Graduate Student Handbook
for
Students Pursuing
a Master of Science Degree
in Nutritional Science

California State University, Long Beach

Department of Family and Consumer Sciences
College of Health and Human Services
California State University, Long Beach

http://www.csulb.edu/colleges/chhs/departments/fcs/
Dear Student:

Welcome to the Master of Science Program in Nutritional Science! We are excited that you chose to continue your studies at California State University, and we feel confident that you will find that your time here prepares you well for your future career and/or educational goals.

Sometimes students ask what they will experience as a graduate student. There are many ways to answer this question, but here are a few:

1. It is a time for growth. As a graduate student, you are able to choose a specialized program of study that coordinates with your goals. As you engage in coursework and prepare for the research process, you will develop enhanced knowledge and skills and develop a theoretical base for future practice and lifelong learning.

2. It is a time for enhanced engagement and collaboration with peers. Graduate classes have fewer students, and students are held to a higher level of expectation. Student-led discussions, collaborative projects, and creative applications of course content are among the experiences graduate students should experience in the classroom.

3. It is a time to ask questions. A curious mind that integrates classroom learning, work experience, and life experience is a mind prepared for graduate research. Your research as a graduate student should prepare you to understand the importance and application of research to nutrition practice. It should equip you with skills to conduct research in the future. And it should engage you in a process of inquiry that has the end goal of improving the nutrition status of people.

This handbook was written with the intention of introducing you to the policies, procedures, and expectations of graduate students, with a particular focus on the research process. The checklist at the end of the handbook can be used to guide you through the steps towards completion of the MS degree.

Welcome to the program!

Virginia B. Gray, PhD, RD
Graduate Coordinator
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Program Goals and Learning Outcomes

The goals of the Master of Science Program in Nutritional Science are to:

- Provide didactic and experiential education in nutrition science and courses of specialization to build a strong knowledge base for future practice;
- Provide an interdisciplinary curriculum that allows students to develop particular competencies related to their career aspirations;
- Foster conceptual skills in planning, carrying out, and evaluating research activities;
- Increase competency in curriculum development (for students completing a directed project) or ability to conduct qualitative and quantitative research (for students completing a thesis);
- Prepare students to critically use research findings to inform practice decisions;
- Prepare students for disseminating research findings to contribute to the body of knowledge in the field of nutrition;
- Expand engagement with social and cultural factors that impact nutrition status such that ability to practice in a multicultural environment is increased; and
- Increase competence in food and nutrition subject matter in preparation for college teaching, research, graduate study beyond a master's degree and administrative positions in public and private agencies.

Student learning outcomes for the Master of Science Program in Nutritional Science include:

- Master breadth of knowledge in key nutritional science areas, including macronutrients, micronutrients, and research methods.
- Demonstrate proficient oral and written communication skills.
- Demonstrate critical thinking skills in solving complex problems in nutritional science.
- Evaluate and interpret the scientific literature and evidence-based guidelines in the area of nutritional science.
- Critically use nutrition-related research findings and standards of practice to inform practice decisions.
- Design and conduct an independent research project (a thesis or directed project).
- Exercise sound professional judgment based on ethical standards and expectations of the field.
- Develop professional identity as a nutrition professional to effectively promote healthy eating.

Information on specializations is provided below.

**Latino Health**

Students who choose this specialization may enroll in to receive a Graduate Certificate in Latino Health and Nutrition Studies. The Graduate Certificate in Latino Health and Nutrition Studies is offered to all students currently enrolled in a CSULB graduate program. Graduates across diverse health and human service occupations will be prepared to meet the needs of California and the nation's growing Latino population.

The Certificate includes:

- An overview of Latino-specific health from early childhood to the development of chronic diseases that impact Latinos across the lifespan;
- The development of culturally and linguistically relevant interventions;
- Strategies for implementation of chronic disease prevention best practices; and
- Experience and development of skills in community-based participatory research.
**Internship Program in Nutrition and Dietetics**

The Internship Program in Nutrition and Dietetics emphasis is available to students admitted to the program through the DICAS process.

The Mission of the Internship Program in Nutrition and Dietetics (IPND) is to provide contemporary training of entry-level nutrition professionals who will become valued leaders in multi-ethnic communities, healthcare programs and food production settings for the years 2012-2022. The two major goals of the IPND are:

1. To prepare entry-level dietitians who can apply the science of nutrition for the well-being of individuals throughout the lifecycle, and
2. To prepare graduates who are dedicated and confident in their profession.

