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2008 – 2009

Graduate Student Handbook

Central Michigan University's On-line Nutrition and Dietetics

MS Degree Program

April 2008/Maylee



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WELCOME

Congratulations on your acceptance into CMU's on-line M.S. in Nutrition and Dietetics program. As you begin your program, you are encouraged to read through this entire handbook. This handbook will answer many of your current questions, as well as questions that will arise throughout completion of your program. Please either bookmark the handbook or print a copy so you may reference it as needed.

In addition to the information provide in this handbook, the FAQ page of the program web site (www.cmich.edu/msnd) may be very helpful to you. While some of the questions provide information students need to know before applying to the program, there is also a great deal of information pertinent to students who have been admitted to the program. If you have not already done so, I encourage you to review the FAQ page.

In an effort to better meet the needs of students, your input on the handbook is valued. Each summer, I will revise the handbook to include updated information and to incorporate items that students have indicated need to be included. If you have comments, concerns, or suggestions regarding the handbook, please contact me. I look forward to working with you as you complete your degree.

Candace Maylee, Assistant Coordinator
mayle1ce@cmich.edu
989-774-2613



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I of the Program

The On-line Master of Science in Nutrition and Dietetics program from Central Michigan University is designed to meet the needs of new and experienced professionals. The objectives of the program are to enhance the graduate's knowledge base and experiences in the continually advancing field of nutrition and clinical dietetics and to provide graduates with the quantitative and methodological knowledge necessary to better interpret the scientific literature to conduct their own nutritional research.

The 31 to 37 credit hour Masters of Science in Nutrition and Dietetics degree builds on the solid base of information and skills provided by your undergraduate studies and your professional experience. The MS in ND degree will expand your knowledge and give you:

- In-depth exposure to and possible experience in research
- Advanced concepts of medical nutrition therapy
- Highly sophisticated nutritional assessment techniques
- Advanced study in nutrition and metabolism related to human health and disease



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GETTING STARTED

CMU Email Accounts

Upon admission to the program, each student receives a letter notifying them of acceptance into the program. Within that letter, the student is instructed to establish their “cmich” email account. Each student is assigned a global ID (provided within the acceptance letter) that is used to establish the cmich email account. The cmich account should be set up as soon as possible, and monitored frequently. Instructions for establishing the cmich account are included with the admission letter.

All emails from CMU, including billings, messages from faculty/staff, campus announcements, etc., will be sent to the cmich account. Students who prefer to use an email account other than their cmich account, should access the following web site: www.it.cmich.edu for instructions on forwarding their cmich account to another email address. In an effort to maintain confidentiality, some faculty and offices on campus will respond only to emails that come from the student’s cmich account.

Student Number

Also within the admission letter, each new students in provided with a student number. The student number replaces the (previously used) social security number in identifying the individual student on all campus documents (ex: class lists, transcripts, etc.) The student number may be found at the bottom of your admission letter. A student may also obtain their student number off the CMU Portal.

Accessing the Student Portal

The student portal is utilized for a variety of purposes, such as registering for classes, paying billings, address changes, downloading your CMU transcript, etc. The portal may be accessed by going to www.cmich.edu and clicking on CMU Portal in the top right-hand corner. The student will be need to input their global ID as provided in the admission letter (ex: mayle1ce) and their password. The password is the same as the password used for the cmich email account. Students are encouraged to become familiar with the various pages of the portal soon after admission.

Advising

Within the admission letter, each student is also provided with the name and contact information of their faculty advisor. Students are assigned to a faculty advisor as follows:

If your last name begins with:

A – K contact Dr. Roschelle Heuberger at 989-774-3571 or heube1ra@cmich.edu



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89-774-2514 or hilde1la@cmich.edu

S – Z contact Dr. Robert Lee at 989-774-5604 or lee1rd@cmich.edu

Faculty advisors are available to assist you in deciding on completion of a thesis or Plan B paper, or to discuss course content.

