



Graduate Student Handbook

Department of Dietetics & Nutrition

University of Kansas Medical Center

Revised August 2020

August 1, 2020

Dear Graduate Student:

Please read the Graduate Student Handbook for the Department of Dietetics & Nutrition. Sign the statement provided and return it to the DN Administrative Assistant by September 1, 2020. The statement will be placed in your student file in the department.

Sincerely,

Heather Gibbs, PhD, RD, LD
MS Program Director
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913.945.9138

I have read the Graduate Student Handbook for the Department of Dietetics & Nutrition and understand the policies. I agree to refer to this handbook as needed and to abide by the policies presented in the handbook during my graduate program.

Student signature: _____

Date: _____

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Information Pertinent to All KUMC Students

References Concerning KUMC Graduate School

- **Office of Graduate Studies:** <http://www.kumc.edu/academic-affairs/graduate-studies.html>
- **Graduate School Catalog, University of Kansas:** <http://www.ku.edu/academics/catalogs/?q=graduate/>
- **KUMC Student Services:** <http://www.kumc.edu/studentcenter>

Links provided from KUMC Student Services to the following:

- Vice Chancellor of Student Services
- Office of the Student Ombudsman
- Registrar's Office
- Office of Admissions
- Office of Financial Aid
- Student Health Services
- Student Counseling & Educational Support Services
- Office of Student Life
- Kirmayer Fitness Center
- Student Health Insurance
- Academic Accommodation Services

KU Medical Center Student Handbooks

The University of Kansas Medical Center Online Student Handbook is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online: <http://www.kumc.edu/studenthandbook/>

Students in Dietetics and Nutrition are responsible for information contained in the **School of Health Professions Handbook** found at: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

Contained within the handbook are the following sections:

- Administrative Offices and School Directory
- Honors and Awards
- School-Related Organizations
- Academic Policies
- Departmental Policy Information
- Performance Standards and Policies

- Actions related to academic and nonacademic misconduct
- SHP (School of Health Professions) Appeals Procedure for Academic and Non-academic misconduct

Kansas Residency

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website:

<http://www.registrar.ku.edu/~registr/residency/residency.shtml> . A summary of the requirements to be considered a Kansas resident includes:

- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely. You must be residing in Kansas for reasons other than educational purposes.

Photo Identification Card

The KUMC police require that all students have a photo identification card, which serves as your key to enter the Medical Center campus when buildings are closed to the public. For students who do not receive the card as part of a group enrollment activity, a time to have the photo taken and the card made must be scheduled with the academic advisor or department representative who must accompany the student to the badge office. Photos are taken in the Badge Office, located in Delp G060. The days and times are M-Fri, 7:00 am-4:00 pm. KUMC Police policies regarding use of the identification card are found here: <http://www.kumc.edu/police/safety-on-campus/card-access-info.html> .

KU Medical Center Maps

Navigating the University of Kansas Medical Center campus can be a challenge for us all! You can find several maps of the campus here: <http://www.kumc.edu/about-us/maps-and-contact-information.html>.

A campus map is found on the next page of this handbook.

Background Checks

Criminal background checks are required of all KUMC students through Validity Screening Solutions. Students admitted into the department are provided instructions for background checks with their notification of admittance to the department. Instructions for background checks can also be found here: <http://www.kumc.edu/school-of-health-professions/background-checks-and-drug-screening-for-students.html>

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check. Your acceptance into the School's program will not be final until we have received your background check information from Validity Screening Solutions, so do this as quickly as possible.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current or different report. However, the School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO Department of Health and Senior Services, the agency that provides the EDL check.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Health Professions. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

Health Information

Health requirements can be found at <http://www.kumc.edu/student-services/student-health-services.html>. Students will need to meet KUMC Health requirements for enrollment and for continuation in the program. Student Health will perform all necessary tests, examinations, and blood work and assist you in filling out all required forms. Please contact 913.588.1941 to make an appointment. Plan to bring all immunization records to your appointment. ***Because you cannot enroll in classes until your health information is complete, please do not delay.***

Health Insurance

The University requires all students taking courses at KUMC to maintain current health insurance throughout their enrollment. You may choose any health insurance plan. Information about student health insurance can be found here: <http://www.kumc.edu/student-affairs/student-health->

[insurance.html](#) . The University of Kansas Medical Center offers a health insurance policy for eligible students. This plan is offered through Student Resources and is underwritten by UnitedHealthCare Student Resources. More information is found at the above link.

Compliance Training and Confidentiality Agreement

All students must complete **Student Compliance Training** and sign the **Student Confidentiality Agreement**.

Additionally, students involved in health care or with access to health care information as a part of coursework or student employment must complete confidentiality training. Students must complete “The Health Insurance Portability and Accountability Act” (HIPAA) training tutorials by the first week of school. Compliance training is available on line from the myKUMC portal.

Once you have logged into myKUMC, navigate to “Tools & Services” > “Research” > “Compliance Services” > “Training Program”. Speak with your supervisor about which trainings are needed.

Email Operational Protocol

Each new student, upon enrolling, is issued a KUMC email account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to check their KUMC e-mail account regularly for University/Departmental communications. **Please see the related policy on email under D&N Departmental Policies later in this handbook.**

Hazardous Weather and/or Emergency Communications on Campus

The campus utilizes the Rave Text Messaging system to send updated information in emergency situations. Students should be automatically opted in to receive messages, but confirmation or changes can be made through the Enroll & Pay system.

When the Chancellor or Executive Vice Chancellor determine that weather conditions will make travel to and from campus excessively difficult, time consuming, or hazardous, he/she may make a declaration of "inclement weather." In this case, the university will make every effort to inform students as soon as possible.

In emergency situations, an “Emergency Alert” or “Critical Information” email will be sent to all students. Media outlets that will be used in the case of campus closure include Fox 4, KCTV 5 and KMBC 9.

Academic Accommodation Services

Academic accommodations are provided for students and residents who have disabilities as defined under the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the Federal Rehabilitation Act of 1973. Academic Accommodation Services are located in

G020 Dykes, and their hours are Monday through Friday 7 AM to 4 PM. Students who think they may qualify for academic accommodations are encouraged to schedule an appointment at 913.945-7035 or by contacting Cynthia Ukoko at cukoko@kumc.edu . Appointments can also be scheduled online at <https://medconsult.kumc.edu/> . More information about these services can be found here: <http://www.kumc.edu/student-services/academic-accommodation-services.html> .

Student Counseling & Educational Support Services

These services are available for students who desire educational support, writing, psychological and psychiatric services. The Department of Dietetics & Nutrition encourages graduate students to not delay in seeking out these services when a related concern presents. Life can present challenges, and these services are here to assist students in navigating these challenges. Students should reach out by phone at 913.588.6580 or online at <https://medconsult.kumc.edu/> to schedule an appointment. The Counseling Services office is located in Room G116 of the Student Center, located on the corner of Olathe & Rainbow Blvd. Educational Support Services is located in G012 Dykes Library, and the Writing Center is in G011 Dykes. More information is found at <http://www.kumc.edu/student-services/counseling-and-educational-support-services.html> .

Office of Financial Aid

The Office of Financial Aid is located on the 1st floor of Dykes Library, Room G035. Additional information about their services can be found at <http://www.kumc.edu/student-services/student-financial-aid.html> . Please note that the priority deadline is March 1 for submitting the FAFSA (Free Application for Federal Student Aid) if you are interested in receiving aid for the following Summer, Fall and Spring semesters. A number of options exist for financial aid, so please do not hesitate to contact this office for student financial service questions or needs.

Student Community Involvement

A number of interdisciplinary student organizations exist at KUMC. Information about these organizations and their events are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. For more information about student organizations, go to <http://www.kumc.edu/student-services/office-of-student-life.html> .

