

**INTERDEPARTMENTAL GRADUATE PROGRAM IN  
NUTRITIONAL SCIENCES (IGPNS)**

**GRADUATE HANDBOOK**

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## INTRODUCTION

This document was originally developed for the Department of Food Science and Human Nutrition (FSHN) with the assistance of an *ad hoc* committee of graduate student volunteers and the graduate coordinator to assist graduate students and major professors. We have now used it as a template to develop a Graduate Handbook for the Interdepartmental Graduate Program in Nutritional Sciences (IGPNS). We have tried to address the major questions, but we invite your comments and suggestions in order to make this a better working document for everyone. An important aspect of the information provided in this Handbook is that although most of the general requirements are applicable to all graduate students throughout the program, some specific components or avenues to meet a program requirement are dependent of the home department of the student.

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Abbreviations used:

**AnS**, Animal Sciences  
**ASN**, American Society for Nutrition  
**CDFIN**, Center for Designing Foods to Improve Nutrition  
**CCUR**, Center for Crops Utilization Research  
**CHS**, College of Human Sciences  
**DOGE**, Director of Graduate Education  
**FSB**, Food Sciences Building  
**FSHN**, Food Science and Human Nutrition  
**GPSS**, Graduate and Professional Student Senate  
**HNSB**, Human Nutritional Sciences Bldg

**IGPNS**, Interdepartmental Graduate Program in Nutritional Sciences  
**HNSB**, Human Nutritional Sciences Building  
**ISU**, Iowa State University  
**POS**, Program of Study  
**RA**, Research Assistant  
**TA**, Teaching Assistant

## GETTING STARTED

### Assistantship – Getting Paid

A Graduate Assistantship Letter of Intent is written at the beginning of the appointment and describes the position offered as well as the stipend and length of appointment. (You are usually appointed for 1 year or less with renewals based on funding availability). *For International Students Only* - Based on the Letter of Intent, an I-9 form will be completed at Beardshear Hall enabling the student to be put on the University payroll list (this form is completed in the Office of International Students and Scholars for international students). Payment will be directly deposited in your bank account. Payment is on the last working day of the month (unless the last day is a Saturday, Sunday or holiday.) Then, payment is on the last Friday of the month. If you change your address during the year, you need to make changes on Access Plus.

### Registration Procedures

After consultation with your major professor or temporary advisor, you will handle your initial registration online through Access Plus. You can view the Schedule of Classes online via the Iowa State University (ISU) homepage at <http://www.iastate.edu/~catalog/schedule/>. Additional information regarding this subject can be found in: *Graduate College Handbook*, Ch. 2 (<http://www.grad-college.iastate.edu/degree/graduatecollegehandbook.html>).

### ISU I.D. and Social Security Number

ISU I.D.s (ISU Card) are available at 0530 Beardshear (4-2727). You should call to make an appointment for your photograph for the card. The Office of International Students and Scholars organizes at the beginning of each semester a Social Security application meeting on campus. F-1 visa holders must bring a passport, form I-94, and form I-20. J-1 visa holders bring a passport, form I-94, and the pink copy of the IAP-66. If you miss this meeting, you can apply at the Social Security Administration, 600 5<sup>th</sup> Street, Ames (515-233-5017 or 1-800-772-1213). It can take several months to receive your social security number when going through the Social Security Administration Office. New international students must wait until they receive their permanent Social Security number to apply for the ISU I.D.

### Adds and Drops

Information on the procedures for adds and drops can be found under Registration Changes in the *Graduate College Handbook*. Your major professor may have to sign off on any changes depending on the period for adding/dropping.

### Secretarial Assistance

Departmental secretaries are available for assistance through your major professor (i.e., your home department). Most secretarial assistance involves ordering of supplies, submitting official forms (such as Out-of-State Travel Authorization and Travel Expense Voucher), preparation of key cards, and handling of large photocopying orders on your professor's account.

The secretaries do not assist in preparation of coursework materials (except for Teaching Assistants which should be handled through the instructor), thesis typing or other non-research work. If you are in doubt, ask your major professor.

The secretaries handle the accounts for many professors and graduate students. Therefore, your quick response to their inquiries is a professional courtesy. A good relationship with the secretaries is the best professional approach.

## **1. Off-campus Orders**

Research involves obtaining supplies. Each laboratory group probably has its own system for obtaining these supplies. Ask your major professor for assistance from him/her or to have one of the current students in the laboratory assist you. Your laboratory group should have the pertinent catalogs.

IGPNS students should utilize the resources available to them in their home department. The FSHN Department office (220 MacKay Hall) and the Center for Designing Foods to Improve Nutrition (CDFIN) office (1127 HNSB) have a supply of purchase requisition forms and/or can be found on the web site [www.adp.iastate.edu/forms/uniform/purchreq.xlt](http://www.adp.iastate.edu/forms/uniform/purchreq.xlt). Students in AnS will work with the departmental secretary assigned to their research section. Similarly, students in other locations should utilize their home department resources, typically the same as that available to their major professor.

Purchase requisitions are to be e-mailed (as an attachment) or turned in to the above-mentioned offices. **All purchase requisitions must have fund account numbers** that you obtain from your major professor. Indicate the **unit (e.g., each, case, packs) and the size (e.g., 2 ml, 5 grams, 1 liter)**. The items' descriptions should be such that one can easily tell what is being ordered. Provide a brief description of each item. For instance: If you are ordering caps, include the type, color, and size. Don't write only "Caps". This is helpful in obtaining the correct catalog number in case the catalog number provided is incorrect. Otherwise, the vendor has to be put on hold and the requestor has to be contacted. Double-checking the catalog numbers will help avoid receiving the wrong items and having to return them. Some vendors charge a restocking fee for returned goods. Requisition orders also require a singular statement as to the purpose of the order (i.e., what it will be used for in a research context). As always, those that have experience in placing orders should be consulted, such as senior laboratory members.

Write the vendor's name, complete address and phone number (800 numbers are preferred) on the purchase requisition. If overnight or 2-day delivery of items is desired, indicate on the purchase requisition and submit the requisition by 10:00 a.m. if possible. Numerous vendors have an 11:00 a.m. cut-off time for shipping orders the same day. Because shipping of rush orders is costly, it is advisable to avoid the need for rush orders. If you want to verbally place an order yourself, a purchase order number must be obtained from the office staff of the FSHN Department Office (2312 FSB, 220 MacKay), the CDFIN Office (1127 HNSB), or other relevant department office prior to placing the order. After placing the order, **submit the purchase requisition to the appropriate office** with the following additional information

written on it: **the purchase order number, the full name (first and last) of the person with whom you placed the order, the words “Confirming Order – Do not Duplicate”** and any other information pertinent to the order. As stated above, the **Purpose** for the requisition (e.g., research supplies to study vitamin supplementation) must also be indicated on the order form.

