utk.edu). Graduate program administrative details are overseen by the Graduate Program Coordinator (contact the Nutrition Department, 865-974-5445). Specific questions related to Public Health Nutrition should be

directed to the Director of the Public Health Nutrition Program (Dr. Marsha Spence, 865-974-6265; mspence@utk.edu), while any issues related specifically to the Dietetic Internship (DI) should be directed to the DI Director (Ms. Karen Wetherall; 865-974-6256; kbalnick@utk.edu). General concerns may also be directed to the Department Head (Dr. Jay Whelan; 865-974-6237; jwhelan@utk.edu).

The degree programs that are covered in this *Handbook* include the MS and PhD in Nutrition (with degree tracks in Cellular and Molecular Nutrition and Public Health Nutrition/Community Nutrition) and the Dual MS-MPH degree. Please refer to the *Handbook* and the *Graduate Catalog* for the specific minimum course requirements and the policies and procedures pertaining to each degree program. Any discrepancies between these two documents should be discussed with the major professor.

Graduate students need to keep this *Handbook* readily available; please take it to any planning conferences that you have with your faculty advisor or graduate committee members.

The *Handbook* reflects a continuing process and its contents represent the long-standing policies as well as this year's changes. Recommendations for the *Handbook's* improvement are welcome and they may be presented to your advisor, other members of the faculty, or members of the Department's Graduate Committee.

We hope you enjoy your graduate studies; this *Handbook* has been compiled to facilitate the process.

DEPARTMENT OF NUTRITION GRADUATE POLICIES HANDBOOK

I. DEPARTMENT MISSION AND NUTRITION GRADUATE PROGRAMS

A. Department Mission, Vision, and Core Values Related to Diversity

1. General Mission: The Department of Nutrition seeks to promote an understanding of the science of nutrition for the enhancement of the physiological and social well-being of individuals, families and communities. This is accomplished primarily through research and education.
2. Vision: Achieve national recognition in academic excellence as a leading research and graduate program which prepares professionals to assume leadership roles in nutrition sciences, dietetics and public health nutrition.
3. Core Values:
The Department:
 - supports the continuous quest for academic achievement through teaching, research, and service through collaboration among diverse faculty, staff, students, communities, families and youth.
 - believes in the development of tomorrow's leaders, who are culturally competent, represent an array of diverse populations, and are capable of working collaboratively with underrepresented¹ groups, upon entering the workforce.
 - believes that the classroom is a safe environment, which welcomes individuals from diverse backgrounds and promotes ideas and discourse around issues of diversity in which all ideas are respected, met with open-minds, and are void of preconceived notions.
 - is committed to fostering professionals who are dedicated to the elimination of health disparities² through identifying quality preventive and treatment services and improving underrepresented populations' access to enhanced education through student and faculty led research using University, community, and

¹ Underrepresented groups as defined by the Maternal and Child Health Bureau: "refer to, but are not limited to, groups based on race, ethnicity, geographic location, gender, disability status, etc. who are underrepresented in a field of study." U.S. Maternal and Child Health Bureau. Accessed on July 27, 2014. Retrieved from http://mchb.hrsa.gov/training/goal_workforce_diversity.asp

² Elimination of Health Disparities as defined by *Healthy People 2020*: "Race or ethnicity, sex, sexual identity, age, disability, socioeconomic status, and geographic location all contribute to an individual's ability to achieve good health. It is important to recognize the impact that social determinants have on health outcomes of specific populations. Healthy People 2020 strives to improve the health of all groups." *Healthy People 2020*. Accessed on July 27, 2014. Retrieved from <http://www.healthypeople.gov/2020/about/disparitiesAbout.aspx>.

government resources for the benefit of the scientific community and as a means of positively affecting healthcare that will benefit society in its entirety.

4. Nutrition Philosophy

Nutrition is the systematic study of the science of nutrition from the cellular level to the application of nutrition principles in policy development, application, and evaluation.

The nutrition major prepares professionals to serve the public as health professionals, researchers, policy-makers, and teachers. The curricula in nutrition qualify graduates for teaching and/or research positions in colleges, universities, government, and industry. Other graduates serve as nutrition professionals and consultants in national, state, and local public health agencies; governmental health agencies; community organizations; health care delivery systems; non-profit agencies; and corporations. Nutritionists need to have a strong background in chemistry, biology, and other natural sciences. Those in public health nutrition also must have a fundamental knowledge of public health, social and behavioral sciences, and educational philosophy and practice.

A nutrition student interested in graduate study and research attains depth in nutrition science and uses electives to build strength in nutrition and related fields. Advanced courses typically include macro- and micronutrient metabolism, biochemistry and physiology, research methodology, and statistics or biostatistics. Those interested in community and public health nutrition emphasize public health and social/behavioral sciences and education; students also complete concurrent and block field experiences during their graduate studies. Those interested in basic and experimental sciences emphasize cellular and molecular laboratory-based approaches.

Nutrition graduate students should possess the following competencies:

- Demonstrate understanding and knowledge of the science of nutrition, nutrition research methodology, and professional ethics;
- Assess and evaluate nutritional needs and problems of target populations;
- Communicate nutrition information to the public;
- Function effectively as professionals in the field of nutrition in educational institutions, health agencies, or industry.
- Demonstrate knowledge and understanding of nutrition research methodology,
- Ability to write specific aims and a research strategy for a grant; and

- Ability to attain entry level nutrition related employment (e.g. assume teaching, research, or public health nutrition duties in higher education, industry, and government or in health agencies that require Master's-level nutritionists).

Upon completion of the Ph.D. Degree, graduates should, in addition to the above competencies, possess the following competencies:

- Demonstrate comprehensive breadth and depth of knowledge and understanding of the science and profession of nutrition; the ability to interpret, critique and synthesize research literature in nutrition;
- Ability to apply comprehensive knowledge and understanding of research methodology in the field of nutrition; communicate and disseminate research findings; write specific aims and a research strategy for a grant proposal and to submit a grant proposal for research funding; and
- Ability to assume high level administrative, teaching, or research duties in institutions of higher education and in industry, government or health agencies that require doctoral-level nutritionists.

B. Nutrition Graduate Programs

The Department's graduate degrees at the Master and Doctoral levels can be completed with an emphasis in Cellular and Molecular Nutrition or Public Health Nutrition (MS)/Community Nutrition (PhD). The MS in Nutrition (Public Health Nutrition Concentration) can be obtained independently or combined with the MPH in Public Health for dual MS-MPH degrees. The Department also offers an accredited Dietetic Internship Program.

1. The Cellular and Molecular Nutrition (CMN) Concentration focuses on the biochemical, cellular, genetic and molecular basis of the role of diet in optimizing health and in preventing and treating chronic disease. The faculty with a focus on the CMN aspects of the discipline currently have a primary emphasis on obesity, diabetes, cancer and cardiovascular disease. This program concentrates on:
 - Defining the molecular basis of diet-disease relationships;
 - Identifying novel genes and genetic polymorphisms involved in chronic diseases, resulting in the development of novel intervention targets;
 - Determining the effects of dietary patterns and/or specific nutrients on gene expression and cellular function; and
 - Determining the effects of genotype on individual nutritional needs.

Ultimately, research in the CMN program area is directed towards optimizing diet for the prevention and management of these chronic conditions and individualizing approaches to compensate for specific genetic or inter-individual differences in cellular function, resulting in a "tailoring" of strategies based upon genetic profile(s).

- a. The Public Health Nutrition (MS)/Community Nutrition (PhD) Program's mission helps to support the Department's mission and vision, but is specific for its programmatic emphasis.

Public Health Nutrition (PHN)/Community Nutrition (CN) mission: To promote an understanding of public health nutrition, including assessment, policy development, and assurance, for the enrichment of the physiological and social well-being of individuals, families, and communities.

The PHN/CN Program's goals are as follows:

- Prepare public health nutrition leaders who are sensitive to the impact of cultural diversity in fulfilling human nutrition needs of individuals, families, and communities, and, particularly, the maternal and child population;
 - Develop public health nutrition research, instructional programs, and field experiences which integrate nutrition science, public health, and social/behavioral sciences and education, consistent with health objectives established for the state, region, and country;
 - Develop and strengthen a public health research thrust which focuses on addressing the nutritional needs of the maternal and child population;
 - Ensure excellence in education and training through evaluation at regular intervals of the curriculum, instructional quality, and concurrent and block field experiences;
 - Expand cooperative relationships with both federal, state, and local health agencies and the public and private sectors to foster public health nutrition research; and
 - Continue to provide and evaluate continuing education interventions for public health nutritionists.
- b. The DI Program's mission also is supportive of the Department's overall mission and vision and may be of interest to students from either CMN or PHN. This program has additional requirements, so is not available to all graduate students. However, interested students should direct their inquiries to to the DI Director (Ms. Karen Wetherall; 865-974-6256; kbalnick@utk.edu).

Dietetic Internship Program Mission: To develop practitioner skills for entry-level dietitians who are able to assume leadership roles to improve and maintain the nutritional care of diverse individuals, families and communities within the national and global populations.

DI graduates should possess competencies to:

- Be competent entry-level dietitians; and
- Be leaders and participate in community service.

II. GENERAL DUTIES AND RESPONSIBILITIES OF FACULTY AND ALL GRADUATE STUDENTS

Faculty in the Department of Nutrition are responsible for research, teaching, and service, as described in The UTK *Faculty Handbook* (<http://provost.utk.edu/faculty/manuals/faculty-handbook>) and the Department of Nutrition By-laws. Teaching includes designing, implementing and evaluating courses at the undergraduate and graduate levels, and advising both undergraduate and graduate students. Teaching can include on-campus instruction as well as distance learning strategies. Specific responsibilities of graduate student advising are detailed in Section III, E of this *Handbook*. Faculty are responsible for research/scholarship/creative activities that make intellectual and creative contributions within and across disciplines. Faculty disseminate their research through professional presentations and publications, secure funding for their research efforts, and mentor undergraduate and graduate students in research. Service responsibilities of faculty include department, college, and university governance and service to their disciplines and to the community.

Graduate students are responsible for knowing the rules and regulations of the University's Graduate Council and departmental requirements. The Department of Nutrition's graduate programs have requirements beyond the minimum established by The Graduate School. Students are expected to keep up-to-date on curricular rules and regulations by visiting the Graduate School website (<http://gradschool.utk.edu/default.shtml>) regularly and meeting with their graduate committee.

A statement of graduate students' rights and responsibilities is printed on the student's admission status form. Additional copies are available from the Office of Graduate Admissions and Records.

As detailed in the *Graduate Catalog* (<http://catalog.utk.edu/index.php?catoid=17>) and *Hilltopics* (<http://dos.utk.edu/publications/hilltopics/index.html>) academic integrity is a responsibility of all faculty and students. This includes intellectual integrity, academic honesty and avoidance of plagiarism. Plagiarism is a serious offense, which involves using the work of others without giving appropriate credit or acknowledgement. All members of the academic community are expected to summarize, paraphrase, and quote sources appropriately. There are a variety of resources available on how to avoid plagiarism through the University Libraries (<http://www.lib.utk.edu/instruction/plagiarism>). Nutrition students are strongly encouraged to review these resources, so that they can write effectively and confidently, and with the knowledge that they have appropriately credited their resources. All members of the academic community are responsible for being familiar with and following the code of honesty.

III. GENERAL POLICIES

The *University of Tennessee Graduate Catalog* contains the UTK policies that are applicable to all graduate students. The catalog is revised on a yearly basis and is available on-line at <http://catalog.utk.edu/index.php?catoid=17>.

The policies outlined in this *Handbook* have been adopted by the Department of Nutrition and are the departmental means for fulfilling UTK guidelines and policies until changed by the Department or University. However, though this *Handbook* may include changes in departmental programs that are not yet in the *Graduate Catalog*, the *Graduate Catalog* remains the final word and students are encouraged to review both documents and discuss any discrepancies with their major professor. Students typically follow the Graduate Catalog for the year in which they entered the program and as agreed upon by the student's graduate committee. If the Graduate Catalog is revised after they enroll, the student has the option of remaining with the original requirements or selecting the Graduate Catalog year with the new revisions, *Faculty, graduate students, and staff are accountable for the policies and procedures detailed in these documents.*

A. Admission - General Procedure

1. MS and PhD

University graduate student admission requirements can be found at <http://graduateadmissions.utk.edu/requirements.shtml>. Information regarding special admission categories, such as non-degree, conditional, probationary, or readmission, also can be found in the UTK *Graduate Catalog* at (<http://catalog.utk.edu/index.php>).

Applying for the MS or PhD program is completed online. Information about these programs, and links to the online graduate application and additional documents are located on the Department of Nutrition web page at <http://nutrition.utk.edu>.

Masters Bypass: Admission to the PhD program has, in the past, generally required an MS degree. However, exceptional students with demonstrated research ability may apply directly to the PhD program without having first completed a Master's degree.

2. Dual MS-MPH

A coordinated dual program, leading to both the MS in Nutrition (PHN concentration) and the Masters in Public Health (MPH), is available (dual MS-MPH). This program allows students to complete both degrees in less time than would be required to earn both degrees independently. Students applying for the dual MS-MPH program file separate applications for the MS and for the MPH Programs. The MPH degree is located in the Department of Public Health (<http://publichealth.utk.edu/default.html>). These students must be admitted to both the MS Program and the MPH Program to pursue the dual MS-MPH.

If a student is admitted and enrolled in either the MS in Nutrition (PHN Concentration) or the MPH, but decides to apply for the dual program, then s/he must file a "Request for

Change of Graduate Program” to the second program. The “Request for Change of Graduate Program” is available from the Graduate School’s website (<http://gradschool.utk.edu/gradforms.shtml>). It is important to indicate on the form that s/he is applying for the dual program. Once admitted to the second program, the student immediately should notify the Director of Public Health Nutrition and his/her faculty adviser. This is to ensure proper advising and program management.

Students enrolling in the dual program, but who later consider dropping one of the two degrees, should work very closely with their major advisor as reverting to only one degree will introduce unexpected issues that could impact their progress depending on the student’s specific program (i.e., thesis vs. non-thesis and/or DI). Therefore, it is imperative that students explore their situation with their major advisor as soon as they are considering taking this action

3. Dietetic Internship

Students in the DI Program must be enrolled in a Nutrition MS or PhD program in the Department of Nutrition and meet Didactic Program in Dietetics (DPD) requirements established by the Accreditation Council for Education in Nutrition and Dietetics (<http://www.eatright.org/ACEND/>). Prospective students who are interested in applying for this program but who have not completed DPD requirements are encouraged to consult with the Department’s DPD Director (Melissa Hansen-Petrik, 865-974-6264, phansen@utk.edu) to explore the potential for completing coursework prior to and/or during graduate study in the Department. Students must complete program requirements for at least a MS degree in the Department of Nutrition at UTK to be eligible to receive the DI Program completion documentation necessary to sit for the Commission on Dietetic Registration exam. No other classes, except thesis/dissertation credit hours, may be taken during the internship.

Please check this *Handbook* for admission requirements for each departmental program as listed in the Table of Contents.

B. Orientations

Information on the University’s graduate student orientation can be found at <http://gradschool.utk.edu/gradorient>. In addition, the Department of Nutrition hosts an orientation for all new graduate students prior to classes beginning each Fall semester. The PHN and DI Programs also host orientations for new PHN students and Dietetic Interns during the same time period. All incoming graduate students also participate in the *Cultural Competence Express* workshop prior to classes beginning, in support of the Department’s commitment to cultural competence and diversity.

C. Liability Insurance, Substance Abuse, & Criminal Background Check

The Department of Nutrition trains graduate students to become research, community, and clinical food and nutrition professionals through didactic and experiential learning opportunities. During many of these experiences, graduate students will interact with people

from the community. To protect the community, the Department requires all graduate students who will be engaging in service learning/research projects that involve direct contact with the public (i.e., concurrent or block field experiences, courses with service learning components and/or the DI have the following assurances prior to participation:

- 1) Liability insurance
- 2) Tennessee Bureau of Investigation background check
- 3) 10-panel drug and alcohol screening test

The costs of the insurance, background check, and drug and alcohol screening are the sole responsibility of the graduate student. All assurances listed above must be completed prior to concurrent field experiences associated with NUTR 505, which for many students occurs in the first semester of the graduate program. Students will be provided with information regarding the assurances at the graduate student orientation. A student who has any criminal incident on his/her background check and/or has a positive drug and/or alcohol screening (showing the presence of drugs or alcohol) will NOT be allowed to complete ANY experiential learning component described above for at least 1 year, which may substantially delay the student's graduation and/or may result in the student being unable to complete the requirements for graduation from the program, including the Dietetic Internship Program. Please see **Appendix IX** for the Department of Nutrition's Substance Abuse & Criminal Background Check Policy Statement.

D. Initial Enrollment

1. Upon arrival at UTK, graduate students should report to the Graduate Program Coordinator (Ms. Brenda Hart, 865-974-6237; bhart57@utk.edu) to complete an information card for the Departmental file. The faculty advisor identified on the student's letter of admission has been carefully selected based on a match between student and faculty member regarding common research and career interests with the student and the faculty member's qualifications and availability (see pages 43-45 of the *Handbook* and the Department's webpage [<http://nutrition.utk.edu>] for a description of research interests of faculty members). This faculty member should serve as the permanent major professor under most circumstances. If a student wishes to change advisors or concentrations (CMN or PHN/CN), it is the responsibility of the student to contact other faculty to determine if an opening is available. It is important to note that not every faculty will have an opening for new students, and that a change in concentration may increase the length of time that it takes to fulfill the degree.