Parking

Parking can be a challenge, so please plan accordingly. Students can obtain permit parking and find more information about parking services by visiting the website at <https://www.kumc.edu/public-safety/parking.html> . Parking and Transportation Services is located on the second level of the P5 parking garage at 3724 Cambridge and can be reached at 913-588-5175.

DEPARTMENTAL GUIDELINES & POLICIES FOR GRADUATE STUDENTS

Description of Programs

The graduate programs offered by the Department of Dietetics and Nutrition include:

- Master of Science Degree - Non-thesis or Thesis Options*
- Doctorate of Philosophy in Medical Nutrition Science*
- Dietetic Internship Graduate Certificate Program
- Dietetics in Integrative Medicine Graduate Certificate Program
- Distance Master of Science thru the Great Plains Interactive Distance Education Alliance (GPIDEA)
- Doctorate of Clinical Nutrition

*This handbook provides DN student policies and procedures concerning the residential MS and PhD programs only. Students in other programs should contact their respective program director for information specific to the program.

Objectives of MS Thesis and Non-thesis Programs

- Objective of the Non-thesis MS Degree: To prepare students to practice dietetics and nutrition and to interpret research in nutrition in healthcare organizations. The graduate will be prepared to translate research into practice and may assist a principal investigator in research.
- Objective of the Thesis MS Degree: To prepare students to practice dietetics and nutrition and to conduct and interpret research in nutrition in positions of leadership in academic, tertiary care and research centers. The graduate will be prepared to translate research into practice as well as to participate in research.

Objectives of PhD Program in Medical Nutrition Science

- To prepare students to function independently as scientists in government, industry, medicine and academia

Academic Advisement System

The MS Program Director will advise all MS students in Dietetics & Nutrition. S/he will provide:

1. Advising in educational goal setting.
2. Information about graduation requirements and suggested coursework timetable.
3. Form for developing individual coursework timetable.
4. Information about enrollment.

5. Recommendations to students for student resources such as student activities, career services and counseling services.
6. Information about educational and career opportunities.

Department Faculty and Staff Directory

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Professional Conduct

All Dietetics & Nutrition students are expected to act with respect toward others, whether interacting with patients, research subjects, peers, staff, faculty, or other professionals. The following list provides specific guidance for conveying respect and professionalism with others.

- Cell Phones: Please turn cell phones to silent mode while in clinics, meetings, or while interacting with patients or research subjects. Unless an instructor notes otherwise in his/her syllabus, cell phones should be turned off during class and put away.
- Dress Code: Dress appropriately for the occasion. Dress should be professional if giving a presentation in or outside of class. Consider the clientele's perspective if working with patients or research subjects. In all academic or professional settings, one should error on the side of modesty. A student who is dressed inappropriately may be asked to return home for a change in clothing.
- Email Communications: Make every effort to check and respond to emails in a timely fashion. Check KUMC email daily, and never delete department messages without reading. It is strongly suggested that you read your emails carefully before sending to be sure that you are communicating professionally.
- Titles: Take cues from your instructors and other professionals about how they should be addressed. It is most respectful to address individuals by their title (i.e. Dr., Prof. Mr., Mrs. or Ms.) and last name until informed by the individual otherwise.
- Face-to-face Interactions: Consider your thoughts before you speak them, and keep in mind that non-verbal communication cues (tone of voice, eye contact, posture, etc.) also contribute to face-to-face interactions. Speak assertively but not with aggression. It is not acceptable to use swear words or raise your voice in anger toward another individual. Practice emotional maturity and minimize drama in the workplace.
- Timeliness of Communication: Allow one week or more to make appointments with heavily scheduled professionals and expect email responses to your inquiries to take 24 hours or more. An emergency due to lack of planning on your part does not constitute an emergency for faculty, staff, preceptors, or others.
- Grievances: Honor the chain of authority unless you have a true reason to distrust it. Work first with the person with whom you have the grievance; if there is no resolution, it is appropriate to go to the next immediate supervisor.

Integrity in Graduate Study

The following text is modified from a previous version of the KUMC Graduate Studies Student Handbook and is included here to ensure all DN students are well-aware of the importance, terminology, and policies concerning integrity for graduate study. Although the ethical decisions involved in maintaining integrity may seem very clear to some graduate students, they may not appear to be clear to others. Some may not even be aware that there is potential for problems with integrity in research. For these

reasons and to help in the event that fraud, plagiarism, cheating, abuses of confidentiality, or conflict of interest should arise, these guidelines have been prepared.

Fraud

Fraud usually involves the student's intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results generally takes one of two forms:

1. the sheer fabrication of data, or
2. the fraudulent omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the sheer fabrication of data is fraudulent, and all scientists can agree that the deliberate omission of conflicting data is also fraudulent. A few might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence that others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses. The best insurance against fraud in graduate student research is awareness on the part of the student on the importance of following the discipline of the scientific method, the careful and close supervision of the faculty advisor and the examples of other members of the academic community. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways--by submitting laboratory notebooks for frequent review by faculty, by having faculty monitor the student's reading in the field, by regular updating of the faculty advisor on one's progress or a combination of these or some other. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly but always with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with those procedures outlined in the Graduate Student Handbook.

Plagiarism

Plagiarism is the use of another's words, ideas, or creative productions which are then passed off as one's own without proper attribution (not giving due credit to the original source). Flagrant cases of plagiarism may involve the extensive use of others' articles, books, or creative productions with perhaps only slight modifications. The penalties here are usually very severe for the student and would likely result in expulsion from the degree program and Graduate Studies or, if a degree has already been earned, rescinding of that degree.

Less extensive cases of plagiarism can be either intentional or unintentional (just plain carelessness or ignorance of the commonly accepted rules). In general, one must cite one's authorities in the text or, more commonly, in the references and use either direct quotations or skillful paraphrasing, with citations, for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is

unnecessary to footnote those facts and ideas which are in the common domain of that discipline. Otherwise, we would be citing everything we know. But an intimate familiarity with the literature of the discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution.

The fairly common practice of citing the previous significant literature relating to the subjects of their articles or books serves as a safeguard against plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. As with cases of fraud, the University should handle any suspicion of plagiarism in accordance with procedures used for cases involving alleged fraud and misconduct.

Cheating

Academic dishonesty in one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations from other parts of the university, cheating on qualifying or preliminary examinations is not. At the very least such dishonesty, once proven, should result in failure of the examination.

Attendance

Each faculty member will set attendance policies for the courses s/he teaches or directs and publish them in the course syllabus. In general, students should treat scheduled classes and meetings with faculty as they would employment. Therefore, for planned absences, notice needs to be given as early as possible with assignments submitted prior to the absence. For unexpected, unavoidable absences, notification should be made and assignments submitted as soon as possible.

Computer Skills and Recommended Devices

It will be expected that the students can properly use e-mail and software programs for word processing, presentations, searches of biomedical literature and data management. Both instructor-led and web-based courses are offered at KUMC without charge to employees and students. Students who need a computer class on a particular topic will be expected to search out the appropriate computer training. More information can be found here: <http://www.kumc.edu/information-resources.html>

The School of Health Professions supports either Windows 10-based computers or Apple/Mac computers. **You will not be able to complete your coursework using any of the following as your primary computing device: iPad, Chromebook, Netbook, Linux-based computer, Android tablet, or any type of smartphone. These non-computer devices will not be allowed for non-proctored remote or online testing.**

Students will be responsible for having a working device that meets the minimum requirements. Our curriculum incorporates the following tasks:

- *Accessing and downloading course files (e.g., documents, presentations, videos, etc.)*

- *Uploading assignment files (e.g., documents, presentations, videos, etc.)*
- *Taking Quizzes and Exams*
- *Posting to Discussion Boards*
- *Accessing resources through different browsers*
- *Taking notes/annotating resources*
- *Presenting student created files/media through a data projector. Our lecture halls and classrooms are equipped with Windows PCs for use by presenters.*
- *Live Blackboard Collaborate sessions*
- *Use of non-KUMC online learning resources*
- *Accessing the internet*

It is the student's responsibility to maintain a backup of all work. We strongly suggest an online backup service (i.e., OneDrive) or, at a minimum, utilizing an external hard drive.

