Graduate Program in Nutrition

Handbook for Students

2012-13
Introduction

The Graduate Program in Nutrition is an interdisciplinary and interdepartmental program administered by the Department of Nutrition and Food Science (NFSC). It involves faculty from the Departments of Animal and Avian Sciences, Anthropology, Chemistry and Biochemistry, Nutrition and Food Science, and Pediatrics (UMAB Campus), and scientists in nearby research institutions. The Program offers graduate study leading to the Master of Science and Doctor of Philosophy degrees in nutrition. Research interests of the faculty include: the genetic and metabolic basis for dietary requirements of animals and humans; nutritional biochemistry; nutritional aspects of chronic disease; international nutrition, community nutrition, epidemiology; and nutrition, neuroscience and behavior. All programs require completion of a research project. Programs of research are individually planned with the student and an appropriate Graduate Advisory Committee. Faculty committees are responsible for graduate admission and curriculum. The Director and the Academic Program Specialist of the Graduate Program in Nutrition both have offices in the Department of Nutrition and Food Science in Skinner Building 0112.

Graduate Students should familiarize themselves with the requirements and the policies and procedures of the Graduate School. They may do so by referring to The Graduate School Catalog which may be obtained on-line at http://www.gradschool.umd.edu. This Web site also lists all important deadlines for Graduate Students.

Facilities

All students are expected to establish an e-mail address which should be given to the Academic Programs Coordinator. E-mail will be the primary means by which the Director communicates with the students in the Program. If you have a change of address, telephone number or e-mail address please update your information with the Academic Programs Coordinator as well as with the Registrars Office, you may do this on-line at (www.testudo.umd.edu/Registrar.html).

The Program maintains equipment for conducting both basic and applied research through the individual participating faculty members. The facilities are located in the Departments of Nutrition and Food Science, Animal and Avian Sciences, Anthropology, Chemistry and Biochemistry, and Pediatrics (UMAB). There are also collaborative arrangements with the NIH, FDA, and USDA. The library facilities are extensive. In addition to our campus libraries, we are only a few miles from the National Archives, the National Agriculture Library, the Library of Congress, and the National Library of Medicine.

Teaching Assistants in the Department of Nutrition and Food Science are assigned a desk in Room 3205 Marie Mount Hall as well as a mailbox in Room 0123 Skinner Building. Graduate students, who are not TA's, should discuss with their advisor whether desk space is available in the advisor's laboratory. Also, McKeldin Library offers a limited number of study carrels with desks, for which students must apply.
UNIVERSITY OF MARYLAND
GRADUATE PROGRAM IN NUTRITION

Admissions

1. Master of Science Program

The Program Admissions Committee reviews all applications and makes recommendations based on the applicant's total record. Generally, however, applicants are not admitted unless they meet the following requirements:

a. Completion of a Bachelor's Degree from an accredited institution with a minimum cumulative grade point average of at least 3.00 on a 4.00 scale.

b. Submission of Graduate Record Examination scores is required. Verbal, quantitative, and analytical scores should each be 500 or above. International students must submit official results of the TOEFL exam. A minimum TOEFL score of 575 (or 233 computer base) is required for consideration for admission.

c. International students who wish to be considered for a Teaching Assistant Position are required to take the Test of English Language (TSE) and must submit official test scores.

d. Preference is given to students having a Bachelor's degree in nutrition, chemistry, biology, food science, animal science or related fields. Consideration will be given to others having adequate background courses and demonstrable potential for a career in Nutrition.

e. Required background courses:

1) Mathematics sufficient to undertake upper level statistic courses, UMCP’s equivalent of Math 115-Precalculus (or better)

2) 1 semester of the equivalent of UMCP’s Chem 233- Organic Chemistry I (with lab).

3) 1 semester of the equivalent of UMCP’s Chem 243-Organic Chemistry II (with lab).
f. Preferred background courses: Students admitted without the following courses may be required to take the equivalent, as part of their graduate program.

