



# Master of Science Nutrition Science Graduate Student Handbook 2024-2025

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## Chapter 1. Welcome and Purpose of this Handbook

Welcome to the Department of Nutrition, Food Science & Packaging at San Jose State University (SJSU). We wish you success at every stage of your academic journey. The purpose of this student handbook for the Master of Science (MS) program in Nutritional Science is to provide you with important departmental instructions that will facilitate your progress to the MS degree. This handbook should be used in conjunction with the university instructions found on the Graduate Admissions and Program Evaluations (GAPE) website found here: <https://www.sjsu.edu/gape/>. Please note that department policies are always subordinate to university policies.

### Who to go to for help

#### Applicants

- Start by reviewing the Admissions chapter in this handbook.
- Review the department website.
- Review the university website.

- All international student questions can be answered on the [GAPE website](#). DO NOT send any application documents to the department graduate coordinator. All documents are upload using the Cal State Apply website.  
email: [admissions@sjsu.edu](mailto:admissions@sjsu.edu)  
(408)285-7500 (press 1)
- If you have questions about how to become a Registered Dietitian, review the Academy of Nutrition and Dietetics website:  
<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>.
- GAPE is available to answer questions either by email, phone or chat
  - Email: [admissions@sjsu.edu](mailto:admissions@sjsu.edu)
  - Phone: (408)285-7500 (press 1)
  - Live chat: [sjsu.edu/admissions/graduate](https://sjsu.edu/admissions/graduate) M-F 9-noon & 2-4 PM
- If you still have questions, please feel free to email the graduate coordinator, Professor Adrienne Widaman, at [Adrienne.widaman@sjsu.edu](mailto:Adrienne.widaman@sjsu.edu). *Please note that all direct communication with the department will become part of your application file and will be evaluated by the department's admission committee. Graduate students are expected to be professional, have excellent written and verbal communication, and to be able to find answers to their questions independently.*

#### Enrolled Students

- Review this graduate handbook (department) and the [GAPE website](#) (university).
- Review the Graduate Student Canvas course – access will be given in NUFS 201.
- NUFS 201 answers most questions. If you have taken the course, review your notes.
- Attend the graduate coordinator's office hours. Details are under 'Announcements' on the Canvas page.
- If you still have questions, the graduate coordinator invites you to drop into virtual office hours. Office hour details for each semester can be found on the Graduate Student Canvas page. The graduate coordinator's email is [Adrienne.widaman@sjsu.edu](mailto:Adrienne.widaman@sjsu.edu). The undergraduate academic advisors may be able to help with 100-level course questions. They conveniently provide daily [office hours](#).

## Chapter 2. Admission Process

Admission to the MS Nutritional Science program is competitive and limited. The admission committee ranks applicants based on overall GPA, core science GPA, GRE scores, statement of purpose, work/research experience, and letters of recommendation. General university requirements for consideration of admission, as well as important dates are outlined at <https://www.sjsu.edu/gape> and <https://www.sjsu.edu/graduateadmissions/>.

### Pre-requisite Courses

In general, all applicants must have BA or BS with a 3.0 GPA in upper-division courses and have taken or be in the process of taking the following pre-requisite science courses:

1. Lower-division introductory nutrition (equivalent to SJSU NUFS 8)
2. Lower-division general chemistry (equivalent to SJSU CHEM 1A, CHEM 30 equivalent acceptable for Food Management & packaging Concentration)
3. Lower-division organic chemistry (equivalent to SJSU CHEM 8)
4. Lower-division physiology (equivalent to SJSU BIOL 66)
5. Lower-division introductory statistics (equivalent to SJSU STAT 95 or HS 67)
6. Lower-division introductory psychology (equivalent to SJSU PSYC 1)

Or for the packaging concentration:

1. Statistics course
2. Introductory chemistry (equivalent to Chem 30A and 30B)
3. Calculus (1 semester or quarter)
4. Physics (1 semester or quarter)
5. Principles of Packaging (equivalent to PKG 107)

## Deadlines

The MS Nutritional Science program only admits 1 time per year (Fall Semester). Typically, applications open by October 1<sup>st</sup> and close by February 1<sup>st</sup>. Visit the [GAPE website](#) for exact dates. Deadlines for international and domestic applications may vary.

## Graduate Record Examination (GRE) and Other Test Requirements

- The GRE is required. Submit your scores to **SJSU (graduate division)** when taking the GRE by selecting the **code 4687**. Preferred scores: combined minimum GRE score of 297, minimum GRE verbal score of 150, and minimum writing score of 3.5.
- The GRE requirement is waived for applicants who received their bachelors degree from any Department/School in the College of Health and Human Sciences at San Jose State University.
- Applicants may also be required to take a language proficiency exam; instructions can be found on the [GAPE website](#).

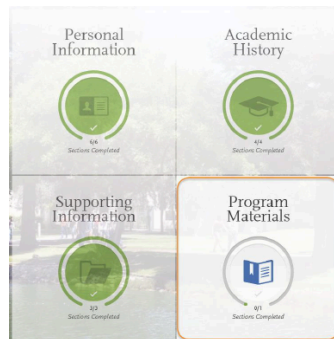
## Transcripts

You must mail OFFICIAL college transcripts or WES evaluation (international students) in sealed envelopes from ALL universities/colleges attended before the posted document deadline to Graduate Admissions & Program Evaluations (GAPE) Office electronically via the system, by mail, or in person:

San Jose State University  
Graduate Admissions & Program Evaluations (GAPE)  
One Washington Square  
San Jose, CA 95192-0017

## Application Procedure

- All applicants must apply on-line using the Cal State Apply, linked [here](#). All application material is submitted through this application program. DO NOT send application material to graduate coordinator. All university application instructions can be found [here](#).
- Application Material
  1. Once in the application, click on the 'Program Material' section to upload the following:



2. **Statement of Purpose** –The statement of purpose is expected to be a letter of intent expressing your interest in the program and educational goals as a potential graduate student. The letter should be single-spaced, using 1-inch margins and 12-point font, and contain no more than 750 words. The admission committee is interested in your educational and professional background, your interest in our program, and your research and/or management experience. We are also curious about your career goals and how our program aligns with these goals.
3. **Resume/CV** – Your resume/CV should be current and cover employment, volunteer, and research experience. If you are interested in pursuing your Registered Dietitian credential, experience working/volunteering with a dietitian, in-foodservice management, or in-leadership positions is encouraged. Dietary Technician, Registered (DTR), Certified Dietary Manager, or other dietary aide experience is also encouraged. For all applicants, please indicate any type of research experience including attendance at nutrition, food science, and/or packaging conferences on your resume. Research experience during or after undergraduate studies will help prepare applicants for the expectations of this MS program.
4. **Core Science Prerequisite Form** – The purpose of this form is to allow reviewers to quickly compute your core science GPA. Please fill out the number of units, grade, and institutions. If a class is in progress or planned, please indicate it on the form. Download and fill out this [form](#). Save your work and upload the PDF file in the 'Program Material' section as supplemental material. Please also indicate if you are applying to other programs through DICAS.

