Department of Nutrition Graduate Handbook

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

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Section IV – Appendices

INTRODUCTION

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

Master of Science in Health Sciences   Section II
Coordinated Program (CP)   Section III

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

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

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

Respectfully,
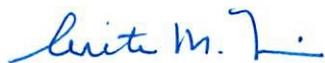
Anita M Nucci, PhD, RD, LD
Chair and Associate Professor
Department of Nutrition

Useful Abbreviations

Academy   Academy of Nutrition and Dietetics

ACEND   Accreditation Council for Education in Nutrition and Dietetics (of the Academy of Nutrition and Dietetics)

CCP   Core Competency

CP   Coordinated Program

CRDN   Competencies for the Registered Dietitian (ACEND requirements)

DPD   Didactic Program in Dietetics (undergraduate program that meets requirements for Verification Statement)

IRB   Institution Review Board (for the Protection of Human Subjects)

KRDN   Knowledge for the Registered Dietitian (ACEND requirements)

MS   Master of Science with a concentration in Health Sciences

OAA   Office of Academic Assistance

CNHP   College of Nursing and Health Professions

UL   Urban Life Building

Section I
Policies and Procedures

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

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

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

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

Department of Nutrition

Vision Statement

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

Mission Statement

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

Accreditation/Approval Status

The Coordinated Program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (Academy), 120 South Riverside Plaza, Ste 2190, Chicago, IL 60606, (800) 877-1600, ext. 5400.

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

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

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of a complaint may be obtained by contacting the Education and Accreditation Team at the Academy of Nutrition and Dietetics,
120 South Riverside Plaza, Ste 2190, Chicago, IL 60606, (800) 877-1600, ext. 5400 or by going to the Web site at: https://www.eatrightpro.org/acend/public-notices-and-announcements/acend-update .

Byrdine F. Lewis College of Nursing & Health Professions Policies

Student Appeals

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

Student Petition for Waiver

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

Department of Nutrition Policies

Academic Concerns

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

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

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

Absence and Tardiness Policies

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

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

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

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

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

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

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

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

Activities that Disturb Class

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

Student Records

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

Withdrawal and Refund of Tuition and Fees

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

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

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

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

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

Counseling Center

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

Health Insurance and Health Services

Health Services

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

Health Insurance

Health insurance is encouraged for all graduate students. Refer to the Georgia State University website at http://sfs.gsu.edu/tuition-fees/what-it-costs/student-health-insurance/ for the requirements for health insurance in regard to graduate students receiving financial assistance and international students. Health Insurance is mandatory for the following graduate students:
- Graduate International Students who hold a "F" or "J" visa status
- Graduate students receiving full tuition waivers (Graduate Research Assistants)
- Graduate students receiving fellowships that fully fund their tuition

Students can waive out of the mandatory student health insurance plan if they are covered by an alternate insurance plan (i.e. individual, parent's, or employer's) that meets the minimum requirements for comparable and adequate coverage mandated by the University System of Georgia (see https://sfs.gsu.edu/resources/student-health-insurance/waiving-out-of-ship/#1557852446931-91abc54c-12b7).

Kaiser Permanente Bridge Program

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

1. Review the Kaiser Permanente Bridge Program flyer and brochure.
2. Review the Bridge Program Overview PowerPoint which includes instructions for completing the application

3. Complete the Kaiser Permanente for Individuals & Families (KPIF) Application AND the Community Benefit Subsidy Eligibility Form
4. Print the Community Partner Verification Form and have the authorized Georgia State University staff member sign your Community Partner Verification Form (see 'Requirements for eligibility' above).
5. Include all supporting documentation requested on the document check list with your applications. Be sure to sign and submit the document check list.
6. Mail the completed KPIF Application, Community Health Subsidy Eligibility Form and all supporting documentation to:

California Service Center
Attn: CHC
PO Box 939095
San Diego, CA 92193-9095
FAX-1-858-614-3344
Email: CHCO-Georgia@kp.org

Please be patient and allow 30 days for your application to be processed. If you have questions/issues, contact the Member Services Contact Center at 1-888-865-5813. Be sure to provide the representative your name, date of birth, and the date you applied.

Additional health insurance and health services information can be found in the Graduate Catalog: http://enrollment.gsu.edu/catalogs/

Standards for Written Work

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

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

Study Resources

University Library

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

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

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

The Library is part of the GALILEO (GeorgiA LIbrary LEarning Online) Interconnected Libraries (GIL) for the University System of Georgia. As a member, the Library is able to provide students and faculty with expanded access to monographs and serials from other libraries within the system. Additionally, the Library provides interlibrary loan (ILL) article requests and desk-top delivery to graduate students and faculty. The library may also request books nationally and internationally through the ILLiad Resource Sharing Management system.

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

Research librarians are available to assist students. General library assistance can be found through the Library's online chat support, at the Research Support Deck on the 1st floor of Library North or via http://answers.library.gsu.edu/ . The library staff supports EndNote and Zotero, software programs to help manage bibliographic references. Visit https://research.library.gsu.edu/endnote for a free software download and for guidance on using EndNote. Students are expected to use this resource extensively throughout the program and are responsible for learning how to use the library. Zotero is also available to students. Visit http://research.library.gsu.edu/zotero for more information. Workshops are offered each semester on topics such as PubMed, EndNote, Zotero, Web of Science and more. Schedules are posted on http://research.library.gsu.edu/libworkshops .

Writing Studio

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

Digital Aquarium

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

Nutrition Student Network (NSN)

The Nutrition Student Network is a chartered student organization at Georgia State
University. The purpose of NSN is to provide a forum for nutrition students to interact
with each other, participate in community service/volunteer projects, promote visibility of
nutrition within the GSU community, and understand the profession of dietetics/nutrition
as a career path and the various options for this career.
The NSN meets regularly throughout the semester on the GSU campus. Guest
speakers, volunteer activities, and social opportunities are all available from this group.
The NSN can be accessed from the GSU website at
https://gsu.campuslabs.com/engage/organization/nutrition-student-network . Officers
are elected each academic year, and the NSN is organized around several different
committees.

Professional Association Meetings

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

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

Student Computer and Software Use

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

University Educational Technology Services

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

Copying

Copy machines are available in various locations at GSU, especially in the University Library. Copy Corner is available for student use for a fee https://pawprints.gsu.edu/contact/.   Technology fees cover some copy expenses, which varies by semester. Course materials will be posted for students electronically. It is not acceptable for students to ask Department staff to make copies for them. Graduate assistants may be assigned an ID and password for copying that needs to be done on the Department copier as part of the position.

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

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

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

Email Addresses

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

Change of Name, Address, Telephone or Email Address

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

Student and Faculty Mailboxes

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

Financial Aid

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

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

Program Costs

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

• Program application fee	$50 (one time)
• Academy Membership (optional MS/required CP)	$50 (annual)
• Greater Atlanta Dietetic Association Membership (optional)	$15 (annual)
• Housing	Variable
• Books	~$150-$300
• Technology costs (computer, software, etc.)	Variable
• Laboratory fees, if classes required	$100 each
• Health Insurance (GRA, GTA, GLA)	$1,027 Fall $1,381 Spring/Summer

University Equal Opportunity Policies (Non-Discrimination)

The Equal Opportunity Policies for Georgia State University is in the Graduate Catalog at http://enrollment.gsu.edu/catalogs/ . *Georgia State University is an equal opportunity educational institution. Faculty, staff, and students are admitted, employed, and treated without regard to race, sex, color, age, religion, national origin, sexual orientation, or disability. Georgia State University complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans Readjustment Assistance Act, as well as other applicable federal, state and local laws. In compliance with these laws and regulations, Georgia State University has established the following specific policies:*
Civil Rights and Equal Employment Opportunities—Georgia State provides equal employment and educational opportunities for all individuals without regard to race, sex, age, religion, color, national origin, sexual orientation, or disability. All

Georgia State University educational and personnel actions will be governed by an affirmative action program developed in compliance with applicable federal and state law and regulations, and the policies of the Board of Regents of the University System of Georgia.

