GUIDE FOR GRADUATE STUDENTS

MS DEGREE PROGRAM in NUTRITIONAL SCIENCES
Department of Human Nutrition, Food and Animal Sciences
UNIVERSITY OF HAWAI’I AT MANOA

A. General

The information included here is intended to clarify and supplement Graduate Education guidelines listed in the University Catalog (http://www.catalog.hawaii.edu/default.htm). Information in this guide may not be current, see the graduate chair for current information.

It is the responsibility of graduate students to know and observe all regulations and procedures described in the University of Hawaii Catalog and to meet all required deadlines set forth in the University Calendar. It should be understood that satisfactory progress in a program includes maintaining academic standards and timely progress towards meeting degree requirements. Failure to maintain satisfactory progress may result in termination of enrollment in the graduate program. Required student progress forms and other degree-related forms can be obtained from the Graduate Division (Spalding Hall 352, or at http://www.hawaii.edu/graduate/download/list.htm) except the Plan B Progress Report form, which can be obtained from the chair of the HNFAS Graduate Program. These forms are used to document progress through the MS program and are described in the sections below. There are three required forms for Plan A (Forms I, II, and III) that must be submitted to the Graduate Records Office in Spalding 352. For Plan B, only one Progress Report Form is used, and is submitted to the HNFAS Graduate Chair.

B. Overview of MS Plan A and Plan B Degree Options and Research Projects

There are two degree options, Plan A (thesis) or Plan B (non-thesis). Because the MS in Nutritional Sciences is a research-based program, students are generally expected to follow Plan A. Permission from the student’s advisor and Graduate Chairperson must be obtained to follow Plan B. Plan B is focused more on coursework and less on research and is appropriate only for students who do not plan on an advanced degree or a career that involves research. Requirements common to both options are described in sections C and D below. Requirements specific to each option are given under sections E and F.

Regardless of option followed, all students are required to complete a research project and written report in a timely manner. The research project will be directed by a Nutritional Sciences Graduate Faculty advisor approved by the Graduate Chairperson. It is the student’s responsibility to develop a research plan with their advisor. Students should clarify with their advisor if they will participate in a thesis project (Plan A) or scholarly research report (Plan B) as soon as possible in their program.

C. Course Requirements common to both Plan A and Plan B

Upon entering the department the student should meet with the Chair of the Graduate Program who will provide an orientation to the MS program and serve as the student's interim advisor if one has not already been assigned. Prior to registration for the first semester of study, the student will meet with his or her advisor for a preliminary conference to determine if there are any undergraduate deficiencies and to discuss the students program of study. A total program of course work that meets the requirements for the MS degree should be discussed.

In addition to courses needed to overcome undergraduate deficiencies and required graduate courses, students may be required to complete elective courses in microbiology, physiology, biochemistry,
statistics, public health or other related fields of study depending on the student’s background and interests. These courses will be selected in consultation with his or her advisor with the main considerations being the ultimate research and career objectives of the student and fulfillment of credit requirements for the Master’s degree.

**Required Courses:** All students are required to take: FSHN 681 - Seminar in Nutritional Sciences during four semesters of their graduate program (two semesters for credit, other semesters as credit/no credit), FSHN 601 (2 Cr), FSHN 685 (3 Cr) or FSHN 784 (3 Cr), FSHN 689 (3 Cr), and 3 credits in statistics at the 400 level or above (**these requirements can change, see the graduate chairman for current requirements**). All students must also take at least one course from the list of approved nutrition electives (see program website for current list). The total credit requirements of Plan A (thesis) and Plan B (non-thesis) are given in sections E and F below.