The IPND has a "Nutrition across the Life Cycle Communication" (NALCC) Concentration. The concentration is designed to develop unique communication, education and health promotion skills. These skills will enhance the ability of graduates to interview, counsel, and guide individuals with nutrition decisions and eating behaviors at all ages of individuals across the life cycle. In addition, the concentration prepares graduates with the ability to develop health promotion and chronic disease prevention programs for individuals and groups.

The IPND provides 1,200 hours of practicum experience (FCS 591A: Professional Practicum in Dietetics) within a broad array of disciplines including nutrition therapy, foodservice systems management, community and business / entrepreneurial nutrition. The practicum is conducted off campus at a variety of excellent facilities including, but not limited to, medical centers, health departments, school districts and community service organizations.

**Nutritional Science**

The Nutritional Science emphasis allows students to select coursework in alignment with career aspirations, in consultation with a faculty advisor. See page 7 for suggested courses.

**Food Science**

Food science is the discipline in which biological, physical, and engineering sciences are used to study the nature of foods, causes of deterioration, and principles underlying food processing and the improvement of foods for the consuming public. The food science emphasis prepares students for a variety of food science-related career options, including research and product development, food technology, quality assurance, food law compliance, consumer protection, food microbiology, food chemistry. Students who choose this emphasis will complete the following courses:

- FCS 532* Food Analysis
- FCS 535* Food Processing, Preservation, and Packaging
- FCS 592 Internship in Family and Consumer Sciences/Gerontology
- FCS 597 Independent Study
- FCS 590* Food Product Development (cross listed with FSCI 469)

3 units of elective to meet student needs (marketing, etc.)

*The requirements of graduate students enrolled in these cross-listed courses exceeds undergraduate student requirements, including teaching lectures, an independent research paper, and supervising labs.
Graduate Student Policies

Introduction
This document reflects both policy and common practice in the Department of Family and Consumer Sciences (FCS). Additional documents are also helpful, including the FCS website, the University Catalog, and the university’s thesis website (which contains important format and date information).

Requirements for Completion of MS Degree
1. Complete a minimum of 36 units
2. Maintain a 3.0 or higher GPA
3. Complete Thesis or Directed Project
4. Complete oral presentation of the Thesis or Directed Project
5. For students enrolled in CSULB’s Internship Program in Nutrition and Dietetics (IPND), complete additional requirements for completion of the MS/IPND

Enrollment
Graduate students must maintain continuous enrollment in both fall and spring semesters to maintain graduate status. This can be done through 1) registering for a class; 2) taking an educational leave (up to four semesters); 3) registering for GS 700 if student enrolled in 3 units of FCS 692 or 698 but did not receive a grade. Student must be registered in the semester in which they graduate. Note: If a student has not completed the requirements of FCS 692 or 698 at the end of the semester of enrollment, the student will receive an “RP” (Report in Progress) which will be changed to a letter grade once requirements are met. The degree must be completed within seven years of admission.

Late Enrollment (After the Deadline for Late Enrollment)
To petition for late enrollment in FCS 692 or 698 (after the deadline for late enrollment), please consult with your thesis/directed project committee chair about the process of late enrollment. The student will write a letter to petition for late enrollment. Instructions for late enrollment are available in hard copy at Enrollment Services.

Graduate Studies (GS) 700
The deadline for graduate students to register for GS 700 is the end of the add-drop period of the semester or other session in which the student wishes to maintain continuous enrollment for the purpose of completing the culminating activity or graduating. By policy, GS 700 can only be taken after all other coursework has been completed. If a graduate student wishes to take a semester off before resuming coursework, s/he must take a Planned Educational Leave, not GS 700. GS 700 may only be taken twice. To register for GS 700, students must have an authorization slip signed by the Graduate Coordinator. This form can be obtained online at: http://www.ccpe.csulb.edu/continuinged/Documents/spDocuments/Documents_INST_PermissionToEnroll_Form_Sp13_CHHS_Proof1.pdf.
Course Requirements

Students must complete a minimum of 36 units. A set of core courses is required for all students, and a capstone course (FCS 692: Directed Project or FCS 698: Thesis) is required. Suggested courses for each specialization (Nutritional Science, Latino Health and Nutrition, Food Science, and Internship Program in Nutrition and Dietetics (IPND)) are listed below.

