

CENTRAL WASHINGTON UNIVERSITY

**MASTER OF SCIENCE
NUTRITION**

**GRADUATE
HANDBOOK
2020-2021**



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DEPARTMENT OF HEALTH SCIENCES

GRADUATE PROGRAMS - GENERAL DESCRIPTION

The Department of Health Sciences offers graduate programs in nutrition, public health and integrated human physiology. This handbook can be used as a resource by both graduate students and faculty. However, you are strongly encouraged to review the CWU Online Graduate Catalog (<http://catalog.acalog.cwu.edu/index.php?catoid=61>) and visit CWU's School of Graduate Studies and Research (SGRS) home page, <http://www.cwu.edu/masters/>. You will find access to relevant forms and guidelines pertaining to graduate studies in general and more specific information such as final culminating experience (i.e. thesis), grant and scholarship opportunities, and graduate faculty information (i.e. Graduate Faculty Recommendation Forms). Once you are on the Graduate Studies website, you will find in the left hand column ***Current Students***, click, and the following subtopics will be available to you: graduation procedures and deadlines, thesis guidelines, resources, international students, funding opportunities, current student forms, graduate student association, graduate catalog.

Graduate Studies in Nutrition

Graduate school offers a more concentrated course of study when compared to undergraduate studies. The faculty in Food Science and Nutrition expect the quality of your academic work to be greater compared to undergraduate studies. In addition, professors and peers will evaluate your work at a more rigorous level. The intent of graduate studies nutrition is the following:

1. Prepare students to serve more effectively in their current professional capacity as well as to assume new professional roles.
2. Prepare students to pursue further studies at the doctoral level.
3. Provide students with a research background in order to fully understand and correctly interpret research in their own and other related areas.
4. Develop the ability to think logically, critically, and analytically and to improve oral and written communication skills.
5. Provide didactic and research experiences that prepare students in doctoral studies in nutrition and other related areas.
6. Provides a graduate degree that is required for individuals seeking to take the Registration Examination for Dietitians. In addition, many ACEND-accredited Dietetic Internships include a graduate degree as an admission requirement.

Admissions Criteria:

Master of Science Nutrition

Admission Requirements:

1. Baccalaureate degree in Nutrition or related fields
2. Minimum 3.0 undergraduate GPA (last 90 credits)
3. Graduate Record Examination (Scores above the 25th percentile are *recommended*)
4. Three letters of recommendation;
5. A written statement of purpose for seeking a graduate degree in nutrition, potential areas of research interests, and an indication of preference for either or both program options.

Final admission decisions are based on a global assessment of all required materials.

For full consideration, application materials must be submitted online to the SGSR before the end of February.

Minimum Requirements:

Generally speaking, most applicants have completed an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) and many applicants have completed or are completing a Dietetic Internship (DI). Applicants with degrees outside of Nutrition, particularly those with strong science backgrounds are also encouraged to apply. However, these applicants who also seek to complete the DPD requirements to qualify for later application for admission to a DI should consider completing those courses as a post-baccalaureate student at CWU as it is less expensive and most of those courses would not be part of their graduate course of study.

Masters of Science in Nutrition Curriculum

The MS in Nutrition has two program options:

- **Thesis/Graduate Assistantship Option** (two year program and includes two years of a paid graduate assistantship)
- **Project Option** (fourteen month program)

Both the Thesis/Graduate Assistantship Option and the Project Option have a minimum of 48 credits and share the same core course requirements.

Core Course Requirements

NUTR 543	Advanced Nutritional Biochemistry	(3)
NUTR 545	Advanced Studies in Dev. Nutrition	(3)
NUTR 534	Advanced Micronutrients	(3)
NUTR 544	Advanced Medical Nutrition Therapy	(3)
NUTR 548	Integrated Medicine and Natural Supplements	(3)
NUTR 599	Seminar (1 cr x 3 quarters)	(3)
NUTR 595	Graduate Research	(10)
IHP 560	Inferential Statistics	(4)
IHP 557	Research Design	(4)
NUTR 700	Project or Thesis	(6)
	Total Core Credits	(42)
	Approved Electives from NUTR, IHP, EXSC, PUBH (see next page for elective list)	(6)
	<u>Total Required Credits</u>	<u>(48)</u>