5. **Three Letters of Recommendation** – Request 3 letters of recommendation. Two should be from faculty of an academic institution and 1 should be from an employer or volunteer supervisor. Ask the writer to use official organizational stationery or letterhead. Use the Cal State Apply program to officially request the letters by selecting ‘Add Recommendation’ and entering in the recommender's contact information. The recommender will be automatically notified, and they will send the letter directly to the university. Make sure to follow up with your reviewers and remind them of deadlines.

**Deadline Extension** – There are no application deadline extensions.

**Cost** – At this time, the Cal State Application Fee of \$70 is required. Application fee waiver requests are handled by the [CSU](#).

### **Process and Timeline**

Once your application, transcripts, test scores, and letters of recommendation are received, a GAPE evaluator will review your application for minimum university entrance criteria. If the criteria are met, the applicant is referred to the department (NUFS&Pkg). Final decision on admission is made by the department’s graduate selection committee and is based on an application evaluation rubric. Applicants are ranked by overall GPA, core science GPA, GRE scores, letter of intent, letters of recommendation, and research/professional experience. The top-ranked applicants are accepted. Please note that all of your documents must be received by the GAPE deadline for your application to be considered by the graduate selection committee.

View your application status at <https://my.sjsu.edu> using the login and password provided to you after your application was submitted.

Admission decisions will be made by May 1<sup>st</sup>, and you will be notified through [my sjsu](#).

### **Acceptance**

If you are a top-ranked applicant, you will be admitted as either a classified or conditionally classified standing. Full details can be found on university [admission requirements](#). In general, students with a B.S. or B.A. in Nutritional Science, Food Science, Foodservice Management, Packaging, or equivalent, a GPA of 3.0, and have completed all prerequisite courses will be given a classified standing. All other candidates will be conditionally classified.

### **Changing Classification Status**

Many of our students with bachelor degrees outside of nutrition are admitted under the conditional classified status. Once you have satisfied the course requirements, during your second to last semester, you will complete the petition for candidacy form. Once approved, your classification will be changed.

### **You’ve Been Accepted: Now What?**

The University Admission Office will send you an acceptance letter, and you will be able to accept using the [my sjsu](#) portal. The department graduate coordinator will welcome you via

email and provide you with further instructions. Typically, the graduate coordinator will meet with you in May to provide course advisement including a course roadmap.

- If you are interested in becoming a Registered Dietitian (RD) and/or need dietetic course (DPD) verification, the graduate coordinator will provide you with instructions. In general, you'll need to fill out a declaration of intent (DOI) form and provide the Didactic Program Director (DPD) with your transcripts for evaluation. DOIs must be completed prior to class registration. **Faculty are not available over the summer (~5/30-8/17) or winter break (~12/20-1/17). Do not contact them during these times.**
- Meet all acceptance and registration deadlines.

### Student's Responsibility

It is expected that the student organizes research meetings and committee meetings. The student will schedule the oral exam Defense and be proactive in revising and submitting project/thesis drafts. The student is responsible for getting the drafts of Project and Thesis at least 10 days prior to scheduling the Defense to all committee members. The student is responsible for being aware and meeting all department and GAPE deadlines to graduate on time. Successful students follow GAPE, department, and graduation announcements from the university to stay on top of deadlines. Collaborating/communicating with other graduate students is also helpful in staying on top of things.

## Chapter 3. Coursework

Nutrition, Food Science & Packaging is a Department within the College of Health and Human Sciences (CHHS) at San Jose State University (SJSU). The department confers 1 degree, *Master of Science in Nutritional Science*. Within this degree, the department offers several objectives.

### Summary of Course Requirements

1. Complete 30 units of graduate equivalent coursework with a GPA of 3.0.
  - a. Eighteen units of the required coursework (Appendix 2).
  - b. The rest of units can be any 200-level offered at SJSU or from 100-level courses that can be counted for graduate credit. List of accepted courses in Appendix 7.
2. Accepted Advancement to Candidacy Petition form. All courses C or better.
3. Complete the culminating experience.
  - a. Complete Plan A (Thesis) or Plan B (Project) – details below.
  - b. Pass a masters oral examination (Defense).
  - c. Oral research presentation or poster
  - d. Abstract.



### **Course Options and Advising**

The graduate coordinator assists students in developing a course roadmap after acceptance into the program. The course roadmap will include any pre-requisite coursework still required (Chapter 2) and the program's required courses (NUFS 201, 295, 217, 257, 298/299, and 219A (or 219B or 242)). In addition, students can select Graduate Program Objectives for the remaining units. The program offers 6 Objectives: **1) Nutritional Science, 2) Nutrition Education, 3) Gerontological Nutrition, 4) Foodservice Management, 5) Packaging, and 6) the General Objective** (which is usually chosen by students wishing to pursue the MS/RD track). Courses for the objectives can be found in Appendix 4 and Appendix 5. Unit transfer and substitution are possible in rare cases; please refer to the [Policy of the University](#). For example, a maximum of 9 units of graduate-level coursework completed through Open University, or post baccalaureate coursework from a graduate program at another university, may be transferable if approved by GAPE and graduate coordinator and if taken within the last 7 years.

### **DPD Courses**

For students interested in earning the Didactic Program in Dietetics (DPD) Verification Statement from SJSU to pursue a career as a Registered Dietitian (RD), follow the general program objective. All of SJSU's DPD courses are 100-level courses. In collaboration with the DPD director, students will be provided with a list of courses required to complete (declaration of intent). The graduate coordinator will add these courses to the student's roadmap. By taking these extra courses, a student may earn both an MS degree and DPD Verification Statement.

### **Graduate Credit Courses\***

Many MS/RD students choose to apply some of their DPD course to the 30 units of required graduate credits. The list of approved graduate credit courses can be found in Appendix 3. To receive graduate credit for a 100-level course, you must:

1. Under the guidance of the graduate coordinator, select course(s) from the list of departmental approved courses.
2. Enroll and complete the course with a C or better while maintaining an overall GPA of 3.0 or better.
3. Add the course to the advancement to candidacy petition.

\*It is no longer required for you to alert the instructor, complete an extra Project, or submit a form on Canvas for courses taken after Spring 2022.

## Chapter 4. Plan A or Plan B

### Introduction to Plan A or Plan B

As you progress through the MS program, you and your faculty research advisor will decide whether you will follow Plan A or Plan B. You can earn your MS degree by following EITHER Plan A, which includes 30 units of coursework including **Thesis** completion and Defense OR plan B, which includes 30 units of coursework including **Project** completion and Defense. Course differences can be found in Appendix 2.

### Faculty Research Advisor

Typically, within the 1<sup>st</sup> year, each student will be matched with a faculty research advisor. The matching process is informal and led by the student. Matches are based on the student's research interest and the faculty's research agenda and availability. Students will be introduced to the faculty in NUFS 201. A list of full-time faculty research interests can be found in Appendix 8. It is the student's responsibility to continue to cultivate the relationship until the student and faculty agree to the match. Once selected, the student should initiate signing of the Authorship Agreement via DocuSign. The Authorship Agreement form is on the Graduate Student Canvas page. Students can access DocuSign free through my.sjsu. Once completed, upload the agreement to the Authorship Agreement Assignment on Canvas. In consultation with your research advisor, you will decide whether you want to pursue Plan A (Thesis) or Plan B (Project).