Take all of the following core courses (15 units):

- EDP 519 or HSC 503 or statistics course approved by the faculty advisor.
- FCS 530A Carbohydrates, Lipids and Proteins (3) (Fall only)
  Prerequisites: NUTR 436, 436L, BIOL 260 or equivalent statistics course.
- FCS 530B Vitamins and Minerals (3) (Spring only)
  Prerequisites: NUTR 436, 436L, BIOL 260 or equivalent statistics course.
- FCS 696 Research Methods (3) (Fall, Summer)
  Prerequisites: Upper-division course in statistics.
- FCS 697 Directed Research (3) (Spring, Fall, and Summer)
  Prerequisites: Advancement to candidacy.

Take one of the following capstone courses (3 units):
- FCS 692 Directed Project (3) (Spring, Fall, and Summer)
  Prerequisite: FCS 697.
- FCS 698 Thesis (3) (Spring, Fall, and Summer)
  Prerequisite: FCS 697.

Completion of one of the following emphases (18 units):

1. Select 6 courses for the Nutritional Science emphasis.
   FCS 531, 539, 563, 636; FCS/KIN 568; HSC 500, 507; KIN 551, 566
   Or other courses selected in consultation with the Graduate Advisor. Note: Courses in the Latino Health and Nutrition emphasis can also be taken.

2. Enroll in 6 courses in the Latino Health and Nutrition emphasis.
   HSC 507; FCS/HSC 534; FCS/HSC 537; HHS 592A, 634, 635

3. Select 6 courses in the Food Science emphasis.
   FCS 532, 535, 590, 592, 597, and 3 units of electives selected in consultation with Graduate Advisor.

4. Academy of Nutrition and Dietetics Accredited Internship Program in Nutrition and Dietetics (IPND) at CSULB:
   FCS 591A Professional Practicum in Dietetics (3, 3, 3 units)
   FCS 591B Seminar in Dietetic Practice (3, 3 units)
   One 3 unit elective course selected in consultation with Graduate Advisor.

Please see the University Catalog for course descriptions.
Advancement to Candidacy

After successful completion of FCS 696, but prior to enrolling in FCS 697, students must be **advanced to candidacy**. “Advancement to candidacy” means that a student is ready to start research leading towards a thesis or directed project. Students must be enrolled in the University during the semester that they advance. In order to be advanced to candidacy, a student must meet the following requirements:

- Completion of nine (9) graduate level units including FCS 696.
- Successful completion of the Writing Proficiency Examination (WPE). A GRE analytical writing score of 4.0 will satisfy this requirement.
- A cumulative grade point average (GPA) of 3.0.
- Completion of the Program of Study form with advisor.
- Submission of the Program of Study form to FCS Graduate Coordinator for approval, signature, and forwarding to the Dean’s Office.

After a student has been advanced to candidacy, s/he will be eligible to enroll in FCS 697 and can begin to conduct research. The student must submit the Petition to Enroll in FCS 697 (available on the FCS website) to the FCS Graduate Coordinator.
Guidelines for Theses/Directed Projects (T/DP)

Overview

After students are formally “advanced to candidacy,” they are eligible to begin work on a T/DP. During the course of writing the thesis or directed project, students will be enrolled in the following courses:

- FCS 697: Directed Research. Students enrolled in FCS 697 will work under guidance of the thesis/directed project chair to write their research proposals to include the introduction, review of literature, and methodology (chapters 1–3) written in future tense.  
  **AND**
- FCS 698: Thesis. Students enrolled in FCS 698 will write thesis chapters 4–5 (results and discussion) and change chapters 1–3 to past tense once completed.  
  **OR**
- FCS 692: Directed Project. Student enrolled in FCS 692 will write directed project chapters 4–5 (results and discussion) and change chapters 1–3 to past tense once completed.

To receive a grade in FCS 697, students must receive approval of the research proposal by obtaining signatures of all committee members on the Signature Template (available on the FCS website). After receiving approval of the research proposal, students are eligible to enroll in FCS 692 or 698.

For more details on requirements for these three courses, please see pages 14–15.

Committee Membership

Students must choose a chair for their T/DP. The committee chair must be a tenured or tenure-track faculty member in FCS. A list of faculty members who can serve as committee chairs appears on page 11. It is the chair’s responsibility to work with the student on chapters 1–3 which constitute the proposal for the T/DP. The chair and student work together on multiple drafts until the proposal is satisfactory to both, at which time other points of view would be beneficial. It is not the practice of FCS to provide multiple drafts to the entire committee.