D. **Candidacy Exam (common to both Plan A and Plan B)**

An oral candidacy examination is given near the completion of the student’s first year of course work and no later than the semester prior to graduation. The purpose of the exam is to evaluate the student’s basic knowledge in food and nutrition science and their ability to pursue advanced work toward the Master’s degree. The examination enables the student and advisor to plan a program that will overcome any deficiencies in the student’s background, if present, and foster professional development and success in the remainder of the student's MS program. The examination is conducted by a committee made up of at least three members of the Nutritional Sciences graduate faculty. The committee is chosen by the student in consultation with their advisor and approved by the graduate program chairperson. The committee members should reflect the breadth of the field of study (Nutritional Sciences). A majority of the committee members must agree that the student has demonstrated sufficient knowledge and abilities to pursue master’s level work and research in the field, otherwise the student fails. A student passing the exam may, however, be asked to participate in coursework or other projects deemed necessary by the exam committee to help strengthen weaknesses in the student’s background revealed in the exam. The student’s advisor should also attend the exam, but does not ask questions or vote in the evaluation process. The advisors role is to support the student, insure fairness, and participate in discussions about how to overcome any deficiencies detected during the exam. A student failing such an examination may repeat it once upon petition approved by the graduate chair and the Dean of the Graduate Division. The second examination should be taken no sooner than one month or later than three months after the first examination. Continuation of graduate study will depend upon successful completion of the examination. Appeal of the committee’s decision may be filed following the Academic Grievance procedures outlined in the Graduate Division Manual. Upon passing the examination, the student is admitted to candidacy (Plan A students submit Graduate Division Form I; Plan B completes Progress Report Form and notifies Grad Chair of exam results).

E. **Plan A (Thesis) Requirements** (also refer to C and D above).

1. **Courses** All Plan A students must complete a minimum of 30 credits including 10 credits of FSHN 700 (thesis research), 2 credits of FSHN 699 (directed reading and research) and 18 credits of coursework. These 18 credits of coursework must include the required courses listed above in section C, and consist of at least 12 credits at the 600 level or above (excluding FSHN 699 and Thesis 700). The remaining credits can be at the 400 level or above. Only course work related to the field of nutritional sciences will be applied to the MS degree credit requirements. Elective courses should be selected in consultation with the student's advisor. Generally, electives will be selected to aid the student's specific plan of study. At least one credit of FSHN 700 or 700F (to meet full time requirements for foreign students) must be taken in the semester of graduation. A student must have submitted Form II, indicating committee approval of the thesis topic, to register for FSHN 700 (prior to this, thesis research can be taken as FSHN 699 and converted at graduation to FSHN 700). An example course of study for Plan A is shown on page 7 of this Guide.
2. **Thesis Committee** After passing the candidacy exam, the student must select a thesis committee chairman (usually the student’s graduate advisor) and a thesis committee *(recorded on Plan A Form II)*. This selection is done in conjunction with the student’s advisor and graduate chairperson. The committee must consist of at least 3 graduate faculty members (including the thesis committee chair) a majority of whom must come from the Nutritional Sciences Graduate Faculty. The chair of the thesis committee is primarily responsible for directing and guiding the research and writing, but the student has the responsibility to keep all committee members informed of the scope and progress of the research and thesis, and solicit input when appropriate. The thesis committee will conduct the final examination.

3. **Thesis** A thesis comprising original work must be submitted to the members of the thesis committee at least 2 weeks prior to the final examination. The student must follow Graduate Division Guidelines for general format and binding of the thesis. The Nutritional Sciences MS program has no formal requirements for content or style. Students should consult with their thesis advisor about the style of their thesis. Often the style chosen conforms to the major professional journals in the student's discipline. The thesis should not be bound until completion of the thesis examination. After completion of the thesis defense and approval of the final copy of the thesis by the student’s committee (via signing the thesis title page), one clean copy of the thesis must be given to the Graduate Division and one to the HNFAS department. Fees for binding and graduation must be paid before the Graduate Division will accept the thesis.

4. **Final Examination (Thesis Defence)** All Plan A students are required to give a final oral presentation of their thesis (30-45 minutes in length). After the oral presentation, the thesis committee will conduct an examination to judge if the content of the thesis and the student’s ability to defend it meet expectations of depth and quality at the MS level. The exam is open to all members of the graduate faculty. A majority of the thesis committee including the thesis chairperson must vote “pass” otherwise the student fails. The final exam may be repeated once upon approval by the Graduate Chair and the Dean of the Graduate Division. Students who fail a second exam are dropped from the program. Appeals may be filed following procedures outlined in the Graduate Division Manual. The results of the thesis defense/final exam are reported on **Plan A, Form III**.

5. **Committee Approval of Thesis in Final Revised Form** The thesis committee must approve the thesis in its final form after any revisions have been made following the final exam. Approval of the thesis is given when the committee signs the thesis signature page.

