

GRADUATE STUDENT HANDBOOK

School of Human Ecology

**College of Applied &
Natural Sciences**

**Louisiana Tech University
Ruston, Louisiana**

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MISSION OF GRADUATE PROGRAM

The mission of the School of Human Ecology at Louisiana Tech University is *to explore and enhance the human experience through the context of families, nutrition, and merchandising. With a focus on promoting diversity and sustainability in a globalizing and ever-changing world, we endeavor to create competent and engaged professionals, contribute to scholarly research, and partner with and provide services for the community.* At the current time, the School of Human Ecology offers one graduate program: the Master of Science in Nutrition and Dietetics. The graduate program is designed to meet the unique needs of individual students, and at the same time meet the major goals of graduate study, which are: (a) to expand one's knowledge base in a chosen field of study; (b) to learn to use research methodology to solve current problems and issues in the field; (c) to interpret and use research reports; (d) and to effectively communicate orally and in writing. Research theory and methods are addressed in courses, in the thesis or non-thesis research project (HEC 551 or HEC 506C), and in professional oral and written communications. Subject matter is addressed in courses that guide studies at an appropriate level of complexity, allowing students to explore, analyze, synthesize, and become able to contribute to their respected field of study.

General research competencies for the School of Human Ecology graduate program are listed below:

Competency #1 (Addressed in all Human Ecology graduate courses) Students should be able to effectively communicate orally and in writing.

Written communication competencies include the ability to:

- Write in a logical manner

- Write in a grammatically correct manner
- Analyze, integrate, and synthesize information and ideas
- Develop, support, revise, and refine original ideas related to current literature
- Use original and source materials through traditional library research and use of the World Wide Web
- Use technical writing styles, including correct citations
- Follow guidelines for formatting of academic papers
- Critique current literature

Oral communication competencies include the ability to:

- Give well-organized presentations
- Use appropriate speaking styles
- Use visual materials effectively
- Speak in a poised and confident manner
- Answer questions appropriately

Competency #2 (Addressed in HEC 504 and HEC 551 or 506C): Students should be able to write a thesis proposal or grant proposal according to appropriate guidelines. The proposal should include, at the minimum, the following components:

- Statement of the problem (description of the current situation)
- Purpose statement and research questions or hypotheses
- Justification of the project (use of current literature – research and theory)
- Description of the population, sample, and sampling design
- Description of the instruments and the type of data being collected
- Description of the data collection procedures
- Description of data analysis
- Human Subjects approval forms
- Comprehensive budget, with justification
- Timeline

Competency #3 (Covered in HEC 504, HIM 505, and all content courses): Students should be able to read, understand, and interpret research articles, including basic statistics.

Competencies include the ability to:

- Recognize the benefits and limitations of different research designs, including: Experimental and quasi-experimental, survey, observational, archival, qualitative, longitudinal and secondary analyses
- Identify the population and discuss the strengths and limitations of probability and non-probability sampling, randomization, stratification, sample size, and power
- Understand the concepts of types of variables, scaling, reliability, and validity
- Formulate research questions and hypotheses that are appropriate for the goals of a study
- Know the ethical guidelines which govern research and be familiar with the process of Human Subjects review

Competency #4 (Addressed in HIM 505): Students should be able to obtain raw data; analyze or summarize data using descriptive and inferential statistics; create data displays such as tables and graphs; interpret and report results in the form of a poster, paper, or thesis. Competencies include the ability to:

- Develop and set up a “clean” data set and input data into an Excel spreadsheet or SPSS data file
- Summarize data using descriptive statistics, and display summary of data in table or graph in HEC/APA approved format
- Under supervision, conduct the following types of statistical tests using SPSS: one and two sample t-tests, ANOVA, Chi-Square, correlation, and regression
- Read and interpret an SPSS printout to identify what is significant and what is not for the following tests: one and two sample t-tests, ANOVA, Chi-Square, correlation, and regression
- Summarize results, indicating significance, in a table or figure in HEC/APA approved format for: one and two sample t-tests, ANOVA, Chi-Square, correlation, and regression
- Describe the results in writing using appropriate terminology and symbols
- Draw conclusions based on the results

ADMISSION

Any individual planning to enroll in any graduate course in the School of Human Ecology must be admitted to the Louisiana Tech University Graduate School (http://www.latech.edu/graduate_school). Students can complete the Application to Graduate School online (http://www.latech.edu/graduate_school/admissions/index.php). No applications will be processed until all application materials and fees have been received. To allow adequate time for processing, official transcripts from all colleges and universities attended, graduate record examination (GRE) test scores, and admission application forms must be received by the Graduate School at least four weeks in advance of registration for the session in which the student expects to enroll. Processing of international applications will take longer. The Graduate School deadlines for application are posted on the application website described above.

Students wishing to apply for readmission must be in good standing with the University, having a minimum graduate grade point average (GGPA) of 3.00. If a student in good standing has been out of school for only one regular quarter (excluding summer), the student must complete a readmission form, but no application fee is required for this process. Students in good standing who have been out for two or more quarters must complete a new online application for admission and submit a new application fee. Students who are not in good standing, those with a GGPA below 3.00, must file a written appeal for reinstatement following the Graduate Appeal Process. This process is described in Chapter 15 of the University Catalog, posted on the

University Registrar's Office website (<http://www.latech.edu/registrar>). For more information, students should contact the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences, Dr. Janet Pope (pope@latech.edu; 257-4287).

General Admission Criteria

Admission to graduate school is granted by the Dean of the Graduate School of Louisiana Tech University. Recommendations are made to the Dean of the Graduate School by the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences based on the policies established by the School of Human Ecology Admissions Committee. The Graduate Coordinator for the Graduate Program in Nutrition and Dietetics makes a recommendation for admission to the Director of Human Ecology who then makes a recommendation for admission to the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences. The Admissions Committee is composed of all graduate faculty in the content area in which a student is applying and the Director of the School of Human Ecology.

Unconditional Admission

Unconditional admission to the Master's program in Nutrition and Dietetics requires completion of a baccalaureate degree in Nutrition and Dietetics, at least a 2.75 (4.0 system) overall (or last 60 hours) undergraduate grade point average and a total combined (verbal + quantitative) GRE score of 290 on the general test. **NOTE: In order to receive financial aid, a student must be admitted unconditionally to Graduate School.**

Conditional Admission

Conditional admission may be granted under special circumstances to applicants on a case by case approach. However, except in rare cases, the Nutrition and Dietetics MS program

does not grant students conditional admission status.