Approved Electives: MS Nutrition

Approved Electives in PUBH

- PUBH 412 - Aging and Public Health
- PUBH 413 - Health Disparities in Rural and Frontier Communities
- PUBH 420 - Women's Health Issues
- PUBH 422 - Community Health Communication and Promotion
- PUBH 424 - Maternal and Child Health
- PUBH 440 - Public Health Communication
- PUBH 460 - Public Health Ethics
- PUBH 470 - Public Health Programming
- PUBH 472 - Program Implementation and Evaluation
- PUBH 475 - Community Health Administration
- PUBH 501 - Foundational Readings and Theories of Public Health
- PUBH 513 - Health Disparities in Rural and Frontier Communities
- PUBH 522 - Community Health Communication and Promotion
- PUBH 524 - Biological and Environmental Determinants of Health
- PUBH 525 - Social and Behavioral Determinants of Health
- PUBH 550 - Advanced Health Policy and Systems
- PUBH 571 - Program Planning
- PUBH 572 - Program Implementation and Evaluation
- PUBH 580 - Grant Seeking and Administration in Public Health
- PUBH 581 - Advanced Epidemiology

Approved Electives in EXSC or IHP

- EXSC 450 - Physiology of Exercise
- EXSC 450LAB - Physiology of Exercise Laboratory
- EXSC 452 - Therapeutic Modalities
- EXSC 455 - Fitness Assessment and Exercise Prescription
- EXSC 455LAB - Fitness Assessment and Exercise Prescription Laboratory
- EXSC 456 - Clinical Physiology
- IHP 551 - Metabolism and Skeletal Muscle
- IHP 552 - Cardiopulmonary Physiology
- IHP 553 - Laboratory Techniques in Stress Physiology
- IHP 555 - Environmental Stress and Human Performance
- IHP 556 - Ergogenic Aids and Human Performance
- IHP 559 - Applied Kinesiology

Approved Electives in NUTR

- NUTR 546 – Advanced Sports Nutrition
- NUTR 436 – Treatment and Theory of Eating Disorders (if not used to meet an undergraduate requirement)
- NUTR 450 – Global Nutrition (if not used to meet an undergraduate requirement)

Other electives in these disciplines and others (including CHEM and BIOL) can be included in a NUTR graduate course of study with approval of the students thesis/project faculty mentor.

MS in Nutrition, Thesis/Graduate Assistantship Option

- Admission into this option includes a two-academic year paid graduate assistantship.
 - Students may opt out of including a graduate assistantship if desired
- The entire program will be completed in two years
- This option is typically limited to three students per year (assumes six graduate assistantships awarded to NUTR per year)
- Students admitted into this option, with satisfactory performance will receive preference for the CWU Dietetic Internship
- Requirements of this option includes:
 - A minimum of 48 credits
 - The completion of a thesis (a research study of sufficient depth and breadth that has the potential of publication in a professional peer-reviewed research journal.
- **Program structure:**
 - Students may start this program in the summer if desired.

Quarter	Required Courses	Credits
Fall 1	IHP 557 Research Design (4) NUTR 599 Seminar (1) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.)	10+ (per GA requirement)
Winter 1	IHP 560 Inferential Statistics (4) NUTR 599 Seminar (1) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.)	10+ (per GA requirement)
Spring 1	NUTR 599 Seminar (1) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.)	10+ (per GA requirement)
Summer (even year offerings)	NUTR 534 Advanced Micronutrients (3) NUTR 548 Integrated Medicine and Natural Supplements (3)	6
Fall 2	Approved Electives (NUTR, IHP, EXSC, PUBH, etc.)	10+ (per GA requirement)
Winter 2	Approved Electives (NUTR, IHP, EXSC, PUBH, etc.)	10+ (per GA requirement)
Spring 2	NUTR 700 Thesis (6) NUTR 544 Advanced Medical Nutrition Therapy (3) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.)	10+ (per GA requirement)
Summer (odd year offerings)	NUTR 543 Advanced Nutritional Biochemistry (3) NUTR 545 Advanced Studies in Developmental Nutrition. (3) NUTR 541 Appl. in Dietetics (5) (only for those students admitted into the CWU Dietetic Internship)	11

MS in Nutrition, Project Option

- Requirement of this option includes
 - A minimum of 48 credits
 - Project approved by major graduate faculty mentor
 - The entire program will be completed in five sequential academic quarters.