General administrative questions and assistance with completion of program documents (transfer credit approval, program plans, etc.) may be directed to Candace Maylee at 989-774-2613 or mayle1ce@cmich.edu.

Course Registration

Course offerings are posted on the program web site (www.cmich.edu/msnd) well in advance of each semester/summer session. Registration takes place as follows: in July for Fall courses, in December for spring courses, and in April for summer courses. Prior to each registration period, watch your cmich email account for an email from Candace Maylee. The email will contain detailed registration instructions. Registration eligibility is based on the number of credits you have completed. Students with a greater number of credits completed register earlier. Students are encouraged to register as soon as they are eligible to register, to increase the likelihood they will get their preferred coursework.

Textbooks

Textbooks may be purchased through MBS Virtual Bookstore at <http://direct.mbsbooks.com/cmuh.htm> Upon accessing the web site, follow these steps:

- 1) Click on “order my books”.
- 2) Click on “continue” under the credit card option.
- 3) On the Select Term/Site screen, click on the blue arrow below Select Term and choose the appropriate term. In the Select Site section, click on CMU – online. At the bottom of the screen, click on “continue”.
- 4) Find your course listed alphabetically. Note that all MS in ND courses will be under “HEV” through summer 2009. Beginning Fall 2009, you will find all MS in ND courses listed under “FNS”. Click on the box(es) next to the appropriate course(s). At the bottom of the screen, click on “submit course ID selection(s)”.
- 5) Information on the textbooks will appear on this screen. You may place an order at this point, or use the textbook information provided to obtain your textbooks elsewhere.

Billings

Please be informed that paper copies of billings are not sent. All billings are sent to the student’s cmich email address. Students are accountable for checking their cmich email on a regular basis.



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PROGRAM REQUIREMENTS

Degree Requirements

Three program options are available. Students who have or will be completing a dietetic internship may choose from any of the three options, while all students may complete the Plan A—thesis option or the Plan B—coursework option. Assistance in selecting a program option may be obtained from the student’s faculty advisor. Requirements for each of the three options are as follows:

Plan A--Thesis Option

- HEV 661 (3) Macronutrients
- HEV 662 (3) Micronutrients
- HEV 670 (1) Seminar: Nutrition
- HEV 672 (3) Advanced Clinical Nutrition
- HEV 673 (3) Nutritional Assessment
- HEV 677 (3) Nutritional Epidemiology
- HEV 678 (3) Research Methods in Nutrition (to be taken in advance of enrollment in 798)
- HEV 798 (6) Thesis

--6 hours of electives selected with the approval of the student's advisor

--An oral examination on the thesis topic.

Plan A total: 31 credit hours

Plan B--Internship Option

- HEV 661 (3) Macronutrients
- HEV 662 (3) Micronutrients
- HEV 670 (1) Seminar: Nutrition
- HEV 672 (3) Advanced Clinical Nutrition
- HEV 673 (3) Nutritional Assessment
- HEV 674 (5) Dietetic Internship: Clinical Experience*
- HEV 675 (5) Dietetic Internship: Foodservice Administration Experience*
- HEV 676 (2) Dietetic Internship: Summary Experience*
- HEV 677 (3) Nutritional Epidemiology
- HEV 678 (3) Research Methods in Nutrition (to be taken in advance of enrollment in 790)
- HEV 790 (3) Independent Study (Plan B paper and/or project)

3 hours of electives selected with the approval of the student's advisor.

* The dietetic internship coursework may not be completed on-line or "at a distance".
Information on CMU's dietetic internship program is available at: www.nutrition.cmich.edu.

In some cases, twelve credits may be earned through examination to substitute for prior dietetic internship experience. See the credit by examination information in the "Forms" section.