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

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

Student Conduct

Georgia State University has several policies governing student conduct. Policies regarding disruptive behavior and academic honesty (including plagiarism) can be found in the Graduate Catalog at https://codeofconduct.gsu.edu/ .

Students in a professional program are expected to exhibit ethical conduct of which honesty and integrity are essential components. Any student displaying dishonest, unethical or inappropriate conduct that violates the rules and regulations of the assigned facility or GSU will be dismissed from the program. The student is also expected to adhere to the "Code of Ethics for the Profession of Dietetics", which can be found on the Academy's website: http://www.eatrightpro.org/resources/career/code-of-ethics . The Student Conduct policies and expectations include Coordinated Program students' supervised practice hours, both on and off of the GSU campus.

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

Confidentiality

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

Section II
Master of Science in Health Sciences

Master of Science with a Major in Health Sciences

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

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

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

Academic Performance

Graduate students in The Lewis College are required to maintain a cumulative grade-point average of 3.0, as computed on all graduate course work taken while enrolled in the program at Georgia State University. Students must have a cumulative grade-point average of 3.0 or better in order to register for thesis or other capstone credit or receive the master's degree.

Any course grade below a "C" is not acceptable toward the master's degree. No more than one course with "C" grades, not to exceed three credit hours in the health sciences core, major or electives can be applied toward the degree. Courses may be repeated no more than twice to count towards the master's degree.

Nutrition Learning Outcomes

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

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

5. Students will develop leadership skills and demonstrate professional behavior that is ethical, collaborative, and culturally sensitive

Curriculum Overview

The curriculum includes core health sciences courses, specialty courses, elective course, and either a thesis or non-thesis option.
Health Sciences Core (9 credits)

    CNHP 6000 Research Methods for the HHS Professions (3) or CNHP 7150 Database Systems in Healthcare (3)

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

    CNHP 8010 Leadership and Ethics in Healthcare (3)

Specialization (15 credits)
Electives (3-6 credits)
Capstone experience (6-9 credits)

Total (36 credits)

Conducting Research with Human Subjects (IRB Training and Approval)

Students planning to conduct research involving human subjects must complete appropriate training, as determined by the University Research Office, prior to submitting pertinent information for review through iRIS. To meet the current IRB requirement, students must complete the IRB Basic Course. Refer to this website for information: https://ursa.research.gsu.edu/research-training/. All students are required to complete the CITI module entitled, "Social and Behavioral Responsible Conduct of Research Course 1, Basic Course," regardless of whether they will conduct research involving human subjects.

The Georgia State University Institutional Review Board for the Protection of Human Subjects is charged with protecting the rights and welfare of human subjects by reviewing the background, purpose, methodology, and instrumentation of all research involving human subjects conducted by faculty, staff, students, and employees of the University.

For further information regarding this review process contact the University Research Office at (404) 413-3500 or research@gsu.edu . Applications for approval of a research project involving human subjects are available online at https://ursa.research.gsu.edu/human-subjects/.

Graduate Assistantships

Graduate Assistantships, including Graduate Research Assistantships (GRA), Graduate Laboratory Assistantships (GLA), Graduate Administrative Assistantships (GAA) and Graduate Teaching Assistantships (GTA) may be available, depending on funding.

Most assistantship positions provide students with tuition support plus a stipend for the semester, but the student must pay student fees. Students interested in applying for an assistantship should submit an Application for Graduate Assistantship form and a current resume to their academic advisor several weeks in advance of the semester in which the assistantship is desired. The Graduate Assistantship form is available from your academic advisor. The academic advisor will place the application materials in a shared drive that is available to all faculty members in the Department. Students may also interview individual Department faculty members each semester regarding the availability of an assistantship position, the type of work required, and the level of support provided. All students holding a Graduate Research Assistant (GRA) position in The Lewis College are required to register for three (3) hours of research practicum (7980) in the department in which the GRA wavier is allotted (e.g., NUTR 7980). Students who have a GRA position in the Department of Nutrition must be authorized to register for the course by the department Administrative Specialist. Registration must be completed before the first fee payment deadline each semester. The university Graduate Assistant Policy can be found at:
https://ursa.research.gsu.edu/document/graduate-assistant-policy/

Advisement

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

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

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

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

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

Graduation

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

Curriculum for M.S. in Health Sciences

Concentration in Nutrition:

Health Science Core (9 semester hours):
CNHP 6000: Research Methods for the Health Professions (3) or CNHP 7150 Database Systems in Healthcare (3)
CNHP 8000: Trends Affecting Health Policies, Practices and Laws (3)
CNHP 8010: Leadership and Ethics in Healthcare (3)

Nutrition Courses (15 semester hours):
NUTR 6101: Nutrition Research Methods (3)
NUTR 6102: Nutrition Intervention (3)
NUTR 6104: Advanced Normal Nutrition (3)
NUTR 7280: Nutritional Genomics (3)
NUTR 7101: Nutrition Issues (3) OR NUTR 6150 Culinary Medicine in Clinical Practice (3) OR CNHP 7800: Interprofessional Collaboration for Advanced Practice OR comparable course approved by graduate program director

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

Elective Courses (3-6 semester hours):
Chosen in Consultation with Graduate Program Director

Capstone Experience (minimum 6 semester hours):
NUTR 7999: Thesis Research (3, 3)
NUTR 7990: Master's Project (3, 3)
Coursework Option (3, 3, 3)
NUTR 7500: Comprehensive Examination (3)**

**Requires one additional 3-credit elective

Thesis Option:

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

Non-thesis Options:

1. Master's Project - Students will take NUTR 7990. A minimum of two semesters at three credits each must be completed.

2. Coursework – Students must take three courses at three credits each. Courses are defined in specialty areas which may include but are not limited to geriatrics, pediatrics, public health and sports. Students who select the coursework capstone option will be required to take one three credit elective course vs. two.

3. Comprehensive Examination – Students will take NUTR 7500 (Comprehensive Examination) for three credits in the semester of graduation. Students who select the comprehensive examination option will be required to take one additional three credit elective course.

Optional Certificates:

Students may decide to meet requirements for the Certificate in Public Health https://publichealth.gsu.edu/academics-student-life/degrees-programs/certificate/ , the Certificate in Gerontology http://gerontology.gsu.edu/students/graduate/graduate-certificate / , or the Certificate in Health Informatics https://healthinformatics.gsu.edu/academics/ . These options require an additional application/acceptance process. Meeting requirements for these certificates may require more than the minimum course credits for the M.S. in Health Sciences. Students who are interested in these options should discuss them with their advisors early in their graduate programs.