- Program Structure

Quarter	Required Courses	Credits
Summer (even year offerings)	NUTR 534 Advanced Micronutrients (3) ## NUTR 548 Integrated Medicine and Natural Supplements (3) ##	6
Fall	IHP 557 Research Design (4) NUTR 599 Seminar (1) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.) (3-5) NUTR 595 (5)	13-15
Winter	IHP 560 Inferential Statistics (4) NUTR 599 Seminar (1) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.) (3-5) NUTR 595 (5)	13-15
Spring	NUTR 599 Seminar (1) NUTR 544 Advanced Medical Nutrition Therapy (4) Approved Electives (NUTR, IHP, EXSC, PUBH, etc.) (3-5) NUTR 700 Project (6)	13-15
Summer (odd year offerings)	NUTR 543 Advanced Nutritional Biochemistry (3) ## NUTR 545 Advanced Studies in Developmental Nutrition (3) ##	6

Students who have completed the CWU Dietetic Internship have already completed these courses as part of that program. **These students need to be admitted into the MS program during their second summer in the dietetic internship** and will complete the MS degree over the next three academic quarters.

NUTR 700 Thesis or Project

The culminating component of the MS in Nutrition is the completion of a thesis or a project. For either the thesis or project, the student demonstrates competency in formal academic and technical writing, the research process, and the application of nutrition principles in the public health arena. Although the goals of both a project and a thesis are similar, the processes, formats, and topics differ. The differences are briefly described below.

Thesis

A thesis is a document that describes an original research study designed to answer a specific research question and contributes to the field of nutrition. The scope of the study is broad enough that its findings can apply to a large population. In addition, the depth of the study should include a sufficiently large sample size and contain enough data to produce a valid study. The findings of a thesis should be of sufficient scope and depth to be potentially publishable in a professional peer-reviewed journal.

The final Thesis document will be publically available through ScholarWorks @ CWU, the institutional repository of Central Washington University. In addition, the thesis can be submitted in manuscript form for publication in an academic journal and/or presented at a professional meeting as a poster or oral presentation.

Project

A project is a document that demonstrates a student's ability conduct a research study, complete a thorough and novel review of a nutrition topic, or to complete and submit a competitive research or project grant. In contrast to a thesis research study, the project research study may often be considered a preliminary or pilot study.

The final Project document is submitted to the faculty of the Food Science and Nutrition program and the Department of Health Sciences at Central Washington University. In addition, the project should be formally presented at an external conference as a poster or oral presentation. In the case of a grant proposal, the grant must be submitted to the appropriate granting agency.

Examples of acceptable culminating projects:

Project Example	Description
Project Research Study: Primary data analysis	<p>*Conceptualize research question, collect data, and analyze findings</p> <ul style="list-style-type: none"> - scope of study and/or depth of study more limited than a thesis - may be viewed as a preliminary or pilot study <p>*Examples</p> <ul style="list-style-type: none"> - survey data based on a questionnaire of a limited number or types of subjects - data collection of outcomes of an intervention at a local healthcare facility or program - development of an educational tool and testing of its effectiveness <p>*Final document includes a review of relevant literature and manuscript of findings (abstract, introduction, methods, results & discussion, conclusion)</p> <p>*Poster or oral presentation at either SOURCE or WSAND</p> <p>*Oral presentation to graduate project committee</p>
Project Research Study: Secondary data analysis	<p>*Conceptualize research question, analyze secondary dataset (example: NHANES)</p> <ul style="list-style-type: none"> - scope of study and/or depth of study more limited than a thesis - may be viewed as a preliminary or pilot study <p>*Final document includes a review of relevant literature and manuscript of findings (abstract, introduction, methods, results & discussion, conclusion)</p> <p>*Poster or oral presentation at either SOURCE or WSAND</p> <p>*Oral presentation to graduate project committee</p>
Grant Writing and Submission	<p>* Identify, write, and submit a grant application for a nutrition-related initiative</p> <p>*Final document includes a copy of the written grant application (various narrative parts and the proposed budget)</p> <p>*Oral defense includes overview of the grant application process, as well as the proposed initiative</p>
Scholarly Review Article	<p>* Analysis of the peer-reviewed literature on an important public health nutrition problem, employing the Academy of Nutrition and Dietetics' Evidence Analysis Library protocol for reviewing and grading the literature</p> <p>* Final document includes a review manuscript (JAND style)</p> <p>* Poster or oral presentation at SOURCE or WSAND</p> <p>*Oral defense includes overview of literature review process, as well as the key findings</p>