### Thesis vs. Project

#### Similarities

All students are required to complete either a Project or Thesis. To complete either, the student is required to conduct original research under the guidance of the a NUFS faculty research advisor. Research Projects generally include literature review, design/conduct a study, collect/manage/analyze data, discuss results in the context of published work, and determine conclusions. **The quality of the study and the manuscript write-up is expected to be publishable in a peer-reviewed journal for both the Thesis and Project.** To be publishable, the manuscript will require multiple drafts and revisions taking up to 1 semester of work after the 1<sup>st</sup> draft is completed. For both Thesis and Project, you will have a committee led by your faculty research advisor. Human subjects/animal care approval must be obtained before research can begin. Guidelines can be obtained from <https://www.sjsu.edu/gradstudies/irb>. A full disclosure of financial and non-financial relationship and activities and conflict of interests must be disclosed by the student in the final project/thesis.

#### Differences

- *Plan A Thesis*
  - Enroll in 6 units of NUFS 299 – 4 units under main advisor, 1 unit under 2<sup>nd</sup> committee member, and 1 unit under 3<sup>rd</sup> committee member.
  - 3 committee members – 2 NUFS graduate faculty, the 3<sup>rd</sup> member can be another NUFS faculty, SJSU faculty, or a professional outside the university with whom you will work with in completing your Thesis.
  - Write-up format differs and includes an extensive literature review, manuscript, and discussion of findings.
  - Quality of work is determined at both the department and the university (GAPE) level.
  - Deadline for Thesis submission is typically 1.5 months earlier than Project submission. [See GAPE deadlines](#) for Thesis submission deadlines.
  - Theses are made available on [Scholarworks](#).
  
- *Plan B Project*
  - Enroll in 3 units of NUFS 298 – 2 units under main advisor, 1 unit under 2<sup>nd</sup> committee member.
  - 2 committee members – 1 NUFS graduate faculty, the 2<sup>nd</sup> member can be another NUFS faculty, SJSU faculty, or a professional outside the university with whom you will work with in completing your Project.
  - Write-up includes a manuscript and the format differs from Thesis.
  - Quality of work is determined at only the department level.
  - Deadline for Project submission is typically the last week of instruction each semester. Check the Graduate Student Canvas website for deadlines.
  - The Project is only available internally. The manuscript portion may have the potential to be published in a peer-reviewed journal under the guidance of the faculty research advisor.

### *Format of Thesis*

The most up-to-date details can be found in the department's Graduate Student Canvas course and the [GAPE Thesis website](#). Format for publication (front pages, chapters, references) of your MS Thesis is discussed in NUFS 217.

The thesis will consist of 3 chapters:

- Chapter 1 will provide a review of the pertinent literature
- Chapter 2 will be written as a manuscript ready for submission to a journal. Therefore, you should consult your advisor as to the particular journal in which you wish to publish, following the guidelines for authors for that particular journal.
- Chapter 3 is a discussion of your findings. In particular, you should address how your results apply to the knowledge or practice of nutrition, dietetics, food science, packaging or foodservice management, and make appropriate recommendations. It also contains a full reference list.

- Chapter 1 and 3 will be written following the guidelines of the most recent edition of the American Psychological Association (APA) and GAPE unless permission is granted to do otherwise.
- Appendices will follow GAPE guidelines.

### Format of Project

The most up-to-date details can be found in the department's Graduate Student Canvas course and the [GAPE Thesis website](#). Format for publication (front pages, chapters, references) of your MS Thesis is discussed in NUF 217.

- Use the template from NUF 217.
- Your Project write-up will consist of only 1 chapter, a manuscript. It will be written as a research manuscript ready for submission to a journal. Therefore, you should consult with your advisor to determine the particular journal in which you wish to publish. Follow the formatting guidelines outlined in the journal.

The most up-to-date details can be found in the department's Graduate Student Canvas course.

### Thesis Submission

The most up-to-date instructions can be found on the [GAPE website](#) and the department's Graduate Student Canvas page. In general:

- University Submission – The [GAPE deadline](#) is usually about 6 weeks before the end of the semester. Plan to start your submission at least 5 days before the deadline to ensure time for all the official signatures and form completion. Your Thesis will be reviewed by an outside publishing company, and you will be required to make any necessary edits.
- Department Submission – Once GAPE approves your final Thesis, upload to the Graduate Student Canvas course and email the graduate coordinator. See hard copy submission below.

### Project Submission

The most up-to-date instructions and deadlines can be found on the department's Graduate Student Canvas page.

- Department Submission – It is typically due on the last day of instruction for the semester. Follow all instructions including the Obtaining the Signature page (details on Canvas) via DocuSign. Then upload the final Project to the Graduate Student Canvas course. See hard copy submission below

## Chapter 5. Additional Culminating Experience Requirements

### Oral Examination Defense

You are required to pass a final comprehensive oral exam which will include a defense of your Thesis or Project and questioning by your committee members. It is your responsibility to schedule your oral exam (date, time, room) after obtaining approval from your faculty advisor. If you are submitting a Thesis, you should schedule your exam in early March or early October of the semester in which you plan to graduate in order to meet the deadline established by Graduate Studies. Oral exams must be scheduled during the academic semester (not during winter or summer sessions). The Oral Examination Defense is closed to the public and is only attended by the graduate student and the committee members.

During the oral exam, you will be expected to make a detailed formal presentation of your MS Project or Thesis; answer specific questions; clarify content/questions on your paper (page-by-page); and respond to additional questions on material related to your Project or Thesis (which could include material from courses, the literature, speakers, current events, etc.).

Before taking your oral exam, please provide to your faculty advisor an acceptable Thesis/Project draft. After consultation with your advisor, please also provide copies of your draft to other committee members. This approved draft must be provided to committee members 2-3 weeks prior to scheduling your exam. You must make necessary revisions to the draft and resubmit a copy to committee members as soon as possible prior to the comprehensive exam. Make sure to leave sufficient time for additional revisions, another meeting with your committee (if necessary), and editing of the final copy for faculty signatures on your final bound copy in order to meet deadlines. [Thesis deadlines](#) are posted on the GAPE website; for Projects, the deadline is the last day of the Fall or Spring semester. Graduate Studies and the graduate coordinator will reject a Thesis with numerous errors, and students will need to postpone their graduation until errors are corrected.

### Abstract and the Oral Presentation OR Poster

You are required to prepare an abstract according to the guidelines provided in NUF 217. Once approved by advisor. Submit the abstract onto the Canvas site under assignments.

During your last semester, your faculty research advisor will decide if your project will result in a poster or an oral presentation. If a poster is required, the poster will be presented to the committee during the oral defense. If an oral presentation is required, the presentation will be presented to the department.

#### *Department's Guidelines on Abstract/Poster/Oral Presentation*

- The title of abstract/poster/presentation should include the student's name (1<sup>st</sup> author), graduate advisor, committee members and another coauthors.

- The title of abstract/poster/presentation should include the Department of Nutrition, Food Science & Packaging, San Jose State University as the supporting institution. Institutions associated with other committee members should also be listed.
- Presentation of poster should include visuals and appropriate spacing and layout to facilitate comprehension and appeal to observers (e.g., drawings, photos, tables, figures).

Abstract and the oral presentation OR poster should be submitted to the NUFS Graduate Student Canvas page to accompany the submission of your Plan A Thesis or Plan B Project.