1) One semester of the equivalent of UMCP’s BCHM 461-Biochemistry I
2) One semester of the equivalent of UMCP’s BCHM 462-Biochemistry II
3) One semester of the equivalent of UMCP’s BSCI 440-Mammalian Physiology
4) One semester of the equivalent of UMCP’s NFSC 440-Advanced Human Nutrition

g. Three favorable letters of recommendation.

h. A 300-500 word statement of academic goals, research interests, and experiences.

i. No work taken in a graduate program at another university, prior to admission to the University of Maryland Graduate School, will be transferred automatically toward requirements for a degree in the Graduate Program in Nutrition. Also course work done at UMCP for a graduate program other than Nutrition will not automatically be counted toward the requirements for a degree in the Graduate Program in Nutrition. After matriculation at Maryland, the student's faculty advisory committee may recommend transfer of up to six semester hours of courses taken at another accredited university. Only courses with an "A" or "B" grade may be transferred. A student must complete a Request for Transfer or Inclusion of Credit for Masters Degree form.

2. Doctor of Philosophy Program

The procedures and admission policies for the Doctoral program are similar to those for the Masters program; however, only outstanding students with independent research potential are accepted directly into the Ph.D. program. Generally, students accepted into doctoral program will have all required and preferred background courses for admission, to the MS program.

The Graduate Program in Nutrition Faculty Admissions Committee reviews all applications and make recommendations concerning admission to the Ph.D. program. Special consideration is given to assure that a student’s interests match research strengths of faculty advisors.

MS students in nutrition may apply to the Ph.D. program prior to the completion of their MS degrees with the approval of their graduate committee.

3. Applying for Admission

All applications for graduate studies at the University of Maryland-College Park are to be
submitted to the Graduate School and to the Graduate Program in Nutrition for review and recommendation. Applicants wishing to study in this program should mark their application NUTR. To be considered for admission to the Graduate School, each applicant must obtain and complete the application form. An application may be obtained through our World Wide Web site at the following address: http://www.gradschool.umd.edu. Several online versions for the Graduate Application are also available on the World Wide Web.

**Notice of Acceptance**

Upon receipt of all required application material for admission into the Program, each applicant is evaluated by the Admissions Committee. The Admissions Committee makes their recommendation regarding admission to the Dean of Graduate Studies and Research. An official admission letter is sent to each student by Graduate Studies and Research. Also, an informal letter is sent to each student by the Program Director, outlining any provisions for admission and designating a advisor to assist the student in making decisions pertaining to his/her program of study. A faculty member of the Graduate Program in Nutrition must agree to serve as an advisor or a prospective graduate student may not be admitted to the Program. Officially the graduate student's dean is the Dean of Graduate Studies and Research, but responsibility for supervising graduate research and training is delegated to the Program.
Financial Assistance

The Department of Nutrition and Food Science offers a number of graduate teaching assistantships which support students in the Graduate Program in Nutrition. Applications for teaching assistantships for Fall are due by February 15 in the Program office for continuing students. New students who are interested in a teaching position should complete the Merit-Base Award Form and submit to the Graduate Program in Nutrition office by the stated graduate application deadline. International students who wish to be considered for a Teaching Assistant position must take the TSE (Test of Spoken English).

International teaching assistants who are not native speakers of English are required by the University of Maryland to take part in the International Teaching Assistant evaluation prior to the start of classes. This includes international teaching assistants who may have been educated entirely in English and those with Bachelor’s and Master’s degrees from universities in English-speaking countries.

Teaching assistant decisions are usually acted upon by April 1. Graduate Assistants receive a stipend plus health insurance. Tuition fees (up to 10 credits per semester) for teaching assistants are waived by the University. Chemistry and Zoology also offer teaching assistantships to qualified NUTR students, and students are encouraged to submit applications for T.A. position to those programs.

A limited number of Research Assistantships are available from grant funds with the student assisting in the research supported under the grant. The research often may be applicable to the thesis or dissertation. The tuition for Research Assistants is charged at the in-state rate; and is often paid directly by the supporting grant, and in addition Research Assistants receive health insurance. Research Assistantships generally are not awarded until after students have attended classes and are known to faculty.

