Graduate Student Handbook
Master of Science in Nutrition
2019-2020
Welcome to the Master’s in Nutrition and Dietetics Program, Department of Individual, Family and Community Education, College of Education at the University of New Mexico. This Handbook is intended to provide useful information as you pursue your graduate degree in Nutrition. This Handbook is not intended to replace advisement by the Nutrition Program faculty, information from the UNM Office of Graduate Studies (OGS), information in the UNM catalog or the UNM Pathfinder. Information in this handbook is subject to change. Please contact your assigned graduate nutrition advisor with any questions.

**Nutrition Program website:**
http://coe.unm.edu/departments-programs/ifce/nutrition/

<table>
<thead>
<tr>
<th>Nutrition Program Faculty</th>
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<tbody>
<tr>
<td>Jean Cerami, MS, RD, LD</td>
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<tr>
<td>Principal Lecturer</td>
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<tr>
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<td>Diana-Gonzales-Pacheco, DCN, RD</td>
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<td>505-277-8185</td>
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<td>Katie Coakley, PhD, RD</td>
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<td>DPD Director</td>
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<td>505-277-9612</td>
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<tr>
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<tr>
<td>Associate Professor</td>
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<tr>
<td>Graduate Program Coordinator</td>
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Prerequisites
Applicants should have a B.S. or B.A. in Nutrition or have completed the following courses:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tr>
<td>CHEM 1215</td>
<td>General Chemistry I for STEM Majors</td>
<td>3</td>
</tr>
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<td>CHEM 1215L</td>
<td>General Chemistry I for STEM Majors Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 2120</td>
<td>Integrated Organic Chemistry and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1140</td>
<td>Biology for Health Sciences</td>
<td>3</td>
</tr>
<tr>
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<td>BIOL 2210</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
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<td>BIOL 2225</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2225L</td>
<td>Human Anatomy and Physiology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2305</td>
<td>Microbiology for Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 2110</td>
<td>Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 320</td>
<td>Methods in Nutrition Education</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 321</td>
<td>Management in Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 330L</td>
<td>Principles of Food Science</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 344</td>
<td>Energy Nutrients in Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 345</td>
<td>Vitamins and Minerals in Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 406</td>
<td>Introduction to Public Health Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 424</td>
<td>Nutrition in the Lifecycle</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 427</td>
<td>Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 428</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits</strong></td>
<td><strong>55</strong></td>
</tr>
</tbody>
</table>

The above courses or equivalents must be completed (with a grade of B- or better) prior to or during the semester in which the students applies to the M.S. Degree Program.

**NOTES:**
1. Equivalent courses may be substituted as approved by Nutrition faculty.
2. If the bachelor’s degree in nutrition or the prerequisites were completed more than 5 years before admission, the faculty will review the prerequisites to determine if the student needs to retake one or several prerequisites as updates/refreshers.
3. Students may not complete more than twelve (12) hours of required graduate courses for the M.S. degree before completing the prerequisites. Students must earn a grade of “B-” or better in any graduate courses completed before acceptance to the program.

**Advisement**

Students accepted into the M.S. Degree Program in Nutrition will be assigned a nutrition program graduate advisor. We strongly encourage you to schedule a meeting with your advisor prior to or within the first week of the semester of acceptance to determine a tentative course schedule for the first year. This assures that the courses taken will be acceptable to fulfill degree requirements and that other degree requirements are met in a timely fashion. After the first semester in the program, graduate students may change advisors if they wish. The advisor may or may not ultimately serve on the student’s
graduate Committee. The student should continue to meet with the assigned nutrition
graduate advisor each semester to discuss appropriate course selection until a Committee
Chair is selected.

**Goal Statements**
Each student must develop a student Goal Statement *by the end of the first semester* of
acceptance into the program. The Statement must be emailed to your advisor by the end
of the first semester you are admitted into the program (by December 1 if admitted in the
fall, by May 1 if admitted in the spring). The Goal Statement should include 3-5
goals/objectives that reflect areas of interest, knowledge to be gained, or skills to be
developed in the M.S. degree program. Complete the Goal Statement form located in the
Appendix of this Handbook.

The purpose of the Goal Statement is to:
1. Help the student choose elective course work that has relevance. Elective course
   work for the degree can be chosen from a number of areas including health
   education, public health, counseling, exercise science, biological sciences,
   management, statistics, etc.
2. Guide selection of a publishable paper or thesis research project. The best way to
decide which of these options is most appropriate is to have a discussion with your
advisor.

This Goal Statement will be kept in the student file by the student’s advisor and reviewed
and updated periodically (at least once per year. Should the goals change, it is up to the
student to email the advisor the updated goals.

Your advisor will also mentor you regarding the general topic and the Plan (Plan I vs. Plan
II) you choose for your master’s work.

In addition to seeking advisement, graduate students are responsible for being informed
of graduate school policies as outlined in the UNM Catalog and the UNM Pathfinder. The
Office of Graduate Studies (OGS) also has information on UNM policies related to
graduate study and graduation. This information is available on the OGS website:
http://ogs.unm.edu/

**Degree Requirements**
The general UNM and Nutrition Program requirements for a master’s degree are:
1. Complete course work requirements.
2. Maintain a cumulative grade point average (GPA) of 3.0 or better. No more than 6
   hours of course work can have grades C, C+, or CR. Students who fail to maintain
good academic standing (GPA drops below 3.0; earning two grades of NC, F, WF,
   or IF; or 6 or more credit hours with “Incomplete” grades) will be placed on
   academic probation by the Office of Graduate Studies.
3. Have a Program of Studies (POS) approved by the Dean of Graduate Studies no
   later than March 1 for summer graduation, July 1 for a fall graduation and or
   October 1 for a spring graduation. The form is available on the OGS website
   (Forms, Academics, Program of Study for the Master’s Degree). This form requires
   the signatures of the Nutrition Advisor/Graduate Committee Chair and the IFCE
   Department Chair prior to submission. See your advisor for assistance with filling
out this form. Submit this form to the Department Administrator BEFORE the deadline. The Department Administrator will assure that OGS receives the POS.

4. Develop a publishable paper or thesis topic and form a Committee within the first two years in the M.S. Program.

5. Complete a successful proposal presentation of a publishable paper or thesis within the first two years in the M.S. Program.

6. Complete a successful defense presentation of a publishable paper or thesis.

7. Complete degree requirements within 7 years from date of acceptance into the program.

For more information about UNM degree requirements see the UNM Catalog.

**Active Status**

Active status must be maintained throughout your career as a graduate student. You will become inactive if you do not enroll in at least one credit for 3 consecutive semesters, and this includes summer semester. If you become inactive, you will be required to reapply to the graduate program. Please be sure and stay up to date with your status.

During months that you do not enroll in a graduate credit, you will not have access to library resources and thus, may not be able to utilize the library databases. Keep this in mind should you decide not to enroll in a semester but plan to work on your project.
TIMELINE

Every Semester:
- Meet with graduate nutrition advisor to discuss course selection.
- Review Program of Studies with your advisor.

During the first year:
- Prepare Student Goals Statement. Submit to your Advisor by the end of your first semester as a Nutrition Program Graduate Student.
- Identify thesis or publishable paper projects.

After selection of a thesis or publishable paper topic/project:
- Select Committee members for publishable paper or thesis. Submit Topic Approval Form to Committee members. Topic Approval Form must be approved by all Committee members BEFORE a proposal can be scheduled. Topic Approval Form must also be submitted to Department Administrator and to the Graduate Program Coordinator after being approved by full committee.
- Schedule your proposal. After obtaining available dates from your Committee, contact the Department Administrator (DA) (casalas@unm.edu) to reserve a room. Be sure and cc your Committee Chair on all communications with the DA.
- Complete your written proposal and provide to all Committee members two weeks before your proposal presentation.
- Present your proposal. Make necessary changes and/or edits to your written proposal and send back to full committee for final approval.
- Obtain IRB approval, if necessary. After obtaining all necessary approvals, start your project.
- Update your Program of Studies (POS) and review with your Committee Chair.
- Plan dates for the publishable paper/thesis review and oral presentation/examination with Committee members.

One semester before expected graduation:
- Submit Program of Studies Form to OGS no later than March 1 for a summer degree, July 1 for a December degree or October 1 for a May degree. OGS must approve your Program of Studies and you must be in good academic standing (GPA of at least a 3.0 and no incompletes) before you can complete your publishable paper/thesis oral presentation/examination. POS must be approved by your Committee Chair before it is submitted to the Department Administrator or OGS.
• Submit Intent to Graduate Form to IFCE Department Administrator no later than May 1 for a summer degree, July 1 for a fall degree and December 1 for a spring degree.