### **Petition for Advancement to Candidacy Form**

Complete the petition for Advancement to Candidacy the semester before you finish your coursework. Once completed, the graduate coordinator signs the form and sends it to the GAPE evaluator. The GAPE evaluator reviews the form to ensure the student has met all of the course and grade requirements for the 30 units of graduate-level courses. See the Graduate Student Canvas page for full details including instructions on how to complete the form.

### **Application for Graduation – University Level**

Once you have advanced to candidacy, you can apply for graduation as early as the following semester. Starting in February (Spring) or September (Fall), you can file for graduation using my.sjsu. DO NOT FILE FOR GRADUATION unless you plan to graduate that semester. If you are remaining an enrolled student during the Dietetic Internship (DI), do not file for graduation until your last semester.

If you have filed for graduation using my.sjsu and you need to postpone your graduation, please see the [GAPE website](#) for instructions.

### **Culminating Experience Form**

After you have completed all of the components of the graduate program, please see Chapter 6 Timeline; initiate the Culminating Experience form and the Canvas Module for instructions. Don't forget to remind all professors who have given you an RP in 298 or 299 to file change-of-grade forms. Instructions can be found on the Canvas page.

### **Dietetic Internship Information**

To become a dietitian, you must receive a DPD verification, earn your master's degree, complete a dietetic internship, and pass the Registered Dietitian exam. See [eatright.org](http://eatright.org).

### **Declaration of Intent (DOI)**

The DOI is a list of required courses to fulfill the requirement for DPD coursework from SJSU. See Chapter 3, Coursework, for details.

### ***SJSU Dietetic Internship (DI) Eligibility***

The DI is a supervised professional field experience and fulfills the ACEND requirements to take the Registered Dietitian examination. SJSU offers an internal dietetic internship. Only students enrolled in the SJSU MS in Nutritional Science program or individuals who received their DPD Verification Statement from SJSU and completed a graduate degree (at SJSU or elsewhere) are eligible to apply to the SJSU dietetic internship. Please see the SJSU [DI Frequently Asked Questions](#) webpage and the [DI brochure](#) for detailed information. In addition, the DI Director, Dr. Mauldin, holds informational sessions regularly.

## **Chapter 6. Timeline with Detailed Instructions**

### **Timeline for Completion of Graduate Requirements Overview**

Ultimately, the student is responsible for creating and following a timeline for the successful completion of courses, Project/Thesis, and additional culminating activities. A generic timeline template and guidance will be provided during your 1<sup>st</sup> semester in NUFS 201. Once you have been matched with a faculty research advisor, set up a meeting to review your timeline with them and revise as necessary. Here are some milestones to consider when building your timeline:

#### **Year One**

- 1) Solidify your course roadmap.
  - i) Include any DPD courses that you may need.
  - ii) If you already have your DPD verification and plan to apply to our internal dietetic internship (DI), make sure that you meet all of the DI requirements (i.e., specific GPA in-course DPD courses). If you do not, you may need to retake certain courses to be eligible. Although the course roadmap created by the graduate coordinator considers DPD course requirements for the DPD Verification Statement, it does not consider specific internal dietetic internship requirements. Meeting DI requirements is the student's responsibility.
  - iii) In collaboration with the graduate coordinator, decide on any 100-level courses needed for graduate credit.
- 2) Sign and submit the Authorship Agreement document to Canvas Grad page. *Optional.*
- 3) Decide on Plan A (Thesis) or Plan B (Project) in collaboration with your faculty research advisor.
- 4) Start your research Project. Each student's research timeline will be customized and based on the number of semesters until you finish your coursework, the Project itself (i.e., IRB approval, recruitment, data collection), and the faculty research advisor's schedule. In general, if you already have your DPD verification or you do not wish to become a dietitian then you need to start your research during the 1<sup>st</sup> semester. If you are earning your DPD verification at SJSU (i.e., have 2+ years of coursework), then you have more time to choose your advisor and start on your research Project. These students typically start their research during the Spring semester of their 1<sup>st</sup> year or the Fall semester of their 2<sup>nd</sup> year. Please

note: students graduating in 3 semesters must start your research project during the 1<sup>st</sup> semester.

### **The Semester Before You Complete all of Your Coursework** (*for most students, this will be the semester before they graduate*).

- 1) Petition to Advancement to Candidacy
  - i) By the beginning of October (Fall) or the beginning of March (Spring) - Complete a GAPE Petition to Advancement to Candidacy form. Detailed instructions are on the Grad Student Canvas page and on the [GAPE website](#). In general, you will fill out a form documenting all of the courses that you have taken to meet the 30 units requirement for 200-level or 100-level graduate credit courses.
  - ii) The graduate coordinator will sign and send to the GAPE evaluator. The GAPE evaluator will let the student know if they have advanced to candidacy.
- 2) Full Project/Thesis Draft
  - i) By the end of the semester, you must have a full draft of your research Project or Thesis completed. Starting your final semester, you need a draft of your Project/Thesis to be enrolled in NUFS 280/NUFS 220. To have a full draft, you will need to have collected and analyzed all your data and have discussed how your data relates to the current literature.
  - ii) NUFS 295 and NUFS 217 will provide skills needed to compose your Project or Thesis. Please consider utilizing the [SJSU Writing Center](#). The Writing Center offers free, graduate-level writing webinars and one-on-one tutoring/editing. **Remember that faculty do not typically work during winter or summer break.**

### **The Last Semester of Coursework** (*for most students this is the semester before they graduate*).

- 1) 1<sup>st</sup> Month of Semester
  - i) A draft of your Project/Thesis is required to enroll in the dietetic internship course NUFS 280. NUFS 280 is required to apply to the internal DI. The draft should include front pages, review of literature, methods, results, discussion, and references.
  - ii) If you are completing a Thesis, check the university's [GAPE Thesis Deadlines](#).
  - iii) If you are completing a Thesis or Project, check the Graduate Student Canvas page for department deadlines.
  - iv) Schedule your Oral Examination Defense with your committee.
  - v) Continue to revise your Thesis/Project with your faculty research advisor. Expect 7-10 revisions.
  - vi) File for graduation through the University.
    - (1) By 3 weeks into the start of the semester, you will be able to file for graduation through your my.sjsu account.
    - (2) Do not file for graduation with the university if you plan on staying enrolled through the DI until your last semester of the DI.
  - vii) Apply to the SJSU Dietetic Internship in NUFS 280, if applicable – [See the DI Brochure and Frequently Asked Questions webpage](#).
- 2) 2<sup>nd</sup> and 3<sup>rd</sup> Month of Semester



