

## GRADUATE PROGRAM HANDBOOK

### Interdisciplinary Ph.D. Program in Nutrition

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## PREFACE

This handbook was designed to provide information for doctoral students and faculty associated with The Ohio State University Nutrition (OSUN) Ph.D. Program. The guidelines for the OSUN Program are in accordance with the rules and policies of The Ohio State University Graduate School. These rules and policies are outlined in the Graduate School Handbook, which is available from the Graduate School at <http://gradsch.osu.edu/>. In general, OSUN Program guidelines, as presented herein, define or extend Graduate School policies as they relate specifically to graduate students and faculty in the OSUN Program. Where no specific policy has been stated, the Graduate School regulations apply. Faculty and students should be familiar with both handbooks. This handbook was prepared by extracting selected information from the Graduate School Handbook, the OSUN Charter, and graduate handbooks prepared by similar programs.

## **SECTION 1 - INTRODUCTION**

### **Program Overview**

The Ohio State University Nutrition (OSUN) Ph.D. Program is a cooperative effort involving three colleges at OSU; Education and Human Ecology (EHE); Food, Agricultural and Environmental Sciences (FAES); and the College of Medicine (COM). The Provost appoints the Dean of one of these colleges as the Lead Dean. Currently, the Dean of EHE, Dr. Cheryl Achterberg, serves in this position. This Interdisciplinary Program was established in 1996. Doctoral students in the OSUN Graduate Program will acquire the skills and abilities needed for successful careers in nutrition. The goal of the OSUN Ph.D. Program is to provide a solid foundation in basic sciences with an integrated approach to problem solving. Traditional course work, research problems, seminars, and research group discussions all emphasize the disciplines in which successful graduate students in nutrition must be fluent in order to make significant contributions in rewarding careers.

### **Graduate Faculty Membership**

Criteria for membership of faculty members who are eligible for current Category M or P status include graduate training in nutrition science or a related area, membership in at least one nationally recognized professional organization related to publishing nutrition research, and the development of an active research program in nutrition as evidenced by publications and funding. Admission to the OSUN Graduate Program is by nomination of an individual from an OSUN faculty member, submission of a CV and statement for the basis of their nomination. This nomination needs to be supported by a second OSUN faculty member. The OSUN Graduate Studies Committee will then review materials and vote on admission into OSUN (majority vote). Category P graduate faculty can serve as an advisor for OSUN doctoral students. Category M graduate faculty may serve on doctoral examination and advisory committees. Category M graduate faculty may include individuals having adjunct appointments at The Ohio State University or Visiting Professors. Only faculty members with Category P status are eligible for membership on the Graduate Studies Committee. Criteria for membership on the OSUN Graduate Studies Committee are detailed later.

## **SECTION 2 - OSUN PROGRAM ADMINISTRATION AND GOVERNANCE**

### **Director and Associate Director**

The Director of the OSUN Graduate Program is appointed by the Dean of the Lead College. The Associate Director is appointed by the Coordinating Council of Deans. The Director and Associate Director will be from different participating colleges. The term in office for the Director and Associate Director is four years, and neither will serve more than two consecutive terms. These appointees are responsible for the following:

- providing program leadership to the faculty and students, establishing goals, and developing policy guidelines;
- coordinating the recruitment and orientation of students, student assignments for rotation through research programs, and advising and counseling first-year OSUN students until they select a permanent advisor;
- administering financial resources;
- maintaining liaison with participating departments and colleges, as well as leading nutrition scientists in other universities, government, industry, and professional societies;
- preparing the annual report to the Coordinating Council of Deans on the achievements of OSUN faculty and students, programmatic initiatives, and needs; and
- identifying and securing financial resources required for the operation of a viable seminar series.

### **Graduate Studies Committee**

The OSUN Graduate Program is administered by the Graduate Studies Committee (GSC) in accordance with the rules of the Graduate School Handbook (<http://gradsch.osu.edu/>). The GSC is chaired by the Director and co-chaired by the Associate Director. The Coordinating Council of Deans will appoint one faculty member from the participating college not represented by the Director and Associate Director. OSUN Faculty will elect two additional members. Election is by simple majority vote. GSC members must hold Category P status. Terms of elected and appointed members of the Committee are three years and faculty may be appointed or elected to a second term.

The GSC oversees and administers the Ph.D. Degree Program and acts as a liaison between the Graduate School and the OSUN Graduate Faculty. The GSC is responsible for establishing policies and standards of the Program, including the following:

- assisting the Director and Associate Director with recruitment of students and rank ordering of accepted students for the awarding of graduate research associateships;
- assisting the Director and Associate Director with preparation of materials for nominations of accepted applicants and Ph.D. candidates for University Fellowships;

- reviewing recommended members of each student's Advisory Committee and student or faculty petitions concerning deviations from the operating procedures; and
- overseeing curriculum requirements, monitoring the content and quality of instruction for all courses that are considered central to the OSUN Program, and recommending changes as needed to the OSUN Faculty.

### **Standing Committees**

The membership of each of the following committees is comprised of at least one member of the GSC (who will chair the standing committee) and additional members with either category M or P status who serve a term of two years.

Seminar Committee. The committee consists of two OSUN Members specializing in human and animal nutrition, respectively, who are appointed by the Director in conjunction with the approval of the appropriate department Chairs. These individuals are responsible for organizing and conducting seminar.

*Ad Hoc.* Special committees will be appointed by the GSC as needed.