Below is a guide to assist you with deciding what type of computer to use as a student along with suggestions for software that will be used.

Windows-based (PC) System Hardware		
Hardware Component	Minimum	Recommended
Processor	Intel Core i5 or AMD Ryzen R5	Intel Core i7 or AMD Ryzen R7
Style	Laptop (Windows 10 Home or Pro Edition) (Not sufficient: Linux Distros, Chrome books, iPad, Android tablet)	Laptop (Windows 10 Home Edition or higher) Microsoft Surface Pro or Surface Book
Protective Case	N/A	Device compatible case or backpack
RAM	8 GB	16 GB
Hard Disk	256 GB or higher	512 GB or higher
Display	1920 x 1080 (HD)	1920 x 1080 (HD)
Networking	Wireless 802.11 b/g/n	Wireless 802.11 b/g/n/ac; Wired ethernet port
Warranty	1 year warranty	2-4 year warranty
Operating System	Windows 10 Home Edition	Windows 10 Home Edition or higher

Data Backup	OneDrive (Microsoft Cloud Storage)	OneDrive (Microsoft Cloud Storage) Included in Office 365 see software section below.
Remote Video Class/ Work	Microphone and Camera (standard on most laptops)	Microphone and Camera (For best performance in video conferences use of a headset with a microphone, either wired or wireless; Bluetooth, etc.)

Apple/Mac Hardware		
Hardware Component	Minimum	Recommended
Processor	Intel Core i5	Intel Core i7
Style	Laptop	Laptop
Laptop Protective Case	Carrying case or backpack	Carrying case or backpack
RAM	8 GB	16 GB
Hard Disk	256 GB or higher	512 GB or higher
Display	Non-Retina / Retina	Non-Retina / Retina
Networking	Wireless 802.11 b/g/n	Wireless 802.11 b/g/n/ac and Wired ethernet port adapter
Warranty	1 year warranty	2-4 year warranty
Operating System	Mac OS 10 (OSX 10.13 or higher)	Mac OS 10 (OSX 10.15 or higher)
Data Backup	OneDrive (Microsoft Cloud Storage)	OneDrive (Microsoft Cloud Storage) Included in Office 365 see software section below.
Remote Video Class/ Work	Microphone and Camera (standard on most laptops)	Microphone and Camera (For best performance in video conferences use of a headset with a

		microphone, either wired or wireless; Bluetooth, etc..)
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Software		
Type	Product	Availability
Office	Microsoft Office 365	<p>KUMC has a subscription to Microsoft Office 365 which allows students, faculty, and staff to activate the Office Suite on up to 5 computers (Windows or Mac), 5 tablets, and 5 phones.</p> <p>To install the Office Suite on a personally owned computer, please visit https://office365.kumc.edu/ and log in with your KUMC username and password. You can download the installation files by clicking the Install Office apps button in the upper right corner of the screen. Once installed, you will be prompted to activate the software. Please use your KUMC username and password to authenticate.</p>
Security	Antivirus	Any paid reputable AV (i.e. Norton, McAfee, etc.); Free options: Windows 10 has one built-in Avast for Windows and Avast for Mac , Etc...
	Firewall	Free, Windows built-in firewall (enable if disabled)
	Antispyware	MalwareBytes (free version scans on demand, paid version catches live)
Browsers	Various	Free; Chrome, Firefox, Microsoft Edge, Safari (Apple)
PDF	Adobe Acrobat Reader	Free; Adobe Acrobat Reader
Media Players	General/audio	Free; Windows Media Player
	Flash	Free; Adobe Flash Player
	Video	Free; VLC, videolan.org

Library Skills

The MS student will be expected to know how to find academic resources in KUMC Dykes Library and to do a computerized search of the biomedical literature. The Dykes Library website is:

<http://library.kumc.edu> . On-line tutorials and information about classes for PubMed, EndNote and other databases are available at the library website. Classes are free to KUMC employees and students and are available many different days and times.

Departmental Communication System

For routine communications, the D&N Department will communicate with D&N MS students via email or individual mailboxes in the D&N student room. **Students are expected to check email daily and mailboxes each day they are on campus and at least weekly.** Faculty employers, advisors or instructors may require more frequent checking of communication systems. Your e-mail will be sent to your KUMC e-mail address.

KUMC e-mail is available through the KUMC Outlook Web App from computers outside KUMC. For some classes, instructors may require more frequent checking of communication systems. Please note and follow Information Resources policies for syncing email on a phone App.

For some communications, the department may need to use your home or cell phone or home mailing address. Therefore, we ask you to keep us informed of changes in address or phone numbers.

Department Facilities

- Faculty offices are located on the ground floor of the Delp Building.
- The Dietetics & Nutrition Office and Library: the Administrative Assistant will check out books and other materials to students.
- The printer, copier and fax are not for student use.
- The Student Room contains 5 computers, student mailboxes, a microwave and a refrigerator. Be sure to check your mailbox regularly. You may use the microwave and refrigerator, but please be sure to clean up after yourself.
- Additional computers and printers for students are located in Dykes Library. Copiers for student use are located in Dykes Library.

Program Requirements

Students should consult the Academic Catalog for respective degree or certificate requirements:

<https://catalog.ku.edu/health-professions/dietetics-nutrition/>

Course Requirements for MS Degree

MS in Dietetics and Nutrition

Course	Credits	Offered	Thesis	Non-Thesis
DN 834 Research Methods	3	Fall	3	3
DN 895 Advanced Macronutrients & Metabolism	3	Fall	3	3
Biostatistics (700-800 level)*	3	Fall, Spring	3	3
DN 896 Advanced Micronutrients & Metabolism	3	Spring	3	3
DN 817 Seminar in Dietetics and Nutrition I	1	Fall, Spring	1	1
DN 818 Seminar in Dietetics and Nutrition II	1	Fall, Spring	1	1
DN 819 Scientific Writing for Nutritional Sciences	1	F, Sp, Su	1	1
Electives – Refer to elective course list for options Most are 3 credit hour Up to 6 hours can be outside DN	12 or 15	F, Sp, Su	12	15
Research – Thesis = DN 899 Non thesis = DN 854	3 3	F, Sp, Su	3	3
TOTAL			30	33

MS for Continuing Dietetic Intern Students

14 credit hours can count towards MS

Course	Credits	Offered	Thesis	Non-Thesis
DN 834 Research Methods	3	Fall	3	3
DN 895 Advanced Macronutrients & Metabolism	3	Fall	3	3
Biostatistics (700-800 level)*	3	Fall, Spring	3	3
DN 896 Advanced Micronutrients & Metabolism	3	Spring	3	3
DN 817 Seminar in Dietetics and Nutrition I	1		Transfer	Transfer
DN 818 Seminar in Dietetics and Nutrition II	1		Transfer	Transfer
DN 819 Scientific Writing for Nutritional Sciences	1	F, Sp, Su	1	1
Electives – # Refer to elective course list for options Most are 3 credit hour Up to 6 hours can be outside DN	12 or 15	F, Sp, Su	12 transfer No more needed	12 transfer 3 more needed
Research – Thesis = DN 899 Non thesis = DN 854	3 3	F, Sp, Su	3	3
TOTAL			30	33

*At KUMC – BIOS 704 is offered both in the Fall and Spring

For MS students who are former KUMC dietetic interns, elective credits will be D&N electives. For MS students who are not former KUMC interns, up to 6 graduate credit hours of electives may be taken outside the department if the courses are relevant to the career goals of the student.

