



**MS Program in Nutritional Science  
Student Handbook  
2025-2026  
(MS only and MS/DPD)**

**Nutrition & Food Sciences**



**California State University, Chico**



## **Program Mission and Goals**

The mission of the graduate program in Nutritional Science at California State University, Chico is to provide educational experiences for students to increase their expertise in the science of nutrition and nutrition education. Students gain confidence in conducting and analyzing research. The program will prepare students to become competent, evidence-based nutrition professionals and practitioners.

The goals of the MS program are to:

- graduate students who use evidence-based practice in their chosen profession. Evidence-based practice is defined by the Academy of Nutrition and Dietetics as “the use of systematically reviewed scientific evidence in making food and nutrition practice decisions by integrating best available evidence with professional expertise and client values to improve outcomes;”
- provide pre-professional practice opportunities that benefit students while serving the North State community;
- graduate students who are well prepared to secure nutrition-related employment in healthcare, state, or federally funded programs, industry, or education; and
- use program resources effectively and efficiently while maintaining quality.

## **Student Learning Outcomes**

Graduates of the CSU, Chico graduate program should:

- master breadth of knowledge in key content areas of nutritional science including macronutrients, micronutrients and research methods
- demonstrate the ability to critically evaluate and analyze the scientific literature in a variety of areas of nutritional science
- demonstrate the ability to design and conduct an independent research project (a thesis or professional paper)
- demonstrate proficient oral and written communication skills

## **Key indicators of the program’s quality**

- 90% or more of students who start the program complete it.
- 80% or more of students who apply to dietetic internship (DI) programs, to become Registered Dietitian Nutritionists (RDNs), are accepted.
- 90% or more of students completing a DI program pass the national registration examination for RDNs.
- 80% or more of students applying for doctoral programs are accepted.
- 75% or more of students secure nutrition-related employment in healthcare, state or federally funded programs, industry, or education.
- Graduates of the program will indicate they are satisfied with the MS program in 80% of the items listed on the alumni survey.
- 80% or more of graduates of the program will indicate that the MS program prepared them for their first career-related position on the alumni survey and 80% indicate the pre-professional practice opportunity they had was beneficial.
- Measures of program resources will be monitored such as student to faculty ratio, offering a minimum of 2 graduate courses per semester, release time for the coordinator and faculty who chair culminating activities, availability of space and equipment, and financial support for students

## **How are we doing?**

The following is based on the program's last five-year review (2011-2018).

- 93% of students who started the program completed it
- 97% of students who applied to dietetic internships were accepted
- 100% of students completing the CSU, Chico Dietetic Internship passed the national registration examination for RDNs (87% passed on the first exam attempt, 13% on the second attempt).
- 100% of students applying for doctoral programs were accepted (It should be noted only 3 students applied to programs).
- 95% of students secured nutrition-related employment in healthcare, state or federally funded programs, industry, or education. The average annual salary \$59,480 as reported on the alumni survey administered in July 2018.
- 96-100% of graduates of the program were satisfied (rating 3 to 5 out of a 5-point scale) with the MS program (12 items on a survey)
- 98% of graduates indicated that the MS program prepared them for a career and 96% indicated that their graduate internship that provided pre-professional experience was valuable
- Two or three NFSC graduate courses are offered per semester
- The Department hires one to three graduate teaching associates per semester

## **Purpose of Student Handbook**

The purpose of the student handbook for the MS program in Nutritional Science is to provide you with important information that will facilitate your progress to the master's degree. It includes an overview of the program and its faculty and describes the policies associated with your culminating activity. Keep this handbook in a convenient location and refer to it often. The Office of Graduate Studies (Student Services Center 460) also has "A Guide to Graduate Studies. Policies, Procedures, and Format" available at:

<https://www.csuchico.edu/graduatestudies/assets/documents/a-guide-to-graduate-studies-policies-procedures-and-format.pdf>.

## **Organizational Structure**

The graduate program in Nutritional Science is part of the Department of Nutrition and Food Science. See how the department fits into the following CSUC organizational chart.



898-6880



**Dean, College of Natural Sciences**

Dr. David Hassenzahl

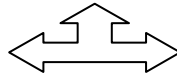
898-6121



**Associate Dean, College of Natural Sciences**

Dr. Kevin Patton

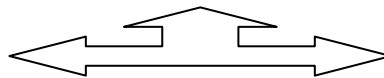
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**Chair, Department of Nutrition and Food Science**

Dr. Keiko Goto

898-6767



**Didactic Program Director**

Laura Curtis

898-6327

**Coordinator, Graduate Program in Nutritional Science**

Dr. Cynthia Klobodu

898-4762

**Director, Dietetic Internship**

Dr. Joan Giampaoli

898-6410

**Graduate Admission and Classification Status**

If you wish to apply to the Master's program in Nutritional Science, you must apply through the Office of Graduate Studies rather than through the Office of Admissions. For information on graduate admission, admission requirements, or classification status refer to the University Catalog available at the web links below.

*Web links:*

<http://www.csuchico.edu/graduatestudies/apply/graduate-admissions.shtml>

- graduate admission

[https://catalog.csuchico.edu/graduate-requirements/graduate-postbaccalaureate-admission-requirements/#Admission\\_Requirements](https://catalog.csuchico.edu/graduate-requirements/graduate-postbaccalaureate-admission-requirements/#Admission_Requirements)

- admission requirements/classification status

**Costs to Students/Financial Aid/Scholarships**

A description of fees charged by CSU, Chico is outlined in the 2018-2019 University Catalog and may be found at <http://www.csuchico.edu/sfin/fees-tuition/reg-fees/index.shtml> and estimated costs found at <https://www.csuchico.edu/cost-aid/cost-of-attendance.shtml>. Additional charges may be assessed on a class-by-class basis for such items as breakage fees. The cost for student membership in the Academy of Nutrition and Dietetics is \$58/yr (<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>). You may want to consider joining the Northern Area Dietetic Association (NADA) of the California Dietetic Association. Membership is \$25/yr (<https://www.eatrightpro.org/member-types-and-benefits>)

Information on eligibility and applying for financial aid or scholarships is outlined in the University Catalog and may be found at <http://www.csuchico.edu/fa/>. In addition, the graduate school offers the California Pre-Doctoral Scholars Program, Chancellor's Doctoral Incentive Program, and the Graduate Equity Fellowship Program, and others.