## **SECTION 3 - APPLICATION AND ADMISSIONS**

### **Admissions Criteria**

Doctoral degree applicants to the OSUN Ph.D. Program should have a baccalaureate or Master's degree in nutrition or a related biological science. To be considered for admission, applicants are expected to meet the following minimum criteria:

- cumulative point hour ratio of 3.30 in previous course work (students can petition a GPA below 3.30 but above a 3.0 for undergraduate coursework);
- GRE taken within the previous 5 years with minimum scores of at least 500 on both Verbal and Quantitative sections, a combined score of at least 1100, and a minimum score of 3.5 for the Analytical Writing section on the old version of the GRE; on the revised 2011 version of the GRE, a combined score of 300 for Verbal and Quantitative, and a minimum of 3.5 for the Analytical Writing and,
- if from a country where the primary language is not English, a TOEFL score of at least 600 on the paper version or 100 on the internet based version (IBT), and an 8.0 on the International English Language Testing System (IELTS) is preferred.

Although a Master's degree is preferred, students with an exceptional record in a baccalaureate program and experience in a research setting may be admitted directly into the Doctoral Program.

To be considered for the University Fellowship Competition students must have a 3.6 on a 4.0 scale, 75<sup>th</sup> percentile on the GRE General Exam's Verbal and Quantitative Components and a 4.0 on the Analytical Writing. For more information on the Graduate School Fellowships, you can see Section X. of the Graduate School Handbook

<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>

### **Application Procedure (External Applicants)**

Applicants must submit a formal application through the Graduate Admissions Office of The Ohio State University. All applications are done online at <http://www.gradadmissions.osu.edu>. OSU Nutrition is designated as OSUN-PH. The preferred application deadline if applying for Graduate School Fellowship is January 1 for U.S. students and the last working day in November for International students.

All applicants must submit: 1) an admissions application; 2) official transcripts covering all undergraduate and graduate academic work undertaken prior to application; 3) GRE/TOEFL Scores; 4) curriculum vitae (CV); 5) an autobiographical essay; and 6) three letters of recommendation (submitted on the standard form provided by OSU Graduate Admissions). The evaluation of the applicant's potential to successfully define and conduct doctoral research is expected in the letters from references. **All attached letters of recommendation must be submitted on official letterhead with an original signature unless submitted through the online system.**

The autobiographical and goals essay should be approximately 500 to 1000 words. It should indicate the factors that have stimulated the applicant's interest in science in general and in nutrition in particular. The applicant is expected to provide information about career goals and areas of nutrition research of special interest including the identification of specific OSUN Faculty with appropriate expertise (<http://osun.osu.edu>). Relevant information about undergraduate or graduate research experiences, especially those related to the nutrition sciences are appropriate. **OSUN prioritizes applications based on the student's research interest and advisor availability. Students are highly encouraged to contact potential faculty members and discuss research opportunities before applying.**

Requests for a waiver of the admission requirements or for the OSUN Program to pay the application fee for international applicants are not normally approved.

All requirements listed above are the same as, or in addition to, the general Graduate School requirements stated in the Graduate School Handbook.

### **Application Procedure (Internal Transfer Applicant)**

If the applicant is a past or current graduate student of OSU, students may apply for a transfer from another OSU academic unit or program by completing the Request for Transfer of Academic Unit, available from the Graduate School. Students must ask their current graduate



unit to forward a copy of the original application materials submitted to their original unit along with information concerning the student's performance while enrolled in the Graduate School at The Ohio State University. The latter should include a copy of the student's most recent advisor's report (OSU courses taken and grades received). Three new letters of recommendation from faculty familiar with the student's performance and an evaluation of potential to succeed in doctoral research are required. If the Ph.D. is primarily a continuation of research from a Master's program in the same laboratory, one letter of support, including financial support, from the student's advisor, along with signatures of two other committee members who are in concurrence will be sufficient. If the GSC approves a transfer, it will also specify which completed courses will be credited towards the graduate degree in the OSUN Program.

### **Notification of Admission**

All applications will be reviewed and evaluated by the Graduate Studies Committee for admittance into the program. Upon approval, the OSUN director will notify the Graduate Admissions Office through the Student Information System (SIS). The Graduate Admissions Office will then officially notify the applicant of the final decision by email. A supplemental acceptance letter from the department will follow. In the case of Internal Transfer, the Graduate School will send a copy of the transfer form to the student by way of notification.

## **SECTION 4 - FINANCIAL SUPPORT**

Most incoming first year students are awarded first-year a graduate research associateship (GRA) on a competitive basis. Support generally does not exceed one year. After which, support come through the dissertation advisor. Other forms of support include graduate teaching associateships (GTA) and fellowships that are available on a competitive basis from departments, colleges, and the Graduate School. Students who are awarded a GRA, GTA, or fellowship administered by a department or college should adhere to the specific terms and agreements imposed by the supporting advisor or unit.

For more information on departmental fellowships or stipends, students should consult their advisor or the Graduate Studies Chair of the Department in which they are housed.

In addition to providing first-year fellowships, the Graduate School awards Dissertation (Presidential) Fellowships to students completing the final year of the doctorate. The GSC of OSUN is responsible for nominating students for Graduate School Fellowships. For more information on University or National awards administered by the Graduate School, visit the OSU Graduate School webpage for funding opportunities (<http://gradsch.osu.edu/funding1.html>).

Students who are awarded a fellowship, GRA, or GTA administered through the University for at least 50% time receive full tuition and fee authorization and a modest stipend. Fellowships

awarded by an extramural agency are not necessarily coupled with an automatic fee authorization.

Students may elect to enter the OSUN Program on a self-supporting basis if accepted without financial support from the Program.

### **Leave Policy**

**Vacation and Holidays.** Students must be aware of all leave policies stated by the Graduate School. Students on an OSUN GRA appointment will receive all University Holidays and no more than 10 days of vacation from scheduled work days (Monday through Friday) per year, with no year-to-year accrual. Students will continue to receive stipends through vacation and holidays. Therefore, students are expected to work every scheduled work day (M-F) that the University is open, even if there are no classes unless vacation days are approved. Vacation time should be arranged with the advisor and the Director. A leave form will need to be filled out and turned into the program office.