• Note: students who choose Thesis option must complete a minimum of 6 hours of 599/thesis credits. Once a student begins enrollment in 599 s/he must enroll in 599 every term (summer term is excluded, except if the student is graduating in the summer) until the manuscript is accepted by OGS.

**During the semester of expected graduation:**
• Enroll in at least one credit hour (unless the courtesy policy below applies).

• Schedule rooms for your oral publishable paper or thesis presentation with the IFCE DA at least three weeks in advance of the proposed date.

• Schedule a meeting with the Department Administrator (DA) during the first week of the semester you intend to graduate. You must provide names and current contact information for all Committee members and sign up for your master’s examination (your defense presentation).

• Provide publishable paper or thesis to Committee Chair and all members of Committee at least four (4) weeks prior to the oral presentation/defense. This is to ensure all feedback is obtained and incorporated BEFORE the thesis or publishable paper defense.

• Prepare an abstract of your work and provide email notification of your defense to the entire Nutrition Faculty and your Committee members that includes: the abstract, date, time and location of your defense. All Committee members will receive an email from OGS in which they are to report their decision.

• Oral presentations must be completed, and paperwork documenting completion of presentation/examination must be submitted to OGS by April 15 for a May degree and November 15 for a December degree. There will be no exceptions to these deadlines. Should a deadline be missed, the student must submit a petition to OGS. Contact the DA for information.

• Courtesy policy: Should the student miss the graduation deadline (November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student’s name on the proposed graduation list for actual term of graduation.
After developing goals, the student will select electives related to these goals. Prior approval by Nutrition Program faculty advisor is required. Suggested focus areas: Public Health, Statistics, Health Education, Counseling, Management, Exercise Science and Biological Sciences. All elective courses must be graduate level courses (500 level or above).

*Any other courses, including electives, other than those selected from the Programs listed above must be reviewed and approved by the Nutrition Program faculty.*

If you have successfully completed the UNM Dietetic Internship, you **will** have the following courses completed:

Nutrition courses (12 hours completed in DI)
NUTR 528 Advanced Medical Nutrition Therapy (3 credits)
NUTR 595 Advanced Field Experience (6 credits)
NUTR 527 Methods in Nutrition Research (3 credits)

If you have successfully completed the UNM Dietetic Internship, you **may** have the following courses completed---dependent on whether these courses are taught during the time you are completing the dietetic internship:

NUTR 593 Topics: Pediatric Nutrition (3 credits)
NUTR 526 Nutrition Assessment (3 credits)

LEND and Pediatric Pulmonary Clinic (PPC) experiences: you must register for NUTR 595 under your advisor’s name. Students may apply 3-12 credits from NUTR 595 towards their graduate degree as elective credits.

If you enroll in NUTR 595 for LEND or PPC, be sure and obtain a copy of the NUTR 595 syllabus from the instructor of record.
Plan I: THESIS OPTION

Only those who choose the Thesis option may register for NUTR 599; up to 6 credits will count towards your degree. Register for these hours (1-3 per semester) during semesters when you are writing your thesis. NUTR 599 is graded as Progress/No Progress. You may not register for NUTR 599 until the semester after you successfully pass your proposal presentation AND and after your IRB is approved by your committee but before the IRB is submitted. To graduate, you must complete 6 hours of NUTR 599.

As a full-time student, your course load for the second year of the degree would look something like this (this is only a suggestion and will differ for each student):

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Statistics (3 credits)</td>
<td>Statistics (3 credits)</td>
</tr>
<tr>
<td>Elective course (3 credits)</td>
<td>Nutrition elective (3 credits)</td>
</tr>
<tr>
<td>Elective course (3 credits)</td>
<td>Thesis writing hours (3 credits)</td>
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<td>Thesis writing hours (3 credits)</td>
<td>Thesis writing hours (3 credits)</td>
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</table>

As a part-time student, your course load for the second and third year of the degree would look something like this:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Statistics (3 credits)</td>
<td>Statistics (3 credits)</td>
</tr>
<tr>
<td>Elective course (3 credits)</td>
<td>Nutrition elective (3 credits)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective course (3 credits)</td>
<td>Thesis writing hours (3 credits)</td>
</tr>
<tr>
<td>Thesis writing hours (3 credits)</td>
<td>Elective course (1-3 credits) - only if needed for part time student status</td>
</tr>
</tbody>
</table>
Plan II: PUBLISHABLE PAPER OPTION

NUTR 591 Problems: You may register for this course (1-3 credits per semester) under your Committee Chair’s name only the semester AFTER you have successfully proposed. A maximum of 6 credits of NUTR 591 will count toward your graduate degree. You will receive a letter grade for NUTR 591 credits. A maximum of 6 credits of NUTR 591 may be used for writing. NUTR 591 credits do not count toward your elective credits. You may not register for NUTR 591 during the summer unless you are in either the active writing phase and plan to defend in the fall semester or you are actively collecting data.

You must be registered for a minimum of 1 credit the semester you defend. To graduate, you must complete 6 hours of NUTR 591.

As a full-time student, your course load for the second year of the degree would look something like this:

<table>
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<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Statistics (3 credits)</td>
<td>Nutrition elective (3 credits)</td>
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<tr>
<td>Elective course (3 credits)</td>
<td>Elective course (3 credits)</td>
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<td>Elective course (3 credits)</td>
<td>Elective course (3 credits) OR</td>
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<tr>
<td>Elective course (3 credits) OR</td>
<td>NUTR 591 hours to write</td>
</tr>
<tr>
<td>NUTR 591 hours to write publishable paper (1-3 credits)</td>
<td>publishable paper (1-6 credits)</td>
</tr>
<tr>
<td>NUTR 591 may be taken only AFTER a successful proposal presentation)</td>
<td></td>
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</tbody>
</table>

As a part-time student, your course load for the second and third year of the degree would look something like this:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Elective course (3 credits) - only if needed for part time student status</td>
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</table>
UNM OGS Policy
Semester Course Loads

In general, a graduate student enrolled in and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at the University of New Mexico. However, if holding an assistantship, the minimum course load is 6 graduate credit hours per semester.

Graduate students not holding an assistantship and taking 8 credit hours or less per semester are considered part-time students. All graduate students are encouraged to enroll in and complete at least 9 credit hours per semester in order to achieve their expected time-to-degree.

International graduate students without assistantships are required to complete each semester with a minimum of 9 credit hours in order to maintain legal immigration status. International graduates with assistantships are required to complete each semester with 6 credit hours. Grades of W, WP, WF or courses taken for a grade option of "audit" do not count toward the "minimum" enrollment requirements for maintaining legal immigration status. The Global Education Office (GEO) must report any drops below these minimum requirements to immigration within 21 days of the drop (even if the drop occurs after the semester is complete). All international students must speak with Office of International Programs and Studies (OIPS) before dropping below these required minimums for any reason.

UNM OGS GraduationCourtesy Policy

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student’s name on the proposed graduation list for actual term of graduation.

All UNM OGS policies and other resources can be found at http://grad.unm.edu/home/
SELECTING A RESEARCH PROJECT

In consultation with your advisor and/or Committee Chair, you will choose to complete your M.S. degree under Plan I (Thesis) or Plan II (Publishable Paper). Make this decision early (within one year of acceptance into the Program).

Review these guidelines on research vs. non-research with your advisor/Chair before and as you develop your M.S. Project.

What counts as a Research Project?
- Needs assessment for food and nutrition programs and services, e.g. for county, school system, public health agency etc.
- Project involves interpreting data
- Project involves statistical analysis and interpretation
- Secondary data analysis and interpretation, e.g. NHANES, census data, faculty data sets
- Evidence-based and systematic analyses
- Meta-analysis, systematic review

For a detailed description of Systematic Reviews as identified by the Academy of Nutrition and Dietetics:
https://www.elsevier.com/journals/journal-of-the-academy-of-nutrition-and-dietetics/2212-2672/guide-for-authors#sys

What does NOT count as a research project?
- a. Narrative review
- b. Case study/Case report

Review these guidelines with your advisor/Chair when deciding to pursue Plan I (Thesis) or Plan II (Publishable Paper):

Who should enroll in the MS Plan I (Thesis) option?
- a. Planning to pursue a doctoral degree
- b. Planning a career in research

Who should enroll in the MS Plan II (Publishable Paper) option?
- a. No plans to pursue a doctoral degree
GUIDELINES

I. THESIS OPTION

- **Selection of Committee:** Work with your graduate advisor to identify three faculty members who would be most appropriate based on your topic/research project. Two of the three faculty members must be in the Nutrition Program. Two of the three faculty must be either tenured or tenure-track professors. One Committee member will be designated your Committee Chair. Your Committee Chair must be a tenured or tenure-track faculty member in the Nutrition Program. The Nutrition Program faculty must approve any non-Nutrition Program or non-UNM Committee members and any additional Committee Members (for example, if you choose, you may have four committee members, however, the 4th member must be approved by the full committee).