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**F. Plan B (Non-thesis) Requirements** *(also refer to C and D above)*.

1. **Forms** All aspects of the student’s progress should be documented by the student and faculty advisor using the **Plan B Progress Report Form** available from the Graduate Chair. Permission to follow Plan B must be obtained from the graduate chair and faculty advisor.

2. **Courses** A minimum of 30 credits is required including 18 credits of coursework at the 600 level or above (excluding 699) and a maximum of 6-9 credits of FSHN 699. The remaining credits must be coursework at the 400 level or above. The coursework credits must include the required courses listed above in Section C. More than 9 credits in FSHN 699 may be taken, but a maximum of 9 can be applied to meet degree credit requirements. FSHN 700 (thesis research) is **not** taken. Elective courses should be chosen in consultation with the student’s Plan B advisor and only course work related to the graduate program can be applied.
to the MS degree. Upon completion of all required coursework, Master’s Studies FSHN 500 may be taken to meet full time registration requirements.

3. Scholarly Research Report and Final Examination. The faculty advisor is primarily responsible for directing and guiding the student's research and writing activities. The faculty advisor and student may select one or more graduate faculty members as Program Committee members to assist with the student's research project or scholarly activities. A Final Examination Committee consisting of the faculty advisor and at least two other graduate faculty members must be selected to evaluate the student’s scholarly research report. A majority of the examination committee must come from the Nutritional Sciences graduate faculty. It is the student’s responsibility to select the Examination Committee in consultation with their advisor. The committee will be responsible for conducting the final examination based on the work conducted in FSHN 699 - Directed Reading and Research. Upon completion of the student's FSHN 699 project, the student will present a seminar and written report to the Final Examination Committee. The seminar will be open to all faculty and students. A majority of the Examination Committee must approve the final seminar and scholarly written report, otherwise the student fails (record exam results on Plan B Progress Report Form and submit to Graduate Chair). The final exam may be repeated only once upon approval of the Graduate Chair and the Dean of the Graduate Division. Appeals may be filed following procedures outlined in the Graduate Division Manual.

G. Other Requirements for Graduation (Graduate Student Instructional Experience)

All graduate students are required to have one semester of teaching experience in order to meet graduation requirements. Students who are not paid TAs need to schedule the instructional experience equivalent to about 6 hr/week with any participating graduate faculty member during any semester of their choice. A memo from the participating faculty evaluating the performance of the student as satisfactory or unsatisfactory should be forwarded to the Graduate Chair upon completion of the experience. Unsatisfactory performance does not fulfill graduation requirements and the instructional experience must be repeated. Specific guidelines for the instructional experience are available from the Graduate Chairperson.

H. Research Assistantships (RA)

1. Stipends are available based on availability of grant funds from individual faculty. They usually require up to 20 hours of work per week in return for a salary and a tuition waiver. The work is intended to be in addition to the thesis research, although arrangements can often be made to relate this work to the student’s research.

2. Working hours are not rigid with RAs, and their work may require evenings and weekends. Students on half-time RAs (20 hours of work per week) are expected to carry 6 to 9 credits per semester and any ELI (English Language Institute) course is counted as part of the 6 to 9 credits.

3. Students supported by Graduate Research Assistantships are allowed one month of vacation, the timing of which is to be agreed upon by the student and the advisor.

I. Teaching Assistantships (TAs) and Merit Partial-Tuition Waivers (TWs)

A limited number of Teaching Assistantships and Merit Partial-Tuition Waivers are awarded by the HNFAS Department on a semester by semester basis. Students should contact the Department Chair for information on how to apply for TA positions, and the graduate chair for TW applications. TA stipends are usually paid for up to 20 hours of work per week and include a tuition waiver. The HNFAS Department Chair will make course assignments each semester. TA's will be given specific tasks by the instructors of the courses they are assigned to. Students on half-time TAs are expected
to carry 6 to 9 credits per semester and any ELI (English Language Institute) course is counted as part of the 6 to 9 credits. TWs cover only a portion of the student's tuition and the student must carry at least 8 degree-related credits to be eligible for an award.