Course Requirements for Dietetics and Integrative Medicine (DIM) Graduate Certificate

The curriculum for the Dietetics and Integrative Medicine Graduate Certificate requires 12 hours. Students interested in obtaining this certificate must apply for admission to the program. The 4 courses are web-based and the recommended sequence for completion of the required courses for the program is:

1. DN 880 Dietary and Herbal Supplements, 3 hours, summer semester
2. DN 881 Introduction to Dietetics and Integrative Medicine, 3 hours, fall semester
3. DN 882 A Nutrition Approach to Inflammation and Immune Regulation, 3 hours, spring semester
4. DN 980 Nutrigenomics and Nutrigenetics in Health and Disease, 3 hours, summer semester

Students in the program are required to maintain a cumulative grade point average of 3.0 or better. To complete the graduate certificate students must complete the required 12 hours of coursework, and be in good academic and ethical standing within the university. Students enrolled in a master's degree program need to complete the 12 hours for the graduate certificate in addition to those required for the graduate degree to obtain the certificate along with the graduate degree.

Course Requirements for the PhD in Medical Nutrition Science

- The University of Kansas Graduate School does not require a specific number of hours for a doctoral degree. It is usual that the number of credit hours completed is approximately 60 credits including credits taken for the MS degree.
- DN 895 and DN 896 are required. These courses must be completed before the written comprehensive exam can be taken. A student graduating with an MS degree from our program will already have taken DN 895 and DN 896 and may proceed to the written exam immediately after they begin their first semester in the program.
- Two biostatistics courses are required : Biostatistics 720 and 730. Exceptions may be made to substitute another statistics class taken during the MS training for one of these. We encourage students to take Biostatistics 740.
- Two semesters of DN 901 are required to be taken for credit, however, attendance is mandatory in the semesters one is matriculated in the program.
- Two courses are required before a student can advance to the oral comprehensive exam (AKA dissertation proposal). These include a course on ethics (1 credit or more) and DN 900 (Modern Techniques in Nutrition).
- A grant writing course is encouraged but not required before the oral comprehensive
- Additional courses are recommended by a student's committee as needed for their planned dissertation research.
- DN 890 and DN 990 are research credits for PhD students and PhD candidates, respectively. These may be used to achieve full time status with regular courses.

Other Requirements for PhD Students and Candidates

- It is Graduate Studies policy that students on a GRA or GTA must be enrolled for 6 credit hours in Fall and Spring semesters and 3 credit hours in summer and students not on a GRA or GTA must be enrolled for 9 credit hours in Fall and Spring semesters and 6 credit hours in summer. An exception is made for students working in their discipline (e.g., a hospital RD). Those students will be granted an exception upon request to the Graduate Studies office and will be considered full time at the lower number above for each semester.
- Following completion of the comprehensive exam with a pass, students are considered a PhD candidate.
- Students must be enrolled as a full time student for at least two semesters before they can proceed to their oral comprehensive exam
- Following completion of the oral comprehensive exam, students are required to be enrolled full time until completion of their degree or until they have completed 18 credit hours (they may count the semester they passed the comprehensive oral exam). After those 18 hours are complete, they may request to reduce their semester credit hours to 1 credit but must remain continuously enrolled until they are awarded the PhD.

Acceptable Grades Required for Continuation

Please see the Graduate Studies Handbook for a discussion of the KUMC grading system. D&N students must maintain a graduate GPA of 3.0 or better. This GPA does not include course work transferred from other universities. PhD students must obtain a minimum 3.00 grade in each of the Advanced Nutrition courses (i.e. DN 895 Advanced Macronutrients & Metabolism and DN 896 Advanced Micronutrients & Metabolism). If a student's GPA falls below 3.00, s/he will be placed on probation by the Dean of Graduate Studies and will have one semester to raise it to a 3.00. If not, the student will not be permitted to re-enroll in graduate work unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study.

Departmental Review of Student Progress

The department reviews student academic progress on a regular basis. PhD students and PhD candidates are reviewed yearly and satisfactory progress is determined based on all aspects of development toward independence in addition to academic progress. Upon review, the student will be contacted by his/her program director regarding findings.

Withdrawal From Courses

Students must officially drop or withdraw from classes. Non-attendance does not constitute a drop or withdrawal. Students are advised to speak with their program director before deciding to drop a course since this decision may have significant consequences. Individual classes may be dropped online via Enroll and Pay. Please note the academic calendar for drop dates and refunds.

At the discretion of the department, excessive withdrawals from coursework will constitute inadequate progress toward degree completion and dismissal from the program. Withdrawals are considered excessive if they exceed the following limits:

1. A student may withdraw from a course one time only. Students may not withdraw from any course a second time and remain in the program.
2. During a student's progress to degree, s/he may withdraw from courses up to 3 times in total while still remaining in the program.

Leave of Absence

There may be situations in which a graduate student needs a leave of absence. If a student is not going to be enrolled for a fall or spring semester, s/he must discuss a leave of absence (LOA) with the department and graduate studies to ensure re-entry in the program. All LOA requests must be approved by the program director and the Office of Graduate Studies. During a LOA, students are not considered officially enrolled and are not reported to lenders as being on a LOA. It is the student's responsibility to understand how a LOA may affect financial aide, residency status, health insurance, and enrollment. The Office of Graduate Studies Request for Leave of Absence checklist is found here:

http://www.kumc.edu/Documents/graduate%20studies/LOA%20Checklist_FINAL.pdf

Students returning from a LOA must complete the form linked here to be approved for enrollment in coursework:

http://www.kumc.edu/Documents/graduate%20studies/LOA%20Return%20Form_FINAL.pdf. Please note, student who were granted a medical LOA must provide a letter from the physician stating the problem for which leave was granted has been resolved and the student is ready to resume graduate work.

Nonacademic Technical Standards

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide appropriate documentation of disability and submit a request for accommodation to:

The Office for Academic Accommodations
Cyn Ukoko, Senior Coordinator of Academic Accommodations
913-945-7035 or 711 TTY
cukoko@kumc.edu
G020 Dykes Library

The Department of Dietetics & Nutrition and the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation of students with disabilities. Therefore, all students admitted to the MS Degree in Dietetics & Nutrition must be able to meet the following requirements and expectations with or without an accommodation. The MS degree prepares

students to practice dietetics and nutrition and to interpret and participate in research in nutrition within academic and healthcare organizations. Graduates need knowledge and skills to function in diverse practice and research settings. All students who are admitted into the MS degree program in Dietetics & Nutrition are able to do the following:

Observe: Students must be able to observe lectures, demonstrations, research, and practice situations in the practice and research of health sciences.

Communicate: Students must have the ability to communicate effectively with clients, teachers, researchers, and the healthcare or research team. Students must be able to report to members of the team, express accurate information to clients, and teach, explain, direct and counsel people.

Psychomotor: Students must have sufficient motor capacities and motilities to execute various tasks and physical maneuvers such as: collecting specimens and perform basic tests and physical assessments on individuals, e.g., finger sticks for blood glucose testing, using glucometers, skin fold thickness, blood pressure, and placing feeding tubes; working in institutional and food demonstration kitchens to prepare foods and direct employees involved in food services; and conducting patient visits individually and with health care team members to provide nutrition care. *Graduate students who are not involved with clinical experiences are expected to demonstrate during their research assistantship sufficient motor capabilities and motilities to execute various tasks similar to those in the clinical rotations.*

Intellectual and Cognitive Abilities: Students must be able to measure, calculate reason, analyze, synthesize, integrate, and remember to apply information. Creative problem solving and clinical reasoning requires all of these intellectual abilities.

Professional and Social Attributes: Students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisites for the program.

Reasonable Accommodation for Technical Standards

After acceptance into the program, students are asked to declare whether they can meet these technical standards with or without reasonable accommodations. If the student acknowledges the need for accommodation, he/she must provide documentation of their disability to the Office of Academic Accommodations Services (AAS) as described here: <http://www.kumc.edu/student-services/academic-accommodation-services/documentation/disability-qualifications-for-academic-accommodations.html> . To schedule an appointment, please email cukoko@kumc.edu , call (913) 945-7035, or schedule online at <https://medconsult.kumc.edu> .