The steps to be followed in confirming a student's faculty committee are as follows:

- a. Within the first year for a MS student and 18 months for a PhD student, a student should work with their major advisor in selecting their committee members.
- b. Student submits the departmental "Committee Formation Form" (see Appendix) to the Departmental Director of Graduate Studies after

consultation with their faculty advisor and selected committee members. This plan should be submitted at any time **before completion of the first 18 and 27 semester hours** used toward the degree at UT for Masters and Doctoral degree students, respectively.

- c. Departmental Director of Graduate Studies indicates approval or disapproval of the Plan and returns the original form to the student and a copy is retained in the student's departmental file. The student is responsible for distributing copies of the form to all committee members.
- d. If disapproved, the student must submit a revised Plan. Reasons for disapproval may include the following:
 - 1) Faculty member requested has overload of responsibilities.
 - 2) Faculty members requested do not adequately represent area of student's interest and would not be appropriate for program planning and subsequent evaluation of student.
- e. In addition, for doctoral students, the student must submit a "Recommended Doctoral Committee Appointment" form (see Appendix). This same form is also used to revise a doctoral committee.
- f. In the event of a change in their major advisor and/or committee members, the student must complete and give a new "Committee Formation Form" to the Departmental Director of Graduate Studies after consultation with the new advisor and/or committee members.

E. Advising

UTK has an online registration system:

<http://registrar.utk.edu/registration.shtml>

1. The advising process involves responsibilities of both the advisee and the advisor or major professor. Responsibilities of the advisee are as follows:
 - a. Contact the faculty advisor/major professor to schedule an appointment prior to registration for classes for the subsequent semester.
 - b. Consult the University registration website (<http://registrar.utk.edu/registration.shtml>). This site also has a link to the *Timetable of Classes*.
 - c. Consult the University Graduate School website (<http://gradschool.utk.edu/default.shtml>). This site provides information on procedures and deadlines for graduation. In particular, students have found the "Graduation Information for Graduate Students"

(<http://gradschool.utk.edu/graduation.shtml>) and “Tips for Graduation” (<http://gradschool.utk.edu/graduation-tips.shtml>) very helpful.

d. Notify the faculty advisor/major professor and the Graduate Program Coordinator of any change in address or telephone number.

2. Responsibilities of the major professor are as follows:

a. Schedule advising appointments when contacted by the advisee.

b. Assist the advisee in the development of a plan of study that is commensurate with the advisee's background, interests, and goals that comply with the approved curricula and policies.

c. Provide guidance to the advisee on selection of committee members.

d. Assist the advisee in meeting Graduate School requirements and deadlines.

e. Provide guidance in the development of a research project suitable for either a Master's thesis or doctoral dissertation.

f. Coordinate written and oral examinations, as required by the specific programs in which the advisee is a candidate, i.e., comprehensive non-thesis Master's examination, oral examination for Master's thesis and doctoral dissertation, and comprehensive doctoral examination.

F. General Requirements for Completion of Degrees: [See the current *Graduate Catalog/Knoxville*, for “Degree Program Requirements” (http://catalog.utk.edu/content.php?catoid=17&navoid=1763#requ_prog_requ)].

Master's students, who declare the non-thesis option, must pass a written comprehensive examination, complete a culminating experience, and if in the PHN program, a written analytical paper is also required. Therefore, for non-thesis, PHN students, the combination of the Block Field Experience (NUTR 515) and the Analytical Field Paper (NUTR 519) fulfills the requirements of the culminating experience and the written analytical paper. Dual MS-MPH students who declare the non-thesis option must pass a written comprehensive examination in both Nutrition and Public Health to receive the dual degree. MS students who declare the thesis option must pass an oral examination on their thesis research in Nutrition. Dual MS-MPH students who declare the thesis option must pass an oral examination on their thesis research in Nutrition and a written comprehensive examination in Public Health. More detailed information is provided in Sections III and IV.

Students planning to pursue a PhD degree are required to pass a combination written and oral comprehensive examination taken after most course work is completed and also an oral examination taken after submission of the written dissertation to graduate committee members.

G. Graduate Student Research

Research opportunities for graduate students in the department are linked to departmental faculty research interests. Current projects and research interests of faculty are listed in Section V.B. of this *Handbook*. Specific information on current research may be obtained from individual faculty members.

Research notebooks and data are the property of UTK and must not be removed from the University. If you desire a copy for your own use, you are required to obtain permission from the faculty supervising the research project and the copy should be made at your own expense.

H. Graduate Student Travel

As part of thesis and dissertation training, the faculty highly recommend students present their research at scientific meetings when possible. Discuss these opportunities with your advisor.

In general, partial funding can be arranged for graduate students who travel to meetings to present research or take part in other educational opportunities. Students should begin the process of requesting funds and completing the necessary paperwork well in advance to ensure proper reimbursement of expenses. Potential funding sources include their major advisor, the department, the college and the University's Graduate Student Association. The student should take responsibility in exploring all possible funding sources. Students on official University travel are responsible for adhering to University travel regulations and should consult the following website to ensure compliance with those regulations (<http://treasurer.tennessee.edu/>). Travel arrangements should be made in consultation with the major professor. Some of these reimbursements are a one-time event. Please consult the major professor or the Department Head for confirmation. Possible sources of funding are:

- Major Professor
- UT Graduate Student Association
- Department Head
- College Dean

Additional information regarding financial assistance for student travel is available from our College website (<http://cehhs.utk.edu/for-staff/>) and the Graduate Student Senate site (<http://web.utk.edu/~gss/travelfund/index.html>).

The following check list should help make the process flow smoothly:

<u>Action</u>	<u>Time Frame</u>
Request funding from all available sources	prior to listed deadlines
Make travel/hotel arrangements/Registration	prior to listed deadlines
Complete a Travel Authorization*	at least 2 weeks <u>prior</u> to travel; allow additional time for international travel
Complete a Travel Reimbursement Request*	upon return

UT only accepts ORIGINAL receipts *forms available in departmental office

I. Research Projects and Studies with Human Subjects

UTK has a training requirement for Human Subjects Research. All researchers at UTK, including students doing dissertation or thesis research, who will be submitting an Institutional Review Board (IRB) protocol must take the training. This training is completed in NUTR 543. The training is valid for 3 years.

All research projects or studies that involve the use of human subjects must be reviewed by UTK's IRB or be certified as exempt from IRB review. All students involved in projects with human subjects should familiarize themselves with the information available from the Office of Research on working with human subjects (<http://research.utk.edu/humansubjects/>). This includes, for example, "The Human Subject Research Review System" and "Students' Guide for Studies Involving Human Participants." **No research with human subjects can be initiated until approval from IRB is acquired.** Understanding the special nature of the human subjects research review system is important and required by federal regulations governing research with human subjects. To obtain copies of the regulations governing research with human subjects, graduate students should contact the Graduate Program Coordinator or the Coordinator of Compliances directly: Office of Research, 1534 White Avenue. Your major adviser will guide you through this process.

If you are engaging in research that involves minors, additional paperwork may be necessary. Specifically, anyone (faculty, students, or other covered adults) who conducts research that involves minors must submit certification received from registering and completing all of the requirements outlined within the Policy on Programs with Minors <http://www.utk.edu/policycentral/minors/>. Your major advisor will guide you through this process.

The departmental procedure is consistent with that of the University. The appropriate human subject review forms should be completed and then submitted, via the iMedRIS system, to the Chair of the Department Review Committee (DRC). The DRC will conduct the first stage of review and either return the form for revisions to the student/investigator or forward it to the Department Head for signature. Once signed by the Department Head, it is forwarded to the Office of Research for review and approval/denial.

J. Research Projects and Studies with Animals

All research projects or studies that involve the use of animals must be reviewed by the University's Institutional Animal Care and Use Committee (IACUC). There are no exemptions to this requirement. The IACUC is:

... a federally mandated committee, qualified through the experience and expertise of its members that oversees its institution's animal program, facilities, and procedures. USDA and PHS require institutions using animals to appoint an IACUC and charge the IACUC with specific responsibilities.

To ensure compliance with all regulations, policies and standards in place to protect animal welfare, IACUC members review all requests for approval to use vertebrate animals. The IACUC also conducts inspections of all areas where animals are housed and used, reviews the institutional program or animal use, and reports its findings (<http://iacuc.tennessee.edu/>).

A complete guide to IACUC regulations is at <http://iacuc.tennessee.edu>. Your faculty research adviser will guide you through this process. There also are training modules described below (section N, Responsible Conduct of Research).

K. Research Projects and Studies involving Human Cells, Infectious Agents, Recombinant DNA or Biological Fluids

These research projects and studies require approval of the Biosafety Office as well as completion of specific biohazard training; details are available at <http://biosafety.utk.edu/>. Your faculty research advisor will guide you through this process.

L. Research involving Radioactive Materials and/or Radiation Sources (including x-ray)

Research projects of this nature require approvals and training from the Radiation Safety Department. Details are available at https://my.tennessee.edu/portal/page?_pageid=278,1&_dad=portal&_schema=PORTAL. Your faculty research advisor will secure the approvals and guide you through the process of receiving the necessary training.

M. Responsible Conduct of Research

The CITI Human Subjects Research online course is mandatory training for all faculty and students working on UTK IRB/Human Subjects Research protocols. Students complete this mandatory training in NUTR 543. More information about this training can be found on the training page of the UTK Office of Research (<http://research.utk.edu/training/>) or send an e-mail request to ortraining@utk.edu.

N. Transfer of Credits

All courses included in an individual's graduate program of study must be approved by the student's committee and The Graduate School. The number of hours that may be transferred into a doctoral program is determined by the doctoral committee (process outlined below). All doctoral students must complete a minimum of 9 semester hours (exclusive of dissertation hours) of 600 level courses at UTK; in the Nutrition Program, 4 of these 600 level hours must have the NUTR prefix. These courses may not be transferred from another university.

1. Coursework Waiver Process (PhD students only)

Doctoral students entering with a master's degree or previously completed graduate credit hours (that have not been applied to a terminal degree) may request, with approval of major advisor, a transcript review. Only courses with a final earned grade of A or better may be considered for waiver. The request must include a copy of the transcripts, a course waiver petition form indicating the specific non-dissertation coursework to be reviewed, and copies of syllabi for each course review requested. A committee of at least three Nutrition faculty members assigned by the Graduate Program Director and consisting of at least one CMN and one PHN faculty member (not including the major advisor), will review the transcripts and syllabi and determine which courses can be waived. Up to 6 hours of course credits may be waived for courses determined to be equivalent in content and credit hours to the required non-dissertation course work. Only nutrition department required non-dissertation courses are eligible for the waiver petition process. All course waiver requests must be submitted one week prior to the beginning of classes in the first semester of matriculation into the program. All required non-dissertation coursework (described in section 1 above) completed at the UTK, as assessed by the student's major advisor, and not applied to a terminal degree, would automatically be counted toward the course waiver procedure without a review of the committee.

O. Financial Assistance

1. Types of Assistantships

General information regarding Graduate Assistantships is available from the Graduate School

(http://catalog.utk.edu/content.php?catoid=17&navoid=1763&hl=assistantships&returnto=search#poli_admi_grad_assi).

The Department has several types of assistantships available. These include Graduate Teaching Assistant/Associate (GTA) and Graduate Research Assistant (GRA). All assistantships are governed by the Policy for the Administration of Graduate Assistantships (see Appendix). The work hours are 20 hours per week, excluding organized class time, with a 50% appointment, or 10 hours per week, excluding organized class time, with a 25% appointment. Salary is subject to federal income tax. Work responsibilities of the different assistantships vary as described below, but all provide tuition, maintenance fee, health insurance (if at least a 25% appointment), and a monthly stipend; however, not all fees are covered and is dependent upon the type of assistantship (scroll to page for graduate students at the following site: <http://budget.utk.edu/files/2014/11/FeesTuitionHistory-2014-15.pdf>).

a. Graduate Teaching Assistants (GTA) and Their Responsibilities

Graduate Teaching Assistants (GTA) are appointed for a one-semester term, with a performance review at the end of each semester, and with renewals possible as per the procedures outlined in "Application Procedure" in the next section. Note that the renewals are not guaranteed. GTA's without prior college teaching experience are *required* to participate in the Graduate Teaching Assistant Seminar offered each fall

by The Graduate School. Students appointed to teaching assistantships will receive information on the seminar from The Graduate School. Graduate Teaching Assistants (GTA's) assist with courses and generally are supervised by the faculty members who primarily are responsible for the specific courses. A waiver of tuition and the maintenance fee plus payment of health insurance and a stipend are provided by the University and Department. **All other university fees are paid by the student.** GTA's must maintain at least a B average and be full-time graduate students to retain eligibility for department-supported assistantships.

(Note regarding university terminology: "Maintenance Fees" refer to tuition paid by in-state students, while "Tuition" refers to the additional "tuition" that out-of-state students pay on top of the maintenance fees.)

i. Graduate Student Teaching Assistant Responsibilities

Students should discuss these responsibilities with the faculty in charge of their specific GTA position (i.e., NUTR 100, NUTR 415, etc). These discussions may include the following points below.

Graduate Teaching Assistants are part of the UTK Instructional Staff and should conduct themselves accordingly. This includes:

- Dressing appropriately
- Showing up on time to all class/discussion sections (a few minutes early is recommended)
- Answering student emails in a timely and professional fashion
- Answering faculty emails in a timely and professional fashion
- Understanding that teaching is a major mission of the University and therefore to always give their best effort
- Conducting themselves in a manner that positively represents the UTK

b. Graduate Research Assistants (GRA) and Their Responsibilities

Nutrition Graduate Research Assistants (GRA) are funded by contracts or grants from specific businesses, government or other agencies, and foundations, approved projects funded by the Agricultural Experiment Station, or in some instances associated with the Department of Nutrition. Graduate Research Assistants are appointed from a time period of one semester to one year, with renewal at the discretion of the faculty research advisor (and/or Department Head when department funds are used) and contingent on sufficient sources of funding.

The primary functions of GRAs in research are as follows:

- 1) To work under the direction of faculty members in specified approved project areas.

- 2) To contribute to the specific research projects and, at the same time, acquire training in research techniques and methods.
- 3) To work for the Department in a support capacity for their development.

Graduate Research Assistants observe official University holidays. The GRA's tuition, maintenance fee, health insurance premium, and stipend are paid by the funding source. **All other university fees are paid by the student.**

2. Assistantship Application Procedure

The Departmental assistantship application is available through the Department at <http://nutrition.utk.edu>. The priority deadline for GTA/GRA funding for the following academic year for new applicants to the graduate program is January 15. Students already enrolled in the graduate program who wish to apply for GTA/GRA funding or students who are already receiving financial assistance who want to apply for continued funding must do the following by December 15:

- 1) Complete the **Application for a GTA and a non-grant-funded GRA for Current Graduate Students in Nutrition** (<http://nutrition.utk.edu/financial-assistance/>);
- 2) Submit GTA/GRA evaluation form (if you are a current GTA/GRA);
- 3) Provide one current reference letter from a current supervisor/advisor/instructor in the Nutrition Department (if you are not currently a GTA/GRA); and
- 4) Submit a graduate transcript.

GTA/GRA awards are made by May, and late applications (applications received after the January 15 deadline) are only considered in case of vacancies.

GRA assistantships are at the discretion of the faculty holding the funding or the Department Head if the funding source is the Department and may be assigned and evaluated on a semester-by-semester basis. Speak with your faculty adviser about potential GRA opportunities. A GPA of 3.0 is required to retain eligibility for department-supported assistantships.

3. Additional Sources of Funding

The College of Education, Health and Human Sciences has a form for graduate students interested in applying for College-based scholarships (<http://ehhsstudentservices.utk.edu/forms/>). The annual deadline for applying is February 1 for the upcoming academic year.

General information on financial assistance is available from the UTK Graduate School website (<http://gradschool.utk.edu/gradfund.shtml>.) Information on funding sources outside the College is available from the Administrative Offices of the College, the Department of Nutrition, and from the Financial Aid Coordinator in The Graduate School. Graduate students are encouraged to begin seeking outside funding about a year preceding the academic year for which funding is needed, as some deadline dates are

very early. The Graduate Record Examination (GRE) is required by many funding sources as well as for admission to departmental programs.

4. Evaluation Procedure

The evaluation procedure for funding awarded through the Department (GRAs, GTAs) is as follows:

- a. Files of applicants are reviewed by the departmental Graduate Committee.
- b. The Graduate Committee meets to identify assistantship positions needed and to rank applicants for assistantships.
- c. The Graduate Committee makes recommendations to the Department Head on allocations of assistantships, new and those to be retained for another academic cycle.
- d. Recommended recipients are contacted by the Department Head by mail/email/telephone to see if they are still interested in receiving the type of financial assistance for which they will be recommended.
- f. Recipients accept or decline the awards in a written response to the Department Head.

P. Approval for Special Topics and Directed Study

Complete the form, "Request for Approval for Special Problems, Honors, Individual Study" (see Appendix) to receive permission to take these courses:

- NUTR 548 Directed Study in Nutrition
- NUTR 549 Special Topics

Q. Alumni

After completion of a degree, alumni are urged to notify the University, College, and Department of name, address, and position changes. The following link can be used for updating your information:

<http://volsconnect.com/s/1341/utk/index.aspx?sid=1341&gid=2&pgid=1240>. In this way the University can keep alumni informed of current events, while at the same time supply and obtain valuable information and data regarding our graduates and programs.

IV. MASTER OF SCIENCE DEGREE PROGRAMS

- A. General Requirements – See the current *Graduate Catalog/Knoxville* (<http://catalog.utk.edu/index.php>) for University requirements.

