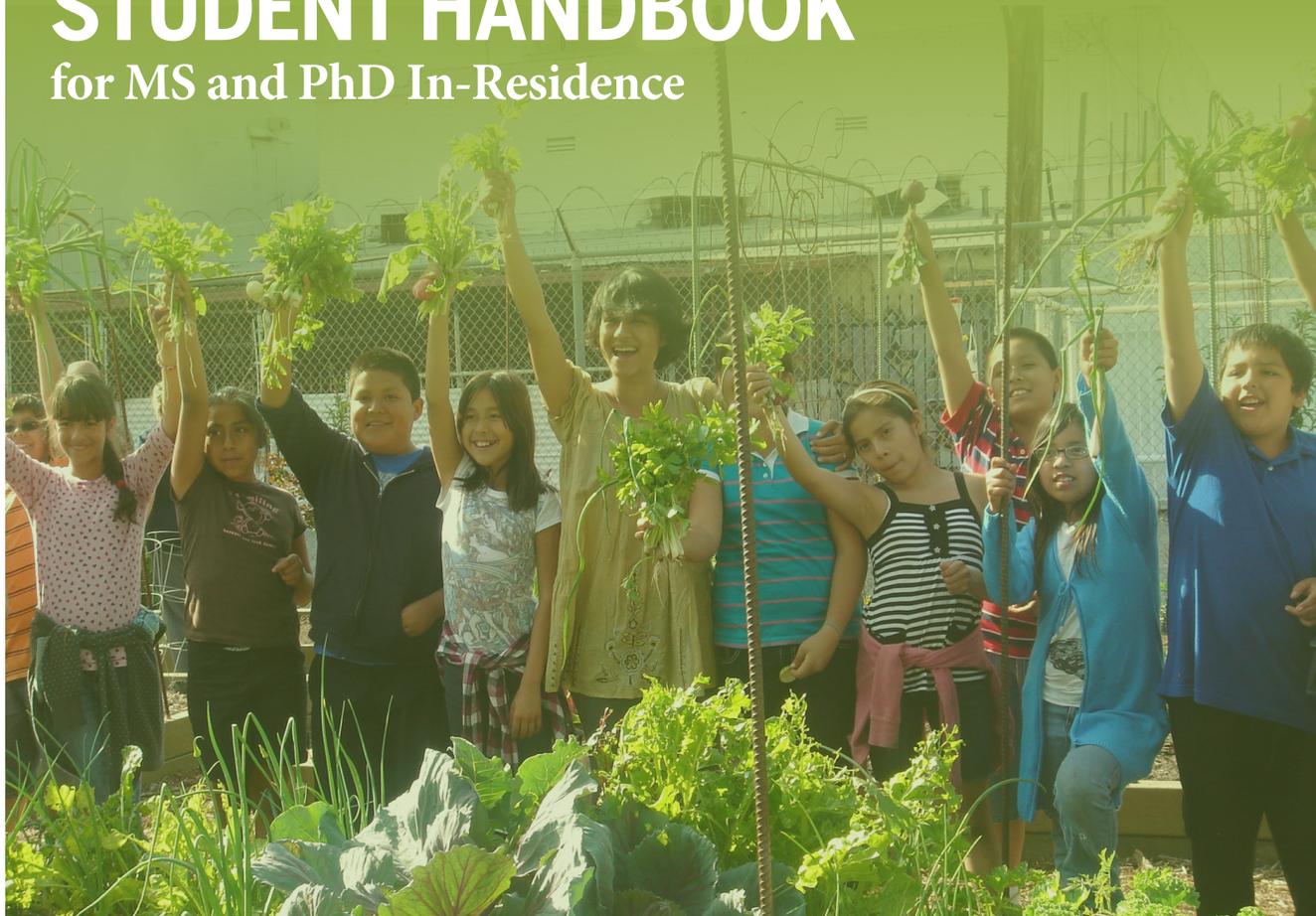


Nutritional Sciences GRADUATE STUDENT HANDBOOK

for MS and PhD In-Residence



2017–2019



The University of Texas at Austin

TABLE OF CONTENTS

<u>Welcome + Expectations</u>	<u>3</u>
<u>Instructions for Annual Progress Report- REQUIRED for all students</u>	<u>9</u>
<u>Structure of the Graduate School and Administration of the Graduate Program</u>	<u>10</u>
<u>Research Interests of Faculty</u>	<u>12</u>
<u>Registration Policies and Resources</u>	<u>14</u>
<u>Financial Support- fellowships, scholarships and employment policies</u>	<u>17</u>
<u>Resources and Services</u>	<u>21</u>
<u>Additional University Academic Policies</u>	<u>24</u>
<u>Master of Science in Nutrition (Thesis and Report)</u>	<u>28</u>
<i>includes sample Program of Work.</i>	
<u>Doctor of Philosophy in Nutritional Sciences</u>	<u>32</u>
<i>includes sample Program of Work and memos for prelim exam</i>	
<u>Procedures for Graduation for MS and PhD</u>	<u>46</u>
<u>Dissertation defense</u>	<u>48</u>
<u>Candidacy Proposal Format (NSRA)</u>	<u>50</u>
<u>Excerpts from Graduate Catalogs</u>	<u>51</u>
<u>Nutritional Sciences Graduate Courses</u>	<u>55</u>

APPENDIX

<u>Example Curriculum Vita</u>	<u>57</u>
<u>Annual Progress Report Form</u>	<u>59</u>
<u>Travel Award Application- Professional Development</u>	<u>60</u>
<u>Checklist of Instructional Duties for Teaching Assistants</u>	<u>61</u>
<u>Performance Evaluation: Assistant Instructor/Teaching Assistant</u>	<u>62</u>
<u>Example of Time Log for Documenting TA Duties & Time Spent</u>	<u>63</u>
<u>Guide to Establishing Responsibilities in Shared Space and Equipment</u>	<u>64</u>

**Please go to
<https://registrar.utexas.edu/calendars>
for current academic calendar.**

Welcome!

We hope that your graduate educational experience will be a rewarding next step in your career as a scientist. As a scientist, you will join an elite group of scholars endeavoring to unlock the mysteries of nature for the betterment of all. This community of scholars that you are joining comprises considerably less than 1/100th percent of the population of earth but has substantial, if not primary, impact on shaping the future.

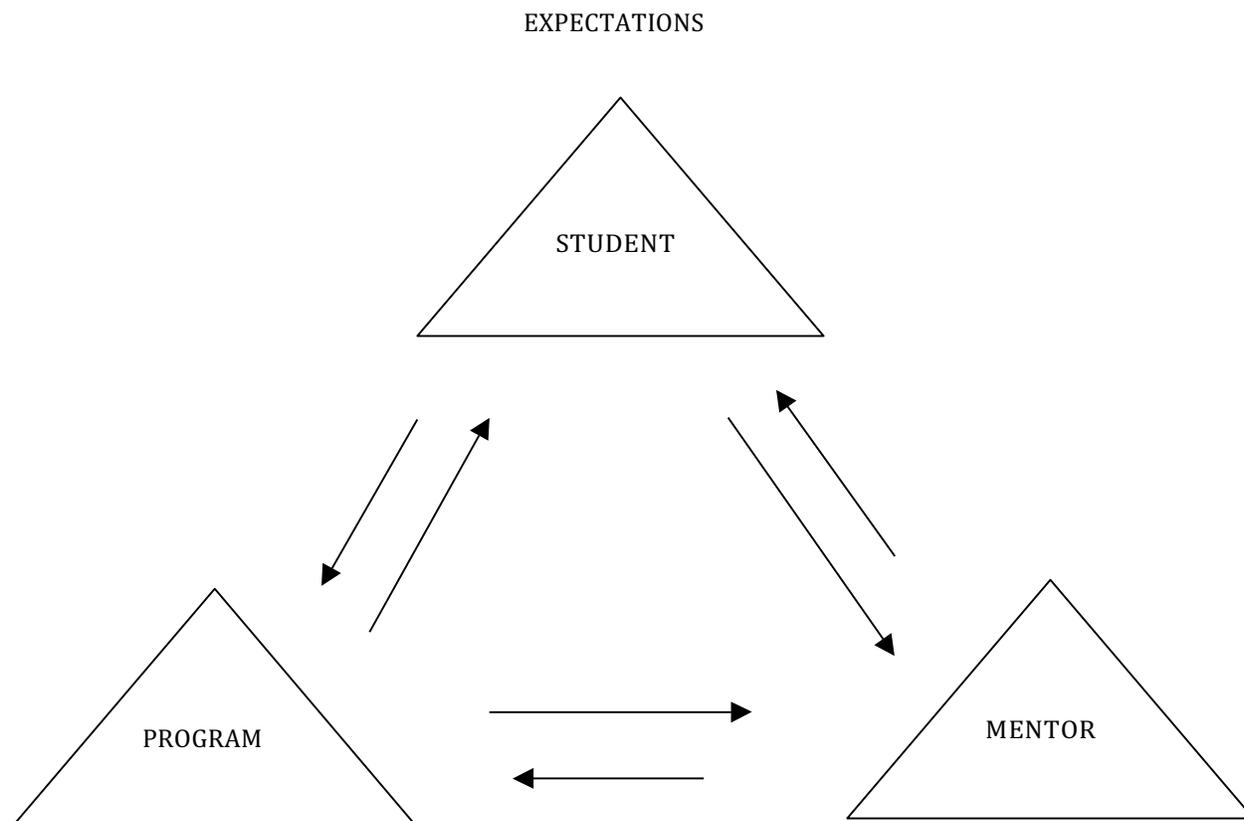
This handbook is designed to help you with various aspects regarding the Graduate Program in Nutritional Sciences. It draws together policies and procedures from three main sources:

- | The Handbook of Operating Procedures, web site: <http://www.utexas.edu/policies/hoppm>
- | The Graduate Catalog, web site <http://www.utexas.edu/student/registrar/catalogs/>
- | The General Information bulletin and the Handbook for Graduate Advisers

Introduction¹

The Graduate Education experience is much different from the undergraduate lifestyle and educational experience with which you are likely familiar. The most obvious differences are that it is much less structured, that each graduate student's program is unique, and that it is much more focused on a single topic or a small cluster of closely related topics.

Usually the first two semesters are spent mainly in taking courses with the remainder of the time spent in finding a mentor and starting a research project.



¹ Willis, R. Author of much of the Handbook. 2007.

Coursework

Undergraduate education primarily focuses on coursework and performance in the student's classes, laboratory courses, etc. In some undergraduate programs, a senior thesis or equivalent may be a small part of the overall requirements. Within a major, many students will take the same courses and have a very similar educational experience.

Graduate education focuses on research and the student's individual project. The student's project is often a part of a much larger project with other students and one or more faculty and staff involved. There are courses that form a common core for all students in our graduate program, including classes from outside Nutritional Sciences, designed to assist you with the research to be performed.

Typical undergraduate programs expect a course load of 15 or more credit hours per semester and a total of 120-140 credit hours in the degree. Required courses meet both broad educational objectives as well as 30-50 in the student's major. Graduate students typically carry a load of 9 hours per semester in a degree program that typically requires 30 (M.S.) – 90 (Ph.D.) credit hours of coursework, much of which is devoted to research credit hours. The expectations of instructors of graduate level courses are higher than the expectations of instructors for undergraduate courses. Some students find that their undergraduate courses required only a small amount of time outside the classroom. Most graduate students find that they must spend at least one or more hours of study for each hour spent in class. It is very common that there is no textbook for graduate courses. Courses typically depend on a variety of outside sources, especially articles written in the scientific journals. Students are expected to supplement their class work with supplemental readings in areas in which the student feels unprepared, i.e. a student may find that s/he needs a better understanding of physiology or anatomy in order to do well in a given course.

The M.S. and Ph.D. in Nutritional Sciences specify the courses that all students must take (see pages 30 and 34 in this Handbook). A student's faculty supervisor (mentor) and/or supervisory committee will normally advise the student on which additional courses should be taken. The student's academic record from previous coursework and the student's research project will dictate some of the course requirements.

The faculty expects all students to perform at a high level in their coursework. While grades in classes are certainly important, the faculty is particularly interested in what you learn and what you are able to do with what you have learned.

Research

The University of Texas at Austin is a top-tier research institution. That means that UT-Austin is among the elite research centers in the world. As such, its faculty and graduate programs are research intensive. As a student here, your research will be your number one priority and will determine how well you do in the program. The sooner a student finds a research project and gets underway, the sooner the student will finish her/his degree.

Research is intended to produce new knowledge. Scientists find that any attempt to uncover and answer or to solve a particular problem invariably leads to new questions and new problems. Probably the three most important characteristics of a good scientist are curiosity, perseverance, and careful observation. One of the goals of the faculty is to instill or enhance these qualities in our students.

Most students enter graduate school with only a general idea, if any, of the type of research on which they want to work. How do I start? How do I find a mentor? How do I choose a research topic? What is a thesis/dissertation? How much time should I spend? Doing what?

Usually, a student has found a supervisor in the first year and finished coursework by the end of the second year, and has started on a research project. Attending lecture classes and seminars gives structure to a student's life with definite milestones such as exams, presentations, and papers. The research project has few, if any, built in milestones. The researcher must decide what defines the project and what milestones are needed to complete the different phases of the project.

Most graduate student projects are a part of the mentor's ongoing research program and may be in collaboration with other students working on different pieces of the overall project. Sometimes the project is based entirely on the student's idea but more typically it is a research project based on the mentor's ideas.

Being a good scientist requires more than just coming up with good ideas. To be successful, the scientist must spend time reading papers, discussing ideas with colleagues and students, finding the resources to carry out the research, writing up and presenting the results of the research, etc.