J. General Facilities

The Graduate Program Chair and offices of departmental faculty are located in the Agricultural Sciences III Building on the third floor. Classrooms and modern research laboratories are located on the second and third floors, including a test kitchen, sensory evaluation laboratory and focus group research facilities with a one-way mirror. Thermal processing and grinding facilities are found on the first floor. The Human Nutrition, Food and Animal Sciences Departmental office is located on the second floor (room 216).

Summary of Required Elements of the Program

1. Introductory meeting with Chair of Graduate Program and advisor to plan course work and define any deficiencies (Optional: may be recorded on Plan A, Form I; Plan B, Progress Report Form for documentation).

2. Meet coursework requirements and instructional experience requirement (submit evaluation memo for instructional experience to graduate chair).


5. Pass Final Examination on research project (Submit Plan A, Form III; Plan B, Progress Report Form).


Note: Students need to notify the Graduate Records Office and apply for graduation during the first 3 weeks of the semester they intend to graduate. Also, students must be registered for at least one credit during the semester they intend to graduate.
Graduate Faculty

MS Degree Program in Nutritional Sciences
Education, Research Interests, and Contact Information

Program Graduate Faculty:

J. Carpenter, PhD. (1976, Cornell University) - Protein and Fiber Utilization: cjim@hawaii.edu, phone: 808-956-8393

J. Dobbs, PhD. (1983, UC Davis) – Food Composition and Health Education: dobbs@hawaii.edu, phone: 808-956-3545

D. Dooley, PhD. (1988, University of Wisconsin-Madison) - Diet and Behavior, Nutrition Education: dian@hawaii.edu, phone: 808-956-7021

M.A. Dunn, PhD. (1985, Pennsylvania State University) - Nutritional Biochemistry, Mineral metabolism, Aluminum toxicity: mdunn@hawaii.edu, phone: 808-956-3837


A.S. Huang, PhD. (1985, University of Wisconsin-Madison) - Food and Carbohydrate Chemistry, Taro Processing: huang@hawaii.edu, phone: 808-956-3840

W.I. Iwaoka, PhD. (1972, University of Illinois) - Food Chemistry, Food Safety: iwaoka@hawaii.edu, phone: 808-956-6456

Y.S. Kim, PhD. (1988, UC Davis) – Muscle Biology, Regulation of Growth and Muscle Mass: ykim@hawaii.edu, phone: 808-956-8335

Y. Li, PhD. (2004, Univ. Missouri) – Food microbiology, Food safety and probiotics. liyong@hawaii.edu, phone: 808-956-6408

R. Novotny, RD, PhD. (1986, Cornell University) - Community and global nutrition, Anthropometric assessment, Nutritional epidemiology: novotny@hawaii.edu, phone: 808-956-3848

A.C. Shovic, RD, PhD. (1982, Washington State University) - Dietetics, Wellness: shovic@hawaii.edu, phone: 808-956-3847

C.A. Titchenal, PhD. (1986, UC Davis) - Sports Nutrition, Energy Balance: titch@hawaii.edu, phone: 808-956-7411

P. A. Tschida, MPH, DrPH. (1986, U. Minnesota; 2004, Johns Hopkins) - Public health/Community nutrition, tschida@hawaii.edu, phone:808-956-8961

C.W. Weems, PhD. (1975, West Virginia University) - Reproductive Endocrinology, Steroids: weems@hawaii.edu, phone:808-956-8337

J. Yang, PhD. (1999, University of Alberta, Canada)- Molecular Biology of Growth, Animal Cloning: jinzeng@hawaii.edu, phone: 808-956-6073

Cooperating Graduate Faculty:

M. J. Berry, PhD. (1986, UC Santa Barbara) - Selenoproteins; Antioxidants and human disease.
JABSOM, Dept. of Cell and Molecular Biology: mberry@hawaii.edu, phone: 808-956-5811

J.J. Buzanoski, MD, MPH, (1989, Georg-Austin U, Germany; 2000, University of Hawaii) – Geriatric Medicine; JABSOM, Hawaii State Hospital: buzmdinne@aol.com

A. Franke, PhD. (1985, Freiburg, Germany) - Analytical Chemistry, Lab Assessment, Phytochemicals; Cancer Research Center of Hawaii: adrian@crch.hawaii.edu, phone: 808-586-3008