Once the student has proposed, changes may not be made to the full committee unless a committee member is unable to fulfill the committee responsibilities or resigns. Refer to Committee Member Responsibilities (page 21). Should this occur, the Committee Chair must consult with the student and a full committee meeting must be held to select a replacement. If a student requests a committee member change, the student must provide a written justification to the Committee Chair. The request must be then discussed with the full committee. If a decision cannot be reached by the full committee regarding the justification of removing the committee member, or finding a suitable replacement, the situation must be presented to the IFCE Department Chair.

- **Topic Approval:** Complete the Topic Approval Form and review with your graduate advisor and/or Committee Chair for written approval. This form must be approved and signed/dated by all Committee members before a proposal may be scheduled. The full committee must also approve the Research Question (RQ) and the contribution to the body of knowledge in the literature. There may be revisions to the RQ after the proposal presentation which must be provided to and approved by all Committee members.

- **Committee Meetings**
  The student is required to have a minimum of 3-4 full Committee meetings prior to finishing the M.S. Program. These meetings do not include the proposal and defense presentations. These meetings may take place in person, via conference call, Skype, Facetime or other available tools. E-mail communication is not considered a full Committee meeting. Full Committee meetings must occur at least once after the proposal and once before the final defense is scheduled to review the presentation and to discuss the thesis feedback/comments. Additional meetings may occur at the request of any Committee Member or the student at any time during the course of the graduate program.
Development of the Proposal

- Written proposal—must be submitted to the full committee 2 weeks before the proposal (see guidelines on page 30).
- The proposal will be developed under the supervision of the thesis Committee Chair. It will include the following: Introduction (Chapter 1), Literature Review (Chapter 2) and an outline of proposed Methods (Chapter 3) of your thesis. Review the Proposal Rubric as you prepare the proposal presentation.

**If you are collecting your own data,** you must: 1) explain the problem that you will address and how your study will be unique, and how it will contribute to a gap in currently available information/literature; and 2) outline and defend your data collection and data analysis plan, including statistical methods.

**If you are analyzing existing data,** you must: 1) explain the problem that you will address and how this analysis will be unique, and how it will contribute to a gap in currently available information/literature; and 2) outline and defend your data analysis plan, including statistical methods.

*Note:* The UNM Office of the Institutional Review Board (OIRB) on Main Campus or Human Protection Research Office (HRPO) on HSC *must* approve your IRB application (for primary data collection) or amendments to add you as an investigator (for secondary data analysis) before any data collection or analysis commences. You should submit an IRB application or amendment (if applicable) *after* the Proposal Meeting under the guidance of your Committee Chair.

- You are strongly encouraged to publish your thesis in a peer reviewed journal. If you are considering publishing your thesis, identify at least 2 peer-reviewed journals that would be appropriate to submit your thesis as a manuscript. Discuss with your Committee Chair. You will write your manuscript according to the author guidelines (using the specified citation format) of the agreed upon journal.

Proposal Presentation

a. The first full draft of the written thesis proposal (Introduction, Literature Review, Outline of Methodology) must be submitted to all members of the Committee at least 2 weeks in advance of the Proposal Presentation. See guidelines on page 30.

b. The Proposal will be presented to all the Thesis Committee members and additional invited individuals (you are encouraged to invite all Nutrition faculty and other graduate students). All Committee members will use the Proposal Rubric to evaluate the proposal presentation.

c. **Invitations to the Proposal Presentation:** Individuals to be invited to the Proposal Presentation will be selected by the Committee Chair and the student. All Thesis Committee Members and UNM Nutrition Program faculty will be invited to attend the Proposal Presentation. In addition, other UNM faculty or students who are familiar with or interested in the research topic can be invited.
d. The student is responsible for identifying the date, time and location of the Proposal Presentation and notifying all Thesis Committee Members and other invited individuals at least 2 weeks prior to the scheduled date. Contact the IFCE DA to reserve a room for the proposal presentation. Be sure and cc your Committee Chair on all communications with the DA. Once the room has been scheduled, notify all Committee members, the Nutrition faculty and other invited individuals.

e. **Presentation of the Proposal:** The purpose of the proposal presentation is to present the thesis proposal and to obtain appropriate feedback related to study rationale, study design and methods before data collection/analysis commences. The presentation should be ~30 minutes in length and should briefly cover Chapter 1 and Chapter 2 (explaining the problem the study/analysis will address and why the study/analysis will be unique and contribute to a gap in the currently available literature). The majority of time should be spent on Chapter 3 (Methods). Allow an additional 15-30 minutes for questions/discussion. Clarifications, guidance and constructive criticism will be provided to the student at this meeting.

f. **Revisions to the Proposal:** The Thesis Committee will agree upon a list of suggested revisions and provide to the student within one week of the proposal presentation. The student must address all of the suggested Thesis Committee revisions within four weeks of receiving revisions and submit to all Committee Members. The Committee Chair will determine if the suggested revisions have been adequately addressed and notify all other Committee Members. Data collection may not begin until revisions are approved.

g. Schedule a post-proposal meeting with all committee members to discuss issues brought up during the proposal.

- **Conduct your research project or data analysis in cooperation with your Thesis Committee Chair and other Members of your Committee (as appropriate):**
  - Obtain all necessary IRB approvals.
  - Gather data or obtain the existing data you plan to use.
  - Conduct data analysis.
  - Write the remainder of the thesis in accordance with the Thesis Guidelines obtained from the Office of Graduate Studies. The first full draft of the thesis must be submitted to the Committee Chair 8 weeks in advance of the Defense Meeting.

**Thesis Defense/Presentation**
- The final thesis defense presentation is conducted to allow the student to defend all aspects of the completed study, respond to questions regarding the study, and receive further direction regarding the thesis including publication. See the thesis/publishable paper defense rubric for guidance on the aspects of the presentation that will be graded by Committee members. All Nutrition Program Faculty will be invited to the Defense.
• A minimum of 1 full Committee meeting must take place before the Defense is scheduled to discuss the final manuscript draft.

• All Committee Members must receive a draft of the thesis 4 weeks in advance of the Defense Meeting in order to review the thesis and submit comments to the student. This will allow adequate time for the student to incorporate feedback into the thesis.

• All Committee members must submit comments back to the student and Committee Chair at least 2 weeks before the Defense Meeting. The student should make appropriate revisions to the thesis prior to the Defense Meeting. One meeting should be scheduled to discuss Committee comments before the Defense.

• The student is responsible for identifying the date, time and location of the Defense Meeting and notifying all Thesis Committee members, the Nutrition Program faculty and the Department Administrator (DA) of this information. The student must submit the date/time and request a room to the DA one month prior to the defense.

• The student must send out an abstract to all Committee members and the Nutrition Program faculty one month prior to the defense. In addition, it is the student’s responsibility to remind Committee members of the timeline for submission of comments back to the Committee Chair and the student.

• At the defense meeting, further revisions may be submitted by Committee members.

• After revisions following the defense and final review by the Committee Chair, the student must submit the completed thesis to OGS within 90 days.

Plan I master’s students must electronically submit (http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html) their theses to OGS within ninety (90) days of passing the final examination for the thesis. If theses are not submitted within that time, students must schedule and complete a second final examination /defense for the thesis. In all cases the results of the thesis defense must be submitted to Graduate Studies no later than two weeks after the announced date of the thesis defense.

UNM Digital Repository

The University of New Mexico has established a Graduate Studies manuscript collection as part of the University Libraries. The UNM Digital Repository is an open access digital archive that electronically houses research and creative works produced at UNM or by UNM graduate students and faculty. When you are ready to submit your manuscript after passing your defense and completing all the formatting and approval listed above, you will submit the manuscript electronically as a single pdf file at digitalrepository.unm.edu.
II. PUBLISHABLE PAPER OPTION

- **Selection of Committee:** Work with your graduate advisor to identify three faculty members who would be most appropriate based on your topic/research project. Two of the three faculty members must be in the Nutrition Program. Two of the three faculty must be either tenured or tenure-track professors. One Committee member will be designated your Committee Chair. Your Committee Chair must be a tenured or tenure-track faculty member in the Nutrition Program. The Nutrition Program faculty must approve any non-UNM or a 4th Committee members.