The Graduate School has established a requirement for a culminating experience for all MS degree students at UTK. This policy reads as follows:

The Master's degree is evidence of successful completion of a body of coursework, advanced understanding, and the ability to apply knowledge within a major field. As part of a Master's degree, and in addition to a final comprehensive examination, a culminating (capstone) experience is expected. Examples of culminating experiences include an advanced seminar, exhibit, independent project, integrated case study or simulation, internship, practicum, recital or thesis. Through this experience, the student will demonstrate skills associated with the particular degree program, such as applied performance, critical analysis, organization and writing. (<http://catalog.utk.edu/index.php>).

1. Progression and Retention.

The University policy on cumulative grade point average (GPA) requires graduate students to maintain a cumulative GPA of at least 3.0 on all graduate courses taken for a letter grade of A-F. If after completion of 9 hours of graduate coursework, a student's GPA falls below 3.0, the student is placed on academic probation. The student will be able to continue graduate study if each semester's GPA is 3.0 or greater. If the semester GPA falls below 3.0 while on academic probation, then the student's graduate degree status will be terminated by the Dean of The Graduate School.

In addition, Master's students in the Department of Nutrition must maintain a GPA of at least 3.0 in courses in the major for a degree. If a student's GPA in courses in the major falls below 3.0, then the student will receive written notice by the Department Head, with a copy to the Graduate School. Consistent with the *Graduate Catalog* on academic standards, the Dean of The Graduate School then will evaluate the student's record and determine if the student is eligible to apply for a change of student status in another area or program of study. A GPA of 3.0 is required to retain eligibility for department supported assistantships (see section on Financial Assistance).

- B. Prerequisites for Admission

Nutrition prerequisites are determined on an individual basis at the time of admission to the graduate program. In general, however, student applicants are expected to meet the competencies associated with the following courses prior to graduate study in Nutrition: chemistry, (general, organic and physiological/biochemistry), physiology, statistics and introductory nutrition*.

Prerequisite Courses for MS or PhD Minimum Semester Hours

Chemistry	
General	6
Organic	3
Physiological/Biochemistry	3
<hr/>	
Introductory Nutrition*	3
<hr/>	
Physiology	3
<hr/>	
Statistics	3

*For those who have not had an introductory nutrition course, you will be required to take one after acceptance.

C. Master's Committees (See Section D.3.a also for Dual Degree Committees)

Master's committees are composed of the major professor and at least two additional faculty members with the rank of Assistant Professor or above. An Instructor may serve as a fourth member of the committee. The major professor serves as committee chairperson. All members of the committee may be departmental faculty members unless the student has a minor or public health nutrition concentration. If the student has a minor, one member of the committee must be from the minor department. If the student has a second minor, one member of the committee also must be from the second minor department. (Note: The 6 credit hours taken outside the department may not constitute a minor in some departments.) For students completing a thesis in the public health nutrition concentration, one committee member must have expertise in the area of research and in public health. For students completing the non-thesis option in the public health nutrition concentration, the Director of the Master's in Public Health Program serves on the committee and represents the public health concentration. Dual degree committees are described in Section D.3.a. **The committee must be selected before the student has accumulated 18 hours of graduate work.**

The procedure for receiving departmental approval from the Director of Graduate Studies for faculty members to serve on a committee involves completion and filing of the "Committee Formation" form for Master's or PhD form (see Appendix). The same form is used to request a revision of the committee composition. The Nutrition faculty eligible to serve on Master's Committees are listed in Section V.B. of this *Handbook*.

The "Admission to Candidacy Application" (found on the Graduate School's website: <http://gradschool.utk.edu/gradforms.shtml>) must be reviewed and signed by all committee members and the departmental Director of Graduate Studies, and submitted to the Graduate School no later than the last day of classes in the semester preceding the semester he/she plans to graduate. The student provides one copy to each committee

member upon approval. If there are any changes to the committee or if the thesis/non-thesis options changes, both the “Committee Formation” (Departmental form) and the “Admission to Candidacy Application” (Graduate School form) must be revised and reprocessed.

D. Degree Options for MS in Cellular and Molecular Nutrition or Public Health Nutrition Concentrations

Students complete the MS with concentrations in either CMN or PHN. Therefore, course requirements differ depending on whether the student is enrolled with an emphasis in CMN or PHN. Both degree options require graduate coursework in nutrition science. The PHN concentration includes a cognate in public health, while the CMN concentration does not have a specified cognate; students in this concentration choose a cognate of interest in consultation with the academic adviser. Typical examples of CMN cognates include Biochemistry, Cellular and Molecular Biology, and Comparative and Experimental Medicine.

The PHN curriculum is consistent with the curricular guidelines established by the Association of Graduate Programs in Public Health Nutrition, Inc (<http://agpphn.org/>). These guidelines build upon those required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for dietetic registration and, therefore, provide a specialization in public health nutrition. This emphasis at UTK is provided by a major in nutrition and supporting coursework in public health. This is accomplished through both didactic coursework and concurrent and block field experiences. Didactic coursework focuses on nutrition with public health applications, public health, and social/behavioral/sciences and education. The block field experience is described in more detail in the Program’s *Handbook for Field Study in Community Nutrition*.

1. Thesis Option

a. Thesis committee

Each student's Master's thesis committee serves the following functions:

- 1) Assist the student in planning a program of coursework appropriate to the student's background and goals and in compliance with departmental and Graduate School policies. It is the student's responsibility to propose, for committee review, a timetable for development and completion of coursework, research, and thesis.
- 2) Provide guidance in the development of the student's research project and in writing the thesis proposal and thesis.
- 3) Read and offer constructive criticism of the written and oral thesis proposal and subsequent thesis.

- 4) Prepare and administer questions for the oral comprehensive examination (pertaining to the completion of the thesis and appropriate coursework) and evaluate the student's performance on the same day as the examination.
 - 5) Students should consult with the Graduate School website to ensure all proper forms are brought to the defense (<http://gradschool.utk.edu/gradforms.shtml>).
- b. Thesis course requirements

Students can complete a thesis in either CMN or PHN. Although the two concentrations share some core requirements, course requirements vary depending on the curricular emphasis (**See next page for specific course requirements**).

- c. Research and thesis

A minimum of two semesters is required for Master's level research and thesis completion. The thesis is a written account of original research conducted by the Master's student under the direction of his/her major professor and faculty committee. It serves as the culminating experience for thesis students and a manuscript from the thesis is expected to be submitted for publication in a professional research journal. The key words for faculty research interests, listed in Section V.B. of this *Handbook*, may be helpful in selecting topics for research. The student must enroll in NUTR 500 (variable credit) each term that he/she is planning research, collecting data or writing the thesis. The student must be enrolled in 3 hours of NUTR 500 credit during the semester in which the final thesis is defended and approved. If the thesis is approved after the first deadline date for graduation during a certain term, but prior to the second deadline date, the student is not required to enroll in NUTR 500 and may graduate the next semester. The thesis must satisfy University requirements as explained in the Graduate School *Guide to the Preparation of Theses and Dissertations* (<http://gradschool.utk.edu/Publications.shtml>), and it must be approved by the faculty committee and the Graduate School Thesis/Dissertation Consultant. The complete thesis, in a form approved by the major professor, shall be distributed to all committee members **at least two weeks** before the date of the final oral examination.

An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations) must be submitted to TRACE and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters or doctoral committee. The approval sheet reflects the final format for submission.

**MS-Cellular and Molecular
Nutrition**

Thesis Course Requirements

MS-Public Health Nutrition

Thesis Course Requirements

Course Number	Credit Hours	Course Number	Credit Hours
NUTR 616 OR 505 ¹	3	NUTR 505	3
NUTR 511	4	NUTR 506	3
NUTR 512	3	NUTR 509	1
NUTR 543	2	NUTR 511	4
NUTR 545	2	NUTR 512	3
LFSC 520 ²	4	NUTR 515	3
Stats 500+	3	NUTR 522	2
BCMB 440 ²	3	NUTR 543	2
ANSC 550 ²	3	NUTR 545	2
Other NUTR courses ³ or cognate courses	6-7	NUTR 616	3
NUTR 500 ⁴	6	PUBH 520	3
		PUBH 530	3
		PUBH 540	3
Total Hours	≥39	Cognate Area NUTR 500 ¹	Public Health 6
Minimum Grad Hours (grad credit at 500/600 level; including a max of 6 thesis hours)	≥26	Total Hours	≥41
Total NUTR hours at 500+ (not including thesis)	≥14	Minimum Grad Hours (grad credit at 500/600 level; including a max of 6 thesis hours)	≥28
Oral defense of research Must be enrolled in 3 hrs. of thesis credit in the semester the final thesis is defended and approved		Total NUTR Hours at 500+ (not including thesis)	≥26
		Oral defense of research Must be enrolled in 3 hrs of thesis credit in the semester the final thesis is defended and approved	

**Students receiving a Graduate Teaching Assistantship (GTA) and without previous college teaching experience are required to take the fall semester teaching seminar for GTAs .*

¹Students with the appropriate background may take NUTR 505 instead of NUTR 616, with consent of instructor

²Other departments that contribute to our curriculum may periodically change their course offerings. If LFSC 520, BCMB 440 and/or ANSC 550 are not available, substitutions can be made with the approval of your major advisor and the Director of Graduate Studies. See Appendix XII, for a list of potential graduate courses.

³NUTR 548 or 549 may be used to fulfill this requirement, if relevant.

⁴Thesis (NUTR 500) serves as the culminating experience for Master's requirement.

d. Thesis proposal and oral examination

An initial thesis committee meeting is suggested, but not required, to informally discuss the student's research plan prior to completing a written proposal and conducting a proposal hearing. The written proposal should be completed with input from the major professor and sent to other committee members upon approval of major professor, but at least 2 weeks in advance of the proposal hearing. At the thesis proposal hearing, the student presents the proposed research as an oral presentation to the student's committee members. Upon conclusion of the presentation, committee members engage in a question and answer session with the student regarding the proposed research. The purpose of this hearing is to help the student refine the proposed research and to understand how to proceed further. Specifically, upon conclusion of the proposal hearing the student's graduate committee members will make a recommendation from any of the following options: 1) conduct the research as proposed; 2) conduct the research with specific modifications as identified by the committee; 3) re-write the proposal to address significant research concerns of the committee identified during the proposal hearing; or 4) write a new proposal. A proposal hearing is required prior to undertaking thesis research data collection.

After the thesis research has been completed, each Master's thesis student must pass an oral examination in defense of his/her thesis. The examination in defense of the thesis is administered by the student's entire committee and is intended to evaluate the student's overall knowledge gained through completion of his/her coursework, research, and thesis. The thesis defense must be **scheduled with the student's major professor and all members of the committee at least two weeks before the deadline published in the Academic Calendar** (http://registrar.tennessee.edu/academic_calendar/). **An abstract of the thesis should be sent to the Department's administrative assistant two weeks in advance of the thesis defense.** All graduate students and faculty are invited to attend an oral presentation of the thesis research.

*Aside from **requiring that the Chair be present at student defenses**, the Department of Nutrition follows the Graduate Catalog's policy on Remote Participation in Oral Defenses* (<http://catalog.utk.edu/content.php?catoid=17&navoid=1763&hl=remote+participation&returnto=search>).

2. Non-thesis Option

The philosophy underlying the non-thesis option is to provide students with the opportunity to include in their programs ample coursework and field experience to assist them in meeting their career goals and objectives.

a. Non-thesis committee:

The function of a non-thesis Master's committee member is as follows:

- 1) Assist the student in planning a program appropriate to the student's goals and in compliance with departmental and Graduate School policies. This may involve participation in planning sessions, or it may simply involve review and subsequent approval of the student's proposed plan of study.
- 2) Participate in preparing, administering and grading the student's comprehensive examination. Committee members should be cognizant of time limits and provide for a choice of questions (See Comprehensive Examination, section III, D.2.c. below).

b. Non-thesis course requirements (**See next page for specific course requirements**)

The non-thesis option consists of a minimum of 41 hours of coursework with at least 29 hours in the department. A minimum of two-thirds of the total required hours must be completed at the 500- and 600-level ($41 \times 0.67 = 28$). A written comprehensive examination is required for completion of the program.

For PHN, required courses include those listed for the thesis option with the omission of NUTR 500 (Thesis). In addition students complete 3 credits in NUTR 519 and 3 elective credits in social/behavioral science and education.

For CMN, the culminating experience can be integrated in with NUTR 548 or 549 (minimum of 3 credit hours) and must be approved by the student's committee.

c. Non-thesis culminating experience

All non-thesis students must complete a culminating experience with a written analytical paper consistent with Master's degree requirements and as described in Section III.F. of the *Handbook*.

For PHN non-thesis students, the written analytical field paper constitutes the culminating experience. This public health nutrition culminating experience is described in detail in the *Handbook for Field Study in Community Nutrition (NUTR 515)* available from the PHN program.

For CMN non-thesis students, the culminating experience can include systematic reviews of the literature, research projects or other scholarly endeavors approved by their committee.

d. Comprehensive examination

All non-thesis Master's degree students must pass a written comprehensive examination which covers all coursework taken toward completion of the degree. The examination must be scheduled according to the established Departmental

**MS-Cellular and Molecular
Nutrition**

Non-Thesis Course Requirements

MS-Public Health Nutrition

Non-Thesis Course Requirements

Course Number	Credit Hours	Course Number	Credit Hours
NUTR 616 OR 505 ¹	3	NUTR 505	3
NUTR 511	4	NUTR 506	3
NUTR 512	3	NUTR 509	1
NUTR 543	2	NUTR 511	4
NUTR 545	2	NUTR 512	3
NUTR 548 or 549 ²	3	NUTR 515	3
NUTR 618	3	NUTR 519	3
NUTR 621	3	NUTR 522	2
LFSC 520 ³	4	NUTR 543	2
Stats 500+	3	NUTR 545	2
BCMB 440 ³	3	NUTR 616	3
ANSC 550 ³	3	PUBH 520	3
Other NUTR courses ⁴ or cognate courses	6	PUBH 530	3
		PUBH 540	3
Total Hours	≥41	Social/Behavioral Sciences and Education (any department)	3
Minimum Grad Hours (grad credit at 500/600 level)	≥28	Cognate Area	Public Health
Total NUTR hours at 500+	≥29	Total Hours	≥41
Written Comprehensive Exam		Minimum Grad Hours (grad credit at 500/600 level)	≥29
A culminating experience is required as approved by the student's committee (must register for at least 3 hours of NUTR 547, 548 or 549)		Total Minimum NUTR Hours at 500+	≥29
		Written Comprehensive Exam	
		Culminating Experience (Block Field Experience with written analytical block field paper; NUTR 515 & 519)	

*Students receiving a Graduate Teaching Assistantship (GTA) and without previous college teaching experience are required to take the fall semester teaching seminar for GTAs.

¹Students with the appropriate background may take NUTR 505 instead of NUTR 616, with consent of instructor

²A culminating experience is required as approved by the students committee. Therefore, students must register for at least 3 hours of NUTR 548 or 549.

³Other departments that contribute to our curriculum may periodically change their course offerings. If LFSC 520, BCMB 440 and/or ANSC 550 are not available, substitutions can be made with the approval of your major advisor and the Director of Graduate Studies. See Appendix XII, for a list of potential graduate courses.

⁴NUTR 548 or 549 may be used to fulfill this requirement, if relevant.

deadline, which will be announced at the beginning of each semester. The examination consists of questions submitted by committee members.

One day (8 hours) will be scheduled for the examination each semester. The date will be determined by the Graduate Program Director and the Director of the Program in Public Health Nutrition no later than the end of the second week of each semester. The examination will be scheduled approximately two weeks prior to the date when results are due to The Graduate School. The exact date when the examination results are due is based on the date of Commencement for each semester and is announced for each semester by the Department.

It will be the **student's responsibility** to inform their major professor of their intent to take the comprehensive exam during the first week of the semester of his/her intent to take the examination. The examination must be taken when coursework is completed or when in the process of taking final classes. The major professor should give notice to the committee members to submit questions to him/her no later than one week prior to the examination. It is also the responsibility of the major professor to contact faculty committee members outside the department for questions and to assemble the examination. Proctoring of the examination is coordinated by the Graduate Program Director and the Director of the Program in Public Health Nutrition. The examination is not merely a re-examination of coursework, but it is a test of the candidate's ability to integrate material in his/her major and minor fields. Each committee member will grade his/her own questions.

i. Committee Structure

For PHN: The two departmental committee members, which includes the major professor, will provide two questions that will test the student's knowledge and applicability of coursework completed in the represented area for inclusion in the examination. The major professor will review submitted questions and decide on the appropriateness of each question. It is the major professor's responsibility to resolve disputes over the submitted question(s). The student will answer one question from each committee member. In addition, the Director of the Master's in Public Health program, the third committee member, will submit a standardized examination, which is required of all non-thesis MS PHN concentration students.

For CMN: The committee consists of a minimum of three members, a major professor and at least one other member from the Department of Nutrition. The comprehensive exam is an evaluation of core knowledge that is achieved through an examination of required coursework that allows the student to integrate knowledge across courses. Each committee member submits one or more questions to the major professor who will review them for appropriateness. It is the major professor's responsibility to resolve disputes over the submitted question(s). The student will be required to answer the questions within the allotted time. The student is advised to meet with each

committee member prior to the comprehensive exam far enough in advance to allow for proper preparation.

ii. Scoring of Comprehensive Exam – A grade of 80 is passing.