All of this means that being a research faculty member and being a graduate student is very much a full-time job and more. This means that you are responsible for how much progress you make and how quickly. Many projects require some work to be carried out everyday, weekends and holidays included, e.g. animals/cells/human subjects often require attention every day during an experiment. A large part of graduate education is designed to foster independent responsibility.

Most mentors will not closely monitor when a student is in the lab or working on the project unless the work is not getting done. The faculty expects that students will take responsibility for their own projects and work diligently to carry them out. This is not limited to the actual lab work but also includes reading papers to become familiar with the field and to stay current. In the beginning, it is typical for a student to spend half of her/his time reading the research literature. It is easy to become overwhelmed. The student must learn to be selective in reading. Seek out advice from fellow students, your mentor, other faculty, etc. Reading research papers is different from reading a book. Go to the web site below for good advice on reading scientific papers.

<http://www.biochem.arizona.edu/classes/bioc568/papers.htm>

Many students "bog down" at some point in their graduate program. This is especially true in the "middle years" of a student's program. Students often suffer from insecurity, anxiety, boredom, etc. This is not unusual but you must work through it. Discuss it with fellow students, especially those who are nearly finished. Discuss it with your mentor. Be sure to include some time in your schedule for things away from the project, i.e. some time for fun. Set realistic goals for yourself. Divide up your work into manageable units. Most people find that it is easier to accomplish a series of small goals rather than trying to achieve one big goal as a unit. You get to the same point at the end but the latter is more difficult for most of us. If needed, increase the frequency of meetings with your supervisor or other members of your supervising committee. Keep in mind that the faculty wants for you to finish your degree as badly, or almost as badly, as you do. We want each student to succeed, otherwise we would be working at a research institute rather than a university.

Departmental Seminars and Roundtable Lunches

The Department of Nutritional Sciences sponsors a weekly seminar series, which features student speakers as well as invited guest scientists of national and international reputation to present their research findings. Because the series covers a diverse range of research topics in the broadly defined area of Nutrition, it is of great value to the student's academic development. Each seminar is preceded by a Roundtable Lunch, which affords the student an opportunity to interact with the esteemed guest in an informal setting, to discuss science, graduate education, and/or career planning. **Student attendance at Departmental Seminars is REQUIRED and attendance is checked at all seminar events (visiting speakers and student speakers). Students must sign in each lecture to confirm attendance.** All students are invited to attend roundtable lunches each week.

Thesis/Dissertation

Step 1 – Find a Mentor

Ideally, during the process of getting yourself admitted to the program, you have identified two or three potential mentors based on your research interest and theirs. Early in your first semester, or even before school begins, make an appointment to visit with each of the faculty members who you feel are likely mentors for you. Discuss your research interests, your long-term career goals, and see if there is a place for you in the faculty member's research group. Also, talk with other graduate students to determine what their experiences with their mentors has been.

Topics that you should be sure to discuss with a potential mentor include: Is there a project for me in your group?

How long do your students usually take to graduate?

Will financial support be available for me?

What are your expectations of me?

How often will we meet?

What background skills do you expect me to have?

Who will train me in the techniques needed in the research project?

What are your past graduates doing now, i.e. are their careers on track?

Do you have some papers that you recommend that I read?

It is expected that all incoming students will do 1 to 2 lab rotations. Arrange to conduct a laboratory rotation (usually a length of one long semester) in the potential mentors' laboratories. By the completion of your second long semester, you should have a mentor that has agreed to serve as your thesis/dissertation supervisor. You must identify a mentor before the start of your third long semester or face dismissal from the program.

Step 2 – Selection of Committee

Supervisory Committees are composed of **three** or more members of the Graduate Faculty, including your Research Supervisor (mentor). The supervisor and at least two other faculty members must be from the Graduate Studies Committee (GSC) for Nutritional Sciences. At least one member must be from **outside** the GSC for Nutritional Science. You should select faculty members who can bring important advice to you in areas related to your project. In addition to research, the supervisor in conjunction

with the Supervisory Committee approves the student's courses. **The Supervisory Committee must be set up by the final day of the fourth long semester.** Unless an exception is granted by the Graduate Advisor or GSC, failure to form the Supervisory Committee by this date will result in dismissal from the program. It is expected that the student will meet with the Supervisory Committee at least once a year. This Committee performs the annual review of progress (due September 15th of each year) and submits a report addressing whether or not the student is making satisfactory progress toward degree to the GSC via the Graduate Adviser. This committee, with the approval of the Graduate Adviser, is the committee that administers the Preliminary Exam (presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences) in connection with meeting requirements for admission to candidacy.

Step 3 – Find a Thesis/ Dissertation Topic

This very likely got accomplished under Step 1. A good research topic should be one that interests you and your mentor. Your mentor may have a well-defined long-term research program and expect that members of the research group contribute to that effort. Other faculty members have a looser focus but work on projects that are closely related to a research area. A few faculty members will take on any student with an interesting idea. The ability of the mentor to provide technical support to you is greatest in the first example and least in the last example.

If you choose a topic that is of little or no interest to you, you will find it difficult to remain focused and to proceed to completion. All research projects require a substantial amount of routine and repetitive work. Some parts are fun, others are not, but the project must be carried to completion.

In order to finish your degree at or near your expected graduation date, you must clearly define the research problem you wish to address. Questions to consider include:

Is this topic within an area of current research in the literature? Have you clearly defined the research problem(s) to be addressed?

Is/are the problem(s) one(s) that can realistically be addressed in a few years of work?

Are you and your mentor in agreement on the scope of the project and its projected timetable? Is this topic important enough that the results will be publishable?

Step 4 – The Preliminary Examination

As soon as the topic is clearly defined by you and your mentor, you will need to prepare for your Preliminary Examination, which **must be completed prior to the start of the sixth full semester.** The student cannot register for the sixth long semester without completion of the Prelim. If the student cannot meet the deadline to successfully pass the preliminary exam, **an extension of this deadline must be requested from the Research Supervisor in writing,** including both the reason that the student is not ready as well as a specifically outlined plan as to when the student will be ready to take the preliminary exam; that this approval is not automatic and must be approved by the GSC.

The objectives of the Preliminary Examination are to evaluate the student's understanding of and ability to integrate nutritional science principles, and to evaluate the research potential of the student, as well as to evaluate a student's progress towards becoming a scientist. The examination will consist of an oral (verbal) examination phase, followed by

a presentation of the written research proposal. The oral component will consist of questions from the committee to determine your knowledge of the field of nutrition and especially those areas related to your topic.¹ The written research proposal will be used to measure your independent thinking and writing abilities, and should be of no more than 10 pages (references excluded) following the NIH predoctoral NRSA (PHS 416) guidelines on page 49 of this Handbook. Thus, significant and specific help from faculty and peers should be restricted. The final proposal must be an independent product of the student. The written research proposal will be submitted to the Research Supervisor and the Supervisory Committee 4 weeks prior to the potential prelim date. They will review the proposal in a timely manner. If the written proposal is judged satisfactory, you will then coordinate with your Supervisory Committee to schedule a date for your presentation and examination.

If the proposal is deemed insufficient or unsatisfactory, the student should meet with each committee member for feedback to facilitate editing/rewriting. The revised proposal will be re-submitted with all due haste on a date established by the committee for re-evaluation. The Preliminary Examination cannot be scheduled until the written proposal is approved by the committee. In general, the line of questioning during the oral examination phase will be derived from the subject matter of the written research proposal, but the questions may be broad in scope, to allow the committee to evaluate fully your knowledge of basic nutritional science principles. During the examination, it is likely that your committee will “tweak” your project, i.e. they will offer suggestions of ways to improve the project in scope and to increase your likelihood of success. The examination phase will be followed immediately by a closed evaluation phase, during which the supervisory committee will discuss and evaluate your performance.

Format of the Research Proposal: The format of the proposal should follow the format of a typical NIH predoctoral NRSA (PHS 416). That is, it should contain four sections, under the headings: 1) Specific Aims, 2) Background and Significance, 3) Research Design and Methods, and 4) Literature Cited. The first three sections (1-3) of the proposal **must not exceed 10 pages in length**, single-spaced, using a font size of 11 point or larger. **Any proposal that does not adhere to these standards will not be accepted.** Although there are four required *major* sections in the proposal, you are strongly encouraged to use sub-headings, where appropriate, to increase readability.

Pass/Fail and Conditional Pass: You will pass the Preliminary Examination if all supervisory committee members assent. Passing, conditional pass, or failing grades will be assigned, as determined by the committee. If deemed necessary, the committee may require you to take additional classes, or otherwise address weaknesses that are identified during the examination (i.e. conditional pass). Students who successfully complete the Preliminary Examination may proceed to the dissertation phase of the program and are eligible to be accepted for candidacy. If you fail the Preliminary Examination you may petition the GSC to allow a change to the Masters Program.

¹ The general knowledge (competencies) in nutrition will be provided to each student.

Step 5 – Conducting the Research

The real work now begins. Research is labor intensive. A good scientist must be consistent, careful, and thoughtful. A good scientist must be her/his own strongest critic. Research projects rarely proceed without setbacks. Careful planning and attention to details can minimize setbacks. Research projects often give surprising, unexpected results. Theory is merely that, it is not fact until proven so. Research techniques must be mastered. That means that you must not only carry out the tasks well but you must also understand why you are doing each of the steps. If things go wrong, you should be able quickly to identify the problem step, if you fully understand what you are doing and why.

Depending on the nature of the project, it is not uncommon to spend sixty or more hours per week working on it. You should be thinking about your project, reading pertinent literature, and doing the work of the project almost all of your time. Remember that this is your project. Take charge of seeing it to completion. Graduate education is designed to develop independent, self-motivated scientists.

Step 6 – Annual Progress Report- Due September 15 each year

Graduate Studies Committees (GSC) are responsible for evaluating the students in their programs to ensure they are making satisfactory progress toward their degrees. If the GSC finds that a student is not making satisfactory progress, it may recommend to the Dean of Graduate Studies that the student's program be terminated. The Nutritional Sciences Graduate Studies Committee reviews student progress annually based on the submitted annual report materials. Reports are due Sept. 15 each year.

All students need to submit the following for their Student Progress Report:

1. A resume/curriculum vitae (see Appendix). Keep this up-to-date, forms the basis of the annual report.
2. TA Evaluations- Each semester a student serves as a Teaching Assistant they are required to participate in the Measurement and Evaluation Center's Course Instructor Surveys, which provides feedback to the TA from the undergraduate students. The TA's performance is also evaluated by the faculty in charge of the class. Example of Course Instructor Survey is available at <http://www.utexas.edu/academic/mec/cis/index.html>
3. Copies of publications, if any
4. Program of Course Work (see Appendix for an example) list all courses taken, with grades or "in progress", the courses to be taken (i.e. proposed), and the courses dropped or incomplete
5. Designation of supervising professor
6. Documentation of laboratory rotation(s), including description of research accomplished
7. Awards, grants, prizes, scholarships, fellowships, recognition from academic or professional organizations

Ph.D. students are required to form a supervisory committee by the final day of their fourth long semester. A student's supervisory committee will perform an annual review of progress and submit a report to the GSC via the Graduate Adviser. In addition, Ph.D. students past their fourth long semester are required to present a brief oral report to the Department of Nutritional Sciences that should include, but is not limited to, specific aims for the time period, results including methodology, discussion, references, publications/manuscripts, and specific aims for the next twelve months.

Ph.D. students beyond the first year need to submit the following:

1. A resume/curriculum vitae (see Appendix for example)
2. Copies of publications, if any
3. The Program of Work listing courses taken and grades; a list of any courses dropped, added, or incomplete with explanations for each
4. Report and recommendation from the supervisory committee's Annual Review of Progress (see Appendix)

Should a student's progress be considered unsatisfactory, the GSC will identify in what way(s) the student's progress is less than satisfactory and suggest actions the student can take to improve his/her progress. Satisfactory progress is important because unsatisfactory progress is grounds for dismissal from the program.

Step 7 – Writing the Thesis/Dissertation

Parts of the write up should be done in the planning of the project and during the collection of data. Changes to the write up may need to be made along the way. In fact, that's the typical situation. There may be manuscripts for publication to be prepared as well as the thesis/dissertation. Take a look at a few completed theses/dissertations by former students of your mentor to get an idea of what others have done. Get the formatting guidelines from the Graduate School and your mentor. Most of the first

chapter, including the literature review, can be written before or early in the project. How can you conduct the project if you don't know what tasks you will be performing? So, the second section, the Methods section, can also be done early. Again, these will require refinement when the project is completed but the more done early the less remaining at the end.

Writing the initial draft(s) of the thesis/dissertation is just the start. You will need several rewrites to refine your write up and to include corrections and suggestions from your mentor and your committee members. The final written document should be adequate to fully cover your topic and should be written so that individuals who are less familiar with your topic that you are, can fully understand what you did and why?

All good science is peer reviewed. A scientist must learn not only to weather criticism but to seek out objective criticism. Remember that this criticism is a necessary part of the peer review process. It is not criticism of you as a person.

STRUCTURE OF THE GRADUATE SCHOOL

The Graduate School of The University of Texas at Austin is composed of the Office of Graduate Studies, which includes the Vice President and Dean of Graduate Studies, the Graduate Studies staff and 99 Graduate Studies Committees. Associated with each approved graduate degree program is a **Graduate Studies Committee (GSC)** that is composed of all assistant, associate, and full professors active in the graduate program in that area. Graduate Studies Committees set policy and supervise the graduate program. The GSC recommends admission of students to the program, sets requirements for graduate degrees in that area, recommends students for candidacy for the Ph.D. and M.S. degrees, certifies that all degree requirements have been met, and is responsible for assuring that the high quality of graduate education in its area is maintained.