The second committee member must be either a tenured or tenure-track faculty member or lecturer at CSULB. The third member may be either from CSULB or from outside the university, but must possess a minimum of a master’s degree. A fourth member is neither needed nor recommended. All committee members must have a minimum of three years of work experience after earning the Master’s degree. It is the role of the committee members to read, review and provide feedback (edits, content, methodology, organization, coverage, etc.) to the student after the chair has reviewed and approved the T/DP. Committee members must be given two weeks for review. The committee member may request either a hard paper copy or an electronic copy, which the student will provide.

Requirements for Thesis/Directed Project Drafts

Students will consult with and adhere to the following when creating all drafts for the proposal and final document:

2. All drafts should be provided to committee members with a minimum of two weeks for review. Students will consult with all committee members for their preferred method of submission (hard copy in mailbox, e-mailed files, other). **Student should work with thesis/directed project chair at the beginning of each semester to develop a schedule for writing chapters and eliciting feedback.**

3. Tables and appendices should be referenced within the text, typically in chapters 3, 4, and 5. This is true regardless of whether the endeavor is a thesis or directed project.

4. For the thesis, hypotheses should be written in the null form, per FCS policy.

5. For the directed project, when developing curricula, the student should create original work, and properly cite all “borrowed” reference materials.

6. The onus of responsibility for grammar and punctuation is on the student, not the committee members. Committee members should provide expertise regarding the content of the thesis, the research methodology, and the contributions of the study to the field of knowledge. Please be sure that your paper is well edited prior to submitting to committee members. Particularly consider the following:
   a. All references (in text and in references) should be thoroughly checked for consistency with the current American Psychological Association (APA) format (see the *Publication Manual of the American Psychological Association*).
   b. Attention should be given to consistency of wording and punctuation. For example, you should not have “childcare” and “child care” used in the same document. Students may find it helpful to keep a master list of phrases/titles to be sure they are used consistently. Also, if the Oxford comma (comma before a conjunction in a series of three or more terms, such as in apples, oranges, and grapes) is used, do so consistently throughout. If you use two spaces after a period, do so consistently throughout.
   c. Please refer to the APA manual, 6th ed., pages 111–114 for correct use of numerals. Check for common portrayal of numbers. Do not use 27% in one place and 27 percent in another. Numbers under ten are written out (except when associated with time).
   d. Reserve quotations for meaningfully written statements whose meanings would be lost with alteration. Use quotations judiciously, not to avoid rewording a sentence.
   e. Note: Chapters 2–5 may feel repetitive at the beginning, because students repeat the purpose statement at the beginning of each chapter. A second paragraph may be helpful in explaining what is coming in the chapter.

**Sample Memo for Committee Members**

When providing drafts to the committee, AFTER the chair and student agree it is ready to go to the committee, the following memo may be provided as a reminder:

Dear Committee Member:

Attached is my thesis/directed project. My chair and I feel it is in good shape and will now benefit from a committee review. The policy of the Family and Consumer Sciences Department is to allow 2 weeks for you to review it. Please let me know if you have any issues in meeting this deadline.

Once you feel my work is completed to your satisfaction, I will ask you to sign a signature page indicating your approval. If I need to make additional changes before you can sign, please let me know. If you are ready to sign it now, understanding that I will take your suggestions to my chair and make them to the best of my ability, then please let me know and I will provide the signature page.

Thank you for your help in completing my project.
Tenured and Tenure-track Faculty who can Chair a Thesis/Directed Project Committee

Below please find the names and selected interests of faculty in the Department of Family and Consumer Sciences. This list provides selected interests, and students should discuss topics and potential committee members with their T/DP chair.

Child Development and Family Studies

Tenured and Tenure-Track Faculty

Dr. Roudi Roy: pregnancy, parenthood, women, children, racial/ethnic diversity
Dr. Richard Tuveson: social interaction among young children, single fathering, and guiding young children

Consumer Affairs

Tenured Faculty

Dr. Peter Kreysa: consumer advocacy, financial planning, housing, student retention
Dr. Wendy Reiboldt: curriculum development, consumer issues, general FCS issues

Fashion Merchandising and Design

Tenured and Tenure-Track Faculty

Dr. Marine Aghekyan: consumer behavior, 3D body scanning, fit and sizing
Dr. Marie Botkin: historical fashion, fashion and film, textiles, sustainability and fashion
Dr. Young Ha: consumer behavior, online marketing, visual merchandising
Dr. Suzanne Marshall: curriculum development, advertising, consumer behavior, visual merchandising, the fashion industry