For PHN: Points will be accumulated on the examination according to the following scale:

- 35 – major professor
- 35 – departmental committee member (from the major area)
- 30 – Public Health

For students with a second minor, points will be accumulated on the examination according to the following scale:

- 30 – major professor
- 30 – departmental committee member (from the major area)
- 20 – Public Health
- 20 – minor, supporting or other departmental committee member

For CMN: Points will be accumulated on the examination according to the following scales:

For students with three committee members (two of which are from the department), points will be assigned accordingly:

- 35 – major professor
- 35 – departmental committee member
- 30 – external committee member

For students with three committee members all are from the department, points will be assigned accordingly:

- 35 – major professor
- 32.5 – each departmental committee member

For students with four committee members, points will be accumulated on the examination according to the following scale:

- 25 – major professor and each of the other committee member

The student is notified by the major professor, in writing, of the examination results within two weeks following the date of the examination. The student and the committee may meet to discuss the examination. In case of failure, the student is given the opportunity to take a second examination, from all committee members or pertaining to those sections deemed insufficient (based on a Committee decision), but this cannot be scheduled until the following semester. Results of the second examination are final. Appeals may be made through the regular channels as described in the current *Graduate Catalog/Knoxville* in the “Appeals Procedure” section

<http://catalog.utk.edu/content.php>).

If a non-thesis Master's student has not yet completed the comprehensive examination, but needs to use university facilities or faculty time for an additional semester, then the student must enroll in NUTR 502. This could occur, for example, when the student will be using university facilities or faculty time to remove an incomplete, but will not be enrolling in a course. A non-thesis Master's student who has completed all degree requirements, except the comprehensive examination does not have to enroll in NUTR 502, but must pay a Graduate School examination fee.

3. Degree Options for Dual MS-MPH as Thesis or Non-Thesis

This program is designed to meet the needs of students who are interested in the benefits of majors in both nutrition and public health. A dual degree candidate must satisfy requirements for both the MS PHN concentration and the MPH degrees, as well as requirements for the dual program. The MPH component of the dual degree is completed with a concentration in either Health Policy and Management (HPM) or Community Health Education (CHE), as designed by the Public Health program. The MPH concentration preference is indicated by the student on the MPH program application. All candidates for the dual degree must successfully complete PUBH 510, 537, and 555; 2 hours (1 hour each) of PUBH 509 and NUTR 509*; and a minimum of 58-61 graduate credit hours (61 for non-thesis students; 58 for CHE thesis students; and 61 for HPM thesis students). The Department of Nutrition will award a maximum of 9 hours of credit toward the MS for successful completion of approved graduate-level public health courses offered in the Department of Public Health.

For non-thesis Master of Science students, a maximum of 14 hours of credit for successful completion of graduate-level nutrition courses will be awarded toward the MPH. For thesis Master of Science students, a maximum of 16 hours of credit for successful completion of approved graduate-level nutrition courses will be awarded toward the MPH. All courses for which such cross-credit is awarded must be approved by the Public Health Academic Program Committee and the student's graduate committee. A single block field experience (or public health internship) is required of all students. For non-thesis MS students the analytical field paper (NUTR 519) that incorporates public health nutrition and the student's public health concentration is required.

a. Dual degree committee

Dual degree students have two (2) separate graduate committees: 1 for the MS and 1 for the MPH. The MPH program designates the MPH major professor that serves on the MPH committee. The functions of the MS committee for dual students are the same as that of other MS committees and, therefore, depend on whether the MS portion of the dual degree is completed as a thesis or non-thesis.

*Students attempting to register for PUBH 509, after taking NUTR 509, or registering for NUTR 509 after completing PUBH 509, will automatically receive an error message from the registration system (BANNER). The PHN Program Director is aware of this issue and will work with the appropriate departmental staff to provide an override.

The student's MS nutrition graduate committee consists of a minimum of 3 members. For the dual MS-MPH student who is completing a thesis as part of the MS, at least 1 committee member must have expertise in the area of the research and in public health.

2) Nutrition department committee composition of MS non-thesis that is part of dual MS-MPH

The student's nutrition MS graduate committee consists of a minimum of 3 members. For the dual MS-MPH student who is completing a non-thesis as part of the MS, 1 committee member must be the Director of the MPH Program.

b. Dual degree course requirements and comprehensive examination

The requirements for the MS-MPH include a minimum of 58-61 graduate credit hours, depending on the program of interest. Some course requirements can be applied to either the MS or the MPH. Other course requirements can be applied toward both degrees and have dual credit as specified in the *Graduate Catalog*.

1) MS-MPH course requirements

- a) The courses required of all dual MS-MPH students are:
- *NUTR 505 Nutrition Intervention in the Community (3 cr)
 - *NUTR 506 Public Health Nutrition Management (3 cr)
 - *NUTR 509 Graduate Seminar in Public Health (1 cr)
 - NUTR 511 Advances in Carbohydrate, Lipid & Protein Metabolism (4cr)
 - NUTR 512 Advances in Vitamin and Mineral Metabolism (3 cr)
 - *NUTR 515 Field Study in Community Nutrition (3 cr)
 - NUTR 522 Nutrition Counseling (2 cr)
 - *NUTR 543 Research Methods I (2 cr)
 - *NUTR 545 Research Methods II (2 cr)
 - *NUTR 616 Maternal and Child Nutrition (3 cr) (Meets 3 cr elective requirements of MPH)
 - PUBH 509 Graduate Seminar in Public Health (1 cr)
 - PUBH 510 Environmental and Occupational Health (3 cr)
 - **PUBH 520 Public Health Policy and Administration (3 cr)
 - **PUBH 530 Biostatistics (3 cr)
 - PUBH 537 Fundamentals of Program Evaluation (3 cr)
 - **PUBH 540 Principles of Epidemiology (3 cr)
 - PUBH 555 Health and Society (3 cr)

Note: * designates NUTR courses that count as dual course credit for both the MS and MPH;

** designates PH courses that count as dual course credit for both the MPH and MS.

- b) As part of their MS requirements, dual MS-MPH thesis students also are required to complete at least 6 credits of thesis (NUTR 500), while dual MS-MPH non-thesis students are required to complete 3 credits of NUTR 519 and 3 credits dependent on the selected MPH concentration (credits in social/behavioral science and education cannot be applied for both the MS and MPH degrees). Additional coursework for each concentration is outlined below.
- c) **Approved Dual Credit:** For thesis students, MS courses to be counted toward the MPH program would include up to 9 hours of NUTR 505, NUTR 506, and NUTR 515; 1 hour of NUTR 509, a maximum of 3 hours of NUTR 543 and 545, and 3 hours of NUTR 616 (16 graduate hours). For non-thesis students, MS courses to be counted toward the MPH program must include a maximum of 10 hours of NUTR 505, NUTR 506, NUTR 515 and NUTR 519, 1 hour of NUTR 509, and 3 hours of NUTR 616 (14 graduate hours). For thesis and non-thesis students, MPH courses to be counted toward the MS include PUBH 520, PUBH 530 and PUBH 540.
- d) As part of their MPH requirements, dual MS-MPH students also are required to complete courses for the MPH concentration in either Community Health Education or Health Policy and Management, as designed by the Public Health program. Additional required courses for these concentrations include:

Core Concentration Courses for MS-MPH Graduate Students

<u>Community Health Education</u>	<u>Credits</u>	<u>Health Policy and Management</u>	<u>Credits</u>
PUBH 550 Principles and Practices of Community Health Education	3	PUBH 521 Organizational Dynamics in Health Care	3
PUBH 552 Community Health Problem Solving	4	PUBH 525 Financial Management of Health Programs	3
Elective	3 – non-thesis	PUBH 527 Theories and Techniques in Health Planning	4

E. Culminating Experience

Master's degree candidates in Nutrition must successfully complete a culminating experience with an analytical paper as part of the requirements for graduation. In addition to a final comprehensive examination (non-thesis: written; thesis: oral), a culminating experience is required. Culminating experiences include: 1) written thesis for thesis students; and 2) the analytical field paper of the block field experience for non-thesis students in PHN, which is approved and closely coordinated with the student's major professor and results in presentation of results at a scientific or professional seminar and/or a publication-quality paper.

F. Graduation

1. Commencement

The Graduate Hooding Ceremony is held at the end of Fall and Spring semesters only. Details relating to graduation can be obtained from the following website: <http://gradschool.utk.edu/gradhooding.shtml>. Deadlines for ordering caps and gowns, paying fees, etc., are announced each semester in the Academic Calendar (http://registrar.tennessee.edu/academic_calendar).

2. Filing Admission to Candidacy for MS-MPH

Because the dual MS-MPH program represents two distinct programs, two forms must be filed for all steps to graduation: one for the MS and one for the MPH program. This includes the Admission to Candidacy form that is filed for each program. Both Admission to Candidacy forms should be submitted together with one academic history record and at the top of each Admission to Candidacy form, the student should hand-write in bold letters: "**Dual MS-MPH Program.**" As noted previously, the courses listed for completion of the MS and MPH will be the same on both Admission to Candidacy forms. They both will include all courses completed for the MS plus the concentration-specific courses listed for the MPH. The committee members, however, will differ slightly, so students should carefully coordinate completion of these forms with their major advisor. Other forms that are filed for both programs include the Application for Diploma and Recommended Arrangements for Final Exam.

V. DOCTOR OF PHILOSOPHY DEGREE PROGRAM IN NUTRITION SCIENCE

A. General Requirements - See current *Graduate Catalog/Knoxville* for overall University requirements (<http://catalog.utk.edu/content.php>).

B. Prerequisites for Admission

Nutrition prerequisites are determined on an individual basis at the time of admission to the graduate program. In general, however, student applicants are expected to meet the competencies associated with the following courses prior to graduate study in Nutrition:

chemistry, (general, organic and physiological/biochemistry), physiology, statistics and introductory nutrition.*

Prerequisite Courses for MS or PhD	Minimum Semester Hours
Chemistry	
General	6
Organic	3
Physiological/Biochemistry	3
Introductory Nutrition*	3
Physiology	3
Statistics	3

*For those who have not had an introductory nutrition course, you will be required to take one after acceptance.

C. Doctoral Committee (For Summary of Procedures for Doctoral Degrees see Appendix VII)

Doctoral committees are composed of at least four members with at least one member from outside the student's major department. To be eligible to serve as a major professor for doctoral level students, a faculty member must have the rank of Assistant Professor or above and must have been granted approval to direct by the UTK Graduate Council. All faculty with rank of Assistant Professor or above, or who have otherwise been granted approval to direct by the UTK Graduate Council (as noted at the end of this section) are eligible to serve on doctoral committees; at least three members of the student's doctoral committee must be approved to direct doctoral research.

After consultation with his/her advisor, the doctoral student requests approval of his/her doctoral committee by using the Department's "Committee Formation" form for Masters or PhD form (see Appendix). If approved by the Director of Graduate Studies, the major professor initiates nomination of the committee by submitting the Graduate School's "Doctoral Committee Appointment Form" available at http://gradschool.utk.edu/forms/Doc_Comm_Appoint-revised.pdf, to the Department Head and then to The Graduate School for approval. The same form and procedures are used for revision of a doctoral committee.

The functions of a doctoral committee are as follows:

- a. Meet with the student as requested by the major professor to plan a program of study appropriate to the student's goals and research interests and in compliance with Department and Graduate School policies. This should be done during the semester in which the committee is appointed.

- b. Review the student's proposal and dissertation and offer suggestions for improvement where necessary. This is accomplished within the framework of the Proposal Hearing, described below.
- c. Respond to the student's formal request to take the comprehensive examination within ten (10) days of receipt of the request.
- d. Committee members from within the major department are required to submit two written questions for the comprehensive examination. This is not a requirement for committee members from other departments, but they are invited to submit questions.
- e. Notify the student of the outcome of the comprehensive examination within fourteen (14) days after completion of the examination. Complete the Admission to Candidacy form, available at the Graduate School (<http://gradstudies.utk.edu/gradforms.shtml>), notifying the Graduate School of the outcome of the comprehensive exam. This form also outlines the coursework completed, in progress, and to be taken in the future.
- f. Administer and attend the final oral examination either after all coursework has been completed or in the semester in which coursework will be completed and the dissertation and notify the student on the same day as the examination whether or not he/she passed the examination.

Faculty approved to direct doctoral dissertations are as follows:

Dr. Guoxun Chen, Associate Professor
 Dr. Jiangang Chen, Adjunct Assistant Professor
 Dr. Sarah Colby, Associate Professor
 Dr. Dallas Donohoe, Assistant Professor
 Dr. Katie Kavanagh, Associate Professor
 Dr. Hollie Raynor, Associate Professor
 Dr. Jay Whelan, Professor
 Dr. Ling Zhao, Associate Professor

D. Course Requirements for Doctor of Philosophy

Study in Nutritional Science at the doctoral level leads to the Doctor of Philosophy degree and is completed in one of either two concentrations: CMN or CN. Doctoral study in the CMN concentration prepares the student for research and/or teaching positions in institutions of higher education, government, or industry. Doctoral study in the CN concentration prepares the student for research, teaching, and/or advanced-level practice in institutions of higher education, government, or the public and private sectors.

A minimum of 24 hours of graduate coursework, beyond the Master's degree, is required. A minimum of 12 of these 24 hours must be graded A-F. Exceptionally well-prepared students with demonstrated superior achievement may enter upon completion of the baccalaureate degree, in which case a minimum of 48 hours of graduate coursework beyond the baccalaureate degree is required. A minimum of 30 of these 48 hours must be graded A-F. In

either case, an original nutrition research project with 24 hours of dissertation work is required.

1. Coursework:

- 16 hours in nutrition; these must include NUTR 511, NUTR 512, NUTR 543, NUTR 545, NUTR 505 OR NUTR 616 (depending on track and background) and additional graduate level courses in NUTR to make up any credit deficiencies
- CMN Concentration: NUTR 616 (or NUTR 505, with consent of instructor), LFSC 520, BCMB 440, and ANSC 550 (or appropriate substitutions, as identified by faculty advisor and approved by the Director of the Graduate Program)
 - **Please note:** *Other departments that contribute to our curriculum may periodically change their course offerings. If these courses (LFSC 520, BCMB 440 and/or ANSC 550) are not available, substitutions can be made with the approval of your major advisor and the Director of Graduate Studies.*
- CN Concentration: NUTR 506, NUTR 522, PUBH 640
- 6 hours of graduate statistics
- 6 hours in a cognate area
- 9 hours at the 600 level (exclusive of NUTR 600 (dissertation)); at least 4 of these hours must be in nutrition
- *Students receiving a Graduate Teaching Assistantship (GTA) and without previous college teaching experience are required to take the fall semester teaching seminar for GTAs.*

2. Research

Current research projects in nutrition are investigating specific aspects of nutrition from cellular/molecular to applied levels. Research interests of faculty are found in Section V, part B of this *Handbook*. For the original research, doctoral students develop a proposal, conduct an original research project that has been proposed, and document the original research project by the preparation of a written thesis, which should result in publication of at least one article in a peer-reviewed journal.

E. Comprehensive Examination

Evaluation of core knowledge is achieved through a comprehensive examination of required coursework that allows the student to integrate knowledge across courses. The comprehensive examination should be taken upon completion of coursework as required by the student's committee, typically before the start of the third year of doctoral work, and prior to the dissertation proposal hearing.

1. The student shall notify the major professor one semester prior to the semester the student wishes to schedule the examination. The committee should respond to the request within 10 working days.

2. The comprehensive examination must be passed at least one semester before graduation (not including semester of graduation).
3. A formal request (signed letter) for the examination must be filed with the major professor at least 6 weeks before the first examination day.

4. Guidelines for CN Concentration

Upon the student's formal request to take the comprehensive examination, the student's doctoral committee convenes and develops two integrated questions for the examination. The examination is administered by the major professor. The examination requires 8 hours (plus a one hour lunch break) to complete, and is taken in 1 day unless appealed by the student on valid grounds (i.e., medical reason). For the examination the student has a laptop computer supplied by the department and has access to resources available only through the internet on the laptop computer. No other resources for the examination are permitted. At the conclusion of the 8 hours, the answers to the two questions are printed out to a hard copy and saved to a Word document on the laptop's desktop and a USB drive. The major professor provides the Word document to all committee members to review within 2 working days of completion of the exam. Committee members have 7 working days to review the document. An oral examination is scheduled by the major professor within 10 working days of the written exam. At the oral examination, the committee and the student meet to clarify remaining questions committee members have regarding the student's written responses to the examination questions and/or further inquire about any other subjects associated with the comprehensive examination. For this oral examination, the student and all committee members have a copy of the student's responses to the two examination questions. Upon conclusion of the oral examination, the student's doctoral committee typically renders a decision and the decision must be rendered within two weeks following the conclusion of the examination. Decisions can include: 1) pass; 2) re-take the entire exam; 3) re-take a specific question or questions; and 4) fail.

5. Guidelines for CMN Concentration

The preparation for and writing of the CMN comprehensive exam is designed to be, in part, a learning experience that contributes to the professional development of the student as he or she enters PhD candidacy. It provides the student an opportunity to integrate information and knowledge from a variety of topics, disciplines and mentoring experiences.

The student should make a formal request to take the comprehensive examination (written communication through email is sufficient to the major advisor) at least one semester prior to the semester the student wishes to schedule the examination. Working with their major advisor, the student should make formal arrangements as to the availability of all committee members who will participate in the examination. The comprehensive exam must be passed at least one semester before graduation. This does not include the semester of graduation. Prior to administering the written comprehensive

exam, the major adviser will request questions from the committee members. The major adviser will approve the questions, and generate and administer the written exam. The student should take it upon themselves to meet with each committee member during preparation to understand the committee member's area of emphasis for their particular set of questions. The examination requires 8 hours (plus a one hour lunch break) to complete, and is taken in 1 day unless appealed by the student on valid grounds (i.e., medical reason). For the examination, the student will have access to a laptop computer supplied by the department, but will not have access to any outside resources, including the internet. The student has the option of answering the questions in writing (i.e., with pen and paper/blue book), if so desired.