Conditional status may be changed to unconditional status when a student earns a minimum of nine hours of graduate credit at Louisiana Tech, provided he or she has a “B” average on all work pursued for graduate credit, including no grade lower than “C” and not more than one course with a grade of “C”. The student and/or advisor must request the change in status through the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences. When a student completes nine hours of graduate credit and is not eligible for unconditional status, the student will be dropped from graduate school.

Non-degree Admission Categories

Students desiring to enroll in graduate courses for professional development purposes may enroll in the life-long learning non-degree status. The requirements for admission are the same as for the degree-seeking category. There is no limit to the number of courses that students may take in this category as long as the minimum grade standards are met. Students in the life-long learning non-degree program may subsequently apply for admission to the MS program and may petition the Graduate School to allow a maximum of 12 semester hours earned under life-long learning to be applied to the graduate degree program.

Students in the Dietetic Internship program at Louisiana Tech University who complete the 15 hours of required graduate course work with a grade point average of 3.0 or above will be awarded a Graduate Certificate in Dietetics. Application to the Graduate Certificate program should be done after admission into the Dietetic Internship NOT before. Students should apply to the MS Program in Nutrition and Dietetics and be accepted into the graduate program before they can apply to the Dietetic Internship. After completion of the Graduate Certificate requirements, the Dietetic Internship Director and Associate Dean for Graduate Studies in the College of Applied

and Natural Sciences will work with the Registrar to apply graduate course work toward both the MS and the Graduate Certificate.

Appeal

Applicants denied admission to a graduate program will be required to complete at least 12 hours of undergraduate work approved by the Admissions Committee and submit satisfactory GRE scores before presenting an appeal for admission to the Admissions Committee. The grade point average on such work is expected to be at least 3.0 with no grade below C. The decision to recommend granting admission is at the discretion of the Admissions Committee based on the credentials submitted by the applicant.

Admission Criteria for Master of Science In Nutrition and Dietetics

Students applying for admission to the MS program in Nutrition and Dietetics must meet one of the following:

1. Be a registered dietitian/Nutritionist;
2. Be eligible to take the registration exam, having already earned ACEND (Accreditation Council for Education in Nutrition and Dietetics) verification statements of completion of both didactic program requirements and a dietetic internship;
3. Be currently enrolled in Tech's dietetic internship program or elsewhere
4. Completed an ACEND-accredited Didactic Program within the past five years
5. Completed substantial course work in nutrition and dietetics, has the necessary background for graduate level work in Nutrition and Dietetics, and has an interest in the applied focus of the program. This stipulation is only applicable to international students.

Students desiring to complete the Dietetic Internship Program at Louisiana Tech University must apply and be admitted to both the MS in Nutrition and Dietetics and to the Dietetic Internship (DI). The Dietetic Internship is a competitive program, and the minimum GPA and GRE scores required for admission into Graduate School may not be sufficient for admission into the DI.

The RD eligibility (individuals who have met the knowledge and performance requirements to be eligible to sit for the examination to be a registered dietitian) is NO longer a stipulation for the award of the Master of Science degree in Nutrition and Dietetics.. Therefore, a student may choose to enroll only in the Graduate Program in Nutrition and Dietetics and not in the Dietetic Internship Program. A student enrolling in both the Dietetic Internship Program and the Graduate Program will have to complete a separate application for each program.

Registered Dietitians (or individuals who are eligible to take the exam) will have their credentials evaluated by the General Admission Criteria of the School of Human Ecology for admission to a graduate program.

Admission to the Dietetic Internship Program

Admission to the Dietetic Internship Program is granted by the Admissions Committee based on evaluation of the applicant's credentials and the availability of positions. The number of intern positions is limited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The number of positions filled each year may vary due to facility limitations, but is normally 16-18.

Applicants must submit an application for admission to the Louisiana Tech University

Graduate School, as well as an application for the Dietetic Internship Program through the Dietetic Internship Centralized Application System (DICAS). Students must provide a Didactic Program verification statement, satisfactory GRE scores, and official transcripts from all colleges and universities attended. Applicants who are completing the didactic program in the School of Human Ecology at Louisiana Tech University will have verification statements and official transcripts on file in the School and thus, do not need to provide these items. Admission to the program requires a minimum 2.85 (4.0 system) curriculum grade point average and a minimum total GRE score of 290. The curriculum grade point average is the average for the courses required for the BS degree or undergraduate verification statement. Additional criteria evaluated for selection of applicants to the Dietetic Internship include references, personal written statement of goals, documentation of paid or volunteer work experience, and documentation of participation in student or professional organizations. Louisiana Tech students are given additional consideration in the selection process, but are not guaranteed admission to the Dietetic Internship. For more information about the Dietetic Internship, students should contact the Dietetic Internship Director, Mrs. Dawn Erickson (erickson@latech.edu).

Students who are not accepted into the Dietetic Internship Program may complete designated Food and Nutrition courses to improve their academic credentials. Such students may be admitted to the Master's program in Nutrition and Dietetics when they meet minimum requirements for admission. Students who complete a minimum of nine hours of graduate course work at Louisiana Tech University by the time of application submission will be counted as "Tech students" in the DI selection process, thus receiving additional consideration in the next selection, but they are not guaranteed admission to the DI.

Concurrent Admission

Undergraduate students who have at least a 3.20 GPA on all undergraduate course work attempted may be allowed to register for graduate credit if they meet the following criteria:

- Lack no more than 30 hours to complete the undergraduate degree,
- Obtain written approval of their advisor, Director of the School of Human Ecology, Graduate Coordinator, ANS Associate Dean for Graduate Studies, ANS Dean, and Dean of the Graduate School,
- Submit two letters of reference,
- Apply to Graduate School and pay the application fee.

While in the concurrent program the student may earn no more than 12 hours of graduate credit. The student must enroll in both graduate and undergraduate courses, and must maintain a minimum cumulative graduate GPA of 3.0. Courses taken for graduate credit cannot be used to satisfy undergraduate requirements.