*Web links:*

<http://www.csuchico.edu/schedule/fees.shtml> - Fees

<http://www.csuchico.edu/schedule/> - Schedule of classes

<http://www.csuchico.edu/fa/> -Financial aid/scholarships

<https://www.csuchico.edu/graduatestudies/fellowship-awards/index-fellowships-awards.shtml> - Fellowships and Awards

### **NFSC Faculty Members**

#### **Stephanie Bianco, Associate Professor, MS, RDN, Texas A & M University**

Holt 334, 898-4022, [sbianco@csuchico.edu](mailto:sbianco@csuchico.edu)

*Area of expertise:* Nutrition management and food insecurity, community nutrition and food safety

*Research interests:* Projects related to food insecurity and poverty prevention, farmers' market and local food procurement, retail and on-farm food safety and policy, systems and environmental change

#### **Dr. Joan Giampaoli, Professor and DI Director, PhD, RDN, Oregon State University**

Holt Hall 324, 898-6410, [jgiampaoli@csuchico.edu](mailto:jgiampaoli@csuchico.edu)

*Area of expertise:* food preparation principles, food management and food safety, eating disorders

*Research interests:* Projects related to child nutrition and food safety, food management, dietetic students' knowledge and skills related to food preparation and management, eating disorders

#### **Dr. Keiko Goto, Professor and Chair, PhD, Cornell University**

Holt 369, 898-6767, [kgoto@csuchico.edu](mailto:kgoto@csuchico.edu)

*Area of expertise:* Food and culture, international nutrition

*Research interests:* Projects related to food and culture, mindful eating and food behaviors, international nutrition, sustainable food systems and health, and the application of community-based participatory research methods in food and nutrition

#### **Dr. Julie Holland, Associate Professor, PhD, University of California, Davis**

Holt Hall 322, 898-6567, [jmholland@csuchico.edu](mailto:jmholland@csuchico.edu)

*Area of expertise:* Human nutrition

*Research interests:* Projects related to early infant and child nutrition, including breastfeeding and the caregiver-infant dyad in child feeding and nutrition education

#### **Dr. Cynthia Klobodu, Graduate Coordinator, Assistant Professor, MBChB, PhD, MPH, Drexel University**

Holt Hall 330, 898-4762, [cklobodu@csuchico.edu](mailto:cklobodu@csuchico.edu)

*Area of Expertise:* Human nutrition, nutrition biochemistry

*Research interests:* Focus on the intersection of nutrition and disease, with implications for public health policy and practice. Fertility nutrition, global nutrition, women's wellness and maternal and

Child health.

**Dr. Seth Selorm Klobodu, Associate Professor, PhD, Texas Tech University**

Holt Hall 322, 898-6163, [ssklobodu@csuchico.edu](mailto:ssklobodu@csuchico.edu)

*Area of expertise:* Community Nutrition, economics and statistics

*Research interests:* Projects related to economic growth, maternal/child health and nutrition, studies examining economic disparities, health and nutrition at the household level. Economic evaluation of nutrition projects.

**Dr. Lauren McNamara, Assistant Professor, EdD, RD, California State University, Chico (on Leave 2025-2026)**

Holt Hall 326, 898-6264, [lmnamara@csuchico.edu](mailto:lmnamara@csuchico.edu)

*Area of expertise:* Clinical and Community Nutrition

*Research interests:* Projects related to medical nutrition therapy, the nutrition-focused physical exam, outpatient counseling, the Health At Every Size (HAES) approach to well-being, disordered eating, and sports nutrition.

**Dr. Michelle Neyman Morris, Professor, PhD, RDN, University of California, Davis**

Holt Hall 355, 898-4757, [mrmorris@csuchico.edu](mailto:mrmorris@csuchico.edu)

*Area of expertise:* Community nutrition

*Research interests:* Projects related to the Health At Every Size (HAES) approach to well-being, disordered eating, food insecurity and senior nutrition

**Required Advising**

Advising is required for all graduate students prior to their registration for classes each semester. Please contact the graduate coordinator, Dr. Cynthia Klobodu ([cklobodu@csuchico.edu](mailto:cklobodu@csuchico.edu)), to set-up an appointment. These advising sessions are important because the graduate coordinator will assist you in developing your program plan, course schedule, identifying potential thesis/professional paper advisors, identifying graduate internship experiences, and planning for your future career.

Students who are taking dietetic coursework as a part of their graduate program are required to meet with Laura Curtis ([lccurtis@csuchico.edu](mailto:lccurtis@csuchico.edu)), the DPD Program Director, to incorporate dietetic courses into their schedules. Students in the MS/DPD track are also expected to consult the DPD Handbook for policies regarding grades and progress in the DPD program. For example, students who earn a C- or less in a DPD-required course or assignment are not allowed to continue in the dietetics program without remediation. These policies and others are described in the handbook:

These policies and others are described in the handbook:

[https://www.csuchico.edu/nfsc/\\_assets/documents/dpd-handbook-2024-2025.pdf](https://www.csuchico.edu/nfsc/_assets/documents/dpd-handbook-2024-2025.pdf)

Students accepted conditionally into the DPD program are required to complete all conditions of acceptance and verify completion with the DPD program director and Dr. Klobodu prior to enrolling in DPD courses. Please contact Laura Curtis if you have any questions.

**Earning a Master's Degree in Nutritional Science**

To receive a master's degree in Nutritional Science, you must complete all requirements as outlined in the University Catalog at <https://catalog.csuchico.edu/colleges-departments/college-natural-sciences/nutrition-food-science/nutritional-science-ms/>. You must complete all requirements within

five years from the end of the semester of enrollment in the oldest course on the approved program plan. You must also maintain a grade point average of at least 3.0 in all course work on the approved plan, as well as in all course work taken subsequent to admission to the master's program. There are two options listed in the University Catalog.

The Option in General Nutritional Science is designed for students who wish to study more basic than applied science and may not go on to become Registered Dietitian Nutritionists (RDNs). Most students who complete this option apply to PhD programs or find jobs in research, teaching, or industry.

The Option in Nutrition Education is designed for students who wish to work with individuals and groups in community or private agencies that address health behavior as well as to promote optimal nutritional status. This option is required of those students who plan to apply for the Dietetic Internship at CSU, Chico. Most students who complete this option become Registered Dietitian Nutritionists and find jobs in healthcare, state or federally funded programs, or education.

*Weblink:*

<https://catalog.csuchico.edu/colleges-departments/college-natural-sciences/nutrition-food-science/nutritional-science-ms/>

- MS degree requirements for both options

## Courses

You are required to complete 30 units of approved 400/500/600-level course work as outlined in the University Catalog and shown below. At least 18 of the units required for the degree are required to be 600-level courses. You are allowed no more than 9 semester units of transfer and/or Open University credit. You are required to have no more than a total of 10 units of Independent Study (697) and Professional Paper (697P) or Master's Thesis (699T). You are allowed no more than 3 units of Professional Paper (697P) or 6 units of Master's Thesis (699T).

### Option in General Nutritional Science:

#### **Required units:**

NFSC 600 (4 units)	Research Methods
NFSC 643 (4)	Advanced Topics in Macro And Micronutrients
NFSC 601 (2)	Nutrition Epidemiology
NFSC 644 (2)	Nutritional Genomics
NFSC 663 (3)	Public Health Nutrition
NFSC 671 (3)	Advanced Clinical Nutrition Nutrition
NFSC 691 (1)	Application in Nutrition Research
NFSC 697P (3)	Professional Paper
OR	
NFSC 699T (3-6)	Master's Thesis
BIOL 416 (4)	Vertebrate Physiology
CHEM 451 (3)	Biochemistry
CHEM 453L (1)	Biochemistry Lab

#### **Elective units selected from:**

NFSC 530 (3)	Nutr Program Mgmt & Admin
NFSC 560 (3)	Principles of MI
NFSC 667 (2)	International Nutrition
NFSC 689 (1-2)	Internship
NFSC 697 (1-2)	Independent Study*

### Option in Nutrition Education:

#### **Required units:**

NFSC 600 (4 units)	Research Methods
NFSC 643 (4)	Advanced Topics in Macro And Micronutrients
NFSC 601 (2)	Nutrition Epidemiology
NFSC 644 (2)	Nutritional Genomics
NFSC 662 (3)	Communication and Leadership
NFSC 663 (3)	Public Health Nutrition
NFSC 671 (3)	Advanced Clinical Nutrition
NFSC 691 (1)	Application in Nutrition Research
NFSC 697P (3)	Professional Paper
OR	
NFSC 699T (3-6)	Master's Thesis
NFSC 560 (3)	Principles of MI in Nutrition Counseling

#### **Elective units selected from:**

NFSC 530 (3)	Nutr Program Mgmt & Admin
NFSC 667 (2)	International Nutrition
NFSC 689 (1-2)	Internship
NFSC 697 (1-2)	Independent Study*

\*NFSC 697 (not NFSC 697P) is independent study and should not be used for a graduate research project for a professional paper.