Prior Assessment of Learning

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

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

Procedure:

Master of Science in Health Sciences

Students may be exempt from taking up to a maximum of six (6) graduate credit hours in the Master of Science in Health Sciences program. Prior learning will be considered if a grade of "B" or above or "S" is achieved in the previously completed course. Requests for prior learning credit must be received at least four (4) weeks prior to the start of the course (see Request for Prior Learning Credit).

Students who have received a grade of A- or better in an undergraduate course that is similar to a graduate course in the curriculum (e.g., NUTR 6500, 6700, 6105, 7280) will not be required to take the graduate course. Students who received a grade of B-, B, or B+ will have the following options: 1) a comprehensive examination will be given within the first week of the course to assess prior learning, or 2) class lectures do not need to be attended but all course assignments must be completed. Students who take the comprehensive examination must score at least 80% on the examination for the course to be waived. Note: with option 1, the course should not be dropped. The grade on the examination will be the final grade in the course. A maximum of six (6) additional credit hours can be replaced with a NUTR elective(s) for graduate courses that are similar to an undergraduate course where the student received a grade of A- or better.

Knowledge Requirements for the Coordinated Program

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

Request for Prior Learning Credit

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

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

Lockdown Browser and Respondus Monitor

Respondus LockDown browser must be used to secure and control the testing environment for online courses in the Master of Science in Health Sciences program. The monitor limits the actions that a student can perform while taking an exam in the iCollege browser (e.g., navigating to another web page, taking screen shots, exiting the browser before the exam is completed). When integrated into LockDown browser, Respondus Monitor allows instructors to record a student's test session using their computer's webcam while a student is taking an exam at home or location on the GSU campus. It is the student's responsibility to have all of the technology required to use Respondus Monitor. Questions related to the use of Respondus Monitor should be directed to the Georgia State University Help Desk at (404) 413-4357.

Types of Thesis and Master's Projects

Thesis	Masters Projects
Research report – primary or secondary analysis Meta-analysis	Intensive review of the literature Grant proposal Community assessment Program evaluation Analysis of a nutrition problem Development of a nutrition program
Outcome example: Printed thesis (traditional format or manuscript format)	Outcome examples: Manuscript of publishable quality Grant proposal to an actual funding source Business plan Website for professional use Program materials (e.g., lesson plans, Presentations, handouts, etc.)

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

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

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

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

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

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

Thesis Process and Deadlines

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

*Committee members from outside GSU must submit a CV for filing in the department.
**Students in the Coordinated Program may sit for the Registration Examination for Dietitians once all thesis committee signatures have been obtained and all other requirements for the CP have been met. Students cannot be licensed to practice dietetics in the state of Georgia until the graduate degree has been awarded.

Thesis Guidelines

Introduction

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

Thesis Committee

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

Thesis Proposal

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

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

      b. Describe the research design and explain rationale for selection, if applicable

      c. Describe the type of data to be collected and instruments and procedures for data collection, if applicable

      d. Describe the proposed methods of data analysis, if applicable

5. Reference list

      a. List all journal articles, books and other resources referred to in the proposal/prospectus.

      b. References should be cited based upon the thesis chair preference if the traditional thesis format will be used, or they should be cited based on the Instructions/Guidelines for Authors of the professional journal if the manuscript format will be used.

Format for a Thesis

1. Overall Style and Format

      a. Font: Times New Roman 12-point font must be used for the body of the thesis. A different font may be used in the Appendices, if necessary.

      b. Margins:

         i. Top – 1 ¾ inches on the first page of any chapter, appendix, bibliography, table of contents, list of figures, or other major section. One inch on others

        ii. Bottom and right side – 1 inch

        iii. Left side – 1 ½ inches

      c. Justification: Use left justification or justify both sides

      d. Double spaced

      e. Chapter Headings: Use Roman numerals for chapter headings (e.g., Chapter I)

      f. Page Numbering: On the first pages of chapters, appendices, references, acknowledgments, and on the Roman numeral pages the page number should be centered at the bottom. On ordinary Arabic numeral pages, the page number will be placed at the top right corner.

      g. Signatures: All original signatures must be made in blue ink.

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

Acceptance page	No page number
Author's statement	No page number
Notice to Borrowers	No page number
Vita	No page number
Abstract	No page number
Title Page	Count as first page number, but do not show
Acknowledgments	Page ii
Table of Contents	Page iii and following (2 versions given)

List of Tables   Page number in lower-case Roman numerals
List of Figures   Page number in lower-case Roman numerals
Abbreviations   Page number in lower-case Roman numerals
Chapter One   Begin first page of text with Arabic numeral '1'

Traditional Format

Chapter I   Introduction (a brief literature review as the basis of
                            introducing the problem include a description of its
                            significance)
Chapter II   Review of Literature (include literature relevant to the
                            problem)
Chapter III   Methods (description of the methodology used to examine
                            the problem)
Chapter IV   Results (presentation of the results of the study)
Chapter V   Discussion and Conclusions (include a discussion
                            and analysis of the study results given existing knowledge
                            and of implications on future research)
References Appendices

Review and Research Format

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

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

purposes if the student has not submitted a manuscript for publication within 1 year of the successful defense.

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

The Electronic Thesis (ETD) Approval Page should be signed and returned to the Office of Academic Assistance at least 2 weeks prior to the last day of class in the semester of graduation. An electronic copy of the student's thesis must be submitted to the Georgia State University Library via ScholarWorks. Once your Digital Archive has been uploaded, it is part of the University record and no further changes may be made to it.

Students must contact the Office of Academic Assistance at (404) 413-1000 to schedule an appointment to receive instructions on uploading their thesis into ScholarWorks (https://scholarworks.gsu.edu). Note: payment for copyright to Georgia State University must be made prior to the appointment.

Master's Project Guidelines

NUTR 7990 Course Description

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

Prerequisites

Previous coursework must have included CNHP 6000.

Content Outline

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

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

Student Learning Objectives

As a result of this course, a student in the Master's program will be able to:
- Identify a specific topic or issue in nutrition for in-depth study;
- Review the literature related to a nutrition issue and design/implement a project designed to resolve the problem or concern;
- Prepare and submit an outcome document agreed on by the Master's Project committee.
- Successfully present and defend the results of the Master's Project in a formal presentation.

Method of Instruction

Faculty-guided, independent student study.

Method of Evaluation

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

Grade Scale and Grade Allocation

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

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

Master's Project Committee

The decision for a student to complete a Master's project in lieu of a thesis is made jointly by the student and major faculty advisor by the time the student has completed 12 semester hours of course work. In NUTR 7990, the student works under the direction of a Master's Project committee that is comprised of the following members:
- The Master's Project chairperson must hold a primary appointment in the Department of Nutrition, have been a faculty member for at least one academic year, hold a masters or doctoral degree, and have qualifications in the student's major area of study.
- A second member of the committee can be from the faculty at Georgia State University, from the faculty at another institution of higher education, or from a health-related agency.