**Sick Leave.** Graduate students do not accrue sick leave. If a student needs to request time off, a request for leave form must be filled out and turned into the program office. An absence longer than two weeks is termed as a "Leave of Absence". Leaves are handled on the local departmental level but must also follow Graduate School guidelines on eligibility for leaves. See [Appendix E](#) of the Graduate School Handbook.

Students being supported by their advisor or home department must follow the rules of their home department. If leave is taken, leave forms must be filled out and turned into their home department and a copy must also be provided to the Director of the OSUN Program.

## **SECTION 5 - SELECTION AND ROLE OF AN ADVISOR**

Students are strongly encouraged to enter the program with a commitment from a particular member of the OSUN faculty to serve as the mentor for dissertation research. Other students enter with the OSUN Director, Associate Director, or another member of the OSUN Graduate Studies Committee advising the first-year student. If more than one OSUN faculty member is interested in a student, those faculty members can supervise the student through laboratory rotations until an advisor-advisee relationship is formed. Rotations should be no less than 7 weeks and not more than 15 weeks. Although the Director and Associate Director can help facilitate meetings with potential advisors, the student has primary responsibility for contacting the individual OSUN faculty members and other OSUN students who can help in this decision. Students might ask questions such as: 1) What projects are available for new students to work on? 2) Is funding available for these projects? 3) What is the faculty member's expectation of graduate students? 4) How many previous students has the faculty member advised and what is the average length that it took those students to finish their dissertation work? 5) What is the current status of graduates for whom the faculty member served as the advisor?

### **Rotation Contract**

A contract will be signed between the student and the OSUN faculty member with whom the student is rotating. A copy will be filed in the OSUN office, and the student will keep a copy. This is required to be turned in by the second week of class. Students should be aware that the individual faculty member will be evaluating them during the rotation period to determine if the student is compatible with his/her ongoing research program. Until an OSUN faculty mentor has been identified, the student is expected to rotate into a lab and enroll for a minimum of 1 credit hour of 8998 or its equivalency during the first academic year. Prior to receiving credit for their 8998 enrollment, the student should follow-up with each faculty mentor and report the outcome of the rotation to the OSUN director.

### **Selection of an Advisor/Changing Advisors**

Students should select an advisor who is willing to direct their graduate program and dissertation research by the end of the second semester of their first year of study and are required to have an advisor by the end of the summer term unless there are extenuating circumstances excused by the Director or Associate Director. The advisor must have Category P graduate status. The selection must be communicated in writing to the OSUN Director, who will advise the Graduate School of the advisor assignment.

Although infrequent, situations do arise that make it necessary to change advisors after a permanent advisor has been selected. Open and regular communication between student and advisor will avoid such situations in most cases. In the event that a student deems that it is not possible to continue with a particular advisor, he/she should directly contact the OSUN Director or Associate Director concerning the situation. The Director or Associate Director will attempt to resolve any problems that have occurred. In the event that resolution is not possible, the Director or Associate Director will work with the student to identify a new advisor if the student has not done so. Students must notify the GSC of the OSUN Program **in writing** that they wish to change advisors and that this change is agreeable with both the previous and the new advisor. If consent of one or both advisors cannot be obtained, the student must petition the GSC in writing for a change of advisor. Action of the GSC will be based on consultation with the student and the advisors. Students leaving a project must turn in all of their data and return any University equipment in an intact, organized manner to the previous advisor. If the problem cannot be resolved, the Graduate School has established grievance procedures (see [Appendix D](#) in the Graduate School Handbook). Students must recognize that the length of time required to complete the requirements for the degree and financial support might be affected by a change in advisor.

### **Roles and Responsibilities of the Advisor**

The faculty advisor provides counsel and advice to the student on course selections, program development, selection and execution of dissertation research or individual study problems, and all other student requests requiring assistance. The advisor is expected to provide financial

support or assist students in obtaining support from the home department, University, or extramural sources. The advisor chairs the Advisory Committee, the General Examination Committee, and the Dissertation Committee.

### **Selection and Role of the Advisory Committee**

Within the first year of the doctoral program, an Advisory Committee is expected to be selected by the advisor and student. It will then be submitted to the Director or Associate Director of OSUN for approval by the GSC. The Advisory Committee should include at least three faculty members in addition to the advisor. Two faculty members must be OSUN, while the third may be outside of OSUN. At least one faculty member must be from a department different than the home department of the advisor. Advisory Committee members may be Graduate Category M or P. The Advisory Committee serves to: 1) approve the student's planned program of study; 2) consult on early progress in research; and 3) participates on the student's proposal approval and Candidacy Examination Committee. All students must have their thesis proposal and planned program of study approved by their Advisory Committee prior to the Director's signature on the Graduate School's "Notification of a Candidacy Examination" form. Advisory Committee Members can be changed upon approval by the Director or Associate Director but without petition by the Graduate School prior to submission of this form.

Students should formally meet with their Advisory Committee to review performance and receive input on planned direction at least once per year. The advisor will prepare and forward a letter or email to the student that summarizes the Committee's evaluations regarding overall performance, progress towards completion of the degree, and specific recommendations for improvement. Copies of the summary also are forwarded to the members of the student's Advisory Committee Members, the Director, and the Associate Director. The annual summary received by the Director will be placed in the student's file.

## **SECTION 6 - REGISTRATION AND SCHEDULING**

The rules of the OSUN Program with respect to registration, scheduling, course load, and changes in schedule are the same as those stated in the Graduate School Handbook. OSUN expects students to enroll in at least 12 hours minimum. A student may not enroll in more than 16 credit hours per semester or 8 credit hours in summer session or 4 credit hours in May session, including audited courses without advisor and Graduate School approval. Please be mindful of registration deadlines, as a late fee will be assessed. The Program will not be responsible for late fees.