The University offers a number of special support mechanisms for qualified minority students. Other types of financial aid are also available, including a work-study program, grants, fellowships, and loans. For more information regarding financial support please refer to the following Web site (www.gradschool.umd.edu/catalog/finance.html).
## Program Requirements

### 1. Master of Science Program

a. **Thesis**—The Master of Science degree requires completion of a research project (thesis). All graduate students are expected to complete their research project within the areas of interest of our faculty. All course work must be approved by the student's committee.

b. **Requirements**

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<tr>
<th>Program Requirements:</th>
<th>A minimum of 30 credit hours of graduate study are required to graduate. A minimum g.p.a. of 3.0 is required to maintain good academic progress for graduation.</th>
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<td>General Course Requirements:</td>
<td>A minimum of 24 credit hours of course work must include:</td>
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<td>- 12 credit hours designated as 600 level, which includes NFSC 688-Seminar, but excludes NFSC 799-Masters Thesis Research</td>
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<td>- The remaining 12 credit hours may be designated as 400-level courses, and must include at least 9 credit hours of advanced nutrition courses.</td>
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<td>Specific Course Requirements:</td>
<td>A minimum of 3 credit hours of statistics designated as 400 level or above are required. It will be up to the student’s graduate advisory committee to determine if additional statistic courses are needed.</td>
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<td>- 2 credit hours of NFSC 688 Seminar, with one seminar focusing on the thesis results. NFSC688 only offered during spring semester.</td>
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<td>- 6 credit hours of NFSC 799-Masters Thesis Research. The thesis must demonstrate the student’s ability to do independent and scholarly research and writing. An oral exam to defend the thesis research is held the semester that the student wishes to graduate.</td>
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<td>*Registration for at least 1 credit hour of NFSC 799 is required in the semester intended to graduate.</td>
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<td>Other Program Requirements:</td>
<td>Attendance at the following seminars each semester is required: Distinguished Speakers Seminar Series, Thesis Defense Seminars, and the Spring Semester Nutrition Seminar Class NFSC688 (whether or not you are taking it for credit).</td>
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c. The Program requires at least 9 credits from the following list (depending upon research interests):

   - NFSC 425 (3) International Nutrition
   - NFSC 460 (4) Medical Nutrition Therapy
   - NFSC 605 (3) Food-Related Behavior of the Individual
   - NFSC 615 (3) Maternal and Infant Nutrition
   - NFSC 630 (3) Nutritional Aspects of Energy Balance
   - NFSC 635 (3) Carbohydrates, Lipids and Proteins in Human Nutrition
   - NFSC 655 (3) Nutrition, Food, and Public Policy
   - NFSC 660 (3) Research Methods (required)
   - NFSC 680 (3) Human Nutritional Status
   - NFSC 675 (3) Nutritional Epidemiology
   - NFSC 678D (3) Diet and Cancer Prevention
   - NFSC 678E (3) Nutrition of the Aging
   - NFSC 678R (4) Advance Human Nutrition (also offered as NFSC 440)
   - NFSC 735 (3) Food Toxicology
   - NFSC 690 (3) Nutrition and Aging

 d. If not taken as an undergraduate, the following courses may be required as determined by each student's advisory committee:

   1. One semester of BCHM 461-Biochemistry I or equivalent
   2. One semester of BCHM 462-Biochemistry II or equivalent
   3. One semester of BSCI 440-Mammalian Physiology or equivalent
   4. One semester of NFSC 440-Advanced Human Nutrition (also offered as NFSC 678R)

 e. Other courses in biochemistry, physiology, molecular biology, food, nutrition, health behavior, statistics, or courses relating to the student's thesis topic may be selected.

 f. Examinations

   1. The student must present to his/her thesis committee a written proposal for his/her research, which is orally defended to the committee. The format for the written proposal should follow that of a proposal for competitive external funding such as USDA, NIH or NSF. Ideally this proposal should be defended by the end of the student’s second semester in the Program. The Program Director will be notified in writing by the student’s advisor about the successful defense of the proposal. Ideally this proposal should be defended at the
beginning of a student’s second year in the program.

2. The student must also orally defend the completed thesis to his/her thesis committee. The written format for the thesis needs to conform to The Thesis & Dissertation Manual of UMCP. This manual contains the instructions for preparation of theses and dissertations and is available from the Media Express-Campus Reprographics, Reckord Armory, for a minimal charge.