Timelines

Project Option Timeline Guide

Quarter	Activity
Summer 1	<ul style="list-style-type: none"> • Take summer graduate courses • Meet with assigned faculty mentor to discuss project options
Fall	<ul style="list-style-type: none"> • Take fall graduate courses • Submit Course of Study form http://www.cwu.edu/masters/forms-and-documents • Meet with faculty mentor and identify specific project option • Meet with faculty mentor and identify project committee • Develop and write a project proposal with an oral presentation in IHP 557 • Meet with project committee and hold formal project proposal • Submit Graduate Committee and Option Approval Form http://www.cwu.edu/masters/forms-and-documents • If necessary, complete Training in Human Subjects Research http://www.cwu.edu/hsrc/training-responsible-conduct-research • If necessary, work with faculty mentor to submit appropriate forms to Human Subjects Review Program for approval http://www.cwu.edu/hsrc/hsrc-review-process • Begin work on project
Winter	<ul style="list-style-type: none"> • Take winter graduate courses • Work on project • Meet regularly with faculty mentor on project progress
Spring	<ul style="list-style-type: none"> • Take spring graduate courses • Work on project • Meet regularly with faculty mentor on project progress • Submit abstract of project to SOURCE or WSAND for presentation. For grants, submit grant application to appropriate granting agency before the end of the quarter. • Complete the on-line folder check request for a final review of their file no later than the first week of their final quarter. http://www.cwu.edu/masters/forms-and-documents • Provide drafts of project document to faculty mentor • Submit project document for Turnitin review. • Provide near final draft of project document to faculty mentor and committee members. • Schedule and conduct final oral presentation of project • Present project as an oral presentation or poster presentation to SOURCE or WSAND • Submit final project document to Department Chair
Summer 2	<ul style="list-style-type: none"> • Take summer graduate courses

Thesis Option Timeline Guide

Quarter	Activity
Summer 1 (optional, can be taken in final summer)	<ul style="list-style-type: none"> • Take summer graduate courses • Meet with Graduate Program Director to discuss the graduate program process and thesis options
Fall 1	<ul style="list-style-type: none"> • Take fall courses • Meet with potential graduate faculty mentor to discuss thesis options • Submit Course of Study form http://www.cwu.edu/masters/forms-and-documents • Identify, establish and meet with faculty mentor to discuss and identify specific thesis option
Winter 1	<ul style="list-style-type: none"> • Take winter courses • Meet with faculty mentor and identify thesis committee • Meet with project committee and hold formal thesis proposal • Submit Graduate Committee and Option Approval Form http://www.cwu.edu/masters/forms-and-documents • If necessary, complete Training in Human Subjects Research http://www.cwu.edu/hsrc/training-responsible-conduct-research • If necessary, work with faculty mentor to submit appropriate forms to Human Subjects Review Program for approval http://www.cwu.edu/hsrc/hsrc-review-process • Begin work on thesis research • Meet regularly with faculty mentor on thesis research progress
Spring 1	<ul style="list-style-type: none"> • Take spring courses • Work on thesis research • Meet regularly with faculty mentor on thesis research progress, identify target journal for publication
Summer 2	<ul style="list-style-type: none"> • Take summer graduate courses • Work on thesis research • Meet regularly with faculty mentor on thesis research progress
Fall 2	<ul style="list-style-type: none"> • Take fall courses • Work on thesis research, begin writing review of literature, manuscript introduction and methods • Meet regularly with faculty mentor on thesis research progress, meet with committee as necessary
Winter 2	<ul style="list-style-type: none"> • Take winter courses • Work on thesis research • Submit review of literature , manuscript introduction and methods to faculty mentor for their review and feedback • Meet regularly with faculty mentor on thesis research progress, meet with committee as necessary