**Graduate Fellows** regardless of the source of funds must register for 12 credit hours per semester, except for Summer session when the minimum is 6 hours.

**Graduate Associates** with a 50 percent or greater appointment must sign up for a minimum of 8 credits per semester, except for summer term, when the minimum is 4.

**Post-candidacy doctoral students** must register for three credit hours per semester and summer session.

**Continuous enrollment policy** states that all students admitted to the Graduate School Autumn Quarter 2008 and after and who have successfully completed the doctoral candidacy exam will be required to be enrolled every semester (summer excluded) until graduation.

OSUN students not receiving compensation in the form of a GRA, GTA, or fellowship are still expected to enroll in a minimum of 3 credit hours per semester or for the standard of their advisor's department, if a minimum enrollment is dictated. International students must register for at least 8 credit hours per semester unless they hold Graduate Associateships or a fellowship, in which case the rules for the appointment apply.

All OSUN students are expected to register at minimum for one hour of research credit every term (8998 or 8999) if performing research in a lab.

The Master Schedule of Classes, published each semester by the University Registrar, contains detailed instructions and deadlines for registration. It is available on the web, <http://registrar.osu.edu/>. Registration material is sent to new students after they have accepted admission. Students admitted immediately before the semester begins can obtain registration material at the Graduate School. Students must register using the on-line system. You will be assigned a date and time that you may begin to register (this will be sent by email from the Registrar's office). Students bear full responsibility for any problems that arise from failure to consult with their advisor or from failure to follow the advisor's recommendations. If it is necessary to drop or add a course at some point during the semester, students should consult both the Master Schedule of Classes for add/drop deadlines and the faculty advisor. OSUN Program requirements are included in this Handbook.

The OSUN Program office maintains a file on each student. The file contains all application materials; a record of the student's academic performance at The Ohio State University; copies of the approved course schedule; and copies of all official correspondence and forms to, from, or about the student from the advisor, the GSC, the Department, the Graduate School or other faculty members and administrative units of the University.

## **SECTION 7 - ACADEMIC STANDARDS**

Students must remain in good academic standing to remain in the Program and to remain eligible for financial support. To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio of 3.0 or better in all graduate credit courses after 9 graduate credit hours and must maintain reasonable progress toward graduate program requirements (see below). Failure to maintain a GPA of 3.0 with less than 9 credit hours will result in a "poor performance" letter from the Graduate School. Failure to maintain a GPA of

3.0 after 9 graduate credit hours will result in a student being placed on probation by the Graduate School (see section V of the [Graduate School Handbook](#)). A student who is on probation may not be appointed or reappointed as a Graduate Associate. A student may be denied further registration by the graduate school after 2 semesters on a warning unless a petition by the GSC is approved by the Graduate School. Students are not eligible to take the Candidacy Examination or the Final Oral Examination if their GPA is below 3.0.

Graduate students must maintain professional ethical standards in their studies and research. The University Committee on Academic Misconduct is responsible for reviewing cases of misconduct. For more information on Academic Standards, students should consult the Graduate School Handbook.

### **Reasonable Progress**

Students are expected to make reasonable progress in their Doctoral Program. Full-time students who enter the OSUN Program with an M.S. degree should be able to complete the doctorate in 3 to 5 years. Reasonable progress can be determined at the discretion of the GSC but includes factors such as not having a permanent advisor by the end of the first year, not entering candidacy by the end of the second year (i.e. having a candidacy exam scheduled); not having nor making dissertation research progress or otherwise not meeting written expectations during the year being currently evaluated. At the end of each year, the student and advisor will submit an annual progress report to the Director to document accomplishments and goals for the student's course schedule and dissertation research. The Advisory or Dissertation Committee should also be consulted for an evaluation at least once per year.

## **SECTION 8 - THE CURRICULUM**

### **Outcomes for Doctoral Studies in Nutrition**

The OSUN Program has been designed to provide a plan of course work as well as experiential learning activities that will prepare the student for the interdisciplinary nature of modern nutrition science and to equip the student to adapt to new developments in this integrative discipline and expectations in the job market. As a result of participating in the OSUN Doctoral Program the successful student will have achieved the following:

- display a strong knowledge base in nutrition science;
- show evidence of ability for critical thinking as applied to nutrition research;
- develop expertise in the design, conduct, and analysis of experimentation in a particular area of nutrition science;
- integrate knowledge from related disciplines;
- gain experience in working as part of a team;
- seek expertise specific to the student's career goal; and,

- communicate effectively in written and oral formats.

Doctoral students must complete a minimum of 80 hours in graduate level courses beyond a baccalaureate degree to earn a Ph.D. degree. M.S. degrees earned in nutrition or a related field may be counted for a maximum of 30 out of the 80 hour requirement for the Ph.D. degree.

### **Curriculum**

To fulfill the Ph.D. course requirements the listing of required courses is to be completed along with elective courses in advanced nutrition, statistics, physiology, public health, and seminar. Students must receive permission of the Director to not enroll in the required courses. Students in their first year that are rotating must sign up for a minimum of 1 credit hour of HN 8998 research credit either under the Directors number or the class number of the faculty member in whose lab they are rotating.

Students must pass a research proposal and have their final plan of study approved by the student's Advisory committee. Candidacy exams should happen shortly afterwards. By graduation, students need to have one publication accepted to a peer-reviewed journal unless a petition is reviewed and approved by the OSUN Graduate Studies Committee.