Radioactive or controlled substance orders are to be verbally placed by you. Prior to ordering the chemical, you call the Environmental Health and Safety Office to obtain a Log Number and obtain a purchase order number from the ISU Purchasing Department. Immediately after placing the order with the vendor, you are to submit a purchase requisition to your Department/Center office. The following information must be included on the requisition: **Purchase order number, the fund account number, the Log Number, the person’s full name (first and last) with whom you placed the order, the date on which you placed the order, the words “Confirming Order – Do Not Duplicate”**, and any other information pertinent to the order. The **Purpose** for the requisition must also be indicated. For some frequently used vendors, a purchase order number is already set-up; check with the appropriate secretarial staff to obtain this number and the procedure for ordering. Your major professor, a staff person, or another graduate student may provide help in obtaining any of the required information.

Most major professors and laboratories have begun using purchasing cards (P-card) to place orders directly. A P-card works just like a credit card with respect to the information that needs to be provided to the vendor. After placing an order using a P-card, a receipt of the transaction that displays part of the P-card number as well as a P-card usage form (available from the office staff) must be filled out and provided to the appropriate office staff to ensure that the proper fund accounts are used for the purchase.

## **2. On-campus Orders**

The Department/Centers offices have a supply of requisition forms for ordering supplies from the **University Bookstore, Central Stores and Chemistry Stores**. Most of the laboratories also have a supply of these forms. **Complete the top part including the account number**. The purchase requisition must be signed by departmental/center staff before you take the requisition to the store to obtain the supplies/chemicals. **After obtaining the items, turn in the receipt to the appropriate departmental/center office.**

**Intramural Purchase Order** forms are used for obtaining supplies and services from on-campus departments. The forms can be obtained from the Department/Center offices and/or downloaded at [www.adp.iastate.edu/forms/univform/intrapo.xlt](http://www.adp.iastate.edu/forms/univform/intrapo.xlt). The Intramural Purchase Order must be approved (signed) by the Department Office staff before you can obtain the supplies or services.

## **3. Packages**

Pick up packages in the appropriate department office as soon as possible after notification of their arrival. For FSHN, put your name and the date on the Package Log sheet in the department office where it was delivered (220 MacKay or 1127 HNSB). Turn in the packing

slips and receipts (**date and print your name on them**) as soon as the item is received or within 24 hours. Packing slips can be found enclosed in the box or attached to the exterior side of the box. **If you cannot locate the packing slip**, please write on a sheet of paper the following information: **vendor name, description of items, quantities, your name, the date you received the items, and a note that a packing slip was not enclosed with the items.** When receiving items that require refrigeration or must be placed in a freezer upon arrival, please make every effort to anticipate when the item will arrive and be available to pick it up when contacted by your department – the department staff often find it difficult to locate someone in a given lab to handle perishable items.

If you have not received your items within 10 days after issuing a purchase requisition or if an expected overnight delivery has not been received, please contact the office staff who placed the order with the vendor to find out the reason for the delay. You will be notified immediately after the order is placed if the item is backordered, has been discontinued and/or has been substituted.

#### **4. Returns**

All returns of items must be handled through the appropriate Department/Center office staff. This helps prevent misunderstandings and lack of required information and forms, such as return authorizations and credits. Several businesses require that returns be processed within 10 days of receipt of items. Some vendors charge a restocking fee for returned items if the error was our fault. This is one reason double-checking the catalog number and the description when initiating a purchase requisition is a good practice.

#### **5. Keys**

Keys are obtained through the request of your major professor for rooms to which you need access. The office staff in your department will order and prepare key cards for you. You may pick up keys in the Building Access Services office in the General Services Building with your signed key card. You are responsible for the security of the locations for which you have keys. You are responsible for returning the keys to the Building Access Services office at the end of your degree program or when you leave the department. Do not give your keys to another person. The University will place holds on your degree and/or transcripts if you do not return your keys. Lost keys are replaced for \$5.00 each.

#### **6. Copies**

Photocopy machines are available in various locations for copying research-related material on your major professor's account. Ask your major professor about his/her policy. Personal photocopying is possible for a fee. However, this is discouraged for departmental machines. There are numerous locations for copying on and off campus for personal use. Personal use includes class work-related material, except when it is part of your responsibilities as a Teaching Assistant, in which case the instructor that you are working should provide you with a copying account.

## **7. Travel**

Out-of-State Travel Authorization forms are available at the Department/Center offices or can be downloaded from [www.adp.iastate.edu/forms/univform/ostaauth2.dot](http://www.adp.iastate.edu/forms/univform/ostaauth2.dot). Submit the completed Out-of State Travel Authorization to your department office (e.g., 220 MacKay for FSHN) at least two weeks prior to each trip. Students can apply for a Professional Advancement grant (PAG) prior to submitting an Out-of-State Travel Authorization by downloading the form from [www.grad.college.iastate.edu/deadline/PAGApplication.doc](http://www.grad.college.iastate.edu/deadline/PAGApplication.doc). This should be submitted approximately 8 weeks before the trip, if possible. Immediately upon your return from your trip, submit a Travel Expense Voucher with all required receipts and documents attached to the appropriate staff person in your department office for reimbursement of your allowable expenses. The Travel Expense Voucher forms are available at the Department/Center offices or can be downloaded from [www.adp.iastate.edu/forms/univform/travexp.xlt](http://www.adp.iastate.edu/forms/univform/travexp.xlt). There are a number of opportunities available to graduate students to provide funds to support travel. These are discussed in more detail at the end of the Handbook.

## **PROGRAM POLICIES**

This section will introduce you to specific program policies with which you should become familiar. Many of the items discussed here can also be found in the *Graduate College Handbook*. Note, however, that some of the program policies and requirements may differ to some extent compared to those of the Graduate College, and depending on the IGPNS student's home department and college.

### **Selection of Major Professor - Program Research Assistants (RAs) Only**

This is an important decision as this person will be your advisor and mentor for your graduate career here at ISU. Several factors enter into this decision. The most important factor is the research that is conducted in the professor's laboratory. Other things you may want to consider: the work philosophy and ethics; structure of laboratory; number of students in laboratory; and time that they will have to work with you. It is suggested that you speak with a number of professors in the department before making your decision. In addition, talk with the graduate students to gain insight into the working relationship with their major professor.

New students who are supported by an IGPNS Research Assistantship (RA) are required to rotate with 2-3 professors prior to their selection of their major professor. These students will be assigned a temporary advisor from members of the IGPNS Advisory and/or Admissions Committee.

After the first term, program-supported students will select a major professor from the IGPNS Graduate Faculty list (see Appendix A 1).

### **Procedure for Changing Major Professors**

Changing major professors is not encouraged, but if you find it necessary to switch major professors to complete your program, you should first discuss this matter with your present advisor. Then, select another professor and talk with him/her. In addition, you will need to meet with the

relevant department chair and the IGPNS Director of Graduate Education (DOGE) before the change.