J. Grove, PhD (1969, University of Hawaii) – Biostatistics/Epidemiology; JABSOM/Public Health Sciences: igrove@hawaii.edu; phone: 808-956-5742

R. Hetzler, PhD. (1988, Southern Illinois) - Exercise Physiology, Sport Nutrition; Department of Kinesiology and Leisure Sciences: hetzler@hawaii.edu, phone: 808-956-3802

D. Jenkins, PhD. (2001, UC Davis) – Bioengineering; CTAHR, Molecular Biosciences and Bioengineering: danielje@hawaii.edu

L. LeMarchand, MD, MPH, PhD. (1980, de Rennes, France; 1983 and 1987, University of Hawaii)- Nutritional Epidemiology, Genetic Markers; Cancer Research Center of Hawaii: loic@crch.hawaii.edu, phone: 808-586-2987

G. Maskarinec, MD, MPH, PhD. (1979, Albert Ludwigs-uni-Freiburg, Germany; 1989 and 1996, University of Hawaii) – Nutritional Epidemiology, Soy, Hormones and Cancer; Cancer Research Center of Hawaii: gertraud@crch.hawaii.edu, phone: 808-586-3078

S. Murphy, RD, PhD. (1984, UC Berkeley) - Diet Assessment, Community Nutrition; Cancer Research Center of Hawaii: suzanne@crch.hawaii.edu, phone: 808-586-2988

P. V. Nerurkar, PhD (1990, Bombay University, India) -Medical biochemistry, CTAHR, Dept Molecular Biosciences and Bioengineering: pratibha@hawaii.edu, phone: 808-956-9195.

C.R. Nigg, PhD. (1999, University of Rhode Island) – Exercise behavior; JABSOM, School of Public Health Sciences: cnigg@hawaii.edu, phone: 808-956-2862

S. Sharma, PhD. (1996, Manchester University Medical School, England) – Nutritional Epidemiology; Cancer Research Center of Hawaii: gsharma@crch.hawaii.edu, phone: 808-586-3007

A. G. Theriault, PhD. (1994, University of Windsor, Canada)-clinical biochemistry, lipid metabolism in heart disease and diabetes. JABSOM, Division of Medical Technology: andre@hawaii.edu, phone: 808-956-8656

Affiliate Graduate Faculty:

D. Galanis, PhD. (1994, Cornell University) - Pacific Island Nutrition, Nutritional Epidemiology; Hawaii State Department of Health: digalani@mail.health.state.hi.us/ phone: 808-956-5745

J. Gittelsohn, PhD (1989, Univ. Connecticut-Storrs) - Nutritional anthropology, nutrition intervention, international nutrition; Johns Hopkins Univ. Dept. of International Health: jigittels@jhsph.edu, phone: 410-955-3927.

R. LeonGuerrero, PhD (1998, Colorado State Univ.) - Obesity and chronic disease prevention, diet assessment; College of Natural & Applied Sciences, University of Guam: rachaeltg@uguam.uog.edu, phone: 671-735-2026

W. Hiller, PhD- (1981, Thomas Jefferson Univ) - Sports Nutrition: whiller122@aol.com, phone: 808-885-5588

A. Tacon, PhD. (1978, University College, Cardiff, Wales, UK) - Aquaculture in Human Nutrition; atacon@msn.com/ phone: 808-259-3112

T. Vogt, MD, MPH- Dietary Intervention Trials; Kaiser Permanente Center for Health Research Hawaii:
S. Zaghloul, PhD. (1992, University of Arizona) – Nutritional Epidemiology, Nutrition Education: **Kuwait Institute for Scientific Research**: zaghloul@hawaii.edu, szaghloul@kisr.edu.kw, phone: 965-498-9202
### Example Course of Study for Nutritional Sciences MS Degree

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(Note: Undergraduate deficiencies should be taken if present)

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(Note: Undergraduate deficiencies should be taken if present)

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1 Note: Students in Plan A need at least 30 total credits with 10 credits in Thesis 700, 2 credits in 699, and 18 credits in course work (excluding 699 and 700 credits) with 12 credits at the 600 level. All students are required to have one semester of teaching assistant experience either as a paid TA, or by participating in a graduate student instructional experience. Course requirements and other degree requirements are subject to change. For a description of current degree requirements contact the Graduate Chairman.

* Required for MS degree.