Gerontology

Tenured Faculty

Dr. Maria Claver: gerontology, death & dying, curriculum development, health and aging
Dr. Barbara White: gerontology

Lecturer

Mr. Casey Goeller: gerontology, technology

Hospitality

Tenured and Tenure-Track Faculty

Dr. Lee Blecher: hospitality management/operations, education assessment
Dr. Libby Gustin: ethical foods, sustainable hospitality operating practices
Dr. Ronnie Yeh: hospitality, human resource management, international education, hospitality ethics education, hospitality international education, hospitality human resource management, hospitality customer service management

Nutrition and Dietetics

Tenured and Tenure-Track Faculty

Dr. Michelle Barrack: sports nutrition, the Female Athlete Triad, and evaluating the interrelationships between diet, exercise and bone health among adolescents and young adults.
Dr. Rachel Blaine: early childhood nutrition, obesity prevention in child care settings, parenting and child snacking, interventions to promote healthy family habits, use of media and technology in health education.
Dr. Gail Frank: nutritional epidemiology of CHD, cancer, diabetes, osteoporosis, and hypertension; dietary methodology in epidemiologic studies; Latino health promotion; health communication; child weight management/obesity; motivational interviewing
Dr. Virginia Gray: community nutrition, school nutrition, global issues in nutrition, social and cultural influences on food habits and nutrition status, curriculum development
Dr. Cheryl Rock: nutritional biochemistry (elicitiation of bioactives in food products, mediation on diet related diseases (i.e., cancer) and elucidation of their biological mechanisms of action in vivo and in vitro);
food-processing engineering (the use of novel food-processing technologies such as pulsed light and power ultrasound (PU) in retaining or improving the quality/sustainability of food as it relates to the bioavailability and bioactivity of phytonutrients in vivo and in vitro).

**Dr. Long Wang:** nutritional biochemistry, clinical nutrition, sports nutrition, health disparities, diversity promotion, nutrition education of special population groups

**Lecturers**

**Dr. Diane Carson:** nutrition education, behavior change, child nutrition, curriculum

**Ms. Wendy Devine:** sports nutrition, childhood nutrition, weight management, obesity

**Ms. Emily Kiresich:** clinical nutrition, nutrition education
**Directed Project Requirements**

**Purpose**

The purpose of the Directed Project (FCS 692) experience is to provide MS graduate students with an alternative to FCS 698, Thesis. It is the intention of the Nutritional Science faculty that the Directed Project be an applied research project. The student will gain hands-on experience in their field of study, while conducting a research-based project.

In consultation with the student’s Chair and Committee, the student will create a proposal, conduct appropriate project activities, conduct a validation of the project, provide a final written report, and complete an oral presentation.

**Reasons to Choose FCS 692**

1. Student has no plans to get a Ph.D. in the future;
2. Student prefers to conduct an applied research project rather than a theoretical research project (thesis);
3. Student has an interest in gaining work experience in his/her chosen field of study; and/or
4. Student feels a need to apply topics learned in his/her academic program in the workplace environment.

**Appropriate Experiences in FCS 692**

The following list provides examples of appropriate projects that can be undertaken in FCS 692. This list is not an exhaustive one. The student should consult with his/her Chair and Committee to discuss the experience that is optimally appropriate to fulfill the student’s long-term academic and professional goals.

1. **Policy Review and Analysis:**
   Student will work with an organization (government, non-profit, industry) to review and analyze an existing or proposed policy.

2. **Policy Writing:**
   Student will work with a government or advocacy organization that is working on drafting a policy/law/legislation.

3. **Mini-Research Project:**
   Student will conduct a small survey or interview research project with an appropriate entity (government, agency, business) on an appropriate topic that relates to the students interests.

4. **Market Analysis:**
   Student will perform an analysis of an appropriate entity (government, agency, business) of their operation, structure, financial status, or other related topic.

5. **Curriculum Development:**
   Student will identify a need for curriculum development in the field, conduct a thorough review of existing related curriculum (if applicable), and design appropriate curriculum modules and evaluation tools. Pilot testing, or expert review of the curriculum will be conducted.