Although members of a Graduate Studies Committee are usually drawn from a single department, committees for interdisciplinary programs are composed of members from several departments (or other administrative units). Each GSC has at least five members and the committee elects its own chairperson.

The Chair of the Nutritional Sciences Graduate Studies Committee (GSC) is **Christopher Jolly, Ph.D.**
PAI 4.36B, 471-7290, jolly@austin.utexas.edu

Each department, division or program offering graduate work also has a **Graduate Adviser** who serves as the administrative link between the Office of Graduate Studies and the departments, programs or schools. The Graduate Adviser represents the Vice President and Dean of Graduate Studies in all matters pertaining to the graduate program in the department or area. Questions about degree requirements and academic policies should be directed to the graduate adviser.

Contact information: **Jaimie N. Davis, Ph.D.** Graduate Adviser, PAI 3.26, 471-0971,
jaimie.davis@austin.utexas.edu

The **Graduate Coordinator** plays a vital role in day-to-day operations of the department's graduate program. The Graduate Coordinator keeps student records and processes paperwork in a correct and timely manner. Most questions concerning routine procedures, deadlines, etc. should be addressed to the Graduate Coordinator. Staff members of the Office of Graduate Studies rely heavily on the administrative assistance of the Graduate Coordinator.

Contact information: **Kathy McWilliams**, Graduate Coordinator, PAI 5.20, 471-0337,
kathymcw@mail.utexas.edu

The Department of Nutritional Sciences **Scholarship and TA/AI Committee** is comprised of the Chair of the Department of Nutritional Sciences, Dr. Molly Bray; the Graduate Advisor for Nutritional Sciences, Dr. Jaimie Davis; and the Director of the Coordinated Program, Dr. Monica Meadows.

ORGANIZATION OF THE GRADUATE PROGRAM

General

General Information

Although there are no formal divisions within Nutritional Sciences, the following research areas are recognized:

- | Molecular and Cellular Aspects of Nutrient Function
- | Molecular and Cellular Approaches to Nutritional Pathophysiologies
- | Nutrition and Cancer
- | Nutritional Biochemistry
- | Dietary and Health Assessment
- | Child and Community Nutrition
- | Nutrient Requirements
- | Nutrition Education
- | Obesity
- | Aging, Nutrition & Immunology
- | Epidemiology and Public Health

Students ordinarily will select one of these programs as the major area of interest. However, graduate education is highly individual, and students may pursue programs that cut across two or more of these areas.

The four degrees offered through the Nutritional Sciences Graduate Program are the Ph.D. in Nutritional Sciences, the M.S. in Nutrition with thesis, the M.S. in Nutrition with Report and MS Online (please see the MSNS Handbook for additional details). Detailed information about course requirements is available in this Handbook; it is not necessary to obtain the M.S. before starting the Ph.D.

RESEARCH INTERESTS OF FACULTY

For additional information, please see
<http://he.utexas.edu/ntr/graduate-program/graduate-faculty>

- Molly S. Bray, Ph.D.** (Human and molecular genetics) University of Texas Graduate School of Biomedical Sciences, 1998, Professor. Office: PAI 5.32, Phone: 471-3958, Email: mbray@austin.utexas.edu. Energy balance and lifestyle factors such as exercise, nutrition, and circadian patterns of behavior.
- Margaret Briley, Ph.D.** (Nutrition & Food Science) Texas Tech University, 1973, Professor. Office: GEA 308, Phone: 471-7632, Email: m.briley@mail.utexas.edu. Child nutrition; nutrient intake and health assessment of children in child care; nutrition education
- Jaimie Davis, PhD, RD** (Childhood obesity) University of Texas at Austin, 2004, Assistant Professor. Office: PAI 3.26, Phone: 495-4705, Email: jaimie.davis@austin.utexas.edu Research: obesity and related metabolic disorders in adolescents, pediatric diabetes.
- John DiGiovanni, Ph.D.** (Nutritional Biochemistry) University of Washington, 1978, Professor. Office: DPI 2.228, Phone: 495-4726, Email: john.digiovanni@austin.utexas.edu Research: identification of critical targets (cellular, biochemical, and molecular) for both initiators and promoters of chemical carcinogenesis.
- Linda deGraffenried, Ph.D.** (Biology) Colgate University, 2001, Associate Professor. Office: PAI 4.36A, Phone: 471-4772, Email: degraffenried@mail.utexas.edu Research: mechanisms by which the Akt kinase, a key mediator of growth factor signaling, confers resistance to multiple forms of cancer therapy, and why inhibition of some of its downstream targets, most notably the mTOR kinase, restores therapeutic response.
- Jeanne Freeland-Graves, Ph.D.** (Nutrition) Rutgers, 1975, Bess Heflin Centennial Professor. Office: PAI 4.44, Phone: 471-0657, Email: jfg@mail.utexas.edu. Obesity; child and community nutrition; mineral metabolism in health and disease; nutrient regulation of gene expression; determination of mineral requirements at the human and molecular level.
- Christopher Jolly, Ph.D.** (Biochemistry) Texas A&M University, 1996, Associate Professor. Office: PAI 4.36B; Phone: 471-7290, Email: jolly@austin.utexas.edu. Elucidate the biochemical and molecular mechanism (s) by which dietary lipids modulate lipid metabolism and immune function. Specific emphasis is on lymphocyte lipid signaling and membrane structure (i.e. lipid raft formation) in aging and autoimmune disease.
- Bob Sanders, Ph.D.** (Genetics) Penn State, 1961, Professor. Office: School of Biological Sciences, Molecular Genetics and Microbiology Section, PAT523, Phone: 471-7441, Email: bgsanders@mail.utexas.edu. The role of vitamin E as a biological response modifier. Cellular/molecular mechanisms of vitamin E's actions, as an immunomodulator and tumor cell growth inhibitor.
- Stefano Tiziani, Ph.D.** (Food Science and Nutrition) The Ohio State University, 2006, Assistant Professor. Office: DPI 2.203; Phone: 495-4706; Email: tiziani@austin.utexas.edu. Translational chemical biology using metabolomics-based systems biology to explore drug treatment and nutrient modulation in cancer metabolism.

REGISTRATION POLICIES AND PROCEDURES

All Nutritional Sciences graduate students both M.S. and Ph.D. students are expected to register as full-time students even when not in residence.

Advising Nutritional Sciences students are barred from registration until their research supervisor has approved their future coursework. Students should make an appointment with their supervisor during the advising period prior to registration in order to go over registration plans for the next semester. Supervisors will contact Kathy McWilliams, Graduate Coordinator, to remove the bar.

Faculty advising is essential to ensure the program of coursework is directly applicable to the student's research interests.

For questions regarding recommended coursework to fulfill requirements outside Nutritional Sciences, Kathy McWilliams will assist faculty to identify current semester offerings. Course Schedule is available at <http://registrar.utexas.edu/schedules/>

Registration Schedule

The Registrar's calendar: <http://registrar.utexas.edu/>

Students may check their individual registration times on their Registration Information Sheet at <https://utdirect.utexas.edu/registrar/ris.WBX>

To be eligible for fellowships, scholarships, teaching assistantships or research assistantship positions you must be a registered full-time student. The university does not consider registration complete until students have paid at least a portion of the tuition bill. **Students who do not register and pay in a timely manner risk delays in payment of awards and payroll.**

Students who are waiting for financial awards to assist in the payment of their tuition may opt to make an Installment Plan payment, available at My Tuition Bill

https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

or may take out a short term loan at https://utdirect.utexas.edu/acct/loans/tuit/tuit_home.WBX

Please note: Students must go online to confirm registration even if their tuition bill balance is \$0. The university will drop your registration and enrollment in the university if you fail to complete the confirmation by clicking the **"CONFIRM" button** on their Tuition and Fees bill at:

https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

The Graduate School defines full-time as nine semester credit hours for the long semesters. All graduate students must maintain a B (3.00) GPA or better in both major and minor fields of study in order to remain in The Graduate School. Additionally, a B average is required in each semester of work. See the section on "Nutritional Science Graduate Courses" for a listing of Nutritional Sciences graduate courses offered, in the Appendix of this Handbook.

Late Fees Late Registration Fees

The charge is to defray the cost of the extra services required to effect the late registration. (Late registration periods are identified in the Course Schedule each semester and summer session.) All students who register late:

\$25.00 through the fourth class day (second class day in the summer)

\$50.00 from the fifth through the twelfth class day (third through fourth class day in the summer)

\$200.00 after the twelfth class day (fourth class day in the summer)

In addition, to register later than the 4th class day requires the permission of the Graduate

Dean. The student must present to the Graduate Dean an approved "Petition to Late Registration" form from the Graduate Adviser requesting the late registration and explaining the circumstances of the request.

NOTE:

You must pay your fee bills on time or your registration will be canceled.
No waiver of late fees will be granted.

Full-Time status

"Full-Time" Graduate Student Status

All Nutritional Sciences graduate students both M.S. and Ph.D. students are expected to register as full-time students even when not in residence.

The Nutritional Sciences Graduate Program expects all students to be registered full time for long-term semesters (Fall and Spring).

The Graduate School recognizes nine semester hours during a long-term semester and three hours during a summer session as a minimum full-time course load. There are no other definitions of full-time status. The Office of Graduate Studies will not certify a student as full-time who does not meet this requirement. The practical applications and important exceptions are as follows:

University Fellowship holders. Nine semester hours during a long-session semester; and a total of three hours during summer session for those students who also hold a University Fellowship during a summer as part of a Preemptive or Continuing Fellowship agreement.

Teaching Assistants (TA's) and Graduate Research Assistants (GRA's). Nine semesters hours during a long-session semester; and three semester hours in any summer session term.

Students with Stafford Loans need to check their promissory notes in order to determine what enrollment status is required for deferment of payments.

For further information, students should consult their lender or servicing agent, or seek advice from a counselor in the Office of Student Financial Services.

Students who need to be certified for full-time status **for student housing** during the summer must take three hours in summer.

Students who need to be certified for full-time status for **VA benefits** during the summer must take three semester hours in each of the two six-week summer session terms or take six semester hours in a full twelve-week session.

In conclusion, bear in mind that outside agencies that grant loans or provide for educational funding can set their own requirements about what constitutes full-time status. Students need to be familiar with the regulations of any agency to which they have an obligation. Certification of full-time status, when needed, is provided by the Office of the Registrar. Certification Department in Main Bldg., Rm. 1.

Credit/No Credit

Credit/No Credit (CR/NC)

Credit/No Credit courses cannot be counted toward the minimum course requirements for either the M.S. in Nutritional Sciences or the Ph.D in Nutritional Sciences.

Grading System

Grading System

Grading system for graduate courses changed to plus/minus system, effective fall 2005.

A	4.00		C+	2.33
A-	3.67		C	2.00
B+	3.33		C-	1.67
B	3.00		D+	1.33
B-	2.67		D	1.00
			D-	0.67
			F	0.00

FINANCIAL SUPPORT

Methods

Means of Support

Primary means of support through the University are through receipt of a University Fellowship or an appointment as a Teaching Assistant (TA). In addition, there are smaller scholarships administered within the department. Appointment to any of the above (at least half-time except in the case of fellowships) normally qualifies the student for resident tuition rates. Recipients must be full-time students at the time of the appointment.

All forms of financial aid are awarded on a competitive basis

Teaching Assistants

The following individuals are currently serving in the TA/Scholarship Committee: Department Chair, Graduate Adviser, Graduate Studies Committee Chair, and Director of Coordinated Nutrition Program.

Nutritional Sciences TAs are assigned each semester. The priorities for assigning TAs to available positions: 1.) fill within Department, 2.) if unable to fill within Department, go to other Departments within the School, 3.) if unable to fill within the School, go outside the School.

Teaching Assistants (TA's) are graduate students who perform duties adjunct to regular classroom instruction under the supervision and direction of designated members of the faculty. They may not conduct regular classroom instruction or serve as instructors of record for any instructional activity; they fulfill a variety of roles of assisting regular faculty members.

Only individuals admitted to the Graduate School without conditions may be appointed as TA's. Students who have enrolled in graduate work at UT must be in good academic standing and making satisfactory progress toward an advanced degree before the appointment becomes effective. A TA must hold a bachelor's degree or higher degree appropriate to the area of service.

Teaching Assistantships for international students are contingent upon passing an Oral English Proficiency Assessment. If the student does not pass this test, he/she will not be allowed to hold the teaching assistantship for the first semester of admission. To qualify for a TA in the second or future semesters, the student must pass the proficiency assessment prior to the beginning of the semester enrolled in.

These terms are interpreted by the Graduate School to mean having a 3.00 GPA or better, and having GSC approval of satisfactory progress toward a degree.

To be eligible for appointment or reappointment as a TA, AI, or GRA, a student may have no more than two grades of X (temporary incomplete), or one grade of X and one grade of I (permanent incomplete) at the time of such appointment or reappointment.

Teaching Assistant assignments will be based on teaching needs of the department, as well as academic and professional background of graduate students willing to be a TA. Demonstrated competency in English is required for all instructional appointments. Recommendations are forwarded to the Chair of Nutritional Sciences. Notification to candidates for appointment or reappointment is handled by the Chair of the School of Nutritional Sciences.

Appointment and reappointment as a TA is contingent upon satisfactory progress toward a degree as defined by the graduate school and demonstrated effectiveness as a TA as demonstrated by student and faculty evaluations.

A TA must be registered for at least nine hours during the long-sessions and for three hours during any summer term in which he/she is employed.