### **Assistantships**

Upon your acceptance into the graduate program, you should have received information about funding that is available. The IGPNS does have a number of RAs available on a competitive basis. Many students are supported by research grants from their major professor. Usually, this will be arranged between the student and the professor prior to arrival here at ISU. Additional information about funding can be found in the Scholarships/Fellowships section of this manual. All assistantships in the IGPNS are RAs, meaning that you are being paid for the research you conduct. The assistantship qualifies you as a C-base employee. Other benefits include scholarship credit towards your tuition (in-state status with tuition paid by the major professor or department), enrollment in the student health insurance plan. The assistantship is considered to be a half-time position, and you are required to work at least 20 hours a week, maintain a 3.0 grade point average, and take 9 credits in both the Fall and Spring semesters and 5 credits in the summer session. However, you may very well work far more hours on a weekly basis in order to complete your research and complete your degree.

### **Seminar Attendance**

There will be many seminars presented during your tenure as a graduate student. It is the expectation of the faculty that you will take advantage of this educational opportunity and attend all seminars in your respective home department (e.g., FSHN 681; AnS 603). This means you may be attending seminars that are "not in your area". However, you may find you will learn some valuable information that you would not normally be exposed to. Seminars are one easy way to expand your knowledge in areas unrelated to your research. Your research work may run over into seminar times. You should not, however, be planning your research day so that this regularly happens. Seminar attendance is part of your professional development. Seminar attendance is **REQUIRED** and monitored. If for some reason a student knows in advance they cannot attend a given seminar, this should be conveyed to their major professor, the faculty member in charge of seminars that semester, and the IGPNS DOGE.

### **The Research Problem**

The research you conduct while in graduate school is the most important part of your program and your future endeavors will be based on this work. Thus, great time and thought should be taken before choosing your topic. If you are funded on a research grant from your major professor, there is a high probability that you have already discussed your plan with your advisor and the decision has been made. Others may not have any idea what they would like to accomplish. A good place to start is with your major professor; he/she may have many research ideas. After generating a list of a few topics together, go to the library and do a search on the topics. This will allow you to read about the current work being conducted. Discuss your ideas with other graduate students doing similar work. If you are working on your master's degree, your major professor will guide you through this process and help in choosing a topic, which can be completed in approximately 2 years. Ph.D. students will play a much larger role in this decision. Most advisors

will expect Ph.D. students to generate the ideas themselves, but will offer advice and help in further defining the topic. Other things to consider are your career objectives: do you want to work in industry or stay in academics? What is the current state of the job market for your field?

### **Admission to IGPNS Doctoral Program**

Four ways are possible for admission to the doctoral program:

1. Students who have completed a M.S. degree from a program other than the IGPNS or from another university may be admitted into one of the doctoral programs.
2. A student may be admitted into the IGPNS doctoral program *after completion of a MS degree in the IGPNS*. The following steps must be taken as part of the application process.
  - a. After a student completes the M.S. degree in the IGPNS, the major professor reports to the DOGE the student's request to continue for a Ph.D. in the IGPNS. A letter signed by the major professor and the Program of Study (POS) committee must be submitted to the DOGE.
  - b. The student completes a Graduate College application but sends it directly to the IGPNS Admissions Committee. No fees are collected, as this is strictly an internal application process. After the Admissions Committee makes a decision, the DOGE then will submit a letter to the Graduate College to indicate that the student will continue as a doctoral student. A 'Masters Student on PHD Track in Same Department' form must be submitted to the Graduate College.
3. A student who starts a M.S. degree program in the IGPNS can request to change to a doctoral program with the recommendation of the major professor and the POS committee. The major professor reports to the DOGE the M.S. student's request to switch to a Ph.D. program and the recommendation of the student's POS committee. The DOGE then will submit a letter to the Graduate College to indicate that the student will continue as a doctoral student.
4. A student who has exceptional credentials in both academic and research work during a B.S. degree program may be admitted directly into the Ph.D. degree program. Recommendations for direct admittance will be determined upon review by the IGPNS Admissions Committee.

### **IGPNS REQUIREMENTS**

The IGPNS program offers the M.S. and Ph.D. degrees in Nutritional Sciences. There are specific minimum course work requirements for each and degree. **Each student is required to consult with their advisor or major professor every term prior to registration for course work. The minimum requirements for the degree programs are listed below, but approval of the course work for the degree program requires approval of the POS committee, the IGPNS**

**DOGE, and the Graduate College as filed with the POS plan.**

### **The Plan of Study (POS) Committee**

This committee is chosen by the graduate student and the major professor and is approved by the DOGE (Appendix A 2). This committee directs the types and number of courses taken. The agreed contract is called the Program of Study (POS) (Appendix A 3). Any changes in your POS or in the composition of your POS committee can be accomplished by use of the form shown in Appendix A 5. Other changes may require memos and signatures. These are summarized in Appendix A 6.

### **Master's POS Committee Makeup**

The Master's POS committee consists of at least three members of the Graduate College graduate faculty. It must include two members, including the major professor, from the IGPNS graduate faculty. The third member of the committee *must be from outside the field of study*, to provide perspective and as an advocate, if necessary, for the master's student. A term member of the graduate faculty may participate in the direction of a student's master's research as a co-major professor if a member of the graduate faculty serves as a co-major professor and jointly accepts responsibility for the direction of a program of study.

### **Doctoral POS Committee Makeup**

The POS committee for the IGPNS doctoral program consists of at least five members of the Graduate College graduate faculty. It must include at least three members, including the major professor, from within the IGPNS graduate faculty. One member of the committee *must be from outside the field of study*, to provide perspective and as an advocate, if necessary, for the doctoral student. A term member of the graduate faculty may participate in the direction of a student's dissertation research as a co-major professor if a member of the graduate faculty serves as a co-major professor and jointly accepts responsibility for direction of the dissertation.

## **MINIMUM CREDIT AND COURSE REQUIREMENTS**

### **Nutritional Sciences Graduate Major Curriculum**

#### *Minimum Credit Requirements*

**MS:** NUTRS 501 & 502  
Graduate-level biochemistry (BBMB 404 & 405, or 420)

STAT 401  
FSHN 580, or AnS 501 & 603, or similar department orientation course  
Additional graduate-level course in (4 credit minimum) in advanced (500-600 level)  
Nutritional Sciences or physiology (this includes NUTRS 503, 518, 519, 561,  
562, 563, 564, 565, 619; AnS 519, BMS 549, 552: EX SP 570; it does not  
include FSHN 580, 581, 590C, or NUTRS 542, 695, 699)  
FSHN 581 and seminar attendance every semester or AnS 603 every semester  
FSHN 681 (enrolled in the semester when presenting thesis) or equivalent in AnS  
FSHN 590C, or AnS 590L, or home department equivalent; 1 credit as part of TA  
requirement (once per degree)  
NUTRS 699 (requires temporary advisor or major professor's section number)  
NUTRS 505 (summer lectureship, taken every year)

**PhD:** MS requirements

Graduate-level biochemistry (total of 6 credits including MS)  
STAT 402  
FSHN 580, or AnS 501  
Graduate-level physiology (total of 3 credits including MS)  
Additional one graduate-level course in the field of study as deemed appropriate  
FSHN 581 (if not taken in MS) and seminar attendance every semester or AnS 603  
every semester  
FSHN 681 (enrolled in the semester when presenting dissertation) or equivalent in  
AnS  
FSHN 590C or AnS 590L, or home department equivalent; 1 credit as part of TA  
requirement (once per degree).  
NUTRS 699 (requires temporary advisor or major professor's section number)  
NUTRS 505 (summer lectureship)

**Seminar Attendance:** For both MS and PhD, satisfactory attendance at relevant  
department seminars is required every term, not just the  
enrolled/ presenting term.