At the time of matriculation from the undergraduate program and upon admission to the graduate program, the student will be expected to meet the same admission requirements as other applicants to the Graduate School. The only exception is that GRE scores are waived. However, students applying to the Dietetic Internship after graduation are required to submit GRE scores as part of the DI application process.

GENERAL ACADEMIC REQUIREMENTS

There are two options for completing a Master's degree in Human Ecology: the thesis option and the non-thesis option. Students choosing to complete a thesis must complete a total of 30 hours of graduate course work, including six hours of thesis credits (HEC 551). Students choosing a non-thesis option must complete 39 hours of graduate course work including three hours of non-thesis research (HEC 506C).

Plan of Study

To assure that all course work will apply toward the MS degree, a student must be admitted to a graduate degree program and have an approved Plan of Study on file in the University Graduate School. A Plan of Study is a list of the courses to be completed to earn the Master of Science degree, and is developed by the student in consultation with the Advisor and approved by other members of the Graduate Advisory Committee. The Plan of Study serves as the official curriculum sheet and is a contract for degree requirements between the student and the University. The Plan of Study is signed by the student, the Advisor, the Graduate Advisory Committee members, the Director of the School of Human Ecology, the Associate Dean for Graduate Studies and the Dean of the College of Applied and Natural Sciences and the Dean of the Graduate School. **The Louisiana Tech University Graduate School requires the initial Plan of Study to be completed by the time the student completes the first quarter of graduate work**, although it can be revised later if needed. Students will not be allowed to register for classes after their first quarter if the Plan of Study is not on file in the Graduate School. While new students are encouraged to choose an advisor who will work with them

throughout their studies at Louisiana Tech University, many students will prepare their first Plan of Study with the Associate Dean for Graduate Studies, Dr. Janet Pope (pope@latech.edu) or the Nutrition and Dietetics Graduate Coordinator, Dr. Katherene OB Anguah (kanguah@latech.edu). Students are expected to choose a Graduate Advisor and Advisory Committee as soon as possible.

After students have selected their official Graduate Advisors, the new advisor and student will revise the Plan of Study, if needed. At the same time, the student's Graduate Advisory Committee may be revised. To ensure students stay on track for degree completion, they should choose a permanent official Graduate Advisor as soon as possible. This Graduate Advisor will be the person who helps the student with registration, oversees their thesis or non-thesis research projects, and coordinates the comprehensive exam. It is expected that all students will choose an official Graduate Advisor prior to completion of 15 hours of course work. Students who fail to select Graduate Advisors and Advisory Committees after completion of 15 hours may find that some of their completed course work is deemed "not appropriate" by the new Graduate Advisor and Advisory Committee and/or the new Graduate Advisor and Advisory Committee recommend additional courses beyond the minimum number of hours.

In some cases, students may deviate from the Plan of Study that is on file. However, **deviation from the Plan of Study must be approved by the Graduate Advisor in advance**, and a revised Plan of Study must be submitted and approved by the student's Graduate Advisory Committee, the Director of the School of Human Ecology, the Associate Dean for Graduate Studies and the Dean of the College of Applied and Natural Sciences, and the Dean of the Graduate School. Coursework that is not approved in advance by the Advisor and the Graduate Advisory Committee may not be applied toward degree requirements. A copy of the Plan of Study form (GS Form 6) is included in the Appendix and can be downloaded at

http://www.latech.edu/graduate_school/.

Courses

General information concerning courses is included in this section. Specific suggestions are given in the section titled "MS Degrees Offered in the School of Human Ecology."

Course Levels

The 500-level courses are open only to graduate students. At least half of the courses for the Master of Science degree must be at the 500-level. Courses at the 400-level are designed for seniors, but in some cases, students may earn graduate credit. The 400-level courses that have been approved by the University for graduate credit are indicated with a (G) in the University Bulletin. However, students should verify this before enrolling in the courses. Students who take 400-level courses for graduate credit are required to complete additional work in order to bring the course requirements up to graduate level. The student should consult with the instructor at the beginning of the course to determine what additional work is necessary.

Required Courses

All students pursuing a Master of Science degree in Human Ecology are required to complete Human Ecology 504, Methodology in Human Ecology Research; Health Information Management 505, Health Informatics Applied Statistical Methods; Food and Nutrition 528, Nutritional management of Cardiovascular Disease; Food and Nutrition 529, Nutritional Management of Diabetes Mellitus; and an independent study (either a thesis [HEC 551] or a non-thesis research project [HEC 506]) as well as Human Ecology 585, Comprehensive Examination in Human Ecology. **Human Ecology 504 is a prerequisite or corequisite for HEC 551 or HEC 506**, and should be scheduled the first quarter it is offered following admission to the graduate program.

Graduate Certificate Program in Dietetics

In May of 2010, the Louisiana Board of Regents approved a Graduate Certificate Program in Dietetics. Effective, May 2011, dietetic interns who complete the prescribed 15 hours of graduate course work with a “B” average will be granted the Graduate Certificate in Dietetics.

Required Course Work for the Graduate Certificate in Dietetics includes:

- HEC 504 (3 hours): Methodology in Human Ecology Research
- FNU 548 (3 hours): Applied Dietetics
- Two additional 500-level FNU graduate courses, one of which may be FNU 592C (6 hours)
- One additional graduate course, approved by the advisor, to be selected from Food and Nutrition, Family and Child Studies, Human Ecology, Kinesiology, Counseling, Psychology, Biological Sciences, Health Informatics and Information Management or related area (3 hours).

The course work for the Graduate Certificate in Dietetics can be applied toward the Master of Science Degree in Nutrition and Dietetics, to be completed subsequent to the Dietetic Internship.

Student Load

The typical maximum graduate credit course load for a graduate student is nine semester hours in a regular session. In some cases, students can be approved for up to 12 hours per quarter. Students with assistantships in a regular session are required to enroll in six hours and are limited to a total of nine graduate credit hours. For sessions shorter than one quarter, the maximum load is one hour of graduate credit for each week of the session. **The minimum load to qualify as a full-time graduate student is six semester hours per quarter.** The usual recommended load for a full-time student who is not employed is nine hours. Students who are enrolled in the

Dietetic internship will complete six hours of graduate coursework in the summer, three hours in the fall, winter and spring quarters, along with internship coursework that does not apply towards their plan of study. For assistantship purposes, interns are considered full-time students.