As part of NFSC 697P, all students are required to attend at least five thesis defenses by other graduate students (see Appendix A). Students are also expected to attend various research meetings led by NFSC faculty. For more information, contact Dr. Klobodu.

Please note that you are not allowed to receive any internship units if you are enrolled as an adjunct student.

Other university policies that are not in the catalog are listed below:

Insurance requirements, including those for professional liability:

The University recommends that students have personal insurance to cover cost of care beyond that provided by the Student Health Service. A low-cost accident and health insurance plan that is designed especially for CSU students is available through Student Health Services. For information, please see <https://www.csuchico.edu/healthcenter/coverage/index.shtml>.

Students enrolled in Internship (689) units may be required to have professional liability insurance. The University strongly recommends that you obtain professional liability insurance prior to undertaking any laboratory or internship experience. Some health care entities require that you have such coverage, others make it optional. Check with your advisor or with the entity to determine if coverage is required and, if so, at what levels.

The following information is provided solely to assist you in obtaining coverage. California State University, Chico does not endorse any particular insurer and you may wish to seek out an insurer other than one listed here.

Healthcare Providers Service Organization Web: <http://www.hpso.com> E-mail: [service@hpso.com](mailto:service@hpso.com)  
Phone: 800-982-9491

American Professional Agency, Inc. Web: <http://americanprofessional.com/student/> Phone: 800-421-6694

Proliability powered by Mercer: <http://www.proliability.com> Phone: 800-375-2764

Liability for safety in travel to or from assigned areas and injury or illness while in the facility for supervised practice:

The University Student Travel Accident insurance may provide coverage in excess of your own insurance if you are involved in an accident while traveling to or from a University-sponsored activity that is part of a course requirement.

Injury or illness while in the facility for supervised practice:

Worker's Compensation coverage is provided by either the employer or the University. This depends on the terms of the contract for placement of students with the employer.

## **Culminating Activity:**

### **a. Thesis plan**

The candidate shall submit an acceptable thesis based on original research and developed by the student and agreed to by the student's graduate advisory committee.

(1) Thesis proposal: A proposal of the thesis must be submitted and approved by the graduate advisory committee before the student begins the research. The proposal includes a literature review, a statement of the problem and purpose or hypothesis of the research, research design, and methods to be used. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing.

(2) Registration in NFSC 699T, Master's Thesis.

(3) Approval of Thesis: Members of the graduate advisory committee shall approve the thesis.

(4) Oral Defense: The candidate's graduate advisory committee shall conduct an oral defense of the thesis. The oral defense is generally limited to matters within the scope of the thesis.

### **b. Professional Paper Plan**

The candidate shall submit an acceptable professional paper based on original research developed by the student and agreed to by the student's graduate advisory committee.

(1) Professional paper proposal: A proposal of the professional paper must be submitted and approved by the graduate advisory committee before the student begins the research. The proposal includes a literature review, a statement of the problem and purpose or hypothesis of the research, research design, and methods to be used. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing.

(2) Registration in NFSC 697P, Professional Paper.

(3) Approval of Professional Paper: Members of the graduate advisory committee shall approve the professional paper.

(4) Oral Defense: The candidate's graduate advisory committee shall conduct an oral defense of the professional paper. The oral defense is generally limited to matters within the scope of the paper.

## **The Thesis**

Most courses must be completed before the thesis process begins. The graduate candidate shall submit an acceptable thesis based on original research developed by the student and agreed to by the student's graduate advisory committee. The graduate advisory committee is required to consist of a minimum of 2 members. The chair of the committee must be a tenured/tenure-track faculty within the Department of Nutrition and Food Science. The second committee member may be a tenured/tenure-track faculty outside of the Department of Nutrition and Food Science.

## STEP 1:

Concept paper: Prior to writing your formal proposal, it is recommended that you write a 2 - 3 page concept paper. This paper should include a brief introduction, the need for your proposed research, the purpose of the research, and a brief outline of the research design. Once the graduate advisory committee approves your concept paper, you may proceed to write your thesis proposal.

Thesis proposal: A proposal of the thesis must be submitted and approved (obtain signatures) by your graduate advisory committee (see above) and a copy of your proposal filed with the graduate coordinator **BEFORE** you begin the research. The proposal includes a comprehensive literature review, a statement of the problem and purpose or hypothesis of the research, research design, and methods to be used. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing. The thesis proposal serves as a written contract between you and your graduate advisory committee. Please see Appendix B for "Guidelines for the Thesis Proposal" and a sample of the signature page.

Human Subjects Approval: If human subjects are a part of your thesis research, you must receive approval of your research protocol **BEFORE** you begin the research. The use of human subjects in research at CSUC is governed by executive memorandum 93-04 and by the policies of the University the Institutional Review Board, which follow the code of Federal Regulations for the protection of human subjects. These regulations and policies must be complied with and proper procedures followed. For a copy of the application (<https://www.csuchico.edu/cse/assets/documents/irb/1810-01-form-application-human-subjects-2018-10-04.pdf>) and answers to specific questions, contact Dr. Ben Seipel, IRB Chair, at [bseipel@csuchico.edu](mailto:bseipel@csuchico.edu) or Sharon Ruggirello, IRB/IACUC Coordinator, at [smruggirello@csuchico.edu](mailto:smruggirello@csuchico.edu).

All graduate students involving human subjects are required to complete a CITI training course (the Basic Course in Social & Behavioral Research). Please use the following links for registration:

<https://about.citiprogram.org/en/homepage/>

<https://support.citiprogram.org/s/article/updated-guide-to-getting-started>

## STEP 2:

Register in NFSC 699T, Master's Thesis: This course is offered for 1-6 units. Contact your Thesis Chair.

Conduct the Research: In consultation with your thesis committee, collect the necessary data to complete your thesis research.

Analyze the Data: In consultation with your thesis committee, analyze your data and compile research results.

## STEP 3:

Write the Thesis: The Office of Graduate Studies (Student Services Center 460) has "A Guide to Graduate Studies. Policies, Procedures, and Format" available at: <https://www.csuchico.edu/graduatestudies/assets/documents/a-guide-to-graduate-studies-policies-procedures-and-format.pdf>. This guide provides information necessary for the preparation and submission

of the final copy of the thesis. Make sure your thesis chair has read and approved your thesis **PRIOR TO** giving your thesis to other committee members for review.

Approval of Thesis: Members of the graduate advisory committee shall approve the thesis. All members of your graduate committee and the graduate coordinator must read and approve your thesis **PRIOR TO** scheduling your oral defense.