If after enrolling in the program, a student decides that he/she needs accommodation in meeting the technical standards the student needs to immediately notify the respective program director (See Department Faculty and Staff Directory section of this handbook) and request for review of the need for accommodations using the above contact information.

Notification of Academic Difficulties

In the graduate curriculum, most courses have a research orientation and are taught at an advanced level. It is the responsibility of the student to notice if she/he does not have the appropriate background for a course and to take action to maintain at least a B average in coursework. **Please do not wait to take action because you may quickly fall too far behind!** Appropriate actions should begin with academic counseling with the instructor; additional suggested actions include obtaining a tutor, sessions with the Learning Specialist in Student Counseling & Educational Support Services, and studying more hours per week than usual for other courses. In certain situations, it may be best to enroll in a prerequisite course to be better prepared for the advanced course in which the student is struggling. The student should contact the respective program director (see Department Faculty and Staff Directory section of this handbook) for assistance in determining a plan.

Definition of Academic/Professional Problematic Behavior

For purposes of this document, problematic behavior is defined broadly as an interference in academic/professional functioning that is reflected in one or more of the following ways:

- A. An inability and/or unwillingness to acquire and integrate academic/professional standards into one's repertoire of academic/professional behavior.
- B. An inability and/or unwillingness to acquire and integrate academic/professional skills in order to reach an acceptable level of competency.
- C. An inability and/or unwillingness to adaptively manage personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with academic/professional functioning.

Evaluative criteria that link this definition of problematic behavior to particular academic/professional behaviors are incorporated in the specific evaluation for academic/professional courses and through student's clinical supervision. Evaluations are completed at several intervals (e.g. ongoing supervision) during each student's graduate training.

Grievance and Appeals Procedures

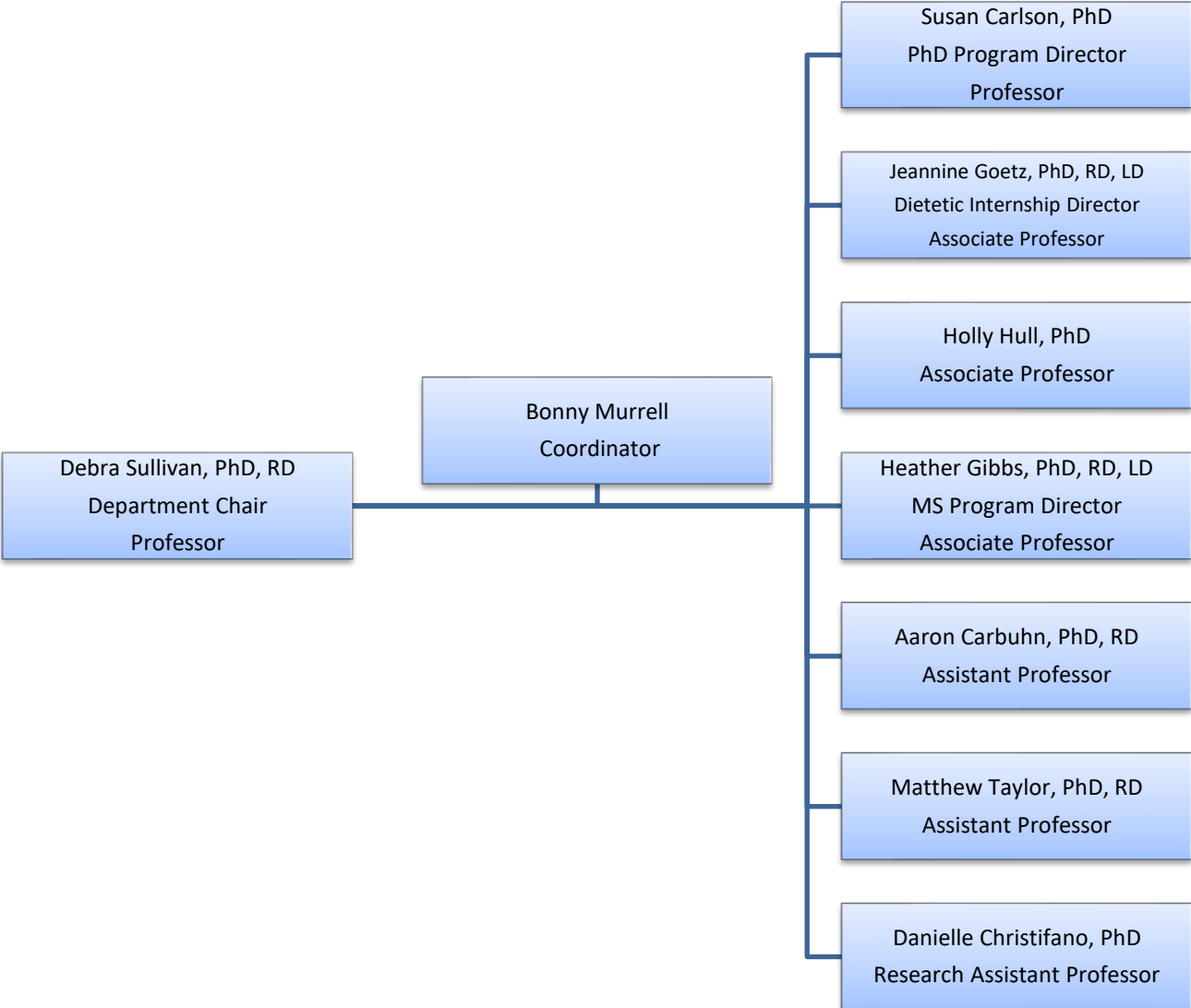
The student has the right to submit a grievance in situations when the student believes that the departmental procedures have been misapplied or applied in an arbitrary or capricious manner. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern (see Department Organizational Structure). If the situation cannot be satisfactorily

resolved, then the student meets with the departmental Chair to discuss the situation and attempt to resolve the concern. If resolution is not possible the student can submit a grievance to The School of Health Professions Dean for review and referral to the ad hoc Grievance Committee. The school follows established procedures for grievances, which can be found in Graduate Studies and School of Health Professions Handbooks (See links provided on pages 5 and 6 of this handbook).

Student Ombudsman

The role of the ombudsman is to investigate and facilitate resolution of allegations by any student of perceived unfair, inappropriate, discriminating or harassing treatment (behavior) by faculty, staff, administrators or fellow students. The ombudsman is an impartial party and a safe place for students to be heard and to receive impartial attention without fear of loss of privacy. The student ombudsman office is located on the 1st floor of Dykes Library, Room 1005, and can be reached at 913.588.4698. More information can be found here: <http://www.kumc.edu/student-services/office-of-the-student-ombudsman.html> .

D&N Department Organizational Structure



MS Thesis versus Non-thesis Option

Students should be in conversation with their program director and DN faculty to determine whether they will complete a thesis or non-thesis. The timing of this decision varies by student, depending upon their coursework timetable. Differences in the research experience for the thesis and non-thesis options are outlined below. When the student enrolls for DN 899 Thesis for the first time, the student will be given the booklet entitled “Reference for Thesis Research and Oral Examination” by the research advisor. When the student enrolls in DN 854, the student will be provided with a course syllabus by the research advisor. These documents each provide more details about the processes involved in completing the courses.