  Once the student has proposed, changes may not be made to the full committee unless a committee member is unable to fulfill the committee responsibilities or resigns. Refer to Committee Member Responsibilities. Should this occur, the Committee Chair must consult with the student and a full committee meeting must be held to select a replacement. If a student requests a committee member change, the student must provide a written justification to the Committee Chair. The request must be then discussed with the full committee. If a decision cannot be reached by the full committee regarding the justification of removing the committee member, or finding a suitable replacement, the situation must be presented to the IFCE Department Chair.

- **Topic Approval:** Complete the Topic Approval Form and review with your graduate advisor and/or Committee Chair for written approval. This form must be reviewed and signed/dated by all Committee members before a proposal may be scheduled. The full committee must also approve the Research Question (RQ) and the contribution to the body of knowledge in the literature. There may be revisions to the RQ after the proposal presentation which must be provided to and approved by all Committee members.

- **Committee Meetings**
  The student is required to have a minimum of 3-4 full Committee meetings prior to finishing the M.S. Program. These meetings do not include the proposal and defense presentations. These meetings may take place in person, via conference call, Skype, Facetime or other available tools. E-mail communication is not considered a full Committee meeting. Full Committee meetings must occur at least once after the proposal and once before the final defense is scheduled to review the presentation and to discuss the thesis feedback/comments. Additional meetings may occur at the request of any Committee Member or the student at any time during the course of the graduate program.

- **Development of the Proposal**
  a. The written proposal will be developed under the supervision of the publishable paper Committee Chair and provided to all Committee members 2 weeks before the scheduled proposal presentation. Review the Proposal Rubric as you prepare your presentation.

  b. **If you are collecting your own data,** you must: 1) explain the problem that you will address and how your study will be unique, and how you will contribute to a
gap in currently available information/literature; and 2) outline and defend your data collection and data analysis plan, including statistical methods.

c. **If you are analyzing existing data**, you must: 1) explain the problem that you will address and how this analysis will be unique, and how you will contribute to a gap in currently available information/literature; and 2) outline and defend your data analysis plan, including statistical methods.

*Note: The UNM Office of the Institutional Review Board (OIRB) on Main Campus or the Human Protection Research Office (HRPO) on HSC must approve your IRB application (for primary data collection) or amendments to add you as an investigator (for secondary data analysis) before any data collection or analysis commences. You should submit an IRB application or amendment (if applicable) after the Proposal Meeting.*

d. **If you plan to write a Systematic Review**, you must: 1) explain the problem that you will address and how your review article will be unique and contribute to a gap in currently available information/literature; and 2) outline and defend the process that you will use to find and incorporate the literature you will use in your paper. Systematic Reviews must be written in an approved Systematic Review format.

e. Narrative reviews, Essays or Commentaries are **NOT** acceptable as a Publishable Paper.

f. Identify one peer-reviewed journal that would be appropriate for your paper. Discuss with your Committee Chair/Committee Members for appropriate journals. You will write your paper according to the author guidelines (and using the citation format) of the agreed upon journal.

- **Proposal Presentation**
  a. The Topic Approval Form must be approved by all Committee members BEFORE a proposal is scheduled.
  b. The first full draft of the written proposal for the publishable paper (including the IRB protocol, if applicable) must be submitted to the full Committee 2 weeks in advance of the Proposal Presentation.
  c. The Proposal will be presented to the Publishable Paper Committee members and additional invited individuals once the Proposal is reviewed and approved by your Committee Chair.
  d. **Invitations to the Proposal Presentation**: Individuals to be invited to the Proposal Presentation will be selected by the Committee Chair and the student. All Publishable Paper Committee Members and UNM Nutrition faculty will be invited to attend the Proposal Presentation. In addition, other UNM faculty or students who are familiar with or interested in the topic may be invited.
e. The student is responsible for identifying the date, time and location of the Proposal Presentation and notifying all Publishable Paper Committee members and other invited individuals at least 2 weeks prior to the scheduled date. Reserve a room by contacting the IFCE DA and be sure and cc your Committee Chair on all communications with the DA.

f. **Presentation of the Proposal:** The purpose of the proposal presentation is to present the thesis proposal and to obtain appropriate feedback related to study rationale, study design and methods before data collection/analysis commences. The presentation should be ~30 minutes in length and should briefly cover Chapter 1 and Chapter 2 (explaining the problem the study/analysis will address and why the study/analysis will be unique and contribute to a gap in the currently available literature). The majority of time should be spent on Chapter 3 (Methods). Allow an additional 15-30 minutes for questions/discussion. Clarifications, guidance and constructive criticism will be provided to the student at this meeting.

g. Appropriate changes and revisions to the publishable paper may be provided to the student **at any time but within one month** after the proposal meeting.

- **Conduct your research project or data analysis (if applicable) in cooperation with your Committee Chair and other members of your Committee as appropriate:**
  - Obtain all necessary IRB approvals.
  - Gather data or obtain the existing data you plan to use.
  - Conduct data analysis.

**Write your Publishable Paper Manuscript.**
- Refer to the Author Guidelines of the journal in which you plan to submit your manuscript and to the Rubric in this handbook.

- You will submit multiple drafts of your paper to your Committee Chair who will provide feedback in a timely manner (within 3 weeks). Incorporate your Committee Chair’s feedback into the subsequent drafts of your paper. Your Committee Chair may recommend that you obtain feedback and advice from other members of your Committee as you are writing sections of your paper. He/she will decide when it is appropriate to send a final draft of the paper to the whole Committee for review.

- After approval from the Committee Chair, submit your final draft to all of your Committee Members. Papers must be submitted to all Committee members at least four weeks before the oral presentation is scheduled.

- All Committee members should provide feedback to the student two weeks prior to the presentation; the student should incorporate the feedback provided into the paper and the presentation.
• A minimum of one (1) full Committee meeting must take place before the Defense is scheduled to discuss the final manuscript draft.

• **The Defense/Presentation**
  - The presentation is conducted to allow the student to present the full publishable paper, respond to questions regarding the paper, and receive further direction regarding the publishable paper. See the thesis/publishable paper defense Rubric for guidance on the aspects of the presentation that will be evaluated by Committee Members.
  
  - The student is responsible for identifying the date, time and location of the Oral Presentation/Examination Meeting and notifying all Committee members and the Department Administrator (DA) of this information. The student must submit the date/time and request a room to the DA one month prior to the defense.
  
  - The student must send out an abstract to all Committee members one month prior to the defense. In addition, it is the student’s responsibility to remind Committee members of the timeline for submission of comments back to the Committee Chair and to the student.
  
  - At the defense meeting, further revisions may be submitted by Committee Members.
  
  - After revisions following your oral presentation/defense are made, your Committee Chair will encourage you to submit your manuscript to the agreed upon journal within 4 weeks of your defense.
Responsibilities of Committee Members

Thesis/Publishable Paper Committee Chair:
1. Serves as academic advisor aids in the direction to the student.

2. Reviews any and all drafts and provides feedback in a timely manner (within 3 weeks).

3. Ensures that the student's proposal and thesis/publishable paper conform to the guidelines of the UNM Graduate Nutrition Program and the Office of Graduate Studies [OGS] as applicable.

4. Conducts the proposal presentation meeting.

5. Approves the student’s written responses to the revisions suggested by the Thesis/Publishable Paper Committee members.

6. Ensures that all committee members are able to review all committee members’ comments of a student’s work in a timely manner before another draft is submitted.

7. Guides and mentors the student through the process of the IRB application and ensures the application conforms to all IRB guidelines.

8. Coordinates with other members of the Committee in relation to recommended changes to the thesis/publishable paper.

9. Conducts the defense meeting. Sends an invitation to all Nutrition Faculty with the date, time and location of the defense. Informs the student of the results of the oral defense and any recommendations for additional revisions from the Committee.

10. Ensure the student submits any and all revisions after the defense, in an appropriate timeframe.

11. Ensures that the student submits the thesis to OGS and the publishable paper to a relevant journal within 90 days of defense.

Committee Members:
1. Expected to and must agree to attend all required full Committee meetings, either in person or via Skype, Facetime, etc.

2. Approves of the Topic Approval Form and Research Question before the proposal.

3. Actively participates in the development of the thesis or publishable paper proposal.

4. Reviews the thesis/publishable paper draft a minimum of two (2) times before the defense and will submit comments to the Committee Chair, other Committee member(s) and to the student in a timely manner.
5. Are voting members of the thesis or publishable paper Committee.