3. The decision to accept the examination as satisfactory must be unanimous. The student may present himself/herself for this oral examination only twice. The report of the committee, signed by each member, must be submitted to the Dean of Graduate Studies and Research no later than the appropriate date as announced by the Graduate School, if the student is to receive a diploma at the Commencement ceremony for the semester in which the examination is held.

g. Composition of Committee

1. A thesis examining committee is comprised of a minimum of three members of the University of Maryland College Park Graduate Faculty, two of whom must be members of the Graduate Program in Nutrition Faculty. The student’s advisor is the chairperson of the committee, and the remaining members are members of the graduate faculty who are familiar with the student’s program of study. Ideally this committee should be appointed by the end of the student’s first semester in the Program. The thesis examining committee is approved by the Dean of Graduate Studies and Research, based on the recommendation of the Graduate Program Director and the student’s advisor. The student must submit the UMCP Graduate School’s Nomination of Thesis or Dissertation Committee Form to the Program Director 3 months prior to the thesis defense date (appendix p. 20).
## 2. Doctor of Philosophy Program

The doctoral program provides for further specialization in nutrition. It is desirable that students entering the doctoral program will have met the course requirements for the Master's degree.

Courses are chosen in consultation with the student's advisor and/or committee. Supporting courses should provide the student with needed work in relevant disciplines. Students who lack basic background courses in supporting areas will be required to take the appropriate courses to meet their doctoral requirements.

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<tr>
<th>Program Requirements:</th>
<th>A minimum of 27 credit hours of graduate study is required to graduate (including courses, seminars, and research credits). A minimum g.p.a. of 3.0 is required to maintain good academic progress for graduation.</th>
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<tr>
<td>General Course Requirements:</td>
<td>- A minimum of 9 credits of advanced nutrition course work, 6 credits must be 600 level.</td>
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| Specific Course Requirements: | - A minimum of 3 credit hours of a 600 level Statistics or Biometrics course required above what is required for the Masters Degree; additional statistics courses may be necessary as determined by the student’s committee.  
- A minimum of 3 seminar credits of NFSC 688, with one seminar focusing on the research proposal, one seminar on the dissertation results, and one seminar on a topic different from the dissertation. NFSC688 only offered in spring semester.  
- 12 credits of NFSC 899-Doctoral Dissertation Research. Registration required for at least 1 credit of NFSC 899 in the semester intended to graduate. |
| Other Program Requirements: | - Attendance at the following seminars each semester is required: Distinguished Speakers Seminar Series, Doctoral Defense Seminars, and the Spring Semester Nutrition Seminar Class NFSC 688 (whether or not you are taking it for credit).  
- Doctoral students are strongly encouraged to present their results at least once in a non-Graduate Nutrition Program seminar, or most preferably, at a national meeting. |
b. Examinations for Advancement to Candidacy:

A student must be admitted to candidacy for the doctorate within five years after admission to the doctoral program and at least six months before the date on which the degree will be confirmed. Admission to candidacy is a two-step process:

1. The student must submit to his/her dissertation committee a written proposal of his/her research 2-3 weeks before taking the written exam. The format for the written proposal should follow that of a proposal for competitive external funding such as USDA, NIH or NSF.

A written examination based on the student's dissertation proposal, but also covering core nutrition-related knowledge will be completed by the student over a two day period. These written questions will be submitted by the dissertation committee. The student's advisor will organize and administer this written exam. The exam questions will be graded by the individual committee members that submitted the questions. This exam will be graded pass/fail. It may be repeated only once.

Once a student has successfully passed the written exam, the student will orally defend his/her dissertation proposal to his/her committee. This oral presentation of the research proposal should take place 2-3 weeks after the written exam. The oral defense of the research proposal may be repeated only once. The Program Director will be notified in writing by the student's advisor about the successful defense of the proposal.

2. Defense examination:

Each doctoral candidate is required to orally defend his/her doctoral dissertation as a requirement in partial fulfillment of the doctoral degree. The written format of the dissertation is to conform to The Thesis & Dissertation Manual of UMCP. This manual contains the instructions for preparation of theses and dissertations and is available from the Media Express-Campus Reprographics, Rockford Armory, for a minimal charge.