14 Semester Rule

No person may be appointed as a teaching assistant for more than **fourteen long-session academic semesters**. The total combined period of service as a teaching assistant, shall not exceed fourteen long-session academic semester

- 1.) The student is limited to 14 semesters of support at the standard 20 hour per week appointment. There are no exceptions to the 14 semester limit.
- 2.) Any semester during which the student receives an academic appointment of 20 hours per week or more, regardless of the period of appointment, will count as one full semester for purposes of the 14 semester rule.
- 3.) A student academic appointment for fewer than 20 hours per week, regardless of the period of appointment, will count as an appropriate fraction of a semester. For example, a 5-hour appointment over four semesters represent one full standard semester toward the 14 semester limit.
- 4.) A student having accumulated, for example, 13 ½ semesters of support, is limited to only 10 more hours of appointment to complete a total of 14 and becomes ineligible for further student academic appointment.

TA Priorities:

A three tier system will be used for assigning priorities for appointment as a Teaching Assistant.

- 1.) The highest priority will be assigned to those students who have fewer than eight long semesters of previous TA service; have performed well in past TAs as evidenced by student Course Instructor Survey and evaluations by the course supervisory faculty; are showing acceptable progress toward their degrees; and, if an international student, has successfully passed the

International Teaching Assistant examination of English proficiency. Additionally, incoming students who are judged by the GSC to show exceptional promise may be placed in this category. Entering international students of exceptional promise may be placed in this priority tier for their initial semester without successfully completing the ITA examination of English proficiency.

Example of Course Instructor Survey is available at

<http://www.utexas.edu/academic/mec/cis/index.html>

- 2.) The second tier of priority will be assigned to those students who have eight or more long semesters of previous TA service; have performed well in past TAships as evidenced by student CIS and evaluations by the course supervisory faculty; are showing acceptable progress toward their degrees; and, if an international student, have successfully passed the ITA examination of English proficiency.
- 3.) The third tier of students will not normally be assigned to a Teaching Assistantship. This group includes students who are on academic probation; part-time students; students in the process of meeting admissions conditions; students judged by the GSC to have unacceptable evaluations of their previous TA position as evidenced by student CIS and/or evaluations by the course supervisory faculty; students who are not making acceptable progress toward their degree; international students who have not passed the ITA examination of English proficiency beyond the initial semester as a UT student; and/or students who have served 14 or more semesters as a Teaching Assistant and/or Graduate Research Assistant.

Expectations for Graduate Teaching Assistants

A Graduate Teaching Assistantship not only provides financial support but also helps you to gain teaching experience. A TA is expected to carry out the duties attendant to the assigned courses with diligence and professionalism. A TA position will have a specified number of hours associated with it, i.e. a 10-hour, 15-hour, 20-hour, etc. position. That means that you are being paid with the expectation that you will devote that number of hours per week, on average, on your teaching assignment. In addition to the time spent actually teaching your students, you will need to hold regular office hours, you will need to prepare for your lectures or labs, prepare materials to be used in labs, meet with the faculty supervisor of the course, and grade reports and examinations.

Meeting your classes and office hours and providing quick turn around on student work that you grade is a serious matter to the Department and the University. If you become ill and will be unable to meet a class or office hour session, you must notify your faculty supervisor as much in advance as possible so that your students are not left abandoned. Failure to carry out your teaching responsibilities is a very serious matter and is dealt with harshly by the Department, the College Dean, and the Graduate School.

Fellowships and Research Assistantships

Continuing Fellowships

Each year the Office of Graduate Studies accepts nominations for consideration for Continuing University Fellowships. These nominations are made by the GSC and the competition for this highly-coveted award is intense. Students need to request to have their names placed under consideration. Please contact the graduate coordinator for additional details enumerated in the Graduate Fellowship Program Bulletin.

Graduate Research Assistantships

Faculty often have research grants from external (i.e. non-university) sources to appoint students as Graduate Research Assistants (GRA). Students should contact their supervising professor concerning such appointments. The same basic qualifications that apply to TA's also apply to GRA's.

Special Nutritional Sciences Scholarships

Lorene L. Rogers Presidential Scholarship in Natural Sciences

This award was endowed in 1995 in honor of Dr. Lorene Rogers' career achievements. Nominations made by April 1 to the Graduate Coordinator will be reviewed by the Department of Nutritional Sciences TA/AI/ Fellowship Committee using the Annual Progress Report and student records to judge academic and research progress. Three nominees will be sent forward for a final GSC vote. Additional information may be obtained from the faculty. The following criteria will be used in the nomination process: honors, awards and publications pertinent to academic and research programs receive highest consideration.

The nominations will be brought before the Graduate Studies Committee and the Graduate Studies Committee will vote to decide the recipient for that year. The awards will be announced after the last GSC meeting of the Spring semester.

Isora and Thomas Cooke Graduate Scholarship in Human Ecology Eligibility: Students pursuing graduate study in Human Development and Family Sciences or Nutrition. Students are nominated by GSC faculty on the basis of academic excellence, potential contribution to Nutritional Sciences, and interest in academic careers.

Estelle Sharp Graduate Scholarship in Human Ecology

The Sharp Scholarship is to be awarded to Nutritional Science graduate students.

Students need to be continuously enrolled and active in their research. Students are nominated by GSC faculty on the basis of academic excellence, potential contribution to Nutritional Sciences, and interest in academic careers.

Ima Hogg Memorial Scholarship in Human Ecology

Eligibility: Students pursuing graduate study in Human Development and Family Sciences or Nutrition. Students are nominated by GSC faculty on the basis of academic excellence, potential contribution to Nutritional Sciences, and interest in academic careers.

Tyrrell E. Flawn Graduate Fellowship in Nutrition

Awarded to Nutritional Science graduate students to recognize and support graduate student(s) working toward a graduate degree in nutrition. Students are nominated by GSC faculty on the basis of academic excellence, potential contribution to Nutritional Sciences, and interest in academic career

Karen and Charles Matthews Endowed Presidential Fellowship in Nutrition

Awarded to Nutritional Science graduate students to recognize and support graduate student(s) working toward a graduate degree in nutrition. Students are nominated by GSC faculty on the basis of academic excellence, potential contribution to Nutritional Sciences, and interest in academic career.

Resources and Services

Associations

Nutritional Sciences Graduate Student Association

The Nutritional Sciences Graduate Student Association (NGSA) was organized in the Fall of 1990. Its goals are to improve communication among the graduate students, staff, and faculty involved in the administration of the Graduate Program in Nutritional Sciences. Representatives are available to take suggestions from students, faculty, and staff on how to improve the operations of the program as it affects graduate students and to enhance the role of the program as a place conducive to collective and individual learning. The representatives will either act on suggestions immediately or take them to the graduate students as a whole at an association meeting. The association is also able to provide input to the graduate student body as a whole through its representative to the Graduate Student Assembly (GSA).

Records

Student records

The university requires graduate students to maintain correct emergency contact information. To update, go to https://utdirect.utexas.edu/apps/utd/all_my_addresses/

Libraries

Resource libraries

Most of the major reference materials and scholarly journals in the nutritional and biological sciences are available on-line via www.pubmed.com. Text copies are found within the main library (Perry-Castaneda Library), the Life Science Library (MAIN 220) or the Chemistry Library (WEL 2.132). In addition, there is a reciprocal borrowing agreement with The University of Texas Health Sciences Center in San Antonio. A valid University of Texas ID is required to check out materials from the libraries on campus.

Mail

Mail delivery for students

Graduate student mailboxes are located in PAI 2.44. Departmental and University notices, as well as outside mail received in the department, are placed in these mailboxes. Mailboxes should be checked regularly.

Our address;
Department of Nutritional Sciences
103 W. 24th Street, UT Austin Painter
Hall Room 5.20
The University of Texas at Austin
Austin, Texas 78712

Email Students must be sure that their e-mail address is up-to-date and that the graduate coordinator has that address. **Students are advised to use an official “utexas.edu” email account.** *This is the primary way faculty and the university will correspond with students. Other email accounts are subject to being confused as spam by UT filter systems and may result in your emails being deleted automatically.*

Keys

Offices and keys

Office space is normally assigned by the supervising professor. Teaching Assistants who have no other office space are provided space for office hours, etc. Keys are the property of the University. Faculty may request keys for students by contacting the Graduate Coordinator. The University Lock and Key Office (Service Building 101) issues keys after a key request has been issued. **When a student completes a degree and leaves the university, they must return all university keys.**

Mail/ FAX

Please see the Graduate Coordinator for help sending official business correspondence.

Outgoing personal correspondence cannot be mailed or faxed using official state funds and must be paid for by the individual. For non-university business, please go to the Post Office located in the West Mall Building, or the Copy Center in the Student Union Building, or a company such as Kinkos Copies for assistance.

Copies

Departmental copy machines

Teaching Assistants are allowed only to make copies for the course they were hired to assist with. A Graduate Research Assistant should check with the supervising professor for photocopy policies related to the work in hand. **Personal copies are not allowed on the departmental copier machines.**

Computers

Computing facilities

The computer facilities at the University of Texas at Austin are among the most extensive academic computing facilities in the United States. There are hundreds of microcomputers located in public facilities operated by the Computation Center, the libraries, and individual departments. The School of Human Ecology maintains computer labs in GEA room 27 and PAI 6.04.

Lab Facilities

Research facilities and equipment

Facilities for research and graduate instruction in the Department of Nutritional Sciences include modern laboratories for state of the art biochemical, immunological, and cellular/molecular-biological techniques. Our facilities include equipment for tissue culture with radioisotope analyses, stable isotope analyses, protein structure and function determination, and recombinant DNA technology. Facilities are also available for analysis of vitamins, amino acids, minerals, lipids, carbohydrates, and other substances of nutritional, biochemical and physiological importance.

Animal Research

Laboratory animal facilities

The University of Texas Animal Resources Center provides a separate building (over 50,000 sq. ft.) of laboratory space for research involving experimental animals. This facility is supervised by a veterinarian specializing in laboratory animal medicine and has a staff that provides routine animal care. The Animal Resources Center is equipped to handle all common laboratory animals, including rodents, avian species, primates, dogs, cats, rabbits, goats, and pigs. Animal care at this facility meets the standards of the US Department of Agriculture and the National Institutes of Health.

Additional University Academic Policies

Additional Degrees

Additional Graduate Degrees at the Same or Lower Level

Students holding a master's degree may work toward a second master's degree, provided that it is not in the same field or a closely related field. Exceptions to this policy require the consideration of the GSC and then final permission of the Graduate Dean. A person holding a Ph.D. degree may not work toward a second degree at the same level or lower level without permission of the Graduate Dean.

Conditions

Fulfilling Conditions for Admission

If a student is admitted with conditions imposed by the department or the Graduate Dean, it is the Graduate Adviser's responsibility to monitor the fulfillment of those conditions. If the student fails to meet the conditions by the stated deadline, the GSC could seriously consider termination of the student from the program, unless there are compelling reasons for offering another opportunity to prove the student's ability to do graduate-level work.

Plagiarism

Academic Honesty ★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★

Please review the UT academic integrity policy at <http://deanofstudents.utexas.edu/sjs/>
A tutorial on plagiarism can be found at http://www.me.utexas.edu/~moore/scholastic_honesty.htm
Information on unauthorized collaboration can be found at http://deanofstudents.utexas.edu/sjs/scholdis_collaboration.php

Violations of academic dishonesty include, but are not limited to, copying another student's paper, unauthorized collaboration on all written assignments, any material containing information relevant to this course brought in to an exam and not sealed in your bag, under your seat, where it is not visible to any student including yourself, and writing exam material on any part of your body. When writing papers, you may verbally discuss what you have read in the articles or found on the web. When you sit down to write your papers you must write them alone, starting with a blank computer document.

All violations of the UT academic integrity policy will be reported to the Office of the Dean of Students and result in a grade of an F for the course. No second chances or exceptions will be made. Scholastic dishonesty is not tolerated within the scientific community. Students found guilty of scholastic dishonesty are subject to immediate dismissal from the program.

Manufacturing, falsifying, concealing, and skewing data to generate research or produce specific outcomes is unethical. Every aspect of data collection, analysis, and reporting must be handled with the utmost integrity. Check with your instructor or Professor if you have any questions about this policy.

Transfer of Credit

Ordinarily, all work for the master's degree must be done at the University of Texas at Austin. Under some circumstances, a maximum of six semester hours of graduate coursework in which the grade is A or B may be transferred to the Program of Work from another institution, but only on the basis of a petition by the Graduate Studies

Committee and with the approval of the graduate dean.

A student seeking a transfer of credit must provide the Graduate School with an official transcript and an official explanation of the course numbering and grading systems at the school at which the credit was earned. Only graduate courses may be transferred. **Work counted toward a degree at another institution cannot be transferred.** Students are encouraged to seek approval before taking any coursework they plan to transfer. Students should not take courses at another institution the semester they plan to graduate, because the grades may not be received in time to certify the student's Program of Work for graduation. Unless its inclusion has been approved by the graduate dean, no coursework listed on the Program of Work may be over six years old.

Transferred coursework as described in this section appears only on the student's Program of Work. It does not appear on the official student record maintained by the registrar. Because it is not part of the official record, such coursework does not appear on the student's transcript and is not included in the graduate grade point average.

Leave of Absence

Graduate students may apply for a leave of absence of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance by the graduate adviser (for master's students and doctoral students not in candidacy). Granting leaves of absence for students not in candidacy is left to the discretion of the graduate adviser and Graduate Studies Committee. The only rule is that the decision be made "in the best interests of the academic progress of the student" and the form must be returned to the Graduate School in advance of the semester for which a leave is granted. See the Graduate Coordinator or Graduate School web page for the form.

