



# Master's of Science: Nutritional Science

## Graduate Student Handbook 2020-2021

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## Chapter 1. Welcome and Purpose of this Handbook

Welcome to the Department of Nutrition, Food Science & Packaging at San Jose State University (SJSU). We wish you success at every stage of your academic journey. The purpose of this 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. This handbook describes the requirements for applying to San Jose State. It also provides information about graduate school, in general, and requirements for the MS in Nutritional Science degree, in particular. The appendix includes samples of important forms that you will need to file during your progression. We have made every effort to provide complete and accurate information in this handbook, but university policies often change. Please note that department policies are always subordinate to those described on the Graduate Admissions and Program Evaluations (GAPE) website which can be found here: [https://www.sjsu.edu/gape/current\\_students/](https://www.sjsu.edu/gape/current_students/).

### Who to go to for help

Most questions can be answered by carefully reading through this handbook and the university website. However, if you still need help, please first contact a graduate student assistant. Their hours and contact information can be found at [https://www.sjsu.edu/nufspkg/current\\_students/nufspkg-advising/index.html](https://www.sjsu.edu/nufspkg/current_students/nufspkg-advising/index.html). If your question is still not answered, please contact the Graduate Program Coordinator, who promotes the program, coordinates application materials, oversees the regulations and procedures of the program, and interacts with the staff at GAPE. The Graduate Program Coordinator is your first contact should any issue arise regarding your application, academic progress or the program curriculum. Email is the best way to reach the program coordinator ([adrienne.widaman@sjsu.edu](mailto:adrienne.widaman@sjsu.edu)).

### What does it mean to be a graduate student?

Graduate school is a special time for students and faculty mentors. Understanding that graduate school is not simply a continuation of your senior year as an undergraduate is the first step to successful completion of your MS degree. As a graduate student, not only will you be exposed to different material from undergraduates, but more importantly, you will be expected to go above and beyond that of an undergraduate in your learning—specifically, you will be expected to use the information in new, creative and sophisticated ways. After all you are becoming “masters” of a field.

It is also expected that you will take responsibility for your progress through the program. Your faculty advisor and others are here to help, but your success will depend on your own personal commitment to excellence. Learning is more than just getting good grades. It is hoped that you will self-engage in the many facets of science—including reading the literature, conducting research, analyzing and interpreting data, and possibly participating in conference presentations and publishing. As program faculty, we are here to expose you to theory, techniques, and experiences, which make up the science of nutrition, food science and packaging. What you get out of the program is ultimately up to your efforts and commitment to your graduate experience.

## **Tips to Success in Graduate School**

- 1. Take advantage of professors and other contacts around you. Chances are you won't find yourself in another research position like this one where you have access to some of the best and the brightest in your field. You may need those contacts for your first job after you graduate, too, so it is best to cultivate relationships early on and not just when you're ready to ask for recommendations.**
- 2. Revise your approach. Starting graduate school with the attitude that it will be a breeze just because you were a stellar undergraduate probably isn't the best idea. Pursuing an advanced degree won't be the same as pursuing your bachelor's, nor should it be. Go into the experience with high expectations for yourself, and the attitude that you'll need to devote more time to your academic life to be successful.**
- 3. Get organized. Much of what you do on the graduate level will be useful down the line, whether that means an assignment will become a part of a portfolio or the research you do will find an eventual place on your resume. Come up with a system where you can compile anything you may return to after graduation, separate from any thesis materials you already know you'll need.**
- 4. Take initiative. There isn't much handholding in graduate school, and you'll largely be expected to figure things out on your own. If you do have questions about the program, financial aid, or just about anything for that matter, it's up to you to find the answer. Your professors will definitely appreciate you coming to them sooner rather than later.**
- 5. Focus on time management. If you struggled with time management in the past, you'll need to think about how to best manage your time as a graduate student. Compared to when you were an undergraduate, assignments will be more involved, exams you take will take more preparation, and you'll be spending time on research. Everything always takes longer than expected! It's much harder to procrastinate on graduate level work than it may have been when you were an undergraduate, so stay on top of your studies. Keep a calendar, to-do list, or whatever will help keep you on track, because the coursework and assignments expected of you will be more intense than those you may have been used to as an undergraduate.**
- 6. Prioritize. There will be a lot thrown at you from the minute you start graduate school, and it's up to you to figure out what's most important to do now, and what can wait until later. Don't procrastinate. Big projects may need to be tackled piece by piece, and you'll be responsible for not letting all of your other work and responsibilities slide in the meantime.**
- 7. Become an expert. Take advantage of research opportunities. Talk to professors and find out what they're involved with, and ask if you can help out. When else will you have access to the caliber of academic professionals and materials that you'll have in graduate school? Getting more involved in research in your field may open up doors to fellowships, grants, and assistantships that are often based on your experience and willingness to conduct research.**
- 8. Budget wisely. It may be difficult to save money while in graduate school, but it should be your goal to live frugally. You probably have student loan debt waiting for you from your**

bachelor's, so you shouldn't rely on loans to cover all of your college expenses. Find some part-time work that plays to your strengths or looks good on a resume, and stick to a budget.

**9. Branch out.** Even the most studious among you needs to leave the library sometimes and get acquainted with the rest of your graduate school class. Make sure to take advantage of what your school has to offer from time to time, whether that's a lecture series, a student group affiliated with an issue you support, or free pizza in the student lounge. Even graduate students need a break sometimes.

From: <https://www.scholarships.com/resources/after-college/graduate-and-professional-school/top-10-tips-for-surviving-graduate-school/>

Other helpful hints can be found here:

<https://psychcentral.com/lib/2011/12-tips-for-surviving-and-thriving-in-grad-school/all/1/>

## Chapter 2. San Jose State University Policies and Procedures

University policies can be found at: [https://www.sjsu.edu/gape/current\\_students/](https://www.sjsu.edu/gape/current_students/) and also in the course catalogue: <https://catalog.sjsu.edu/content.php?catoid=2&navoid=98>. A few important ones are described below.

### Leave of absences

As a student, you can take a leave of absence for one or multiple semesters of enrollment. When you return, you will still be classified as an active student and will not have to re-apply. However, in order to take a leave of absence, you must follow very strict rules. Graduate Studies allows two types of leaves: the one-semester leave and the official leave.

**One-semester leave:** Once a graduate student has enrolled and completed the first semester in which they were accepted, they are considered active graduate students. A graduate student then has the option of missing one semester without having to file any leave form. The student must enroll and complete the subsequent semester after their one-semester leave or they will be discontinued and will have to reapply to the program. There is no limit to the number of times a student can take this one-semester leave. Summer session does not count as a full semester and can be automatically skipped without having it count as a leave of absence. Graduate students will still receive a registration notice for the semester they are supposed to return and do not have to file any special return forms.

**Official leave of absence:** Graduate students may qualify for a leave of absence if they wish to miss more than one semester without penalty. To apply for an official leave of absence, please complete the official form (found on the Office of Admissions and Records website). A student may only take a leave for 4 semesters before returning. Once a student knows when they will return, they should notify Admissions and Records as early as possible so registration will not be jeopardized in the returning semester.

### ***Returning after a non-leave of absence***

When a graduate student wants to return after missing more than one semester and is not on an official leave of absence (as described above), the student is no longer considered a graduate student and will have to re-apply to the University. A graduate student must follow the same application rules and deadlines as other prospective students. Once a student is re-admitted, their previous academic history will continue to be used for their graduate career as long as it is not older than 7 years.

### **Continuous enrollment**

If you have completed all the required coursework and only have to complete your project or thesis and/or internship, you must enroll in a special class called NuFS 1290R. Failure to enroll may jeopardize completion of your degree.

### **Time limit for completion of degree**

Section 40510(b)(2), California Code of Regulations, Title 5, Education, requires that courses for completed master's degree programs be no older than seven years at the time of the awarding of the degree. This means that no more than seven years may elapse between the time you complete the first course in your program and the date you actually complete (not register for) the last course on the program and complete the requirements for the degree. If, after reading the catalog information on the 7-year time limit, you still have questions regarding the time to complete your degree, email/call the Evaluator listed for your program.

## **Chapter 3. Admission to the Master's Program at SJSU**

General university requirements for consideration of admission, as well as important dates are outlined at <https://www.sjsu.edu/gape> and <https://www.sjsu.edu/graduateadmissions/>

Admission to the MS program is competitive, and restricted to applicants whose academic record indicates a high potential to be successful in graduate studies in the objectives offered. Your previous academic performance, letters of recommendation, work or volunteer experiences, and statement of intent are all used to determine whether you will be admitted. Admission begins with your submission of an official application to San Jose State via their website. Upon receipt of all admission materials, Graduate Admissions and Program Evaluation (GAPE) will evaluate your application. If you meet University requirements, your application will be forwarded to the department for review. The application procedure is outlined below.