Oral Defense: The candidate's graduate advisory committee shall conduct an oral defense of the thesis. The oral defense is generally limited to matters within the scope of the thesis.

### **The Professional Paper**

Most courses must be completed before the professional paper begins. The graduate candidate shall submit an acceptable professional paper based on original research developed by the student and agreed to by the student's graduate advisory committee. The graduate advisory committee is required to consist of a minimum of 2 members. The committee chair must be a tenured/tenure-track faculty within the Department of Nutrition and Food Science. This includes faculty members participating in the early retirement program (if they agree to "volunteer" their time during their off-campus semester). The second member must have the same qualifications as the committee chair. In some departments, the second member may be:

- A tenured or tenure-track faculty member associated with a program other than the Department of Nutrition and Food Science
- A tenured or tenure-track faculty member who is fully retired from the program but willing to "volunteer" his or her time to serve on the committee.

The graduate coordinator of the program must approve a second committee member who falls into category one or two above. The third member customarily meets the second member qualifications. An exception may be allowed for a person to serve as the third member in cases where the person does not meet the specific criteria indicated above, but is determined to be otherwise qualified for committee membership due to significant professional achievement in an area related to the subject of the professional paper. This includes professionals working in the community. Here, approval is required by the committee chair, graduate coordinator and graduate Dean.

#### **STEP 1:**

Concept paper: Prior to writing your formal proposal, it is recommended that you write a 2 - 3 page concept paper. This paper should include a brief introduction, the need for your proposed research, the purpose of the research, and a brief outline of the research design. Once the graduate advisory committee approves your concept paper, you may proceed to write your professional paper proposal.

Professional Paper proposal: A proposal of the professional paper must be submitted and approved (obtain signatures) by your graduate advisory committee (see above) and a copy of your proposal filed with the graduate coordinator **BEFORE** you begin the research. The proposal includes a comprehensive literature review, a statement of the problem and purpose or hypothesis of the research, research design, and methods to be used. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing. The professional paper proposal serves as a written contract between you and your graduate advisory committee. Please see Appendix B for "Guidelines for the Professional Paper Proposal" and a sample of the signature page.

Human Subjects Approval: If human subjects are a part of your thesis research, you must receive approval of your research protocol **BEFORE** you begin the research. The use of human subjects in research at CSUC is governed by executive memorandum 93-04 and by the policies of the University

Human Subjects in Research Committee (HSRC), which follow the code of Federal Regulations for the protection of human subjects. These regulations and policies must be complied with and proper procedures followed. For a copy of the application (<https://www.csuchico.edu/cse/assets/documents/irb/1810-01-form-application-human-subjects-2018-10-04.pdf>) and answers to specific questions, see Sharon Cain at 530-898-3145 or [irb@csuchico.edu](mailto:irb@csuchico.edu).

All graduate students involving human subjects are required to complete a CITI training course (the Basic Course in Social & Behavioral Research). Please use the following links for registration:

<https://about.citiprogram.org/en/homepage/>

<https://support.citiprogram.org/s/article/updated-guide-to-getting-started>

Proposal development and submission procedures are as follows:

1. Submit a draft proposal (including the statistical approach summary table) to the chair for comments.
2. Revise the proposal and receive approval from the chair.
3. Submit the revised proposal to the committee members for comments.
4. Revise the proposal and receive approval from the committee.
5. E-mail the revised proposal to the graduate coordinator for comments.
6. Revise the proposal and receive approval from the graduate coordinator.
7. Obtains e-mail approval from the committee.
8. E-mail the final proposal to the graduate coordinator with the human subjects approval form.

## **STEP 2:**

Conduct the Research: In consultation with your Professional Paper committee, collect the necessary data to complete your professional paper research.

Analyze the Data: In consultation with your professional paper committee, analyze your data and compile research results.

## **STEP 3:**

Register in NFSC 697P, Professional Paper: This course is offered for 3 units. Contact your Professional Paper Chair. An outline describing all the requirements for this course is found in Appendix A.

Write the Professional Paper: The student and their graduate advisory committee will select an appropriate and current peer-reviewed journal in Nutritional Science. The student must follow the formatting and style guidelines as supplied by the journal. The student will submit a copy of the author guidelines and an example of a recently published article to his/her graduate advisory committee with his/her professional paper. Make sure your professional paper chair has read and approved your paper **PRIOR TO** giving your paper to other committee members for review. Please see the course outline for 697P for further details.

Approval of Professional Paper: Members of the graduate advisory committee shall approve the Professional Paper. All members of your graduate committee and the graduate coordinator must read and approve your Professional Paper **PRIOR TO** scheduling your oral defense.

Oral Defense: The candidate's graduate advisory committee shall conduct an oral defense of the Professional Paper. The oral defense is generally limited to matters within the scope of the paper.

Professional paper development and approval procedures are as follows:

1. Obtain Human Subject Post-data Collection approval (if applicable).
2. Submit a draft professional paper to the chair to for comments.
3. Revise the professional paper and receive approval from the chair.
4. E-mail the graduate coordinator (and copy the chair on the e-mail) to let her know that the paper has been approved by the chair.
5. E-mail all committee members and find the date/time that works best for all of them.
6. Schedule a Zoom defense meeting and ask your chair to be a co-host. The grad studies office will send the chair the final progress sheet.
  - Sarah Lehner (last names beginning with A–H) [slehner@csuchico.edu](mailto:slehner@csuchico.edu)
  - Meredith Huddleson (last names beginning with I-Z) [mehuddleson@csuchico.edu](mailto:mehuddleson@csuchico.edu)
7. Submit the revised professional paper to the committee members for comments.
8. Revise the professional paper and receive approval from the committee members.
9. E-mail the revised professional paper to the graduate coordinator for comments at least one week before the presentation date.
10. Revises the professional paper and receive approval from the graduate coordinator.
11. Use the signed research authorization form (Handbook Appendix D) as a checklist. Submit your professional paper to Turnitin.
12. Give a defense presentation (in-person or via Zoom). Your chair will e-mail the signed research authorization form (handbook appendix D) and the approved Human Subject Post-data Collection Form (if applicable) to the graduate coordinator.
13. E-mail your final professional paper to the graduate coordinator.

### **Deadlines**

Deadlines for application for graduation and thesis approval and oral exams are found on the Web or may be picked up at the Office of Graduate Studies (Student Services Center - 460).