Plan B Internship Option total: 37 credit hours

Plan B--Course Work Option

HEV 577 (3) Advanced Topics in Nutrition: Eating Disorders
HEV 661 (3) Macronutrients
HEV 662 (3) Micronutrients
HEV 670 (1) Seminar: Nutrition*
HEV 671 (3) Advanced Topics in Nutrition: Geriatric Nutrition
HEV 672 (3) Advanced Clinical Nutrition
HEV 673 (3) Nutritional Assessment
HEV 677 (3) Nutritional Epidemiology
HEV 678 (3) Research Methods in Nutrition (to be taken in advance of enrollment in 790)
HEV 679 (3) Advanced Topics in Nutrition: Obesity
HEV 790 (3) Independent Study (Plan B paper and/or project)

*Students must enroll in this 1 credit hour course three different times under different subject themes when completing the Course Work Option.

An oral examination over course work.

Plan B Course Work Option total: 33 credit hours

Oral Exam

The oral exam required on all program options is completed over the telephone. Students completing the Plan B option will complete the oral exam with an individual faculty member. Students completing a thesis will complete their oral exam via a conference call with all members of their thesis committee.

E-Portfolios

The MSND program plans on implementing an e-portfolio assessment process. In order to evaluate student learning and programmatic outcomes, students will be required to save



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eted in all MSND courses. The assembly of the e-
e student's program. Information will be made available
regarding the process in the near future.

Course Completion Rate

The program is designed to enable students to enroll in the number of credits that fit with their work and/or personal schedules. Some students choose to take only one course per semester, while others prefer to take two courses. Due to the demand of the courses, it is very rare for a student to take more than two courses (6 credit hours) in a semester. Students are discouraged from taking more than 6 credit hours per semester, unless the program is the student's only/primary focus (i.e. the student is not employed).

Students may take the classes in any order, with the exception of HEV 790 and HEV 798. HEV 790 (the Plan B paper course) and HEV 798 (thesis credits) are completed at the end of the program. While not a requirement, it is recommended students take HEV 678: Research Methods as one of their initial classes.

The length of time required to complete the program depends on a variety of factors including the program option selected, the number of credits taken each semester, availability of courses, etc. Some students may complete the degree in as little as two years, while others may take up to seven years to graduate. Please note that a student must complete all program requirements and graduate within seven years of completion of the first course applied to the program to avoid the need to repeat coursework. (Example: A student who completes his/her first course in Spring 2007, would need to graduate no later than Spring May 2014.)

ES AND PROCEDURES

An essential responsibility of a graduate student is familiarity with the content of the Graduate Bulletin, specifically, the policies and procedures governing your program. The Bulletin is available in electronic format at: <http://www.grad.cmich.edu/handbooks.htm>. While the Graduate Coordinator, Assistant Coordinator, and your Faculty Advisor will work with you in assuring the policies and procedures are followed you share equally in this responsibility. If you are uncertain as to how a policy or procedure will impact you, consult with one of these individuals.

Generally, students will utilize the Bulletin that coincides with the academic year in which a student completed their first course. Students may choose a subsequent Bulletin, but may not utilize a Bulletin issued prior to when the first course was taken.

Select Policies/Procedures

A few of the specific policies that you should become familiar with include:

- Academic Integrity
- Course Drop and Withdrawal Information, located at:
<http://www.cel.cmich.edu/courses/withdraw.html>
- Duration of admission status/time for completion of degree
- Transfer credit guidelines
- Inactive status



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THESIS/PLAN B

Deciding on a Thesis or Plan B

Many students struggle with the decision on whether to complete a thesis or Plan B. In addition to the opportunity to choose to complete either a thesis or a Plan B, students choosing the Plan B option may choose to complete their paper in a classroom format or work on an individual basis with a faculty member.

The informational handout available in Appendix B describes the differences between the Plan A—thesis and the Plan B options. Upon admission to the MS in ND program, students are requested to complete and submit the planning form available on the “forms” page of program web site (www.cmich.edu/msnd), indicating the program option they intend to pursue.