Spring 2	<ul style="list-style-type: none"> • Take spring courses • Complete thesis research • Submit abstract of thesis research to SOURCE or WSAND for presentation. • Complete the on-line folder check request for a final review of their file no later than the first week of their final quarter. http://www.cwu.edu/masters/forms-and-documents • Provide drafts of thesis document to faculty mentor • Submit thesis document for preliminary Turnitin review. • Provide near final draft of thesis document to faculty mentor and committee members for review and feedback prior to final oral presentation. • Schedule and conduct final oral presentation of thesis • Present thesis as an oral presentation or poster presentation to SOURCE or WSAND • Submit final thesis document to School of Graduate Studies and Research
Summer 3 (optional, not necessary if started in summer 1)	<ul style="list-style-type: none"> • Take summer graduate courses if necessary • Submit manuscript for publication

Additional Information

Course of Study:

All students must contact Dawn.Anderson@cwu.edu to be added to the CWU Canvas Page: Graduate Studies Hub, which provides link to all forms and detailed guidelines that are not provided in this document.

The student will prepare a course of study with an advisor before having completed 25 credits. See <http://www.cwu.edu/masters/forms-and-documents> for a copy of the Course of Study Form. The course of study is signed by the student's thesis chair or project mentor, approved by the Graduate Program Director, signed by the Department Chair, and submitted to the School of Graduate Studies and Research where it is approved by the Dean of Graduate Studies.

A total of 15 graduate quarter credits may be applied to a CWU master's degree, of which no more than 9 quarter credits (6 semester credits) may be from accredited institutions offering graduate degrees other than CWU. At least 25 of the total required credits for the degree must be numbered 501 or above. No courses at the 300-level or below can be included in the graduate Course of Study.

NUTR 595 – Graduate Research

The purpose of the NUTR 595 is to give both the graduate student as well as his/her faculty mentor credit for work towards completing a thesis or project. In order to earn the credit, the student and mentor should be meeting on a regular basis. In addition, graduate teaching assistants who need to be signed up for a minimum of ten credits each academic quarter (not summer) can use NUTR 595 credits towards those ten credits. In order to obtain the proper registration code number, contact the office front desk professional and have them send that number to your faculty mentor for the appropriate number of credits. You may then obtain the registration code number from your faculty mentor.

Thesis and Project Committees

The student and their faculty project or thesis mentor will identify two other members of the thesis or project committee. At least two members of the committee must be faculty within the Food Science and Nutrition Program. The third committee member should be selected based on their ability to provide their specific expertise in the student's thesis or project. The selection of the committee should occur as early in the student's graduate study as is possible. The thesis or project committee serves to advise the student on their thesis or project, approve the thesis or project proposal

(signs off on the Graduate Committee and Option Approval Form) , assist the student in the writing of their thesis or project, participate in the student's final oral presentation, and give final approval of the student's thesis or project.

Graduate Student Handbook

The Graduate Student Handbook provides important information to navigate the graduate school process at Central Washington University. This handbook is prepared by the Dean and staff at CWU's School of Graduate Studies and Research and a PDF of this handbook can be found at: <http://www.cwu.edu/masters/forms-and-documents>

Thesis General Regulations

The Thesis General Regulations is prepared by the Dean and staff at CWU's School of Graduate Studies and Research and a WORD document of this information can be found at: <http://www.cwu.edu/masters/forms-and-documents>

Theses submitted by graduate students in Nutrition should follow the Journal-Ready format as described in that document.