Web link: - <https://www.csuchico.edu/graduatestudies/deadlines.shtml>

## **Checklist for MS in Nutritional Science**

- \_\_\_\_\_ Review Graduate School Timeline (Appendix C) and make plans to meet all NFSC faculty.
- \_\_\_\_\_ Meet with Graduate Coordinator and develop a “Master's Degree Program Plan”  
[http://www.csuchico.edu/graduatestudies/\\_assets/documents/masters-degree-program-plan\\_11-2011.pdf](http://www.csuchico.edu/graduatestudies/_assets/documents/masters-degree-program-plan_11-2011.pdf)
- \_\_\_\_\_ Make copies (for yourself and the Graduate Coordinator) and file the signed original “Master's Degree Program Plan” with the Graduate School.
- \_\_\_\_\_ Advance to Classified Status (see Graduate Coordinator). A student is advanced to classified status after submission of the Program Plan and completion of 12 departmentally specified units of letter-graded 400/500/600-level coursework (of which 9 units must be in residence and part of the approved Plan) with a minimum grade point average of 3.0.
- \_\_\_\_\_ Advance to Candidacy Status (see Graduate Coordinator). A student is advanced to candidacy status after completion of at least 15 units of approved coursework.
- \_\_\_\_\_ Complete all course work (30 units) within the program time limit (5 years) and as outlined in the University Catalog. For “extension of the 5-year time limit policy” see  
[http://www.csuchico.edu/graduatestudies/\\_assets/documents/forms-extention-5.pdf](http://www.csuchico.edu/graduatestudies/_assets/documents/forms-extention-5.pdf)
- \_\_\_\_\_ Complete the graduate literacy requirement. For students completing the Nutrition Education Option, the literacy requirement is met through successful completion of written papers in NFSC 663. For students completing the General Nutritional Science Option, the literacy requirement is met through a writing portfolio reviewed by the Graduate Coordinator.
- \_\_\_\_\_ Maintain continuous enrollment as either a regular or adjunct student during the period of the master's degree program.  
(<https://www.csuchico.edu/graduatestudies/filing-graduation/adjunct-enrollment.shtml>)
- \_\_\_\_\_ Receive approval for the thesis/professional paper proposal and file the approved proposal with the Graduate Coordinator (Appendix B).
- \_\_\_\_\_ If the thesis/professional paper involves human subjects, obtain approval from the University Human Subjects in Research Committee.
- \_\_\_\_\_ Collect and analyze data for the thesis/professional paper.
- \_\_\_\_\_ Write the thesis/professional paper.
- \_\_\_\_\_ Receive research authorizations approval (print a copy for signatures) and thesis/professional paper approval (signatures) by thesis/professional paper chair, committee members, and graduate coordinator. The research authorization approval form and a sample signature page are found in Appendix D.

- \_\_\_\_\_ Apply for graduation. The deadline to file for graduation is early in the semester you plan to graduate (<https://www.csuchico.edu/graduatestudies/filing-graduation/index.shtml> ).
- \_\_\_\_\_ Complete the graduation process (<https://www.csuchico.edu/graduatestudies/filing-graduation/index.shtml> ) and file the Application for Graduation and the Graduation Clearance Form with the Graduate School.
- \_\_\_\_\_ For those completing the Thesis Option, it is generally recommended that you hire a formatter. Make sure you contact a formatter early (early in the semester you plan to graduate). You may get a list of formatters from the Graduate School (Student Services Center - 460). Alternatively, you may type the thesis. Contact the Graduate School for formatting guidelines.
- \_\_\_\_\_ Schedule the oral defense AFTER the chair and your committee members are ready to sign-off on your paper. Make sure you request **in advance** the Final Progress Sheet Request Form (<https://www.csuchico.edu/erth/assets/documents/Request-for-final-progress-sheet.pdf> ).

## Dietetic Internship

### INTRODUCTION

The steps to becoming a Registered Dietitian/Nutritionist (RDN) include: 1. completing a minimum of a bachelor's degree at a U.S. regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 2. completing an ACEND accredited supervised practice program called a Dietetic Internship (DI) (consisting of a **minimum of 1,000 hours**), and 3. passing a national examination administered by Pearson Vue under the guidance of the Commission on Dietetic Registration (CDR). CDR has mandated that beginning January 1, 2024, a minimum of a graduate degree will be required to sit for the RDN Exam. In addition, RDNs must complete continuing professional educational requirements to maintain registration (75 hours/5 years) and many states require that RDNs be licensed or certified.

The ACEND accredited CSU, Chico DI is a rural full-time nine-month program starting in August and ending in May of the following year. The DI provides a minimum of 1,000 hours of supervised practice that fulfills the core competencies for entry-level dietitians and additional competencies for a Nutrition Education Concentration. The DI is a 30-week program (excluding Spring Break or holidays) during the DI rotation. The 30-week full-time program is divided into three segments of supervised practice (weeks and hours of each rotation represent a **minimum** number of hours needed to complete each rotation).

A signed verification form from your undergraduate program as well as 40-hours of clinical experience is necessary before proceeding with the supervised practice. The supervised practice experience may be fulfilled by completing the ACEND accredited California State University, Chico Dietetic Internship (DI).

### MISSION STATEMENT

The Mission of the California State University, Chico Dietetic Internship is to provide the opportunity for graduate students in the University service area to become competent entry-level Registered Dietitian Nutritionist (RDN) who will enhance the quality of life and health of individuals and families through their service in institutions and agencies in northern California.

Goals for the program are:

1. To prepare graduates to meet eligibility requirements for becoming Registered Dietitian Nutritionists as established by the Commission on Dietetic Registration (CDR).
2. To prepare graduates who will be able to fulfill employment requirements for entry-level dietitians.
3. To prepare dietetic professionals who will develop and implement evidence-based nutrition education interventions to enhance the health and well-being of individuals and populations served.

## APPLICATION PROCESS FOR GRADUATE STUDENTS

A prospective Intern may apply to the program while completing graduate level coursework at CSU, Chico. **The student may not enroll in the program until all graduate work, with the exception of the final draft of the thesis or professional paper, have been completed.**

Applications must include documentation of the following:

1. A DICAS style **letter of application** addressing why you want to enter the dietetics profession, your short and long-term goals, and your strengths and weaknesses or areas needing improvement. In addition, discuss any experiences that have helped prepare you for your career, and any other information you would like the committee to know. Please submit one hardcopy and one electronic copy with your DI application to the DI Director;
2. A non-refundable **application fee of \$25.00** made payable to Chico State Enterprises;
3. A baccalaureate degree from an accredited institution. **(Please send a copy of unofficial transcripts with application. Official transcripts will be required if accepted to the program);**
4. **A copy of Verification Statement** of completion of an ACEND accredited Didactic Program in Dietetics (DPD) within the past five years or Letter of Intent from DPD Director;
5. **Official transcript of graduate coursework** (minimum 3.0 GPA). (Unofficial transcripts may be sent during the application process, and if accepted official transcripts must be sent to the DI Director before the internship starts);
6. Confirmation from MS committee chair that graduate coursework will be completed as well as significant progress toward completion of the professional paper, i.e., an **approved and signed research proposal** on file with the Graduate Coordinator;
7. **Three letters of recommendation** from previous or current employers or supervisors **on the form provided**. No more than one may be from a CSU, Chico NFSC professor. **These letters must have a completed release of information for letters of recommendation/reference attached in addition to the AND letter of reference form;**
8. Resume including work experience in nutrition/dietetics including at least 40 hours of experience in an acute or long-term care type setting **(this must be completed prior to the submission of your application) (current resume);**
9. Please place all materials in a sealed manila envelope with your name written across the seal;
10. Submit your DI packet to Joan Giampaoli, DI Director, either in person or in her mailbox in Holt 369.