Two or more negative votes of the members of the doctoral candidacy examining committee constitutes a failure of the candidate to meet the dissertation requirement. In cases of failure, it is required that the examining committee specify in detail and in writing to the Program Director, the Dean of Graduate Studies and Research, and the student, the exact nature of the deficiencies in the dissertation and/or the oral performance that led to failure. A second defense is permitted, which results in termination of the student's admitted status if it is failed.
c. Composition of Committee

The doctoral candidacy examining committee and dissertation examining committee must consist of a minimum of five members, at least three of whom must be regular members of the University of Maryland at College Park Graduate Faculty, two of whom must be members of the Graduate Program in Nutrition Faculty. Individuals from outside the University system may serve on dissertation committees provided that their credentials warrant this service and they have been appointed as special members of the UMCP Graduate Faculty. These individuals must be in addition to the minimum required number of regular members of the College Park Graduate Faculty. Each committee shall have a representative of the Dean of Graduate Studies and Research. This person who is recommended by the Program Director, must be a regular member of the Graduate Faculty at the University of Maryland at College Park, and from outside the Graduate Program in Nutrition.

At least three of the members of the doctoral candidacy examining committee for a student must continue to serve on the dissertation examining committee. Students are encouraged to have all 5 members continue service, if possible. In the event that 3 of the 5 members cannot continue service the Director of the Graduate Program, in consultation with the FAC and the student's advisor will recommend replacement committee members. The Graduate Program in Nutrition's Approval of Doctoral Candidacy Examining Committee Form (appendix, page 23) must be submitted to and approved by the Program Director four weeks prior to the candidacy exam. The UMCP Graduate School's Nomination of Thesis or Dissertation Committee Form must be submitted at least four months prior to the dissertation defense-oral exam date (appendix, page 20).
Policy on Extension of Deadlines for Admission to Candidacy and Completion of Master’s Thesis/Doctoral Dissertation

a. The first request for an extension of the deadline for Admission to Candidacy or for completion of the Masters Thesis or Doctoral Dissertation requires a letter of support from the student’s graduate advisor and from the Graduate Director. The letter must include a time table that lists specific goals to be accomplished at various times during the extension period. Typically this extension will be for a maximum of one year.

b. The request for a second extension requires a letter of support from the Graduate Director that includes a statement that the Program has approved the request. Program approval is voted upon by members of the Graduate Advisory Committee. The letter must include a time table that lists specific goals to be accomplished at various times during the extension period. Typically this extension will be for a maximum of one year. For masters students, the letter should also include a request for revalidation of any courses that will be more than five years old at the time of graduation.

c. Requests for a third extension will be honored only in rare instances when serious and unforeseen circumstances have interfered with the student’s normal progress towards his/her degree. The request for a third extension requires a letter of support from a student’s advisor and the Graduate Director that includes a statement that the Program has approved the request. The letter must include a time table that lists specific goals to be accomplished at various times during the extension period. Typically this extension will be for a maximum of one year. For masters students, the letter should also include a request for revalidation of any courses that will be more than five years old at the time of graduation. Generally the third extension is the final extension.

d. In the event that a Program wishes to continue a student in their graduate program beyond a third extension, the following procedures must be followed:

1. The student must apply to be readmitted to the Program. No application fee will be charged for re-admission. The application must be accompanied by a letter of support from the student’s advisor and the Graduate Director, which indicates the approval of the Program.

2. The Graduate Director’s letter must include a time table that lists specific goals to be accomplished at various times during the re-admission period. For masters students, the letter should also include a request for revalidation of any courses that will be more than five years old at the time of graduation.

3. The student must be advanced to candidacy within one year of readmission. No extensions will be given for this deadline.
4. In order to be advanced to candidacy, readmitted students must demonstrate that their knowledge is current and consistent with those standards that are in effect in the Program at the time that the re-advancement to candidacy is made. The Program will determine what constitutes an acceptable level of current knowledge on a case-by-case basis. This could mean retaking the comprehensive examination or otherwise demonstrating, perhaps by evidence of recent professional activity, that the student’s knowledge is consistent with current standards of the Program.