Applying for a Faculty Sponsors

Students who choose to choose to complete a thesis or those students wanting to complete the Plan B paper with an individual faculty member (rather than taking the Plan B class/HEV 790), must apply to be assigned to a faculty sponsor. Twice annually (early February with a March 1 deadline, and early September with a October 1 deadline), students will be notified via email that applications are being accepted to obtain a faculty sponsor to oversee the students thesis or Plan B paper. Upon submission of the application materials, faculty will review the materials and students will be assigned to a sponsor. (Note that application to for sponsorship with a particular individual faculty is not guaranteed.) Students who plan to complete their Plan B paper through the course format should not submit an application for a faculty sponsor.

Thesis Guidelines

Specific guidelines and deadlines apply to completion of a thesis. In addition to the guidelines provided by your faculty thesis sponsor, students are required to follow the guidelines as indicated in the Guidelines for Preparation of Theses available at <http://www.grad.cmich.edu/handbooks.htm>. Also included within that document, are the submission deadlines. Please make note of the deadlines as a student’s thesis must be completed and submitted well in advance of the actual graduation date. Please also reference the forms section below for specific forms that must be submitted when completing a thesis.



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FORMS

Program Plan

All students are required to establish a program plan. The program plan is a listing of the courses/requirements necessary to complete the degree. Once a student has confirmed their elective course(s), the program plan may be completed. The program plan must be submitted by the time the student applies for graduation, in order for the graduation application to be processed. Once you have completed your elective(s), or know for certain the elective(s) you will be taking, complete the program plan available on the forms page of the program web site (www.cmich.edu/msnd). A sample of the form is available in Appendix A. The signed form should be submitted to Candace Maylee, 207 Wightman Hall, CMU, Mt. Pleasant, MI 48859. Students should retain a copy of the completed program plan for their records.

Transfer Credit Request

Students may transfer in a maximum of 15 credits hours, providing the coursework is relevant to the program (as determined by the faculty coordinator), and the coursework meets all of the transfer credit guidelines as indicated in the Graduate Bulletin (<http://www.grad.cmich.edu/handbooks.htm>).

You will need to provide printed information on the course(s) you wish to transfer. Minimally, you will need to submit a course description; however, if possible, a copy of the syllabus for the transfer course is preferred. If the transfer coursework is approved by the faculty coordinator, an official transcript must be submitted. Once approval has been obtained and the coursework is completed, prepare and submit the transfer credit form available at: www.cel.cmich.edu. On the “quick finds” pull down menu, click on “student forms”. Under “Graduate Students”, click on “Graduate Transfer Credit Request”.

Credit By Examination

Credit by examination (CBE) is available for the internship credits only (HEV 674, 675, 676). The CBE was designed for students who have previously completed an ADA approved internship program, but did not earn graduate credits or the internship credits will be more than seven years old at the time the student graduates. Eligibility to earn these 12 credits through examination is contingent upon verification of completion of an internship.

A student may take the CBE at any time within their program. Some students choose to take the CBE at the start of their program, as the additional credits posted on their transcript enables them to register earlier for coursework. Other students prefer to take the CBE at the end of their program, after they have completed the program coursework as a “refresher”.

the CBE is available under “forms” on the program web
portion of the application and submits it to Candace
Maylee with a check made payable to CMU. The cost for the exam is \$40 per credit hour.

Once the student’s CBE application has been approved, they will receive an email with detailed instructions on completion of the exams. The 12 credits hours of CBE are broken down into three 100-question exams. The exams are multiple-choice, with the questions randomly generated from large test banks. The exams are taken on-line with immediate results provide.

In the event a student fails one or more of the exams, he/she may take the exam a second time. If a student fails any of the exams on the second attempt, the credits must be made up through completion of additional elective coursework. A grade of 73% or better is required on each of the three exams.