If the student has been admitted to candidacy for the doctoral degree, the application for a leave must be petitioned in advance by the graduate adviser to the graduate dean and will be approved only in rare and unusual circumstances. See [Petition for Leave of Absence](#) form (for doctoral students in candidacy), available from the Graduate Coordinator. The form must be accompanied by a letter from the graduate adviser to the dean of the Graduate School specifying the reasons a leave is being requested.

A student on an approved leave may reenter the graduate program by filing an Application for Readmission with the [Graduate and International Admissions Center](#). No readmission application fee is required. Failure to secure a leave of absence in advance of the semester for which a student will be on leave means

(1) the student will not be guaranteed readmission and, (2) the student will be assessed an application fee for readmission.

A student on leave may not use any university facilities nor is the student entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or course work.

Dissertations

A copy of the **final draft of the dissertation** reviewed for technical and grammatical correctness by the supervisor should be submitted to each member of the dissertation committee not less than four weeks before the date on which the student intends to defend the dissertation.

Each member of the dissertation committee must indicate that the dissertation has been received and that the committee member agrees to be present at the final oral examination (defense of dissertation).

The **Request for Final Oral Examination** must be filed in the Graduate School with an original

copy of the vita, committee signature page, title page, and eight copies of the dissertation abstract at least two weeks prior to the final oral examination. Read the following information:

NOTICE: REQUIREMENT OF SUBMISSION OF ELECTRONIC DISSERTATION

All doctoral students who will graduate after the Spring semester of 2001 will be required to submit a copy of their dissertation in electronic format to the Office of Graduate Studies. Students will have the choice of submitting one paper copy and one electronic copy, or submitting one electronic copy and no paper copies.

Visit the Graduate Studies Electronic Dissertation website <https://gradschool.utexas.edu> for general information about this new requirement. Because it is now standard for students to create their dissertation by word processing, the requirement to deposit electronically should, in most cases, be easy to fulfill. The requirement is for the student to provide us with a copy of the dissertation in PDF format (instructions for how to do this are available on the website mentioned above). For some students, the capability of including multi-media files within the dissertation will open up new possibilities of expression. For all students, there will be a potential for easier and quicker dissemination of the dissertation to readers.

However, there are also new implications for publication and intellectual property issues to be considered. These are discussed on the website, as well.

It is highly recommended that students discuss the ramifications of this new requirement with their dissertation adviser(s).

If you have further question, please contact the Office of Graduate Studies Degree Evaluators.

Copyright Tutorial

Doctoral students graduating after Spring 2001 will be required to provide documentation of having taken (and having passed a test on) the UT Copyright Tutorial at <http://www.lib.utsystem.edu/copyright/>. The Tutorial can be taken anytime before turning in the dissertation. It is advised to take it well before that time (early in candidacy), as its goal is to educate the student on the often confusing and constantly changing copyright laws. The Tutorial site provides a test that, after having been taken and passed, provides a Certification of completion. This Certification (or a copy of it) must be turned in by the time of dissertation submission or the dissertation may not be accepted and the student's graduation may be delayed or denied.

Time Limit

Time Limit

All requirements for a master's degree must be completed within one six-year period. Work over six years old can be reinstated only by special permission of the Graduate Dean, upon recommendation of the GSC. No official time limit has been imposed on acquiring the doctoral degree. Nevertheless, all completed work included in the degree program, at the time of admission to candidacy, must have been taken within the previous six years. In the doctoral program, the student's progress will be reviewed by the GSC annually to determine sufficient progress during the previous year.

99 Hour Rule

99 in '99 Policy

Effective in **September 1999**, the University began charging nonresident tuition to graduate students who have more than 99 doctoral hours-- the 99 in '99 policy. This policy applies to Texas residents as well as students from out of state.

In Absentia

In Absentia Registration

Students who fail to complete their degree requirements by the deadline will be required to register and complete their degrees the following semester. Recognizing the difficulties associated with scheduling final oral exams during the summer session, the Graduate Assembly has approved Post Summer Registration to accommodate those students who finish their degree requirements after the summer deadline but before the start of the fall semester.

Human Subjects

Human Subjects

If you use any data involving human subjects, you must have IRB approval prior to any use. If you use data from a grant that requires IRB approval, you must be added as a Co-Investigator by a letter from the PI of the grant. It takes time for IRB approval, so do this well in advance of your deadlines. All dissertation, whether they include human subjects or not, must include the [Statement on Research with Human Participants form](#).

Travel Awards

Professional Development (Travel) Awards

These awards provide support for students to attend professional meetings at which they present an original paper or poster based on their research. Students may apply for one travel award per academic year. Preference is given to doctoral candidates who have not previously received an award, and who are nearing graduation and can use attendance at the meeting to explore career opportunities. In addition, attendance to a national meeting will be given priority over a state meeting. Applications are evaluated by the Department of Nutritional Sciences TA/AI & Scholarship Committee. An application can be obtained from the Appendix of this Handbook or see <http://www.utexas.edu/ogs>.

Loans

Short-Term Loans

The Office of Student Financial Services has funds available to provide short-term emergency or tuition assistance loans to students. These loans are made from funds provided by donors with special instructions that they be used to assist students who encounter financial emergencies. The loans are normally made for a one-month period and are designed to be repaid in full on or before the due date. Tuition loans are given during registration and must be applied to a student's fee bill. Emergency loans are given in cash.

MASTER OF SCIENCE IN NUTRITION – IN RESIDENCE

For the Master of Science **Online**, please see the separate Handbook dedicated to that program.

Master of Science

General Description

The **Master of Science in Nutrition** with thesis prepares professionals for teaching in junior colleges; administration in public health programs; technical positions at food, pharmaceutical and chemical laboratories; and for those who are registered dietitians, advanced practitioner and teaching positions in clinical dietetics. The GSC must approve the **Program of Work** before the student is admitted to candidacy. For the M.S. degree, **30 credit hours** are required, distributed as follows:

- * 18 hours in specified nutrition courses. The eighteen hours in nutrition must include at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six recent advances; the remaining three hours may be in either research methods or recent advances;
- * six hours in a minor field such as molecular biology, zoology, botany, anthropology, biochemistry, immunology, physiology, health promotion, community nutrition and public health or kinesiology;
- * six hours of thesis involving an original research project (i.e., NTR 698A and NTR 698B)

The master's degree program typically requires four semesters of full-time study. Coursework taken at other institutions will not be counted.

After at least one semester of course work, and after substantial progress has been made on the thesis research project, students should consult with their supervising professor and formulate a "Proposed Program of Course Work" (see example). The "Proposed Program of Course Work" lists only the courses that are required toward the M.S.

The "Proposed Program of Work" must be submitted to the Graduate Adviser for approval. After coursework is approved by the Graduate Adviser on behalf of the Graduate Studies Committee, the student should file an **Application for Candidacy: Master's Degree form** at <http://www.utexas.edu/ogs/>

"Graduation under a Particular Catalog" is a policy established by the Graduate school. Degree requirements may change from one catalog to the next. You are normally bound by the requirements of the catalog in force at the time of your first registration; you may choose, however, to fulfill the requirements of a subsequent catalog. If you do not fulfill your requirements within six years of your first enrollment in the Graduate School, you are then bound by the requirements of a subsequent catalog. You may choose the catalog in effect in any year in which you are enrolled in the Graduate School, within the six-year limit.

For more information, see the Graduate School Catalog
<http://registrar.utexas.edu/catalogs>

The student should consult with his or her supervising professor before completing this form. In consultation with the student, the supervising professor will suggest one additional person to be named to the thesis committee (i.e., to serve as “Reader” or “Co-Supervisor”). The consent of the individual must be obtained prior to adding the name to the Application for Candidacy.

Deadlines for filing are not flexible. It is the student’s responsibility to apply for graduation. Students should go to **URL:**

<http://www.utexas.edu/ogs/pdn/index.html> to download appropriate forms.

PLEASE check the deadlines posted each semester on the Graduate School web site. You’ll need to give everyone adequate time to review and sign the necessary forms.

MASTER OF SCIENCE IN NUTRITION with THESIS

(1) Three hours required for letter grade, others taken CR/NC. Additional hours may be taken but will not count toward the 30 hours requirement.

(2) The thesis course is a six-hour course in which 698A must precede 698B. Students must be registered for 698B when thesis is submitted. Thirty semester hours are required, distributed as follows:

- | Eighteen hours in specified nutrition courses;
- | Six hours in a minor or supporting field such as zoology, botany, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, or kinesiology; and
- | Six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include at least three hours in research methods, at least three hours in research problems, at least three hours in seminar, and at least six hours in recent advances; the remaining three hours may be in either research methods or recent advances.

MASTER OF SCIENCE IN NUTRITION with REPORT

A degree program with report is also available, for students seeking a terminal master's degree. In this program, NTR 398R and three additional hours in either research methods or recent advances replace the thesis course.

A total of 33 hours are required for this option.

**Coursework for completion of MASTER OF SCIENCE IN NUTRITION 30 hours
required to complete**

Course	Description	Required Credit Hours	Semester Taken	Actual Credit Hours
NUTRITION COURSES:				
NTR 392	Research Problems in Nutritional Sciences	Minimum of 3 hrs required.		
NTR 394	Graduate Seminar in Nutritional Sciences	Minimum of 3 hrs required.		
NTR 390	Recent Advances in Nutritional Sciences	Minimum of 9 hrs required		
	Advances in Nutrition I Macronutrients			
	Advances in Nutrition II Vitamins and Minerals			
	Molecular Nutritional Sciences			
	ANY ADDITIONAL TOPIC NOT REPEATED			
NTR 380K	Research Methods in Nutritional Sciences	Minimum of 3 hrs required.		
MINOR	Graduate or Approved Upper-Division Undergraduate Courses (course must be germane and/or related to research interest)	≥6		≥6
NTR 698A	Thesis	3		3
NTR 698B	Thesis	3		3
REPORT OPTION INSTEAD OF THESIS MUST BE APPROVED BY SUPERVISOR	NTR 398R and three additional hours in either research methods or recent advances replace the thesis course.	Total 33 MA w Report	Required	30 MA Thesis

SAMPLE PROGRAM**PROPOSED PROGRAM of COURSE WORK FOR THE MASTER OF SCIENCE DEGREE**

A grade of at least C (2.00) is required for a course to be included in the student's Program of Work.

Name:**Date:****Address:****B.A./B.S., Date,
Institution****Major:****Probable graduation date:****Courses for Major**

Course No.	Course Title	Professor	Institution	Year	Grade
NTR 392	Research Problems: Nutrition and	Kline/Sanders	UT	2009	A
NTR 394	Graduate Seminar in Nutritional	Davis	UT	2010	A
NTR 390.1	Advances in Nutrition I	Freeland-Graves	UT	2009	A
NTR 390.7	Advances in Nutrition II	Jolly	UT	2010	A
NTR 380K	Research Methods: Exp Dsgn and Stat	Bray	UT	2009	A
NTR 698A	Thesis	Kline/ Sanders	UT	In	
NTR 698B	Thesis	Kline/Sanders	UT	Future	

Courses in Minor

BIO 398G	Signaling in Cancer	Dharmawardhane	UT	2010	A
MOL 395F	Genetics	Fischer/Macdonald	UT	2009	A

Other Graduate Work

ZOO 388M	Advanced Cell Biology	Poenie	UT	2011	A
BIO 395	Plant Bio: Lab STDS in Mol Bio	Sathasivan	UT	2010	A

Supporting Undergraduate Work

NTR 311	Introductory Nutrition	Krakin	LSU	2005	A
BIO 211	Cell Biology	Perez	LSU	2005	A
BIO 365R	Vertebrate Physiology	Labeau	LSU	2006	A
CH 302	Principles of Chemistry	Breaux	LSU	2006	A
CH 610A	Organic Chemistry	Wilson	LSU	2007	A
CH 610B	Organic Chemistry	Thibideaux	LSU	2008	B
CH 339K	Biochemistry	Thibideaux	LSU	2008	A

DOCTOR OF PHILOSOPHY IN NUTRITIONAL SCIENCES

Doctoral Degree

General Description

The purpose of the Ph.D. program in Nutritional Sciences is to prepare students for research, teaching, and administrative positions in colleges, universities, government and industry. Evidence of such preparation includes the submission of a dissertation, which should be a major contribution to knowledge indicating not only that the individual has a thorough knowledge of the particular field but also that the individual can design and execute original research.

While the Graduate School sets no specific or formal course requirements for the Ph.D. across campus, the typical expectation is that a doctorate involves 60 hours of credit post baccalaureate. Most doctoral programs require a minimum of **four- five** years of full-time study to complete. At the end of the second year, students are expected to have met the requirements for admission to candidacy, namely:

- | Successful completion of all courses conditional to admission
- | Completion of at least 18 hours in Recent Advances in Nutrition and Research Methods, including the following courses with a grade of at least *B* in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I*), 390 (Topic 6: *Molecular Nutritional Sciences*), 390 (Topic 7: *Advances in Nutritional Sciences II*), and 394 (Topic 1: *General Nutrition*); **with a grade of B or better in these courses.**
- | Six hours of graduate course work outside of nutritional sciences that is germane to the dissertation research (i.e. biology, biochemistry, zoology, microbiology, botany, cellular/molecular biology educational psychology, curriculum and instruction, health education, community nutrition, public health and kinesiology). Further supporting work in nutrition or in the related sciences usually is needed to augment the program. Your supervisor will help you select these courses.
- | All students are expected to participate in graduate seminar throughout their entire period of study whether officially registered or not. It is the expectation of GSC members that all students will take NTR 394-Topic 1.
- | Approval by the Graduate Advisor of the proposed course plan and proposed dissertation research program
- | Satisfactory completion of an oral justification of a dissertation research proposal (i.e., Prelim Exam) before a Prelim committee

Dissertation

Registration for dissertation courses

The student must be admitted to candidacy in order to register for the dissertation courses: -99R and -99W (the "R" and "W" signify Research and Writing, respectively). The course numbers vary in credit. A student must register for an R course for one semester and for a W course for each semester thereafter until the degree is completed. Registration for a R and W course in the same semester is prohibited; the courses must be taken over at least two semesters. Registration for NTR 999R or NTR 999W fulfills the 9 hour requirement for teaching assistants, research assistantships or fellowship holders (full-time status).