Residence, Extension, and Correspondence Credits

An extension course is one that is taught away from the main Tech campus. A listing of extension courses can be found in the back of the Class Schedule (racing form) for each quarter. The fee schedule for extension and Barksdale courses may be different from that for on-campus courses.

The programs at Barksdale and the Technology Transfer Center in Shreveport are not extension operations but are off-campus units granting residence credits. Depending upon the student's program, courses offered might be considered as part of the requirements for a Master of Science program. Such courses need to be approved in advance by the advisor. No correspondence credits are applicable toward a master's degree.

Transfer Credits

A student is required to earn a minimum of 24 graduate credit hours from Louisiana Tech in order to be eligible to receive a master's degree. In the School of Human Ecology, a maximum of six semester hours of graduate credit for the thesis option and 12 semester hours of graduate credit for the non-thesis option may be transferred from another institution, provided: (a) the institution is regionally accredited; (b) the grade earned is "B" or above; and (c) the credits are accepted as applicable to the master's degree program by the student's advisory committee. Students must secure prior approval for transfer courses from the Graduate Advisor, the Graduate Advisory committee, the Director of the School of Human

Ecology and the Associate Dean for Graduate Studies and Research. It is the student's responsibility to ensure that official transcripts from the transfer university are submitted to both the Graduate Advisor and the Louisiana Tech University Registrar. Once the transfer course is approved and included on the Plan of Study and official transcripts are received, the Graduate Advisor will send a memo to the Registrar requesting these courses be posted to the Louisiana Tech University graduate transcript.

Time Limit for Degree

The time limit for completion of all requirements for the master's degree has been set by the University at six consecutive calendar years from the time of enrollment in the first course counted toward the graduate degree requirements. For students in the concurrent enrollment program, the six year limit begins with the first graduate class, even though it is taken as an undergraduate. Students who drop out of school and then return may be required to repeat some courses, as all course work counting toward the degree must be completed within six calendar years of graduation.

Grade Requirement

To receive a graduate degree, a student must have an earned GPA of at least 3.0 on all work pursued for graduate credit while registered at Louisiana Tech. A graduate student will be placed on probation if either the cumulative grade point average and/or the average for the quarter on work pursued for graduate credit are below 3.0. A student will automatically be dropped from graduate status if either the cumulative average and/or the average for the quarter are below 3.0 on work pursued for graduate credit at Louisiana Tech University for three consecutive quarters in attendance. Students dropped from graduate status will be classified as

post-baccalaureate. Such students may take courses for "undergraduate credit" (no 500-level).

Work taken as a post-baccalaureate student will not be considered as graduate work and will not count towards the MS degree. Students dropped from graduate status may choose to appeal the decision. The appeals procedure is detailed in the Louisiana Tech University Catalog, available online on the Registrar's webpage (<http://www.latech.edu/registrar>).

Grading System

A general description of the Louisiana Tech University grading system can be found in the current University Catalog. The grade of "A" implies the highest degree of excellence that can be expected of students with outstanding ability and a "B" implies superior work. Individual grading systems are developed by the instructors and explained early in the quarter.

The grade "I" plus the average letter grade on all work completed usually denotes failure to complete assigned class work and/or examinations **because of conditions beyond the student's control**. To receive the "I" grade, the student must have the approval of the instructor before the end of the quarter. The student and instructor must complete the "I" grade completion form and file it in the Office of the Director of the School of Human Ecology before the "I" grade is awarded. If the grade "I" has not been removed by the end of the fourth week of the following quarter, a grade of "F" will normally be recorded. The exception is Human Ecology 551 (Research and Thesis) for which an "I" grade is reported until the thesis is completed and certified by the Director of the School of Human Ecology.

A "Pass/Fail" grading system is used for the graduate level Dietetic Internship course (Food and Nutrition 592 - Dietetic Internship in Nutrition-Dietetics). Graduate credit earned in FNU 592C during the summer quarter may be applied towards the student's graduate Plan of Study. During the fall, winter and spring quarters, FNU 592F credits will not be applied toward

the graduate Plan of Study.

REGISTRATION

Graduate students are expected to conform to the registration schedule of the University. Currently enrolled students are required to register for courses for the following quarter during the current quarter. Failure to early register will result in a \$50.00 late fee.

Louisiana Tech University requires students to meet with their advisors (in person or electronically) each quarter prior to registering for classes. The advisor ensures the student is making appropriate progress toward degree completion and is taking courses in the approved Plan of Study. The advisor must release the “registration hold” in the system in order for students to be eligible to register for any classes.

Students planning to register for Tech-Barksdale courses should contact the Registrar's Office (318-257-2176) during the pre-registration period for information concerning the special fee and procedures for acquiring a pass onto Barksdale Air Force Base. Students also may contact the Tech-Barksdale Program Director (318-456-5006).

Students requiring a faculty member's time and assistance, laboratory facilities, library services, or any other University services will be required to register and pay fees. Under normal circumstances, the University requires continuous enrollment in thesis hours – after enrolling the first time, students must enroll in thesis hours every quarter until graduation. However, since many Human Ecology students complete their research projects away from campus, the School of Human Ecology requires enrollment in thesis hours only when a faculty member's time and assistance are used. At a minimum, students must be enrolled in thesis hours the quarter they propose their project and the quarter they defend. The Graduate Advisor will

determine when additional enrollment is warranted. Most students enroll in 3 hours of thesis for 3-4 quarters, although only 6 will apply toward the MS degree.

Registration for Entering and Readmitted Graduate Students

Students who are not enrolled during the current quarter cannot register at the time of pre-registration. Newly entering and readmitted graduate students may register only after the registration period allocated to continuing students. Check “Critical Registration Dates” on the BOSS site on the LA Tech web page to determine the end of registration for continuing students. Information on the registration process is provided on the BOSS web site, which can be accessed via the LA Tech web page (<http://boss.latech.edu>).