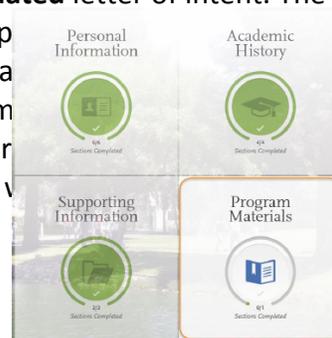
## Application procedures

1. **Application Form:** All applicants must **apply on-line** at <https://www2.calstate.edu/apply> - this is where you will submit all of your application materials.
  - Learn about the steps to admission for [domestic](#) and [international](#) students.
  - All must file a university application before the specified **deadline** for the application period. Deadlines are posted at <https://www.sjsu.edu/graduateadmissions/deadlines/>. There are no application deadline extensions.
  - Payment of the CSU Application Fee of \$55 is required.
  - Applications to the MS in Nutritional Science are accepted once a year (Fall term).

2.

Submit the following documents in "**Program Materials**" session of Cal State Apply:

- a. **Statement of Purpose/Letter of intent:** Upload **signed and dated** letter of intent. The letter should be single-spaced, using 1-inch margins and 12-p more than 750 words. Please describe your 1) educational background, 2) research interests (graduate objective) once accepted into the program, 3) professional interests, describe as specifically as possible, including any previous work experience; 4) career goals; and 5) be specific as to why you want to pursue this program.
- b. **3 letters of recommendation:** Request three (3) signed letters of recommendation on official organizational **stationary or letterhead** – two (2) should be from faculty of academic institutions; one (1) may be from a recent employer. SJSU graduates must also provide 3 signed letters of recommendation. You will request these letters through Cal State Apply by listing the contact information of your recommenders. Click "Add Recommendation" to add the needed information for each of the three recommenders. Make sure to follow the detailed instructions.
- c. Upload your **Resume** summarizing volunteer, research, and employment experiences.
- d. **Prerequisite form:** this is only required for students interested in completing the DPD coursework. Submit the [MS/DPD Core Science Courses Form](#) using the "supplemental materials" upload button.
- e. The **deadline** to submit your Cal State Apply application is **February 1<sup>st</sup>**. You should plan to upload required documents well before the deadlines. Please note, once you submit your Cal State Apply application, your availability to upload documents will no longer be available.



3. You must mail OFFICIAL college **transcripts** or WES evaluation (international students)\* in sealed envelopes from ALL universities/colleges attended before the posted document deadline to **Graduate Admissions & Program Evaluations (GAPE)** Office electronically via the system, by mail, or in person:

San Jose State University  
Graduate Admissions & Program Evaluations (GAPE)  
One Washington Square  
San Jose, CA 95192-0017

4. Submit **GRE scores** to SJSU (graduate division)
- Please submit your scores to SJSU so that they can be matched to your application.
  - Expected scores:
    - Combined minimum GRE score of 297, minimum GRE verbal score of 150, and minimum writing score of 3.5.
    - Our code for the GRE and TOEFL is 4687.
    - GRE scores will not automatically disqualify your application, but will be used to rank applicants
5. **English Language Proficiency.** If English is not your primary language, you must satisfactorily meet the minimum test scores for the [English Language Proficiency Exam](#).

\* The NUFs & PKG department requires the course-by-course document from students planning to request a DPD verification statement

\*\* Admissions contact: [admissions@sjsu.edu](mailto:admissions@sjsu.edu) (408-283-7500)

**IMPORTANT:** Nutritional science graduate objectives require students to complete courses in general chemistry, organic chemistry, human nutrition, physiology and microbiology. If you have not completed most of these classes prior to admission, your application will not receive serious consideration. For answers to specific questions regarding pre-requisites, please check the [Prospective Students FAQ](#)

***No other documentation is required.*** Please do not submit another set of official college transcripts to the Graduate Coordinator (who will be able to access your original transcripts online if you meet university deadlines).

### ***Process and timeline***

After your application and transcripts have been received by GAPE, your file will receive an initial evaluation. If minimum University entrance criteria are met, your file will be forwarded to the Department for program consideration. The NUFS/PKG department has a graduate selection committee that makes the decision on admission based on an application evaluation rubric. The rubric includes information about GPA, performance on core science courses, GRE scores, letter of intent, letters of recommendation, and research/professional experience.

View your application status at <https://my.sjsu.edu> using the login and password provided to you after your application was submitted. The admission decision will be available at <https://my.sjsu.edu> approximately 10 to 12 weeks after the support documentation deadline. If GAPE does not receive all of your documents by the deadline, your application will not be forwarded to the Department for evaluation, and your incomplete application will NOT be considered. If this occurs, you will need to reapply at a later date.

### **Acceptance categories**

Candidates must meet all the university [admission requirements](#). Students can be admitted in either classified or conditionally classified standing. All prospective students need to apply separately to the university to obtain approval for university-level admission and to the department to obtain admission into the MS in Nutritional Science program.

Requirements for Admission to **Classified** Standing:

In addition to meeting University requirements, a selection committee will determine eligibility for admission to classified standing on the basis of information provided in the application.

Criteria include:

- a B.S. or B.A. in Nutritional Science, Food Science, Foodservice Management, Packaging, or equivalent. **and**
- an overall GPA of 3.0 or higher in your last 60 semester (90 quarter) units **and**
- completed prerequisite course requirements (See Appendix 1)

Requirements for Admission to **Conditionally Classified** Standing

Students seeking an MS degree in Nutritional Science who meet requirements for admission to the Graduate Division, but lack an undergraduate degree in Nutritional Science, Food Science, Foodservice Management, or equivalent and have little or no professional experience, may apply for conditionally classified standing in the department. The decision to accept the student for study in this program will be made by a selection committee. Criteria include:

- a B.S. or B.A. degree
- an overall GPA of 3.0 or higher in your last 60 semester (90 quarter) units **and**
- may not have completed ALL prerequisite course requirements (See appendix 1)

Thus, students who are admitted as conditionally classified will be required to make up or repeat courses as determined by advisement with the Graduate Coordinator and based on graduate program objectives.

### **You've been accepted: now what?**

Congratulations! After acceptance, the Admissions Office will advise you of your standing (see <https://www.sjsu.edu/graduateadmissions/been-admitted/> Admissions Procedures and Policies). You will also receive an email from the graduate coordinator to welcome you to the program and provide important program information.

- If you are interested in becoming a Registered Dietitian (RD) and/or need a DPD evaluation, you will be provided with instructions regarding transcript evaluation, which must be completed prior to class registration. Faculty is not available during Summer/Winter breaks, except during the designated advising dates indicated on registration materials.
- After your transcripts have been evaluated, please make an appointment to meet with the graduate coordinator who will help you plan your classes.

## **Chapter 4. The Master's Program in Nutritional Science**

The Nutrition, Food Science & Pkg department is part of the College of Health and Human Sciences (CHHS) at SJSU. The Department confers ONE degree, ***Master of Science in Nutritional Science***.

### **Program objectives and summary of degree requirements**

There are currently 6 Graduate Program Objectives from which to choose, based on your career goal(s): **1) Nutritional Science, 2) Nutrition Education, 3) Gerontological Nutrition, 4) Foodservice Management, 5) Packaging, and the 6) General Objective** (which is usually chosen by students wishing to pursue the MS/RD track). Tables 3-5 describe the courses required for each Graduate Program Objective.

You can earn your MS degree by following EITHER Plan A, which includes 30 units of coursework including thesis completion and defense OR plan B, which includes 30 units of coursework including project completion and defense. For completion of the degree, you are required to show competency in your graduate objective, maintain a GPA of 3.0 or higher in all classes at SJSU, and receive at least a C in all classes listed on your advancement to candidacy form. A minimum of 15 units of 200-level courses is required for your graduate program.

## Requirement for the degree: Coursework

*Table 1: How to get 30 units of coursework*

	<b>Plan A Thesis</b>	<b>Plan B Project</b>
Core Courses (Table 2)	12	12
Graduate Program Objectives Courses (Table 3)	12	15
Thesis (NuFS 299)	6	--
Project (NuFS 298)	--	3
<b>Total</b>	<b>30</b>	<b>30</b>

### **Continuing education and/or transfer units**

A maximum of 9 units of Master's level coursework completed through Open University, or post baccalaureate coursework from a graduate program at another university, if **approved by GAPE and your graduate committee and advisor**, may be accepted as part of the 30 units required for your graduate program. All courses taken must be within 7 years of graduation.