Human Subjects Review Council (HSRC)

The HSRC serves as CWU's institutional review board (IRB) and plays an important role in protecting the rights of human subjects used in research studies. Many studies involving human subjects may be exempt for HSRC review, however, a research protocol and application must be submitted in all cases using the online IRBManager. The HSRC administrator will decide if the study is Exempt from Further Institutional Review, or requires either a Minimal Risk ("expedited") or Full Board Review.

In addition, all student researchers doing research that involved/involves human subjects must complete an online training in the responsible conduct of research. The HSRC uses the CITI (Collaborative Institutional Training Initiative) program for required training in human subjects research.

See the HSRC website for more information and required forms.

<http://www.cwu.edu/hsrc/>

Project Proposal and Presentation

All graduate students in nutrition and integrated human physiology take IHP 557 – Research Design in their first fall quarter. A major product of that course is a written proposal and an oral presentation of that proposal. Given their short timeframe, graduate students in the 14-month project option must use the materials prepared in their IH 557 course as their formal proposal. Ideally, students in this option should begin meeting with their assigned faculty project mentor the summer prior to taking IHP 557 to discuss possible project ideas. As the student develops the products required in that class (project idea, introduction/review of the literature, methods, and final oral presentation), they should meet with their faculty project mentor prior to the due dates of those products. The requirement for each of those products is described by the instructor of that course. Following the class presentation of their proposal, the student will provide the completed written proposal and organize and conduct an oral presentation of their project to their project committee. That proposal presentation will consist of the student presenting their proposed research/project (~20-30 minutes) with ~20-30 minutes for questions and discussion with the project committee. Upon satisfactory completion of the written proposal and oral presentation, the student will then submit to the SGSR a completed Graduate Committee and Option Approval Form.

Thesis Proposal and Presentation

All graduate students in nutrition and integrated human physiology take IHP 557 – Research Design in their first fall quarter. A major product of that course is a written proposal and an oral presentation of that proposal. Students in the two-year thesis option may use the proposal developed in that class as their formal proposal or they may choose to more fully develop that idea or another research idea during their first year of graduate study. However, prior to the end of their first year, the student will write a formal proposal, submit it to their thesis committee, and give an oral presentation of their proposal. The proposal should begin with a specific aim(s) statement or research question, followed by an introduction/review of the literature (with enough references on background information and the specific research topic to convince their committee that they have adequate knowledge of the field to be successful), and a methods section that includes any statistical tests to be used. The student should consult on a regular basis with their faculty thesis mentor. Upon successful approval of their written proposal and oral presentation, the student will submit a completed Graduate Committee and Option Approval Form.

All nutrition graduate students are encouraged to attend these proposal presentations. This is an opportunity to better understand the proposal process and the type of final culminating projects being conducted by fellow classmates

Final Oral Presentation

The final oral presentation for the MS in Nutrition (sometimes referred to as the oral defense), is an opportunity for the graduate student to formally share their thesis or project to their thesis or project committee as well as any other faculty, students, family, and friends that wish to attend. If the candidate has kept good communications with their faculty mentor and their committee and shared drafts with faculty mentor and committee in a timely basis, the final oral presentation is essentially a seminar given by the candidate. The final oral presentation usually takes between one to two hours. The format of the final oral presentation generally follows this process:

1. Introduction of the candidate for the MS in Nutrition by the thesis or project faculty mentor (~1 minute)
2. Overview of the literature (10-15 minutes)
3. Presentation of the research or project (20-30 minutes)
4. Questions by the audience (5-10 minutes)
5. Brief Break (5 minutes), audience leaves room after the break
6. Questions and comments by the project/thesis committee (5-30 minutes)
7. Meeting of the project/thesis committee (5-10 minutes), candidate not in the room
8. Final assessment by project/thesis committee, candidate present

GRADUATE ASSISTANTSHIP POLICIES AND PROCEDURES

Selection Process

1. Prospective graduate students in nutrition applying for the two-year thesis options and interested in being awarded a graduate assistantship need to submit a separate Graduate Assistantship Application Form with their admission application.
2. The search for Graduate Assistants commences in the Winter quarter of each year. The Dean of the SGSR typically allocates a specific number of assistantships to the college/department during Winter quarter for the upcoming academic year.
3. The NUTR Graduate Program Director and the food science and nutrition faculty typically review applications during the last two weeks of March.
4. The Department recommends a list of candidates to the Graduate Office. Typically, only individuals who have completed the application file by the end of winter quarter are considered.
5. Recommendation for second year assistantship re-appointments are based on:
 - a. Satisfactory academic progress
 - b. Evaluation of work performance
 - c. Note: First year NEHS GAs must reapply for a GA for second academic year of study.