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

Master's Project process

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

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

Coursework Option – Specialty Courses

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

Gerontology

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

Sports Nutrition

NUTR 7106: Advanced Sports Nutrition
KH 7500: Physiology of Exercise
KH 6280: Psychology of Physical Activity, KH 8380: Laboratory Methods in Exercise Physiology, KH 8385: Obesity and Related Disorders, KH 8600: Physical Activity Interventions and Behavior Change, KH 8770: Neuromuscular Physiology, KH 8771: Cardiovascular Physiology, KH 8772 Bioenergetics, OR KH 8773: Chronic Disease and Myopathies

Public Health

PH 7010: Foundations of Public Health
PH 7011: Epidemiology for Public Health
NUTR 6350: Global Public Health Nutrition Issues, PH 7025: Health Disparities, PH 7140: Health Promotion Planning, Administration, and Evaluation, PH 7150: Environmental Health, PH 7160: Fundamentals of Health Systems, Leadership, and Policy, PH 7275: Chronic Disease Epidemiology, PH 7280: Infectious Disease Epidemiology, or PH 7600: Global Health

Pediatrics

PH 7570: Childhood Obesity Prevention or PH 7425: Maternal and Child Health or KH 7460: Reduce Youth Risk Behaviors
NUTR 7104: Reproductive and Pediatric Nutrition
NUTR 7940: Special Problems in Pediatric Nutrition OR NUTR 7101: Nutrition Issues*

Health Informatics (courses offered in fall and spring)

CNHP 7000: Introduction to Clinical Healthcare Informatics
CNHP 7100: Concepts in Health Informatics

CNHP 7250: Healthcare Data Analytics, CNHP 7270: Introduction to Healthcare Project Management, CNHP 7300: Quality Improvement and Safety in Healthcare Environments, or CNHP 7550: Healthcare Information Technology

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

Comprehensive Examination

The examination will include a minimum of six essay questions selected from a collection of questions based on material covered in the Health Sciences core and Nutrition courses. Students will receive the essay questions with instructions for each question at the beginning of the semester. Answers to the essay questions must be submitted by the date specified on the examination (approximately two weeks prior to the end of the semester). Answers to the essay questions must be a minimum of two single-spaced pages in length (one-inch margin on all sides; 12-point font) and include references. Note: references are not included in the two-page requirement. To earn a grade of "S" (satisfactory), students must complete all of the essay questions assigned by the instructor and receive an average essay question score of >80%. Students will earn an "I" (incomplete) grade if for nonacademic reasons beyond his/her control the student is not able to meet the full course requirements designated by the instructor. Students will earn a grade of "U" if the average essay question score is <80% and no credit will be given. Successful completion of the comprehensive examination is required for graduation. Students who earn a grade of "U" will be given one additional opportunity to retake the examination in a subsequent semester. If a score of >80% is not received on the second attempt then the student will be dismissed from the Master of Science in Health Sciences program.

Section III
Coordinated Program

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

Accreditation Status

The Coordinated Program (CP) is accredited through June 30, 2027 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Ste. 2190 Chicago, IL 60606-5995, (800) 877-1600, ext. 5400.

General CP Description

The CP meets the requirements for a M.S. degree and for taking the registration examination for dietitians. Full-time and part-time program options are available. The full-time program has a minimum of 4 (students holding DPD Verification Statements) to six (students not holding DPD Verification Statements) semesters (including summers) of didactic work and supervised practice. The 1200-hour supervised practice component has an urban health emphasis. The part-time program has a minimum of 7 (students holding DPD Verification Statements) to 11 (students not holding DPD Verification Statements) semesters (including summers) of didactic work and supervised practice. The 1200-hour supervised practice component has a community-based emphasis.

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

Successful Completion of the Coordinated Program

1. Program Completion Requirements
    a. All required learning experiences (didactic and supervised practice) must be completed at an acceptable competency level to receive a Verification Statement and within 150% of the program length (full-time program: six semesters DPD verified students and 9 semesters non-DPD verified students; part-time program: 10 semesters DPD verified students and 16 semesters non-DPD verified students).
    b. Acceptable competency level is defined as:
        i. A minimum average performance rating of 85% on rotation and project evaluation forms
        ii. Successful completion of a minimum of 1200 supervised practice hours
        iii. No more than one "C" grade in graduate courses
        iv. A minimum GPA of 3.0

2. Verification Statement

A student will receive a Verification Statement certifying that the student has successfully completed the requirements of the Coordinated Program. The program director will complete the Verification Statement and provide a minimum of five (5) original copies to the student. The Verification Statement is not issued until course completion for graduation is conferred by the registrar's office. Verification Statements are mailed to students within one week of the confer date. Students are also able to pick up their Verification statements in the Department of Nutrition. One original, signed Verification Statement is retained indefinitely by the department.
3. Registration Examination Eligibility Data Submission - The program director submits the names of students who have successfully completed the program to CDR within one week of completing the Verification Statement.

Mission of the CP

The mission of the Coordinated Program is to prepare entry-level registered dietitian nutritionists to serve a culturally diverse population through the promotion of optimal nutrition, health and well-being, and to serve the profession and community through leadership.

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

- The registered dietitian nutritionist (RDN) provides quality service based on customer expectations and needs
- The registered dietitian nutritionist (RDN) applies, participates in or generates research to enhance practice
- The registered dietitian nutritionists (RDN) effectively applies knowledge and communicates with others
- The registered dietitian nutritionist (RDN) uses resources effectively and efficiently
- The registered dietitian nutritionist (RDN) systematically evaluates the quality of services and improves practice on evaluation results
- The registered dietitian nutritionist (RDN) engages in lifelong learning

Goals of the CP

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

Goal 1: CP graduates will perform successfully as entry-level dietitian nutritionists in culturally diverse environments.
Objectives:

1. ≥50% of CP graduates who complete the 1-year post graduation survey indicate that they are working or have worked with culturally diverse populations within 1 year of finishing the program.
2. >80% CP graduates who complete the 1-year post graduation survey indicate that the program prepared them to work with culturally diverse populations
3. At least 80% of program students complete program/degree requirements within 2 years (DPD-verified students) and within 3 years (non-DPD verified students) (150% of the program length).
4. Of graduates that seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
5. 80% of CP graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
6. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
7. At least 80% of employers who complete the annual employer survey of CP students will report they are satisfied with CP students' performance as entry-level dietitian nutritionists.

Goal 2: The CP will prepare graduates to hold leadership positions in the field of nutrition and dietetics.

Objective:

1. ≥25% of CP graduates who complete the survey indicate that they hold or have held a leadership position in the field of nutrition and dietetics or within the community within 1 year of program completion.

Core Knowledge and Competencies for the RDN

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

Knowledge

KRDN 1.1   Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2   Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3   Apply critical thinking skills

Competencies

Upon completion of the program, graduates are able to:

CRDN 1.1   Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2   Apply evidence-based guidelines, systematic reviews and scientific literature

CRDN 1.3   Justify programs, products, services, and care using appropriate evidence or data

CRDN 1.4   Evaluate emerging research for application in dietetics practice

CRDN 1.5   Conduct projects using appropriate research methods, ethical procedures and data analysis

CRDN 1.6   Incorporate critical thinking skills in overall practice

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

<u>Knowledge</u>

KRDN 2.1   Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2   Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3   Assess the impact of a public policy position on nutrition and dietetics practice

KRDN 2.4   Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5   Identify and describe the work of interprofessional teams and the roles of others with whom the RDN collaborates in the delivery of food and nutrition services.

KRDN 2.6   Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7   Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes within various organizational cultures

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Knowledge

KRDN 3.1   Use the NCP to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2   Develop an educational session or program/educational strategy for a target population.

KRDN 3.3   Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4   Explain the process involved in delivering quality food and nutrition services.

KRDN 3.5   Describe basic concepts of nutritional genomics.

Competencies

Upon completion of the program, graduates are able to:

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

CRDN 3.2   Conduct nutrition focused physical exams.