***IGPNS Preliminary Examination***

For the doctorate in Nutritional Sciences, the IGPNS requires both a written and oral  
examination – an oral examination is the minimal Graduate College requirement. In brief, both  
of these activities will be handled by the candidates POS committee. This should be taken into  
account when choosing faculty that constitute the POS committee to ensure that there is  
coverage across the broad discipline of Nutritional Sciences. To that end, the POS Committee is  
highly encouraged to consult other faculty in the development and/or grading of the written  
examination, including those graduate faculty that serve as instructors for the core courses in  
Nutritional Sciences, NUTRS 501 & 502.

*Purpose/Intent of the Written Preliminary Examination:* The purpose of this examination  
is to provide an opportunity for graduate students to study in an integrative manner a wide array  
of nutrition-related material to prepare them as Nutritional Sciences doctoral candidates and

professionals. The written preliminary examination will be based on the graduate program's core courses, including NUTRS 501 and 502, biochemistry, physiology, and on a basic knowledge of nutrition. The written preliminary examination may also cover other areas related to nutritional sciences and hence is comprehensive in nature. A list of competencies is available to serve as a guide for study. The oral portion of the Preliminary Doctoral Examination is also under the jurisdiction of the student's advisor and POS committee, typically serving as a follow-up to the written examination.

*Administration:* The POS committee will prepare administer the written Preliminary Examination, following a request by the student's major professor. All members on the POS committee are encourage to submit questions to the major professor, and should feel free to consult other faculty with expertise in Nutritional Sciences as needed. Typically, the written exam consists of 8 - 10 questions with attempts to provide coverage to the discipline of Nutritional Sciences. Faculty should attempt to build in some choice in each question they submit. It is the responsibility of the major professor, along with consultation with the graduate student, to decide on a timetable for the administration of the exam. This is typically accomplished during the summer months to allow as much time as possible for the candidate to devote to preparation for both the written and oral examination. Students are also encourage to consult the members of their POS committee to discuss the examination and obtain suggestions as to areas of study and concentration.

*Format:* Students will be expected to take the comprehensive preliminary exam shortly after completing our core graduate nutrition course requirements. This usually occurs within 2 years of starting our program. The examination will be conducted during over a two-day period. Students will be required to answer all questions (8 - 10), but the committee will make every attempt to imbed choices within the questions to allow for flexibility. However, when a specific response is sought, faculty should provide specific direction in the question to guide the student accordingly. A separate set of questions will be given to the student for each session (morning and afternoon).

*Grading:* Following completion of the exam, the major professor will provide each grader with the questions and the students' responses within one day after completion of the exam. Faculty members are expected to return the graded examinations with written comments to the major professor within 7 to 10 days. Faculty should provide clear comments/ critique to ensure accurate communication to the student, committee members, and advisor. Once the grades are compiled, the graded examinations will also be passed on to each student to allow him/her to peruse the response and critique of each question. A follow-up oral examination with the student and hi/her POS committee will be held within one month of the written Preliminary Doctoral Examination.

Each question will be graded on a 1 to 10 point basis with 0.1-point gradations. The points will be added together for a composite score. A satisfactory passing grade will be  $\geq 80\%$ ; a conditional passing grade will be  $\geq 70 - 79.9\%$ ;  $< 70\%$  will constitute a failure. In the event of a conditional pass, the POS committee will provide specific recommendations to the student in consultation with the advisor who becomes a voting ad hoc member of the Preliminary Examination Committee for the student in question. These recommendations will be at the

discretion of the committee, but may include additional course work and readings. In the event of a failure, the graduate student will have the opportunity to automatically retake the examination the following year in order to remain in the program. The intervening year should allow the student to take additional courses and study further, as recommended by the committee and his/her advisor. If the student who has failed retakes the next scheduled examination, but then passes conditionally, this student must achieve a B- (80%) or greater in the remedial course(s) recommended by the POS Committee and student's advisor. If the student who has failed retakes the next scheduled examination but does not pass, the student's registration in the doctoral program will be canceled.

### **Nutritional Sciences Graduate Minor Curriculum**

9 to 12 credits required\*

Nine credits of graduate level nutrition course as approved by the POS Committee from the list below.

Required: NUTRS 501 & 502

Additional courses may be selected from: FSHN 463, 590A, 665, 690, and/or NutrS 518, 519, 561, 562, 564, 565, 619, 695.

\*In addition, students who have not taken FSHN 360 or its equivalent (nutrition with a biochemistry prerequisite) will need to take FSHN 360, in which case the Nutrition Graduate minor will constitute 12 credits.

### **Grades**

As noted in the Graduate College Handbook, a student is required to maintain a cumulative GPA  $\geq 3.0$ ; failure to do so will result in the loss of tuition support by the Graduate College and the program or major professor. There is currently a one-semester grace period for students during their first term as a new graduate student before the enforcement of this policy. It should also be noted that the various home departments in the program may have more stringent requirements. For example, the FSHN Department has a policy that stipulates graduate students must earn a grade of B- or better in all courses within the major (i.e., Nutritional Sciences), regardless of GPA. This issue of grades and GPA is discussed further at the end of the Handbook.

### **Other Interdepartmental Majors and Co-majors**

For students that are in an interdepartmental programs (e.g., Toxicology; Genetics; Molecular, Cellular, and Developmental Biology) and declare FSHN as their home department, many of the requirements stipulated for graduate students within the department must be met by interdepartmental students as well. This includes a review of their graduate application by the Admissions Committee, and fulfilling the Teaching Assistant requirement. Students are highly encouraged to attend at least one seminar per week, either in the FSHN Department or as part of

their interdepartmental program. Students that are co-majors must fulfill all of the requirements of both majors. The application file for co-majors must also be reviewed by the FSHN Admissions Committee following formation of the POS Committee. Both interdepartmental students and co-majors are eligible for relevant scholarships and other forms of support, such as travel grants.