5. Re-admitted students who have been advanced to candidacy will be allowed four years to complete the dissertation. No extensions will be given after this deadline.

**Graduate Committee Role**

Although there are a few irreducible requirements of the Graduate Program in Nutrition, the Program is intended to be flexible enough to accommodate many different areas of concentration, in both course work and research. Consequently, each student's graduate experience must be tailored to best serve the intellectual and career goals of that student. This tailoring of the graduate program should be done in close consultation with the student's committee. The student should meet with the committee at least five times during the completion of a degree (Masters and/or Doctorate):

1. The first meeting should take place soon after admission to plan course work.

2. Early in the process of planning research, before a formal proposal has been written, the student should consult the committee to get input regarding the appropriateness of the question and design.

3. The third meeting should be the proposal defense or candidacy exam.

4. The student should discuss the results of the research with the committee before the defense to aid in interpretation of data.

5. The final meeting should be the formal defense of the research. In addition, the student should consult the committee during the course of graduate work if questions arise about requirements, electives, research problems, or other issues.
Advising and Mentoring

Each student is assigned an advisor upon admission and is encouraged to meet with his/her advisor as soon as possible. The student and advisor are encouraged to explore mutual research interests and identify a research topic during the first two semesters. Every attempt is made to match student and faculty interests in the initial assignment of an advisor, however, students may find that their research interests do not match their initial advisor and may select another advisor with the approval of the newly selected faculty advisor and the Director of the Program. Master's students are well advised to finalize their advisor and research topic within their first semester for a timely completion of their research and degree, and doctoral students are well-advised to finalize their selection of a research topic and advisor within the first three semesters for a timely completion of their research and degrees. **All students should be advised that the research process always takes longer than they initially anticipate and should plan accordingly.**

An essential part of graduate education involves mentoring; in fact, mentoring may be the "heart" of graduate education. The mentor is responsible for assuring that the student becomes sophisticated in his or her discipline or field of study, is challenged intellectually and, most importantly, learns how to think critically and create new knowledge. Equally important, the mentor must assist the student to develop the interpersonal skills necessary to be successful in the discipline. Mentoring is distinct from advising because it becomes a personal relationship. It involves professors acting as close, trusted and experienced colleagues and guides. The nature of the relationship is different with each student depending on the background (e.g. age, culture, gender, ethnicity), experience, and needs of the student. It recognizes that part of what is learned in graduate school is not cognitive; it is socialization to the values, norms, practices, and attitudes of a discipline and university; it transforms the student into a colleague. It produces growth and opportunity for both the mentor and the student.

“Mentors are **advisors**, people with career experience willing to share their knowledge; **supporters**, people who give emotional and moral encouragement; **tutors**, people who give specific feedback on one's performance; employers to whom one is apprenticed; **sponsors**, sources of information about and aid in obtaining opportunities; **models**, of identity, of the kind of person one should be to be an academic.” Zelditch, M 1990, "Mentor Roles" Proceedings of the 32nd Annual Meeting Western Association of Graduate Schools.

Recognizing that the specific mentor and the role of the mentor may change over time, and that a student may have multiple mentors, each entering graduate student should be assigned, or choose, a mentor on arrival. It is also expected that the mentor will interact with the student on a regular basis providing the guidance, advise and intellectual challenge necessary for the student to complete his or her degree program.
Although mentoring is widespread at the later stages of a student's studies, particularly during the period the student is working on his or her thesis or dissertation, early and effective mentoring is essential to retention and the long-term quality of the student's program. Activities that are important components of mentoring are:
1) providing clear maps of the requirements; 2) evaluating student progress and performance; 3) developing writing and grant-writing skills; 4) encouraging timely initiation of research; 5) involving students in departmental/program affairs; 6) encouraging participation in professional meetings; 7) encouraging the development and interest in teaching; 8) valuing diversity; 9) creating an ethos of collegiality; and 10) an understanding of professional ethics.