### **Required Courses**

The following series of courses are cross-listed in the Department of Animal Science and the Department of Human Sciences; Program of Human Nutrition:

7761 Macronutrient Metabolism 4 credits Fall Semester  
7762 Micronutrient Metabolism 4 credits Spring Semester  
7789 Nutrition Research Design 1 credit Fall Semester  
7899 Oral Research Communication 1 credit Spring Semester  
8835 Grantsmanship 1 credit Spring Semester

### **Required Advanced Nutrition Courses**

Students must take either AS/HN 8801 Macronutrients 3 credits Spring Semester even and AS/HN 8802 Advanced Micronutrient Metabolism 3 credits Fall Semester odd OR HN 7804 Advanced Community Nutrition and International Nutrition 3 credits and HN 8806 Advanced Nutrition Education 3 credits

We understand that students need to deviate from the curriculum and that flexibility is needed. A student can petition the GSC for approval to split the series. A letter from the advisor needs to accompany the petition.

### **Advanced Nutrition Courses (2-4 hours)**

These classes are cross listed in Animal Sciences and Human Nutrition  
7620 FST Food and Nutritional Toxicology 2 cr Fall Semester Odd year (1<sup>st</sup> 7 weeks)

7830 Phytochemicals in Human Health: Crops to Clinic 3 cr Fall Semester 2017  
8833 Diet, Nutrition, and Cancer 3 cr Fall Semester Even year  
8834 Comprehensive Approach to Food Safety 2 cr Spring Semester Odd year  
8836 Nutrition in the Post-Genome Era 3 cr Spring Semester Even year

Animal Sciences 5070 Nutritional Immunology in Animal Systems 2 cr  
Molecular Virology, Immunology and Medical Genetics 7010 Cellular and Molecular Immunology 3 cr  
Molecular Virology, Immunology, and Medical Genetics 8270 Biochemical Mechanisms of Carcinogenesis 2 cr  
Public Health: Epidemiology 6437 Cancer Epidemiology 3 cr  
Medical Dietetics Nutritional Genomics 5900 3 cr

### **Seminar**

8888 OSUN Research Seminar 1 credit Fall Semester  
7899 Oral Research Communication 1 credit Spring Semester

Students are expected to attend one or more seminar series every semester (except summer) regardless of whether they are taking the seminar for credit. Students must take a minimum of 5 credit hours of seminar. Attending seminars and learning how to prepare well written summaries of research presentations and deliver oral research presentations are vital parts of graduate education.

### **Graduate Physiology\*** (minimum of 4 credit hours, but preferably at least 3 courses)

\*Students are encouraged to discuss which of the following or related courses in the general area of physiology are most appropriate for the student's long-term goals and research interests with their advisor, Advisory Committee, and other OSUN Faculty as appropriate.

Physiology and Cell Biology 6101 and 6102 Advanced Human Physiology I & II, 3 cr, Fall & Spring Semesters; also prerequisite for several more advanced courses in Physiology that might be valuable

Animal Sciences 6060 Physiology of Reproduction 3 cr  
Animal Sciences 6067 Physiology of Lactation 2 cr  
Animal Sciences 5100 Advanced Growth & Development 3 cr  
Animal Sciences 7030 Advanced Topics in Ruminant Nutrition 3 cr  
Animal Sciences 7100 Animal Growth and Development  
Animal Sciences 8100 Advances in Physiology of Domestic 3 cr  
Molecular and Cellular Biochemistry 7823 Control of Cell Growth and Proliferation 2 cr  
Vetbios 6640 Fundamentals of Oncology 4 cr  
Pharmacy 8020 Advanced Pharmacokinetics 3 cr  
Nursing 7450 Pathophysiology of Altered Health States 5 cr  
Animal Sciences/Veterinary Bios 7730 Endocrinology 4 cr



**Statistics** (1 class is required; 3-7 hours recommended)

Students must have a minimum of the following competencies in statistics: two sample tests, non-parametric one and two sample procedures, regression analysis, analysis of variance, regression models, ANOVA with several factors, mixed models, and nesting. Generally, students must take at least two or three courses to obtain these competencies. Additional competencies might be necessary, depending on courses from the M.S. program, the nature of the dissertation research, and career goals.

**Recommended classes**

Statistics 5301 Intermediate Data Analysis I 4 cr  
Statistics 5302 Intermediate Data Analysis II 3 cr  
Animal Sciences 7000 Applied Biometrics 3 cr Fall Semester

**Skill Development**

Students will avail themselves of the opportunity to develop skills in research and/or teaching. This requirement can be met by working in a laboratory or enrolling in courses, workshops or a teaching practicum. Examples of courses focused on methodology and experimental design that merit consideration include the following:

Allied Medicine 5900 Health Sciences Research: Interpretation & Applications 3 cr  
Animal Science 8780 Molecular Biology Techniques 3 cr May Term  
Public Health:Bio 7215 Design and Analysis of Clinical Trials 2 cr  
Food Science & Technology 7610 Instrumental Analysis I: Spectroscopic and Chromatographic Techniques in Food Analysis 3 cr Fall Semester First Session  
Food Science & Technology 7611 Instrumental Analysis II: Molecular and Spectral Analysis Techniques 3 cr Fall Semester Second Session  
Molecular and Cellular Biochemistry 6785 DNA Microarray Technology 1 cr  
Molecular Genetics 5602 Eukaryotic Cell and Developmental Biology 3-4 cr  
Pharmacy 7892 Electrophoretic and Immunologic Methods 2 cr

**Research Credit Hours**

Students who are pre-candidacy need to register for research hours under 8998 and students who are post-candidacy need to register for 8999 under the class number of their faculty advisor. If a student does not have an advisor they may register under the Directors HN 8998 number or the 8998 number of the faculty whose lab they are rotating in.

All OSUN students are expected to register at minimum for one hour of research credit every term (8998 or 8999) if performing research in a lab.