**Table 2. Core courses required for the MS degree**

<b>Course #</b>	<b>Title</b>	<b>Notes</b>	<b>Units</b>
NuFS 201 <sup>1</sup>	Colloquium in Nutrition, Food Science & Packaging	You will enroll in NuFS 201 only once. However, you are required to give a scheduled oral presentation of your Thesis or Project in NuFS 201 or another designated class prior to graduation	3
NuFS 217 <sup>2</sup>	Issues in Nutrition, Food Science & Packaging	Approved by GAPE to meet the English writing skills requirement. Enrollment requires competence in your graduate objective area.	3
NuFS 295A <sup>3</sup>	Research Methodology	Enrollment requires completion of upper division statistics class and NuFS 217, and selection of a Thesis/Project topic with the approval of your graduate advisor	3
<b><i>and one (1) of the following 3-unit courses:</i></b>			
NuFS 219A	Advanced Nutrition and Metabolism	219A <b>or</b> B required for all objectives besides Foodservice Management and Packaging	3
NuFS 219B	Seminar in Advanced Topics in Human Nutrition and Dietetics	219A <b>or</b> B required for all objectives besides Foodservice Management and Packaging	3
NuFS 242	Advanced Foodservice Systems Management	Required for the Foodservice Management Objective	3
Pkg 270	Packaging Design for Consumer End Use	Required for the Packaging Objective	3
<b>Total</b>			<b>12</b>

<sup>1</sup> All incoming graduate students are recommended to enroll in NuFS 201 their first semester.

<sup>2</sup> Enrollment is limited to students who are deemed “competent” in 100 level coursework as defined on page 16. After successful completion of NuFS 217, the student will have fulfilled the graduate writing requirement and can request a change of status from conditionally classified to classified.

<sup>3</sup> Enrollment requires co-requisite of 298/299. Students should reach out to a graduate advisor prior to enrolling in 295A so that they can successfully complete requirements for completion of 295A.

**Table 3. Graduate Program Objectives and required classes for each graduate objective**

Nutrition Science	Units	Nutrition Education	Units	Food Management	Units	Gerontology	Units	Packaging	Units	General Emphasis
<b>Required</b>		<b>Required</b>		<b>Required</b>		<b>Required</b>		<b>Required</b>		NuFS 257 <sup>1</sup>  To select specific courses in addition to the 12-core units, advisement with the graduate advisor is required.
NuFS 257 <sup>1</sup>	3	NuFS 257 <sup>1</sup>	3	NUuFS 257 <sup>1</sup>	3	NuFS 257 <sup>1</sup>	3	NuFS 257 <sup>1</sup>	3	
NuFS 219A <sup>2,5,8</sup>	3	NuFS 190	3	BUS ___	3	NuFS 260	3	Pkg/NuFS 270 <sup>4</sup>	3	
NuFS 219B <sup>2,5</sup>	3	or NuFS 290		NuFS 242 <sup>2,5</sup>	3	NuFS 116	3			
NuFS 220A <sup>2</sup>	3					Gero 107	3			
						Gero 117	3			
<b>Select additional 3-6 units from:</b>		<b>Select additional 6-9 units from:</b>		<b>Select additional 3-6 units from:</b>		<b>Select additional 6 units from:</b>		<b>Select additional 6-9 units from:</b>		The General Objective is often used by those pursuing the RD, and completing upper division 100 level dietetics courses in addition to 200 level courses.
NuFS 108L	1	NuFS 104A <sup>3</sup>	3	NuFS 104A <sup>4</sup>	3	GERO 108	3	You are required to complete an additional 6-9 units by advisement and consultation with your faculty advisor and graduate committee, based on your graduate thesis or project problem.		
NuFS 122	3	NuFS 114A	3	NuFS 113	3	GERO 118	3			
NuFS 190	2	NuFS 116	3	NuFS 116 <sup>4</sup>	3	GERO 122	3			
NuFS 216	3	NuFS 122	3	NuFS 117	2	GERO 137	3			
NuFS 242 <sup>3</sup>	3	NuFS 124	3	NuFS 190	2	GERO 185	3			
Biol 124	3	NuFS 134	3	NuFS 194	1	GERO 251	3			
Biol 125	3	NuFS 191	1	NuFS 216	3	GERO 180 <sup>4</sup>	3			
Biol 155	3	NuFS 194	1	NuFS 290	3	GERO 133 <sup>4</sup>	3			
Chem 135	3	NuFS 216	3	Bus2 130	3	Completion of this Graduate Program Objective with a project or thesis on a gerontological nutrition issue will result in the student receiving in a <b>Certificate in Applied Social Gerontology</b>				
Chem 231	3	NuFS 220A	3	Bus2 134A	3		Minimum 15 units of 200-level coursework required			
Micro	3	NuFS 242	3	Bus3 140	3					
123/123L				Bus3 141	3					
		NuFS 260	3	Bus3 142	3					
		HS 264	3	Bus3 147	3					
		HS 276	3	Bus3 150	3					
		HS 267	3	Bus3 151	3					
		EDUC 157	3	Bus3 151	3					
		Other ___ <sup>6</sup>	3	Bus3 160	3					
				Bus3 166	3					
				Bus 245 <sup>6</sup>	3					
				Bus 251 <sup>6</sup>	3					
				Bus 262 <sup>6</sup>	3					
				HS 262	2					
				Micro	Tbd					
				123/123L						
				HSPM ___ <sup>6</sup>	Tbd					
				PKG ___ <sup>6</sup>	Tbd					
				Other ___ <sup>6</sup>						

1. NuFS 257 required to all objectives
2. Select 6 units from those courses in addition to core
3. Offered once every 4 semesters
4. One of these courses only
5. Enroll as part of core; or course designated by advisor
6. Business 200-level foundation courses
7. By advisement
8. NuFS 219A is repeatable

**Table 4. List of Graduate Program Objectives courses**

*Please check the SJSU on-line course listings and the respective departments to learn when classes are offered. Some are offered every semester; some are offered only once every 2 years.*

Course Number	Name (units)
Biol 124	Mammalian Physiology (3)
Biol 125	Systems Physiology Laboratory (3)
Biol 137	Introduction to Principles of Toxicology (3)
Biol 155	Hypothesis Testing (3)
Bus2 130	Introduction to Marketing (3)
Bus 134A	Consumer Behavior (3)
Bus 140	Fundamentals of Operations Management (3)
Bus 141	Materials Management (3)
Bus 142	Total Quality Management (3)
Bus 147	Service Operations Management (3)
Bus 150	Fundamentals of Human Resource Management (3)
Bus 151	Labor Relations (3)
Bus 160	Fundamentals of Management & Organizational Behavior (3)
Bus 166	Business & Society (3)
Bus 245	Service Systems Management (3)
Bus 251	Managing Organizational Change (3)
Bus 262	Leadership (3)
Chem 135	General Biochemistry (3)
Chem 231	Advanced Biochemistry (3)
Educ 157	Community Action & Service (3)
Gero 107	Aging and Society (3)
Gero 108	Health in Later Life (3)
Gero 117	Social Policy and Services in Aging (3)
Gero 118	Long Term Care Services (3)
Gero 122	Women in the Second Half of Life (3)
Gero 133	Fieldwork (3)
Gero 137	Families, Aging and Diversity (3)

Gero 180	Individual Studies (3) Or
Gero 185	Leisure, Recreation and Aging (3)
Gero 251	Social Work with Aging Populations (3)
HS 262	Health Care Systems: Organization & Administration (2)
HS 264	Health Policy (3)
HS 265	Environmental Health (3)
HS 267	Public Health Statistics (3)
HS 276	Com Org Health Pro (3)
Micr 123/123L	Food Microbiology (1) and Lab (2)
NuFS 104A	Cultural Aspects of Food (3)
NuFS 108L	Nutrition Laboratory (1)
NuFS 113	Foodservice Systems: Management and Procurement (3)
NuFS 114A	Community Nutrition (3)
NuFS 116	Aging and Nutrition (3)
NuFS 117	Food Evaluation Techniques (2)
NuFS 118	Food Chemistry (3)
NuFS 122	Chemical Analysis of Food (3)
NuFS 123	Sports Nutrition (3)
NuFS 124	Disordered Eating and Nutrition Therapy (3)
NuFS 134	Complementary and Alternative Health Practices (3)
NuFS 150	Food and Nutritional Toxicology (2)
NuFS 190	Nutrition Education and Counseling (3)
NuFS 194	Entrepreneurial Nutrition (1)
PKG 146	Packaging for Medical Devices and Pharmaceuticals (3)
PKG 156	Packaging Machinery Systems (3)
PKG 158	Protective Package Design and Testing (3)
PKG 159	Packaging Material Handling and Distribution (3)
PKG 169	Food Packaging and Preservation (3)
PKG 170	Packaging Development and Management (3)

**Table 5. Graduate courses in the Nutrition, Food Science & Packaging Department**

Please check the SJSU on-line course listings to learn when classes are offered. Not all classes are offered every semester and some are offered only once every 2 years.