## SELECTION PROCESS

The CSU, Chico Dietetic Internship participates in a preselection process. In the preselection process, the program can select a maximum of six dietetic Interns per year who have met all of the above admission requirements. For those who plan to participate in the preselect process, the deadline for receipt of applications is early November, and applicant interviews will be held in mid-November. The applicant will be notified on or before December 31<sup>st</sup>, confirming their

acceptance into the program through the preselect process. If preselected, the applicant's name will be submitted to D&D Digital Systems, Inc. to ensure that the applicant will not participate in the computer match. If the applicant is not selected through the preselect process, she/he may reapply to this or any other DI through the computer matching process. The deadline for the February match is generally during the 2<sup>nd</sup> week of February.

#### **FOR FURTHER INFORMATION**

Contact the Dietetic Internship Director, Joan Giampaoli, Department of Nutrition and Food Science, California State University, Chico, Chico, CA 95929-0002

E-Mail: [jgiampaoli@csuchico.edu](mailto:jgiampaoli@csuchico.edu)

Dietetic Internship Brochure available at:

[https://www.csuchico.edu/nfsc/\\_assets/documents/dietetic-internship-brochure.pdf](https://www.csuchico.edu/nfsc/_assets/documents/dietetic-internship-brochure.pdf)

**Appendix A CSU, Chico**  
**Department of Nutrition and Food Science**

**COURSE OUTLINE**

**Nutrition and Food Science (NFSC) 697P (3.0 units)      Professional Paper**

Instructor:      Individual faculty members in NFSC

*Course Prerequisites:*

Advancement to candidacy in the MS degree program; faculty permission

*Course Description and Requirements:*

1. The student will select a graduate advisory committee that will consist of a chair and at least one member.
2. The student will submit a 2 - 3 page concept paper. This concept paper will include a brief introduction, the need for the student's proposed research, the purpose of the research, and a brief outline of the research design. Once the graduate advisory committee approves the student's concept paper, the student may proceed to write their research proposal.
3. The student will submit a research proposal to the graduate advisory committee before the student begins the research. The proposal will include a literature review, a statement of the problem and purpose or hypothesis of the research, research design, and methods to be used. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing. Upon receiving approval of the research proposal, the student may begin their research.
4. If human subjects are a part of the student's research, the student must receive approval of their research protocol before he/she begins the research. The use of human subjects in research at CSUC is governed by executive memorandum 93-04 and by the policies of the University Human Subjects in Research Committee, which follow the code of Federal Regulations for the protection of human subjects. These regulations and policies must be complied with and proper procedures followed.
5. Upon completion of the research, the student will submit a professional paper to the graduate advisory committee for review. Once the graduate advisory committee approves the professional paper, the student will schedule an oral defense. To avoid plagiarism, the professional paper must be checked using "turn-it-in."

6. The candidate's graduate advisory committee shall conduct an oral defense of the professional paper. The oral defense is generally limited to matters within the scope of the paper.
7. The candidate is also required to attend at least five thesis defenses by other graduate students.

*Evaluation:*

This course is to be taken for CR/NC only. The professional paper will be given a combined grade by the committee. A grade of “B-” or higher from the committee will be required in order for the student to receive NFSC 697P credit. If the student fails to complete the professional paper during the semester he/she enrolls in NFSC 697P, a “RP” will be given. University policy requires that the student must complete the course requirements and have the “RP” replaced with a CR within one year of the date of the original grade assignment.

*Course Objectives:*

- to develop competency in reviewing, analyzing, evaluating, and synthesizing nutrition research by writing a literature review.
- to conceptualize and write an original research proposal.
- to acquire the skills necessary to conduct nutrition research.
- to prepare a professional paper in manuscript format.
- to present the research findings before the candidate’s graduate advisory committee.

*Format and Style Guidelines for the Professional Paper:*

The student and his/her graduate advisory committee will select an appropriate and current peer-reviewed journal in Nutritional Science. The student must follow the formatting and style guidelines as supplied by the journal. The student will submit a copy of the author guidelines and an example of a recently published article to his/her graduate advisory committee with his/her professional paper.

## Appendix B

### NUTRITION AND FOOD SCIENCE GUIDELINES FOR THE THESIS/PROFESSIONAL PAPER PROPOSAL

The proposal is like a series of guide signs on the highway. Its purpose is for you to communicate, in writing, with your Graduate Advisory Committee members and inform them of the current state of knowledge regarding your research topic and why and where you plan to go with your research endeavor. You are to give your Committee members and the NFSC Graduate Coordinator a copy of your written proposal. Request feedback on your proposal from your graduate advisory committee chair before you provide copies to your other committee member(s) and the Graduate Coordinator. All review steps are important in order for you to get the feedback necessary before you begin your research study. **No data may be collected until the proposal signature sheet is signed by the Graduate Advisory Committee Members and the Graduate Coordinator. A copy of the approved proposal must be on file with the Graduate Coordinator. Additionally, your committee chair will not sign your human subjects application form until you submit your draft proposal to the chair.** The signed proposal serves as a contract between you and the committee as to what you are expected to complete before your thesis/professional paper is considered finished.

Before you begin writing the proposal make sure you conduct an extensive and exhaustive search of the literature pertaining to your topic. Be sure to locate the key studies that relate to your topic. You are also required to develop a statistical approach summary table (see page 23 for the template). Here is a useful link for choosing statistical methods: <https://stats.idre.ucla.edu/other/mult-pkg/whatstat/>

The proposal will contain at a minimum 2 chapters:

- Chapter 1: The Literature Review
- Chapter 2: Research Design and Methods that consists of the following headings:
  - Research questions/hypotheses
  - Research design
  - Preliminary studies (if applicable)
  - Participants (including sample size calculation)
  - Instrumentation/surveys
  - Data collection procedures
  - Statistical analysis (or data analysis if the research is qualitative)
  - Limitations
  - Timeline
  - References (about 30-50 references)
  - Appendices
    - Instrumentation/surveys
    - The statistical approach summary table (see page 23)
    - A copy of the human subjects approval letter

#### CHAPTER I: REVIEW OF THE LITERATURE

The review should be laid out in major sections introduced by an organizational generalization. These generalizations are then brought together at the end of the review in a summary of the review.

The purpose of this chapter is to cite major findings, conclusions, and methodological issues. It is written for knowledgeable peers, and uses easily retrievable sources only, of the most recent issue possible.

You will acquaint the reader with existing studies relative to what is known about your research topic; who has

done the work; when and where the latest research was completed, and what approaches involving research methodology, instrumentation, and statistical analyses were followed to attack problems relevant to your own research topic. If you find very little literature, describe each study fully (purpose, methods and procedures, major findings, conclusions). If the body of literature on your topic is quite developed, choose only the most recent and most pertinent articles and summarize the populations studied, primary methods used, key findings, and conclusions.

Firmly establish the need for your study. You can defend your methods and procedures here by pointing out other relevant studies that used similar methodologies. This type of information may be addressed in more detail in the methodology chapter.

Here are criteria to keep in mind when evaluating your literature review. Do you address topics in a logical order? Do you discuss original research related to your topic? Are your sources recent and is a reference cited for each key fact? Are your references from primary sources? What about the quality of the studies you cite? Have you built a case for your proposed study?

End your review of the literature with a summary paragraph. Clearly state the study problem/purpose of your proposed research. Include broad statement(s) indicating the goal of your research.

To help you evaluate past studies, please review “How to Understand and Interpret Food and Health-Related Scientific Studies” available from the International Food Information Council.