These activities are intended to be suggestions; they represent dimensions of a good mentoring program. However, in the final analysis, the role of the mentor as advisor, supporter, tutor, master, sponsor, and model will be more than the sum of these activities and will be highly individualized.

excerpted with permission from "Mentoring: The Faculty-Graduate Student Relationship"; University of Arizona, Graduate Council, 1991.
Seminar Policies and Procedures

M.S. Degree

A minimum of two credits of seminar (NFSC 688) is required and only one seminar should focus on the student's thesis research results. NFSC 688 will be offered in the Spring semester. Students unable to give his/her seminar during the Spring semester should register, but an "I" will be given and then during the Fall semester a special seminar will be arranged.

Ph.D. Degree

A minimum of three seminar credits (NFSC 688 or an equivalent seminar course in a related discipline) are required. One seminar will focus on the research proposal and one seminar on the dissertation research results. One seminar must be on a topic different from the dissertation.

The grading method for seminar (NFSC 688) is an "S" (Satisfactory), "I" (Incomplete) or "F" (Failure). If a student presents a seminar that is not satisfactory, the student could receive an "I" and then repeat the seminar. If it is still not satisfactory, an "F" would be given.

All students enrolled in the Graduate Program in Nutrition are expected to attend these seminars to remain in “good standing”. If a student has a course conflict, a one-semester exemption can be requested from the Director of the Program. If additional conflicts occur, the student needs to propose an alternative way of meeting the attendance requirement to the Director of the Program.

Yearly Progress Report and Annual Poster Presentation

Each student's progress will be evaluated annually. First, each student must submit the Review of Progress Toward Graduate Degree form (see appendix, pages 17 & 18) by March 1. Progress will be reviewed by the Faculty Advisory Committee. Second, each student is required to present a poster on his or her research progress in the Spring Graduate Program in Nutrition Poster Session.

Institutional Review Board and Animal Care and Use Program

Campus and Federal requirements stipulate very clearly that any research project using humans or animals must be approved by the appropriate Campus committees PRIOR to the initiation of the research. This applies not only to research conducted on campus, but also to all research conducted under the auspices of the UMD, that is by UM faculty, students, or staff at other sites anywhere in the world. Compliance is mandatory, therefore it is imperative that you discuss both department and university requirements and policies/procedures with your research advisor in order to get the appropriate approvals. The Department of Nutrition and Food Science has a Human Study Review Committee that must review all human subject research projects prior to the University’s Institutional Review Board.
For more information regarding the Institutional Review Board (IRB) you may call their office at (301) 405-4212 or visit their Web site (http://www.umresearch.umd.edu/IRB/).

For more information regarding the Animal Care and Use Program you may call their office at (301) 405-4921 or visit their Web site (http://www.umresearch.umd.edu/IACUC).

**Getting the Most Out of Your Graduate Education**

**BE ASSERTIVE!!** While your advisor has all of the responsibilities delineated in the Advising and Mentoring section, advisors have many demands on their time and may seem unavailable. However, advisors respond very well to direct requests for attention, which you should make frequently. Bring your advisor research articles pertinent to your shared interests and discuss them. Discuss the progress of your research at least weekly. Raise technical and theoretical problems with your advisor and discuss them until there is a resolution. Seek clarification of expectations and requirements until you are absolutely sure what your course of action should be. Both you and your advisor will gain the most from the above interactions if you approach them in a thoughtful manner and bring as much intellectual curiosity to the issues involved as you expect from your advisor.

Read a lot of contemporary research. Do weekly literature searches with Current Contents or reference update using the Internet and read the articles which are relevant to your area of research. Visit the library at least monthly to page through journals in your area. You will find articles of interest serendipitously.

Participate in Graduate Research Interaction Day (GRID), a research poster competition open to all university graduate students during Spring Semester.

Present data at as many professional meetings as you can. This exposes you to the real world of research, which may be different from the protected environment at the University of Maryland, College Park.

Seek out professors and students (even in other departments and institutions) with interests similar to yours and discuss your project with them. You can get completely unexpected insights and good advice by starting up a casual conversation.

Be active in Graduate Student Government. If you want to be involved and provide leadership and change you may contact Graduate Student Government at (301) 314-8630 or visit their Web site at (www.gsg.umd.edu).

You may also get involved by serving as a graduate student representative on a standing committee of the Graduate Program in Nutrition. If you are interested please contact the Graduate Program Director for more details.