- i) Provide your committee members with your Project/Thesis for review. Give to committee members at least 2 weeks before your Defense to review.
  - ii) Continuing revising your Project/Thesis under your faculty research advisor's direction.
  - iii) Successfully defend your Project/Thesis during the Oral Examination (Defense).
  - iv) Thesis is due to GAPE - Submit your final Thesis to GAPE.**
- 3) Last Month of Semester
  - i) Submit Project.
  - ii) All committee members should sign the signature page of the Project.
  - iii) Submit the signed Project to the Canvas page under 'Assignments'.
- 4) Submit Thesis
  - i) GAPE will provide you with necessary edits. Make those edits. Once you have the final approved Thesis, upload it to the Canvas page under 'Assignments'. You may not receive the final approved Thesis until after the end of the semester.
- 5) Research Poster **OR** Graduate Student Research Presentations
  - i) Oral Presentation
    - (1) Your research advisor will inform you if your project/thesis has been selected for an oral presentation during your last semester
    - (2) Prepare a draft of the presentation for your oral defense.
    - (3) Presentations are typically scheduled the last week of the semester.
    - (4) Review the detailed instructions on the Graduate Student Canvas page.
    - (5) Add your abstract to the Google shared link provided by the graduate coordinator 2 weeks before the presentation.
  - ii) Poster
    - (1) If you were selected for an oral presentation, you do not need to complete a poster.
    - (2) Prepare a draft of your poster for the oral defense.
    - (3) Instruction for poster formatting can be found on Canvas
    - (4) Submit the final poster to Canvas under 'Assignments' by the department deadline (typically the last week of instructions).
- 6) Abstract
  - i) Submit your final abstract to the Graduate Student Canvas page under 'Assignments' by the department deadline (typically last week of instruction).
- 7) Culminating Experience Memo
  - i) Instructions provided on the Canvas page.
  - ii) Wait until you have submitted your final Project/Thesis to Canvas, then complete the memo. For Thesis students, you may have to wait until after the semester.
  - iii) Send memo to graduate coordinator via DocuSign. The graduate coordinator will send the signed memo to the GAPE evaluator.
- 8) 'CR' Grades on NUFS 298/299
  - i) You will not be able to graduate until all NUFS 298/299 have received a CR grade.
  - ii) Review your unofficial transcript. You must have received a CR grade (i.e., credit) for all NUFS 298/299 courses. If you received a different grade, such as RP, you must

- request a 'change-of-grade' form be completed by the instructor who gave you the grade.
- iii) To request a grade change, email the instructor providing the following
    - (1) Email the instructor, requesting a grade change to CR.
    - (2) The instructor will need to request a 'change-of-grade' from Christina De Leon.
    - (3) In the email, the student should provide the instructor with the following: official full name, student ID number, course name and number, semester and year course taken.
  - iv) Submit Hard Copy of Thesis/Project to department – instructions above.
  - v) Details on Canvas

## Chapter 7. Additional University Policies and Procedures

University policies can be found at: <https://www.sjsu.edu/gape/> and also, in the course catalog: <https://catalog.sjsu.edu/content.php?catoid=2&navoid=98>. A summary is provided below. Please check the GAPE website for the most updated information.

### Leave of Absences

As a student, you can take a leave of absence for 1 or multiple semesters of enrollment. When you return, you will still be classified as an active student and will not have to re-apply. However, in order to take a leave of absence, you must follow very strict rules. Graduate Studies allows 2 types of leaves: the one-semester leave and the official leave.

#### One-Semester Leave

Once a graduate student has enrolled and completed the 1<sup>st</sup> semester in which they were accepted, they are considered active graduate students. A graduate student then has the option of missing 1 semester without having to file any leave form. The student must enroll and complete the subsequent semester after their one-semester leave or they will be discontinued and will have to re-apply to the program. There is no limit to the number of times a student can take this one-semester leave. Summer session does not count as a full semester and can be automatically skipped without having it count as a leave of absence. Graduate students will still receive a registration notice for the semester they are supposed to return and do not have to file any special return forms.

#### Official Leave of Absence

Graduate students may qualify for a leave of absence if they wish to miss more than 1 semester without penalty. To apply for an official leave of absence, please complete the official form (found on the Office of Admissions and Records website). A student may only take a leave for 4 semesters before returning. Once a student knows when they will return, they should notify Admissions and Records as early as possible so registration will not be jeopardized in the returning semester.

### Returning After a Non-leave of Absence

When a graduate student wants to return after missing more than 1 semester and is not on an official leave of absence (as described above), the student is no longer considered a graduate student and will have to re-apply to the University. A graduate student must follow the same application rules and deadlines as other prospective students. Once a student is re-admitted, their previous academic history will continue to be used for their graduate career as long as it is not older than 7 years.

### **Continuous Enrollment**

If you have completed all the required coursework and only have to complete your Project or Thesis and/or internship, you must enroll in a special class called NUFS 1290R. Failure to enroll may jeopardize completion of your degree.

### **Time Limit for Completion of Degree**

Section 40510(b)(2), California Code of Regulations, Title 5, Education, requires that courses for completed master's degree programs be no older than 7 years at the time of the awarding of the degree. This means that no more than 7 years may elapse between the time you complete the 1<sup>st</sup> course in your program and the date you actually complete (not register for) the last course in the program and complete the requirements for the degree. If, after reading the catalog information on the 7-year time limit, you still have questions regarding the time to complete your degree, email/call the evaluator listed for your program.

## **APPENDIX**

### **Appendix 1 Resources**

<https://www.sjsu.edu/writingcenter/>

<https://www.sjsu.edu/nufspkg/programs/ms-nutritional-science/index.php>

<https://www.sjsu.edu/gape/>

<https://www.sjsu.edu/nufspkg/programs/dietetic-internship.php>

### **Appendix 2 - Requirement for the degree: Coursework**

	<b>Plan A Thesis</b>	<b>Plan B Project</b>
Core Courses (Table 2)	15	15
Graduate Program Objectives Courses (Table 3)	9	22
Thesis (NuFS 299)	6	--

Project (NuFS 298)	--	3
<b>Total</b>	<b>30</b>	<b>30</b>

### Appendix 3. Core courses required for the MS degree

Course #	Title	Notes	Units
NuFS 201	Colloquium in Nutrition, Food Science & Packaging	Only offered in Fall	3
NuFS 217	Issues in Nutrition, Food Science & Packaging	Meets the Graduation Writing Assessment Requirement (GWAR). Only offered in Fall	3
NuFS 257	Biostatistics in Research	Only offered in Spring	3
NuFS 295A	Research Methodology	Only offered in Spring	3
<b><i>and one (1) of the following 3-unit courses:</i></b>			
NuFS 219A	Advanced Nutrition and Metabolism	219B, or 242 can be substituted. Can repeat for credit. Only offered in Fall.	3
NuFS 219B	Seminar in Advanced Topics in Human Nutrition and Dietetics	219A, or 242 can be substituted. Can repeat for credit. Only offered in Spring	
NuFS 242	Advanced Foodservice Systems Management	Recommended for the Foodservice Management Objective. Only offered once every 2 years	
Pkg 270	Packaging Design for Consumer End Use	Recommended for the Packaging Objective. Only offered once every 2 years.	
<b>Total</b>			<b>18</b>