## SUGGESTED IGPNS TIMELINES

<b><i>First Semester</i></b>	Rotate through 2-3 laboratories if on a program RA Decide on research problem with major professor Select POS committee members and file form Non-native English speakers take SPEAK/TEACH test TA requirement Enroll in FSHN 580, or AnS 603, or home department equivalent
<b><i>Second Semester</i></b>	Design POS and have POS committee meeting Enroll in a seminar-training course or experience within home department (e.g., FSHN 581)
<b><i>Third Semester</i></b>	Research is progressing Teaching duties for next academic year identified and instructor consulted
<b><i>Fourth Semester</i></b>	
<b>MS</b>	Coursework nearing completion and research progressing Abstracts for scientific meeting prepared
<b>PhD</b>	Same as M.S. Plans for preliminary examinations made
<b><i>Fifth Semester</i></b>	
<b>MS</b>	Coursework complete and research almost complete TA assignment completed
<b>PhD</b>	Same as M.S. Preliminary examination usually taken
<b><i>Sixth Semester</i></b>	
<b>MS</b>	Final examination and seminar scheduled
<b>PhD</b>	Research progressing
<b><i>Seventh and subsequent semesters</i></b>	
<b>PhD</b>	Final defense and seminar scheduled Abstracts prepared for scientific meetings

The *Graduate College Handbook* provides a handy flowchart on the inside front and back covers of the handbook. All pertinent examinations and required forms are listed on page 73-75 and are available at the Graduate College website. Please consult these forms as appropriate.

## GRADUATE COLLEGE REQUIREMENTS

M.S. students must take 30 credits for their degree of which approximately 20 are course credits. Ph.D. students must take 72 credits (which may include credits earned for the M.S. degree) with approximately 36-40 course credits. Students must maintain a cumulative GPA  $\geq 3.0$  to receive tuition support from the Graduate College. New students will receive a one-semester grace period at the beginning of their first year of graduate study.

### *Preliminary Examination*

Ph.D. students are required to take a preliminary written and oral examination for the doctoral program. **For the IGPNS, the student's POC committee is responsible for both the written and oral components of the preliminary examination.** A Request for Preliminary Examination Form must be submitted to the Graduate College two weeks prior to the date of the examination. The examination rigorously tests your knowledge of the major, minor, and supporting academic areas. Preparation requires intense study. Students may find it helpful to study with others who are also preparing for the examination. More information on preliminary examinations can be found in the *Graduate College Handbook* and at the *Graduate College's website* (<http://www.grad-college.iastate.edu/>).

### *Final Examination (Thesis Dissertation Defense)*

All graduate students defend their research work at a final examination by their POS committee. Some students choose to present their final seminar just preceding the examination. However, seminar and examination presentation times are at the discretion of the student and major professor. Students are required to make a department-wide announcement of the final defense location and time at least 2 weeks before the seminar.

**The Graduate College has new requirements for preparation, submission, and final oral examination (thesis defense).** Absolute thesis format requirements are scaled back to those regarding margins, font, text spacing, page numbering, title page and signature page format, and paper. The Graduate College maintains the expectation that every thesis will reflect professionalism and scholarship, and expects POS committee members to take greater responsibility for the professional appearance of each thesis.

**The title page has been revised** to include the names of all committee members. The Graduate College signature line has been removed from the signature page. First submission of a thesis will no longer be required (however, a preliminary format check is strongly advised). The **Request for Final Examination form** will be required to be submitted to the Graduate College at least **3 weeks before the examination date**.

Starting Fall 2006, all theses and dissertations will be submitted electronically. There is a \$100 non-refundable fee at the time of filling out the diploma slip that will only be charged once. Thus, there will no longer be a signature page; committee members are listed on the first page of the thesis.

## TEACHING REQUIREMENT (IGPNS)

## ***Teaching Assistant (TA) Policies***

*All graduate students in the IGPNS are required to serve as TAs for each degree. Note that although this requirement is part of the IGPNS, the guidelines for fulfilling it reside at the departmental level. Part-time students who work off campus may have to make arrangements to fulfill this requirement. The IGPNS Advisory Committee must approve the arrangements.*

### ***All Students***

The minimum requirement is to be a TA for one class per degree. *The TA is required to enroll in 590C in the appropriate department (e.g., FSHN 590C; AnS 590L) for 1 credit (Special Topics, Teaching), which is graded by the respective instructor on a A-F basis.*

### ***For IGPNS – FSHN Students***

TA assignments are made near the middle of the preceding Spring semester for the following academic year. Both graduate students and instructors are asked for their preference in the assignment procedure. In general:

- TAs will be required to provide a direct teaching experience to the students in the class. A teaching experience can take on many forms, such as presenting lectures, leading a small group or review discussion, being the lead instructor on a laboratory exercise, or guiding students in preparing for in-class presentations.
- TAs will be required to directly participate in developing and grading exam materials or other course assignments.
- TAs will be required to be available to work with students as needed, including having office hours and interacting one-on-one with students.

There are certainly many other activities that TAs can be involved in as additional choices or options. Faculty are strongly encouraged to offer such opportunities, as well as fulfill any requests by the students themselves.

It is important to keep in mind that the basis for having graduate students fulfill a TA requirement is for faculty to provide them with the experiences involved in teaching a class and to mentor them in this regard – little is gained if the student simply attends lectures, sets up the room, and passes out material. It is also vital that the assignment of a student to a given class attempts to meet the student needs as well as that of the instructor. Ensuring that the TA needs of the department (i.e., lab courses, etc.) are fulfilled always has precedence over meeting the desires of the students. Moreover, it is vitally important that the student and faculty have a clear understanding of what is required prior to the start of the semester, and that evaluation of both the student and mentor following the conclusion of the class is accomplished. To that end, the FSHN Graduate Program Committee in consultation with the Associate Chair has developed some additional activities for both the student and instructor:

- Graduate students will submit a brief statement to the Associate Chair regarding three (3) courses they would like to be a TA for (in order of preference) and the basis for their choice. For each choice, this should include why that particular course, their familiarity with the course and its content, and what experiences they would like to obtain.
- Instructors will provide a brief statement to the Associate Chair justifying the need for a TA and what types of experiences will be provided, including those that will be required and those that will be optional.
- Once matched, the student and instructor will develop a brief statement outlining the requirements, options, and outcomes that will occur over the course of the semester. This document will be submitted to the Associate Chair and Graduate Program Committee.
- Both the instructor and student will provide an evaluation of the TA experience at the conclusion of the semester. Instructors are already required to provide an evaluation of their TA (copies to Chair, DOGE, and student); thus, the student should do the same with respect to both the instructor and the overall TA experience. These should be submitted to both the Associate Chair and Graduate Program Committee.

### *Part-time Students*

In some instances, part-time students may not be able to complete the teaching requirement in the usual manner by serving as a TA in one of the Department courses. A part-time graduate student can make alternative arrangements to fulfill this requirement. The student's POS Committee must approve the alternative arrangement. Then the student must appeal in writing to the IGPNS Advisory Committee via the DOGE.