At the conclusion of the 8 hours, the answers to the questions (if a computer is used) are saved to a Word document on the laptop's desktop and to a USB drive. If the questions are hand-written, the blue books will be turned into the major advisor. The major professor provides a copy of the answers to all committee members to review within 2 working days of completion of the exam. Committee members have 7 working days to review the document. An oral examination is scheduled by the major professor within 10 working days of the written exam. At the oral examination, the committee and the student meet to clarify remaining questions committee members have regarding the student's written responses to the examination questions and/or further inquire about any other subjects associated with the comprehensive examination or the student's area of study. For this oral examination, the student and all committee members have a copy of the student's responses to the examination questions. Upon conclusion of the oral examination, the student's doctoral committee typically renders a decision and the decision must be rendered within two weeks following the conclusion of the examination. The student shall have passed the comprehensive examination if the student receives a passing grade from all committee members. Decisions can include: 1) pass; 2) re-take the entire exam; 3) re-take a specific question or questions; and 4) fail.

F. Admission to Candidacy

A doctoral student may be admitted to candidacy after passage of the comprehensive examination, fulfillment of the language requirement (if applicable), and maintenance of at least a B average in courses. Admission to candidacy must be secured at least one semester prior to the anticipated graduation. Each student is responsible for filing his/her application for admission to candidacy, which must be signed by the committee members and approved by the Graduate School on the "Admission to Candidacy Application," which can be found at <http://gradschool.utk.edu/gradforms.shtml>. The student will be notified when admission to candidacy has been approved.

G. Dissertation Proposal

The dissertation proposal is a 2-part written document that includes: 1) detailed literature review as a foundation for the study; and 2) grant proposal written in an agency-specific format agreed upon the student's graduate committee. A proposal hearing is designed to evaluate the proposal and guide the research process. This is to be scheduled after

successful completion of the Comprehensive Examination (above). At least 2-weeks in advance of the proposal hearing, the dissertation proposal is submitted to all committee members and an announcement of the proposal hearing is sent to the department's administrative assistant so it can be forwarded to all faculty and graduate students in the Department of Nutrition. At the proposal hearing, the student presents the proposed research as an oral presentation to the student's committee members, other Nutrition department faculty, and Nutrition graduate students. Upon conclusion of the presentation, faculty (other than the student's committee members) and graduate students are invited to ask questions about the proposed research. Upon conclusion of this question-and-answer period, the invited faculty and graduate students are requested to leave the proposal hearing and then the remainder of the hearing is conducted in a closed session with the student and his/her committee members. In this closed session, committee members engage with the student in further questions about the proposed research. The purpose of this hearing is to help the student refine the proposed research and to understand how to proceed further. Specifically, upon conclusion of the proposal hearing the student's graduate committee members will make a recommendation from any of the following options: 1) conduct the research as proposed; 2) conduct the research with specific modifications as identified by the committee; 3) re-write the proposal to address significant research concerns of the committee identified during the proposal hearing; or 4) write a new proposal.

H. Termination

All courses completed at UTK must be presented to the committee. Consistent with all graduate students, a doctoral student must maintain a cumulative GPA of at least 3.0 in all A-F courses approved and so designated by the committee for the degree. If the doctoral student does not achieve a cumulative GPA of 3.0 in the designated courses and the committee does not approve additional courses, the student will be dismissed from the PhD program.

I. Research and Dissertation

All doctoral students are required to conduct an original research project and to convey the organization, procedure, findings, and implications of the research in a written dissertation. The research interests of faculty in Section V.B. of the *Handbook* will be helpful in selecting topics for research. While planning research, collecting data, and writing the dissertation, doctoral students must enroll in NUTR 600. Doctoral students are required to enroll in 600 (minimum 3 hours) continuously from the time the doctoral research proposal is approved, admission to candidacy is accepted, or enrollment in 600 is begun, whichever comes first, including the semester in which the dissertation is accepted by The Graduate School. Leaves of absence for no more than 6 semesters may be granted under certain circumstances. All doctoral students are required to complete a minimum of 24 semester hours of 600. The dissertation must satisfy University requirements as explained in the Graduate School's *Guide to Preparation of Theses and Dissertations* (<http://gradschool.utk.edu/Publications.shtml>), and it must be approved by the faculty committee and the Graduate School Thesis/Dissertation Consultant.

An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations, must be submitted to TRACE and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters or doctoral committee. The approval sheet reflects the final format for submission.

J. Publications

It is recommended that before leaving the campus, students should either have submitted or be prepared to submit a manuscript or make plans with the major professor for the writing and publishing of research paper(s) on the dissertation research work. A primary journal(s) should be selected to which the publication(s) will be submitted as well as one or two alternate journals. The major professor will be a co-author and approve the paper(s) prior to submission to the journal. The plans should include a schedule with target dates for writing and submitting the paper(s).

When possible, plans also should be developed by the student and major professor for submission of paper(s) for presentation at national professional association meeting(s).

K. Oral Examination (Dissertation Defense)

Each doctoral student must pass an oral examination after completion of his/her coursework, research, and dissertation. The examination is administered by the student's entire committee and must be scheduled (see "Scheduling Defense of Dissertation Form" at <http://gradschool.utk.edu/gradforms.shtml>), through the Departmental office at least two weeks before the deadline published in the *Academic Calendar* (http://registrar.tennessee.edu/academic_calendar/). The purpose of the oral examination is to evaluate the student's knowledge in the areas of his/her major and related areas as the student's committee specifies.

The dissertation itself is a 2-part written document that includes: 1) detailed literature review as a foundation for the study and which is an updated version of that submitted for the dissertation proposal; and 2) at least 1 manuscript expected for submission, submitted, in press, or published. At least 2-weeks in advance of the dissertation defense, the dissertation is submitted to all committee members and an announcement of the defense hearing, along with an abstract from the dissertation, is sent to the department's administrative assistant so it can be forwarded to the College of Education, Health, & Human Sciences (CEHHS) Listserv. The date of the examination is also announced publicly by The Graduate School. At the defense hearing, the student presents the dissertation as an oral presentation to the student's committee members, other Nutrition department faculty, Nutrition graduate students, and other attending faculty and students from CEHHS. Upon conclusion of the presentation, faculty (other than the student's committee members) and graduate students are invited to ask questions about the dissertation. Upon conclusion of this question-and-answer period, the invited faculty and graduate students are requested to leave the defense hearing and then the remainder of the hearing is conducted with the student and his/her committee members. In this closed session, committee members engage with the student in further questions about

the dissertation. Specifically, upon conclusion of the defense hearing the student's graduate committee members will make a recommendation from any of the following options: 1) Pass – submit dissertation as is; 2) Pass – submit dissertation with revisions recommended by committee and reviewed by main advisor only; 3) Rewrite the dissertation to address significant concerns the committee identified in the defense hearing and repeat defense hearing with committee members only; or 4) Fail.

Students should consult with the Graduate School website to ensure all proper forms are brought to the defense (<http://gradschool.utk.edu/gradforms.shtml>).

*Aside from **requiring that the Chair be present at student defenses**, the Department of Nutrition follows the Graduate Catalog's policy on Remote Participation in Oral Defenses (<http://catalog.utk.edu/content.php?catoid=17&navoid=1763&hl=remote+participation&returnto=search>).*

L. Graduation

Graduation information, including deadline dates for graduation, commencement information, the graduation application, and graduation requirement workshops are available from The Graduate School (<http://gradstudies.utk.edu/gradhooding.shtml>). The Graduate Hooding Ceremony is held at the end of Fall and Spring semesters only. Details relating to graduation can be obtained from following website: http://registrar.tennessee.edu/academic_calendar.

V. FACULTY

A. Faculty Eligible to Direct Graduate Study

Department of Nutrition faculty members eligible to serve as major professors and/or on committees for graduate students are as follows:

Faculty Eligible to Direct Graduate Study (*denotes approval to direct dissertations)

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Dr. Ahmed Bettaieb	974-6267	contact department office
Dr. Guoxun Chen*	974-6257	gchen6@utk.edu
Dr. Jiangang Chen*	974-5041	jchen38@utk.edu
Dr. Sarah Colby*	974-6248	scolby1@utk.edu
Dr. Dallas Donohoe*	974-6238	ddonohoe@utk.edu
Dr. Melissa Hansen-Petrik	974-6264	phansen@utk.edu
Dr. Katie Kavanagh*	974-6250	kkavanag@utk.edu
Dr. Hollie Raynor*	974-6259	hraynor@utk.edu
Dr. Marsha Spence	974-6265	mspence@utk.edu
Dr. Elizabeth Anderson Steeves	974-6254	contact department office
Dr. Jay Whelan*	974-6260	jwhelan@utk.edu
Dr. Ling Zhao*	974-1833	ling.zhao@utk.edu

B. Faculty Research Interests

Research Interest	Faculty Name
Genetics, Nutrition, Metabolism and Cardiovascular Diseases. The long-term objectives of our research are: (1) provide a better understanding of the molecular and genetic mechanisms contributing to the development of metabolic diseases including: obesity, diabetes, chronic inflammation and cardiovascular diseases. (2) Exploit novel genes and therapeutic strategies aiming at reducing the overall burden of these diseases.	Ahmed Bettaieb, PhD Assistant Professor
Regulation of hepatic gene expression by nutrients (such as Vitamin A) and hormones (such as insulin) in health and disease models. The long term goal is to understand molecular mechanisms of hepatic insulin resistance associated with obesity and Type II diabetes.	Guoxun Chen, PhD Associate Professor
Potential environmental impacts on human reproduction, with a special interest in effects of endocrine disruptors (EDS) on the homeostasis of endogenous hormones. This disruption may contribute to the pathology of many hormone-responsive diseases, including prostate and breast cancers.	Jiangang Chen, PhD Adjunct Assistant Professor
Obesity prevention with an emphasis on health communication through novel nutrition education strategies (including marketing, arts, and technology).	Sarah Colby, PhD, RD Associate Professor
Dietary Chemoprevention and Cancer Cell Metabolism. Mechanism by which a high fiber diet and bacterial derived butyrate protect against colorectal cancer. The importance of the Warburg effect in driving cancer progression.	Dallas Donohoe, PhD Assistant Professor
Obesity prevention among toddlers and preschoolers with emphasis on environmental factors in the childcare and preschool settings.	Melissa Hansen-Petrik, PhD, RD Clinical Assistant Professor

Research Interest	Faculty Name
Lifestyle interventions, designed to improve eating and leisure-time activity behaviors, for obesity treatment in children and adults. Examining dietary factors, such as eating frequency and timing of eating, that influence energy intake and health outcomes.	Hollie Raynor, PhD, RD Professor
Infant- and child-feeding behaviors and the impact on appropriate growth; development of effective strategies to support compliance with infant- and child-feeding recommendations.	Katie Kavanagh, PhD, RD Associate Professor
School and community-based interventions to prevent childhood overweight/obesity and promote healthy environments using novel methods such as positive youth development, peer leadership coaching, and active parental engagement and advocacy training.	Marsha Spence, PhD, MPH, RD Associate Professor, Faculty of Practice
Public health interventions focused on the social environment, the built environment, and food policy to prevent obesity and promote health equity, with a specific focus on nutrition and eating behaviors of low-socioeconomic status children and adolescents.	Betsy Anderson Steeves, PhD Assistant Professor
Cellular and biomolecular effects of dietary fats and bioactive phytonutrients as they relate to a variety of cancers. Specifically, their effects on the growth and development of tumors as they transition/progress from benign to metastatic forms of cancer. A second area of research focuses on establishing allometric scaling models designed to translate dietary levels of bioactive nutrients between preclinical experiment models (i.e., rodents) and humans.	Jay Whelan, PhD, MPH Professor and Department Head
Role of inflammation in obesity and chronic diseases (such as diabetes and cancer). Our long term goal is to understand the molecular and biochemical basis for how and why diets can reduce the chronic inflammation that are associated with obesity and chronic diseases and thereby modulate the risk of developing those conditions.	Ling Zhao, PhD Associate Professor

VII. STUDENT ASSOCIATION, PROFESSIONAL ORGANIZATIONS AND HONORARY SOCIETIES

Students are encouraged to join the Graduate Nutrition Student Association (GNSA) and at least one of the professional organizations listed below

A. Graduate Nutrition Student Association

All graduate students in the Department of Nutrition are eligible to join.

In the Department of Nutrition, students are invited to participate in this association. The association's purpose is to promote professional development and serve as an effective communication channel for Nutrition graduate students within the College (see Constitution in Appendix VII).

B. Professional Organizations

<u>Organization Name</u>	<u>Website</u>	<u>Representative Journals</u>
Academy of Nutrition and Dietetics (Academy)	www.eatright.org	<i>Journal of The Academy of Nutrition and Dietetics</i>
American Association for Cancer Research (AACR)	www.aacr.org	
American College of Nutrition (ACN)	http://americancollegeofnutrition.org/	<i>Journal of the American College of Nutrition</i>
American College of Sports Medicine	www.acsm.org	<i>Journal of Medicine and Science in Sports and Exercise</i>
American Diabetes Association (ADA)	www.diabetes.org	<i>Diabetes; Diabetes Care</i>
American Institute for Cancer Research (AICR)	www.aicr.org	
American Public Health Association - Food & Nutrition Section Maternal & Child Health Section	www.apha.org	<i>American Journal of Public Health</i>
American Society for Nutrition (ASN)	http://www.nutrition.org	<i>American Journal of Clinical Nutrition Journal of Nutrition</i>
Endocrine Society	www.endo-society.org	<i>Endocrinology; Journal of Clinical Endocrinology and Metabolism</i>
International Society for the Study of Fatty Acids and Lipids (ISSFAL)	http://www.issfal.org/	

<u>Organization Name</u>	<u>Website</u>	<u>Representative Journals</u>
Knoxville Academy of Nutrition & Dietetics	http://www.eatrightknox.org/	
Society for Behavioral Medicine	http://www.sbm.org/	<i>Annals of Behavioral Medicine</i> <i>Translational Behavioral Medicine</i>
Society for Nutrition Education and Behavior	www.sneb.org	<i>Journal of Nutrition Education and Behavior</i>
The Obesity Society	http://www.obesity.org/	<i>Obesity</i>

Students may also be eligible for one or more of the honorary societies identified in the following section.

C. Honorary Societies

<u>Society</u>	<u>Eligibility Criteria</u>	<u>How One Becomes a Member</u>	<u>Journals or Publications</u>
Phi Kappa Phi	In upper 10% of candidates	Election by the membership for advanced degrees in College	Phi Kappa Phi FORUM
Sigma Xi	Evidence of research ability or potential	Nomination by member and recommendation by Admissions Committee and election by membership	American Scientist

Appendix I: SAMPLE MS (Public Health Nutrition) and MS-MPH Course Sequences Without Dietetic Internship

REMINDER: In using these *sample* course sequences, students should use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

The course sequencing samples were designed based on a 9-credit full-time course load and in consideration of prerequisite course requirements. Degree options can be completed in varying length of time, depending on the total number of credits taken in any given semester. Students are advised to consult with their faculty advisor regularly to assure completion of all course requirements in a timely fashion.