1. Review the schedule of classes located on the Registrar’s page under the Students link on the Louisiana Tech home page, or at <http://boss.latech.edu>.
2. Report to your Graduate Advisor in the School of Human Ecology and secure approval of courses based on the Plan of Study. Your advisor must release you before you can enroll in classes. (New students who do not have an assigned advisor should contact the Graduate Coordinator, Dr. Katherine OB Anguah [kanguah@latech.edu], who will work with them until they choose an official advisor.)
3. Register on-line using BOSS at the appropriate time.
4. Students must have a BOSS PIN number to register. Directions on how to obtain your PIN can be found on the BOSS web site
5. Students who do not pay fees by the published deadline (purge date) will have their classes cancelled and will have to re-register for classes. Students who are purged from a class are not guaranteed readmission in that same class, if the class is full.

Early Registration Procedure for Currently Enrolled Students

Advisement and early registration occur about midway through the preceding quarter. Students should check “Critical Registration Dates” on the BOSS site on the LA Tech web page to determine when graduate students can register.

1. Review the schedule of classes located on the Registrar’s page under the Students link on the Louisiana Tech home page, or at <http://boss.latech.edu>.
2. Report to your Graduate Advisor in the School of Human Ecology and secure approval of courses based on your Plan of Study. It is the student’s responsibility to follow the Plan of Study. Deviation from the Plan must be approved in advance of enrolling in courses. Your advisor must release you before you can enroll in classes.
3. Register on-line using BOSS at the appropriate time.
4. Students who do not pay fees by the published deadline (purge date) will have their classes cancelled and will have to re-register for classes. Students who are purged from a class are not guaranteed readmission in that same class, if the class is full.

Payment of Fees

Information concerning fee payment is provided at the time of early registration. Fees may be paid early, if desired. Failure to pay fees by the published deadline (prior to the beginning of the quarter) will result in cancellation of class schedule. **Graduate students receiving partial or total financial aid (loans or scholarships) must follow fee payment guidelines, or classes will be cancelled.**

Vehicle Registration

The University requires all faculty, staff, students, and employees who are in any way connected with the university to register their vehicles regardless of ownership and to secure and

properly display a parking permit. All vehicles must be registered by the time classes begin for any quarter. Also, vehicles that are purchased or acquired during the quarter must be registered before parking on the campus.

Parking permits may be purchased in several convenient ways:

1. From the **Traffic Office** (2nd floor - South Hall) between the hours of 8 a.m. and 4:30 p.m. (open during the noon hour). Payment may be made by cash or check. Payment may be made by major credit card at the Comptroller's Office after receiving the amount owed at the Traffic Office. The Traffic Office is open until 8:00 p.m. on the first 2 days of classes each quarter.
2. From the University **Police 24-hour Information Window** (1st floor - South Hall) between the hours of 4:30 p.m. and 8 a.m. Payment may be made at this window by check only.
3. Through **the mail** by sending the following to the Traffic Office (P.O. Box 3003 Louisiana Tech University): check for the appropriate amount, a photocopy of your state vehicle registration ("pink slip"), and a photocopy of your driver's license or other acceptable picture ID.
4. From the Ticket Sales Window in the main lobby of the **Student Center** (Fall Quarter - Fee Payment Days only).

Additional information may be found in the pamphlet "Louisiana Tech Vehicle Regulations" available from the University Police Traffic Division Office.

Students driving vehicles on base to take a course at Barksdale must comply with government regulations. For more information contact the director of the Louisiana Tech University programs at Barksdale Air Force Base in Bossier City (318-456-5006).

ADVISORY COMMITTEE AND PLAN OF STUDY

Graduate students work with a Graduate Advisor and a Graduate Advisory Committee. Temporary advisors are assigned for each student upon approval for admission to the Graduate School. Dr. Katherene OB Anguah (kanguah@latech.edu) serves as Graduate Coordinator/Temporary.

Advisor for M.S. students in Nutrition and Dietetics. The Graduate Coordinator assists new students with the development of their initial Plans of Study and will serve as the academic advisor until the students choose a permanent Graduate Advisor. The Graduate Coordinator helps students select a Graduate Advisor based on their individual needs and areas of interest.

The permanent Graduate Advisor should be chosen before the student completes 15 hours of graduate course work. The Graduate Coordinator will advise students in the Dietetic Internship until they officially choose a new Graduate Advisor. After dietetic students complete the Dietetic Internship, they should select a permanent Graduate Advisor to assist in them in their graduate research (thesis or non-thesis) project and to facilitate completion of graduation requirements. As soon as students choose their official Graduate Advisors, they should notify the Director of the School of Human Ecology and the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences, and a revised Plan of Study should be completed, if needed. The Graduate Advisor will assist the student in selecting an Advisory Committee for the research project. The Graduate Advisor will be the Chair of the

Committee. To complete the Advisory Committee, the student with the consultation of the advisor, selects two or more additional members. All members of the Graduate Advisory Committee must have graduate faculty status. Graduate faculty status is indicated in the faculty listing in the University Bulletin. At least two members of the Advisory Committee (the Chair and one other member) must be in the same discipline as the student. The third member of the Advisory Committee may be selected from any member of the Louisiana Tech University Graduate Faculty who has expertise to contribute to the research project. The student's Graduate Advisory Committee is to provide guidance for the thesis and approval for the non-thesis research project. Thus, it is important that each member of the Graduate Advisor Committee have both expertise and time available to assist the student in the research process. If it seems advisable, the Graduate Advisory Committee may be changed while the student is working on the degree.

The Advisory Committee will assist with the academic program of the student by:

1. Approving the Plan of Study (or the Revised Plan of Study).
2. Giving advice concerning a thesis or non-thesis research project undertaken by the student.
3. Preparing and evaluating the written comprehensive examination.
4. Administering the oral exam.

The student's Graduate Advisor (Chair of the Advisory Committee) works most closely with the student in:

1. Developing the final or revised Plan of Study.
2. Advising each quarter and releasing registration hold.
3. Ensuring the student stays on track for graduation.

4. Serving as Advisor for the thesis if thesis option is selected or the non-thesis research project if a non-thesis option is selected.
5. Developing the written comprehensive exam questions, in consultation with the Advisory Committee, using questions submitted by faculty who served as instructors in courses taken by the student.
6. Scheduling and acting as chair at the proposal meeting and during the defense/oral examination.
7. Facilitating completion and submission of the thesis to the library.
8. Completing final paperwork required for the students' graduation.