DN 899 Thesis

- Time period: Thesis research can be done over a number of semesters (typically takes 3 semesters)
- Scope of research: Thesis research involves all aspects of research including a proposal, collection and analysis of data and a thesis.
- Written document: Thesis. Formatting guidelines are provided by Graduate Studies and are available here: <http://graduate.ku.edu/etd-formatting-and-working-multimedia-files>
- Oral presentation: 30 min presentation to department; 30 min of questions from thesis committee
- General oral exam: 30 minutes. This exam must occur in the last semester of enrollment and must meet the academic deadline (See Graduate Studies Calendar: <http://www.kumc.edu/academic-and-student-affairs/opags/graduate-studies/calendars-and-events.html>)
- The thesis is submitted electronically. More information regarding the electronic submission and graduation information can be found here: <http://graduate.ku.edu/etd-formatting-and-working-multimedia-files>

DN 854 Special Problems (Non-thesis)

- Time period: The project is generally completed in one or two semesters.
- Scope of research: The project may include one or more of the following:
 - Writing an intensive review of the literature on a given topic with additional requirements other than those of DN 819 Scientific Writing.
 - Participation with a faculty member in the development of a research proposal, manuscript or grant.
 - Participation with a faculty member in conducting a pilot project.
 - Participation with a faculty member in the design, implementation or the evaluation of a program in a specialized area of dietetics practice.
 - Collection and/or analysis of data in conjunction with a faculty member engaged in research
- Written paper: A 2-5 page proposal and a 2-5 page summary of work completed and goals discussion. This proposal should be sent to the Committee 2 weeks prior to presentation.

- Oral presentation: 20 min presentation with 10 minutes Questions and Answers to department/committee. This presentation can occur at any time before the end of the semester.
- General oral exam: 1 hour. This exam must occur in the last semester of enrollment and must meet the academic deadline (See Academic Calendar <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/academic-calendar.html>)

MS Competencies Used for Oral Exams

The competencies are covered in required and elective coursework. For any competencies not covered by the individual student's coursework program for the MS degree, the student will be expected to gain the knowledge on his/her own by additional coursework, conferences or reading. The competencies are the basis of the MS general oral exam administered by the three faculty members on the student's thesis or non-thesis committee. The oral exam will occur in the last semester of enrollment and will last ½ hour for a thesis student and 1 hour for a non-thesis student.

Upon completion of the MS degree program, graduates will be able to do the following:

I. Research Design and Statistics

- Define terms commonly used in research.
- Identify and describe the major research designs used in nutrition research.
- Describe legislation and institutional procedures that protect human subjects and animals used in research.
- Interpret research in nutrition and incorporate appropriate new scientific knowledge into practice.
- Participate in a research project.
- Define terms commonly used in statistics
- Name and describe a set of basic descriptive and inferential statistical tests.

II. Macro and Micronutrients

- Describe the process by which the Dietary Reference Intakes are established.
- Define the four reference values that are collectively called the Dietary Reference Intakes.
- Use the DRI's to assess nutrient intakes of individuals and groups.
- For each macronutrient, vitamin and mineral, discuss the major dietary sources, digestion, absorption, metabolism, function, excretion and storage.
- For each of the major nutrients, describe the areas of current research and controversies that exist among scientists concerning the results of research.
- Define phytochemicals, functional foods and dietary supplements.

III. Evidence-based Nutrition Guidelines

- Describe the general process used to develop evidenced-based nutrition guidelines.
- Name common published nutrition guidelines established for the maintenance of health and the lowering of risk for developing chronic diseases. Examples include: Dietary Guidelines for Americans, My Plate, and American Cancer Society Dietary Guidelines. Describe the major points in the guidelines and explain how they are related to health and/or disease prevention.

c. Name some common evidenced-based medical nutrition therapy guidelines. Examples include: AND Evidence Analysis Library. Describe the major points in the guidelines and explain how each relates to the treatment of the disease.

IV. Elective Coursework

- a. Meet the objectives/competencies of elective courses taken for the MS degree in nutrition.
- b. Describe how each elective will affect your future work in the area of nutrition.

PhD Competencies

Upon completion of the PhD degree, students must meet and exceed all competencies of the MS Degree and demonstrate the following:

- Independence and ability to function in a team including the skills required to lead a team
- An advanced ability to utilize information and to communicate this in speaking and writing
- An advanced ability to solve problems
- An ability to prioritize and accomplish both academic and work/research obligations
- Efficient use of time demonstrating the ability to be productive in multiple roles
- Clear evidence of personal characteristics required to function as a leader: honest and having a high degree of integrity, reliable, trustworthy, organized, careful, good manager

How the PhD Degree Training Differs from the MS Degree

- Being admitted to a PhD program as a student and maintaining an excellent academic record does not guarantee you will be able to advance to a PhD. You must demonstrate the competencies above and pass both a written and oral comprehensive exam before you become a PhD candidate.
- There are also differences in workload expectation for students on assistantships and for those who are working as clinicians while working for their degree (see PhD Student Assistantship Obligations)

PhD Progress Checklist

This may be helpful in envisioning steps you need to complete the program. On average students entering with a MS degree take at least 3.5 years to complete the program. Those entering with a BS degree or working as a dietitian while doing the degree typically require longer.

Milestone 1: Acceptance into the PhD program and assignment to a faculty mentor

- You will be assigned a faculty mentor with an interest that aligns with your interest when you enter the program.
- As soon as possible, identify a mentoring committee of several faculty members who can help direct you in your planned research area and coursework (do not be surprised if your plans change in your first year as you take courses and get to know the faculty)

- Enroll for ethics class (1 credit) first semester – this course is only offered in the fall and is required before you can take the oral comprehensive so waiting a year can slow your progress.
- Enroll for the Advanced Nutrition series that covers macronutrient metabolism (DN 895, offered in fall and micronutrient metabolism, DN 896, offered in spring) of first year. These courses must be completed before you can take the written comprehensive.
- Use DN 890 to enroll in research credits (until you pass your oral comprehensive exam).
- In spring or summer of the first year following acceptance into the program, take DN 900. A portfolio of techniques in nutrition research is the requirement for this course. Mastery of techniques required for research is essential but others should be included (at least 5 are required to be included). This course must be completed before a student can advance to their oral comprehensive exam (a grant writing course is suggested).
- Keep a record of your meetings with your mentoring committee and dissertation committee using the document provided by the PhD program director.

Milestone 2: Passing Written Qualifying Exam

- After completion of DN 895 and 896 consult the PhD program director and arrange to take your written qualifying exam. The exam covers content of these courses as well as other nutrition information you should know. You must pass this exam before you can move forward to writing and defending your dissertation proposal.

Milestone 3: Writing and defending your dissertation proposal

- After you pass the written qualifying exam, DN 900, and ethics, you may write your research proposal. This includes a comprehensive literature review over the topic you plan to be your dissertation project. The literature review should be followed by a research proposal. The written proposal must be approved by your primary mentor before it is submitted to your committee.
- Following approval of your committee of the written proposal (you need to allow your committee at least 2 weeks to review and vote on whether you can proceed to your comprehensive oral exam), you may proceed to the oral comprehensive. This is a defense of your dissertation proposal, but it not necessarily limited to the proposal.
- You do this by notifying the Director of the PhD Program (currently Dr. Susan Carlson) that you are ready to proceed. She will ensure that the Departmental Administrator submits the progress to degree to the Graduate Office. NOTE: The Graduate Office requires 3 weeks to review and approve your request, however, it is usually safe to set up a committee meeting 3 or 4 weeks hence.
- THE COMPREHENSIVE ORAL MUST BE COMPLETED WITHIN 2.5 YEARS OF ACCEPTANCE INTO THE PROGRAM

Milestone 4: Conducting and writing up your dissertation research

- After you pass your oral comprehensive exam, you are a PhD Candidate. Use DN 990 to enroll for research credit
- Once you complete your dissertation research, you will need to write this up following somewhat the same process of working with your mentor and PhD committee outlined above. Examples of dissertations may be obtained from the Director of the program.
- Once you begin writing your dissertation, enroll for DN 999 (dissertation credit up to a total of 6 credits).
- When you are ready to proceed to graduation, please consult the Graduation (PhD) checklist but, bear in mind that you should be aware of Graduate School timelines and rules.