GA Assignments

1. As a GA, you are contracted to work, on average, not less than 20 hours of per week, but no more than 200 total hours per academic year. Example of duties include teacher of record for NUTR 101L, 240L, 340L, and 342L, assisting faculty in other NUTR lectures/labs, conducting study sessions, grading, maintaining office hours for student consultations, and assisting faculty in research. Assignments are made in consultation between the Graduate Program Director and a second-year graduate student assigned to be the GA coordinator.
2. Maintaining an assistantship is contingent on maintaining a cumulative GPA of 3.0 or higher, registering for at least 10 credits but not more than 14 graded credits each quarter, satisfactorily performing duties assigned by the department, and making satisfactory progress in your course of study.
3. No other scholarship, financial aid, or remuneration is to be undertaken without the specific approval of the Dean of SGSR.
4. **No other employment is to be undertaken without the specific approval of the Nutrition Graduate Program Director, and the Dean of graduate studies. If you are thinking about employment beyond the assistantship, you are to first talk to the Nutrition Graduate Program Director.**
5. Any classroom instruction is evaluated using standard course evaluation forms.

Conduct of Graduate Assistants

1. Conduct yourself in a professional manner at all times regardless if you are assisting a professor in lecture or lab, conducting study sessions, supervising in the Fitness Laboratory, or engaging in conversations in the hallway, computer lab, departmental office area.
2. Dress professionally.
3. Treat your supervisor (Professor) and undergraduate students with respect.
4. Be appropriately pleasant and polite to students and professors.
5. If you have issues with any of the undergraduate students, please communicate your concerns with your immediate supervisor.
6. If an undergraduate student is expressing concerns directly to you regarding aspects of the course, or specifically with the class professor (or a Professor in general), simply suggest to the student that she/he schedule an appointment with the professor to discuss such concerns. Avoid engaging in discussions where a student is looking for you to take her/his side on an issue, especially an issue involving your immediate supervisor, other Professors in the department, or other graduate students.

Conduct in the department office

The Health Sciences main office is an open area occupied by office administrators, program directors, and student help (front desk). Because it is an open area, we must be sensitive to those who are working to take care of daily Health Sciences administrative duties. You are welcome to come in, pick up your mail, and visit with faculty and fellow classmates. Please keep in mind, however, that the office area is not a place for extensive socialization. If you are going to talk or visit at length with a classmate, please go out into the main atrium. A computer lab, supported by the department, is also available for our graduate students. The lab is found in the main departmental office area (rm.102). You may use the computer, but a printer is not available in the lab. Thus, you will need to have your printing done at a designated campus student computer lab. Please keep the lab clean at all times. You may have a beverage with you while working in the lab; however, no solid food is allowed. You may eat in the atrium area or the faculty lounge (rm. 116). Regarding use of the copier: for those GAs needing copies of materials for a GA related task (e.g. assisting a professor in lecture and/or lab) please give your materials to the front desk help 24 hours in advance. Copier is not for printing personal or thesis/project related materials.

Services

1. Graduate Assistant use of department support staff for typing and copying is restricted to instructional materials for a course (s) he/she is assisting in.
2. The copy machine may not be used for personal use. GAs are to put in work orders for copying of materials for teaching purposes (GA related responsibilities) 24 hours in advance. Computer lab may not be used to make copies for personal classroom assignments.
3. A computer lab located in the departmental main office is available to use by

graduate students. No solid foods are allowed in the computer lab. You may have a drink (cola, coffee, etc); however, please be careful not to spill and please clean up after yourself. Do not clutter hard drives with information. In addition, faculty and students utilize the computer throughout the day; consequently, the computer room is not a place for extensive socialization. Please be sensitive to this issue.