THESIS AND NON-THESIS RESEARCH PROJECTS

A graduate student should demonstrate the ability to plan, carry out, and report creative, independent work. All graduate students in Human Ecology are required to complete four core courses. Human Ecology 504: Methodology in Human Ecology Research helps the student to plan research projects, to use the library, and to become acquainted with the kind of work expected of a graduate student. Health Informatics Management 505: Health Informatics Applied Statistical Methods provides guidance in data management, analyses and interpretation. The capstone project is the thesis or non-thesis research project (HEC 551 or 506), which is designed to allow students to demonstrate the ability to plan, conduct, analyze and interpret research.

Students and graduates are encouraged to present papers at professional meetings and to submit manuscripts for publication. Reports of all work done by students should acknowledge support of the School of Human Ecology and the appropriate faculty member(s). Typically, class projects acknowledge the instructor. Thesis projects acknowledge all members of the Graduate Advisory Committee. Reports of non-thesis research projects may acknowledge all members of the Advisory Committee or only the Advisor, depending on the Committee members' level of contribution.

University Guidelines for Preparation of the thesis (and the proposal) can be downloaded from http://www/latech.edu/graduate_school.

In addition a current copy of the American Psychological Association (APA) Publications Manual may be beneficial for thesis and non-thesis preparation. All written work submitted as part of the graduate school requirements (papers in classes, thesis and non-thesis projects, and comprehensive exams) is subject to electronic plagiarism checks.

In preparing thesis and non-thesis research reports of the expected quality, students should anticipate considerable revision with the help of the Graduate Advisory Committee.

The proposal and thesis approval process involves several reviews by the Advisor or Chair of the Committee, followed by a minimum of two reviews by the Advisory Committee prior to a formal defense of the proposal or thesis. The final thesis also must be approved by the Director of the School of Human Ecology, the Associate Dean for Graduate Studies and the Dean of the College of Applied and Natural Sciences, and the Dean of the Graduate School.

Research Requirement for a Master's Degree

Completion of a thesis (Human Ecology 551) or a non-thesis research project (Human Ecology 506) will fulfill the requirements of the School of Human Ecology for successful completion of research as part of the requirements for earning a Master of Science degree in the School of Human Ecology.

Purposes of Research Experience

The purposes of the research component of the master's degree include the following:

1. To provide an opportunity to enhance:
 - critical thinking and problem-solving skills;
 - working independently by planning and completing a project; and
 - communication skills.
2. To foster research within the School and in the profession.
3. To team with faculty on relevant and publishable research.
4. To fulfill the requirements of the accrediting body for the research component of master's degree.

Characteristics of Thesis and Non-thesis Research Projects

Students receiving the Master of Science degree in the School of Human Ecology may choose the thesis option or the non-thesis research project option. Characteristics of each are outlined below.

Characteristic	Non-thesis Research Project	Thesis
Amount of Credit	Three hours of graduate credit completed in one quarter. A student choosing the non-thesis option is required to take 36 hours of course work in addition to the project. (Degree program is 39 hours)	A student must enroll in HEC 551 for a minimum of two quarters, but may enroll for additional quarters, if needed. Only six hours will count towards the MS degree. A student choosing the thesis option is required to take 24 hours of course work in addition to the thesis. (Degree program is 30 hours)
Types of Projects	Supervised research projects may include small-scale research studies (approximately 30 subjects); secondary data analysis; manuscript or poster preparation; or grant proposals (to be approved by the committee).	Thesis projects are research projects.

Proposal	A contract, following the School of Human Ecology 506 Contract Sheet guidelines, must be approved by the advisory committee and the Director of the School of Human Ecology the quarter prior to beginning the supervised research project.	<p>A proposal, following the School of Human Ecology writing guidelines, must be approved by the committee, the Director of the School of Human Ecology, the Associate Dean for Graduate Studies and the Dean of the Graduate School prior to beginning the study. One copy of the proposal is filed in the student's folder in the Director's office and another is forwarded to the Graduate School.</p> <p>** Note: Students are not to share the proposal with the advisory committee until after approval is granted by the major professor.</p>
Proposal Meeting	Not required	It is the student's responsibility to schedule the proposal meeting at a time that is convenient to all members of the committee. In most cases, the committee should review the proposal twice before the proposal meeting. Proposal meetings will be open to all faculty and graduate students in the School of Human Ecology.
Final Product	Final product includes a literature review and one or more of the following: a grant proposal, manuscript, poster, or presentation.	Final product includes the thesis prepared in the manuscript format.
Grading	Students contract with the major professor and committee as to the quantity and quality of the work to be completed during the quarter. Students will receive a letter grade at the end of the quarter.	Students completing the thesis option do not receive letter grades each quarter of enrollment in HEC 551. They will receive an "I" each quarter that they enroll in thesis hours. The grade will be changed to an "S" upon successful completion of the thesis.

Enrollment	Students enroll for 3 hours of HEC 506 in one quarter.	After beginning the project, the student is expected to enroll in HEC 551 each quarter in which he/she will utilize resources (lab, library, computers, faculty, etc.) of Louisiana Tech University. Students must be enrolled the quarter in which they present their proposals and the quarter in which they have their oral exams. Also, if students expect to utilize any university resources during the intervening quarters, they must enroll in HEC 551 even if it means that they register for more than a total of six hours of HEC 551. (Note: only six hours of 551 will count towards graduation.)
Advantages	Generally less time consuming, although supervised research projects may be very time intensive during the quarter; more flexibility in the type of project; the final steps in the approval process are not as involved as the thesis – the last person to approve the supervised research project is the advisor. The advisor and the advisory committee administer an oral exam at the end of the quarter the student is enrolled in HEC 506.	Higher prestige value; greater probability of publication; builds research skills; may increase employment opportunities; recommended for students planning to pursue the doctorate; permanent copies are available for circulation (one in the School, two in the library, one to advisor).

Students should consult their Graduate Advisor and Advisory Committee to decide which option is best for them. After a student enrolls in HEC 551 (thesis) or HEC 506 (supervised research), hours previously earned in HEC 551 or HEC 506 cannot be transferred to the other option. If the student changes options, he/she must then complete six hours of HEC 551 or three hours of HEC506, whichever is appropriate.

Prerequisites

Human Ecology 504, Methodology in Human Ecology Research, must be completed either before or concurrently with beginning either the thesis or the non-thesis research project. Completion of or concurrent enrollment in HIM 505, Health Informatics Applied Statistical methods is strongly recommended prior to completion of the thesis and non-thesis projects.