CRDN 3.3   Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4   Design, implement and evaluate presentations to a target audience.

CRDN 3.5   Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6   Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7   Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8   Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9   Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10   Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Knowledge

KRDN 4.1   Apply management theories to the development of programs or services.

KRDN 4.2   Evaluate a budget and interpret financial data.

KRDN 4.3   Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.

KRDN 4.4   Apply the principles of human resource management to different situations.

KRDN 4.5   Describe safety principles related to food, personnel and consumers.

KRDN 4.6   Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies

Upon completion of the program, graduates are able to:

CRDN 4.1   Participate in management of human resources.

CRDN 4.2   Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities, and food.

CRDN 4.3   Conduct clinical and customer service quality management activities.

CRDN 4.4   Apply current nutrition informatics to develop, store, retrieve, and disseminate information and data.

CRDN 4.5   Analyze quality, financial or productivity data for use in planning.
CRDN 4.6   Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7   Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.

CRDN 4.8   Develop a plan to provide or develop a product, program, or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9   Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for- service and value-based payment systems.

CRDN 4.10   Analyze risk in nutrition and dietetics practice.

Program Specific Competencies (CPP):

CCP 1   Conduct annual data analysis and review of university based food pantry and develop written report for stakeholders.

CCP 2   Develop strategies to support food insecure students within a large urban university.

See Appendix B: Knowledge and Competency of the Registered Dietitian Nutritionist Mapping for the courses and supervised practice rotations in which the knowledge and competency requirements are met.

Knowledge Policy for KRDNs

A Verification Statement from a Dietetics Didactic Program in Dietetics (DPD) verifies that the graduate has met the knowledge requirements (KRDNs) in the ACEND Accreditation Standards for the DPD. The ACEND Accreditation Standards for the CP has some KRDNs similar to those in the DPD; therefore, students in the DPD-verification track of the CP will be given prior knowledge credit for the following KRDNs:

KRDN 2.2   Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe the interprofessional relationships in various practice settings.

KRDN 3.1   Use the NCP to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 4.5   Describe safety principles related to food, personnel and consumers.

Students with a DPD verification statement may have knowledge in areas related to other KRDNs; however, the CP will strengthen that knowledge and better prepare students for the registration examination thereby eliminating any further prior knowledge exemption.

Prior Assessment of Learning

Supervised Practice Prior learning is not given for supervised practice in the CP.

Curriculum

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

Program Defined Concentrations: Urban Health and Community Health

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

Courses for Students Holding DPD Verification Statements

Health Sciences Core (9)
CNHP 6000 Research Methods for the Health and Human Science Professions (3) or
CNHP 7150 Database Systems in Healthcare (3)
CNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
CNHP 8010 Leadership in Ethics and Healthcare (3)

Specialization Curriculum (15)
NUTR 6101 Nutrition Research Methods (3)
NUTR 6102 Nutrition Intervention (3)
NUTR 6104 Advanced Normal Nutrition (3)
NUTR 7101 Nutrition Issues or NUTR 6150 Culinary Medicine in Clinical Practice or
CNHP 7800 Interprofessional Collaboration for Advanced Practice (3) or comparable
course approved by CP advisor
NUTR 7280 Nutritional Genomics (3)

Elective Courses (6) - Choose 6 credit hours from beyond degree requirements or
department elective courses

Capstone Option (6-9) - NUTR 7999 Master's Thesis (6), NUTR 7990 Master's Project
(6), Capstone Coursework (9), or NUTR 7500 Comprehensive Examination (3 + 3-credit
elective)

Courses Required by the Program beyond Degree Requirements [This section includes
additional practice hours beyond the typical institutional requirements for the M.S.
degree]*
NUTR 6002 Supervised Practice II (3)
NUTR 6003 Supervised Practice III (3)
NUTR 6004 Supervised Practice IV (3)
NUTR 6005 Supervised Practice V (3)
NUTR 6006 Supervised Practice VI (3)
NUTR 6007 Supervised Practice VII (3)
NUTR 6008 Supervised Practice VIII (3)
NUTR 6011 Orientation to Practice I (2)
NUTR 6012 Orientation to Practice II (2)
NUTR 6300 Nutrition Counseling Skills (3)
*These courses can count as electives. Electives depend on track and capstone
selection.

Courses for Students Not Holding DPD Verification Statements

Courses
Health Sciences Core (9)
CNHP 6000 Research Methods for the Health and Human Science Professions (3)
CNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
CNHP 8010 Leadership and Ethics in Healthcare (3)

Specialization Curriculum (15)
NUTR 6101 Nutrition Research Methods (3)
NUTR 6102 Nutrition Intervention (3)
NUTR 6104 Advanced Normal Nutrition (3)
NUTR 7101 Nutrition Issues or NUTR 6150 Culinary Medicine in Clinical Practice or
CNHP 7800 Interprofessional Collaboration for Advanced Practice (3)
NUTR 7280 Nutritional Genomics (3)

Elective Courses (6) - Choose 6 credit hours from beyond degree requirements or
department elective courses

Capstone Option (6-9) - NUTR 7999 Thesis (6), NUTR 7990 Master's Project (6),
Capstone Coursework (9), or NUTR 7500 Comprehensive Examination (3 + elective (3))

Courses Required by the Program beyond Degree Requirements [This section includes
courses that can be satisfied in an undergraduate curriculum and additional practice
hours beyond the typical institutional requirements for the M.S. degree]*
NUTR 6000 Supervised Practice (1) – PT only
NUTR 6001 Supervised Practice I (2) – PT only
NUTR 6002 Supervised Practice II (3)
NUTR 6003 Supervised Practice III (3)
NUTR 6004 Supervised Practice IV (3)
NUTR 6005 Supervised Practice V (3)
NUTR 6006 Supervised Practice VI (3)
NUTR 6007 Supervised Practice VII (3)
NUTR 6008 Supervised Practice VIII (3)
NUTR 6011 Orientation to Practice I (2)
NUTR 6012 Orientation to Practice II (2)
NUTR 6105 Life Cycle Nutrition (3)
NUTR 6150 Culinary Medicine in Clinical Practice (3)
NUTR 6300 Nutrition Counseling Skills (3)
NUTR 6500 Macronutrients (3)
NUTR 6700 Micronutrients (3)
NUTR 7108 Nutrition Assessment (3)
NUTR 7200 Nutrition and Disease (3)
NUTR 7250 Medical Nutrition Therapy Laboratory (2)
HADM 3403 Restaurant Analytics (3)
*Electives depend upon track and capstone selection

Scheduling Examples

Full-Time CP Students with DPD Verification Statements

Year 1

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

2. Spring Semester
NUTR 6012 Orientation to Practice II (1)
NUTR 7280 Nutritional Genomics (3)
NUTR 7101 Nutrition Issues (3) or NUTR 6150 Culinary Medicine in Clinical Practice (3)
or CNHP 7800 Interprofessional Collaboration for Advanced Practice (3) or comparable
course approved by advisor
NUTR 6002 Supervised Practice II (3)
NUTR 6003 Supervised Practice III (3)
Capstone (3)

3. Summer Semester
NUTR 6101 Nutrition Research Methods (3)
CNHP 8010 Leadership and Ethics (3)
NUTR 6004 Supervised Practice IV (3)
NUTR 6005 Supervised Practice V (3)
Capstone (3)