Registration

Continuous Registration

Once admitted to candidacy for a doctoral degree, a student must enroll and pay tuition by the twelfth class day of the Fall and Spring semesters of each academic year until completion of the degree. (Late registration fee rules do apply.) As stated above, the dissertation course involves a two-semester sequence (-99R followed by -99W). The first course cannot be repeated (i.e., 399R, 699R or 999R). The second (i.e., 399W, 699W or 999W) course must be registered for continuously until the degree is completed. The student must register for at least two semesters of dissertation. The first semester will always be -99R and all succeeding semesters will be -99W. "In Progress" (asterisk) grades will be assigned until the dissertation has been completed for a "CR" credit grade.

The Graduate School monitors continuous registration for doctoral candidates. Students not enrolled by the fourth class day of a long session semester are sent a letter from the Graduate School warning that they must register and pay tuition by the twelfth class day or a bar will be placed on any further registration. Students who are involved in dissertation research work in any way during the summer must be registered. Students who do not register continuously and who are not on approved leave will be dropped from candidacy. For additional information, see the Graduate Adviser.

Procedures for Applying for Candidacy

Program of Work After at least one semester of coursework, and after substantial progress has been made on the dissertation research project, the student should consult with their supervising professor and formulate a “Proposed Program of Work.” The “Proposed Program of Work” lists only the courses that are required toward the Ph.D. Work done for the master’s degree may be included in the work for the doctoral degree, provided it is acceptable to the Graduate Studies Committee, the supervising committee, and the Graduate Dean. On a separate sheet students will need to have the approximate title of the dissertation, a brief description of the research and the name of your supervising professor. At the end of the second year students are expected to have met the requirements for admission to candidacy. **YOU MUST COMPLETE ALL REQUIRED COURSEWORK BEFORE THE PRELIMINARY EXAM CAN BE TAKEN.**

Catalog “Graduation under a Particular Catalog” - policy established by the Graduate school:

Degree requirements may change from one catalog to the next. You are normally bound by the requirements of the catalog in force at the time of your first registration; you may choose, however, to fulfill the requirements of a subsequent catalog. If you do not fulfill your requirements within six years of your first enrollment in the Graduate School, you are then bound by the requirements of a subsequent catalog. You may choose the catalog in effect in any year in which you are enrolled in the Graduate School, within the six-year limit.

Refer to Graduate School Catalog for further information.

<http://registrar.utexas.edu/catalogs>

Prelim Exam The preliminary oral examination, often called the “Prelim”, is a major step in the pre doctoral program. Its purpose is two fold:

- | to establish that the student has a sufficient breadth of knowledge in nutrition and related fields and depth in a specified area of nutrition to be a research scholar;
- | to determine that the student can formulate reasonable research questions and propose effective strategies to answer the questions.

Step 1 Fill out the Proposed Program of Course Work, a list of the courses taken and proposed that are to be counted toward the Ph.D. The program would show successful completion of all conditional courses and all completed and proposed coursework (major, minor and supporting coursework) for graduation under a particular catalog.

A draft should be approved by your supervising professor, then submitted to the graduate coordinator. The graduate coordinator will check with the Graduate School to confirm the correct coursework and requirements. Any discrepancies need

to be resolved. You must have approval of your program **before** you can schedule your preliminary exam. See examples of Proposed Program of Course Work for the Degree of Doctor of Philosophy and an example of the memo to GSC members asking for their comments and recommendations in the Appendix.

Step 2

A written proposal should be prepared and circulated to committee members a minimum of four weeks in advance of the Preliminary examination. The proposal may be accepted as written or returned to the student with suggested modifications. The proposal format should follow the guidelines for an NIH predoctoral fellowship (F31), available in the Appendix of this Handbook. The written proposal must be found acceptable by the Supervisory Committee prior to scheduling the Preliminary Exam.

Step 3

Once the program has been approved, the Prelim can be scheduled. It is the responsibility of the student to choose a time when **all** members of the committee can attend for a three hour time period. You and your supervising professor (not the graduate adviser as the Graduate School paperwork indicates) **should choose four to six people to serve on your dissertation committee. Your supervisor and at least two other people must be from the Department of Nutritional Sciences. At least one person must be from outside the department.**

Any comments or recommendations made by Graduate Advisor regarding the program of work need to be brought to the attention of all prelim committee members by the supervising professor at the beginning of the prelim.

In arriving at a recommendation to the GSC, the prelim committee may consider not only responses to questions during the prelim, but also the successful completion of formal coursework, prior research experience, and other evidence of academic achievement. The committee's recommendation to the GSC will be one of the following:

- (a) admission to candidacy with no conditions;
- (b) admission to candidacy with specific conditions, such as additional coursework;
- (c) re-examination at a later date;
- (d) termination of the predoctoral program, with approval to pursue a master's degree;
- (e) dismissal from the graduate program.

As soon as possible after the prelim examination is completed, the supervising professor needs to formally submit the recommendation of the prelim committee to the Graduate Advisor in writing (Prelim Signature form, see Appendix). Again, a minimum of two weeks is required for approval.

Once the Graduate Advisor has approved the preliminary examination committee's recommendation on the proposed dissertation research program, a copy will be submitted to the Graduate Coordinator for record keeping.

Step 4

The student should use the following web site in order to fill out the Application for Candidacy <https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX>. State the member's full name, department, rank, GSC status (Y or N). (This information is available from the graduate coordinator.)

A brief statement of the proposed dissertation can be cut and pasted to the electronic Application for Candidacy. The abstract should not exceed one page and should be in the form required by the Office of Graduate Studies as part of the application for admission to candidacy for the Ph.D.

You will be required to copy and paste or type your abstract (under 60 lines) into the form. **The UTEID system will timeout after 30 minutes and lose any changes not yet submitted or saved: you may want to prepare this description before beginning the application.** Your supervisor must approve the description.

When the on-line form is completed and sent, it will automatically be routed to your faculty supervisor of electronic approval signature, after approval from faculty supervisor is obtained. A Certification of Academic Credentials electronic form will be sent to the Graduate Studies Committee Chair for electronic signature approval.

A copy of the proposal also should be provided to the graduate coordinator for addition to the student's file.

- | Students are responsible to deliver to Graduate School Degree Evaluators of a curriculum vita for any committee member who is **not** a member of the Graduate Studies Committee.
- | Students are also required to provide to the Graduate School Degree Evaluators a curriculum vita and a letter stating the nominee's willingness to serve at no expense to the university is required when an off-campus committee member is recommended for your committee by the Graduate Adviser. The no-expense letter is available on the Graduate School web site.

Changes to the Committee Membership require special approval, so you should be certain the membership is complete and correct before initiating the application.

Questions should be directed to your Departmental Graduate Coordinator.

Certification of Academic Credentials

A Program of Work (list of courses taken toward the Ph.D.) must be submitted to the Chair of your Graduate Studies Committee. The Graduate Advisor will review and approve the Certification of Academic Credentials online.

The Program of Work must meet all of the requirements established by the Graduate Studies Committee and the Graduate School,

- | must be taken within the past six years,
- | and must include coursework that is sufficient in academic breadth/depth.

Once you have been admitted to candidacy,

- | You are required to continuously register for dissertation or treatise.
- | Your first semester in candidacy is _99R; for all semesters after the first one in candidacy you must register for _99W.

Please be aware that any changes to your committee or the proposed topic must be approved by the Dean of Graduate Studies. Ask the Graduate Advisor to petition for any changes. Changes must be approved well i30 days before submission of the Request for Final Oral.

Coursework for Completion of DOCTOR OF PHILOSOPHY

Course	Description	Required Credit Hours
18 Semester Hours in Nutritional Sciences		
NTR 390	Advances in Nutritional Sciences I Macronutrient Metabolism	3
NTR 390	Advances in Nutritional Sciences II Vitamins and Minerals	3
NTR 390	Molecular Nutrition	3
NTR 394	General Nutrition Seminar	3
Additional Semester Hours in NTR 390 (Recent Advances in Nutritional Sciences) and/or one NTR 380K or Statistics course.		6
Six additional Semester Hours of Graduate Coursework Outside Nutritional Sciences in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology.		6
NTR 999R	Dissertation (Research) taken during the first semester in candidacy.	9
NTR 999W	Dissertation (Writing) taken every semester after first semester in candidacy until Graduation.	9
Total/Expected		60-75

Suggested Schedule:

Fall Year 1		HOURS
NTR 390.1 Recent Advances in Nutritional Sciences I Macronutrient Metabolism	required course	3
NTR 390.X (NTR 390 topics course) Or Statistics	required course	3
NTR 392 research hours		3
Spring Year 1		
NTR 390.6 Molecular Nutrition	required course	3
NTR 392 research hours		3
Outside Course 1	required course	3
★ PROGRESS TOWARD DEGREE: Research Supervisor must be selected before the start of the 3rd semester.		
Fall Year 2		
NTR 394 Graduate Seminar in Nutritional Sciences	required course	3
NTR 392 research hours		3
NTR 390.X (NTR 390 topics course)	required course	3
Spring Year 2		
Outside Course 2	required course	3
NTR 390.7 Recent Advances in Nutritional Sciences VII Vitamins/Minerals	required course	3
NTR 392 research hours		3
★ PROGRESS TOWARD DEGREE: At the end of the second year students must meet requirements for admission to candidacy/ Prelim Exam. Students must complete coursework before Prelim Exam can be scheduled. The Supervisory Committee must be set up by the final day of the fourth long semester.		
Fall Year 3		
NTR 392 research hours		3
NTR 392 research hours		3
NTR 392 research hours		3
★ PROGRESS TOWARD DEGREE: The Prelim Exam must be completed prior to the start of the sixth full semester.		
Spring Year 3		
NTR 999R Dissertation		9
Fall Year 4		
NTR 999W Dissertation		9
Spring Year 4		
NTR 999W Dissertation		9

Fall Year 5		
NTR 999W Dissertation		9
Spring Year 5		
NTR 999W Dissertation		9

Students must maintain at least a 3.0 average.

PROPOSED PROGRAM OF COURSE WORK FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
(MOLECULAR EMPHASIS)

Individual Programs will vary according to research. A grade of at least C (2.00) is required for a Outside department course to be included in the student's Program of Work. A grade of B or better is required for Core Curriculum.

Name:

Date:

B.A./B.S., Date, Institution

Address:

Major:

M.A./M.S., Date, Institution

Major:

MAJOR: Nutritional Sciences

Course No.	Course Title	Professor	Institution	Year	Grade
NTR 390.0	Nutrition and Disease Prevention	Forman	UT	2012	A
NTR 390.1	Advances in Nutritional Sciences	Freeland-Graves	UT	2011	A
NTR 390	Metabolic Syndrome	Nunez	UT	2011	A
NTR 394	Seminar in Nutritional Sci.	Davis	UT	2012	A
NTR 390.7	Advances Nutritional Sci. II	Lashinger	UT	2012	A
NTR 390.6	Molecular Nutrition	deGraffenried	UT	2011	A
NTR 999R	Dissertation	Jolly	UT	In Progress	
NTR 999W	Dissertation	Jolly	UT	In Progress	

Approximate Title: Identification and characterization of a mammalian fatty acid transporter gene

Supporting Work

BIO 391M	Tumor Biology	Huibregtse	UT	2009	A
N397L	Analysis and Interp of Data	Garcia	UT	2010	A

Supporting Undergraduate Work

CHE 1000	General Chemistry I	Jones	Baylor	2007	A
BIO 1500	General Zoology I	Watkins	Baylor	2007	A
FN 1500	Basic Nutrition	Allen	Baylor	2007	A
CHE 1100	General Chem. II	Jones	Baylor	2006	B+
BIO 1550	General Zoology II	Adams	Baylor	2006	A
CHE 2000	Organic Chemistry I	Goldsmith	Baylor	2006	A
CHE 2100	Organic chemistry II	Brunsen	Baylor	2005	A
FN 2500	Biochemical Nutrition	Brian	Baylor	2008	A
CHE 3150	Physiological Chemistry	Kelly	Baylor	2008	A
BIO 2220	Vertebrate Physiology	Parker	Baylor	2004	A
BIO 3025	Genetics	Quinley	Baylor	2008	A
STA 2200	Inferential Statistics	McDougal	Baylor	2004	B
MIC 2025	Microbiology	Fox	Baylor	2004	A

PROPOSED PROGRAM OF COURSE WORK FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (CLINICAL EMPHASIS)

Name:

Date:

Address:

B.A./B.S., Date, Institution

Major:

M.A./M.S., Date, Institution

Major:

MAJOR: Nutritional Sciences

Course No.	Course Title	Professor	Institution	Year	Grade	
NTR 390.0	Nutrition and Disease Prevention		Kline	UT	2011	A
NTR 390.1	Advances in Nutritional Sciences		Freeland-Graves	UT	2011	A
NTR 390	Metabolic Syndrome		Nunez	UT	2011	A
NTR 394	Seminar in Nutritional Sci.		Kline & Sanders	UT	2012	A
NTR 390.7	Advances Nutritional Sci. II		Jolly	UT	2012	A
N 397L(stats)	Analysis and Interp. of Data		Laffrey/Garcia	UT	2013	A
NTR 999R	Dissertation		Jolly	UT	Fall 2013	
NTR 999W	Dissertation		Jolly	UT	Spring 2013	

Supporting Work

N 397L.2	Instrumentation and Measurement		Coward	UT	2011	A
HED 395	Intervention Mapping		Gottlieb	UT	2011	A
EDP 382K	Correlation and Regression		Chang	UT	2012	A

Supporting Undergraduate Work

CHEM 1410	General Chemistry I		Lippmann	TSU	2006	B
CHEM 1420	General Chemistry II		Rudizinski	TSU	2006	B
BIO 2430	Human Anatomy and Physiology		Horne	TSU	2006	B
CHEM 2410	Organic Chemistry I		Blanda	TSU	2007	B
BIO 2460	Cell Biology		Koke	TSU	2007	B
CHEM 2342	Organic Chemistry II		Blanda	TSU	2007	A
FCS 2367	Principles of Nutrition		Thompson	TSU	2007	A
BIO 2400	Microbiology		Rhode	TSU	2008	A
BIO 2450	Genetics		Forstner	TSU	2008	B
CHEM 3410	Quantitative Analysis		Compton	TSU	2009	A
BIO 4445	Pathogenic Microbiology		Prabhakaran	TSU	2009	A
BIO 3442	Virology		Aron	TSU	2009	A
BIO 4416	General Ecology		Barnes	TSU	2009	A

Notification of Graduate Advisor of Prelim Results by Committee Chair. Step 2 of Prelim Exam

Date: _____

To: Graduate Advisor, Dr. Jaimie Davis

From: _____(Committee Chair)

Re: Recommendations of Preliminary Committee
Procedures

The student listed below has successfully completed the qualifying examination and has presented a dissertation proposal that is acceptable to the proposed dissertation committee that reviewed it.