<p><b>NuFS 201</b></p>	<p><u>Colloquium in Nutrition, Food Science &amp; Packaging</u> – Presentation and discussion of original research or specialized studies in nutrition, food science, and packaging by graduate students, faculty, and guest speakers. (Seminar, 1 hour) One unit. (An oral presentation of your Plan A Thesis (NuFS 299) or Plan B Project (NuFS 298) in NuFS 201 (or other designated course) is required prior to graduation)</p>
<p><b>NuFS 217</b></p>	<p><u>Issues in Nutrition, Food Science and Packaging</u> – Discussion and critical evaluation of advanced topics in the field. Pre/Corequisite: Stat 115 or HS 167; Competency in area of objective. (Seminar, 3 hours). Three units.</p>
<p><b>NuFS 219A</b></p>	<p><u>Advanced Nutrition and Metabolism</u> – Advanced seminar course in human nutrition and metabolism including: sources and interactions among dietary constituents, digestion and absorption of metabolic homeostasis in normal healthy individuals. Prerequisite: Chem 132; NufS 108A or NuFS 109 (each with a grade of “C” or better). (Seminar, 3 hours) Three units. Repeatable for credit.</p>
<p><b>NuFS 219B</b></p>	<p><u>Seminar in Advanced Topics in Human Nutrition and Dietetics</u> – Advanced seminar on selected topics in human nutrition and dietetics including: sources and interactions among dietary constituents, nutrition and disease, community nutrition, nutrition education, hunger and environmental nutrition, sustainability, and nutrition and culture, including issues of social justice. Prerequisite: Instructor consent. (Seminar, 3 hours) Three units. Repeatable for credit.</p>
<p><b>NuFS 220A</b></p>	<p><u>Advanced Clinical Nutrition</u> – Assessment and evaluation of nutritional status; diet planning in health and disease; counseling techniques; and documentation. Prerequisite: NuFS 110B. (Lecture and Activity, 3 hours) Three units.</p>
<p><b>NuFS 242</b></p>	<p><u>Advanced Foodservice Systems Management</u> – Quantitative and qualitative analyses of foodservice systems operations as basis for managerial decision-making. Prerequisite: NuFS 113. (Seminar, 3 hours) Three units.</p>
<p><b>NuFS 257</b></p>	<p><u>Biostatistics in Research</u> - Concepts in biostatistics including best practices and skills for managing, analyzing, and interpreting research data within the health profession fields.</p>
<p><b>NuFS 260</b></p>	<p><u>Multidisciplinary Health Promotion in Later Life</u> – Multidisciplinary</p>

	assessment and planning. Principles of promoting health and preventing disability in later life. Physical, psychological, social, cultural, spiritual, and environmental factors that affect length and quality of life. Prerequisites: Biol 66 or Gero 108 or instructor consent. Three units.
<b>Pkg 270</b>	<i>Packaging Design for Consumer End Use</i> . Current package design and influences on designs. Three units.
<b>NuFS 290</b>	<i>Advanced Nutrition Education</i> – Emphasis on nutrition competencies, goals/objectives, preparation and presentation of teaching-learning strategies, and evaluation. Prerequisite: Instructor consent. (Lecture and Activity, 4 hours.) Three units.
<b>NuFS 298</b>	<i>Special Studies in Nutrition, Food Science, Foodservice Management and Packaging</i> – Advanced individual research and projects. Prerequisites: Consent of graduate advisor. (Credit/No Credit grading). One to six units.
<b>NuFS 299</b>	<i>Master’s Thesis</i> – Prerequisite: Admission to candidacy for the Master’s degree in Nutritional Science. (Credit/No Credit grading.) One to six units.
<b>NuFS 295A</b>	<i>Research Methodology</i> – Introduction to scientific methodology, and research design, including refining scholarly search strategies to build a strong scientific base for research, development of research design, data collection, analysis, interpretation and application of research in nutrition, food science and packaging. Prerequisite: <i>Enrollment requires you have selected a Thesis/Project topic approved by your graduate advisor or the graduate coordinator and have completed an upper division statistics course (e.g., HS 167, Stats 115) and NuFS 217</i> . Three units.

**Department policy regarding graduate credit for upper division 100-level NuFS courses**

You are permitted to take a maximum of 15 units of upper division 100-level (undergraduate) courses that can be counted towards graduate credit assuming the following criteria are met:

- Maintain and receive a **B grade or better in the course**. B- or lower grades are NOT acceptable!
- On an approved class project, do more detailed and extensive work than that required of other students (e.g. term paper, etc.), as well as present an oral report, as appropriate.
- Submit a proposed outline of the project to the instructor who, with the Graduate Coordinator, will evaluate and approve it.
- Utilize APA format for written work or another appropriate writing format specified by your instructor.
- You are required to contract with the instructor for credit regarding your graduate program during the first 3 weeks of the semester (forms are in the NuFS Department Office).
- A written evaluation of the extra project for credit regarding your graduate program is placed in your file for future reference.
- Whether to apply for graduate credit for 100-level courses is your decision, after consulting with your graduate advisor or the Graduate Coordinator. Your graduate committee and graduate faculty will have final approval of NuFS upper division courses on the approved advancement to candidacy form submitted to GAPE (See APPENDIX 3. Petition for advancement to candidacy form.)

**Table 6. Classes that can and cannot be used towards graduate credit**

These classes cannot be used			These classes can be used		
31	111	139	104A <sup>1</sup>	118	PKG 146
101A	112	144	108A	122	PKG 156
103	115	163	108L	123	PKG 158
105	135	180	109	124	PKG 159
106A		192	110A	134	PKG 169
			110B	150	PKG 170
			113	190	
			114A	194	
			116 <sup>1</sup>		
			117		

<sup>1</sup> Foodservice Management, Nutritional Science, Nutrition Education and Gerontology only, and only one of these courses. Not approved for the GENERAL objective.

**Competency requirement for MS Students**

All graduate students are required to master lower-division coursework in **one** of the following areas: nutrition, foodservice management or packaging. Competency is important as it enables students to be successful in more advanced coursework required for the MS degree.

The standard of competency for each program objective is defined as receipt of at least a B in the following classes taken either prior to admittance to San Jose State University (SJSU), **OR** receipt of at least a B in the following classes taken at SJSU:

- For competency in nutrition science, nutrition education, gerontological nutrition and the general objective: NuFS 008 **and** NuFS 106A
- For competency in foodservice management: NuFS 111, **and** NuFS 113
- For competency in packaging: Pkg 141A **OR** Pkg 141B **and** Pkg 107

If you are accepted into the program as “**classified**,” this means that you have completed prerequisite course requirements (outlined below) for your particular graduate program objective and are assumed to be competent in lower-division coursework. RDs accepted into the program are not allowed to pursue the “general” objective. RDs will be assumed competent in NuFS 008, NuFS 106A, NuFS 111, and NuFS 113.