<https://ific.org/wp-content/uploads/2024/03/IFIC-Science-Communication-Guidance-Document.pdf>

Here is a checklist to keep in mind when you are evaluating past studies and describing the research study you propose

\_\_\_\_\_ Is the research question worthy of investigation and is it clearly defined?  
Is the significance of the question discussed and justified?

\_\_\_\_\_ What are the dependent and independent variables? Are there potential confounding variables the authors overlooked?

\_\_\_\_\_ What type of research design is used? Is it appropriate given the research question? Based on the type of design used, how strong will the findings be in terms of strength of scientific evidence?

\_\_\_\_\_ Is the subject group appropriate in size and method of selection? Are possible sources of sampling bias discussed? Are control variables identified?

\_\_\_\_\_ What do you think of the instruments/surveys used? What about validation, accuracy and reliability? For biochemical assays – are they accurate, reliable and precise?

\_\_\_\_\_ Are the results of prior research presented clearly? Can you interpret these results in simple terms?

\_\_\_\_\_ Are the conclusions drawn by the researchers warranted based on the evidence presented? Did the researchers point out the limitations of the research?

## CHAPTER II: RESEARCH DESIGN AND METHODS

This chapter is important because it describes to your Graduate Advisory Committee members how you plan to answer your research question. It outlines your research plan. The primary purpose of this chapter is to give the experienced investigator enough information to replicate your research study and determine if your design is a good one. Here is a checklist to use as a guide while you are writing chapter 2 of your research proposal.

- \_\_\_\_\_ Research question: Briefly restate the research question and outline your objectives and/or hypotheses of the study in the first paragraph or two of this chapter.
- \_\_\_\_\_ Research design: What type of study design is used, i.e., experimental, quasi-experimental, survey, case-control, etc. Specify the independent, dependent, and/or control/confounding variables.
- \_\_\_\_\_ Preliminary studies: If you conducted a preliminary study, describe what you did as it relates to your research design, development of instrumentation or apparatus, data collection techniques, and/or characteristics of the sample for your current study.
- \_\_\_\_\_ Description of the subject(s): Fully describe whom you plan to use for subjects. Where and how will you recruit subjects? How do you plan to select subjects? If you need human or animal subjects' approval, describe this. How many subjects do you plan to use? How was this determined? Is the proposed number of subjects sufficient in size to adequately answer your research question?
- \_\_\_\_\_ Description of the apparatus /instrumentation/surveys: Fully describe what you plan to use to collect data, e.g. surveys/questionnaires, measures, observations, scales and your testing instruments, testing apparatus, etc. Provide a draft of your proposed data collection instrument(s) as an attachment.
- \_\_\_\_\_ Description of the procedures: Describe fully how you plan to collect the data in the field, classroom, laboratory, or other circumstance. You must include discussion of such things as instructions to subjects, distribution of materials, and/or systematic recording of data.
- \_\_\_\_\_ Data processing and analysis: Identify the statistical analysis program and version that you plan to use and provide a detailed description of what statistics of inference you will use to test your research hypotheses.
- \_\_\_\_\_ Is your research plan clearly delineated? Is it doable given the resources available to you? Have you included a timeline and are the dates specified reasonable? What are limitations of your proposed research?
- \_\_\_\_\_ Appendices: Are instrumentation/surveys, the statistical approach summary table and a copy of the human subjects approval letter (if applicable) attached?

THE SNACKING HABITS OF STUDENTS OF CALIFORNIA STATE UNIVERSITY AT CHICO AND ITS  
RELATIONSHIP TO HEALTH ATTITUDES

A Proposal

by

Might T. Hungry

Spring 2018

APPROVED BY THE GRADUATE ADVISORY COMMITTEE:

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Cynthia Klobodu, MBChB, PhD, MPH  
Graduate Coordinator

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Committee chair's name, degree, Chair

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Committee member's name, degree

**Statistical Approach Summary Table (template)**

Research question/hypothesis	Dependent variable	Independent variable(s) (and covariates)	Survey question(s) for dependent variable	Survey question(s) for independent variable(s) (e.g. Q2. a-m)	Statistical method(s)
Q1					
Q2					
Q3					
Q4					

## Appendix C: Graduate School Timeline\* – The Professional Paper + Important Deadlines

	<b>Month 1</b> Fall start (July) Spring start (Dec)	<b>Month 2</b> (Aug) (Jan)	<b>Month 3</b> (Sept) (Feb)	<b>Month 4</b> (Oct) (March)	<b>Month 5</b> (Nov) (April)	<b>Month 6</b> (Dec) (May)
<b>First Semester</b>	<ul style="list-style-type: none"> <li>♥Meet with graduate coordinator to plan course schedule for first semester</li> <li>♥Read Graduate Handbook</li> </ul>		<ul style="list-style-type: none"> <li>♥Meet with 1-2 faculty members to learn about their research/discuss research ideas</li> </ul>	<ul style="list-style-type: none"> <li>♥Meet with 1-2 faculty members to learn about their research/discuss research ideas</li> <li>♥Meet with graduate coordinator early in the month (Fall start) or near the end of the month (Spring start) to plan course schedule for 2nd semester (Fall start)</li> </ul>	<ul style="list-style-type: none"> <li>♥Meet with 1-2 faculty members to learn about their research/discuss research ideas</li> </ul>	<ul style="list-style-type: none"> <li>♥Meet with 1-2 faculty members to learn about their research/discuss research ideas</li> </ul>
	<b>Month 7</b> (January) (June)	<b>Month 8</b> (Feb) (July)	<b>Month 9</b> (March) (Aug)	<b>Month 10</b> (April) (Sept)	<b>Month 11</b> (May) (Oct)	<b>Month 12</b> (June) (Nov)
<b>Second Semester</b>			<ul style="list-style-type: none"> <li>♥Meet with graduate coordinator to plan course schedule for third semester (Fall start)</li> <li>♥Have a committee chair identified and start exploring the literature</li> </ul>	<ul style="list-style-type: none"> <li>♥Complete a concept paper and identify committee member(s)</li> <li>♥Committee members approve your concept paper</li> <li>♥Meet with graduate coordinator to plan course schedule for third semester (Spring start)</li> </ul>	<ul style="list-style-type: none"> <li>♥Conduct a thorough search of the literature and prepare an outline for your proposal</li> </ul>	<ul style="list-style-type: none"> <li>♥Have graduate coordinator change status to “classified” and file 30 unit program plan</li> </ul>