**Russell Klein Memorial Nutrition Research Symposium**

All OSUN students are expected to attend the Russell Klein Memorial Nutrition Research Symposium, and those who have been in the program for more than one year are expected to present a poster if they have available results. This is an annual event held during spring semester.

### **Dissertation Research**

Students should enroll in a minimum of 20 to 25 credit hours in 8998 and 8999 to conduct research on a specific problem. Students should initiate a research project during their first year of graduate study. Students are highly encouraged to present their research at a minimum of two national meetings during the course of their doctoral program. Because the Research Proposal Examination and the Candidacy Examination (see below) will test, among other things, the student's ability to generate and test hypotheses and answer research questions, students must have strong research experience in their chosen research area and in critiquing the research of other scientists.

## **SECTION 9 - EXAMINATIONS**

### **Research Proposal Examination**

Prior to the written portion of the Candidacy Exam, the student must prepare a proposal that includes the hypotheses and the specific aims of the proposed research, the design of the proposed studies to be performed, and the methodology to be used. The proposal should also include an introduction to the research problem, a literature review, and preliminary data in support of the hypothesis to demonstrate the feasibility of the proposed research. The Advisory Committee should meet to discuss the proposed research and the student's plan of study prior to the Candidacy Exam. At the end of the meeting, the Committee Members should briefly summarize their comments on the OSUN Research Proposal Approval Form (See Appendix) and sign the form, signifying that the proposal is approved with whatever stipulations the committee members devise. Also, the plan of study should be signed by the advisor with an indication of approval by the entire committee. A copy of the signed proposal approval form (attached with a copy of the proposal) and a copy of the signed plan of study shall be filed with the Director of OSUN. Should the committee decide that the student's performance failed to meet its expectation, the student is expected to schedule a second defense within 6 months of the failed defense of the proposal. Failure to pass the second defense of the proposal will result in dismissal from the Program.

### **Candidacy Examination**

Please also review the Graduate School Handbook, section VII for more information on the Candidacy exam. The Candidacy Examination is composed of both written and oral portions. After passing both components, the student is considered a doctoral candidate.

The philosophy of the OSUN Program is that the Candidacy Examination should: 1) rigorously test the student's comprehensive knowledge of the field of nutrition including allied fields and supporting areas emphasized in the student's individual program; and 2) assess the student's ability to think critically and express those ideas clearly, and to design and conduct research.

The student's advisor is chair of the Examination Committee. All members of the Examination Committee submit written questions for the Candidacy Examination. The committee member may administer the questions or submit them to the advisor who will arrange for their administration. Students are not allowed to see the questions before the exam time. Generally, the student will write for 4 to 8 hours for each member of the Examination committee (one exam day for each member of the committee) over a time period that is determined by the committee but usually within a 1- to 2-week period. Ideally, the Committee will meet as a group with the student several months before the Examination to help prepare the candidate and to establish a mutually agreeable time frame for the Examination and a general list of topics to be covered. The Examination may include, but is not limited to, subject material directly related to the previously submitted and evaluated research proposal.

The student is responsible for presenting each member of the Advisory Committee with a typed copy of the written answers to the questions at least 7 days prior to the Oral Examination.

The oral portion of the Candidacy Examination generally covers selective aspects of the answers to the written questions but also new questions. A unanimous vote of the Committee is required for successful completion of the Candidacy Examination. Rules covering postponement of the Oral Examination, unsatisfactory written answers to the questions, failure to pass the oral portion of the Candidacy Examination, and opportunities for one Repeat Candidacy Examination are detailed in the Graduate School Handbook.

### **SECTION 10 - RESIDENCY REQUIREMENTS**

According to policies of the Graduate School, a minimum of 80 graduate credit hours beyond a baccalaureate degree must be earned. If a master's degree has been earned, a minimum of 50 credits beyond the master's degree is required. The following must be fulfilled after the master's degree or the after the first 30 graduate credits have been completed:

1. The student must earn a minimum of 24 graduate credits at this University
2. A minimum of 2 consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed at this University
3. A minimum of 6 graduate credits should be taken over a period of at least 2 semesters or 1 semester and a summer session after admission to candidacy.

For more information on residency and deactivation, consult the Graduate School Handbook (Section VII.2).

## SECTION 11 - DISSERTATION

### Introduction

After the Candidacy Examination is passed, students enter the final phase of their program, which involves completion of the research project and preparation of the Dissertation. This phase represents the culmination of the doctoral student's program. This research effort will demonstrate the candidate's ability to critically interpret scientific literature, design novel research, and properly and objectively evaluate experimental results. The research must contribute to fundamental knowledge within the discipline of nutrition.

Although the members of the Candidacy Examination Committee may serve on the Dissertation Committee, this is not required. The student, in consultation with the advisor, will establish the Dissertation Committee. Although the Graduate School requires the advisor and only 2 eligible faculty members (Section VII.9), the Dissertation Committee for OSUN students shall be composed of 3 eligible faculty members in addition to the advisor. At least two (along with the advisor) shall be members of OSUN, and at least one is encouraged to be from an outside discipline. The student, in consultation with the advisor, will submit the list of Dissertation Committee members to the Director or Associate Director of OSUN for approval by the GSC. Ideally, this list will be submitted shortly after the Candidacy Exam but must be done at least one week prior to submitting the Dissertation Draft Approval Form to the Graduate School. Faculty from other universities or persons with special academic or technical expertise may be appointed to the Dissertation Committee with the approval of the GSC of OSUN and the Graduate School (Section VII.9).

### Time Limit

If a student fails to submit the final copy of the dissertation to the Graduate School within 5 years of being admitted to candidacy (passed the General Examination), the candidacy is canceled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a Supplemental Candidacy Examination after which the student is readmitted to candidacy and must complete a dissertation within 2 years. If GRA, GTA, or fellowships are awarded/administered by departments, the time limits of the respective departments should be honored with respect to those sources of funding.