6. Complete the thesis/publishable paper rubric with the Committee chair and the student before the final defense.

7. Attends the Proposal and Defense presentations.

**Graduate Student:**

1. Follows established guidelines of the UNM Graduate Nutrition Program and OGS.

2. Develops the thesis/publishable paper under the guidance of the thesis/publishable paper Committee Chair and other Committee members.

3. Responds to all suggestions/comments made by the Committee.

4. Distributes proposal, thesis and oral defense copies of thesis/publishable paper to all members of the Committee according to the schedules outlined in this document.

5. Responsible for coordinating and notifying all Committee members of all meetings and deadlines for review (date, time, location) in a timely manner.

6. Must be familiar with all deadlines regarding submitting proposal defense, drafts to Committee members, announcement of defense presentation, Intent to Graduate, Program of Study and any other OGS forms.

7. Must schedule meeting with Department Administrator during the first week of the semester you intend to graduate.

8. Communicates any and all progress related to the project (thesis or publishable paper) with respect to updates, data collection, IRB communications, data analysis, use of outside statistical support or any other relevant information to the Committee Chair, and other Committee Members as appropriate.
RUBRICS & FORMS

Checklists
Student Goal Statement Form
Topic Approval Form
Approved Electives
Intent to Graduate & OGS Deadlines
Written Proposal, Proposal and Defense Presentation Guidelines
Guidelines for Collaborations outside of the Nutrition Program
Proposal/Presentation Rubric
Defense/Presentation Rubric
Thesis Rubric
CHECKLISTS

THESIS OPTION

__ Review OGS thesis guidelines
   http://ogs.unm.edu/degree-completion/thesis-dissertations/index.html
__ Review Program of Studies with your Committee chair/advisor
__ Thesis Topic Approval Form submitted to Committee Chair and provided to all
   Committee members
__ Topic Approval Form approved by all Committee Members
__ Relevant Literature Review
__ Develop Research Methods
__ Schedule Proposal
__ Write and submit Proposal to Committee Members
__ Proposal Presentation Meeting: Schedule full Committee meetings
__ IRB application submission and approval
__ Conduct study
__ Conduct data analysis
__ Update Program of Study (available on the OGS website) and review with Committee
   Chair/advisor
__ Schedule meeting with Department Administrator during the first week of the semester
   you intend to graduate. (see deadline dates in Handbook)
__ Review Thesis Rubric
__ Submit thesis to Committee Chair
__ Submit thesis to full Committee (see Handbook for guidelines)
__ Schedule a minimum of one full Committee meeting before defense
__ Schedule defense with Committee Chair and Department Administrator
__ Thesis defense/oral presentation/examination
__ Schedule full Committee meeting(s) post defense (as applicable)
__ Submit thesis to OGS

PUBLISHABLE PAPER OPTION

__ Review Program of Studies with your Committee chair/advisor
__ Publishable Paper Topic Approval Form submitted to Committee Chair and provided to
   all Committee members
__ Topic Approval Form signed and approved by full Committee
__ Relevant Literature Review
__ Develop Research Methods/Approach for paper
__ Schedule Proposal Presentation
__ Write and submit Proposal to Committee Members
__ Proposal Presentation Meeting: Schedule full Committee meetings
__ IRB application submission and approval (if applicable)
__ Conduct study (if applicable)
__ Conduct data analysis (if applicable)
__ Update Program of Study (available on the OGS website) and review with Committee
   Chair/advisor
__ Review Publishable Paper Rubric
Schedule meeting with Department Administrator during the first week of the semester you intend to graduate. (see deadline dates in Handbook)

Schedule full Committee meetings

Submit paper/manuscript to Committee Chair

Submit paper/manuscript to full Committee (see Handbook for guidelines)

Schedule defense with Committee Chair and Department Administrator

Publishable paper defense/oral presentation/examination

Schedule full Committee meeting(s) post defense (as applicable)

Submit manuscript to journal under direction of Committee Chair

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**Required Meeting Checklist**
(In-person or virtual attendance required by all full committee members)

<table>
<thead>
<tr>
<th>Meeting number</th>
<th>Date</th>
<th>Discussion items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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</table>
Unm Nutrition Graduate Program
Goal Statement Form

Name ___________________________________________ Date __________

Each student must complete a Goal Statement Form by the end of the first semester of acceptance into the program. Email this completed form to your advisor by the end of the first semester you are admitted into the program (by December 1 if admitted in the fall, by May 1 if admitted in the spring).

This goal statement should include 3-5 goals/objectives that reflect areas of interest, knowledge to be gained, or skills to be developed in the M.S. degree program. The purpose of developing goals is to:

1. Help the student choose elective course work that has relevance. Elective course work for the degree can be chosen from a number of areas including health education, public health, counseling, exercise science, biological sciences, management, statistics, etc.

2. Guide selection of a publishable paper or thesis research project. The best way to decide which of these options is most appropriate is to have a discussion with your advisor.

This Goal Statement will be kept in the student file by the student’s advisor and reviewed and updated periodically (at least once per year). Should the goals change, it is up to the student to email the advisor the updated goals.

Your advisor will also mentor you regarding the general topic and the Plan (Plan I vs. Plan II) you choose for your master’s work.

Goal Statements

1.

2.

3.

4.

5.

Advisor Signature ____________________________________________________________

Approval Date _______________________________________________________________
Thesis/Publishable Paper Topic Approval Form

Graduate Student:

Committee Chair:

Committee Members: Full names, credentials, affiliations and contact information. Each Committee member must review and approve before a Proposal Presentation is scheduled.

Topic:

Research Question(s):

Description: How does this work add to the current body of knowledge in the current literature and/or what is the gap in the current research/literature to be addressed:

Committee Members (initial and date):

___________ I approve this thesis/publishable paper topic and RQ. (Committee Chair)

___________ I approve this thesis/publishable paper topic and RQ. (Committee Member)

___________ I approve this thesis/publishable paper topic and RQ. (Committee Member)

This document will be kept on file with the Committee Chair. One copy kept in students file with Department Administrator.
UNM Nutrition Program
Approved Electives

These are courses which may be taken as electives and that are outside of the Nutrition Program – be sure and check the prerequisites or if permission is needed to enroll. Any other elective MUST be approved by the Nutrition Program faculty.

HED 511 Management of Health Promotion Programs
HED 571 Advanced Community Health Education Research
HED 572 Community Health Education for Program Planning, Development and Evaluation
HED 574 Epidemiological Principles for Health Educators
HED 576 Measurement and Evaluation in Health Promotion
HED 582 Advanced Multicultural Health Education Research and Applications
PEP 532 Body Composition
PEP 501 Advanced Exercise Physiology
PEP 528 Neuromuscular Basis of Human Performance
PEP 579 Sports Physiology
PEP 527 Metabolic Considerations of Exercise Science
EDPY 503 Principles of Human Development
PH 507 Health Care Systems
PH 510 Public Health and Health Care Management
PH 524 Social Epidemiology
PH 538 Public Health Biostatistical Methods I
PH 554 Health Policy, Politics and Social Equity
University of New Mexico  
Department of Individual Family & Community Education

DEPARTMENTAL NOTIFICATION OF INTENT TO GRADUATE

Submit To: Coordinator of Program Advisement, – Phone 277-4535, Fax 277-8361

Date: ____________________

Name (print-first, middle, last) ___________________________ Student # : ____________________

Email: ___________________ Phone Number: _____________ Program ____________________

I expect to complete all necessary degree requirements in time to graduate at the end of:
Semester: ________________ Year: ______________

MS: Plan I (thesis) ______ Plan II (comprehensive exam/publishable paper) ______ PhD ______

All Doctoral and Master’s Candidates – please provide Thesis/Dissertation/Project Title:

________________________________________________

________________________________________________

NOTE: You must be registered for thesis/dissertation hours in the semester in which you submit your manuscript to OGS.

This notification will not be accepted until a Program of Studies (POS) for Master’s students or an Application for Candidacy (AC) for doctoral students has been submitted and approved by the Dean of Graduate Studies. The POS/AC must be submitted and approved by the Dean of Graduate Studies well before the deadlines for Notification of Intent to Graduate listed below. If the deadlines are not met, you will be deleted from the graduation list.

FAILURE TO MEET THE DEADLINE FOR SUBMISSION OF A POS/AC WILL NOT BE CONSIDERED A COMPELLING REASON TO INCLUDE YOUR NAME ON THE LIST.