Year 2

4. Fall Semester
NUTR 6102 Nutrition Interventions (3)
CNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
NUTR 6006 Supervised Practice VI (3)
NUTR 6007 Supervised Practice VII (3)
Capstone (3)

Full-Time CP Students not holding DPD Verification Statements

Year 1

1. Fall Semester
CNHP 6000 Research Methods for Health Professionals (3)
NUTR 6105 Lifecycle Nutrition (3)
NUTR 6500 Macronutrients (3)
HADM 3403 Restaurant Analytics (3)
NUTR 6001 Supervised Practice I (3)

2. Spring Semester
NUTR 6150 Culinary Medicine in Clinical Practice (3)
NUTR 6700 Micronutrients (3)
NUTR 7200 Nutrition and Disease (3)
NUTR 7108 Nutrition Assessment (3)
NUTR 6002 Supervised Practice II (3)

3. Summer Semester
NUTR 6101 Nutrition Research Methods (3)
NUTR 7250 MNT Lab (2)
NUTR 6300 Counseling Skills

Year 2

4. Fall Semester
CNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
NUTR 6011 Orientation to Practice I (1)
NUTR 6102 Nutrition Intervention (3)
NUTR 6104 Advanced Normal Nutrition I (3)
NUTR 6004 Supervised Practice IV (3)
Capstone (3)

5. Spring Semester
NUTR 6012 Orientation to Practice II (1)
NUTR 7280: Nutritional Genomics (3)
NUTR 7101 Nutrition Issues (3) or CNHP 7800 Interprofessional Collaboration for
Advanced Practice (3) or comparable course approved by advisor
NUTR 6005 Supervised Practice V (3)
Capstone (3)

6. Summer Semester
NUTR 8010 Leadership and Ethics in Healthcare (3)
NUTR 6006 Supervised Practice VI (3)
Capstone (3)

Part-Time CP Students with Verification Statements

<u>Year 1</u>

1. Fall Semester
CNHP 6000 Research Methods for Health Professionals (3)
NUTR 6300 Nutrition Counseling Skills (3)
NUTR 6104 Advanced Normal Nutrition (3)

2. Spring Semester
NUTR 7280 Nutritional Genomics (3)
NUTR 7101 Nutrition Issues (3), CNHP 7800 Interprofessional Collaboration for
Advanced Practice (3), or NUTR 6150 Culinary Medicine in Clinical Practice
NUTR 6002 Supervised Practice II (3)

3. Summer Semester
NUTR 6101 Nutrition Research Methods (3)
NUTR 6003 Supervised Practice III (3)

<u>Year 2</u>

4. Fall Semester
NUTR 6011 Orientation to Practice I (2)
NUTR 6004 Supervised Practice IV (3)
NUTR 6102 Nutrition Interventions (3)

5. Spring Semester
NUTR 6012 Orientation to Practice II (2)
NUTR 6004 Supervised Practice V (3)
Capstone (3)

6. Summer Semester
CNHP 8010 Leadership and Ethics (3)
NUTR 6005 Supervised Practice VI (3)
Capstone (3)

<u>Year 3</u>

7. Fall Semester
CNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
NUTR 6006 Supervised Practice VII (3)
Capstone (3)

Part-Time CP Students not holding DPD Verification Statements

Year 1

1. Fall Semester
CNHP 6000 Research Methods for Health Professionals (3)
NUTR 6105: Life Cycle (3)
NUTR 6500: Macronutrients (3)

2. Spring Semester
NUTR 6700: Micronutrients (3)
HADM 3403: Restaurant Analytics (3)
NUTR 6001: Supervised Practice I (2)

3. Summer Semester
NUTR 6101 Nutrition Research Methods (3)
NUTR 6000: Supervised Practice (1)

Year 2

4. Fall Semester
NUTR 6104: Advanced Normal Nutrition (3)
NUTR 6102: Nutrition Interventions (3)
NUTR 6001: Supervised Practice (2)

5. Spring Semester
NUTR 7108: Nutrition Assessment (3)
NUTR 7200: Nutrition and Disease (3)
NUTR 6002: Supervised Practice II (3)

6. Summer Semester
NUTR 7250: Medical Nutrition Therapy Lab (2)
NUTR 6001: Supervised Practice I (2)

Year 3

7. Fall Semester
NUTR 6011: Orientation to Practice I (2)
NUTR 6300: Counseling (3)
NUTR 6001: Supervised Practice (2)

8. Spring Semester
NUTR 6012: Orientation to Practice II (2)
NUTR 6150: Culinary Medicine in Clinical Practice (3)
NUTR 7280: Nutrigenomics (3)
NUTR 6001: Supervised Practice I (2)

9. Summer Semester
CNHP 8010: Leadership and Ethics in Healthcare (3)
Capstone (3)
NUTR 6000: Supervised Practice (I)

Year 4

10. Fall Semester
CNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)
NUTR 6001: Supervised Practice (2)
Capstone (3)

11. Spring Semester
Capstone (3)
NUTR 7101 Nutrition Issues (3) or CNHP 7800 Interprofessional Collaboration for Advanced Practice (3)
NUTR 6000: Supervised Practice (1)

This is only a suggested schedule. Students may opt to take additional classes during earlier semesters to finish sooner.

Supervised Practice Courses

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

Holidays and Vacations

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

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

The CP meets all eligibility requirements for taking the registration examination for dietitians. The CP director will provide application materials and any additional information. The CP Director will submit student applications to the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics for eligibility to take the Registration Examination for Dietitians upon completion of the program. CP students, upon receipt of the DPD verification statement (if applicable), may apply for a provisional license through the Georgia Secretary of State, Georgia Board of Examiners of Licensed Dietitians. Upon passing the Registration Examination for Dietitians, graduates submit verification to the licensure board and their licensure status will be changed from provisional to active. In the event a student does not apply for a provisional license upon completion of the program, they should apply for licensure through the Georgia Secretary of State, Georgia Board of Examiners of Licensed Dietitians upon passing the Registration Examination for Dietitians. All students are recommended, especially if you will be an out-of-state paying student, to contact the appropriate state licensing board to confirm that courses within your program taken at Georgia State University will allow you to practice with professional licensure in your state of residence after graduation.

Program Costs

Tuition and fee information is available at https://sfs.gsu.edu/resources/tuition/tuition-breakdown/ .

The total cost to CP students completing the full-time 4-semester, DPD verified track is: $23,360 (in-state) and $64,688 (out-of-state). Students who complete the 6-semester, non-DPD verified track will pay a total cost of $35,040 (in-state) and $97,032 (out-of-state). For DPD students completing the part-time, 7-semester DPD verified track, the total cost is: $33,984 (in-state) and $89,088 (out-of-state) based on an average of 8 credit hours/semester. Students who complete the part-time 11-semester non-DPD verified track will pay a total cost of $26,950 (in-state) and $69,139 (out-of-state) based on an average of 7 credit hours/semester (https://sfs.gsu.edu/files/2020/06/FY21-Graduate.pdf).

Additional fees associated with the Coordinated Program are outlined below.