### Dissertation Draft Approval

The Graduate School Handbook provides detailed guidelines for preparing dissertations. The student should read these guidelines prior to starting to write. In addition, the student should consult the Instructions for Authors for the major journal of his/her discipline and consider formatting in its style and form. The student must submit a complete, typed dissertation draft to the Dissertation Committee Members for review. After having been approved by the thesis advisor, this draft must be provided to each Committee Member at least 1 week prior to draft approval for review.

Each Dissertation Committee member indicates approval of the dissertation draft by signing the Draft Approval/Notification of the Final Oral Examination Form. This form must be submitted to the Graduate School no later than two weeks before the date of the Final Oral Examination. The student must also show a draft of the dissertation to the Graduate School to ensure that style guidelines have been followed.

Deadlines for scheduling the Final Oral Examination and for submitting the final copy of the dissertation to the Graduate School appear every semester in the Master Schedule of Classes. To be eligible to take the Oral Examination, the student must meet all requirements summarized in Section VII.14 of the Graduate School Handbook. Students who do not meet the deadlines but who submit the dissertation to the Graduate School by the last business day before the ensuing semester do not have to pay additional fees but will graduate at the end of the next semester.

### **Final Oral Examination**

This examination is held no earlier than 2 weeks after the Draft Approval Form has been signed by the Advisory Committee and submitted to the Graduate School. The Graduate School will appoint a Graduate Faculty Representative to serve on the Examination Committee. Not less than 1 week before the Final Oral Examination, the student must provide the Representative with a copy of the dissertation draft. Although a student might present his/her research to a general audience prior to the defense, the presentation is not a component of the 2-hour Examination. Because a final dissertation seminar is required of all doctoral students, the dissertation research can be presented in a regular seminar series or as a special seminar, depending on the wishes of the student and advisor.

Only Final Oral Examination Committee Members are allowed to be present for the questioning conducted by those Committee Members using procedures outlined in the Graduate School Handbook. The student is considered to have completed the Final Oral Examination successfully when there is a unanimously favorable decision by the Final Oral Examination Committee. If one or more Members of the Committee deem the dissertation to be unsatisfactory, the Committee will decide if the student can take a second Examination. No student is permitted to take the Final Oral Examination more than twice. The results of the Final Oral Examination are noted on the Final Oral Examination Report Form, which is returned to the Graduate School by the posted semester guidelines.

The Committee Members, with the exception of the Graduate Faculty Representative, also sign the Dissertation Approval Form. This form might be signed at the end of the Final Oral Examination or later if one or more committee members have requested additional changes in the dissertation and turned into the Graduate School by the posted semester deadlines.

Students are expected to provide a final unbound copy of the dissertation to the Graduate School (note: the front page must be signed by the advisor) and to the advisor's department. In

addition, a bound copy should be presented to their advisor. Whether or not final copies are provided to other Members of their Committee is optional.

## **SECTION 12 - GRIEVANCE PROCEDURE**

Discussion with an advisor, supervisor, OSUN Director, Department Chair or College Dean normally leads to resolution of a grievance. There may be instances in which recourse to these persons does not provide resolution. The Council on Research and Graduate Studies has established grievance procedures ([Appendix D](#) of the Graduate School Handbook).

## APPENDIX

### **Student ID**

Student IDs (or BuckID) are obtained in the BuckID office at 3040 Ohio Union at 1739 North High Street. The ID is required for using many campus facilities such as the Recreation and Physical Activity Center (RPAC) or borrowing books from the library. The magnetic strip on the student ID is activated every semester after student fees are paid. For more information, visit BuckID Services website, <https://buckid.osu.edu>.

### **Research Risks**

Students need to fulfill appropriate requirements to handle laboratory animals, work with human subjects, or work in laboratories by consulting with the Office of Responsible Research Practices (<http://orrrp.osu.edu/> (614) 688-8457) or their departmental laboratory safety officer. HazCom and additional training can be accessed at <http://www.ehs.ohio-state.edu/> or by calling (614) 292-1284.

### **Campus Parking Passes**

Students must register any motor vehicle they park on University property. To register a motor vehicle, pay parking fees and address all other parking and traffic questions (maps, restrictions, benefits), students should call ((614) 668-0000) or visit the office (160 Bevis Hall, 1080 Carmack Road; 7:30 a.m.-6:00 p.m., Monday through Friday). To more learn about graduate student parking permit eligibility, permit prices and applications, visit Campus Parc at <http://www.campusparc.com/osu/>

Note: Students who are teaching assistants or research assistants may have staff member status, enabling them to buy “B” parking tags. Students should confirm their status with their home department.

### **International Students Office**

New international students must get in touch immediately with the Office of International Affairs (OIA), (614) 292-6101 or <http://oia.osu.edu/>The OIA will provide a student ID number, which is also recognized as a temporary social security number to be used as a personal ID number. International students must apply for a permanent social security number in downtown Columbus to obtain a driver’s license:

Social Security Administration  
200 North High Street  
Phone: (614) 469-6855

The major functions and services of the OIA are as follows:

- filing an I-20 form;
- scheduling the time for the T.B. test and English test indicating which level of English class must be taken;
- immigration law consultation;
- school orientation;
- education and recreation programs designed especially for the international student;
- help with reentry of USA after exiting; and
- help with other international student matters.

Office of International Affairs

300 Oxley Hall

1712 Neil Avenue

Phone: (614) 292-6101

Walk-in advising hours: Monday through Friday, 1:00 p.m.-4:00 p.m.

Employment advising and application processing hours: Monday through Friday,  
1:00 p.m. - 2:00 p.m.