I certify that my POS/AC has been submitted and approved by OGS:

Student Signature: ______________ Date: ______________

Departmental Notification of Intent to Graduate must be submitted by the following DEADLINES:

<table>
<thead>
<tr>
<th>Fall: July 1</th>
<th>Spring: December 1</th>
<th>Summer: May 1</th>
</tr>
</thead>
</table>

OGS Deadlines

POS:

<table>
<thead>
<tr>
<th>Fall: July 1</th>
<th>Spring: October 1</th>
<th>Summer: March 1</th>
</tr>
</thead>
</table>

Except for courses in which you are currently enrolled, ALL DEGREE REQUIREMENTS (including thesis and dissertation manuscripts, graduate exams and defenses, incomplete and non-recorded [NR] grades) MUST be completed and the Results submitted to the Department by the following semester deadlines:

Fall Graduation: November 15  
Spring Graduation: April 15  
Summer Graduation: July 15

Note: Please submit 2 weeks prior to OGS deadlines for departmental signatures. **FAILURE to submit before deadlines may delay your graduation.

7/1/14
Preparing the Written Proposal, Proposal and Defense Presentations

The purpose of the proposal presentation is to allow the student to obtain feedback on a research project or systematic review before a significant amount of work has been completed. The proposal is presented before an IRB is submitted.

The proposal presentation is relatively informal while the defense presentation is relatively formal. The proposal will be 30-45 minutes long, while the defense will typically be 45-60 minutes in length. Allow for 15-30 minutes for questions and discussion. Your graduate Committee Chair is responsible for ensuring you are fully prepared to propose and defend your project. You will need to be able to explain everything on all slides during the presentation, including any statistics you present, research study design, implications etc.

Written Proposal Guidelines: Description and Requirements

In addition to a proposal presentation, all students will complete a written proposal (Plan I and Plan II).

Purpose of Written Proposal:

The written proposal serves as a more detailed explanation of the proposal presentation to help committee members fully understand the student’s ideas and proposed methods.

- The written proposal will be due 2 weeks before the proposal presentation and will be submitted to all committee members for review before the presentation.
- Students will receive comments and edits for their written proposal immediately following the proposal presentation. All edits will be due 2 weeks after the date of the proposal presentation.
- If the written proposal and/or proposal presentation indicate significant weaknesses in the project including comprehension of the project/research question, the methodology, study design, and/or IRB procedures (as appropriate), the student will be asked to revise significantly and re-write the proposal, due 4 weeks after the date of the proposal presentation.
- Students will receive a designation of pass (with or without edits) or fail for the combined content in the written proposal and proposal presentation.

Written proposal requirements:

1. Introduction—suggested 1 page
   - Background of the problem
   - Brief literature review
   - Statement of problem/issue
   - Research question(s)
2. Methods—suggested 2 pages
   - Detailed description of how research question(s) will be answered
   - IRB plans and issues
The proposal presentation should include the following components in the order described below:

**PowerPoint Format**

**Title**: Specific description of Master’s Thesis or Publishable Paper

**Journal to which the manuscript will be submitted**: Describe why this journal was chosen.

**Introduction**: Brief introduction to topic area.

**Problem Statement**: Goals and objectives of research (what will the study accomplish) and description of the relevance of the research (general introduction and overview).

**Research Question and/or Hypotheses (both must be included in the Proposal)**

**Literature Review**: Describes the major primary research studies (include 3-4) as they relate to your research question or problem and, in more detail, show how the study fits in the literature and the gap it fills. The literature is used to support the Master’s Thesis/PP proposal. Include the objective of each research study, sample description, major findings, discussion/conclusions, limitations and implications.

**Methods**: Describes how the research question will be investigated including: the methods that will be used, how methods will be used, data sources, and how data will be analyzed. For a research study, include the proposed methods; for a systematic review include what databases will be searched using specific keywords, inclusion/exclusion criteria (subjects included, years of publication, language, etc.), how studies will be screened, data to be extracted from each included study, and how data will be presented in the final manuscript.
For those who are conducting research studies (whether it is primary research or secondary research, regardless of Thesis or PP Option), a summary of the proposed statistical methods that will be utilized to conduct data analysis MUST be included in the proposal. Proposed data analysis methods must be specific even if the student will not be directly conducting the analyses. If statistical assistance is anticipated to be required, then this must be stated as well. Identify how the statistical assistance will be obtained. For example, will assistance be obtained via the UNM COE Methodology Group? CTSC Statistical Support?

**Timeline:** Outlines the steps that will be taken and provides a timeline (on a monthly basis) that describes each step.

**References:** AMA Format; it is preferable that the reference citation be included on any slide that is describing previously published research/work. An abbreviated citation may be used (i.e. If>1 author, use et al.).

### THE DEFENSE

The defense represents a comprehensive examination of your graduate work. It is customary for committee members to ask questions during the defense. These questions may relate to study design, and any statistical information you present, including those on research used in a Summative Table. Bring copies of any and all literature you have used to prepare for your defense. Be sure your PowerPoints do not contain any spelling errors or grammatical errors. It is recommended to review each slide and practice your presentation with you Committee Chair before the defense.

**The Defense Presentation (PowerPoint) Format:**

**Title:** Title of project, your name, Committee Chair’s name and credentials, Committee Members. Other individuals that helped.

**Introduction:** Provide background on the topic, use supporting literature, establish the need for your research, and how it fills gaps in the literature.

**Research Question/Hypothesis**

**Methods:** Inclusion/exclusion criteria, participants’ demographics, study design. For systematic reviews, include literature search methods, key words, inclusion/exclusion criteria, etc.

**Statistical Analysis:** Detailed statistical analysis, power analysis (if applicable), alpha level, and confounders. Be prepared to justify methods.

**Results:** Include tables and figures to display significant results, mention non-significant results, present and discuss statistical values. For systematic reviews, summarize 4 studies pertinent to your RQ/topic.
Discussion: Interpretation of your results and description of the limitations, strengths of the study and implications to the field of nutrition and dietetics. Be prepared to discuss future research needed on your topic area.

Conclusions and Implications

References: AMA format; it is preferable that the reference citation be included on any slide that is describing previously published research/work. An abbreviated citation may be used (i.e. If>1 author, use et al.)

A Summative Table handout must accompany all defenses (Thesis and Publishable Paper).

Example of a Summative Table:

<table>
<thead>
<tr>
<th>Study / Reference</th>
<th>Subjects</th>
<th>Inclusion/NAFLD Outcomes</th>
<th>Interventions &amp; Primary Criteria</th>
<th>Major Results</th>
<th>Conclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effects of Linoleic acid supplementation decreases liver fat content in children with non-alcoholic fatty liver disease: double-blind randomized controlled clinical trial. Nobili et al. Arch Dis Child, 2011.</td>
<td>60 pediatric subjects from Roma, Italy. Median age 11 yrs in treatment groups, 16 yrs in placebo. All subjects had baseline liver biopsy consistent w/NAFLD, persistently elevated ALT, and diffusely echogenic liver determined by US.</td>
<td>Subjects randomized to placebo, 250mg/d DHA group, or 500mg/d DHA group for 6 months (&gt;20 in each group). All were prescribed low sugar diet, exercise recommended. 1&quot; outcomes = change in liver fat content at 6 mo detected by US.</td>
<td>3&quot; outcomes reported as change in units of liver steatosis: (3-2)-/100% +1 for 3% and 1.4 for 1% between DHA group vs. placebo. No significant between group changes seen in ALT or BMI.</td>
<td>The odds of more severe liver steatosis after treatment was much lower in the DHA group compared to placebo (no diff between DHA groups), in 6 months, DHA supplementation reduced liver steatosis and increased insulin sensitivity.</td>
<td></td>
</tr>
<tr>
<td>Effects of Lactobacillus rhamnosus strain GG in pediatric obesity-related liver disease. Vigan et al. J Pediatr Gastroenterol Nutr, 2011.</td>
<td>22 pediatric subjects mean age 50.7 ± 2.1 yrs from Italy.</td>
<td>Subjects randomized to placebo or probiotic group (2.2 billion CFU/d) for 8 weeks (study was double-blind). 1&quot; outcome = change in ALT levels.</td>
<td>6 of 10 subjects receiving probiotics attained ALT levels ≤ 0/1/1 after 8 weeks, vs. only 3 of 10 in placebo group. Baseline and end point mean ALT levels were 70.3 ± 38.26 to 40.1 ± 22.37 in probiotic group, and 53.6 ± 18.47 to 61.6 ± 31.8 in placebo group.</td>
<td>A short 8-week course of probiotics significantly improved (and in most cases normalized) ALT levels independent of weight changes. Limitation = small sample size (pilot study).</td>
<td></td>
</tr>
<tr>
<td>Effect of a 16-week weight loss camp on fatty liver disease and insulin sensitivity in obese Danish children. Gronbaek et al. J Pediatr Gastroenterol Nutr, 2012.</td>
<td>117 pediatric Danish subjects age 12.1 ± 1.3 yrs.</td>
<td>Obese children enrolled in a weight loss camp did not necessarily have NAFLD. Tested for NAFLD using US, also performed BIA, OGTT, blood draw.</td>
<td>All subjects followed mandatory diet/exercise intervention at 16 week camp: 3 healthy meals/d, 3 healthy snacks/day, NO soft drinks allowed, small amount of candy 1-2/ wk, 1 h/6 physical activity.</td>
<td>At baseline, US found 49% of kids had increased liver echogenicity, 21% had plump liver texture, 3% had changed liver texture. After 16 weeks, these were reduced to 30%, 8%, and 4% respectively. Ave wt loss was 7.1 ± 2.7 kg. FPG was unchanged, but insulin, HOMA-IR, trig, &amp; LDL were significantly decreased at 16wks.</td>
<td>A short 10 week, intense weight loss &amp; exercise intervention resulted in significant reduction in weight, and significant improvement in metabolic markers, abdominal liver characteristics (detected by US).</td>
</tr>
</tbody>
</table>