## Appendix 4. Graduate Program Objectives and required classes for each graduate objective

Nutrition Science	Units	Nutrition Education	Units	Food Management	Units	Gerontology	Units	Packaging	Units	General Emphasis
<b>Required</b>		<b>Required</b>		<b>Required</b>		<b>Required</b>		<b>Required</b>		<p>To select specific courses in addition to the 18-core units, advisement with the graduate advisor is required.</p> <p>The General Objective is often used by those pursuing the RD, and completing upper division 100 level dietetics courses in addition to 200 level courses.</p>
NuFS 201	3	NuFS 201	3	NuFS 201	3	NuFS 201	3	NuFS 201	3	
NUFS 295	3	NUFS 295	3	NUFS 295	3	NUFS 295	3	NUFS 295	3	
NUFS 217	3	NUFS 217	3	NUFS 217	3	NUFS 217	3	NUFS 217	3	
NUFS 219A <sup>2</sup>	3	NUFS 219A <sup>2</sup>	3	NUFS 219A <sup>2</sup>	3	NUFS 219A <sup>2</sup>	3	NUFS 219A <sup>2</sup>	3	
NUFS 257	3	NUFS 257	3	NUFS 257	3	NUFS 257	3	NUFS 257	3	
NUFS 298/299 <sup>1</sup>	3	NUFS 298/299 <sup>1</sup>	3	NUFS 298/299 <sup>1</sup>	3	NUFS 298/299 <sup>1</sup>	3	NUFS 298/299	3	
<b>Select additional 3-6 units from:</b>		<b>Select additional 6-9 units from:</b>		<b>Select additional 3-6 units from:</b>		<b>Select additional 6 units from:</b>		<b>Select additional 6-9 units from:</b>		
NuFS 108L	1	NuFS 104A <sup>3</sup>	3	NuFS 104A <sup>4</sup>	3	GERO 108	3	<p>You are required to complete an additional 6-9 units by advisement and consultation with your faculty advisor and graduate committee, based on your graduate thesis or project problem.</p> <p>Minimum 15 units of 200-level coursework required</p>		
NuFS 122	3	NuFS 114A	3	NuFS 113	3	GERO 118	3			
NuFS 190	2	NuFS 116	3	NuFS 116 <sup>4</sup>	3	GERO 122	3			
NuFS 216	3	NuFS 122	3	NuFS 117	2	GERO 137	3			
NuFS 242 <sup>3</sup>	3	NuFS 124	3	NuFS 190	2	GERO 185	3			
Biol 124	3	NuFS 134	3	NuFS 194	1	GERO 251	3			
Biol 125	3	NuFS 191	1	NuFS 216	3	GERO 180 <sup>4</sup>	3			
Biol 155	3	NuFS 194	1	NuFS 290	3	GERO 133 <sup>4</sup>	3			
Chem 135	3	NuFS 216	3	Bus2 130	3					
Chem 231	3	NuFS 220A	3	Bus2 134A	3					
Micro 123/123L	3	NuFS 242	3	Bus3 140	3					
		NuFS 260	3	Bus3 141	3					
		HS 264	3	Bus3 142	3					
		HS 276	3	Bus3 147	3					
		HS 267	3	Bus3 150	3					
		EDUC 157	3	Bus3 151	3					
		Other <sup>6</sup>	3	Bus3 160	3					
				Bus3 166	3					
				Bus 245 <sup>6</sup>	3					
				Bus 251 <sup>6</sup>	3					
				Bus 262 <sup>6</sup>	3					
				HS 262	2					
				Micro	T					
				123/123L	b					
					d					
				HSPM <sup>6</sup>	T					
					b					
					d					
				PKG <sup>6</sup>	T					
					b					
					d					
				Other <sup>6</sup>						

1. Student typically enroll in 6 units of NUFS 299 for Plan A (Thesis) or 3 units of NUFS 298 for a Plan B (Project).
2. Student may substitute NUFS 219B or NUFS 242 for NUFS 219A.
3. Offered once every 4 semesters
4. One of these courses only
5. Enroll as part of core; or course designated by advisor
6. Business 200-level foundation courses
7. By advisement
8. NuFS 219A is repeatable

## Appendix 5. List of Graduate Program Objectives courses

Please check the SJSU on-line course listings and the respective departments to learn when classes are offered. Some are offered every semester; some are offered only once every 2 years.

Course Number	Name (units)
Biol 124	Mammalian Physiology (3)
Biol 125	Systems Physiology Laboratory (3)
Biol 137	Introduction to Principles of Toxicology (3)
Biol 155	Hypothesis Testing (3)
Bus2 130	Introduction to Marketing (3)
Bus 134A	Consumer Behavior (3)
Bus 140	Fundamentals of Operations Management (3)
Bus 141	Materials Management (3)
Bus 142	Total Quality Management (3)
Bus 147	Service Operations Management (3)
Bus 150	Fundamentals of Human Resource Management (3)
Bus 151	Labor Relations (3)
Bus 160	Fundamentals of Management & Organizational Behavior (3)
Bus 166	Business & Society (3)
Bus 245	Service Systems Management (3)
Bus 251	Managing Organizational Change (3)
Bus 262	Leadership (3)
Chem 135	General Biochemistry (3)
Chem 231	Advanced Biochemistry (3)
Educ 157	Community Action & Service (3)
Gero 107	Aging and Society (3)
Gero 108	Health in Later Life (3)
Gero 117	Social Policy and Services in Aging (3)
Gero 118	Long Term Care Services (3)
Gero 122	Women in the Second Half of Life (3)
Gero 133	Fieldwork (3)

Gero 137	Families, Aging and Diversity (3)
Gero 180	Individual Studies (3) Or
Gero 185	Leisure, Recreation and Aging (3)
Gero 251	Social Work with Aging Populations (3)
HS 262	Health Care Systems: Organization & Administration (2)
HS 264	Health Policy (3)
HS 265	Environmental Health (3)
HS 267	Public Health Statistics (3)nufs 134
HS 276	Com Org Health Pro (3)
Micr 123/123L	Food Microbiology (1) and Lab (2)
NuFS 104A	Cultural Aspects of Food (3)
NuFS 108L	Nutrition Laboratory (1)
NuFS 113	Foodservice Systems: Management and Procurement (3)
NuFS 114A	Community Nutrition (3)
NuFS 116	Aging and Nutrition (3)
NuFS 117	Food Evaluation Techniques (2)
NuFS 118	Food Chemistry (3)
NuFS 122	Chemical Analysis of Food (3)
NuFS 123	Sports Nutrition (3)
NuFS 124	Disordered Eating and Nutrition Therapy (3)
NuFS 134	Complementary and Alternative Health Practices (3)
NuFS 150	Food and Nutritional Toxicology (2)
NuFS 190	Nutrition Education and Counseling (3)
NuFS 194	Entrepreneurial Nutrition (1)
PKG 146	Packaging for Medical Devices and Pharmaceuticals (3)
PKG 156	Packaging Machinery Systems (3)
PKG 158	Protective Package Design and Testing (3)
PKG 159	Packaging Material Handling and Distribution (3)
PKG 169	Food Packaging and Preservation (3)
PKG 170	Packaging Development and Management (3)

## Appendix 6. Graduate courses in the Nutrition, Food Science & Packaging Department

Please check the SJSU on-line course listings to learn when classes are offered. Not all classes are offered every semester and some are offered only once every 2 years.