New international students must also contact the **Spoken English Program (SEP)** to arrange for the time of testing. Tests should be taken as soon as possible as classes fill rapidly. The contact information for the SEP office is:

75 Arps Hall

1945 North High Street

Phone: (614) 292-5005

E-mail: [sepita@osu.edu](mailto:sepita@osu.edu)

Website: <http://esl.ohio-state.edu/SEP>



THE OHIO STATE UNIVERSITY NUTRITION PROGRAM

**APPROVAL OF RESEARCH PROPOSAL**

Name \_\_\_\_\_

Dissertation Proposal Title: \_\_\_\_\_  
\_\_\_\_\_

The Dissertation proposal is approved with the following suggestions or recommendations:

\_\_\_\_\_  
Advisor  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Advisory Committee Members

The plan of study is approved with the following suggestions or recommendations:

\_\_\_\_\_  
Advisor

Date: \_\_\_\_\_

cc: Student  
Official Folder  
Advisor

**LABORATORY ROTATION CONTRACT**

**Student Name:** \_\_\_\_\_ **Rotation Instructor:** \_\_\_\_\_

**Number of Hours Enrolled in 8998:** \_\_\_\_\_ **Estimated hour/week student available for rotation:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

**SECTION 1: EXPECTATIONS**

This section should be filled out by the faculty member in consultation with the student *at the beginning of the rotation.*

1. Reading Relevant Literature:

\_\_\_\_\_

2. Time in the Laboratory:

\_\_\_\_\_

3. Research Meetings:

\_\_\_\_\_

4. Experimental Work:

\_\_\_\_\_

5. Student Presentations:

\_\_\_\_\_

I have discussed with the student the possibility for support in my laboratory over the coming year: \_\_\_Yes \_\_\_No

**Signatures:**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

**SECTION 2: ACCOMPLISHMENTS OF THE STUDENT**

This section should be filled out by the student *after the rotation is completed.*

1. Approximate average hours/week of participation in rotation:

\_\_\_\_\_

2. Describe direct participation in research work (use addition pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

3. Briefly describe outside reading/literature study (use additional pages if necessary):

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4. Describe presentations in research group meetings:

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5. Approximate time spent with rotation instructor:

---

6. Approximate time spent with other mentors in the lab (students/postdocs/techs):

---

7. Participation in other pertinent activities (use addition pages if necessary):

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 3: FACULTY APPROVAL**

Student has participated in the above activities:     Agree     Disagree

I have discussed potential opportunities/support regarding graduate work in my program:  
           Yes     No

General Comments and recommendations regarding areas of study, courses or lab courses this student would need before entering the lab:

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**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

File a copy of this form with the Program Manager in 222B Animal Sciences at the beginning of the rotation and a completed copy at the end of the rotation. Keep a copy for yourself and give a copy to your instructor.

Rev 7/14

## Checklist of Responsibilities

### Director and Associate Director of the OSUN Program

- Provide leadership for the program
- Coordinate student recruitment
- Coordinate rotation of OSUN First Year Graduate Research Associates through faculty research programs and assignment of advisors
- Advise and counsel first year students until advisor is selected
- Chair and co-Chair the Graduate Studies Committee and facilitates OSUN Program activities as needed
- Prepare the annual report

### Graduate Studies Committee

- Administers the OSUN Program
- Acts as liaison between the Graduate School and OSUN faculty members
- Reviews students' Advisory Committee
- Reviews faculty and student petitions concerning deviations from operating procedures
- Makes final decisions on applications and awarding of first year Graduate Research Associateships
- Nominates graduate students for Graduate School awards

### Advisor

- Provides counsel and advice to graduate advisees on course selection, program development, selection of Advisory Committee Members and Dissertation Committee members
- Provides other counsel as needed
- Chairs Advisory Committee and Candidacy Examination
- Chairs Dissertation Committee and Final Oral Examination
- Assists the student in identifying a dissertation research topic and regularly monitors the student's research progress
- Assists advisees in seeking financial support, assuming the advisor cannot provide this support
- Creates opportunities for students to present research at national meetings
- Promotes students' efforts to publish research articles in a timely manner

### Graduate Student

- Shows leadership in preparing and submitting a formal application to the OSUN Program
- Works actively with the OSUN Director and Associate Director to identify a research program and a suitable advisor by end of the second semester of doctoral study
- Plans program of study with assistance of advisor and submits this program plan to the Advisory Committee for review and approval
- Meets with advisor regularly and updates the advisor on progress
- Remains in good academic standing and makes reasonable progress in program

- Maintains professional ethical standards in studies and research
- Networks with other students and faculty regarding course selections and opportunities (e.g., for workshops, funding, and equipment availability)
- Participates in seminar during the fall and spring semesters.
- Seeks opportunities to present research at national meetings
- Seeks opportunities to collaborate on and submit publications related to research efforts
- Becomes familiar with all relevant policies outlined in the Graduate School and OSUN Handbooks
- Becomes familiar with and fulfills residency requirement of Graduate School
- Is proactive in seeking funding for stipends and research, if necessary, in consultation with the Advisor and the Chair of the student's Departmental unit
- Is responsible for scheduling all oral examinations with advice and approval of Advisor and other committee members
- Prepares proposal describing dissertation research and submits the proposal first to the Advisor for comment and then to all members of the Candidacy Examination Committee for comment and approval
- Takes leadership in ensuring that forms required by the Graduate School are prepared and submitted in a timely fashion. These include:
  - Notification of the Candidacy Examination
  - Application to Graduate
  - Dissertation Draft Approval Form and Notification of Final Oral Examination
- Submits final approved copy of the dissertation to the Graduate School along with the Final Approval Form. Gives copies of dissertation to the advisor, the student's Department, and Committee Members as requested.