The non-thesis research project must be planned in advance of registration for HEC 506. The student and advisor will work together to complete the HEC 506 contract form (Appendix C). All signatures should be obtained and the form filed in the Director's office prior to enrollment. **The thesis proposal must be approved by the Graduate Advisor before the proposal is shared with other members of the committee. The entire Graduate Advisory Committee must approve the thesis proposal before any data are collected or programs are begun.** In most cases, projects involving human subjects must be approved by the Human Use Committee, Louisiana Tech University's Institutional Review Board. Information about the approval process can be accessed on the University Research website at http://www.research.latech.edu/resources/forms_downloads.

Required Procedures

The following procedures are required for papers completed as part of the research requirement:

1. The student prepares the first draft in accordance with the School of Human Ecology and Louisiana Tech University guidelines.
2. Spelling and grammar must be checked prior to faculty review. Drafts that are

- submitted without having been properly edited will be returned to the student without review for further work. This can delay the student's proposed timeline.
3. All drafts are to conform to specifications for technical writing. If the student is unable to meet these requirements, the student may need to secure the services of an editor/technical writer.
 4. Advisor approves draft copy of paper or section of paper before student submits it to other committee members. **Typically, the advisor will review the paper and the student will revise several times before it is ready to share with other committee members.** Students should anticipate considerable revision in preparation of research reports. Papers may be submitted electronically. The student should allow at least one full week for the review process to occur.
 5. After approved by the Advisor, the paper is shared with the Graduate Advisory Committee. Thesis proposals and final theses are generally reviewed by the Committee at least twice prior to the proposal meeting or defense. Committee members should be allowed at least one full week to review each draft.
 6. The student and Advisor review all comments from each Committee Member together, and the final paper is revised to reflect comments and suggestions from each member of the Advisory Committee.
 7. The student presents an oral defense of the proposal, thesis or non-thesis project. For thesis proposal meetings, students will give a short formal presentation, with or without power point (at the discretion of the Graduate Advisor), providing a summary of the purpose and methods of the project. For the thesis defense and the non-thesis defense (oral examinations) students will make a formal presentation of

the research project. Although the student should check first with the Advisor first, MS students in Nutrition and Dietetics are usually expected to prepare a poster session and give an oral presentation of the poster at the defense. Posters should be of professional quality.

Thesis Proposal Format

The proposal includes the first three chapters of the thesis (Introduction, Review of Literature, and Methods) along with a number of prescribed appendices. These are further described in HEC 504: Research Methodology in Human Ecology.

Thesis Format

All theses submitted in the School of Human Ecology follow the manuscript format. The writing style is described in the University's Guidelines for the preparation and submission of thesis as well as addressed in HEC 504: Research Methodology. The manuscript format thesis includes five "chapters" or sections: Introduction, Review of Literature, Methods, Manuscript, and General Discussion, along with Appendices. The manuscript should be prepared as if it were to be submitted for publication. However, the manuscript in the thesis will be written in the same style as the rest of the thesis, rather than following the specific guidelines of the journal to which it is being submitted – the University requires a single consistent format for the thesis. Thus, the manuscript may need minor revisions (page numbering, reference style) in order to be ready to submit to the journal. The Graduate Advisory Committee will work with the student after graduation to see that this is done. The student should provide copies of the selected journal's Publication Guidelines to all members of the Graduate Advisory Committee.

Students are to adhere to the Guidelines for the Preparation of Theses and Dissertations available from the Louisiana Tech University Graduate School

http://www.latech.edu/graduate_school. Any deviation from these Guidelines must be approved by the Director of the School of Human Ecology, the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences and the Dean of the Graduate School. The Chair of the Graduate Advisory Committee initiates a request for altering format requirements.

Timeline

Developing and following a realistic timeline enhances the satisfaction of the research experience for everyone involved. The non-thesis research project is completed within one quarter and does not require a formal proposal. The timeline with due dates is specified in the HEC 506 contract, which is submitted the quarter before the student completes the non-thesis project. For the thesis option, a tentative timeline is included in the proposal and is reviewed by the Graduate Advisory Committee at the proposal meeting. Generally, the thesis cannot be completed in less than 3-4 quarters. The proposal is completed during the first quarter; data collection and analysis typically takes a minimum of 1-2 quarters; and the final editing and thesis approval process can be expected to take a full quarter.

Detailed information concerning the development of the thesis proposal is provided in Human Ecology 504. The proposal is usually developed during the first quarter of registration in HEC 551. **The proposal must be approved by the Advisor, the Advisory Committee, and the Director of the School of Human Ecology before conducting the research.** A copy of the proposal with signed Approval Forms (Appendix B) must be filed with the Associate Dean for Graduate Studies and the Dean in the College of Applied and Natural Sciences, and

the Dean of the Graduate School before the student begins the project. If Human Subjects approval is needed, the letter granting approval from the Louisiana Tech University Human Use Committee must be received prior to data collection.

The student and the advisor should agree on appropriate dates for completing various stages of the thesis project. Realistic turn-around times by the student and the faculty members should be included. Faculty advisors and committees are usually given at least seven days to review each draft of the project. Students who are completing the thesis at a distance may need to allow additional time for each step of the process. In order to meet the graduation timeline, students should plan to have completed a draft of the entire thesis by the beginning of the quarter that they plan to graduate. The University Graduate School publishes graduation deadlines each quarter. These can be accessed on the Graduate School webpage (http://www.latech.edu/graduate_school) under the Thesis/Dissertation link. Students must meet all deadlines in order to graduate the quarter they defend.

Responsibilities

The student has major responsibility for completion of the research project. The Graduate Advisor and Graduate Advisory Committee members assist the student. For the non-thesis option, the research project is planned prior to enrollment and completed in one quarter. For the thesis option, additional information is provided in the Guidelines for the Preparation of Theses and Dissertations that the student obtains from the University Graduate School office. This

Graduate School publication defines the responsibilities of the student, thesis advisor, and other committee members. The lists of responsibilities for the thesis option are reproduced here.