<p><b>NuFS 201</b></p>	<p><u>Colloquium in Nutrition, Food Science &amp; Packaging</u> – Presentation and discussion of original research or specialized studies in nutrition, food science, and packaging by graduate students, faculty, and guest speakers. (Seminar, 1 hour) One unit. (An oral presentation of your Plan A Thesis (NuFS 299) or Plan B Project (NuFS 298) in NuFS 201 (or other designated course) is required prior to graduation)</p>
<p><b>NuFS 217</b></p>	<p><u>Issues in Nutrition, Food Science and Packaging</u> – Discussion and critical evaluation of advanced topics in the field. Pre/Corequisite: Stat 115 or HS 167; Competency in area of objective. (Seminar, 3 hours). Three units.</p>
<p><b>NuFS 219A</b></p>	<p><u>Advanced Nutrition and Metabolism</u> – Advanced seminar course in human nutrition and metabolism including: sources and interactions among dietary constituents, digestion and absorption of metabolic homeostasis in normal healthy individuals. Prerequisite: Chem 132; NufS 108A or NuFS 109 (each with a grade of “C” or better). (Seminar, 3 hours) Three units. Repeatable for credit.</p>
<p><b>NuFS 219B</b></p>	<p><u>Seminar in Advanced Topics in Human Nutrition and Dietetics</u> – Advanced seminar on selected topics in human nutrition and dietetics including: sources and interactions among dietary constituents, nutrition and disease, community nutrition, nutrition education, hunger and environmental nutrition, sustainability, and nutrition and culture, including issues of social justice. Prerequisite: Instructor consent. (Seminar, 3 hours) Three units. Repeatable for credit.</p>
<p><b>NuFS 220A</b></p>	<p><u>Advanced Clinical Nutrition</u> – Assessment and evaluation of nutritional status; diet planning in health and disease; counseling techniques; and documentation. Prerequisite: NuFS 110B. (Lecture and Activity, 3 hours) Three units.</p>
<p><b>NuFS 242</b></p>	<p><u>Advanced Foodservice Systems Management</u> – Quantitative and qualitative analyses of foodservice systems operations as basis for managerial decision-making. Prerequisite: NuFS 113. (Seminar, 3 hours) Three units.</p>
<p><b>NUFS 243</b></p>	<p><u>Nutrition and Dietetics Leadership</u> - as dietitian and nutrition-related manager in a variety of settings. Quantitative and qualitative analyses of</p>



	leadership strategies including communication, emotional intelligence and quality improvement. (Seminar, 3 hours) Three units.
<b>NuFS 257</b>	<i>Biostatistics in Research</i> - Concepts in biostatistics including best practices and skills for managing, analyzing, and interpreting research data within the health profession fields.
<b>NuFS 260</b>	<i>Multidisciplinary Health Promotion in Later Life</i> – Multidisciplinary assessment and planning. Principles of promoting health and preventing disability in later life. Physical, psychological, social, cultural, spiritual, and environmental factors that affect length and quality of life. Prerequisites: Biol 66 or Gero 108 or instructor consent. Three units.
<b>Pkg 270</b>	<i>Packaging Design for Consumer End Use</i> . Current package design and influences on designs. Three units.
<b>NuFS 290</b>	<i>Advanced Nutrition Education</i> – Emphasis on nutrition competencies, goals/objectives, preparation and presentation of teaching-learning strategies, and evaluation. Prerequisite: Instructor consent. (Lecture and Activity, 4 hours.) Three units.
<b>NuFS 298</b>	<i>Special Studies in Nutrition, Food Science, Foodservice Management and Packaging</i> – Advanced individual research and projects. Prerequisites: Consent of graduate advisor. (Credit/No Credit grading). One to six units.
<b>NuFS 299</b>	<i>Master’s Thesis</i> – Prerequisite: Admission to candidacy for the Master’s degree in Nutritional Science. (Credit/No Credit grading.) One to six units.
<b>NuFS 295A</b>	<i>Research Methodology</i> – Introduction to scientific methodology, and research design, including refining scholarly search strategies to build a strong scientific base for research, development of research design, data collection, analysis, interpretation and application of research in nutrition, food science and packaging. Prerequisite: <i>Enrollment requires you have selected a Thesis/Project topic approved by your graduate advisor or the graduate coordinator and have completed an upper division statistics course (e.g., HS 167, Stats 115) and NuFS 217.</i> Three units.

## Appendix 7. NUFs 100 level courses that can and cannot be used towards graduate credit

These classes cannot be used			These classes can be used		
31	112	139	108	118	PKG 146
101A	115	144	109	122	PKG 156
103	135	163	110A	124	PKG 158
105		180	110B	134	PKG 159
106A		192	113	150	PKG 169
			114A	190	PKG 170
			116 <sup>1</sup>	194	
			117		

## Appendix 8 -List of Available Faculty Research Advisors

### Jacqueline Bergman, Ph.D, Assistant Professor. University of California, Davis

Office: CCB 202, email: [jacqueline.bergman@sjsu.edu](mailto:jacqueline.bergman@sjsu.edu)

<https://www.researchgate.net/profile/Jacqueline-Bergman-3>

### Izzie Brown, MS, RDN, CSCS, NUFSPkg Minor Advisor and Lecturer.

Office: CCB 202, Phone: (408) 924-3373, [izzie.brown@sjsu.edu](mailto:izzie.brown@sjsu.edu)

Research interests: sports nutrition, eating disorders, body image and energy availability.

Clinical areas of expertise: cardiovascular, diabetes and psychiatric.

### Susan Chen, PhD, Assistant Professor, Virginia Tech, VA

Office: CCB 108, Phone (408) 924-3106, [susan.chen@sjsu.edu](mailto:susan.chen@sjsu.edu)

Research Interests: Sustainable food systems, food environment, community food insecurity, food waste. <https://scholar.google.com/citations?hl=en&user=CeAWjHsAAAAJ>

### Xi (Alex) Feng, PhD, Associate Professor. Iowa State University, IA

Office: CCB 109, Phone: (408) 924-3146, [xi.feng@sjsu.edu](mailto:xi.feng@sjsu.edu)

Research interests: Food chemistry, with emphasis on functional food, food flavors, food processing technologies and preservation. [https://www.researchgate.net/profile/Xi\\_Feng7](https://www.researchgate.net/profile/Xi_Feng7)

### John Gieng, PhD, Associate Professor. Pennsylvania State University, PA

Office: HB 130, Phone (408) 924-1277, [john.gieng@sjsu.edu](mailto:john.gieng@sjsu.edu)

Research interests: 1) To evaluate the composition and nutritional quality of sustainable foods and their impact on health. 2) To evaluate the impact of nutrition on health and related behaviors and programs using biotechnology. 3) To evaluate the relationships among nutrition, metabolism, body composition, and health. <https://www.sjsu.edu/people/john.gieng/>

**Jamie Kubota, MS, RD, Lecturer and CHEW advisor. San Jose State University, CA**

Office: CCB 109, Phone: (408) 924-6530, [Jamie.kubota@sjsu.edu](mailto:Jamie.kubota@sjsu.edu)

Research interests: Quantifying cooking skills/knowledge level, integration of cooking programs into nutrition education, use of targeted cultural menus in managing malnutrition.