Student: _____

Date of Prelim Examination: _____

Prelim Committee:

Supervising Professor(s)

Committee members

Recommendation:

_____ Admission to candidacy for the Ph.D. without condition.

_____ Admit with Prelim conditions:

_____ Not recommended for advancement.

Procedures for Graduation

Graduation

Registration for Graduation

Candidates for a graduate degree must be registered during the semester or summer session in which they are to receive their degree.

Doctoral students must be registered for the dissertation course, -999R during the first semester in candidacy, then after registers for 999W during the fall and spring semester until graduation and if you need to register during the summer you register for 399W ; master's students for the thesis course register for the first part of thesis, 698A, then registers for 698B on the semester the student is to graduate.

If master's students have incompletes on their Program of Work, they must register for a conference course on a Credit/No Credit basis until the incompletes are cleared. This holds true even if the thesis or report has been submitted.

Deadlines & Submission Instructions

During your last semester as a graduate student, you must apply to graduate, in addition to completing other required steps.

Master's Candidates

If you expect to complete your degree during a given semester, file to graduate by submitting the **Master's Graduation Application form** online. (A paper form may be submitted by students enrolled in dual-degree programs. Contact a Graduate Coordinator to obtain the paper form, to which you must attach a program of work that has been approved by your program graduate adviser.)

The form must be completed and submitted during the appropriate time period: see OGS web page for dates.

<https://gradschool.utexas.edu/>

Students who do not submit the form by the deadline will not be eligible to receive their degree until the subsequent semester.

If you find after filing for graduation that you will not complete your degree requirements, contact the Graduate School for instructions for rescheduling your graduation. The Master's Graduation Application form is valid for one semester only; a new application must be submitted if your semester of graduation changes.

Registration Requirement for Final Semester

All students must be registered in their final graduating semester. Thesis Option students must be registered in 698B and Report Option students must be registered in 398R to submit a graduation application.

Thesis or Report Submission

All master's degree candidates who are completing the thesis or report option must **upload the thesis or report** by 3 p.m. on the deadline AND before final paperwork is submitted:

See OGS web page for dates <https://gradschool.utexas.edu/>

Required Printed Pages

Students are also required to submit a printed copy of the following pages to the Graduate School, Main 101, by 3 p.m. on the relevant deadline listed above. All paperwork must be submitted together in one packet:

- A signature page (with signatures of your supervising committee as listed on your Master's Graduation Application form) ALL committee members must sign the signature page - no proxy signatures allowed;
- A copy of your **Copyright Tutorial** certification email;

- A **Statement on Research with Human Participants form**;
- A **Statement of Research in Restricted Regions form**; and
- Any requests to **Delay Publication**.

Submit the forms whether you used human participants or conducted research in a restricted region or not. If you did use human participants, attach a copy of the IRB approval letter or waiver or exemption notification of the form. If you traveled to a restricted region, attach a copy of your IOC approval letter(s).

If you cannot deliver the required pages in person, they may be mailed to arrive by the deadline. We recommend that you use a guaranteed method of delivery. Send them to:

The University of Texas at Austin
 Dean of Graduate Studies
 110 Inner Campus Drive, Stop G0400
 Austin, TX 78712-1710

Doctoral Students

If you expect to complete your degree during a given semester, file to graduate by submitting the **Doctoral Graduation Application form**.

It must be completed and submitted during the appropriate time period:

See OGS web page for dates <https://gradschool.utexas.edu/>

Students who do not submit the form by the deadline will not be eligible to receive their degree until the subsequent semester.

Registration Requirement for Final Semester

In your final semester, you must be registered for _99W. (Music majors should check with their graduate adviser for registration requirements.)

Dissertation Defense/Final Oral Examination

After you file to graduate, schedule your dissertation defense, also known as the final **oral examination**.

Dissertation Submission

All doctoral degree candidates must **upload their dissertation** by 3 p.m. on the deadline AND before final paperwork is submitted:

See OGS web page for dates <https://gradschool.utexas.edu/>

Required Printed Pages

Students are also required to submit a printed copy of the following pages to the Graduate School, **Main 101**, by 3 p.m. on the relevant deadline listed above. All paperwork must be submitted together in one packet:

- A signature page (with signatures of your supervising committee as listed on your Doctoral Graduation Application form) ALL committee members must sign the signature page - no proxy signatures allowed;
- A copy of your **Copyright Tutorial** certification email;
- A **Statement on Research with Human Participants form**;
- A **Statement of Research in Restricted Regions form**; and
- Any requests to **Delay Publication**.

Submit the forms whether you used human participants or conducted research in a restricted region or not. If you did use human participants, attach a copy of the IRB approval letter or waiver or exemption notification of the form. If you traveled to a restricted region, attach a copy of your IOC approval letter(s).

If you cannot deliver the required pages in person, they may be mailed to arrive by the deadline. We recommend that you use a guaranteed method of delivery. Send them to:

The University of Texas at Austin
 Dean of Graduate Studies
 110 Inner Campus Drive, Stop G0400
 Austin, TX 78712-1710

Exit Surveys

In addition to the required printed pages, doctoral candidates are also requested to complete the following by the

relevant deadline listed above:

- The Association of American Universities Data Exchange [exit survey](#) regarding your experience as a doctoral student; and

The confidential National Science Foundation (NSF) [Survey of Earned Doctorates](#).

Ph.D Oral defense

You will need to obtain the **Request for Final Oral** form from the Office of Graduate Studies web page <http://www.utexas.edu/ogs>

Begin arranging for your defense at the beginning of the semester, especially during the summer, in order to accommodate the travel plans of your committee members.

You should submit the final draft of your dissertation, reviewed for technical and grammatical correctness by your supervisor, to each of your committee members **at least four weeks before your final defense**. All members of the committee must sign the Request for Final Oral. By signing, each member acknowledges receipt of a copy of your dissertation draft and agrees to be present at the defense on the scheduled date.

The request must be filed in the Graduate School with the vita, abstracts, signature and title pages for a format check at least two weeks in advance of your defense. This time is necessary for the Graduate School to process your request and to mail the defense report materials, a copy of the abstract and an invitation to the defense to your committee members and graduate program.

By signing the Request for Final Oral Examination, you authorize The University of Texas at Austin to publish your name, major, dissertation title, committee chair, and the date, time, and location of your final oral exam. In the absence of this signature, this information will not be published as a part of the Schedule of Final Oral Exams.

The Report of Dissertation Defense is mailed to the supervising professor by the Graduate School. Be sure that **the report and the three required copies of the signature page of your dissertation** are present at the oral defense, so that they can be signed by the committee members.

The Report of Dissertation Defense signature page is mailed to the supervising professor by the Graduate School. Be sure that the report and the three required copies of the signature page of your dissertation are present at the oral defense, so that they can be signed by the committee members.

After defense

Your dissertation cannot be approved by the Graduate School until you have successfully passed your defense and your committee members have signed the Report of Dissertation Defense form and the approval (signature) page of your dissertation. The signed Report of Dissertation Defense is the official recommendation of your committee to the Graduate Dean, who depends upon it to determine your eligibility to receive the doctoral degree. A passing report signifies that your committee unanimously agree that you have

completed a dissertation that is an independent investigation in your major field. In the event that revisions to your dissertation are necessary before your committee members will approve your dissertation, the Report of Dissertation Defense should be retained by your supervisor until all revisions have been completed.

The Report of Dissertation Defense required GSC approval, i.e. the signature of the GSC Chairperson. Since the Report of Dissertation Defense does not require the printed names of committee members, please provide the GSC Chairperson with this information.

PROPOSAL FORMAT

NIH Predoctoral Fellowship [F31] format Sections (11

pages total not including references and appendices)

1. Title Page (1 page)
2. Specific Aims (1 page)
3. Background and Significance (1 page)
4. Preliminary Data/Progress Report (2 pages maximum)
5. Research Design and Methods (6 pages)
6. References (no page limit)
7. Any additional material/information requested by the committee can be attached as an appendix (no limit on number of appendices)

Font

Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.

Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.

Use black ink that can be clearly copied.

Print must be clear and legible.

Paper Size and Page Margins

Use **standard size (8 ½" x 11")** sheets of paper.

Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, including the Student's name and page numbers.

Page Formatting

Use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

The application must be single-sided and single-spaced.

Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b). Do not include additional pages between the face page and page 2.

Do not include unnumbered pages.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

A smaller type size is acceptable but it must be in black ink, readily legible, and follow the font typeface requirement.

EXCERPTS FROM GRADUATE CATALOGS

REGARDING GRADUATE PROGRAMS IN NUTRITION AND NUTRITIONAL SCIENCES

The following introductory material is identical in Graduate School catalogs since 1991:

The preliminary training of students seeking a graduate degree should include courses in the following fields: inorganic chemistry with lab, organic chemistry with lab, biochemistry with lab, vertebrate or human physiology, cellular and molecular biology, statistics, and nutrition. The Graduate Studies Committee may recommend that some or all of these courses be completed as a prerequisite for admission to the program or in addition to the courses required for the graduate degree. For students who wish to combine the advanced degree in nutrition with courses and experiences meeting the requirements for registration eligibility with the American Dietetic Association, additional courses may be required.

MASTER OF SCIENCE- Specific Degree Requirements

The Graduate Studies Committee must approve the program of work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances.

A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2008-2010

The Graduate Studies Committee must approve the program of work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances.

A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2011-2013

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include

at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2013-2015

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include

at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2015-2017

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include

at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2017-2019

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include

at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

DOCTOR OF PHILOSOPHY - Specific Degree Requirements

2005-2011

The doctoral program typically requires four to five years of full-time study. **Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) fifteen semester hours in nutrition, including the following courses with a grade of at least B in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I*), 390 (Topic 7: *Advances in Nutritional Sciences II*), and 394 (Topic 1: *General Nutrition*);

(3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

2011-2015

The doctoral program typically requires four to five years of full-time study. **Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) Completion of at least 18 hours in recent advances in nutrition and research methods in nutritional sciences, eighteen semester hours in nutrition, including the following courses with a grade of at least B in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I*), 390 (Topic 6: *Molecular Nutritional Sciences*), 390 (Topic 7: *Advances in Nutritional Sciences II*), and 394 (Topic 1: *General Nutrition*); **with a grade of B or better in these courses.** (3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

2015-2017

The doctoral program typically requires four to five years of full-time study. **Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) Completion of at least 18 hours in recent advances in nutrition and research methods in nutritional sciences, eighteen semester hours in nutrition, including the following courses with a grade of at least B in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I*), 390 (Topic 6: *Molecular Nutritional Sciences*), 390 (Topic 7: *Advances in Nutritional Sciences II*), and 394 (Topic 1: *General Nutrition*); **with a grade of B or better in these courses.** (3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

2017-2019

The doctoral program typically requires four to five years of full-time study. **Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) Completion of at least 18 hours in recent advances in nutrition and research methods in nutritional sciences, eighteen semester hours in nutrition, including the following courses with a grade of at least *B* in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I*), 390 (Topic 6: *Molecular Nutritional Sciences*), 390 (Topic 7: *Advances in Nutritional Sciences II*), and 394 (Topic 1: *General Nutrition*); **with a grade of B or better in these courses.** (3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

A Guide to Nutritional Sciences Graduate Courses

The following list of courses is designed to help graduate students know what courses are offered by the Nutritional Sciences graduate faculty. Additional information may be obtained from the instructor of each course. Graduate standing is required for registration in any of these courses. **GRADUATE COURSES**
The faculty has approval to offer the following courses; however, not all courses are taught each semester or summer session. Students should consult the *Course Schedule* to determine which courses will be offered during a particular semester or summer session. The *Course Schedule* may also reflect changes that have been made to the courses inventory after the publication of this catalog. Unless otherwise stated below, each course meets for three lecture hours a week for one semester.

GRADUATE COURSES

The faculty has approval to offer the following courses in the academic years 2017–2018; however, not all courses are taught each semester or summer session. Students should consult the [Course Schedule](#) to determine which courses and topics will be offered during a particular semester or summer session. The [Course Schedule](#) may also reflect changes made to the course inventory after the publication of this catalog.