Human Subjects Review (IRB)

Research involving the use of human subjects must be approved through the CMU Institutional Review Board (IRB). The use of human subjects in research imposes both ethical and legal responsibilities upon the institution, the project director, and those conducting the research, for ensuring that the rights and welfare of those subjects are adequately protected. CMU has developed policies and procedures to help investigators meet individual and institutional obligations with respect to human subjects. Details regarding these policies can be found in the document entitled, *Human Subjects in Research: Institutional Review Board Policies and Procedures* located at: www.orsp.cmich.edu/pdf/irb_pol.pdf . As part of the Thesis (Plan A) and Non-Thesis: (Plan B) proposal development process each student should discuss with his/her advisor or faculty sponsor their thesis or Plan will involve human subjects and what level of review is required.

Students must register on IRB. Net and complete CITI training in order to perform any type of research. Information requiring the CITI modules and IRB.net registration can be found at CMU’s Office of Research and Sponsored Program’s web site www.ORSP.cmich.edu or by calling 989-774-6777.

Prospectus (Proposal)--Thesis (Plan A)

A requirement for all students completing a thesis, this form provides the College of Graduate Studies with a brief synopsis of the proposed thesis project. A student may not enroll in more than three thesis credit hours (HEV 798) until the prospectus has been approved by the Graduate Committee and the College of Graduate Studies. The prospectus is available at www.grad.cmich.edu . Click on “applications and forms” and scroll down to “theses”.

Contact Information Sheet

This form must accompany the thesis when submitted to the College of Graduate Studies and must be signed by the student’s committee chair.



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Chair and Student Verification Form

This form must accompany the thesis when submitted to the College of Graduate Studies and must be signed by the student's committee chair.

Graduation Application

Another form that all students must complete is the application for graduation. The graduation application is available at www.cel.cmich.edu. On the quick finds pull down menu, click on "student forms". Under "graduate students", click on "graduation application". The application and \$50 application fee must be submitted to the address indicated at the top of the form. The application deadlines are as follows:

- December 1 for students graduating in May
- April 1 for students graduating in August
- July 1 for students graduating in July

In the event you do not graduate as planned, the application and fee entitles you to two consecutive graduation dates. If you do not graduate by the next graduation date, you would need to resubmit the application and fee.

Thesis (Plan A) and Non-Thesis (Plan B) Completion Sign-off Form

Upon completion of all requirements for graduation, including the oral defense over your thesis topic or field of specialization, the Plan A and Plan B Completion Sign-off Form must be completed and submitted to the College of Graduate Studies. Consult with your faculty advisor/sponsor to ensure this form is developed and submitted in a timely manner. The form is available under "applications and forms" at www.grad.cmich.edu.

3/6/09

Appendix A

SAMPLE Program Plan (fillable form available on program web site under “forms”)

Student's name:	last	first	middle	Student No.
Home address	number and street			
	city		state	zip code
	()			
	day phone	evening phone	center	
	adviser	bulletin year		

Instructions: Program competence must be demonstrated by either a CMU course or transfer credit. Limited transfer credit may be used toward fulfilling the degree requirements. Transfer credit should not be entered on the program plan until the credit is officially awarded. All degree requirements must be completed within a seven-year period prior to the date of graduation. To change this plan, a program plan amendment must be submitted and approved by the program coordinator and department chairperson.

Nutrition & Dietetics Option: (check one)		<input type="checkbox"/> Plan A--Thesis	<input type="checkbox"/> Plan B--Internship	<input type="checkbox"/> Plan B--Coursework
Program (min. 31 hours) Any substitutions must be approved by an adviser (circle the credit hours of the selected courses)				
Course	COURSE TITLE	SEMESTER HOURS		
HEV 661	Macronutrients	3		
HEV 662	Micronutrients	3		
HEV 670	Seminar: Nutrition	1		
HEV 672	Advanced Clinical Nutrition	3		
HEV 673	Nutritional Assessment	3		
HEV 677	Nutritional Epidemiology	3		
HEV 678	Research Methods in Nutrition	3		
Plan A - Thesis Option - Additional Requirements--includes oral exam on materials on the thesis topic				
HEV 798	Thesis	6		
HEV		3		
HEV		3		
Credit Hours for Plan A				31 Total
Plan B - Internship Option - Additional Requirements - Includes oral examination over course work				
HEV 674	Dietetic Internship--Clinical Exp.	5		
HEV 675	Dietetic Internship--Foodservice Admin Exp.	5		
HEV 676	Dietetic Internship--Summary Exp.	2		
HEV 790	Independent Study	3		
HEV		3		
Credit Hours for Plan B - Internship Option				37 Total
Plan B - Course Work Option - Additional Requirements - Includes oral examination over course work				
HEV 670	Seminar: Nutrition	3		
HEV 670	Seminar: Nutrition	1		
HEV		1		
HEV		3		
HEV		3		
HEV 790	Independent Study	3		
Credit Hours for Plan B - Course Work Options				33 Total