**Kasuen Mauldin, PhD, RD, Professor; Dietetic Internship Director. UC Berkeley, CA**

Office: CCB 105, Phone: (408) 924-3109, [kasuen.mauldin@sjsu.edu](mailto:kasuen.mauldin@sjsu.edu)

Research interests: Clinical nutrition, medical nutrition therapy, nutrition assessment tools (body anthropometry, body composition, indirect calorimetry, dietary intake, trackers / wearable devices), weight-inclusive patient care and non-dieting approaches to health, telenutrition / telehealth. <https://sites.google.com/sjsu.edu/mauldin-rsca>

**Giselle A.P. Pignotti, PhD, RD, Associate Professor; DPD Director. Arizona State University, AZ**

Office: CCB 107, Phone: (408) 924-3108, [giselle.pignotti@sjsu.edu](mailto:giselle.pignotti@sjsu.edu)

Research interests: Determinants of healthy eating and strategies to improve dietary quality and practices with emphasis on dietary assessment, food access, nutrition and health literacy, intuitive eating, bone health, cardiovascular disease, and health disparities. <https://scholar.google.com/citations?hl=en&user=OUzFKtgAAAAJ>

**Edmund Tang, MS, Assistant Professor & Director of Packaging, San Jose State University, CA**

Office: IS 207, [edmund@westpak.com](mailto:edmund@westpak.com)

Research interests: Edmund also works full time at Westpak, Inc., an industry leading product and packaging testing facility. He regularly presents research at the ISTA meetings on Distribution and Transportation stress analysis.

**Ashwini R. Wagle, EdD, RD, Professor; Department Chairperson. University of New England, ME**

Office: CCB 201, Phone: (408) 924-3110, [ashwini.wagle@sjsu.edu](mailto:ashwini.wagle@sjsu.edu)

Research interests: Foodservice management, food habits and practices of South Asian Indians. <https://scholar.google.com/citations?hl=en&user=wHg94oEAAAAJ>

**Adrienne Widaman, PhD, RD, Associate Professor; Graduate Coordinator. University of CA Davis, CA**

Office: HB 129, email: [adrienne.widaman@sjsu.edu](mailto:adrienne.widaman@sjsu.edu)

Research interests: Head and neck cancer, dysphagia/swallowing disorders, dietitians effectiveness in oncology care, dietary assessment methods and hospital foodservice management. <https://www.semanticscholar.org/author/Adrienne-M-Widaman/7678458>

**Mi Zhou, PhD, Assistant Professor. Virginia Tech, VA**

Office: HB 132, email: [mi.zhou01@sjsu.edu](mailto:mi.zhou01@sjsu.edu)

<https://www.researchgate.net/profile/Mi-Zhou-13>

**IMPORTANT:** Please note that faculty members are not available during Summer/Winter breaks, except for designated advising dates indicated on registration materials.

## Appendix 9 -MS Nutritional Science Brief Degree Checklist

The following checklist helps track your progression through the degree.

- 1. Select Graduate Program Objective (See: [Table 3: Graduate Program Objectives](#))
- 2. Complete all appropriate prerequisite requirements for your Graduate Program Objectives (See: [APPENDIX 1. Student Tracking form](#))
- 3. Complete NuFS 217 with a grade of at least a C.
- 4. Have a cumulative grade point average of a "B" (3.0) in all courses taken as a graduate student (lower division courses are not included in this calculation).
- 5. Advance to candidacy (See: [APPENDIX 2. Candidacy form](#); must maintain a 3.0 average)
- 6. Select Plan A or Plan B, choose a Graduate Research Advisor, provide your advisor with (See: [Choosing a graduate advisor](#))
- 7. Complete Project of Thesis
- 8. File for graduation
- 9. Prepare an abstract and poster for display at a local or state meeting
- 10. Defend your thesis/project
- 11. Submit your Project to the Department or Thesis to GS&R and the Department.
- 12. Celebrate!

## Appendix 10 – Tips for graduate students

### What does it mean to be a graduate student?

Graduate school is a special time for students and faculty mentors. Understanding that graduate school is not simply a continuation of your senior year as an undergraduate is the first step to successful completion of your MS degree. As a graduate student, not only will you be exposed to different material from undergraduates, but more importantly, you will be expected to go above and beyond that of an undergraduate in your learning—specifically, you will be expected to use the information in new, creative and sophisticated ways. After all you are becoming “masters” of a field.

It is also expected that you will take responsibility for your progress through the program. Your faculty advisor and others are here to help, but your success will depend on your own personal commitment to excellence. Learning is more than just getting good grades. It is hoped that you will self-engage in the many facets of science—including reading the literature, conducting research, analyzing and interpreting data, and possibly participating in conference presentations and publishing. As program faculty, we are here to expose you to theory, techniques, and experiences, which make up the science of nutrition, food science and packaging. What you get out of the program is ultimately up to your efforts and commitment to your graduate experience.

### Tips to Success in Graduate School

#### 1. Take advantage of professors and other contacts around you. Chances are you won't find

yourself in another research position like this one where you have access to some of the best and the brightest in your field. You may need those contacts for your first job after you graduate, too, so it is best to cultivate relationships early on and not just when you're ready to ask for recommendations.

**2. Revise your approach.** Starting graduate school with the attitude that it will be a breeze just because you were a stellar undergraduate probably isn't the best idea. Pursuing an advanced degree won't be the same as pursuing your bachelor's, nor should it be. Go into the experience with high expectations for yourself, and the attitude that you'll need to devote more time to your academic life to be successful.

**3. Get organized.** Much of what you do on the graduate level will be useful down the line, whether that means an assignment will become a part of a portfolio or the research you do will find an eventual place on your resume. Come up with a system where you can compile anything you may return to after graduation, separate from any thesis materials you already know you'll need.

**4. Take initiative.** There isn't much handholding in graduate school, and you'll largely be expected to figure things out on your own. If you do have questions about the program, financial aid, or just about anything for that matter, it's up to you to find the answer. Your professors will definitely appreciate you coming to them sooner rather than later.

**5. Focus on time management.** If you struggled with time management in the past, you'll need to think about how to best manage your time as a graduate student. Compared to when you were an undergraduate, assignments will be more involved, exams you take will take more preparation, and you'll be spending time on research. Everything always takes longer than expected! It's much harder to procrastinate on graduate level work than it may have been when you were an undergraduate, so stay on top of your studies. Keep a calendar, to-do list, or whatever will help keep you on track, because the coursework and assignments expected of you will be more intense than those you may have been used to as an undergraduate.

**6. Prioritize.** There will be a lot thrown at you from the minute you start graduate school, and it's up to you to figure out what's most important to do now, and what can wait until later. Don't procrastinate. Big projects may need to be tackled piece by piece, and you'll be responsible for not letting all of your other work and responsibilities slide in the meantime.

**7. Become an expert.** Take advantage of research opportunities. Talk to professors and find out what they're involved with, and ask if you can help out. When else will you have access to the caliber of academic professionals and materials that you'll have in graduate school? Getting more involved in research in your field may open up doors to fellowships, grants, and assistantships that are often based on your experience and willingness to conduct research.

**8. Budget wisely.** It may be difficult to save money while in graduate school, but it should be your goal to live frugally. You probably have student loan debt waiting for you from your bachelor's, so you shouldn't rely on loans to cover all of your college expenses. Find some part-time work that plays to your strengths or looks good on a resume, and stick to a budget.

**9. Branch out.** Even the most studious among you needs to leave the library sometimes and get acquainted with the rest of your graduate school class. Make sure to take advantage of what your school has to offer from time to time, whether that's a lecture series, a student group affiliated with an issue you support, or free pizza in the student lounge. Even graduate students need a break sometimes.

From:

<https://www.scholarships.com/resources/after-college/graduate-and-professional-school/top-10-tips-for-surviving-graduate-school/>

Other helpful hints can be found here:

<https://psychcentral.com/lib/2011/12-tips-for-surviving-and-thriving-in-grad-school/all/1/>

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