The appeal should include the following items:

1. A letter from the student should be submitted to the DOGE, which explains why it is not feasible for the student to fulfill this requirement in the usual manner. The letter should be co-signed by the student's major professor.
2. In lieu of serving as a TA, the student can obtain pre-approval for example, for teaching or supervising interns in the student's workplace. Goals and objectives for this activity should be stated and approved by the student's POS Committee. Another possible alternative is for the student to provide expertise as a guest lecturer in a FSHN course at least once per year during the student's graduate career. The student could also meet the teaching requirement by providing a series of lectures in the student's area of expertise in a course or courses within their respective department.
3. The student will be required to complete a written report of the alternate teaching experience, such as fulfillment of the goals and objectives for teaching or supervising interns or a synopsis of the experience as a guest lecturer. This report will be submitted to the major

professor with a copy sent to the DOGE.

### ***Speak-Teach Tests***

All non-native English speakers are required to take the SPEAK-TEACH test given by the Graduate College. International students with a degree from the U.S. are required to take the test. Students cannot fulfill their teaching requirement until they have taken and passed the SPEAK-TEACH test. In some cases, a low passing score will need to be supplemented with an additional course in teaching communications suggested by the Graduate College. You can contact the Speak-Teach Office (4-7996) to find out dates the tests will be offered.

## **THESIS DEPOSIT AND COPIES**

The Graduate College Office (1137 Pearson Hall) publishes a notice, available by the beginning of each semester, which lists the specific dates for final deposit of the thesis to be eligible for graduation in that semester. This notice is also available on the Graduate College web site.

The Graduate College also publishes a *Thesis Manual*, available at 1137 Pearson Hall or online at the Graduate College website. Although a first deposit of the thesis is no longer required, a preliminary format check is strongly advised. One of the appendices of this manual is a checklist, which can be used for the preliminary format check of the thesis. The preliminary format check of the thesis is delivered to the Thesis Office at 1137 Pearson Hall by the required date (about eight weeks before graduation). (*A suggestion from an experienced fellow student, “if you make your preliminary format check several days to weeks before the deadline, you will get the document returned more quickly”*). When the format check deposit is picked up, it must be reproduced and copies given to the POS members **at least three weeks prior** to the final examination. When final corrections have been made, the thesis is printed or copied and all signatures (major professor, the POS members, and the department chair), are obtained.

Starting Fall 2006, all theses and dissertations will be submitted electronically. There is a \$100 non-refundable fee at the time of filling out the diploma slip that will only be charged once. Thus, there will no longer be a signature page; committee members are listed on the first page of the thesis.

### ***Home Department Requirements***

Although the Graduate College requires all thesis' to be filed electronically, departments may still require paper copies of the thesis, including signatures. The FSHN Department requires that the major professor, all members of the POS Committee, and the Department Chair sign the title page. The FSHN Department also requires an abstract for the entire thesis. In addition to the electronic filing of the thesis, the department requires a hardcopy (bound or unbound) to be provided, and most major professors require a bound hardcopy as well. Copies for other committee members and any personal copies are at the discretion of those individuals. Students are expected to pay all costs associated with thesis preparation, including, but not limited to copying, preparation of figures and photographs, and binding.

### ***Department Chair Signature and Exit Interview***

Please deliver the signature page signed by all of the committee members and the major professor, to the Department Chair for review and consideration 2-3 days before you need the Department Chair's signature. Please check with the Department Secretary in 2312 Food Sciences Building, if you are on a tight schedule, to make sure that the Department Chair is in town at the time you wish to have your thesis reviewed and signed. At this time, you are encouraged to make an appointment with the Department Chair for an exit interview. This is your chance to inform the Department Chair about your experiences during your time in the FSHN Department as a graduate student and about your future plans. Please schedule this exit interview through the department secretary for the day you plan to pick up your thesis. You can pick up an evaluation form from the department secretary at this time also. Then bring the form back with you to your exit interview. These interviews are very useful to the department as we strive to make our graduate program the best.

### **PROGRAM COMMUNICATION**

Graduate students will receive many written and electronic communications from many individuals; thus, check your mailbox and email often. Your prompt response is the professional response. Currently, the program office for the IGPNS is 2312 FSB, Brenda Emery (robynath@iastate.edu).

#### ***Electronic Mail***

In addition to receiving email from the IGPNS, many departments have various networks that may also be useful. The FSHN department has a network that can be addressed via [fshnet@iastate.edu](mailto:fshnet@iastate.edu) for general announcements. Graduate students can be addressed through [fshn\\_grad@iastate.edu](mailto:fshn_grad@iastate.edu) for messages of interest to graduate students. FSHN faculty or FSHN staff can be reached at [fshn\\_faculty@iastate.edu](mailto:fshn_faculty@iastate.edu) or [fshn\\_staff@iastate.edu](mailto:fshn_staff@iastate.edu), respectively.

### **GRADUATE STUDENT EVALUATION**

Graduate students will be evaluated annually. Currently, this is handled at the home department level. For FSHN students, a subcommittee comprised of the FST and IGPNS DOGE, as well as two faculty members from the FST Graduate Program Committee and IGPNS Advisory Committee will be responsible for evaluating graduate student progress.

Graduate students will be asked to submit a term report after completion of each term (Fall, Spring, and Summer Session). Reports are to be signed by the major professor and submitted to the graduate program secretary by the date indicated on the form. Failure to turn in the report will result in a hold on all your academic and financial activities. See Appendix A 6 for Semester Report Form.

The annual review of graduate students will be completed by the end of May. Each student

will receive a letter from the committee that summarizes the results of the review and the student's progress during the preceding year. A copy of the letter will be sent to the student's major professor and a copy placed in the student's file. The committee will report the results of all students' reviews to the various department Chairs and make recommendations for sanctions where appropriate. The student would be notified of the procedures.

## **VACATION & SICK LEAVE**

During each academic year, students will be allowed two weeks vacation plus University holidays with approval from the major professor. Time off must be discussed with your major professor. University holidays are listed at <http://www.iastate.edu/~registrar/calendar/>. These dates change each year. The university holidays are Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day and July Fourth. Other days must be taken as vacation.

Students need to submit a signed (by student and major professor) vacation card to their department office prior to their vacation. Note that because RAs are considered a half-time (50%) position, one week of vacation is equivalent to 20 hours of work. It is the student's responsibility to notify their major professor when sick and fill out the sick leave card. Failure to notify the major professor of absences could lead to leave without pay or termination.

## **ACADEMIC REGULATIONS AND RESPONSIBILITIES**

Regulations and guidelines allow ISU to operate smoothly and under control. There are a number of guidelines, which graduate students must follow to insure no problems arise in obtaining either the M.S. or Ph.D. degree. Please keep in mind that these regulations are promulgated and under the jurisdiction of the Graduate College, not at the Department or Program level. If you have any questions regarding any of these guidelines, please see your major professor, the DOGE or call the Graduate College at (4-4531). One of the first concerns of new graduate students is the number of credits needed and any grade requirements involved.