Students who are accepted into the program as “**conditionally classified**” are, by definition, deficient in one or more courses required for “**classified**” status. These students will likely take most of the missing courses at SJSU. However, in addition to taking courses that are missing, students must show competency (as defined previously) in each of the basic courses, highlighted in green below, that correspond to their graduate program objective. **Failure to receive at least a B in these courses, taken at SJSU, will result in dismissal from the MS program.**

**Prerequisite course requirements for each graduate program objective:**

1. **Nutrition Science and General (which is usually pursued by DPD students):**
  - \_\_\_\_\_ Biostatistics course (NuFS 257)
  - \_\_\_\_\_ General chemistry with lab (minimum 1 semester or 2 quarters)
  - \_\_\_\_\_ Organic chemistry, no lab required (1 semester or quarter)
  - \_\_\_\_\_ Biochemistry with lab, upper division (1 semester or quarter)
  - \_\_\_\_\_ Physiology with lab (1 semester or quarter)
  - \_\_\_\_\_ Microbiology (equivalent to Micro 20, includes lab)
  - \_\_\_\_\_ Basic nutrition (equivalent to NuFS 8 and NuFS 106A)
  - \_\_\_\_\_ Advanced nutrition (equivalent to NuFS 108A, 108L, and 109)
  - \_\_\_\_\_ Basic food science (equivalent to NuFS 101A and NuFS 103) (and for nutrition science 103L)
2. **Nutrition Education: Same as Nutrition Science EXCEPT:**

**Omit:** NuFS 108L Nutrition Laboratory and 103L

**Add:**

  - \_\_\_\_\_ NuFS 114A (Community Nutrition)
  - \_\_\_\_\_ NuFS 190 (Nutrition Education and Counseling)
3. **Geriatric Nutrition: Same as Nutrition Science EXCEPT:**

**Omit:**

NuFS 108L Nutrition Lab, NuFS 132L Biochem Lab and 103L Food Processing lab

**Add:**

\_\_\_\_\_ NuFS 114A (Community Nutrition) **and**  
\_\_\_\_\_ NuFS 116 (Aging & Nutrition)

4. **Foodservice/Restaurant Management:**

\_\_\_\_\_ Biostatistics course (NuFS 257)  
\_\_\_\_\_ Introductory chemistry (equivalent to Chem 30A and 30B)  
\_\_\_\_\_ Basic nutrition (equivalent to NuFS 8 **and** NuFS 106A)  
\_\_\_\_\_ Basic food science (equivalent to NuFS 101A **and** NuFS 103 but not 103L)  
\_\_\_\_\_ Foodservice management (equivalent to NuFS 111 **and** 113)

5. **Packaging:**

\_\_\_\_\_ Statistics course  
\_\_\_\_\_ Introductory chemistry (equivalent to Chem 30A and 30B)  
\_\_\_\_\_ Calculus (1 semester or quarter)\*  
\_\_\_\_\_ Physics (1 semester or quarter)\*  
\_\_\_\_\_ Principles of Packaging (equivalent to PKG 107)  
\_\_\_\_\_ Packaging Materials I: Paper, Metal and Wood Packaging (PKG 141A) **OR**  
\_\_\_\_\_ Packaging Materials II: Plastics, Composites and Glass (PKG 141B)  
\_\_\_\_\_ Food Processing (equivalent to NuFS 103 including 103L)

\*Note: Design/Business/Management Packaging students only can substitute approved design courses for physics and business courses for calculus.

**Examples:**

1. A student enters the program as “conditionally classified” and is pursuing one of the following graduate objectives: nutrition science, nutrition education, geriatric nutrition and/or general. The student has taken a class equivalent to NuFS 008 elsewhere and has received at least a B, but has not taken NuFS 106A (Lifespan nutrition.)
  - a. The student must enroll in NuFS 106A their first semester, and receive at least a B to remain in the program. Upon successful completion of NuFS 106A, student is eligible to enroll in NuFS 217 and NuFS 295.
2. A student enters the program as “classified” because he/she has completed all of the classes listed in the section above appropriate to their objective and has received at least a B in the classes (highlighted in green) required for competency in their chosen objective.
  - a. The student is assumed to be competent in the basic material required in their objective and is eligible to enroll in NuFS 217 and other upper division classes in the objective (upon consultation with the graduate advisor.)
3. A student enters the program as a registered dietitian.  
The student is assumed to be competent in nutrition and foodservice management and is eligible to enroll in NuFS 217 and other upper division classes in the objective (upon consultation with the graduate advisor.)

**Requirement for the degree: project or thesis**

All students are required to complete either a project or thesis. The major difference between a project and a thesis is NOT the research you do, but rather, the number of committee members, the format of the write-up, and meeting deadlines imposed by Graduate Studies. Both the thesis and project require students to do a thorough job with respect to their research project; however, the thesis topic may have more depth and a broader scope. Once you have chosen either Plan A or Plan B, you must organize a thesis/project committee meeting:

- For **Plan A Thesis**, two committee members must be NuFS graduate faculty, the third member can be another NuFS faculty, SJSU faculty, or a professional outside the university with whom you will work with in completing your thesis.
- For **Plan B Project**, one committee member must be NuFS graduate faculty, the second member can be another NuFS faculty, SJSU faculty, or a professional outside the university with whom you will work with in completing your project.

Whether choosing Plan A or Plan B, you should submit a preliminary written proposal of your thesis/project topic and preliminary bibliography to your committee for discussion at least one week before the meeting. Human subjects/animal care approval must be obtained before research can begin. Guidelines can be obtained from <https://www.sjsu.edu/gradstudies/irb>.

### ***Choosing a Graduate Advisor and enrolling in NuFS 295A***

While enrolled in NuFS 217 or 295, you are encouraged to select a specific faculty member to be your graduate research advisor. If the faculty member is available and willing to serve, you must make an official request (in writing) to the faculty member, asking them to serve as your advisor. If they agree to serve as your advisor, they will assume responsibilities relating to your thesis or project. After consultation with your graduate advisor and familiarizing yourself with the requirements of each, decide whether you want to pursue plan A or Plan B (see below).

### **Graduate Research Advisors**

Choosing a research advisor is an important part of your graduate school experience. There are many factors that influence selection of a research advisor including 1) your research interest; 2) the faculty member's expertise and interest; 3) the faculty member's schedule (e.g., other commitments including number of graduate students they are currently advising); and 4) your projected time-line for completing the project relative to the faculty member's ability to provide to you the time needed. One of the following full-time faculty members will serve as your primary research advisor. Advisors are not selected prior to program admittance. For more information about advisors, please see <https://www.sjsu.edu/nufspkg/faculty-staff/>.

#### **Izzie Brown, MS, RDN, CSCS, NUFSPkg Minor Advisor and Lecturer.**

Office: CCB 202, Phone: (408) 924-3373, [izzie.brown@sjsu.edu](mailto:izzie.brown@sjsu.edu)

Research interests: sports nutrition, eating disorders, body image and energy availability.

Clinical areas of expertise: cardiovascular, diabetes and psychiatric.

#### **Xi (Alex) Feng, PhD, Assistant Professor. Iowa State University, IA**

Office: CCB 109, Phone: (408) 924-3146, [xi.feng@sjsu.edu](mailto:xi.feng@sjsu.edu)

Research interests: Food chemistry, with emphasis on functional food, food flavors, food processing technologies and preservation. [https://www.researchgate.net/profile/Xi\\_Feng7](https://www.researchgate.net/profile/Xi_Feng7)

**John Gieng, PhD, Assistant Professor. Pennsylvania State University, PA**

Office: HB 131, Phone (408) 924-1277, [john.gieng@sjsu.edu](mailto:john.gieng@sjsu.edu)

Research interests: 1) health, nutrition, and production of traditional, cultural, and fermented foods; 2) nutritional value, implementation, access, and efficacy of sustainable foods and systems; and 3) efficacy of accessible tools to promote healthy behaviors.

<https://scholar.google.com/citations?user=zUzvsqEAAAAJ&hl=en&oi=ao>

**Jamie Kubota, MS, RD, Assistant Professor. San Jose State University, CA**

Office: CCB 109, Phone: (408) 924-6530, [Jamie.kubota@sjsu.edu](mailto:Jamie.kubota@sjsu.edu)

Research interests: Quantifying cooking skills/knowledge level, integration of cooking programs into nutrition education, use of targeted cultural menus in managing malnutrition.

[https://www.researchgate.net/scientific-contributions/12702105\\_Clarie\\_B\\_Hollenbeck](https://www.researchgate.net/scientific-contributions/12702105_Clarie_B_Hollenbeck)

**Xiaojing (Kate) Liu, PhD, Assistant Professor. Wuhan University of Technology, China**

Office: IS 204, Phone: (408) 924-6514, [xiaojing.liu@sjsu.edu](mailto:xiaojing.liu@sjsu.edu)

Research interests: Packaging technology and packaging materials. Recently published work includes: logistic-driven packaging design, sustainable packaging development, analysis and experiments of luffa sponge material under static compression, development of natamycin attached functional LDPE polymers and efficiency against penicillium and saccharomyces microbial genera and application of horizontal thinking to packaging position design.

**Kasuen Mauldin, PhD, RD, Associate Professor; DI Director. UC Berkeley, CA**

Office: CCB 105, Phone: (408) 924-3109, [kasuen.mauldin@sjsu.edu](mailto:kasuen.mauldin@sjsu.edu)

Research interests: nutrition intervention studies, diet and pregnancy outcomes, simulation-based teaching in dietetics education.