**SAMPLE MS Course Sequence with Full Course Loads Each Semester
Public Health Nutrition Concentration without Dietetic Internship
Thesis Option**

Fall I

NUTR 511—Advances in Carbohydrate, Lipid and Protein Metabolism	4 hrs
NUTR 505—Nutrition Intervention in the Community	3 hrs
PUBH 530—Biostatistics	3 hrs
NUTR 543—Research Methods I	<u>2 hrs</u>
Minimum	12 hrs

Spring I

NUTR 512—Advances in Vitamin and Mineral Metabolism	3 hrs
NUTR 506—Public Health Nutrition Management	3 hrs
NUTR 616—Maternal and Child Nutrition	3 hrs
NUTR 545—Research Methods II	<u>2 hrs</u>
Minimum	11 hrs

Summer I

NUTR 515--Field Study in Community Nutrition	3 hrs
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Fall II

NUTR 500—Thesis	3 hrs
NUTR 509—Seminar in Public Health	1 hr
NUTR 522—Nutrition Counseling	2 hrs
PUBH 520--Public Health Policy and Administration	<u>3 hrs</u>
Minimum	9 hrs

Spring II

NUTR 500—Thesis	3 hrs
PUBH 540—Research Methods in Epidemiology	<u>3 hrs</u>
Minimum	6 hrs

TOTAL: 41 Semester Hours

***REMINDER:** In using these sample course sequences, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.*

SAMPLE MS Course Sequence with Full Course Loads Each Semester
Public Health Nutrition Concentration without Dietetic Internship
Non-Thesis Option

Fall I

NUTR 511—Advances in Carbohydrate, Lipid and Protein Metabolism	4 hrs
NUTR 505—Nutrition Intervention in the Community	3 hrs
PUBH 530—Biostatistics	3 hrs
NUTR 543—Research Methods I	<u>2 hrs</u>
Minimum	12 hrs

Fall II

NUTR 509—Seminar in Public Health	1 hr
NUTR 519--Analysis of Practice in Community Nutrition	3 hrs
NUTR 522—Nutrition Counseling	2 hrs
PUBH 520 – Public Health Policy and Administration	<u>3 hrs</u>
Minimum	9 hrs

Spring I

NUTR 512– Advances in Vitamins and Mineral Metabolism	3 hrs
NUTR 506—Public Health Nutrition Management	3 hrs
NUTR 616--Maternal and Child Nutrition	3 hrs
NUTR 545–Research Methods II	<u>2 hrs</u>
Minimum	11 hrs

Spring II:

PUBH 540 – Research Methods in Epidemiology	3 hr
Electives – In social/behavioral sciences and education	<u>3 hrs</u>
Minimum	6 hrs

Summer

NUTR 515--Field Study in Community Nutrition	3 hrs	TOTAL: 41 Semester Hours
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Electives in social/behavioral sciences and education - Examples:

ANTH 410 Principles of Cultural Anthropology (3)	NUTR 549 Special Topics
NUTR 548 Independent Study	NUTR 602 Advanced Topics in Nutrition Science
ANTH 515 Medical Anthropology (3)	NUTR 523 Nutrition Counseling Practicum (1)
COUN 551 Theory and Practice of Counseling (3)	PUBH 550 Principles and Practices of Community Health Education (3)
COUN 554 Group Dynamics and Methods (3)	PUBH 555 Health and Society (3)
KNS 480 Physiology of Exercise (3)	KNS 521 Physical Activity Epidemiology Methods (3)

REMINDER: In using these sample course sequences, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (THESIS) WITHOUT DIETETIC INTERNSHIP AND FULL COURSE LOADS
EACH SEMESTER

MS-MPH with concentration in Community Health Education (58 cr)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 *PUBH 530 (3)
NUTR 543 (2)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

NUTR 500 (3)
*PUBH 510 (3)
 (6)

Fall II

NUTR 500 (3)
 NUTR 509 (1)
 NUTR 522 (2)
**PUBH 552 (4)
 (10)

Spring II

**PUBH 550 (3)
 *PUBH 540 (3)
*PUBH 555 (3)
 (9)

Summer II

NUTR 515 (3)
 (3)

Fall III

*PUBH 509 (1)
 *PUBH 520 (3)
*PUBH 537 (3)
 (7)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 550 is offered Spring; PUBH 552 is offered Fall; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

* = Public Health Foundation Courses

** = Concentration Courses

REMINDER: *In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.*

SAMPLE MS-MPH COURSE SEQUENCE (THESIS) WITHOUT DIETETIC INTERNSHIP AND FULL COURSE LOADS EACH SEMESTER

MS-MPH with concentration in Health Policy and Management (61 cr)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 *PUBH 530 (3)
NUTR 543 (2)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

NUTR 500 (3)
 *PUBH 510 (3)
*PUBH 540 (3)
 (9)

Fall II

NUTR 500 (3)
 NUTR 509 (1)
 NUTR 522 (2)
*PUBH 520 (3)
 (9)

Spring II

**PUBH 525 (3)
 *PUBH 555 (3)
**PUBH 527 (4)
 (10)

Summer II

NUTR 515 (3)
 (3)

Fall III

**PUBH 521 (3)
 *PUBH 537 (3)
*PUBH 509 (1)
 (7)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring terms; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 521 is offered Fall; PUBH 525 is offered Spring; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 527 is offered Spring; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

* = Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (NON-THESIS) WITHOUT DIETETIC INTERNSHIP AND FULL COURSE LOADS EACH SEMESTER

MS-MPH with concentration in Community Health Education (61 cr)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 *PUBH 530 (3)
NUTR 543 (2)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

*PUBH 510 (3)
 (3)

Fall II

NUTR 509 (1)
 NUTR 522 (2)
 **PUBH 552 (4)
Electives (3)
 (10)

Spring II

Elective (3)
 **PUBH 550 (3)
 PUBH 540 (3)
*PUBH 555 (3)
 (12)

Summer II

NUTR 515 (3)
 (3)

Fall III

NUTR 519 (3)
 *PUBH 509 (1)
 *PUBH 520 (3)
*PUBH 537 (3)
 (10)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 550 is offered Spring; PUBH 552 is offered Fall; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

* = Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (NON-THESIS) WITHOUT DIETETIC INTERNSHIP AND FULL COURSE LOADS EACH SEMESTER

MS-MPH with concentration in Health Policy and Management (61 cr)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 *PUBH 530 (3)
NUTR 543 (2)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

*PUBH 510 (3)
 *PUBH 540 (3)
 (6)

Fall II

Elective (3)
 NUTR 509 (1)
 NUTR 522 (2)
 *PUBH 520 (3)
 **PUBH 521 (3)
 (12)

Spring II

**PUBH 525 (3)
 *PUBH 555 (3)
 **PUBH 527 (4)
 (10)

Summer II

NUTR 515 (3)
 (3)

Fall III

NUTR 519 (3)
 *PUBH 537 (3)
 *PUBH 509 (1)
 (7)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring terms; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 521 is offered Fall; PUBH 525 is offered Spring; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 527 is offered Spring; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

* = Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

Appendix II: SAMPLE MS (Public Health Nutrition) and MS-MPH Course Sequences with Dietetic Internship

REMINDER: In using these *sample* course sequences, students should use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

The course sequencing samples were designed based on a 9-credit full-time courseload and in consideration of prerequisite course requirements. Degree options can be completed in varying length of time, depending on the total number of credits taken in any given semester. Students are advised to consult with their faculty advisor regularly to assure completion of all course requirements in a timely fashion.

**SAMPLE MS Course Sequence with Full Course Loads Each Semester
Public Health Nutrition Concentration with Dietetic Internship
Thesis Option**

Fall I

NUTR 511—Advances in Carbohydrate, Lipid and Protein Metabolism	4 hrs
NUTR 505—Nutrition Intervention in the Community	3 hrs
PUBH 530--Biostatistics	3 hrs
NUTR 543—Research Methods I	<u>2 hrs</u>
Minimum	12 hrs

Fall II

NUTR 490—Introduction to the Dietetic Internship (UG credit)	3 hrs
NUTR 500—Thesis	3 hrs
NUTR 509 – Seminar in Public Health	1 hr
NUTR 522—Nutrition Counseling	2 hrs
PUBH 520—Public Health Policy and Administration	<u>3 hrs</u>
Minimum	12 hrs (9 graduate hrs; 3 UG hrs)

Spring I

NUTR 512-Advances in Vitamin and Mineral Metabolism	3 hrs
NUTR 506—Public Health Nutrition Management	3 hrs
NUTR 616—Maternal and Child Nutrition	3 hrs
NUTR 545—Research Methods II	<u>2 hrs</u>
Minimum	11 hrs

Spring II

Dietetic Internship (Credit hours only towards Dietetic Internship)	Minimum 3 hrs
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Summer II

NUTR 515—Field Study in Community Nutrition	<u>3 hrs</u>
Minimum	3 hrs

TOTAL: 41 Semester Hours

Summer I

NUTR 500--Thesis	3 hrs
PUBH 540 – Research Methods in Epidemiology	<u>3 hrs</u>
Minimum	6 hrs

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS Course Sequence with Full Course Loads Each Semester
Public Health Nutrition Concentration with Dietetic Internship
Non-Thesis Option

Fall I

NUTR 511—Advances in Carbohydrate, Lipid and Protein Metabolism	4 hrs
NUTR 505—Nutrition Intervention in the Community	3 hrs
PUBH 530 – Biostatistics	3 hrs
NUTR 543—Research Methods I	<u>2 hrs</u>
Minimum	12 hrs

Spring I

NUTR 512– Advances in Vitamins and Mineral Metabolism	3 hrs
NUTR 506–Public Health Nutrition Management	3 hrs
NUTR 616--Maternal and Child Nutrition	3 hrs
NUTR 545—Research Methods II	<u>2 hrs</u>
Minimum	11 hrs

Summer I

NUTR 515--Field Study in Community Nutrition	3 hrs
--	-------

Fall II

NUTR 490--Introduction to the Dietetic Internship (UG credit)	3 hrs
NUTR 509--Seminar in Public Health	1 hr
NUTR 519—Analysis of Practice in Community Nutrition	3 hrs
NUTR 522—Nutrition Counseling	2 hrs
PUBH 540--Research Methods in Epidemiology	3 hrs
PUBH 520--Public Health Policy and Administration	<u>3 hrs</u>
Minimum	15 hrs (12 graduate hrs; 3 UG hrs)

Spring II

Dietetic Internship (Credit hours only towards Dietetic Internship)	Minimum 3 hrs
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Summer II

Elective—In social/behavioral sciences and education	<u>3 hrs</u>
Minimum	3 hrs

TOTAL: 41 Semester Hours

Electives in social/behavioral sciences and education - Examples:

ANTH 410 Principles of Cultural Anthropology (3)	NUTR 549 Special Topics
NUTR 548 Independent Study	NUTR 602 Advanced Topics in Nutrition Science
ANTH 515 Medical Anthropology (3)	NUTR 523 Nutrition Counseling Practicum (1)
COUN 551 Theory and Practice of Counseling (3)	PUBH 550 Principles and Practices of Community Health Education (3)
COUN 554 Group Dynamics and Methods (3)	PUBH 555 Health and Society (3)
KNS 480 Physiology of Exercise (3)	KNS 521 Physical Activity Epidemiology Methods (3)

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (THESIS) WITH DIETETIC INTERNSHIP AND FULL COURSE LOADS
EACH SEMESTER

MS-MPH with concentration in Community Health Education (58)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 NUTR 543 (2)
*PUBH 530 (3)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

NUTR 500 (3)
*PUBH 510 (3)
 (6)

Fall II

NUTR 500 (3)
 NUTR 509 (1)
 NUTR 522 (2)
**PUBH 552 (4)
 (10)

Spring II

*PUBH 540 (3)
 **PUBH 550 (3)
*PUBH 555 (3)
 (9)

Summer II

NUTR 515 (3)
 (3)

Fall III

NUTR 490 (3 UG)
 *PUBH 509 (1)
 *PUBH 520 (3)
*PUBH 537 (3)
 (10)
 (7 grad; 3 UG)

Spring III

Dietetic Internship (credit hours only towards internship)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 550 is offered Spring; PUBH 552 is offered Fall; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

* = Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (THESIS) WITH DIETETIC INTERNSHIP AND FULL COURSE LOADS
EACH SEMESTER

MS-MPH with concentration in Health Policy and Management (61cr)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 *PUBH 530 (3)
NUTR 543 (2)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

NUTR 500 (3)
 *PUBH 510 (3)
 *PUBH 540 (3)
 (9)

Fall II

NUTR 500 (3)
 NUTR 509 (1)
 NUTR 522 (2)
 *PUBH 520 (3)
 (9)

Spring II

**PUBH 525 (3)
 *PUBH 555 (3)
 **PUBH 527 (4)
 (10)

Summer II

NUTR 515 (3)
 (3)

Fall III

NUTR 490 (3 UG)
 *PUBH 537 (3)
 **PUBH 521 (3)
 *PUBH 509 (1)
 (10)
 (7grad; 3 UG)

Spring III

Dietetic Internship (credit
 hours only towards
 internship)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring terms; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 521 is offered Fall; PUBH 525 is offered Spring; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 527 is offered Spring; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

*= Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (NON-THESIS) WITH DIETETIC INTERNSHIP AND FULL COURSE LOADS
EACH SEMESTER

MS-MPH with concentration in Community Health Education (61)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 NUTR 543 (2)
*PUBH 530 (3)
 (12)

Fall II

NUTR 509 (1)
 NUTR 522 (2)
 **PUBH 552 (4)
Electives (3)
 (10)

Fall III

NUTR 490 (3 UG)
 NUTR 519 (3)
 *PUBH 520 (3)
*PUBH 537 (3)
 (12)
 (9 grad; 3 UG)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Spring II

Elective (3)
 *PUBH 509 (1)
 *PUBH 540 (3)
 **PUBH 550 (3)
*PUBH 555 (3)
 (13)

Spring III

Dietetic Internship (credit hours only towards internship)

Summer I

*PUBH 510 (3)
 (3)

Summer II

NUTR 515 (3)
 (3)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 550 is offered Spring; PUBH 552 is offered Fall; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

* = Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

SAMPLE MS-MPH COURSE SEQUENCE (NON-THESIS) WITH DIETETIC INTERNSHIP AND FULL COURSE LOADS
EACH SEMESTER

MS-MPH with concentration in Health Policy and Management (61 cr)

Fall I

NUTR 511 (4)
 NUTR 505 (3)
 *PUBH 530 (3)
NUTR 543 (2)
 (12)

Spring I

NUTR 512 (3)
 NUTR 506 (3)
 NUTR 616 (3)
NUTR 545 (2)
 (11)

Summer I

*PUBH 510 (3)
*PUBH 540 (3)
 (6)

Fall II

Elective (3)
 NUTR 509 (1)
 NUTR 522 (2)
 *PUBH 520 (3)
**PUBH 521 (3)
 (12)

Spring II

**PUBH 525 (3)
 *PUBH 555 (3)
**PUBH 527(4)
 (10)

Summer II

NUTR 515 (3)
 (3)

Fall III

NUTR 490 (3 UG)
 NUTR 519 (3)
 *PUBH 537 (3)
*PUBH 509 (1)
 (10)
 (7 grad; 3 UG)

Spring III

Dietetic Internship (credit hours only towards internship)

• **NOTE:** NUTR 509/PUBH 509 are offered Fall and Spring terms; PUBH 510 is offered Fall, Spring, and Summer; PUBH 520 is offered Fall; PUBH 521 is offered Fall; PUBH 525 is offered Spring; PUBH 530 is offered Fall and Spring; PUBH 540 is offered Fall, Spring, and Summer; PUBH 527 is offered Spring; PUBH 537 is offered Fall and Spring; PUBH 555 is offered Spring.

• **NOTE:** 9 credits are a full-time graduate course load

*= Public Health Foundation Courses

** = Concentration Courses

REMINDER: In using these sample course schedules, students should work with their faculty advisers and use the sample that is appropriate for their degree plan of choice in each of 3 areas: MS or MS-MPH (CHE or HPM concentration); Thesis or non-thesis; and Dietetic Internship or Not Dietetic Internship.

APPENDIX III.
Request for Approval for Special Topics/Directed Study
Department of Nutrition

Student Name: _____

Address: _____

Degree Program: _____BS _____MS _____PhD

Major: _____ Cumulative GPA: _____

Course Number Requested: _____ Semester: _____

Content of Projected Study:

Signatures Indicating Approval:

_____ _____
Date Faculty member who will direct the work

_____ _____
Date Your advisor

_____ _____
Date Director of Graduate Studies, Department of Nutrition

Return to:

Graduate Program Coordinator
Department of Nutrition
Room 229, Jessie Harris Building

APPENDIX IV.

Currently aligns with the 2014-2015 Graduate Catalog
Can be superceded by the 2015-2016 Graduate Catalog, once published

Policy for the Administration of Graduate Assistantships (<http://gradschool.utk.edu/GraduatePolicies.shtml#assistantships>)

PREAMBLE

Programs of graduate study are designed to transform the individual from student to knowledgeable practitioner or professional scholar. When a graduate assistantship is well conceived and executed, it serves as an ideal instrument to facilitate the desired transformation. The primary goal of an assistantship, then, is to facilitate progress toward the graduate degree. While the student assistant makes progress toward an advanced degree, he or she also receives work experience in a profession under the supervision of a faculty mentor.

The graduate assistant is both student and employee. As a student, the graduate assistant is expected to perform well academically to retain the assistantship. He or she is to be counseled and evaluated regularly by a faculty mentor so as to develop professional skills. As an employee, the graduate assistant is expected to meet teaching, research, and/or administrative obligations. He or she is to work under the supervision of experienced faculty and receive in-service training. In sum, the graduate assistant receives financial support for graduate study by contributing to the teaching and/or research mission of the university. The totality of responsibility may be greater than that required of other students or staff members, but the opportunities for professional development also are greater for the graduate assistant.-*Tennessee Conference of Graduate Schools*

DEFINITION

An assistantship is a financial award to a graduate student for part-time work in teaching, administration or research while pursuing study toward an advanced degree.

Appointments are normally on a one-fourth to one-half time basis, and the annual stipend is payable in either nine or twelve monthly installments. In addition to the stipend, Graduate Teaching Assistants, Graduate Teaching Associates, Graduate Assistants, and Graduate Research Assistants are entitled to a waiver of fees for the period of appointment in accordance with university policy. University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students) and a program and services fee, and a technology fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the program and services fee, the technology fee, the facilities fee, or the transportation fee. For Graduate Research Assistants the maintenance fee is paid by the granting agency and is in addition to the stipend paid.

Maintenance fees and tuition waivers apply to appointments at a one-fourth time basis or higher.

In this document when graduate assistant is not capitalized (except in headings), reference is to all four types of assistantships at UTK

TYPES OF ASSISTANTSHIPS

It is imperative that each department adhere to the UTK *Faculty Handbook's* four categories of assistantships. All departmental guidelines should reflect the descriptions provided in the Handbook.

Graduate Teaching Assistant

Graduate Teaching Assistants work under the direct supervision of regular faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities nor should they be given duties to support faculty research or those basically clerical in nature. In consultation with the supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline.

Graduate Teaching Associate

Graduate Teaching Associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit. Associates must have met the Southern Association of Colleges and Schools (SACS) 18-hour requirement.

Graduate Assistant

Graduate Assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, these duties relate to supervisory or administrative functions of the University.

Graduate Research Assistant

Graduate Research Assistants perform duties in support of University research, which may or may not relate directly to the students' thesis/dissertation. A student appointed as a GRA works under the direct supervision of his/her major professor. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or the University's internally sponsored programs. Department heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees.

WORK ASSIGNMENTS AND RELATED FACTORS

To utilize the four categories of assistantships, the following provisions should be observed:

1. Work assignments for each type of assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in his/her program. Therefore, to the extent possible an assignment should appropriately reflect teaching hours, office hours, hours to be spent performing research or other

specified tasks. Such specifications should be provided in writing at the time the offer is made.