Required expenses:

Name tag	$13
Academy Membership	$50 (annual)
Greater Atlanta Dietetic Association Membership (optional)	$15 (annual)
Malpractice (liability) Insurance**	$13 (annual)
Lab coat/scrubs	~$75
Travel to facilities and parking	Variable
Medical exams and background checks*	$10 -$80 each rotation
Basic Life Support for Healthcare Professionals	$ varies
Academy membership	$50 (annual)
Typhon	$90

*Facilities vary on background check, drug screen, immunization, and medical examination requirements. In the event that you are placed within a facility that charges a fee for these services, you will be responsible for payment.
**Premium is based on student age and plan selected. See detailed information at http://sfs.gsu.edu/tuition-fees/what-it-costs/student-health-insurance/ , and purchase liability insurance at https://secure.touchnet.com/C20797_ustores/web/store_main.jsp?STOREID=70

Graduate Assistantships

A limited number of graduate assistantships are available to students who are taking a full credit load (12 credit hours fall/spring; 6 credit hours summer). These positions cover all or part of tuition costs (not fees) and provide a stipend. Students who receive full tuition remission must enroll in the mandatory health insurance program or provide proof of insurance.

Student Advisement

Each CP student will meet with the CP director or Coordinator throughout the program to review scheduling and performance. CP students are expected to schedule at least one face- to-face appointment with the CP director or coordinator each semester for advising. During advisement, performance, rotation schedule, course schedule, and other learning opportunities, such as enrichment interests and leadership opportunities are discussed. At the end of the last semester, students will meet with the program director or program coordinator to complete a full audit of all program requirements.

Student Records

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

CP Student Health Insurance and Health Services

Students are responsible for carrying their own medical insurance to cover health-related conditions and emergencies. If an accident occurs at a facility during supervised practice, the student must complete an Accident Report form. A copy of this form can be obtained from the Department Administrative Coordinator or CP Director.

Health Form

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

Transportation

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

Dress

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

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

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

Professional Malpractice (Liability) Insurance

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

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

Absence and Tardiness

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

Excused absences are recognized by the University in the following cases:

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

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

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

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

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

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

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

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

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

Illness or Injury

If a student becomes ill or is injured during a supervised practice rotation, the student should notify the preceptor and program director or coordinator immediately. IF medical attention is needed, they should go to the Student Health Clinic on Georgia State Campus or visit his/her primary care provider.

Schedules

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

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

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

Cell phones should be off during rotations. If a cell phone or other electronic device is needed for an emergency contact, please inform the preceptor or CP director and keep

the phone on silent mode. Personal business (phone, e-mail, texting) should be conducted during lunch break only. If a preceptor reports that a student is using their cell phone during unapproved times the student will receive a write-up.

Student Performance

Grade Requirements

Each CP student is required to maintain a cumulative grade point average of 3.0 or higher. Each CP student whose cumulative grade point average falls below 3.0 at the end of a semester will receive a letter of warning from the Office of Academic Assistance. A CP student is terminated from the program if the student receives a D or accumulates more than one C (equivalent of three semester hours). A CP student who receives a "U" in a supervised practice course (NUTR 6001 – 6006) or Orientation to Practice will repeat the course. A student who receives >1 "U" in a supervised practice course or Orientation to Practice course will be dismissed from the CP. Any student having difficulty meeting performance and professional standards and who is not progressing toward entry level competence will be counseled by the program director to consider alternate career paths based on the student's interests and abilities. If the student is in the DPD-verified track, the program director may discuss the DTR credential.

Supervised Practice Evaluation Requirements

Satisfactory completion of a supervised practice rotation includes completion of all assignments as described for the experience with a >85% Meets or Exceeds response evaluation by the preceptor and the student for the observed skills/competencies and performance indicators. In addition, the student must successfully complete all of the assigned hours for the experience in Typhon (as documented by the preceptor and student) and also submit a written description of the learning experience and any related evaluated assignments and projects. Unsatisfactory completion of a supervised practice rotation includes one or more of the following: failure to complete all assignments as described for the experience, <85% Meets or Exceeds response evaluation by the preceptor for the student, failure to submit a description of the learning experience with personal reflections that are acceptable to the CP director, failure to complete all of the assigned hours for the experience or an ethics violation by the student during the experience, based on the GSU Academic Honesty Policy, the AND Code of Ethics or the policies and procedures of the practice site. Students who receive an unsatisfactory practice experience evaluation will receive disciplinary counseling.

Student performance is evaluated using an assortment of assessment methods: rotation evaluations, student self-assessment, rubrics, grades in graduate courses, and overall participation. Evaluations of supervised practice experiences are located in Typhon. Evaluations are confidential and only the student, program director, and program coordinator have access to evaluations.

Disciplinary Counseling

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

1. The preceptor speaks to the student or notifies the CP director preferably within two (2) scheduled working days of the occurrence.
2. The preceptor documents each discussion/communication and a copy of all documentation is given to the CP director, who makes the Department head aware of the disciplinary violation.
3. The CP director meets with the student and files all written disciplinary write-ups in the student's file.
4. After a student receives two (2) disciplinary write-ups, the CP director and the Department head determine if the disciplinary write-ups warrant the termination of the student from the program.
5. The CP director documents each meeting with the student and the final results of the meeting.
6. If not terminated from the program, the student has 1 month from the time of the disciplinary meeting to correct the failure (e.g. complete assignments, rotation hours, etc.) unless other terms are determined by the CP director.
7. All documentation is kept in the student's file.

Termination

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

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

4. If the student files an appeal and the Appeals Committee determines that the student's grade is appropriate (student terminates), the CP director writes a summary of the proceedings. A copy is placed in the student's file. The student terminates immediately.
5. If the student files an appeal and the Appeals Committee determines that the student remain in the program, the CP director writes a summary of the proceedings. A copy of that summary and any written information from the Appeals Committee are place in the student's file. The student resumes his/her schedule.

Section IV
Appendices

Appendix A

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

APPOINTMENT OF COMMITTEE FOR MASTER'S PROJECT

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

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

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

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

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

GRADUATE PROGRAM DIRECTOR	SIGNATURE	DATE
DEPARTMENT CHAIR	SIGNATURE	DATE

This form must be completed following selection of the Master's Project Committee. If changes are made in the composition of this Committee, a new form must be filed.
File: Original - Department of Nutrition student file Created 8/05; revised 9/07, 5/16, 7/17

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

NUTR 7990: MASTER'S PROJECT PROPOSAL

Student Name:_____   Semester of Initiation: _____

TOPIC OF STUDY:

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

PROJECT DESCRIPTION: Briefly state the purpose of the project.

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

TENTATIVE OUTLINE OF STEPS/ACTIVITIES AND TIME FRAME FOR PROJECT COMPLETION:
Include the time frame for submission of the final outcome document and the projected date for the defense. The defense must be held on or prior to the last day of classes for the semester.

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

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

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

Created 8/05; revised 9/07, 5/16, 7/17

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

APPROVAL PAGE FOR MASTER'S PROJECT

Title of Project:

Student Name:

APPROVAL OF PROPOSAL:

Signatures: _____

Master's Project Chair   Date

_____

Master's Project Committee Member   Date

_____

Master's Project Committee Member   Date

APPROVAL OF FINAL OUTCOME DOCUMENT:

Signatures: _____

Master's Project Chair   Date

_____

Master's Project Committee Member   Date

_____

Master's Project Committee Member   Date

APPROVAL OF FINAL DEFENSE:

Signatures: _____

Master's Project Chair   Date

_____

Master's Project Committee Member   Date

_____

Master's Project Committee Member   Date

_____

Graduate Program Director   Date

SAMPLE TITLE PAGE FOR MASTER'S PROJECT

A COMMUNITY BASED NUTRITION AND PHYSICAL ACTIVITY PROGRAM FOR

OVERWEIGHT AND OBESE CHILDREN

By

ELIZABETH ANN JOHNSON

B.S., The University of Alabama, 2001

(List other degrees awarded in the same format)

A Master's Project Submitted to the Graduate Committee

in the Department of Nutrition at Georgia State University in Partial Fulfillment

of the

Requirements for the Degree

MASTER OF SCIENCE

ATLANTA, GEORGIA

2019

Appendix B

Knowledge and Competency of the Registered Dietitian Nutritionist Mapping

The CP will prepare graduates with the knowledge and competencies that meet the KRDNs and CRDNs established by ACEND, the accrediting agency for the Academy of Nutrition and Dietetics. The following list of courses and rotations illustrate when each KRDN and CRDN is met.