**Proposal Content**

Similar to a thesis, the directed project must follow content guidelines. The task is to write a proposal dealing with a question or problem that is of interest to the student, of importance to the knowledge of the area, and
relevant to the field of Family and Consumer Sciences. Approved proposals will contain the following (following the format of the University Thesis and Dissertation Office website: http://www.csulb.edu/library/guide/serv/thesis_format.html)

1. Signature page
2. A title page and table of contents;
3. Chapter I: an introduction and statement of the problem, objectives, hypotheses, and/or creative goals;
4. Chapter II: a review of literature;
5. Chapter III: an appropriate methodology and analysis;
6. References;
7. Appendices, as appropriate.

**Completed Project**

Similar to a thesis, the directed project must follow content guidelines (according to the format of the University Thesis and Dissertation Office.) Approved completed projects will contain the following:

1. Signature page
2. Abstract;
3. A title page and table of contents;
4. Chapter I: an introduction and statement of the problem, objectives, hypotheses, and/or creative goals;
5. Chapter II: a review of literature;
6. Chapter III: an appropriate methodology and analysis;
7. Chapter IV: a results section (indicating how literature was used to develop the content and form of the project);
8. Chapter IV: a discussion and conclusion section, including a description of how validation option was utilized to improve the project;
9. References;
10. Appendices, as appropriate.

**Directed Project Validation Options**

Students completing a directed project will employ one of the following strategies described below to test the project. The validation method will be approved by the committee Chair, and will be employed after the student has received committee approval of the first three chapters and of the project (curriculum, tool, etc.).

1. **Pilot implementation and evaluation**

   Example: For students who develop a curriculum, a lesson (or lessons) would be implemented and evaluated with a test audience that represents the described target audience in the methodology. A tool would be created to test:
   
   - the lesson content (including an evaluation of the evidence base),
   - delivery, interactivity/learner-centered focus,
   - applicability, etc.

   Feedback on strengths of the project and areas for improvement would be elicited.

2. **Expert review**

   Expert review panels will be determined by the student and his or her Chair. Review members will be given two weeks to complete the review.
Example: Convene a group of three to five experts to provide feedback on the project. Provide materials in advance for review, and provide an instrument for evaluation regarding content (including evaluation of the evidence base) and design of the project. Lead reviewers in an oral discussion on:

- strengths of the project,
- areas for improvement,
- alignment with needs of intended target audience, etc.

Experts may be outside of the research committee or part of the committee, as approved by the Chair. Consider including:

- content experts,
- experts in instructional design,
- evaluation experts, etc.

The plan for validation should be described in Chapter 3 (methodology) of the directed project. A discussion of findings from either pilot implementation or expert review should be included in Chapter 4 (results) of the directed project. Adjustments made to the project as a result of the validation should be discussed in Chapter 5 (discussion).

**Poster Presentation**

Graduating graduate students are required to present their findings at a department-wide poster session at the end of the fall or spring semester (depending on which semester they graduate). Students should work with their Chairs to plan for the poster presentation.

**Evaluation**

Student’s final grade will be based on the following:

1. Self-evaluation
2. Evaluation by sponsor (if applicable)
3. Evaluation by directed project chair and committee members
Process for Enrolling in FCS 697: Directed Research

The graduate student must complete the following steps during/toward the end of the semester prior to the one in which the student is planning to enroll in FCS 697:

1. Identify an idea or concept for the thesis or directed project.

2. Identify a Chair and schedule an appointment to discuss your topic and/or obtain suggestions from your chair. Discuss with your Chair the process for completing a thesis (FCS 698) or directed project (DP) (FCS 692) and decide on completing a thesis or directed project (T/DP). (Since students write the first three chapters of their T/DP during FCS 697, it is important to make this decision prior to enrolling in FCS 697.) Work with your Chair to identify an additional two (2) chair-approved members to be on the thesis/directed project committee. The qualifications of the members are:

   Chair- Tenured/tenure-track faculty in the FCS Department

   Second Member- CSULB faculty with at least a Master’s degree

   Third Member- can be from on campus or off campus if s/he has a master’s degree or higher

   Note: All committee members must have a minimum of three years of work experience after earning the Master’s degree.

3. Develop a brief description of thesis/project (using “Research Idea Summary”), and approach potential committee members with this form to invite their participation.

4. Work with chair to complete the Program of Study form. Submit Program of Study to FCS Graduate Coordinator for advancement to candidacy.

5. Obtain signatures of all committee members on the Petition for Enrollment in 697: Directed Research form and submit to FCS Graduate Coordinator.
Process for Completing FCS 697: Directed Research

1. Student works with Chair to write the thesis/DP proposal, which will include the introduction, review of literature, and methodology (Ch. 1–3). Students may consult committee members with questions regarding the research idea and/or methodology along the way if needed, but it is customary to work with the Chair to get the proposal (Ch. 1–3) in good shape before sending to other committee members for review.