In situations where the work assignment cannot be specifically described or must be changed from an initial assignment, the graduate assistant should clearly be informed before agreeing to, or continuing in, the assignment.

An important part of each graduate assistant's work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in differences in number of hours per week for carrying out assignments. Thus, weekly work assignments, when specified, are done so in terms of averages. For a one-fourth time appointment, the graduate assistant's normal work time should not exceed 10 hours per week. For a one-half time appointment, the average number of hours should not exceed 20 hours per week. Appointments exceeding 50% must have prior approval of the Dean of The Graduate School, excluding summer term. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated.

2. A one-half time graduate assistant in each of the four categories of assistantships normally should enroll for 6-11 semester hours of coursework. A one-fourth time graduate assistant in each of the four categories of assistantships normally should take 9-13 semester hours. Exceptions to the above must have prior approval of the Head of the student's academic home unit. A student on a one-half time assistantship who takes at least 6 semester hours will be considered full-time.

The student's academic home unit is responsible for implementing these policies, regardless of the assignment or responsible account. It is therefore essential that the home unit be notified by any other unit employing the student of any assistantship awarded at the time of its initiation or renewal.

The maximum number of years that a graduate student can be appointed to a 25% or more assistantship is three years as a master's student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Some units may have maximum limits that are less than those stated above. Requests for an extension beyond the maximum terms here specified must be made in writing by the academic unit to the Dean of the Graduate School. Established time limits for completion of graduate programs – six years for a master's program and eight years for a doctoral program – also apply to all graduate assistants.

QUALIFICATIONS OF GRADUATE ASSISTANTS

Graduate assistants must be currently enrolled in graduate study (as fully-admitted degree-seeking students, non-degree students, or transient graduate students). The Southern Association of Colleges and Schools (SACS) 18-hour requirement must also be met.

SACS Requirement

Regulations specifically addressing the 18-hour requirement are excerpted from Section 4.8.4 of the SACS publication, Criteria for Accreditation, (Atlanta, 1996, p.50) and read as follows:

[Graduate teaching associates] who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course, and whose professional and scholarly preparation does not satisfy the provisions of Section 4.8.2 [which relate to exceptions] must have earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly.

The above requirements do not apply to graduate teaching assistants engaged in assignments such as assisting in laboratory sessions, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Implementation of the SACS 18-hour Requirement at UT

The appropriate department head has responsibility for certifying that the 18-hour requirement is met either through coursework or by documentation that the graduate assistant meets the requirement as an exception (e.g., experience in the performing arts). The dean and department head must sign the appropriate form (APR FORM 1-89) that is attached to the PIF form. This is forwarded to the Office of Human Resource Management. Exceptions should be noted on this form, but a memo and appropriate documentation should be forwarded to the Graduate School, 111 Student Services Building.

COMPETENCY IN ENGLISH

UTK requires all who teach to be competent in spoken English. The specific policy, as it relates to graduate students who teach, is as follows: Since a certain level of competency with English as a spoken language is necessary for effective communication and teaching, all Graduate Teaching Assistants and Graduate Teaching Associates whose first language is not English are required to demonstrate an appropriate level of comprehensibility for classroom teaching by taking the SPEAK Test administered through the Graduate School. The Test of Spoken English (TSE) may be taken in lieu of the SPEAK Test. The results of this test will be communicated to the appropriate department to be used in determining the nature and extent of instructional or other duties assigned the Graduate Teaching Assistants or Graduate Teaching Associates. Suggested modes of remediation will be given to the department and graduate student when appropriate.

New international students who have been offered an appointment as Graduate Teaching Assistant or Graduate Teaching Associate will take the SPEAK test after their arrival at UTK, Knoxville, and the results of the test will be used to determine the nature of their assignment. The student who has already taken the TSE and received acceptable scores may be excused from the requirement of taking the SPEAK test.

Validation of competence in communicating with students in English is required for all who are responsible for working with students. Deans, department heads, and directors are responsible for validating such competence, using the appropriate university form (APR FORM 1-89).

RIGHTS/RESPONSIBILITIES OF GRADUATE ASSISTANTS

1. As specified in the Personnel Policies and Procedures Manual (Section 100 105-Pr3, p 2), "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate assistants must be satisfactory progress in their scholastic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.
2. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, the student should speak to his/her immediate supervisor, the appropriate department head, the appeals committees in the home unit or college, and the dean of the college/school involved. If the student feels that a resolution should be sought beyond the department/college level, the Dean of the Graduate School should be contacted. Established procedures outlined in the Graduate Council Appeals Procedure and/or *Hilltopics* will be followed.
3. Graduate assistants' benefits as employees of UTK in addition to fee waivers as explained elsewhere, include workers' compensation as defined in the Personnel Policies and Procedures Manual under employees' status. The specific wording reads, "Employees so designated [as student employees] receive no benefits other than statutorily required payments which include Workers' Compensation" (Section 100 105-Pr2-3).
4. Graduate student assistantship appointments (Graduate Assistants, Graduate Teaching Assistants, Graduate Teaching Associates and Graduate Research Assistants) are of two types: academic year and twelve month or other. Students on academic year appointments for the fall and spring terms receive 12 equal monthly payments for the 9 months of service and a waiver of fees for three terms (including the summer). Students appointed to an academic year appointment beginning in the spring term have the option of receiving 7 equal monthly payments for the January-July period or 6 equal payments for the February-July period. In both cases a fee waiver is provided for spring and summer terms. Graduate students on academic year appointments have no assistantship responsibilities in the summer term. Students appointed to 12 month or other appointments receive equal monthly payments for the months of the appointments and have assistantship responsibilities for the full period of the appointment. For these appointments a waiver of fees is provided only for those terms included within the appointments (i.e., a waiver of fees for the

summer term requires an appointment which encompasses the summer term in its entirety.) In some situations, a graduate assistant may be appointed for a period shorter than a year (e.g., a semester).

Graduate assistants who are performing satisfactorily are normally reappointed up to the maximum time limit as stated below. In situations where the demands of the department do not call for a job to be continued, reappointment may not be made. In cases where a department has a rotational plan for assistantships, graduate assistants likewise may not be reappointed.

In all cases of appointment and reappointment, the supervisor is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate student should be notified in advance. In most cases, this notice must be given no later than one month prior to the end of the appointment. Specific reasons for not renewing the contract should be given (e.g., discontinuation of the program or grant, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, non-compliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be told this at the time of appointment. In some circumstances, graduate assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.

5. As students, graduate assistants' rights and responsibilities are defined in the Faculty Handbook section on Student Rights and Responsibilities and the Student Rights and Responsibilities section of Hilltopics. Additional rights and responsibilities of graduate students are found on the student's copy of the admission status form.

EVALUATION/SUPERVISION OF GRADUATE ASSISTANTS

Departments employing graduate assistants will conduct an annual evaluation of **each** assistant. The results of the evaluation are made available to the assistant and placed in the student's academic file. Appropriate follow-up also should occur. The evaluation, review with the assistant, and follow-up should focus not only on assistant-related work being done but should be preparatory for future employment, thus providing professional growth. In most cases, a graduate assistant's supervisor shares results of the evaluation with the assistant and takes appropriate follow-up action.

In cases where corrective measures must be taken to remediate deficiencies, the graduate assistant should be notified in writing of recommended action to solve the problem(s). Situations leading to dismissal for cause must be described in writing to the assistant being dismissed. This letter should be written by the supervisor with a copy to the department head. In cases where the assistant feels that university-related factors (facilities, working conditions, improper supervision, etc.) have had negative effects on specific aspects of job performance, a letter to the supervisor would be appropriate.

The immediate supervisor for each graduate assistant is to be identified as early as possible, usually no later than four weeks prior to the commencement of the assistantship. If there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play (e.g., which one will initiate the evaluation process) should be identified.

The chain of command within each department should be clearly indicated to graduate assistants. Thus, each graduate assistant should know that the immediate supervisor is the person to whom first contact is to be made in job related questions/directions; followed in turn by a general departmental/school/college supervisor of graduate assistants (where one exists), the appropriate project director, department head, dean of the college, and the Dean of the Graduate School.

ORIENTATION/TRAINING OF GRADUATE TEACHING ASSISTANTS AND GRADUATE TEACHING ASSOCIATES

There must be a thorough, systematic plan of orientation and training of all Graduate Teaching Assistants and Graduate Teaching Associates. Such orientation and training may be done at either the department, college, or university level. It is the responsibility of each supervisor to see that his/her graduate assistant is provided appropriate orientation/training.

There are several kinds of training that should occur beyond the initial orientation/training. Such training is usually specific to a particular job function. The Graduate School provides a seminar for Graduate Teaching Assistants and Graduate Teaching Associates who will be teaching at UTK. Special programs are offered for international GTAs. Supervisors of GTAs are responsible for notifying them about departmental and college policies on attendance at these programs.

ORIENTATION/TRAINING OF GRADUATE ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS

Graduate Assistants and Graduate Research Assistants must also participate in a thorough, systematic orientation and training program. This training is usually at the department or college level, but the Office of Research at the University level is available to assist with programs designed to help train the Graduate Research Assistant in various aspects of the job to be done.

One type of specialized training is on-the-job. Graduate Assistants who work in laboratories may receive initial orientation, followed by work experiences which constitute training. In such instances, the on-the-job training period should be clearly known by the student assistant.

ACCEPTING/DECLINING AN ASSISTANTSHIP

UTK adheres to the following resolution by the Council of Graduate Schools:

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate

school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which the student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

APPENDIX V.

**Committee Formation Form
MS and PhD**

Name _____ Major _____ Date _____

Local Address _____ Local Phone _____

Expected date of graduation _____

Is this a revision to a previously approved committee? ___Yes ___No

Date of entrance into graduate program at UT _____

Planned route (check one) ___MS thesis ___MS non-thesis ___PhD

Research interest(s) if planning to write a thesis or dissertation (if non-thesis, write 'Comprehensive Exam'):

Proposed committee members:

_____	_____	_____
Name	Signature	Department

_____	_____	_____
Name	Signature	Department

_____	_____	_____
Name	Signature	Department

Major professor _____
Name Signature

Submit to Director of Graduate Studies, Department of Nutrition after completion of 18 semester hours for MS students or after completion of 27 semester hours for PhD students

_____Approved _____Disapproved

Director of Graduate Studies, Department of Nutrition

**APPENDIX VI.
KEY FORMS AND DATES**

The following FORMS MAY BE DOWNLOADED FROM
<http://gradstudies.utk.edu/gradforms.shtml>

- A. M.S. Admission to Candidacy**
- B. M.S. Report of Final Examination/Defense of Thesis**
- C. Doctoral Committee Approval Form**
- D. Doctoral Degree Admission to Candidacy**
- E. Scheduling Defense of Doctoral Dissertation**
- F. Graduation Application**

Specific deadlines are provided on the Graduate School website ([Deadline Dates for Graduation \(http://gradschool.utk.edu/ddategraduation.shtml\)](http://gradschool.utk.edu/ddategraduation.shtml)).

APPENDIX VII. Constitution

Graduate Nutrition Student Association

Article I – Purpose and Goals

Section 1. Purpose: To promote professional development, leadership, and serve as an effective communication channel for nutrition graduate students within the College of Education, Health and Human Sciences at the University of Tennessee.

Section 2. Goals:

- (1) To provide greater opportunities for interaction between graduate students from different areas of the nutrition department and the community.
- (2) To organize initiatives for selected areas of interest.
- (3) To represent the issues of the graduate students to the Department of Nutrition and the department head.
- (4) To provide departmental orientation and mentoring to new nutrition students.
- (5) To recognize academic, teaching, research and service achievements of students.

Article II – Membership

Section 1. The Graduate Nutrition Student Association hereafter referred to as GNSA, is comprised of full-time and part-time graduate students in the Nutrition Department at the University of Tennessee, Knoxville.

Section 2. Affiliate members are those members of related fields who are actively involved in GNSA, but hold no office or voting privileges.

Section 3. Membership is open to all students, regardless of race, gender, disability, religion, or national origin.

Section 4. Voting membership in GNSA is given to all currently enrolled graduate students the Nutrition Department who have met the membership requirements states in Article II.

Section 5. The GNSA shall have the power to:

- a. Pass resolutions which shall thereafter represent the official position of the GNSA.
- b. To approve all or any part of the findings and recommendation of any GNSA initiatives before such recommendations shall become the official position of the GNSA.

Article III – Officers

Section 1. The GNSA shall have four officers: President, Vice President, Secretary, and Treasurer. The president from the previous year will act as an ex-officio member. Project leaders and liaisons will be appointed as needed.

Section 2. The election of these officers will be for one calendar year and will take place at the last meeting of the calendar year.

Section 3. The president must have been enrolled full-time for at least one academic semester prior to assuming office. All officers must be full-time graduate students in the Nutrition Department at the University of Tennessee, Knoxville.

Officers may not be on academic or disciplinary probation at the time of the election or any time during their time in office.

Section 4. The officers shall comprise the Executive Committee which is responsible for the coordination of initiatives throughout the year.

Article IV – Meetings

Section 1. General body meetings of the GNSA shall be held approximately every month except between semesters and during the summer semester. The number of regular meetings may be changed by a vote of the majority of voting members [$n/(2+1)$ where n is the number of voting members].

Section 2. Votes will be taken at the scheduled meetings and through electronically.

Article V – Financial Statement

Section 1. Membership in GNSA requires annual dues of \$10.00 that are payable to the GNSA Treasurer by the second meeting.

Section 2. Any funds collected or raised by the GNSA will be placed in the GNSA account and shall be used only by active members.

Section 3. Decisions regarding disbursement of GNSA funds shall be made by the Executive Committee, after which shall be passed by a majority of its voting members.

Section 4. In case of dissolution of GNSA, any funds collected or raised by the GNSA will be left in the GNSA account.

Article VI – Advisor

Section 1. The full-time faculty advisor will be determined annually at the last meeting of the year by a vote of the members.

Section 2. The advisory must be a full-time faculty member of the Nutrition Department of the University of Tennessee, Knoxville.

Article VII – Constitution

This constitution will be annually reviewed and amended by two-thirds of the voting members, with prior written notification.

Updated: January 2008

APPENDIX VIII. PERTINENT GRADUATE STUDENT WEB PAGES

- Best Practices in Teaching
http://gradschool.utk.edu/files/2009-10_BPIT-Flyer.pdf
- Center for International Education
<http://web.utk.edu/~globe/index.php>
- Counseling Center
www.utk.edu/counselingcenter
- Graduate School
<http://gradschool.utk.edu>
- Graduate Catalog
<http://catalog.utk.edu/index.php>
- Graduate Student Appeals Procedure
<http://gradschool.utk.edu/GradAppealHbook.pdf>
- Graduate Student Senate
<http://web.utk.edu/~gss>
- Graduate and International Admissions
<http://admissions.utk.edu/graduate/>
- International House
<http://web.utk.edu/~ihouse>
- Judicial Affairs
<http://web.utk.edu/~osja/>
- Office of Equity and Diversity
<http://oed.utk.edu>
- Office of Minority Student Affairs/Black Cultural Center
<http://omsa.utk.edu>
- Research Compliance/Research with Human Subjects
<http://research.utk.edu/compliance/>
- SPEAK Testing Program
<http://gradschool.utk.edu/speaktest.shtml>
- Thesis/Dissertation Website
<http://web.utk.edu/~thesis/>

- VolAware

<http://volaware.utk.edu>

- Library Website for Graduate Students

<http://www.lib.utk.edu/refs/gradservices.html>

- OIT

<http://oit.utk.edu/>

- Housing

<http://uthousing.utk.edu/sutherland/sutherlandresources.htm>

APPENDIX IX.

SUBSTANCE ABUSE & CRIMINAL BACKGROUND CHECK POLICY STATEMENT

Department of Nutrition

Current until August 1, 2016

The UTK, Department of Nutrition trains graduate students to become research, community, and clinical food and nutrition professionals through didactic and experiential learning opportunities. To protect the community, patients and clients who may interact with these students, the Department requires all graduate students who will be engaging in service learning/research projects that involves direct contact with the public (i.e., concurrent or block field experiences and/or the Dietetic Internship Program) have the following assurances prior to participation in these experiential components of their education:

- 1) Liability insurance
- 2) Tennessee Bureau of Investigation background check
- 3) 10-panel drug and alcohol screening test
- 4) Tennessee State Child Abuse Registry clearance
- 5) National Sex Offenders Search clearance

The costs of the insurance, background check, and drug and alcohol screening are the sole responsibility of the graduate student and he/she must follow the protocol listed below to obtain these assurances. Liability insurance, background checks and drug and alcohol screening must be completed prior to concurrent field experiences, other than orientations, associated with NUTR 505. In addition, liability insurance must be purchased annually for students engaged in any experiential learning projects and additional background checks and drug screenings may be required prior to some subsequent service learning/research projects, block field placements or the Dietetic Internship Program to meet the protocols of agency affiliation agreements.

Information generated from background checks and drug and alcohol screening tests will be released to the Director of Graduate Studies who will provide notification to course faculty, faculty advisors, and the Dietetic Internship Director as necessary. Any student who has one or more criminal incidents on his/her background check and/or has a positive drug and/or alcohol screening (showing the presence of drugs or alcohol) will NOT be allowed to complete ANY experiential learning components described above for at least 1 year. This may substantially delay student's graduation and/or may result in the student not being able to complete the requirements for graduation from the program, including the Dietetic Internship program. As part of standard procedures, if a positive drug and/or alcohol screening occurs or a background check reveals any criminal history, a committee, which shall consist of the Director of Graduate Studies, the Public Health Nutrition Program Director, and the student's Faculty Advisor, will meet to determine appropriate measures, which, in all cases of positive alcohol and/or drug screenings, will include a referral to the Safety, Environment, & Education Center for student resources to support treatment of alcohol and/or drug problems. For infractions that violate the UTK's Policy on a Drug-Free Campus and Workplace or those that may endanger the public, faculty, staff, or other students, the student may be dismissed from the program.

POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE

The following policy is excerpted from *Hilltopics*. Please refer to *Hilltopics* for the complete policy.

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, UTK is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on June 21, 1990.

It is the policy of UTK to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on University property or during University activities.

Violation of this policy is grounds for disciplinary action--up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol- related violations which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. Aside from any University policy considerations, the use of illicit drugs and/or alcohol may be harmful to your health.

Individuals who are paid by UTK from federal grants or contracts must notify the University of any criminal or drug statute conviction for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting agency of such violation within ten days of the University's receipt of notification.

Employees and their families needing treatment information should call their local Personnel Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468-8369). Students needing treatment information should contact their campus Student Affairs Office, student health center, or counseling center.

STUDENT COUNSELING CENTER

Students experiencing personal adjustment problems or crises may contact the Student Counseling Services Center at 900 Volunteer Boulevard by calling 974-2196. There are individual and group sessions available. All sessions are confidential. An advisor may recommend that a student seek counseling if personal crises negatively influence academic or professional performance.

PROCEDURES

Liability Insurance:

A University regulation requires that all students enrolled in College of Education, Health and Human Sciences courses involving field training, on and off campus, subscribe to the Student Liability Insurance. The insurance provides coverage of on and off campus training sites for \$1,000,000 per claim and \$6,000,000 per annual aggregate per student. This coverage does not apply to the operation of any motorized vehicle. The premium for 2015-16 is \$20.00 per student with coverage dates from June 1, 2015-May 31, 2016. Prior to any experiential learning

experiences, students should contact Pam Grimes in the Department of Nutrition (JHB 229) for premium payment. Cash or checks payable to the University of Tennessee are accepted. For incoming students, payment should be received by August 31, for continuing students, insurance must be paid prior to May 31 of each subsequent year of enrollment. Ms. Grimes will provide the Block Field Coordinator with a copy of all students who have paid their premium for the liability insurance. The Block Field Coordinator will notify appropriate course instructors of any students who have NOT paid the premium.

Background Checks & Drug and Alcohol Screenings:

Background checks that include all of the items listed below are required of all students prior to interacting with the public (NUTR 505 concurrent field experiences, service learning, some research, dietetic internship, etc.). If a student has had a full FBI background check (with fingerprinting) within one year prior to the first day of classes, he/she may provide the official document to the Director of Graduate Studies prior to the first day of classes for review. If the background check is complete and can be verified, a new background check **may not** be necessary unless an agency requires a more recent background check. Students that have not had a full FBI background check must complete one prior to any contact with community members as specified above. The required background check must include everything listed below.

1. Social Security Number Verification and Trace
2. Multi-jurisdictional county criminal records search including all counties of residence for the past 7 years
3. FBI Criminal Database
4. National Sexual Offender Database

In addition, if a student has had a 10-panel drug and alcohol screening from a certified laboratory within one year prior to the first day of classes, he/she **may not** need to undergo the departmental drug and alcohol screening unless a more recent screening is required by an agency for a specific experiential placement. The student must submit documentation of the drug and alcohol screening to the Director of Graduate Studies prior to the first day of classes for review. The Director of Graduate Studies will notify the student if the background check and/or drug and alcohol screening are acceptable within two-weeks of receiving documentation.

If a student does not have a prior background check and drug and alcohol screening as described above, the student will follow the procedures listed below:

Each student will complete the Departmental Consent form that signifies understanding of these procedures and provides an authorization release for the student's FBI criminal background check through the Tennessee Applicant Processing Services (TAPS) and the student's urinalysis through LabCorp.

Criminal Background Checks: Upon receipt of the Departmental Consent form, Pam Grimes, whose office is located in room 229 of the Jessie Harris Building, will provide the student with an Originating Agency Identifier (ORI) number. This number will be used when registering for the background check and arranging for fingerprinting. The student will go to the MorphoTrust USA website at <https://tn.ibtfingerprint.com/> to schedule fingerprinting and process the background check. The cost of the criminal background check is \$42.00 and is payable in

advance through the MorphoTrust USA website using a debit or credit card. The student can arrange to pay at the time of service using a cashiers check or money order. The student should follow all instructions detailed on the MorphoTrust USA website. It is the student’s sole responsibility to ensure that all procedures are followed, including reporting to the fingerprinting agency at specified appointment time.

Drug and Alcohol Screening (Urinalysis): Upon receipt of the Departmental Consent and the LabCorp Authorization and Release forms and a check or money order for \$40.00, made payable to the University of Tennessee, Ms. Grimes will stamp the LabCorp form with a number. Payment can only be received Monday-Thursday during regular business hours. Due to urinalysis testing times, Ms. Grimes will not be able to receive payment on Fridays. Within 48 hours, after payment is provided to Ms. Grimes, the student will take the LabCorp form to one of the LabCorp clinics listed below and provide a urine sample for urine analysis, following the clinics guidelines. It is the student’s sole responsibility to ensure that all procedures are followed, including arriving to the clinic within the designated time frame.

<p>LabCorp 1932 Alcoa Highway Building, C155 Knoxville, TN 37920 Phone: 865-305-9720 Hours: 8:00AM-4:30PM M-F</p>	<p>LabCorp 4206 Sutherland Avenue Knoxville, TN 37919 Phone: 865-588-2059 Hours: 8:00AM-12:30PM - 1:30PM-5:00PM M-F</p>
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Request for Release of Background Check and/or Alcohol and Drug Screenings: Some field placement agencies require additional background checks and/or alcohol and drug screenings. The cost of additional background checks and/or alcohol and drug screenings are the sole responsibility of the student. If a field placement agency will accept the departmental background check and/or alcohol and drug screenings and requests documentation, the student must notify the Director of Graduate Studies in writing and request that the documents be sent to the student. The Department of Nutrition is NOT authorized to directly release the documentation to an individual other than the student. If the student would like the documentation emailed, he/she must include a statement that he/she grants permission for the documents to be sent via email and understands that this may increase the risk that the documents may be seen by other individuals. The documents will be sent to the student by email or mail within two-weeks of receipt of the request.

APPENDIX X.

Potential Graduate Courses for Nutrition Graduate Students

- [NUTR 522 - Nutrition Counseling](#): (2 Credit Hours) Individual eating habits and disorders, evaluation strategies for effectiveness of helping process.
- [NUTR 523 - Nutrition Counseling Practicum](#): (1 Credit Hour) Review of theoretical framework and communications skills important in the counseling process. (DE)
Corequisite(s): 522.
- [NUTR 548 - Directed Study in Nutrition](#): (1-3 Credit Hours) Advanced study in nutrition.
Repeatability: May be repeated. Maximum 6 hours
- [NUTR 549 - Special Topics](#): (1-3 Credit Hours) Recent advances in nutrition or food systems administration. *Repeatability: May be repeated. Maximum 6 hours.*
- [NUTR 602 - Advanced Topics in Nutrition Science](#): (1-3 Credit Hours) Comprehensive individual study and group discussion of topics related to current problems in nutrition.
Repeatability: May be repeated. Maximum 12 hours.
- [KNS 531 - Biomechanics](#): (3 Credit Hours) Fundamental knowledge of 2D and 3D biomechanical principles and applications in kinematics and kinetics, anthropometric models, instrumentation, signal processing and noise reduction, and related topics.
Recommended Background: Undergraduate biomechanics course and Physics 221 or equivalent
- [KNS 532 - Exercise Physiology](#): (3 Credit Hours) Physiology of human performance: acute and chronic effects of exercise on metabolic, cardiac, pulmonary, and skeletal systems. *Contact Hour Distribution: 2 hours and 1 lab. Recommended Background: Human physiology or general physiology course and a general chemistry course.*
- [KNS 535 - Health and Exercise Psychology](#): (3 Credit Hours) Critical examination of various aspects of health and exercise psychology including the psychological benefits of exercise (e.g., increased well-being) as well as the psychological pitfalls of too much exercise (e.g., exercise addiction, overeating, disordered eating behavior etc.).
Registration Restriction(s): Must be majors within the Department of Kinesiology, Recreation, and Sport Studies or permission of the instructor. Minimum student level – graduate.
- [KNS 565 - Advanced Physiology of Exercise](#): (3 Credit Hours) Systematic study of skeletal muscle and metabolism related to acute exercise and physical training: lectures,

discussions of major scientific reviews, and appropriate laboratory experiments. (RE)
Prerequisite(s): 480 or 532.

- [KNS 624 - Advanced Topics in Obesity](#): (1-4 Credit Hours) Recent advances and concepts, research techniques, and current problems of obesity related to nutrition and exercise sciences. Topics may include disease prevention and treatment, prevalence, etiology, metabolism, and molecular mechanisms of disease. *Repeatability: May be repeated. Maximum 6 hours.*
Registration Restriction(s): Minimum student level – graduate.
- [LFSC 515 - Introduction to Genome Science and Technology I](#): (1 Credit Hours) LFSC 515 - Introduction to Genome Science and Technology I Introduction to research in genome science and technology concentration. *Grading Restriction: Satisfactory/No Credit grading only.*
- [LFSC 517 - Genomics and Bioinformatics](#): (3 Credit Hours) *Cross-listed: (Cross listed with Microbiology 540.)* Fundamentals of a new scientific discipline based on sequencing genomes (entire DNA) of individual organisms. Goals, principles and types of genome analysis are covered in a traditional lecture course. Computational tools for genome analysis (bioinformatics) are presented in both lecture and hands-on (computer-laboratory) settings.
- [LFSC 520 - Genome Science and Technology I](#): (4 Credit Hours) Overview of genomics, advanced genetics principles.
- [LFSC 521 - Genome Science and Technology II](#): (4 Credit Hours) Analytical technologies and special techniques.
- [LFSC 615 - Journal Club in Genome Science and Technology](#): (1 Credit Hours) Reading and discussion based on current literature. *Grading Restriction: Satisfactory/No Credit grading only. Repeatability: May be repeated. Maximum 12 hours. Registration Restriction(s): Minimum student level – graduate.*
- [CEM 541 - Cellular and Molecular Basis of Disease](#): (2 Credit Hours) Disease at the molecular level. Changes in molecular events in cells that lead to disease and occur as a result of disease. Correlation with clinical and pathological states. Systems covered: neurological, muscular, bone, respiratory, hematology. (DE) *Prerequisite(s): Biochemistry and Cellular and Molecular Biology 419.*
- [CEM 542 - Cellular and Molecular Basis of Disease](#): (2 Credit Hours) Disease at the molecular level. Changes in molecular events in cells that lead to disease and occur as a result of disease. Correlation with clinical and pathological states. Systems covered:

renal, liver/pancreas, metabolism, endocrinology, reproduction, and immunology. (DE)
Prerequisite(s): Biochemistry and Cellular and Molecular Biology 419.

- [CEM 544 - Cancer Cell Biology](#): (2 Credit Hours) Comprehensive discussion of the major mechanisms of cancer initiation, promotion, and progression. Emphasizes experimental approaches, signaling pathways, technology, and animal models that are employed to study cancer. Students are expected to learn about common laboratory techniques in cancer research, apoptosis/cell cycle, and the following as they relate to cancer: alternative splicing, signaling pathways, inflammation, chemo/dietary prevention, animal models, pathobiology, PET/CT imaging, genetics, lipids, radio-oncology, metastasis/angiogenesis, and obesity. *Recommended Background: Advanced biology, including cell biology, molecular biology, biochemistry, microbiology, or genetics.*
- [CEM 561 - Pharmacology](#): (4 Credit Hours) Basic principles of pharmacokinetic and pharmacodynamic theory and data modeling. The student will learn the physiologic processes that dictate the absorption, distribution, and elimination of drugs. The course includes a hands-on module where the student will learn how to analyze pharmacokinetic data, including non-compartmental and compartmental data analysis, population and physiology-based models, as well as principles of pharmacokinetic-pharmacodynamic integration. *Registration Permission: Consent of instructor.*
- [BCMB 412 - Molecular Biology and Genomics](#): (4 Credit Hours) Nucleic acids structure and DNA technology. Mechanisms of cell division, replication, transcription, translation, splicing, recombination, DNA repair and transposition, chromosome organization, DNA-protein interaction in gene regulation, genomic imprinting, epigenetics, RNA interference and genome evolution. (RE) *Prerequisite(s): Biology 240. Comment(s): Intended for biology majors in BCMB concentration but also open to biology majors in other concentrations.*
- [BCMB 419 - Cellular and Comparative Biochemistry Lab](#): (2 Credit Hours) Experiments with enzymes, nucleic acids, and membranes and organelles. Chromatography, kinetics, hybridization, sequencing, and immunochemical methods. (RE) *Prerequisite(s): 401.*
- [BCMB 422 - Computational Biology and Bioinformatics](#): (3 Credit Hours) Topics include Internet biological resources and databases; bioinformatics tools of analyzing and comparing sequences for nucleic acids and proteins; computational structural biology tools for analyzing protein 3D structures and functions; application of computational tools in drug design. *Contact Hour Distribution: 2 hours lecture and 2 hours lab. (RE) Corequisite(s): 401. Registration Restriction(s): Minimum student level — junior or graduate student. Registration Permission: Consent of instructor.*

- [BCMB 440 - General Physiology](#): (3 Credit Hours) Principles of cellular and organ-system animal physiology. (RE) Prerequisite(s): Biology 160-159 or equivalent. Comment(s): It is recommended that students complete Physics 221-222 before enrolling in this course.
- [BCMB 511 - Advanced Protein Chemistry and Cellular Biology](#): (3 Credit Hours) Cellular structure and function at molecular and supramolecular level in progression: protein structure and function; membrane structure and function; bioenergetics and membrane proteins. (RE) Corequisite(s): 510. Recommended Background: Prior knowledge of cell biology and biochemistry. Registration Permission: Consent of instructor.
- [BCMB 512 - Advanced Molecular Biology](#): (3 Credit Hours) Regulation of nucleic acid expression and protein activity. Nucleic acid structure and function; replication and repair of nucleic acids; gene expression; protein synthesis; post-translational protein modification; mitosis and meiosis; cell cycle and cell growth. Recommended Background: Prior knowledge of molecular biology and biochemistry and/or consent of instructor.
- [BCMB 513 - Advanced Protein Biochemistry and Cell Biology II](#): (3 Credit Hours) Advanced topics of cellular function and regulation of cell division and growth, and structure and function of supramolecular structures: cytoskeleton and cell junctions and adhesions. (RE) Prerequisite(s): 511.
- [BCMB 515 - Experimental Techniques I](#): (2-4 Credit Hours) Introduction to modern experimental methodology and instrumentation in biochemistry, molecular biology and cell biology, including cell culture; spectrophotometry; microscopy; nucleic acid purification and analysis; protein assays; enzyme purification; electrophysiology; computer analysis of nucleic acid and protein sequences. Team-taught lecture/demonstration format. Repeatability: May be repeated. Maximum 6 hours. Comment(s): Primarily for departmental graduate students.
- [ANSC 520 - Animal Physiology](#): (4 Credit Hours) Major body systems and interrelationships: nervous, muscle, blood, cardiovascular, kidney, respiratory, gastrointestinal, and endocrine. Concepts of metabolism, temperature regulation, and acid-base balance. Recommended Background: General undergraduate coursework in anatomy and physiology.
- [ANSC 550 - Animal Immune Physiology](#): (3 Credit Hours) Interaction of the immune system with other physiological processes such as reproduction, nutrition, and endocrine that influence whole animal systems. Recommended Background: Graduate physiology course.

- [ANSC 571 - Design and Analysis of Biological Research](#): **(3 Credit Hours)**
Experimental design and procedures; selection of experimental units; analysis and interpretation of data; statistical models and contrasts, analyses of variance: covariates, treatment arrangements, mean separation and regression. *Cross-listed: (Same as Plant Sciences 571.) Recommended Background: 3 hours of statistics.*
- [ANSC 631 - Advanced Topics in Animal Nutrition](#): **(1-4 Credit Hours)** Recent advances and concepts, research techniques, current problems. *Repeatability: May be repeated. Maximum 6 hours. Registration Restriction(s): Minimum student level – graduate.*
- [ANSC 675 - Statistical Genomics](#): **(3 Credit Hours)** Statistical concepts and methods for life sciences, including microarray, QTL, systems genetics and proteomics. Computer analysis of published data will guide the statistical discussion. *Recommended Background: 6 hours of graduate level statistics and familiarity with genomic experimental methodologies. Registration Restriction(s): Minimum student level – graduate.*
- [FDST 521 - Advanced Food Microbiology](#): **(3 Credit Hours)** Extrinsic and intrinsic factors associated with foods and food processing that relate to growth, survival, inhibition, detection, and recovery of foodborne pathogens and spoilage organisms; traditional and current approaches to microbiological food safety and quality. (RE) Prerequisite(s): 421 and 429.
- [FDST 530 - Food Biochemistry](#): **(3 Credit Hours)** Applied biochemistry to plant- and animal-based food. Biochemical reactions in edible tissues pre- and post-harvest. Recommended Background: Food chemistry. Registration restriction(s): Seniors and graduate students.
- [FDST 541 - Food Engineering](#): **(2 hours and one 2-hour lab)** Transport processes in food engineering; unit operations; thermal and non-thermal processing of foods; food separations; processing and physicochemical properties of foods; calculations, design practices, and equipment used in food processing operations.