DOCUMENTATION OF YOUR PROGRESS: Yearly progress reports will be requested early in August – include a short narrative of your progress and include courses completed and those you still intend to take. The rest can be an updated CV - include the courses you took and highlight the year’s accomplishments. These are reviewed by the PhD faculty, who will also discuss if you are making expected progress in other aspects of your training. If there is any concern about your progress or plan, this will be provided to you in writing by October 1 and shared with your mentoring or PhD committee.

PhD Responsibilities: Student and Mentor

Student’s responsibilities toward him/herself

- ✓ Learn the fundamental knowledge of our discipline very well, including areas that are outside of your own research project.
- ✓ Become an acknowledged expert on a technique and a system, which requires ongoing reading.
- ✓ Familiarize yourself with other techniques being performed in the lab and in the department.
- ✓ Embrace the goal of becoming an outstanding writer.
- ✓ Publish at least two solid, first-author papers.
- ✓ Challenge yourself to function progressively more independently each quarter.
- ✓ Set specific goals and ask yourself at least twice per year whether your performance matches those goals.
- ✓ Assume control over the obligations, forms and deadlines for earning your Ph.D., as first steps toward seizing control of your own career.

Mentor’s responsibilities to his/her student

- ✓ Assure that you learn to think like a scientist:
- ✓ Properly design well-controlled experiments,
- ✓ Evaluate and critique scientific papers.
- ✓ Directly work with you to polish writing skills.
- ✓ Provide a good project (feasible and publishable) with attendant funding.
- ✓ Assure that you present your work at several national scientific meetings.
- ✓ Provide opportunities to learn the “soft skills” associated with running a lab.
- ✓ Spur your independence.

- ✓ Treat you with dignity and respect and provide an atmosphere in which you can grow and develop.
- ✓ Support your career in every way possible, now and into the future.

Student's responsibilities to group

- ✓ Be a conscientious good citizen of the group.
- ✓ Keep an up-to-date, quality lab book.

Faculty and Student's responsibilities to each other

- ✓ Communicate directly and in a timely manner any perceived disappointments or concerns.
- ✓ Be completely open and honest about our plans that could affect the other.
- ✓ Practice loyalty.
- ✓ Assure that graduates are in a good position to land an excellent postdoctoral fellowship or be employed in his/her discipline in a position commensurate with the doctoral degree.

Application for Degree

During the semester in which the student expects to complete degree requirements, the student must complete an "application for degree" through Enroll & Pay at: <https://sa.ku.edu/psp/csprd/?cmd=login&languageCd=ENG&> . Please consult the Academic Calendar for appropriate dates: <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/academic-calendar.html> .

Assistantships

Graduate Teaching Assistantships and Research Assistantships are available through the Department of Dietetics & Nutrition on a semester-by-semester basis. The time commitments and wages vary. Availability of assistantships will be announced to continuing students by the time of enrollment for the subsequent semester. Availability of assistantships to new students will be announced by the start of each semester. Competition for assistantships exists. Criteria and terms of the assistantships will be announced when availability of assistantships are announced.

Occasionally, circumstances arise in which a student must discontinue an assistantship, which will have impact upon the faculty/staff member directing the assistantship and also means losing whatever tuition reduction the assistantship carried. This decision needs to be made under the advisement of the faculty/staff member directing the assistantship as soon as possible in order that another student can be hired and receive the tuition reduction. Please consult with Graduate Studies for more information regarding tuition: <http://catalog.ku.edu/graduate-studies/kumc/#gtgratext> .

MS Student Assistantship Policies

- a. Time Commitment: The student will be hired for a specified number of hours per week, either 16 or 20 hours/week. These are salary positions and thus students are expected to work during breaks.

- b. RA/GTA Work versus MS Research: If a faculty member is both the faculty employer and the faculty research advisor for a student, the hours the student spends for work and research are to be counted separately. In fairness to all assistants, those who have the same faculty employer and research advisor should not work less total hours than a student employee who works for one faculty member and is advised by another for MS research.
- c. Assignments: The department chair will decide on the faculty member with whom each graduate student employee will primarily work and how the work hours will be distributed if the student is working for more than one faculty member. Occasionally, a graduate student employee will be asked to do an assignment for the department or a faculty member other than the one to whom he/she is usually assigned. If a graduate student employee is not given enough work to do, he/she should ask the faculty employer for more work. If the faculty employer does not have an assignment, the administrative assistant or MS Director can be consulted.
- d. Work Schedule: The student will meet with the faculty employer by the first week of school to determine the types of assignments, work site and work schedule that will be required by the faculty employer.
- e. Additional Employment: Before arranging for a second position, the student **must** work out with the faculty employer the compatibility of the work schedules.
- f. Due Dates on Projects: Projects assigned to students will have due dates. If the faculty employer does not set a due date, the graduate student employee should ask.
- g. Time Sheets: The graduate student employees will keep track of work hours on a time sheet. The time sheets have columns for GTA/GRA work hours and for the student research project on which the student worked. This record keeping will protect the student and help the advisor see how much time his/her assignments require. At the end of each pay period the faculty advisor/ faculty employer will be given the time sheet by the advisee/employee to sign before the timesheet is given to the Administrative Assistant.
- h. GRA/GTA Banked Hours: It is possible for the graduate student employee to “bank” hours by working extra hours per week during school vacations or in weeks when the student can. To avoid having banked hours get out of hand, students will be able to bank two weeks of hours at their own discretion. Additional banked hours will need to be approved in writing by the faculty employer. A copy of the approval needs to be given to the Administrative Assistant so that she can appropriately manage payroll.
- i. Transportation and Lunch: Time spent for transportation and lunch do not count as work time on a routine basis. There may be an occasional exception. For example, travel time might be paid time if a student has to go to a second work site during the workday or if the work site is outside the Greater Kansas City Area. Another exception might be if the meal is a “working” meal. The faculty employer will decide if transportation time or meal can be counted as work time for a particular assignment.

PhD Student Assistantship Obligations

(Policies for Time Accountability of PhD Students in Medical Nutrition Science with GRA*, **)

- Students are encouraged to complete their PhD in ~3 years after the MS degree. Accordingly, it is important that during those 3 years if you are a GRA you consider this your job. You should plan to spend a minimum of 8 hours/day on campus working with faculty, attending lectures and pursuing other intellectual activities that further your goals and meet faculty expectations. Your position may require you to work more hours on occasion and/or to work on nights and weekends, particularly when you are collecting data for your dissertation. Your responsibilities will be defined in consultation with your mentor.
- GRAs are recorded as 0.4 to 0.5 FTE. This does not imply you need to work only 16 to 20 hours/week. You are not an hourly worker and you are not being paid an hourly wage. The GRA is simply a practical way to provide the recommended stipend for you while you are working on the PhD.
- University policy dictates that GRAs do not receive official vacation and sick leave. Our departmental policy is to allow 2 weeks per year (10 days) as vacation/sick leave in addition to official KUMC holidays. Keep in mind that if you have a clinical or animal project you may need to work on some or all holidays. You are obligated to get permission from your faculty mentor before planning or taking any leave and to report any sick time off as soon as you reasonably can. If you need to take more time off than 2 weeks, your mentor may choose to discontinue your GRA during the extra time away. You are expected to attend scientific meetings, and this time away is considered part of your training and not included in vacation/sick leave.
- You will be assigned a mentor when you enter the PhD program.*** You should discuss with your mentor any planned time away in advance, including professional leave. If you are ill or must take care of an ill family member, you have an obligation to report this to your mentor immediately. Mentors are accountable for your time away or they may ask you to record time away and report to them.
- Finally, you should discuss with your mentor (or, in time, PhD advisor) before undertaking any obligation such as an elected office or project that is unrelated to your PhD training.

*Students who are RDs and employed as clinicians rather than as a GRA by our department may not be able to finish in 3 years. You should discuss this with your mentor. Unless your employer is willing to pay you while you work on your research, you will likely have to reduce your work hours at some point in the program to complete your dissertation research.