The ISU Graduate College requires a minimum of 30 graduate credit hours with 22 of those earned at ISU for a M.S. degree. A thesis must be prepared and defended at the final examination. For a Ph.D. degree, a minimum of 72 graduate credits is required with at least 36 credits earned at ISU. The POS committee can make recommendations to accept credits earned while obtaining a Masters degree. For any classes listed on the POS, the lowest grade acceptable is a C. However, various departments may have adopted more stringent requirements that must be met by IGPNS students in those respective departments. For FSHN, the department has adopted a policy that for courses within the major (i.e., Nutritional Sciences), the lowest acceptable grade is a B-. Classes must be repeated when a grade does not meet either of these requirements. For classes not on the POS, a D is the lowest grade acceptable. Research credit grades will no longer be used in computing GPA's. If the GPA of a student drops below 3.0, the Graduate College will place that student on academic probation and not provide tuition support. Likewise, the Department and/or major professor will not provide tuition support when a student's cumulative GPA < 3.0, except during the

first semester grace period for new students. For specific problems or if situations arise, the Graduate College will handle these on a case-by-case basis. A good reference for further questions is the Graduate College Handbook.

As a graduate student certain responsibilities apply and must not be overlooked. These responsibilities allow for a good academic environment, which in turn allows for expression of various opinions and maintains intellectual honesty. It is the responsibility of teaching assistants to maintain confidential student-instructor relationship at all times. Graduate students have certain rights in the university system such as free expression in the classroom and freedom from prejudiced evaluations. The Board of Regents Uniform Rules of Personal Conduct, and the University General Rules govern the rights and responsibilities of all graduate students. These are printed in the Iowa State University General Catalog, as well as the Graduate College Student Handbook.

### **FEES AND PAYMENT SCHEDULES**

Bill payment is always a concern for new graduate students. The fee payment schedule is printed each semester in the schedule of classes. Most fees are payable in three installments for fall and spring semesters. If payment is not made, a hold will be placed on registration and you may be dropped from enrollment if the problem is not corrected. A statement containing all charges is mailed on the first of each month to the interim address listed on Registrar's records. Students are responsible for assuring the Registrar has the correct address, and that they receive a bill. Tuition and fees are posted on the student's U-bill online through Access Plus. Even though the tuition is paid by the department or major professor, the student is responsible for paying fees on time. If fees are not paid, the student will be charged a late payment fee and may have a hold placed on their registration for nonpayment. A Fee Payment Information Brochure is available from the Receivables Office in Room 0880 Beardshear.

Graduate students do have a channel for concerns via the Graduate and Professional Student Senate (GPSS). Each department elects one to five representatives. If a graduate student experiences any problems in their classes or their studies at ISU, they should contact their Graduate Student Representative. The GPSS can also be contacted at their office, Room G44 in the Memorial Union. The GPSS office also has a variety of information on various grants available to graduate students.

### **COMPUTERS**

Computers are available in a number of locations. Your laboratory group may have one or several in the laboratory. Most graduate students have their own laptop computers and many buildings have wireless connections. Nonetheless, many buildings also have computer room that available for use (e.g, 113 MacKay). There are additional computer workstations at several locations on campus including Durham Center. Check with the Computation Center for other auxiliary locations.

## **LIBRARY**

*Graduate College Handbook* provides detailed information about facilities available in the Parks library. Students can also request theses, unavailable journal articles, and patents on the web through Interlibrary Loan Department of Parks Library (free of charge). The Physical Sciences Reading Room in Gilman Hall and the Veterinary Medicine College Library are good sources for nutritional sciences and related literature.

## **SCHOLARSHIP & FELLOWSHIP APPLICATIONS**

Scholarships and/or Fellowships are available from a number of sources to qualified applicants. In addition to the information below, students should contact faculty, student representatives, professional societies and publications, Department-specific resources, and relevant websites. Very few Graduate College scholarships are available to graduate students. Beardshear Hall has financial aid and scholarship office where students can check for possible scholarships and forms. ISU home page provides information on fellowship possibilities. The PREPS Office in Beardshear provides information and database assistance on funding via fellowships, grants, etc. The office issues a monthly newsletter and you can request inclusion on their mailing list. Fellowship and scholarship information can also be accessed through ISU home page.

### ***Departments and Colleges***

Many departments and colleges have scholarships and fellowships available to those students that are appropriately affiliated. For IGPNS students in the FSHN department, scholarships are administered annually by the CHS and the department. Due dates and availability of forms will be announced and are often posted on graduate student bulletin boards in the department. Guidelines and forms are available online at the appropriate websites as well.

### ***Professional Advancement Grant***

Graduate and Professional Student Senate (GPSS) provides up to \$100 and Graduate State Senate (GSS) provides up to \$120 for students attending professional meetings or presenting their research in each fiscal year. Since these funds are on a first-come first-served basis, students should file for these funds prior to March 1. Forms are available on the Graduate College website, not in the departmental offices. Be sure to complete all sections of the form and turn into the respective department offices for processing. You are encouraged to apply for these grants as soon as possible. This grant can also be used to fund non-thesis or non-dissertation research.

### ***Professional Societies***

A number of professional societies (e.g., American Society for Nutrition, ASN; Society for Experimental Biology & Medicine) provide scholarships and/ or fellowships for qualified

graduate students to support their research and travel to professional meetings. Announcements of these opportunities and relevant forms can be found on the society website. They are often announced by the Department and are posted on graduate student bulletin boards. Please see the professional journals or check with your major professor or other faculty for other scholarship opportunities.

### **DEPARTMENT & CENTER TRAVEL GRANTS**

Many departments offer travel grants to students attending professional meetings in each fiscal year (July 1-June 30). The FSHN department currently offers a maximum \$100 travel grant and the Center for Designing Foods to Improve Nutrition also provides funds for graduate students to attend professional meetings such as Experimental Biology. Many professional societies (e.g., Society for Experimental Biology & Medicine) sponsor competitive travel grant funds as well.

### **EMPLOYMENT OPPORTUNITIES**

There are a number of offices around the campus where graduating students can explore job opportunities.

#### **Placement Office**

College of Agriculture  
141 Curtiss Hall  
Phone: 4-4725

#### **Student Employment Center**

Office of Student Financial Aid  
12 Beardshear Hall  
Phone: 4-2223

In addition, a number of companies advertise for job openings in leading food science and nutrition journals and magazines. Parks Library has computer advertisements for jobs and company profiles. Your major professor may be one of your primary sources of information on job and postdoctoral positions.

### **SPECIFIC RESPONSIBILITIES**

Certain duties and responsibilities are clearly spelled out in this section of the handbook for quick reference.