Appendix B Informational Handout

PLANNING AND COMPLETION OF M.S. DEGREE PROGRAM

CENTRAL MICHIGAN UNIVERSITY M.S. IN NUTRITION AND DIETETICS

GRADUATE STUDENT INFORMATIONAL HANDOUT PLANNING AND COMPLETION OF M.S. DEGREE PROGRAM

Please read the following prior to filling out your planning form.
This form is available online
at: [http://nutrition.cmich.edu/programs/grad/mast-nutr-diet/graduate student planning form.htm](http://nutrition.cmich.edu/programs/grad/mast-nutr-diet/graduate%20student%20planning%20form.htm)

***Students must choose to do either a Thesis (plan A) OR a Plan B paper. You can not do both. The thesis may NOT be done in a classroom format, only the Plan B.**

****If you are already committed to working with a faculty advisor for either Plan A or Plan B, please indicate the faculty advisor's name on the planning form.**

What is a Thesis?

A thesis is a project that involves the student performing active research, usually with human subjects for the completion of their program. This research usually involves a research plan, Human Subjects Approval, Institutional Review Board Approval and faculty sponsorship. It will also usually involve the student's ability to perform the research at their place of employment or in their community. This fact will result in the student's needing to obtain IRB and Institutional permission to gather data from the intended research site. The research will involve the following components: A hypothesis, the design of an experiment, research methods selection, the design of a protocol, approvals, confidentiality statements, data acquisition, data entry, data cleaning, data coding, data analysis and data write up. A publication of the results is expected. Grants may also be written, applied for and utilized for the project. The funding agency for a grant will require documentation, reports and other materials for the duration of the project, which is separate from what is required for the degree. The research endeavor requires the absolute commitment of the student and the faculty sponsor.

An oral exam is given following the completion of the thesis. A committee of faculty may be assembled to give the oral exam. The oral exam will be conducted via a conference call.

Why do a thesis?

1. If the student wishes to obtain a PhD in the future a thesis is required.
2. If a student enjoys the research process
3. If the student wishes a rigorous approach to the research aspects of nutrition
4. If a student wishes to obtain a teaching position a thesis may be required.
5. If a student wishes to obtain a credential involving advanced practice, a thesis may be required.

ipline, it may be a feasible route to mastery of the

7. If a student has not completed an internship in dietetics and wishes to obtain an internship when a) they have been unable to do so for a variety of reasons b) they are a foreign student wishing to obtain an internship outside of the US or c) they are a US student wishing to obtain RD reciprocity or d) they are a DTR wishing to obtain further credentialing
8. If a student wishes to obtain an advanced degree in another discipline a thesis may be required.

Research requires planning. A timeline and a proposal need to be considered. From time of conception to the time of implementation, several months are required. Data collection often requires a long period of time. The remainder of the work for the preparation of the data for analysis, as well as the analysis and write up also requires several months. The student must be prepared to commit to the process and propose a timeline for the faculty to consider for assignments. Failure to provide a timeline will limit the availability of faculty who can accommodate the student's interests. If the data is being collected at the place of employment, such as a hospital or clinic, HIPPA regulations must be considered. Any data collected must follow institutional and federal regulations for confidentiality, privacy and reporting.

What is a Plan B paper?