2. When the proposal (Ch. 1–3) is approved by the Chair, student sends the chapters to the committee for feedback, providing two weeks for review.

3. At the discretion of the Chair, student schedules a meeting between committee members to discuss the research proposal and elicit feedback from the committee. The meeting should be scheduled a minimum of two weeks after the draft is provided for feedback. At the meeting, the student should be prepared to discuss and defend:
   a. The research background
   b. Research questions and/or hypotheses
   c. Review of literature
   d. Assumptions and limitations
   e. Methodology

4. Student integrates feedback from committee and provides a revised copy of the proposal (Ch. 1–3) to the committee for review.

5. Student obtains approval for proposal from all committee members by collecting committee signatures on Signature Page Template for Thesis/Directed Project Proposal, which is available on the FCS website.

6. Student submits signed signature page to FCS Graduate Coordinator.

7. Student sends request to be permitted into 698 (thesis)/692 (directed project) to FCS Graduate Coordinator. A signed copy of the T/DP Proposal Signature Page must be given to the Graduate Coordinator before the student can register in 698/692.

Note: If FCS 697 is not completed with a letter grade in the semester in which the student is registered, the student will receive an “RP” (Report in Progress) and continue to work to complete FCS 697. A letter grade will be assigned once the student has obtained approval of the proposal by all committee members and has submitted the signature page to the FCS Graduate Coordinator. A letter grade must be assigned for FCS 697 before the student can register for FCS 692 or 698.
Process for Completing FCS 692: Directed Project
or FCS 698: Thesis

1. Student petitions to enroll in FCS 692 or FCS 698.

2. If applicable, student submits an application to the Institutional Review Board to obtain approval from the Human Subjects committee as soon as proposal is approved by student’s committee (i.e., upon completing the requirements of FCS 697: Directed Research).

3. Student carries out methodology described in Ch. 3 and writes Ch. 4–5 in consultation with the Chair. Note for DP (FCS 692) students: Student writes the rough draft of project (curriculum, tool, etc.) and carries out the selected validation method (pilot test or expert review).

   Note: An alternate manuscript format exists for students who would like to make their thesis or project “publication ready.” Students who choose this option have two options: 1) write Chapter 4 as a manuscript (abstract, literature review/background/methods/results/discussion, etc.) following content guidelines of a selected journal (omitting Chapter 5 from the thesis/DP), or 2) write a manuscript following content and formatting guidelines of a selected journal and place the manuscript in an appendix (omitting Chapters 4 and 5 from the thesis/DP).

   The manuscript must follow the guidelines specified by the major field of specialization and Library Thesis and Dissertation Office (see http://www.csulb.edu/library/guide/serv/checklist.html).

4. When the thesis/DP is approved by the Chair, the student provides a draft of the thesis to the committee for feedback, providing two weeks for review.

5. Student integrates feedback from committee and provides a revised copy of the thesis/DP (Ch. 1–5) to the committee for review and approval.

6. Student schedules a final defense of the thesis/DP with committee members. The student’s presentation should include:
   a. Title, author and committee members
   b. Purpose of the study
   c. Hypotheses tested (if quantitative) OR Guiding research questions (if qualitative)
   d. Brief review of literature
   e. Methodology
   f. Findings (including appropriate tables and graphs)
   g. Implications and practical importance

7. Student obtains signatures of committee chair and committee members to signify approval of the thesis or directed project.

8. Student submits thesis/DP e-copy to the FCS Department Chair for approval and signatures. Note: Submit a hard copy of the signature page and an e-copy of the thesis/DP by email. Do not submit signature page without an e-copy of the thesis/DP. Both are required.

9. Student participates in FCS Graduate Student Poster Presentations. Contact Graduate Assistant by February 1st for spring presentation and October 1st for fall presentation to schedule poster presentation on a scheduled presentation date.


12. The Library Thesis and Dissertation Office will notify the student of changes needed to the thesis/DP manuscript. Make corrections and resubmit until the manuscript is approved. An approval letter will be sent to your thesis/DP Chair, which your chair will provide to the Graduate Coordinator.

13. Student submits to Campus Copy Center for duplications, if desired.

14. Student e-mails final manuscript (after final edits and signatures) to the FCS Graduate Assistant, and copies the FCS Graduate Coordinator.