**If you are funded by a source other than a GRA, you should still discuss work issues with your mentor in the interest of completing your degree in a timely manner. The expectations for effort to complete a degree are not different than for those with a GRA.

** *We attempt to pick a mentor based on your expressed research interests, however, the faculty mentor may or may not be the person you will work with on your dissertation. You may decide to change mentors when you choose your dissertation topic.

Employment Opportunities

Faculty will email notices of employment opportunities that are sent to the department to graduate students. Notices are also posted to bulletin boards in the student room.

Life-long Learning

Many seminars are available at KUMC each week and are announced via the Weekly Academic Calendar and e-mail. These seminars are open to students, faculty and staff from all departments. These seminars are an opportunity to observe an interdisciplinary approach to research and to the prevention and treatment of disease. Students are expected to read these announcements and to attend ones that augment their life-long learning goals. As a bonus, a few seminars provide free lunches! Seminars can be located on the KUMC calendar at <http://www.kumc.edu/events-calendar.html>.

Professional Meetings

Students are encouraged to attend and participate in meetings of the dietetic associations of Kansas (KSAND) and other appropriate local associations. Presentations at local meetings are encouraged. The research advisor will advise his/her students as to the most appropriate national meetings to attend for the presentation of student research. The advisor will suggest funding available for attending these meetings.

Scholarships/Awards

The following table contains awards that are available to D&N students. All the scholarships and awards are announced in the Fall or Spring Semester except for the Phi Kappa Phi that is decided in December. The student will need to be alert to those scholarships/awards that are initiated by the student.

Award	Nominator	Criteria	Gift*
KUMC Auxiliary Scholarship	Student (Self-nomination)	Presented to 5 students in SHP. Based on GPA, leadership, professional/community activities	~\$300
SHP Dean's Scholarship	Faculty	One per department. Based on GPA, professional leadership, social consciousness as evidenced by activities while in the program.	~\$2000
Sevi Nelson	Faculty	Based on GPA and professional leadership	~\$1300
Marion Boelte	Faculty	Based on GPA and professional leadership	~\$1000
Phi Kappa Phi	Faculty	One per department. Based on scholarship, good character, 24 credits by end of Fall semester, plan to complete degree	Student must pay a member fee.
Rowena Sherrill Award	Faculty and student peers	Interpersonal relationships, professionalism, communication skills	~\$250
SHP Alumni Association Cooney Leadership Award	Faculty	One graduating student in SHP. Based on high level of leadership and significant impact on the programs, profession, community and school.	~\$200

Vaden Scholarship	KSAND	Graduate student with the intent of practicing dietetics. Must be enrolled in an academic program for the following academic year.	~\$500
Dean's Multicultural Diversity Scholarship	Student self nomination	Minority racial or ethnic heritage or demonstrated work with multicultural groups.	~\$2000 – 2500
Ruth Gordon	Faculty	Graduate student showing promise of high level professional competence, concern for others, and interest in effective health care delivery	~\$400
Peter Beyer	Faculty	Demonstration of excellence in clinical settings	~\$200

*Gift is dependent on the interest generated by the account and thus it varies

Appendix

Appendix A. Technical Standards Acknowledgement Statement for MS Students

Post-Application Acknowledgement Statement Nonacademic Technical Standards MS Degree Program

University of Kansas Medical Center
School of Health Professions
Dietetics & Nutrition Department

Upon acceptance into the MS in Dietetics & Nutrition Program, students are required to read, sign, and return this form to:

Department of Dietetics and Nutrition
University of Kansas Medical Center
3901 Rainbow Blvd. Mail Stop 4013
Kansas City KS 66160

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide appropriate documentation of disability and submit a request for accommodation to:

The Office for Academic Accommodations
Cyn Ukoko, Senior Coordinator of Academic Accommodations
913-945-7035 or 711 TTY
cukoko@kumc.edu
G020 Dykes Library

The Department of Dietetics & Nutrition and the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation of students with disabilities. Therefore, all students admitted to the MS Degree in Dietetics & Nutrition must be able to meet the following requirements and expectations with or without an accommodation. The MS degree prepares students to practice dietetics and nutrition and to interpret and participate in research in nutrition within academic and healthcare organizations. Graduates need knowledge and skills to function in diverse practice and research settings. All students who are admitted into the MS degree program in Dietetics & Nutrition are able to do the following:

Observe: Students must be able to observe lectures, demonstrations, research, and practice situations in the practice and research of health sciences.

Communicate: Students must have the ability to communicate effectively with clients, teachers, researchers, and the healthcare or research team. Students must be able to report to members of the team, express accurate information to clients, and teach, explain, direct and counsel people.

Psychomotor: Students must have sufficient motor capacities and motilities to execute various tasks and physical maneuvers such as: collecting specimens and perform basic tests and physical assessments on individuals, e.g., finger sticks for blood glucose testing, using glucometers, skin fold thickness, blood pressure, and placing feeding tubes; working in institutional and food demonstration kitchens to prepare foods and direct employees involved in food services; and conducting patient visits individually and with health care team members to provide nutrition care. *Graduate students who are not involved with clinical experiences are expected to demonstrate during their research assistantship sufficient motor capabilities and motilities to execute various tasks similar to those in the clinical rotations.*

Intellectual and Cognitive Abilities: Students must be able to measure, calculate reason, analyze, synthesize, integrate, and remember to apply information. Creative problem solving and clinical reasoning requires all of these intellectual abilities.

Professional and Social Attributes: Students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisites for the program.

Please carefully read the above and check one of the following statements.

____ I can meet the technical standards and expectations of the *Graduate Certificate Dietetic Internship Program* **without accommodation.**

____ I can meet the technical standards and expectations of the *Graduate Certificate Dietetic Internship Program* **with an accommodation.**

Signature

Date

Appendix B. Technical Standards Acknowledgement Statement for PhD Students

Post-Application Acknowledgement Statement Nonacademic Technical Standards PhD Degree Program

University of Kansas Medical Center School of Health Professions Dietetics & Nutrition Department

Upon acceptance into the PHD in Dietetics & Nutrition Program, students are required to read, sign, and return this form to:

Department of Dietetics and Nutrition
University of Kansas Medical Center
3901 Rainbow Blvd. Mail Stop 4013
Kansas City KS 66160

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide appropriate documentation of disability and submit a request for accommodation to:

The Office for Academic Accommodations
Cyn Ukoko, Senior Coordinator of Academic Accommodations
913-945-7035 or 711 TTY
cukoko@kumc.edu
1006 Dykes Library

The Department of Dietetics & Nutrition and the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation of students with disabilities. Therefore, all students admitted to the PHD Degree in Dietetics & Nutrition must be able to meet the following requirements and expectations with or without an accommodation. The PHD degree prepares students to do research in nutrition and for careers in academia, industry and government. All students who are admitted into the PHD degree program in Dietetics & Nutrition are able to do the following:

Observe: Students must be able to observe lectures, demonstrations and research situations in the research of health sciences.

Communicate: Students must have the ability to use multiple communication techniques (oral, written, nonverbal, group process information technology, and esthetic endeavors) that enable them to communicate with many different disciplines. Students must be able to serve as a member of a team.

Psychomotor: Students must have sufficient motor capacities and motilities to execute various tasks and physical maneuvers such as needed for their dissertation research.

Intellectual and Cognitive Abilities: Students must be able to measure, calculate reason, analyze, synthesize, integrate, and remember to apply information. Creative problem solving and clinical reasoning required all of these intellectual abilities.

Professional and Social Attributes: Students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisites for the program.

Please carefully read the above and check one of the following statements.

____ I can meet the technical standards and expectations of the *Graduate Certificate Dietetic Internship Program* **without accommodation.**

____ I can meet the technical standards and expectations of the *Graduate Certificate Dietetic Internship Program* **with an accommodation.**

Date

Signature