<https://scholar.google.com/citations?user=Wx6qzQkAAAAJ&hl=en&oi=ao>

**Giselle A.P. Pignotti. PhD, RD, Associate Professor; DPD Director. Arizona State University, AZ**

Office: CCB 107, Phone: (408) 924-3108, [giselle.pignotti@sjsu.edu](mailto:giselle.pignotti@sjsu.edu)

Research interests: community-based interventions to prevent chronic diseases, with emphasis on health disparities, diet quality, cardiometabolic diseases, and body composition.

<https://scholar.google.com/citations?hl=en&user=OUzFKTgAAAAJ>

**Edmund Tank. MS, Director of Packaging and Lecturer. San Jose State University, CA**

Office: IS 207, [edmund@westpak.com](mailto:edmund@westpak.com)

Research interests: Edmund also works full time at Westpak Inc., an industry leading product and packaging testing facility. He regularly presents research at the ISTA meetings on Distribution and Transportation stress analysis.

**Ashwini R. Wagle, EdD, RD, Professor; Department Chairperson. University of New England, ME**

Office: CCB 201, Phone: (408) 924-3110, [ashwini.wagle@sjsu.edu](mailto:ashwini.wagle@sjsu.edu)

Research interests: Foodservice management, food habits and practices of South Asian Indians. <https://scholar.google.com/citations?hl=en&user=wHg94oEAAAAJ>

**Adrienne Widaman, PhD, RD, Assistant Professor; Graduate Coordinator University of CA Davis, CA**

Office: HB 129, Phone: [adrienne.widaman@sjsu.edu](mailto:adrienne.widaman@sjsu.edu)

Research interests: Head and neck cancer, dysphagia/swallowing disorders, dietitians effectiveness in oncology care, dietary assessment methods and hospital foodservice management. <https://www.semanticscholar.org/author/Adrienne-M-Widaman/7678458>

**Fritz Yambrach, PhD, Professor; Director, Packaging Program. University of Buffalo**

Office: IS 207, Phone: (408) 924-7193, [fritz.yambrach@sjsu.edu](mailto:fritz.yambrach@sjsu.edu)

Research interests: consumer perceptions of packages, closed loop system analysis for packaging systems and healthcare package design. [https://www.researchgate.net/scientific-contributions/2086637170\\_Fritz\\_Yambrach](https://www.researchgate.net/scientific-contributions/2086637170_Fritz_Yambrach)

**IMPORTANT:** Please note that faculty members are not available during Summer/Winter breaks, except for designated advising dates indicated on registration materials.

***Enrolling in NUFS 299 units for Plan A: Master's Thesis***

If you choose the THESIS option, you will need six 299 units to graduate. These six units will be listed on your advancement to candidacy form. Your graduate advisor will help you determine the number of units you take each semester. Currently, students are advised to add four (4) 299 units with their major advisor, (spread over at least two semesters) and two (2) 299 units with their secondary advisor(s). You must follow Graduate Studies Thesis writing guidelines (<https://www.sjsu.edu/gradstudies/forms/thesisguidenew.pdf>). Note the deadline for submission of your thesis. In addition, you must follow NuFS departmental guidelines:

Your Thesis will consist of 3 chapters:

- Chapter 1 will provide a review of the pertinent literature.
- Chapter 2 will be written as a manuscript ready for submission to a journal. Therefore, you should consult your advisor as to the particular journal in which you wish to publish, following the guidelines for authors for that particular journal.
- Chapter 3 is a discussion of your findings. In particular, you should address how your results apply to the knowledge or practice of nutrition, dietetics, food science, packaging, or foodservice management, and make appropriate recommendations. It also contains a full reference list.
- Chapters 1 and 3 will be written following the guidelines of the most recent edition of the American Psychological Association (APA) and Graduate Studies unless permission is granted to do otherwise.
- Appendices will follow Graduate Studies/APA Guidelines.

***Enrolling in NUFS 298 units for Plan B: Master's Project***

If you choose the Project option, you need at least three (3) 298 units to graduate, and you will include 3 units on the advancement to candidacy form. However, the total of three (3) 298 units will be composed of: two (2) with your major graduate advisor in two (2) separate semesters and one (1) with your secondary advisor. Students whose secondary advisor is not a NuFS faculty member will take all three (3) 298 units from their graduate advisor; the number of units you take each semester with both your major and second advisor will be determined by your primary advisor. Your project write up will consist of only one (1) chapter—a manuscript for submission to an appropriate journal. See discussion of Chapter 2 above for more information.

### ***Format for Publication***

Format for publication (front pages, chapters, references) of your MS thesis or project is discussed in NuFS 217. Updated template available on Canvas page “NUFS Graduate Students”. Please contact the graduate coordinator with specific questions.

### ***Timeline for completion of Project or Thesis***

A reasonably complete rough draft of your Master’s Thesis/Project must be submitted to your advisor no later than September 15<sup>th</sup> or February 15<sup>th</sup> of the semester of anticipated graduation. For those MS students who are applying for the Dietetic Internship, the Thesis/Project draft submission date may be a few weeks earlier in the semester. The draft should include front pages, review of literature, methods, results, discussion, and references.

Frequent meetings thereafter are a necessity in order to complete the writing of the project in time to graduate that semester. **As many as 7 to 10 rewrites or more may be required.** Do not expect your advisor to sign off on your project or thesis if they only receive a draft a few weeks or a month before your intended graduation date. Graduate faculty members are typically available during Fall and Spring semesters only.

**IMPORTANT:** if applying for the internal Dietetic Internship (DI), note that you must provide a project/thesis draft 1 semester before you plan on applying to the DI. Complete all requirements specified on the Dietetic Internship flyer and online. You must complete the MS requirements, including project defense, before the internship commences. After you have completed your internship and all requirements for the MS degree, your materials are forwarded to ACEND for processing and you are eligible to take the registration exam. This may mean additional fees and a delay in graduation, and becoming a registered dietitian.

Students often underestimate the time required for a project or thesis. You should expect at least two (2), but often three (3) semesters to plan, conduct, and write up your project while at least three (3) semesters is typically required to complete a thesis. You must be continuously enrolled in NuFS 298 or 299 until you complete your MS project or thesis, even if units exceed the minimum amount required (e.g. 3 units NuFS 298/6 units NuFS 299). If you feel that completing the project/thesis will delay starting the dietetic internship, please contact the DI director.

### **Other requirements for the degree**

**Oral examination defense:** You are required to pass a final comprehensive oral exam which will include a defense of your Thesis or Project and questioning by your committee members. It is your responsibility to schedule your oral exam (date, time, room) after obtaining approval from your faculty advisor. If you are submitting a thesis, you should schedule your exam in early March or early October of the semester in which you plan to graduate in order to meet the deadline established by Graduate Studies. Oral exams must be scheduled during the academic semester (not during winter or summer sessions). The oral examination defense is closed to the public and is only attended by the graduate student and the committee members.

During the oral exam, you will be expected to make a 10-minute formal presentation of your MS project or a 20-minute presentation of your Thesis; answer specific questions; clarify content/questions on your paper (page-by-page); and respond to additional questions on material related to your project or Thesis (which could include material from courses, the literature, speakers, current events, etc.).

Before taking your oral exam, please provide to your faculty advisor an acceptable thesis/project draft. After consultation with your advisor, please also provide copies of your draft to other committee members. This approved draft must be provided to committee members 2-3 weeks prior to scheduling your exam. You must make necessary revisions to the draft and resubmit a copy to committee members as soon as possible prior to the comprehensive exam. Make sure to leave sufficient time for additional revisions, another meeting with your committee (if necessary), and editing of the final copy for faculty signatures on your final bound copy in order to meet deadlines. Thesis deadlines are posted on the GAPE website; for projects, the deadline is the last day of the fall or spring semester. Graduate studies and the Graduate Coordinator will reject a thesis with numerous errors, and students will need to postpone their graduation until errors are corrected.

**Poster and abstract:** You are required to prepare an abstract and poster according to guidelines described in NuFS 217. All materials should be submitted to the Canvas page “NUFS Graduate Students” to accompany the submission of your Plan A Thesis or Plan B Project. Each year posters prepared by students and faculty are presented at an annual poster session at a professional meeting.