What happens at a thesis defense? The best way to know what happens and the best way for you to prepare for your defense is to regularly attend the defenses of your peers—those internal and external to your field of expertise. You should also speak with your advisor to get a sense of his/her specific expectations of a defense. Don’t be afraid to ask!
Guidelines for Defense Presentations

Your defense presentation is a summary of your thesis research focusing on your most important contributions. In preparing, ask yourself these questions: “What do I want people to know about my thesis? What is the most important information that I can present and talk about?” Here are some basic tips:

- Use text large enough to be readable by the audience (especially text from figures)
- Ensure graphics and tables are clear and labeled properly
- Don’t clutter your slides – if necessary, have things come up on mouse clicks
- Use spell check and proof-read
- Practice your presentation with your peers
- Practice your presentation with your Committee Chair
- Work on pronunciation
- Do not use blurry graphics
- Time your presentation to ensure it will fit within the allotted time while allowing 15-20 minutes for questions from your Committee and the audience

Audience

 Friends and family are welcome to attend. Faculty and students in the audience are given the opportunity to ask questions at the end of the defense.

Dress Professionally

Dress professionally for the defense in the same way you would if presenting at a conference or for a job interview.

Items to Bring to the Defense

Bring your presentation on a flash drive, a laser pointer, a copy of your thesis or publishable paper, a pen or pencil and a note pad or an electronic device to record comments, and a bottle of water. Make copies of your PowerPoint presentation and manuscript for the Committee Members only and copies of the Summative Table for all audience members.

Outcomes

At the conclusion of your defense, your committee will either determine that you have passed, passed with distinction or failed the exam using the Defense Rubric. In the event that the outcome is a failure of the exam, you may request reexamination.
GUIDELINES FOR THESIS OR PUBLISHABLE PAPER RESEARCH PROJECTS CONDUCTED IN COLLABORATION WITH ANY OTHER UNM/HSC DEPARTMENTS

1) Nutrition Program faculty will chair the graduate student committee and will be listed as the Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on the student project, IRB documents and any grant proposal applications/submissions.

2) Faculty members from departments outside of the Nutrition Program may serve as a committee member. All committee members from departments outside of the Nutrition Program must be approved by the full Committee and contact information must be indicated on the Topic Approval Form which is then submitted to the Department Administrator for final approval according to OGS Guidelines.

3) The Individual, Family, and Community Education (IFCE) Department Chair must sign the Scientific Validity Review form prior to IRB submission.

4) The graduate student Committee Chair must approve all documents including protocol, consent, and other required forms prior to submission to UNM Main Campus IRB (https://irb.unm.edu).

5) The graduate student project must be submitted to the Office of Institutional Review Board (OIRB) on Main Campus through https://www.irbnet.org/. If the OIRB determines that the project should be deferred to the Health Science Center Human Research Protection Office (HSC HRPO), the student will submit the research proposal to the HSC HRPO for IRB approval. The Request for External IRB Review form must be completed. If the study is deferred to the HSC IRB then the graduate student must complete the HSC Click IRB training and complete the HSC Conflict of Interest (COI) training.

6) All amendments requested by the OIRB or HRPO must be approved by the Nutrition Program faculty PI or Co-PI.

7) The student must cc the Committee Chair on ALL communications that are made to non UNM or HSC collaborators, regardless of the subject. This is to ensure that the Committee Chair is fully informed on all aspects of the study project.

All Defense Rubrics must be completed by all Committee Members, reviewed with the student, signed and dated by the full committee and the student, and then will be submitted to the Graduate Program Coordinator within 5 business days of the defense.
### UNM Nutrition Program Master’s Thesis/Publishable Paper Proposal/Presentation Rubric

<table>
<thead>
<tr>
<th>Areas of competence</th>
<th>Exceeds expectations [outstanding] (3 points)</th>
<th>Meets expectations [acceptable] (2 points)</th>
<th>Does not meet expectations [needs significant improvement] (1 point)</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ability to integrate relevant literature</strong></td>
<td>The student demonstrates a comprehensive understanding of the relevant literature. He/she is able to eloquently explain how the thesis/publishable paper contributes to the current body of knowledge.</td>
<td>The student demonstrates good understanding of the relevant literature, with a few small gaps in knowledge. He/she is able to clearly explain how the thesis/publishable paper contributes to the current body of knowledge with minor prompting.</td>
<td>The student demonstrates limited understanding of the relevant literature, with large gaps in knowledge. He/she is unable to explain how the thesis/publishable paper contributes to the current body of knowledge with significant prompting.</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td><strong>Research Question</strong></td>
<td>The student has a clearly written and specific research question.</td>
<td>The research question is not specific and/or not clearly written.</td>
<td>The student does not have a research question.</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td><strong>Knowledge of appropriate research methods and statistics related to study OR literature review presentation.</strong></td>
<td>The student comprehensively explains study design/search methods and potential use of data analysis/statistics principles (as appropriate to option)</td>
<td>The student can adequately explain study design/search and potential use of data analysis/statistics principles (as appropriate to option).</td>
<td>The student does not explain study design/search and potential use of data analysis/statistics /principles (as appropriate to option).</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td><strong>Ability to answer questions about presentation content</strong></td>
<td>The student needs no prompting to respond to questions. He/she exhibits superior knowledge in the subject area, skillfully presenting information and well-reasoned arguments. The student demonstrates the critical thinking skills of a nutrition professional and is able to interconnect knowledge from multiple disciplines.</td>
<td>The student needs minimal prompting to respond to questions. He/she exhibits adequate knowledge in the subject area, responding adequately to questions. The student demonstrates expected level of critical thinking skills expected of a nutrition graduate student.</td>
<td>The student is unable to respond to questions without significant prompting/help. He/she exhibits minimal knowledge in the subject area and minimal critical thinking skills.</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td><strong>Presentation skills</strong></td>
<td>The student speaks clearly at a moderate pace and demonstrates excellent presentation skills.</td>
<td>The student generally speaks clearly and at a moderate pace, with some minor, occasional issues, and demonstrates good presentation skills.</td>
<td>The student is difficult to follow (does not speak clearly, speaks too quickly, appears unprepared and/or disorganized, etc.), and demonstrates poor presentation skills.</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td>Quality of presentation materials</td>
<td>Slides and handouts are well-organized, easy to read, and attractive. Materials are of professional quality.</td>
<td>Most slides and handouts are well organized, with a few minor issues (e.g. a few slides are overcrowded). Some clarification is needed to understand some slides/handouts.</td>
<td>The majority of the slides and handouts are poorly organized and overcrowded, with major clarifications needed to understand the slides/handouts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional comments:**

**TOTAL SCORE:**

**Score Guidelines:**

≥12 = Pass; student may move forward with project

7-11 = Pass; student needs to revise project and resend to Committee Members within 30 days of proposal

<7 = Does not Pass; needs to improve the presentation based on comments and give the proposal a second time. Second proposal must be scheduled in a timely manner. Scheduling of second proposal must occur within 4 months.