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

      NUTR 6104: Advanced Norman Nutrition
      CNHP 6000: Research for the Health Professions

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

      NUTR 6102: Nutrition Intervention KRDN 1.3 Apply critical thinking skills.
      NUTR 6104: Advanced Norman Nutrition

Competencies

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

      NUTR 6002: Supervised Practice II (Business Plan)

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

      NUTR 6004: Supervised Practice IV (Critical Care Rotation)

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

      NUTR 6002: Supervised Practice II (Business Plan)

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

      NUTR 6005: Supervised Practice V (Diabetes Rotation)

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

NUTR 6002: Supervised Practice II (Business Plan)

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

NUTR 6004: Supervised Practice IV (Critical Care Rotation)

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

Knowledge

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation*.*

CNHP 6000 – Research for the Health Professions

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

NUTR 7108 – Nutrition Assessment
(DPD prepared students have met this as evidenced by the DPD Verification Statement)

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

CNHP 8000 – Trends Affecting Health Policies, Practices and Laws

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

CNHP 8000 – Trends Affecting Health Policies, Practices and Laws

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

CNHP 8000 – Trends Affecting Health Policies, Practices and Laws

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

      CNHP 8010 - Leadership and Ethics in Healthcare
      NUTR 6102 – Nutrition Intervention

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

      CNHP 8000 – Trends Affecting Health Policies, Practices and Laws

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

      NUTR 6001: Supervised Practice I (Pantry Rotation)

Competencies

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

      NUTR 6005: Supervised Practice V (GSU Counseling Center Rotation)

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

      NUTR 6001: Supervised Practice I (GSU Recreation Center Rotation)

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

      NUTR 6002: Supervised Practice II (Business Plan)

CRDN 2.4 Function as a member of interprofessional teams.

      NUTR 6003: Supervised Practice III (Acute Care Rotation)

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

      NUTR 6003: Supervised Practice III (Acute Care Rotation)

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

NUTR 6003: Supervised Practice III (Acute Care Rotation)

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

NUTR 6002: Supervised Practice II (Leadership Liaison Management Position)

CRDN 2.8 Demonstrate negotiation skills.

NUTR 6005: Supervised Practice V (Renal Rotation)

CRDN 2.9 Participate in professional and community organizations. CP Requirement: Professional Organization Leadership Position

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

NUTR 6001: Supervised Practice I (Community School Aged Rotation)

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

NUTR 6005: Supervised Practice V (Diabetes Rotation)

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CP Orientation/Advisement

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

NUTR 6012: Orientation to Practice II

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

NUTR 6012: Orientation to Practice II

CRDN 2.15 Practice and/or role play mentoring and precepting others.

CP mentor/mentee requirement for incoming CP students

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

Knowledge

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

> NUTR 7108 – Nutrition Assessment
> NUTR 7250 – Medical Nutrition Therapy Lab
> (DPD prepared students have met this as evidenced by the DPD Verification Statement)

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

> NUTR 6102 – Nutrition Intervention

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

> NUTR 6300 – Nutrition Counseling Skills

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

> HADM 3403 – Restaurant Analytics
> (DPD prepared students have met this as evidenced by the DPD Verification Statement)
> NUTR 6002: Supervised Practice II (Food Service Management Rotation Modules)

KRDN 3.5 Describe basic concepts of nutritional genomics.

> NUTR 7280 – Nutritional Genomics

Competencies

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

> NUTR 6003: Supervised Practice III (Acute Care Rotation)
> NUTR 6005: Supervised Practice V (GSU Counseling Center Rotation)

CRDN 3.2 Conduct nutrition focused physical exams.

     NUTR 6003: Supervised Practice III (Acute Care Rotation)

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

     NUTR 6001: Supervised Practice I (Corporate Wellness Community Rotation)
     NUTR 6005: Supervised Practice V (GSU Counseling Center Rotation)

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

     NUTR 6006: Supervised Practice VI (Professional Presentation)

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

     NUTR 6001: Supervised Practice I (Pantry Rotation)

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

     NUTR 6001: Supervised Practice I (GSU Recreation Center Rotation)

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

     NUTR 6002: Supervised Practice II (Business Plan)

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

     NUTR 6001: Supervised Practice I (GSU Recreation Center Rotation)

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

     NUTR 6002: Supervised Practice II (Food Service Management Rotation)

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

     NUTR 6001: Supervised Practice I (Pantry Rotation)
     NUTR 6004: Supervised Practice IV (Critical Care Rotation)

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

Knowledge

KRDN 4.1 Apply management theories to the development of programs or services.

    NUTR 6012 – Orientation to Practice II

KRDN 4.2 Evaluate a budget and interpret financial data.

    NUTR 6002 – Supervised Practice II – Food Service Management Rotation

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.

    NUTR 6005 – Supervised Practice V – Counseling and Testing Center Rotation

KRDN 4.4 Apply the principles of human resource management to different situations.

    NUTR 6002 – Supervised Practice II – Food Service Management Rotation

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

    HADM 3403 – Restaurant Analytics
        (DPD prepared students have met this as evidenced by the DPD
        Verification Statement)

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

    NUTR 6002 – Supervised Practice II – Food Service Management Rotation
    NUTR 6102 – Nutrition Intervention

Competencies

CRDN 4.1 Participate in management of human resources.

    NUTR 6002: Supervised Practice II (Food Service Management Rotation)

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

    NUTR 6002: Supervised Practice II (Food Service Management Rotation)

CRDN 4.3 Conduct clinical and customer service quality management activities.

   NUTR 6002: Supervised Practice II (Food Service Management Rotation)

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

   NUTR 6003: Supervised Practice III (Acute Care Rotation)

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

   NUTR 6002: Supervised Practice II (Food Service Management Rotation)

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

   NUTR 6002: Supervised Practice II (Food Service Management Rotation)

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

   NUTR 6002: Supervised Practice II (Business Plan)

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

   NUTR 6002: Supervised Practice II (Business Plan)

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

   NUTR 6005: Supervised Practice V (GSU Counseling Center Rotation)

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

   NUTR 6004: Supervised Practice IV (Critical Care Rotation)

Program Specific Competencies (CPP):

CCP 1
Conduct annual data analysis and review of university based food pantry and develop written report for stakeholders.

   Annual requirement due by 4th semester in program.

CCP 2
Develop strategies to support food insecure students within a large urban university.

NUTR 6001: Supervised Practice I (Pantry Rotation)

Note: While some KRDNs and CRDNs will be met once, others will be met more than once. The courses and rotations mapped to the KRDNs and CRDNs listed above are those that best meet each knowledge and competency requirement.