#### ***Responsibilities of Department Chairs and/or DOGE:***

General supervision, counseling, and coordination of graduate student programs;

Recommendation of graduate candidates for admission;

Maintenance of a master file on all graduate students, an up-to-date collection of all official papers for each student in individual files;

Assign office space and desks to graduate students;

Allocation of assistantships;

Process official forms;

Distribution of a Graduate Student Handbook to all graduate students and Graduate Faculty;

Provide an orientation session for all incoming graduate students, at the beginning of both the Fall and Spring semesters;

Development of a scholarly spirit among the graduate students and graduate faculty;

Inform major professors about necessary procedures;

Review the academic standing of all graduate students at the end of each semester;

Appoint a Graduate Student Evaluation Committee annually;

Documentation of the teaching requirement fulfilled prior to graduation;

Assure that POS committees are appointed by the end of the first semester in residence and a POS is filed by the end of the second semester;

Confirm that there is a balance of members on the POS committees;

Assure that the preliminary examination is taken in a timely matter;

Encourage active participation by all POS committee members;

Assure that Ph.D. preliminary examinations and M.S. and Ph.D. final examinations dates and locations are announced department-wide in a timely manner for other graduate faculty;

Encourage active departmental seminar participation.

***Responsibilities of Major Professor:***

Responsibility for the program, guidance, training, supervision, arrangements, welfare, and ethics awareness of each graduate student assigned to him or her;

The conduct of regular scheduled conferences with the student each semester;

Acquainting the students with department policies and providing personal counseling to help the student develop;

Arranging for space for the graduate student research project;

Checking and approving all necessary graduate forms and requests for materials, travel and services;

Suggesting members of the POS committee;

Suggesting courses appropriate for the individual graduate student's POS;

Checking the academic standing of the student at the end of each semester including written requests for full graduate status to the Graduate College and evaluating GPA; GPA < 3.0 or a grade of C+ or lower needs immediate attention of the POS committee and department chair or DOGE;

Requesting preliminary examination approval (form required);

Making initial acceptance of the thesis or dissertation, deciding when it is satisfactory for POS committee review, requesting final examination (form required) and making announcement of date in departmental newsletter;

Seeing that an article based on the graduate thesis or dissertation is prepared and submitted for publication;

Confirming that graduate student has fulfilled teaching responsibility;

Assuring graduate student is an active participant in departmental seminars;

Assuring that graduate student develops the ability to present scientific papers to departmental and at scientific meetings through participation in training seminar, national, and regional meeting attendance and presentation.

***Responsibilities of POS Committee:***

Primary responsibility for academic preparation of the student and development of the POS;

Attendance of student seminars is encouraged;

Evaluating PhD student's readiness to be advanced to doctoral candidate via written and oral examinations;

Evaluate the written document of the graduate research project (thesis or dissertation);

In exceptional cases, recommend graduate student to proceed directly from B.S. degree to the Ph.D.

## **GRADUATE PROGRAM OUTCOMES AND ASSESSMENT**

The IGPNS requires all students admitted to the program to display satisfactory progress towards fulfilling their degree (MS and/or PhD) requirements. This includes completing the required coursework for the degree; attending departmental seminars; conducting original research; presenting research findings both orally and written; serving as a departmental TA for each degree; and satisfactory defense of research to the student's POS committee.

### ***Learning Outcomes***

- Have an in-depth and accurate understanding of the knowledge within the field
- Understand central issues and current research important in the field
- Apply theoretical information to solve practical problems
- Prepare and communicate discipline-specific information in written and oral forms to scientific and lay audiences
- Design, conduct, and interpret research
- Facilitate learning in the classroom

### ***Outcomes Assessment***

- Satisfactory completion of degree course requirements with a minimum cumulative GPA  $\geq 3.0$ , including a grade of B- or better for courses within the major.
- Satisfactory seminar attendance
- Student-developed POS Committee assigned to ensure satisfactory program of study
- Successful defense of original thesis research to POS Committee
- For Ph.D. students, satisfactory completion of written and oral preliminary examination
- Professional presentation of thesis research as a departmental seminar
- Preparation of a manuscript for submission to a peer-reviewed journal
- Formal evaluation of teaching efforts
- Annual review of student progress by a committee of faculty
- Secure professional-level position in a relevant area such as academia, industry, government, or health care

**GRADUATE FACULTY IN THE INTERDEPARTMENTAL GRADUATE PROGRAM  
IN NUTRITIONAL SCIENCES**

<b>Name</b>	<b>Department</b>
Alekel, D. Lee	FSHN
Beitz, Donald C.	AnS / BBMB
Birt, Diane F.	FSHN
Campbell, Christina	FSHN
Carriquiry, Alicia	Stat
Greder, Kimberly A.	HDFS
Gunderson, Craig	HDFS
Hendrich, Suzanne	FSHN
Hoffman, M. Peter	AnS
Hogberg, Maynard	AnS
Hollis, James	FSHN
Honeyman, Mark	AnS
Jensen, Helen H.	Econ
Kenealy, M. Douglas	AnS
Kilmer, Lee H.	AnS
Koehler, Kenneth J.	Stat
Kohut, Marian L.	KIN
Lanningham-Foster, Lorraine	FSHN
Litchfield, Ruth E.	FSHN
Liu, Peng	Stat
Loy, Daniel D.	AnS
MacDonald, Ruth S.	FSHN
Miller-Auwerda, Peggy	AnS
Morrical, Daniel G.	AnS
Murphy, Patricia	FSHN
Nissen, Steven	AnS
Patience, John	AnS
Reddy, Manju B.	FSHN
Rowling, Matthew J.	FSHN
Russell, James R.	AnS
Schalinske, Kevin L.	FSHN
Scott, M. Paul	Agron
Sharp, Rick	KIN
Spurlock, Michael E.	FSHN
Trenkle, Allen	AnS
Tyler, Howard D.	AnS
Welk, Gregory	KIN
White, Wendy S.	FSHN
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**GRADUATE STUDENTS IN THE INTERDEPARTMENTAL GRADUATE PROGRAM IN  
NUTRITIONAL SCIENCES**

**Fall 2008**

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Braucher, Douglas Wisconsin	Spurlock	BS – University of Wisconsin, LaCrosse MS - Iowa State University	
Chipman, Kristi	Litchfield	BS – Iowa State University	Illinois
Conrad, Erin	Tyler/Beitz	BS – Iowa State University	Iowa
Davis, Jeremy	Spurlock	BS – University of Vermont MS – Southern Illinois University	Vermont
Faris, Richard	Spurlock	BS – Iowa State University	Iowa
Huang, Nan	Birt		
Kong, Kai Ling	Hendrich	BS – Drake University	Malaysia
Liu, Wenhong	White		
Luchtel, Rebecca	Rotating	BS – Iowa State University	Iowa
Mao, Gaowei	Beitz		
McGuire, Annette	Rotating	BS – Iowa State University	Iowa
Nafikov, Rafael	Beitz		
Neuman, Joshua	Rotating	BS – University of Illinois	Illinois

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Nonnecke, Eric	Schalinske	BS – Iowa State University	Iowa
Osman, Mohamed	Beitz		
Roberts, Stacey	Bregendahl Xin		
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Wang, Zhenguo	White	B. Med. – Henan Med. Univ. M.Med. – Chinese Acad. of Prev. Medicine	P.R.C.
Wenz, Betsy	Litchfield	BS – Iowa State University	Iowa
Williams, Kelly	Schalinske	BS - Iowa State University	Minnesota
Zhou, Ying	Reddy		

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