A plan B paper is a comprehensive paper on either a literature review of a nutrition topic, or a research project that is usually not as extensive as a thesis research project. A plan B paper can consist of secondary data analysis for its research component, for example. Usually plan B papers are literature reviews. A plan B paper is required for all of the following:

1. A plan B done in a course format (790 is done in a class, over the course of 1 semester)
2. A plan B done with an individual faculty member (790 is done working with an individual faculty member and the paper is completed in a non-course format over a period of time)

A comprehensive oral exam is given over the entire course of study. The professor teaching the course will give the oral exam, a committee is not required for the classroom format. The oral exam will be conducted over the telephone.

Why do a plan B paper in a classroom setting?

The course is 1 semester and gives definite timelines for completion of the paper.

The course is specifically designed to provide students with direction for completing the paper.

The exam is done by the instructor and does not involve a committee

The course is conducive to having student working with others, obtaining feedback and support

The student does not wish to perform a research project, or get a publication

The student has no plans to pursue a doctorate degree or other credential

The student does not wish to spend extensive amounts of time in the process of completing a project or review of the literature

Why do a plan B paper with a faculty advisor on an individual basis?

component to their education, but is not interested in doing

The student has opportunities for research or specific interests related to their work environment or future goals

The student has an interest in the faculty advisor's area of expertise

The student wishes to obtain a publication in a journal

The student has the ability to spend several semesters completing the project/literature review

The student wishes to have the interaction with a faculty advisor on an individual basis

The student enjoys the literature review or research process and wishes to pursue this venue

The student must have this feature to obtain reimbursement at their place of employment or for other purposes

Most faculty advisors will only work with students on an individual basis if the student is willing to spend the effort to submit a publication to a peer reviewed journal by doing a stellar literature review or literature review plus research project. Publication in a journal requires excellent synthetic and language skills, in addition to submissions, rejections, revisions and research into appropriate submission categories and adherence to guidelines. The process may take several months or even years.

How do I decide which Plan B option to complete if I know I do not want to complete the Plan A—thesis option?

The Plan B internship option is designed for students who have completed or are in the process of completing a dietetic internship. If the student has earned graduate credit for their internship, the credits may be transferable. Students who have not earned graduate credit for their internship, or those students whose graduate credits from their internship are not transferable, have the opportunity to earn the 12 hours of internship credits required on this program option through Credit By Examination (CBE).

The CBE consists of three examinations of 100 multiple choice questions each. The exams are in the areas of: 1) clinical 2) foodservice administration, and 3) summary. Students must earn a score of 73% or better on each of the exams to earn the 12 credits. Students register for the exams by completing an application form and submitting the CBE fee of \$40 per credit hour or \$480 total for all 12 hours. (Note that tuition is not charged in addition to the \$40 per credit hour fee.) Students not passing an exam on the first attempt may take the exam a second time without an additional charge. In the event a student fails any of the three exams on the second attempt, additional coursework will be required. The additional coursework required would be determined in consultation with the student's advisor.

The Plan B internship option is a great opportunity for any student who has completed a dietetic internship, because the student will only need to complete an additional 25 hours of coursework to earn their degree (pending transfer of their internship hours or successful completion of the CBE). The ability to earn the internship credits through transfer or the CBE saves the student time as well as money. The vast majority of students enrolled in the M.S. in Nutrition and Dietetics program choose this option.


The Plan B coursework option was designed to accommodate individuals who are interested in completing the M.S. in Nutrition and Dietetics program who 1) do not want to complete a thesis, and 2) have not/will not be completing a dietetics internship. Students completing this option must complete 30 hours of coursework in addition to 3 credit of HEV 790 (either in the classroom format or with an individual faculty) required to complete the Plan B paper. Internship credits may not be applied to this program option, nor may a student take the CBE for any of the 33 hours required on this program option. The typical student who might choose this program option includes: 1) individuals who have not/will not be completing a dietetics internship, 2) professionals from health related disciplines outside the area of nutrition/dietetics.

What should I put down on my graduate planning form for plan B or thesis topic?