Nutrition: NTR

NTR 380K. Research Methods in Nutritional Sciences.

One lecture hour and six laboratory hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite: Graduate standing in nutrition, or graduate standing and consent of instructor.

Topic 1: Experimental Nutrition.

Topic 2: Nutritional Immunology.

Topic 3: Applied Statistics.

Topic 4: Advanced Experimental Design and Statistics. Additional prerequisite: Nutrition 380K (Topic 3) or consent of instructor.

Topic 5: Carcinogenesis.

Topic 6: Nutritional Biochemistry.

NTR 390. Recent Advances in Nutritional Sciences.

Three lecture hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite: Graduate standing; and one of the following: [Chemistry 339K](#) and [339L](#), [Chemistry 369](#), equivalent coursework, or consent of instructor.

Topic 1: Advances in Nutritional Sciences I. Macronutrient Metabolism. Required of all graduate students in nutrition.

Topic 2: Carbohydrates and Fiber.

Topic 3: Lipids.

Topic 4: Vitamins and Minerals.

Topic 5: Minerals.

Topic 6: Molecular Nutritional Sciences.

Topic 7: Advances in Nutritional Sciences II. Required of all graduate students in nutrition.

Topic 8: Clinical Nutrition. Additional prerequisite: Nutrition 370 or the equivalent or consent of instructor.

Topic 9: Nutrition, Immunology, and Cancer.

Topic 10: Geriatric Nutrition and Metabolism. Study of how aging influences nutrient requirements and metabolism at the biochemical and molecular level. Discussion of dietary changes to offset the effects of aging and to improve quality of life.

Topic 11: Nutrition, Cancer, and Development. The role of nutrition in development from embryo to adult, the role of nutrition in the prevention and treatment of cancer, and the ability of nutrients to affect development and disease.

NTR 392. Research Problems in Nutritional Sciences.

One lecture hour and six laboratory hours a week for one semester. May be repeated for credit when the topics vary.

Prerequisite: Graduate standing and consent of instructor.

Topic 1: Biochemical Nutrition.

Topic 2: Nutrient Requirements.

Topic 3: Nutrition and Cancer.

Topic 4: Nutrition and Immunology.

Topic 5: Food Sciences.

Topic 6: Clinical Nutrition.

Topic 7: Nutrition Education.

Topic 8: Developmental Nutrition.

Topic 9: Foodservice Systems.

Topic 10: Nutrition and Metabolism.

Topic 11: Obesity.

NTR 194, 294, 394. Graduate Seminar in Nutritional Sciences.

One, two, or three lecture hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite:

Graduate standing and consent of instructor.

Topic 1: General Nutrition. Required of all students.

Topic 2: Clinical Nutrition.

Topic 3: Molecular and Cellular Nutrition.

Topic 4: Nutrition, Immunology, and Disease.

Topic 5: Nutrition through the Life Cycle.

NTR 397C, 697C. Conference Course in Nutritional Sciences.

For 397C, one lecture hour and six laboratory hours a week for one semester; for 697C, two lecture hours and twelve laboratory hours a week for one semester. May be repeated for credit. Offered on the credit/no credit basis only.

Prerequisite: Graduate standing and consent of instructor.

NTR 698. Thesis.

The equivalent of three lecture hours a week for two semesters. Offered on the credit/no credit basis only. Prerequisite:

For 698A, graduate standing in nutrition and consent of the graduate adviser; for 698B, [Nutrition 698A](#).

NTR 398R. Master's Report.

Preparation of a report to fulfill the requirement for the master's degree under the report option. The equivalent of three lecture hours a week for one semester. Offered on the credit/no credit basis only. Prerequisite: Graduate standing in nutrition and consent of the supervising professor.

NTR 398T. Supervised Teaching in Nutrition.

Teaching under close supervision; group meetings, individual conferences, and reports. Three lecture hours a week for one semester. Prerequisite: Graduate standing and appointment as a teaching assistant.

NTR 399R, 699R, 999R. Dissertation.

Offered on the credit/no credit basis only. Prerequisite: Admission to candidacy for the doctoral degree.

NTR 399W, 699W, 999W. Dissertation.

Offered on the credit/no credit basis only. Prerequisite: [Nutrition 399R](#), [699R](#), or [999R](#).

Example of Curriculum Vita

CURRICULUM VITA

YOUR NAME

DATE

PERSONAL DATA

Birthdate: *Month, Day, Year,* Place of Birth: *City, State, Country; Citizenship*
Email Address: persona@utexas.edu
Mailing Address: Department of Nutrition/A2703
The University of Texas at Austin
Austin, Texas 78712-1097
Office Address: Building (*Gearing Hall/Painter Hall*)Room Number
(512) 470-0000
Department FAX: (512) 471-5630 (GEA) or 471-5844

Education (present to past)

<u>Dates</u>	<u>Degree</u>	<u>Institution</u>	<u>Major</u>
<i>(example)</i> 8/26/12-present	seeking PhD	The University of Texas at Austin Department of Nutritional Sciences Department of Nutritional Sciences	Nutritional Sciences Supervising Professor: Dr. XXX

Give information on undergraduate degree(s) and any other advanced degrees.

Research and Professional Experience

<u>Dates</u>	<u>Employer</u>	<u>Positions</u>
Date Admitted to Candidacy: month/ day/year <i>(example)</i> 9/1/04-1/15/05	The University of Texas at Austin Department of Nutritional Sciences	Teaching Assistant for NTR 111L Introductory Nutrition Lab <i>(Supervisor)</i>
<i>(example)</i> 9/1/04-12/31/05	The University of Texas at Austin	Graduate Research Assistant for Dr. XXX Project: give descriptive title of research project you worked on.

Professional Societies

(example)

American Society for Nutrition, Student Member
American Institute of Clinical Nutrition, Student Member
American Association for the Advancement of Science, member
Texas State Nutrition Council, Member

Professional and Public Service

(example)

Supervised undergraduate student participating in the Summer Undergraduate Research Program in Molecular Biology, sponsored by the National Science Foundation and the Howard Hughes Medical Institute.

(example)

invited lecture to professional organization

Awards and Honorary Societies

(examples)

Phi Beta Kappa Phi

Kappa Phi

Research Interests

Briefly describe your thesis/dissertation research project. Continue by indicating the work that has been accomplished over the past year and your plans for the coming year.

Publications and Contributions

Give COMPLETE references:

For articles: provide last name and initials of all authors in the order as they appear on the publication. Year. Complete title of article. Complete title of journal. Volume. first and last pages of article.

For books: list authors, complete title of chapter, In: give complete title of book; last names and initials of all editors; publisher, location; first and last pages of article. year.

Articles in refereed journals:

Articles in non-refereed journals and books:

Articles in refereed journals or books in press:

Articles in non-referred journals or books in press:

Articles in refereed journals or books submitted:

Abstracts:

Give information on posters or presentations at state, national or international meetings here. Be sure to give the full name of the professional organization, date and place where meeting was held.

NUTRITIONAL SCIENCES GRADUATE STUDENT ANNUAL REVIEW FORM

DATE OF REVIEW: _____

NAME OF STUDENT BEING REVIEWED: _____

REVIEW CRITERIA: (check if applicable)

_____current student curriculum vitae

_____program of course work

_____satisfactory completion of Prelim Exam on: _____or scheduled for: _____

_____research accomplishments

_____professional development

RATINGS: (circle one)

Satisfactory Progress Toward Degree

Needs Improvement

Unsatisfactory Progress Toward Degree

COMMENTS:

NAMES AND SIGNATURES OF ALL COMMITTEE MEMBERS PARTICIPATING IN REVIEW: COMMITTEE

CHAIR/CO-CHAIRS:

_____x
(Print Name)

_____x
COMMITTEE MEMBERS:

_____x
(Print Name)

_____x
(Print Name)

_____x
(Print Name)

_____x
(Print Name)

Application for Graduate Student Professional Development Award

Professional Development Awards provide support for students to attend major professional meetings at which they present an original paper based on their research.

NAME: _____ DEPT: _____ DATE: _____

EID: _____ EMAIL ADDRESS: _____
MAILING ADDRESS: _____ ZIP: _____

YOU MUST BE REGISTERED AT THE UNIVERSITY OF TEXAS AT AUSTIN DURING THE SEMESTER THE FUNDS ARE TO BE USED. SUMMER REGISTRATION WILL BE WAIVED IF YOU WERE REGISTERED FOR THE PRIOR SPRING SEMESTER.

Name of the meeting/conference: _____

Location of the meeting: _____

Dates during which you plan to attend the meeting: _____

Date of your presentation: _____
Month Day(s) Year

Chair of dissertation or thesis committee (if known): _____

Are you currently receiving income from The University of Texas at Austin? Yes No
If you are receiving support, what is the source of that support?

Fellowship TA or AI GRA Other – e.g., staff employee

List the number of previous travel awards that you have received from the Graduate School:

1 2 3 4 or more

Estimate the registration costs, transportation costs and total costs associated with your attendance at the meeting. Please provide accurate/current airfares.

Registration: \$ _____ Transportation: \$ _____ Total Costs: \$ _____

What other sources of support and estimated amounts are available to you to help defray the costs of your attending and presenting at this meeting.

Save a copy of this form when completed, and then email a copy of the completed form along with your supporting documents to your department or program's **graduate coordinator**.

Documents required include 1) this completed form, 2) a copy of your abstract, and 3) abstract acceptance evidence (copy of email, letter or program confirming your presentation).

Checklist of Instructional Duties for Teaching Assistants Graduate Program in Nutritional Sciences

Listed below are some duties that Teaching Assistants normally perform. Please indicate which of these duties your TA will be expected to perform, and how often he or she is expected to do them. For infrequent duties (such as computing final grades), indicate expected dates.

Teaching Assistant _____ Semester _____

Faculty Supervisor _____ Course _____

Duty	Frequency	Due Date (s)
Attended classes		
Read textbook/assignments		
Take attendance		
Maintain seating chart		
Take class notes		
Maintain office hours		
Conduct review sessions		
Conduct lab sessions		
Grade homework		
Grade essays/papers		
Show films/video tapes		
Prepare transparencies		
Write exam questions		
Proctor exams		
Grade exams		
Arrange for machine-grading of exams		
Maintain class records/grades		
Prepare mid-semester reports		
Help in computing final grades		
Teach class/Lab		
Travel/errands		

TA's signature

Date

Instructor's Signature

INTERPERSONAL SKILLS

Interaction w/students

Interaction w/faculty

Responsiveness to faculty feedback during semester

TECHNICAL SKILLS

Assistance w/grading

Preparation of classroom materials such as
handouts or
packet materials, AV materials,
etc. Assistance w/preparation
of exams

PROFESSIONAL SKILLS

Judgment

Initiative

Emotional
maturity

Professional standards of behavior

Commitment to teaching
function

TEACHING SKILLS

Organization

Level of content

Delivery of
information

Use of teaching aids, handouts, AV materials

Ability to answer
questions Engagement of students'
attention and interest

OVERALL EFFECTIVENESS AS A TA/AI

I _____ have read and reviewed my TA evaluation with the faculty in charge of this class.

TA's Signature _____

Date _____

Faculty Signature _____

Date _____

Please return the completed evaluation form by _____ to the Graduate Coordinator.

Supervisor's comments are based on __indirect evidence such as comments of students, students' evaluations __direct evidence obtained by observing __ (#) lab(s), discussion(s), or review session(s) led by TA.

Example of Time Log for documenting TA Duties

	Jan 21	Jan 28	Feb 4	Feb 11	Feb 18	Feb 25	Mar 3	Mar 10	Mar 17	Mar 24	Mar 25	Mar 31	April 7
Teach Class/ Lab													
Attend Lecture													
Read Material													
Take Role													
Maintain seating													
Library work													
Office Hours													
Review Hours													
Grading													
Show slides													
Class Prep													
Xerox Test													
Proctor													
Travel/ errands													
Other													

Guide to Establishing Responsibilities in Shared Space and Equipment Areas¹

Campus-wide there has been increased emphasis on researchers sharing laboratory/teaching space and equipment to make more efficient use of these resources. Examples of shared use are core facilities and analytical equipment located in a researcher's laboratory but shared with others. Often it is not clear who is responsible for the shared space or equipment. When this occurs and hazardous or radioactive materials are involved, safety and regulatory compliance problems may arise. These problems frequently involve contamination or waste that is not identified or labeled properly. Undetected chemical or radioactive contamination could cause potentially harmful exposures to others using the space or equipment, and not labeling these materials violates several federal and state regulations.

For these reasons, Environmental Health and Safety (EHS) highly recommends that a [competent individual](#)² be designated as the person responsible for managing shared space and equipment. An alternate should also be specified so that management continues when the primary designee is absent.

All researchers are responsible for ensuring their own **safety** compliance training is up to date. Check the Environmental Health and Safety web site for online training and classes. <http://www.utexas.edu/safety/ehs/train/>

The designee will develop, implement, and enforce basic procedures to control contamination and wastes. Adherence to the procedures should prevent most contamination and waste problems; however, if a problem occurs, the person responsible shall ensure the issue is corrected in a timely manner. What follows are EHS recommended procedures for the different shared space and equipment scenarios.

Securable research space recommended procedures

Securable research space is research related space with locking doors used by more than one Principal Investigator (PI) or faculty member. Examples of securable space include, but are not limited to, instrument rooms, cold rooms, warm rooms, and darkrooms.

Recommended procedures:

1. Departments, colleges, or research units must designate a competent individual as the single point-of-contact responsible for each securable room which is used in support of research but is shared by more than one PI.
2. Biological, chemical, or radioactive stock and in-process materials must be properly labeled and the room must be secured when no one in the sharing group is in the area.