#### *Department’s guidelines on abstract/poster*

- The title of abstract/poster should include the student’s name as first author, graduate advisor as second author, followed by other committee members.
- The title of abstract/poster should include the Department of Nutrition, Food Science & Packaging, San Jose State University as the supporting institution. Institutions associated with other committee members should also be listed.
- Presentation of poster should include visuals and appropriate spacing and layout to facilitate comprehension and appeal to observers (e.g. drawings, photos, tables, figures). Present draft of poster at defense of project or thesis.
- Removal of all RP (report in progress) grades for Project or Thesis (NuFS 298 or 299) will not be changed to CR (credit) until your poster is submitted and approved by your advisor.

### **Requirement for the degree: submission of thesis or project**

Submit a copy of the approved and signed signature page to the Graduate Coordinator. For Plan A, Thesis, velo-bind (navy blue or black vinyl for the back cover, and a clear front page cover) your Thesis and provide one copy to the Department and one to your graduate advisor. Submit a bound copy (copies) to all committee members. Follow instructions on the graduate studies website for submission of Thesis as requirements are for an electronic copy. For Plan B, Project, velo-bind (navy blue or black vinyl for the back cover, and a clear front page cover) and submit one copy to the Department and one to your graduate advisor. Submit a velo-bound copy (copies) to other committee members if requested. Projects/theses that are not bound per these directions, and not formatted correctly will be rejected.

### **Application for award of the MS degree**

It is your responsibility to file the application for the award of the degree. File your application early in February or September with GAPE the semester you want to graduate through self-service in your [MySJSU account](#). Please note that you must have an approved Departmental Request for Candidacy form on file before you apply to graduate.

### **Culminating experience form**

The graduate coordinator is the only person allowed to submit the culminating experience form. Please make sure to submit all required documents on Canvas “NUFS Graduate Students” so she/he will submit the required form to GAPE. Don’t forget to remind all professors who have given you a(n) RP in 298 or 299 to file change of grade forms.

### **Special requirements for the MS, RD degree**

The department also works with students who are interested in becoming a Registered Dietitian in addition to obtaining their MS degree. Application to a dietetic internship requires completion of the Didactic Program in Dietetics (DPD) coursework. Please see Dr. Giselle Pignotti (DPD Director) as soon as possible **after admission** to have your transcripts evaluated to determine which dietetic courses you need to take. (Transcripts of students applying to the program, who are not admitted, are not reviewed.) If you already have a DPD from another college/university, please see the DI Director, Dr. Mauldin, to determine which additional undergraduate courses you may need to complete prior to applying to the SJSU (Internal) Dietetic Internship. The SJSU DI requires a minimum DPD course grade point average to be eligible. See the [DI frequently asked question](#) webpage. (No additional classes are required if you are planning on applying to an external internship.) If you are completing the DPD at SJSU, at least a portion of the courses needed to fulfill required courses mandated by the Academy of Nutrition and Dietetics can include those used toward the Master’s in Nutritional Science. These would be some of the 15 credits already noted, and includes 100-level courses you can take to earn graduate credit. Your advisor will direct your choice of courses for your graduate program. (See suggested plan below—note students will most likely enter the program with many of the pre-requisites and thus, this is just a general advising plan that will require revisions depending on what classes you have already taken.)

NOTE: application to the SJSU (internal) dietetic internship program requires that you provide a draft of your thesis/project, approved by your graduate advisor, and it must be submitted **1 semester before you apply to the internship program (in February or September)**. This means that your thesis/project defense should be completed before starting your internship. More information can be found in the [Dietetic Internship brochure](#) and [DI Frequently Asked Question webpage](#). **Failure to complete these steps will cause you to be ineligible to apply to the SJSU dietetic internship and payment of additional fees.**

[Dietetic Internship \(DI\)](#) – The DI is a supervised professional field experience and fulfills the ACEND requirements to take the Registered Dietitian examination. SJSU Master students who complete the DPD courses are eligible to apply to the SJSU internal DI or external DI. To find the complete list of requirements to apply to the SJSU DI, please see the [DI website](#). In summary, to qualify to **apply** to the SJSU DI, you will need to have a 3.2 GPA in DPD courses, pass all DI content exams, and complete additional classes and application instructions. Check [website](#) for prerequisites and application instructions. (Note, these DI required units DO NOT count toward the 30-unit graduation requirement. Please be aware that there is no guarantee that you will be accepted into the SJSU DI. However, there is less competition because you are only competing against SJSU undergraduate and graduate students. If you are placed in the SJSU DI you will be required to enroll in at least 18 SJSU units over 2 semesters.) If you have specific questions about the DI content exams, please see the DI Content Exam course page on Canvas.

**Suggested Plan for MS Degree Nutritional Science  
Plus Dietetic Coursework, Plus SJSU Internal Dietetic Internship  
For students with BS in Major Other than Nutrition  
Meets requirements for the DIDACTIC PROGRAM IN DIETETICS (DPD) <sup>1</sup>**

Fall <sup>2</sup>	Units	Spring <sup>2</sup>	Units
Chem 1A General Chem	5	Chem 30B Organic Chemistry	3
NuFS 008 Nutr for Health Prof	3	Psyc 1 General Psychology	3
Bio 66 Physiology	5	Micr 20 Gen. Bacteriology	5
		Stat 95, or HS 67	3
	13		14

Fall	Units	Spring	Units
NuFS 201 Colloquium in NuFS/Pkg	3	NuFS 257 Biostats in Research	3
NuFS 101A Food Science	4	NuFS 295A Research Methodology	3
NuFS 103 Food Processing/Pkg I	2	NuFS 104A or 135	3
NuFS 106A Human Nutr Life Span	3	NuFS 108A <sup>3</sup> Nutr Metabolism	1
Chem 132 Biochemistry	4	NuFS 111 Foodserv Prod Mgmt	3
		Chem 132L Biochem Lab	1
	16		16

Fall	Units	Spring	Units
NuFS 217 Issues in Nutr, FS & Pkg	3	NuFS 110B <sup>3</sup> Medical Nutr Therapy	3
NuFS 109 <sup>3</sup> Advanced Nutr	3	NuFS 114A <sup>3</sup> Community Nutr	3
NuFS 110A <sup>3</sup> Medical Nutr Therapy	3	NuFS 190 <sup>3</sup> Nutr Ed & Counseling	3
NuFS 113 <sup>3</sup> Foodserv Sys: Mgmt & Proc	3	NuFS 298 Special Studies	1
	12		10

Fall	Units	Spring	Units
NuFS 219A, 219B or 242 Adv. Nutr Metab or Adv Foodserv Mgmt	3	NuFS 280A Dietetic Internship 12 units for first semester of DI	3
NuFS 220A <sup>4</sup> Advanced MNT	3	NuFS 280A (6 more units) during winter or summer to complete DI (may be taken as special sessions)	
NuFS 280A <sup>5</sup> DI Application	1		
NuFS 298 Special Studies	2		
	9		

<sup>1</sup>Accreditation by the Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

<sup>2</sup>Prerequisite courses should be completed before applying to the MS program

<sup>3</sup>Approved 100-level courses that can be used for graduate credit by completing an extra project/presentation.

<sup>4</sup>Required for students applying to the DI program at SJSU

<sup>5</sup>Dietetics work/volunteer experience completed (450 hours total of which 225 hours are in hospital); **completed draft of MS project due at time of application if student has entered program with their DPD.**

## Chapter 5. Progression Through the Degree Checklist

The following checklist helps track your progression through the degree.

- 1. Select Graduate Program Objective (See: [Table 3: Graduate Program Objectives](#))
- 2. Complete all appropriate prerequisite requirements for your Graduate Program Objectives (See: [APPENDIX 1. Student Tracking form](#))
- 3. Complete NuFS 217 with a grade of at least a C.
- 4. Have a cumulative grade point average of a "B" (3.0) in all courses taken as a graduate student (lower division courses are not included in this calculation).
- 5. Advance to candidacy (See: [APPENDIX 2. Candidacy form](#); must maintain a 3.0 average)
- 6. Select Plan A or Plan B, choose a Graduate Research Advisor, provide your advisor with (See: [Choosing a graduate advisor](#))
- 7. Complete Project of Thesis
- 8. File for graduation
- 9. Prepare an abstract and poster for display at a local or state meeting
- 10. Defend your thesis/project
- 11. Submit your Project to the Department or Thesis to GS&R and the Department.
- 12. Celebrate!