Note: If FCS 692 or 698 is not completed with a letter grade in the semester in which the student is registered, the student will receive an “RP” (Report in Progress) and continue to work to complete FCS 692 or 698. RP grades in FCS 692 or 698 are changed to a letter grade after the thesis project is cleared by the Library Thesis and Dissertation Office.

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**Poster Presentations**

Students are required to complete a poster presentation to share their thesis/directed project with the Graduate Committee, faculty, and an audience of their peers. The presentation seminars are typically held the last Monday of the fall and spring semester between 11am-1pm. They are held in Room 108/110 of the Family and Consumer Sciences building. Students will be contacted by the department Graduate Assistant to coordinate the time and date.

The poster presentation allows graduate students to share the findings of their research. It also prepares students for sharing their findings at professional meetings. Students will present the purpose, methods, findings, conclusions, and practical importance of their research. Students must set up the poster prior to 11:00am.

Students should work with their Chairs to prepare for the poster presentation.
Student Checklist for Completion of FCS Master’s Degree in Nutritional Science

Advancement to Candidacy

Requirements for advancement to candidacy are:

☐ Completion of nine (9) graduate level units including FCS 696.
☐ A cumulative grade point average (GPA) of 3.0.
☐ Completion of the Program of Study form with advisor.
☐ Submission of the Program of Study form to FCS Graduate Coordinator for approval, signature, and forwarding to the Dean’s Office.

Requirements for FCS 697 Directed Research

☐ After being advanced to candidacy, complete the Petition to Enroll in FCS 697* and submit to FCS Graduate Coordinator.
☐ Work with thesis/directed project chair on completing proposal (Chapters 1–3).
☐ Obtain approval for proposal from all committee members by collecting committee signatures on Signature Page Template for Thesis/Directed Project Proposal*.
☐ Turn in signed signature page to FCS Graduate Coordinator.

*Forms are available on the FCS website at http://www.csulb.edu/colleges/chhs/departments/fcs/programs/graduate/FormsandPublications.htm

Institutional Review Board Approval

☐ Consult Institutional Review Board (IRB) website (http://www.csulb.edu/divisions/aa/research/our/) to determine if thesis or project requires IRB approval.
☐ Turn submission packet into IRB.
☐ Obtain approval from IRB.
☐ A copy of the IRB letter of approval should be included in the appendices of the thesis/directed project, if applicable.

Requirements for FCS 692 (Directed Project) or FCS 698 (Thesis)

☐ After receiving a grade for FCS 697, students are eligible to enroll in FCS 692 or 698. Request a permit from the FCS Graduate Coordinator for enrollment.
☐ Work with the thesis/directed project chair to conduct research and complete chapters four and five (results and discussion).
☐ Submit draft to thesis/directed project chair. After thesis/directed project chair has approved a draft, committee members will review and make comments.
☐ Integrate feedback from committee members, provide a revised copy, and schedule oral defense of thesis/DP with committee members.
☐ Obtain approval signatures from all committee members.
☐ Submit e-copy of the thesis/directed project copy to the FCS Department Chair for approval and signatures. Note: Provide a hard copy of the signature page for a signature, and the e-copy of the thesis/DP via e-mail. Both are required.

Submit a hard copy of your signed signature page to the library Thesis and Dissertation Office. Then submit your thesis or directed project to the Library Thesis and Dissertation Office electronically.

Make changes according to feedback from the Thesis and Dissertation office until the manuscript is approved. An approval letter will be sent to your thesis/directed project chair, which your chair will provide to the Graduate Coordinator.

Email final thesis/directed project to FCS Graduate Assistant, and copy the Graduate Coordinator.

Apply for copyright if desired at the Campus Copy Center (562) 985-5050.

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**File for Graduation**

If you want to graduate in SPRING or SUMMER, file your request to graduate between May 1 and October 15. If you want to graduate in FALL or WINTER, file your request to graduate between December 1 and March 1. Late fees apply for missed deadlines. Students must be enrolled in the semester they plan to graduate. Students can enroll in GS 700 if needed.

**Poster Presentation**

Contact FCS Graduate Assistant by February 1st for spring presentation and October 1st for fall presentation to schedule the poster presentation.

Complete poster presentation.

Graduate!
Important References

California State University Website: www.csulb.edu
FCS Graduate Studies Website: http://www.csulb.edu/depts/fcs/gradwebsite/about.html
IRB Website: http://www.csulb.edu/divisions/aa/research/our/compliance/irb/