<b>Third Semester</b>	<b>Month 1</b> (July) (Dec)	<b>Month 2</b> (Aug) (Jan)	<b>Month 3</b> (Sept) (Feb)	<b>Month 4</b> (Oct) (March)	<b>Month 5</b> (Nov) (April)	<b>Month 6</b> (Dec) (May)
	♥Work on proposal	♥Work on proposal	♥Have draft of proposal complete at the start of month including all survey instruments and give to chair for feedback  ♥Make changes based on chair's feedback and give to committee members	♥Make final changes to proposal + prepare signature page  ♥File application with human subjects committee	♥Collect data	♥Collect data  ♥Have graduate coordinator change status to "candidate"
<b>Fourth Semester</b>	<b>Month 7</b> (Jan) (June)	<b>Month 8</b> (Feb) (July)	<b>Month 9</b> (March) (Aug)	<b>Month 10</b> (April) (Sept)	<b>Month 11</b> (May) (Oct)	<b>Month 12</b> (June) (Nov)
	♥Complete data collection and analysis  ♥Locate author guidelines for journal (check with your chair) and start to write your paper	♥Complete graduate clearance form and file for graduation (Fall start) ♥Have draft of paper completed mid-month and have chair provide feedback (Fall start)	♥By mid-month have final draft of paper ready for review by committee members (give them 2 weeks to return) (Fall start)	♥ Make final changes to paper, prepare signature page + research authorizations page, order your final progress report (pink sheet), and schedule your oral defense (Fall start) ♥Complete graduate clearance form and file for graduation (Spring start) ♥Have draft of paper completed mid-month and have chair provide feedback (Spring start)	♥Congratulations graduate – it is time to celebrate 🎉📄 (Fall start) ♥By mid-month have final draft of paper ready for review by committee members (give them 2 weeks to return) (Spring start)	♥By mid-month have final draft of paper ready for review by committee members (give them 2 weeks to return) (Spring start) ♥Make final changes to paper, prepare signature page + research authorizations page, order your final progress report (pink sheet), and schedule your oral defense (Spring start) ♥Congratulations graduate – it is time to celebrate 🎉📄 (Spring start)

\* This is a general guideline. Some projects may require a longer period of data collection. Be sure to check deadline dates with graduate school

Appendix D

**GRADUATE ADVISORY COMMITTEE PROFESSIONAL PAPER  
RESEARCH AUTHORIZATIONS**

**All professional papers submitted to the Graduate Coordinator must be accompanied by this check-sheet signed by the candidate's Graduate Advisory Committee.** The committee's signatures, **with all relevant attachments**, will serve to verify that the professional paper being submitted has been checked for compliance with the University policies addressed below.

Candidate's name: \_\_\_\_\_ Semester: \_\_\_\_\_

Option in Nutritional Science (check one): \_\_\_\_\_ General Nutritional Science OR \_\_\_\_\_ Nutrition Education

**1. PLAGIARISM (please initial):**

\_\_\_\_\_ Efforts were made to insure that no plagiarism issues exist in the document. A "turn-it-in" report is required.

**2. COPYRIGHT RELEASES (check one):**

a. \_\_\_\_\_ Not applicable to this professional paper.

b. \_\_\_\_\_ All relevant copyright rules have been followed, and when appropriate, copyright releases have been obtained. **Copies of all release letters signed by the copyright holder must be attached to this form.**

**3. HUMAN SUBJECTS IN RESEARCH (check one):**

a. \_\_\_\_\_ Not applicable to this professional paper

b. \_\_\_\_\_ University policies for the conduct of research involving human subjects have been followed. **A copy of the clearance letter from the Human Subjects in Research Committee AND must be attached to this form.**

**5. DOCUMENT FORMATTING (check one):**

a. \_\_\_\_\_ The professional paper follows the formatting/author guidelines for the journal as titled below and a copy of these guidelines are attached.

\_\_\_\_\_

**Signatures of the candidate's Graduate Advisory Committee:**

Committee chair: \_\_\_\_\_

Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_

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Please contact Cynthia Klobodu, Graduate Coordinator for the Nutritional Science Program for additional information or clarification

THE SNACKING HABITS OF STUDENTS OF CALIFORNIA STATE UNIVERSITY AT CHICO AND  
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Spring 2018

APPROVED BY THE GRADUATE ADVISORY COMMITTEE:

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Cynthia Klobodu, MBChB, PhD, MPH  
Graduate Coordinator

---

Committee chair's name, degree, Chair

---

Committee member's name, degree

## Appendix E

(Date)

As a student in and/or near the completion of the Graduate Program in Nutritional Science, Nutrition Education Option, you are being sent this information regarding applying to the CSU Chico DI program. **To be eligible to apply, you must be signed off on your proposal and show significant progress toward completion of your thesis or professional paper.** You will submit all application materials to Lauren McNamara.

Your application packet must be submitted as a hardcopy or via email by **Friday, November 5th, 2021 by 5 pm** and contain the following:

1. A **DICAS style letter of application** addressing why you want to enter the dietetics profession, your short and long-term goals, your strengths and weaknesses or areas needing improvement. In addition, discuss any experiences that have helped prepare you for your career, and any other information you would like the committee to know. Please submit one hardcopy with DI application and one copy submitted electronically to the DI Director;
2. A non-refundable **application fee of \$25.00** made payable to the **Research Foundation**.  
**Include check in application packet or mail to:**  
Lauren McNamara, MS, RD  
Department of Nutrition and Food Science (campus zip 0002)  
400 West First St.  
Chico, CA 95929 - 0002
3. A baccalaureate degree from an accredited institution (**please send a copy of unofficial transcripts at this time. Official transcripts will be required if accepted to the program**);
4. **A copy of Verification Statement** of completion of an ACEND accredited Didactic Program in Dietetics (DPD) within the past five years or a Letter of Intent from the DPD Director;
5. **Three letters of recommendation** from previous or current employers or supervisors **on the form provided**. No more than one may be from a CSU, Chico NFSC professor. **These letters must have a completed release of information for letters of recommendation/reference attached in addition to the AND letter of reference form.**
6. Resume including work experience in nutrition/dietetics including at least 40 hours of experience in an acute or long-term care type setting (**this must be completed prior to the submission of your application**) (**current resume**).

All applications will be reviewed and ranked by the Selection Committee. All eligible applicants at that point will be interviewed at notices will be sent out by the end of January.

The CSU Chico Dietetic Internship participates in what is known as a “preselection process.” This means that if you are selected for our DI and plan to enroll, your name will be submitted to D&D Digital Systems, Inc. and you will not be able to compete in computer matching for other dietetic internship programs. Further information is printed in the DI Brochure.

Specific details of the DI may also be found in the DI Brochure. A standard form for references is also attached for you to provide to the persons writing your recommendations. In addition, the release of information for letters of recommendation/reference form is also attached. If you have further questions, please contact me directly at [lmcnamara@csuchico.edu](mailto:lmcnamara@csuchico.edu)

Respectfully,  
Lauren McNamara, MS, RDN  
Assistant Professor and Dietetic Internship Director  
Department of Nutrition and Food Science (campus zip 0002)  
400 West First St.  
Chico, CA 95929 - 0002

**WAIVER and RECOMMENDATION FORM**

**To the applicant:** Please complete the following:

**Name:** \_\_\_\_\_ **Date of Graduation:** \_\_\_\_\_  
(Last, first, middle or maiden)

**The applicant should sign and date one of the following statements:**

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student's Name \_\_\_\_\_ Actual or Expected Date of Graduation \_\_\_\_\_

O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
<b>Application of Knowledge</b>						
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analytical Skills/Problem Solving</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conceptual Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>						
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills</b>						
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Potential</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative/Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaction to Stress</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perseverance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creativity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Works Independently</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility/Maturity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Potential as a Dietitian</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor:  Teacher:  Work Supervisor:  Other:

If Other, please indicate relationship: \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

How well do you know applicant? \_\_\_\_\_

Do You:                      Highly Recommend                      Recommend                      Not Recommend  
 (Check appropriate box.)                      5                       4                       3                       2                       1

**Additional Information:** Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone xxx-xxx-xxxx \_\_\_\_\_ E-mail \_\_\_\_\_