### Change of Graduate Status

Graduate status can be changed from “conditionally classified” to “classified”. Students may request a change of status according to the following guidelines:

#### Change from conditionally classified to classified when you:

- Complete all pre-requisite classes required for your graduate objective (See: [APPENDIX 1. Student Tracking form](#))
- Receive and maintain a 3.0 GPA or better;
- Complete the Writing Requirement (NuFS 217) with a grade of at least C.
- This is done at the same time as your candidacy petition

### Advancement to candidacy for the MS degree

Advancement to Candidacy for the MS Degree means that you are nearing the completion of all requirements for award of the MS Degree in Nutritional Science. To be admitted to candidacy, you must:

- Attain the classified graduate status. This can be done at the same time as your candidacy petition.
- Receive at least a 3.0 average in all classes listed on your candidacy form
- Show competency in written English by receiving at least a C in NuFS 217
- Select a graduate advisor and a thesis/project problem as outlined above
- Select and meet with your Plan A Thesis Committee (minimum 3 members) or Plan B Project Committee (minimum 2 members) to discuss your thesis or project
-

# Appendices

## APPENDIX 1. Student tracking form

Guidelines regarding change of status from Conditionally Classified to Classified standing for each Graduate Program Objective:

1. **Nutrition Science and General (which is usually pursued by DPD students):**
  - \_\_\_\_\_ Statistics course (NuFS 257)
  - \_\_\_\_\_ General chemistry with lab (minimum 1 semester or 2 quarters)
  - \_\_\_\_\_ Organic chemistry, no lab required (1 semester or quarter)
  - \_\_\_\_\_ Biochemistry with lab, upper division (1 semester or quarter)
  - \_\_\_\_\_ Physiology with lab (1 semester or quarter)
  - \_\_\_\_\_ Microbiology (equivalent to Micro 20)
  - \_\_\_\_\_ Basic nutrition (equivalent to NuFS 8 and NuFS 106A)
  - \_\_\_\_\_ Advanced nutrition (equivalent to NuFS 108A, 108L, and 109)
  - \_\_\_\_\_ Basic food science (equivalent to NuFS 101A and NuFS 103) (for nutrition science 103L)
  
2. **Nutrition Education: Same as Nutrition Science EXCEPT:**
  - Omit: NuFS 108L (Nutrition Laboratory) and 103L (Food Processing Lab)
  - Add:
    - \_\_\_\_\_ NuFS 114A (Community Nutrition) and
    - \_\_\_\_\_ NuFS 190 (Nutrition Education and Counseling)
  
3. **Gerontological Nutrition: Same as Nutrition Science EXCEPT:**
  - Omit: NuFS 108L (Nutrition Lab) and NuFS 132L (Biochem Lab) and 103L (Food Processing Lab)
  - Add:
    - \_\_\_\_\_ NuFS 114A (Community Nutrition) and
    - \_\_\_\_\_ NuFS 116 (Aging & Nutrition)
  
4. **Foodservice/Restaurant Management:**
  - \_\_\_\_\_ Statistics course (NuFS 257)
  - \_\_\_\_\_ Introductory chemistry (equivalent to Chem 30A and 30B)
  - \_\_\_\_\_ Basic nutrition (equivalent to NuFS 8 and NuFS 106A)
  - \_\_\_\_\_ Basic food science (equivalent to NuFS 101A and NuFS 103 but not 103L)
  - \_\_\_\_\_ Foodservice management (equivalent to NuFS 111 and 113)
  
5. **Packaging:**
  - \_\_\_\_\_ Statistics course (NuFS 257)
  - \_\_\_\_\_ Introductory chemistry (equivalent to Chem 30A and 30B)
  - \_\_\_\_\_ Calculus (1 semester or quarter)\*
  - \_\_\_\_\_ Physics (1 semester or quarter)\*
  - \_\_\_\_\_ Principles of Packaging (equivalent to PKG 107)
  - \_\_\_\_\_ Packaging Materials I: Paper, Metal and Wood Packaging (PKG 141A) OR Packaging Materials II: Plastics, Composites and Glass (PKG 141B)
  - \_\_\_\_\_ Food Processing (equivalent to NuFS 103 including 103L)

\*Note: Design/Business/Management Packaging students only can substitute approved design courses for physics and business courses for calculus.



### APPENDIX 3. Graduate student checklist

San Jose State University  
Department of Nutrition, Food Science & Packaging

Name: \_\_\_\_\_ Admission Date: \_\_\_\_\_  
 Undergraduate Degree: \_\_\_\_\_ from University: \_\_\_\_\_  
 Graduate Degree: \_\_\_\_\_ from University: \_\_\_\_\_ (write N/A if not applicable)

Graduate Standing:	Date	Concentration (check)	
Candidate		Nutrition Science <input type="checkbox"/>	<b>DI student:</b>
Classified		Nutrition Education <input type="checkbox"/>	Yes <input type="checkbox"/>
Conditionally Classified*		Foodservice Mgmt <input type="checkbox"/>	No <input type="checkbox"/>
		Gerontological Nutr. <input type="checkbox"/>	<b>RD</b>
		Packaging <input type="checkbox"/>	Yes <input type="checkbox"/>
		General <input type="checkbox"/>	No <input type="checkbox"/>

\*If admitted conditionally classified, attach and email tracking form.

Graduate Writing Requirement (NuFS 217): Semester Taken \_\_\_\_\_ Grade \_\_\_\_\_

Please attach SJSU student transcript to this form for Advisor Review  
 Graduate Committee Members: Indicate Major Advisor First and with \*

Plan A\*  Plan B\*\*

\* requires two (2) tenure track NuFS faculty members

\*\* requires two committee members, one full time NuFS faculty member

**APPENDIX 4. Poster form**

**Instructions:** The abstract should include title, authors [with professional credentials] and sites.

<p><b>Dept. ONLY: Check in (date/initial)</b></p>
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DEPARTMENT OF NUTRITION, FOOD SCIENCE & PACKAGING

**POSTER: (choose one) DI, Master's Project or Thesis**

<b>NAME</b>	
<b>DI/Master's (circle one)</b>	
<b>TITLE</b>	
<b>All Authors on the Project/Thesis or Site Supervisor(s) and SJSU Faculty Preceptor</b>	
<b>DATE (Semester/Year)</b>	
<b>SITE (DI)</b>	
<b><u>DEPARTMENT USE ONLY</u></b>	
<b>Date Poster was Shown:</b>	

## APPENDIX 5. Frequently Asked Questions About the Master's Program

1. **Aside from the application, what other support documents are required?** The application process and all required support documents are described in the graduate handbook.
2. **How do I verify if the support documents have been received?** Your application status will be indicated on MySJSU.
3. **Is the GRE required?** The GRE is required for admission to the MS Nutritional Science program (p. 7).
4. **How soon will I hear about the acceptance decision?** 10-12 weeks from the support document deadline.
5. **Are there prerequisites for courses and do I need to complete them before applying?** Yes, there are prerequisites. Please see the course catalogue for these prerequisites. Because of the difficulty of taking undergraduate support courses (outside the NUFS department at SJSU), all students are strongly advised to complete prerequisite classes prior to enrolling. Consult with a student advisor regarding which prerequisites are required prior to admission.
6. **What if I have a bachelor's degree that is NOT in nutrition, and would like to pursue the MS degree or the MS and RD?** You are not required to have a bachelor's degree in Nutrition to apply to the MS program. However, students who do not have enough support courses typically will not be accepted (see #5 above). Please see the Advising Form for this option on page 25 of this handbook.
7. **How do I complete the DPD (Didactic Program in Dietetics) Transcript Evaluation?** At SJSU, the DPD program and the Dietetic Internship are only available to students enrolled in the BS or the MS in Nutritional Science programs. DPD transcript evaluation instructions are available at: <https://www.sjsu.edu/nufspkg/programs/dpd/index.html>
8. **How long will it take to complete the MS and RD?** Please see the advising forms (#6 above). If you do not have support classes it can take 4-5 years. With support courses the MS degree can be obtained in 2-3 years. If you are also considering receiving your DPD verification from SJSU, this may add another year to the program.
9. **How do I become a Registered Dietitian? What are the general steps?** Visit this link: <https://www.sjsu.edu/nufspkg/programs/bs-nutritional-science/bs-nutritional-science-dietetics/rd-rdn/index.html>. Generally, you can become an RD with a BS or MS degree in Nutritional Science. You are required to complete the DPD (Didactic Program in Dietetics) courses, apply for the internal or external internship, complete the internship which is 7-12 months long, and finally, pass the RD exam through the Academy of Nutrition and Dietetics (AND). If you are applying to the SJSU internal DI, you will also need to complete 450 hours of volunteer/or paid work experience in dietetics and to pass all of DI content exams before applying. If you enter SJSU with a DPD verification from another university, you can apply to the SJSU internal program or to an external program.