GRADUATE ASSISTANTSHIP SALARIES

Each year the Graduate Office determines the value of a full-time graduate assistantship. Full appointments require 20 hours of service per week. Stipends are divided into two pay periods per month (historically on the 10th and 25th of each month) starting October 10 and ending June 25. The total stipend is divided into 18 pay periods (6 per quarter).

TIME CARDS: MAKE SURE TO SIGN YOUR TIME CARD AT DESIGNATED DATES. Please see HS Office Administrator (Main Office Area of Purser Hall) who WILL INFORM YOU OF SUCH DATES. **SIGNING OF YOUR TIME CARD IS IMPORTANT**

Useful contact information:

Nutrition Graduate Program Director

David L. Gee, PhD

509-963-2772

geed@cwu.edu

School of Graduate Studies and Research

Kevin Archer, PhD, Dean

SGSR staff links: <http://www.cwu.edu/masters/about-us>

(509) 963-3101

Masters@cwu.edu

Human Subjects Review Program

Sandy Martinez

(509) 963-3115

HSRC@cwu.edu

NUTR Faculty Research Interests

Tafere Belay, PhD, Assistant Professor, CWU Graduate Faculty (applied)

Dr. Belay has been involved in research on iodine, iron, zinc, and vitamin D nutrition. His prior research has focused on the status, assessment, dietary sources, supplementation of these micronutrients.

Ethan A. Bergman, PhD, RDN, FAND, Professor and Department Chair, CWU Graduate Faculty

Dr. Bergman has research interests on school feeding programs. He has most recently been working with a data set collected concerning lunches brought from home and lunches served in schools. This data was collected in 4 elementary schools in Washington among 2nd through 5th graders. This research has been funded by the National Food Service Management Institute.

David L. Gee, PhD, Professor and Program Director, CWU Graduate Faculty

Dr. Gee's current research focus is the utilization of the National Health and Nutrition Examination Survey (NHANES) to study the effects of diet and other risk factors on chronic disease. Recent studies done by undergraduate and graduate students under his supervision includes: the prevalence of hyperglycemia and insulin resistance in US adolescents, low appendicular lean body mass index as a risk factor for metabolic syndrome, the effect of dietary and other risk factors on hypertriglyceridemia prevalence, exposure to the pesticide chlordane and metabolic syndrome risk, and the effect of educational attainment on hypertension risk.

Susan Hawk, PhD, RDN, Professor, CWU Graduate Faculty

Dr. Hawk's current research interest is in the treatment and prevention of obesity. She has also been involved in the use of breast cancer tissue cultures as a model investigating the impact of nutrients on the efficacy of chemotherapeutic agents.

Dana Ogan, MS, RDN, Associate Professor and Dietetic Internship Director, CWU Associate Graduate Faculty

Dana Ogan's past research has included on vitamin D status in athletes, nutrient intake of elite athletes with spinal cord injury, and the impact of school lunch programs. Her current research interests include: ergogenic aids, vitamin D, body composition, eating disorders, and cardiovascular health.

**Kelly Pritchett, PhD, RDN, Associate Professor (Nutrition and Exercise Science),
CWU Graduate Faculty**

Dr. Kelly Pritchett's research focus has primarily been in the area of Sports Nutrition; nutrient timing, and post-exercise nutrition and recovery. She completed her dissertation on the effects of post-exercise chocolate milk consumption and exercise recovery. Currently, she is examining the relationship between 25(OH)D status, lifestyle factors, and muscle strength in athletes with Spinal Cord Injuries in collaboration with the United States Olympic Committee and Canadian Sport Institute. In addition, she has research interests in the area of the female athlete triad, energy availability in athletes, and thermoregulation.

**Nicole Stendell-Hollis, PhD, RDN, Associate Professor and Didactic Program
Director, CWU Graduate Faculty**

Dr. Stendell-Hollis' major research interests lie in the area of childhood obesity prevention, nutrition and disease risk, dietary exposures and risk of disease (cancer, obesity), and biomarker assessment of nutrient intake and disease risk.