You must express an area of interest. If you do not, you will not be assigned to the faculty advisor or instructor most appropriate to your interests. There must be a facet of nutrition that you would enjoy spending significant amounts of time reading about and studying.

Some topics that have been used in the past by graduates of this program include:

1. Best practice guidelines for ESRD
2. Low carbohydrate diet and impact on athletic performance
3. Use of glycemic index versus carbohydrate counting and exchanges in NIDDM patients with poor glycemic control
4. Assessment of knowledge attitudes and beliefs of dietitians regarding botanical use in outpatients
5. Long term outcomes of nutrition education in bariatric surgery patients
6. Community based educational efforts directed at children: Effects on fruit and vegetable consumption over time
7. Effects of long chain fatty acid intake on cognition and development in infants and toddlers



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Appendix C

Nutrition and Dietetics Faculty Contact Information and Research Interests

Roschelle Heuberger, Ph.D., R.D. , Associate Professor of Nutrition and Dietetics & Graduate Program Director
989-774-3571 or heube1ra@cmich.edu

Research Interests: Nutritional status of older adults, epidemiological relationships between chronic disease and, nutrition and drug-nutrient-neutraceutical interactions.

Leslie A. Hildebrandt, Ph.D., R.D., Professor of Nutrition and Dietetics
989-774-2514 or hilde1la@cmich.edu

Research Interests: Nutrient metabolism and nutritional status during exercise, ergogenic aids, and clinical nutrition related topics.

Robert D. Lee, Dr.P.H., R.D., Professor of Human Nutrition
989-774-5604 or lee1rd@cmich.edu

Research Interests: Nutrition-related computer software applications, nutritional assessment, public health nutrition, vegetarian diets, and nutritional epidemiology.



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Appendix D

GRADUATE PROGRAM IN NUTRITION AND DIETETICS

APPLICATION FOR ASSIGNMENT TO A FACULTY SPONSOR FOR INDIVIDUAL PLAN B PAPERS OR THESIS WORK

Due date for completed application: March 1 for spring assignment to a faculty sponsor, and October 1 for fall assignment

Please complete and mail to:
Candace Maylee
207 Wightman Hall
Central Michigan University
Mt. Pleasant, MI 48859

Please Note: This is an application process that will determine your eligibility for individual Plan B work or thesis. Completion of the application does not guarantee that you will be selected to engage in individual plan B or thesis work with a faculty sponsor. If you are selected on the basis of the application criteria, you will be assigned a faculty sponsor who will work with you until the completion of your project or paper. Faculty interest and availability will determine your sponsorship. Faculty may be contacting you to schedule a telephone meeting to discuss possible research and Plan B paper topics. If you are not selected to work with an individual faculty member, you may complete your plan B paper in a classroom setting or re-apply for faculty sponsorship at a later date.

Checklist:

- _____ Copy of an unofficial transcript of graduate coursework with graduate GPA listed (may be downloaded from the portal)
- _____ Description of your Plan B paper topic or research project interests (one paragraph)
- _____ Brief description of your past research experience (one page)
- _____ Research experience supervisor(s) name, address, phone number, institution, email (if available)
- _____ Permission to contact the research supervisor(s) listed above
- _____ Brief description of your professional writing experience (one page)
- _____ Sample of professional writing (paper from a past class, publication, newsletter)

We will make every effort to match your interests with the appropriate faculty sponsor. Students will be notified approximately by mid April for spring and mid November for fall. You will not be matched with a faculty sponsor if you fail to meet the submission deadline or submit an incomplete application. You may revise your application materials and re-apply at the next submission deadline or complete your Plan B paper in a classroom setting. Should you have additional questions or concerns regarding the application or the process, please contact:

Dr. Roschelle Heuberger, R.D.
Graduate Program Director
heubeIra@cmich.edu
989-774-3571 (Phone)
989-774-2435 (Fax)

Thank You.

Roschelle Heuberger, Ph.D., R.D.