**Initials/Date**

_________Committee Chair   _______Committee Member   _______Committee Member   _______Graduate Student
### UNM Nutrition Program Master’s Thesis/Publishable Paper Defense/Presentation Rubric

<table>
<thead>
<tr>
<th></th>
<th>Exceeds expectations [Outstanding] (3 points)</th>
<th>Meets expectations [Acceptable] (2 points)</th>
<th>Does not meet expectations [Needs significant improvement] (1 point)</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ability to integrate relevant literature</strong></td>
<td>The student demonstrates a comprehensive understanding of the relevant literature. He/she is able to eloquently explain how the thesis/publishable paper fills a gap in current knowledge.</td>
<td>The student demonstrates good understanding of the relevant literature, with a few small gaps in knowledge. He/she is able to clearly explain how the thesis/publishable paper fills a gap in current knowledge with minor prompting.</td>
<td>The student demonstrates limited understanding of the relevant literature, with large gaps in knowledge. He/she is unable to explain how the thesis/publishable paper fills a gap in current knowledge without significant prompting.</td>
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</tr>
<tr>
<td><strong>Knowledge of appropriate research methods and statistics</strong></td>
<td>The student comprehensively explains study design and data analysis/statistics principles and can independently conceptualize future research that would improve upon the current project/current literature.</td>
<td>The student can adequately explain study design and data analysis/statistics principles and can conceptualize future research with minimal prompting.</td>
<td>The student is unable to explain study design and data analysis/statistics principles and has difficulty conceptualizing future research without significant prompting.</td>
<td></td>
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</tr>
<tr>
<td><strong>Ability to answer questions about presentation content</strong></td>
<td>The student needs no prompting to respond to questions. He/she exhibits superior knowledge in the subject area, skillfully presenting information and well-reasoned arguments. The student demonstrates the critical thinking skills of a nutrition professional and is able to interconnect knowledge from multiple disciplines.</td>
<td>The student needs minimal prompting to respond to questions. He/she exhibits adequate knowledge in the subject area, responding adequately to questions. The student demonstrates expected level of critical thinking skills expected of a nutrition graduate student.</td>
<td>The student is unable to respond to questions without significant prompting/help. He/she exhibits minimal knowledge in the subject area and minimal critical thinking skills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td>The student speaks clearly at a moderate pace and demonstrates excellent presentation skills.</td>
<td>The student generally speaks clearly and at a moderate pace, with some minor, occasional issues, and demonstrates good presentation skills.</td>
<td>The student is difficult to follow (does not speak clearly, speaks too quickly, appears unprepared and/or disorganized, etc.), and demonstrates poor presentation skills.</td>
<td></td>
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</tr>
<tr>
<td>Summative Table</td>
<td>Summative table is comprehensive and include all primary research discussed in literature review.</td>
<td>Summative table includes most primary research discussed in literature review; missing some important information.</td>
<td>Summative table is incomplete; missing &gt;1 primary research study included in literature review.</td>
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<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
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</tr>
<tr>
<td>Quality of presentation materials</td>
<td>Slides and handouts are well organized, easy to read, and attractive. Materials are of professional quality.</td>
<td>Most slides and handouts are well organized, with a few minor issues (e.g. a few slides are overcrowded). Some clarification is needed to understand some slides/handouts.</td>
<td>The majority of the slides and handouts are poorly organized and overcrowded, with major clarifications needed to understand the slides/handouts.</td>
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</tr>
</tbody>
</table>

**TOTAL SCORE:** __

_Score Guidelines:_
- ≥17 = Pass with Distinction
- 12-16 = Pass; minor revisions needed
- <12 = Does not Pass; needs to improve the presentation and give the oral defense a second time; if this is the student’s second time presenting: fail.

**Initials/Date**

________ Committee Chair __________ Committee Member __________ Committee Member __________ Graduate Student

_Final decision to pass with Distinction, pass or repeat the oral presentation/fail will be based on the average scores of all voting Committee members._
UNM Nutrition Program: Master’s Degree Thesis Assessment Rubric

This Rubric will be completed by all Committee Members when reviewing the final draft of manuscript and before the defense presentation. This Rubric will be discussed at the final Committee meeting before the defense.

<table>
<thead>
<tr>
<th>Areas of Competence</th>
<th>UNSATISFACTORY (1)</th>
<th>MEETS EXPECTATIONS (2)</th>
<th>PROFICIENT (3)</th>
<th>EXCELLENT (4)</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and Research Question (RQ)</td>
<td>Weak introduction of topic, RQ weak and lacks an arguable position.</td>
<td>Adequate introduction that states topic, RQ and some of the subtopics; RQ is somewhat clear and arguable.</td>
<td>Proficient introduction that states background information, provocative question, topic, RQ, and all subtopics in proper order; thesis is a clear and arguable statement of position.</td>
<td>Exceptional introduction that grabs interest of reader and states background information, provocative question, topic, thesis, and all subtopics in proper order; thesis exceptionally clear, arguable, well developed, and a definitive statement.</td>
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<td></td>
</tr>
<tr>
<td>Quality of Information/ Evidence</td>
<td>Limited information on topic with lack of research, details or historically accurate evidence.</td>
<td>Some aspects of paper are researched with some accurate evidence from limited sources.</td>
<td>Well researched in detail with accurate &amp; critical evidence from a variety of sources.</td>
<td>Exceptionally researched with extreme detail, historically accurate with critical evidence from a wide variety of sources.</td>
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<td></td>
</tr>
<tr>
<td>Support of Ideas/ Analysis</td>
<td>Limited connections made among analysis of evidence, subtopics, counterarguments &amp; thesis / topic; complete lack of or inappropriate conclusions.</td>
<td>Some connections made among analysis of evidence, subtopics, arguments &amp; thesis / topic; limited or somewhat inappropriate conclusions.</td>
<td>Consistent connections made among analysis of evidence, subtopics, arguments &amp; thesis / topic; good and generally appropriate conclusions.</td>
<td>Exceptionally critical, relevant, consistent connections among arguments, analysis, subtopics, &amp; thesis/topic; excellent, appropriate conclusions.</td>
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</tr>
<tr>
<td>Organization/Development of Ideas</td>
<td>Lacks clear and logical presentation and development of ideas; weak transition b/w ideas and paragraphs.</td>
<td>Somewhat clear and logical presentation and development of ideas; adequate transitions b/w paragraphs.</td>
<td>Clear and logical presentation and development of ideas that support thesis; good transitions b/w paragraphs.</td>
<td>Exceptionally clear, logical, thorough presentation and development of ideas that support thesis; excellent transition between paragraphs.</td>
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<tr>
<td>Spelling/Grammar</td>
<td>Inconsistent grammar, spelling and paragraphing throughout paper.</td>
<td>Periodic errors in grammar, spelling and paragraphing.</td>
<td>Clear, with minimal errors in grammar, spelling and paragraphing.</td>
<td>Very concise, clear, with consistently proper grammar, spelling and paragraphing.</td>
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</tr>
<tr>
<td>Reference Citations</td>
<td>Very inconsistent or incorrect use of citations in both text and reference page.</td>
<td>Sometimes inconsistent or incorrect use of citations in both text and on reference page.</td>
<td>Consistent and correct format in both text and on reference page.</td>
<td>Proper detailed format used consistently and correctly in both text and on reference page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revisions Process</td>
<td>Revisions generally ineffective, disregard much of faculty feedback; excessive revisions necessary.</td>
<td>Somewhat effective revisions that incorporate much of faculty feedback; many revisions necessary.</td>
<td>Mostly effective revisions that incorporate faculty feedback; reasonable amount of revision.</td>
<td>Excellent revisions that incorporate faculty feedback; few revisions necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for Dissemination</td>
<td>At best an un-refereed form of dissemination may result.</td>
<td>One refereed form of dissemination (any level) should result.</td>
<td>Two refereed forms of dissemination (state level or above) should result.</td>
<td>One refereed publication and one other refereed form of dissemination (national level or above) should result.</td>
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</tr>
<tr>
<td>Overall</td>
<td>Paper needs to be significantly revised before student presents and graduates.</td>
<td>Some revision required before student presents.</td>
<td>Student may present and submit manuscript after presentation and incorporates any additional revisions.</td>
<td>Student may present and submit manuscript after minimal revisions incorporated.</td>
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</tr>
</tbody>
</table>

**COMMENTS:**
TOTAL SCORE: ____

Score Guidelines:
≥18 = Proceed with Defense
< 18 = Major Revisions needed; Postpone Defense until revisions are made and approved by the Committee

Initials/Date

_________Committee Chair    _______Committee Member  _______Committee Member  _______Graduate Student