Responsibilities of the Student

1. The student must follow the procedures of his/her College as to the selection and appointment of his advisor. The Associate Dean for Graduate Studies in his College should be consulted for information on these procedures.
2. He is to prepare a thesis prospectus (proposal) for each member of the Advisory Committee during the first quarter the student is enrolled for Research and Thesis.
3. After approval of the thesis prospectus in final form, the student is responsible for securing committee signatures and filing it with his College in the manner required.
4. He is to coordinate with Advisory Committee members on scheduling appointments, periodical progress reports, all reviews, approval of thesis drafts and final thesis examination.
5. The student must insure that the Advisory Committee is allowed sufficient time to review properly and judge all matters referred to them. The student must keep in mind that the committee, although vitally interested and concerned with the thesis, must nevertheless maintain all their other academic responsibilities at the same time.
6. He must register for the appropriate number of credits in Research and Thesis or Research and Dissertation each quarter he is using the personnel and/or physical facilities of the University until the thesis is finished or accepted.
7. The student must make all arrangements for typing and preparation of final copy meeting all requirements as to type, paper, margins, and so forth.
8. After final committee review and all necessary corrections have been completed, the student is responsible for securing all other signatures on the Approval page. Under no circumstances should the student attempt to secure the signature of the Academic Dean or the Dean of the Graduate School before getting the signature of the Associate Dean for Graduate Studies. The student must allow at least two days for consideration by his Associate Dean for Graduate Studies.
9. After obtaining all signatures, the student is responsible for personally depositing his thesis (each copy in a separate envelope) in the Library and paying all necessary fees. For dissertations, an extra copy of the title page and abstract are to be turned in to the Library at this time for microfilming.
10. The student must hand carry one copy of the abstract and one copy of the completed

Approval page to the Dean of the Graduate School and one copy of the abstract, one copy of the completed Approval page, and the Thesis Receipt form from the Library to the Associate Dean for Graduate Studies in the student's College.

11. The student is solely responsible for the accuracy and correctness of the findings of his thesis.
12. The student is solely responsible for any infringements of copyright, patent, or other civil or criminal suit which may arise from his thesis. Under these circumstances the University reserves the right to review granting the degree for which the thesis was a requirement.
13. The student is responsible to himself, to his committee, and to the University to do his very best on all aspects of the thesis.

Responsibilities of the Advisory Committee: Chairperson

1. The proposed Chairperson must determine in advance if he has the interest, necessary qualifications, and time to serve as the thesis advisor.
2. He is to guide the student's direction as necessary, but not to attempt to think for the student, in the definition and execution of the thesis.
3. The Chairperson should make available conference time as required for the progress of the thesis.
4. He should consult with the other members of the Advisory Committee as conditions require it.
5. In the event of unforeseen circumstances in the conducting of the thesis, e.g., clash of personalities, the Chairperson is to attempt to resolve the problem by open vote, with each member of the committee and the Chairperson having one vote. In the event of a tie vote, the opinion of the Chairperson will prevail.
6. The Chairperson shall provide leadership and lend advisory information but shall in no way deprive the student from creative responsibility of thesis research.
7. Concern for the student must be weighed continuously against the value of the degree.
8. The Chairperson must do everything in his power to impress on the student the mandatory nature of deadlines, typing, and photocopy requirements for the thesis. If the Chairperson feels that some of these requirements should be altered for a specific thesis, it is his responsibility to discuss the matter with the Associate Dean for Graduate Studies, the Academic Dean of his School, and then with the Dean of the Graduate School. The Dean of the Graduate School must authorize any

departure from these requirements. Under no circumstances should the student be asked to plead his own case in this matter.

9. The Chairperson must accept the role of chief special agent for the University on everything concerning the final form of the thesis.

Responsibilities of Members of the Advisory Committee

1. The proposed member should decide in advance if he has the interest, qualifications, and time to serve on an Advisory Committee.
 2. He must make available conference time as requested by the student and the Chairperson.
 3. He must be as prompt as possible in reading and considering other matters required for the progress of the thesis. Please notify the Chairperson of the Advisory Committee if this will take more than 7 days.
 4. The member should consider carefully, but in timely fashion, any disagreement with the progress or direction of the thesis. Such matters should be resolved prior to the oral examination.
1. He must sign the thesis if he agrees with its merit and contribution. If a majority of the committee abstain from signing, the thesis will not be acceptable.

HEC 506 Requirements – Non-thesis Research

All Human Ecology graduate students in the non-thesis option are required to complete a one-quarter supervised research project (HEC 506). The project is to be planned in advance of registration, in consultation with the Graduate Advisor, and approved by the Advisory Committee and the Director of the School of Human Ecology. HEC 504, Methodology in Human Ecology Research, is a pre-requisite or co-requisite for enrollment in HEC 506. Ideally, students will also have completed a graduate level statistics course and HEC 546. Prior to enrolling in HEC 506, the student and advisor will work together to complete a draft of the 506 Contract Form (Appendix C). The draft is routed through the Advisory Committee and revised

as needed. All signatures should be obtained and the form filed in the Director's office prior to enrollment. Instructions for completing the form are listed below:

1. Identify student name, ID number, e-mail address, faculty supervisor, and quarter and year of enrollment.
2. Indicate type of project: grant proposal, secondary data analysis and report, or data collection/analysis project.
3. Identify the purpose, hypotheses and method of your project.
4. Provide an outline of the information to be included in the literature review. [Note: All projects, regardless of type, will include a literature review that is at least 20 pages in length, and has a minimum of 25 references, 75% of which are from peer-reviewed or primary sources.] Identify due date for the literature review.
5. Describe how you will manipulate or analyze the data. [Note: For a grant proposal, *minimum* expectations would include: description of the data collected and analyzed; preparation of an evaluation component; preparation of a budget, including justification; and preparation of "dummy tables" for the final report. For a secondary data analysis, minimum expectations would include: description of the specific variables to be analyzed; description of the statistical tests to be used to analyze data. For a project in which the student collects data, minimum expectations would include: a description of the data collection tool; and a description of the statistical tests that will be used to analyze the data.] Identify the due date for the data manipulation component of the project.
6. Describe the final product. Identify what the product will be, and where and when it will be submitted or presented. [Note: For a grant, the final product will include all forms and supporting materials that are ready for submission to an external funding agency. For a secondary data analysis or an independent data collection project, the final product is to include a manuscript prepared using appropriate journal guidelines or a poster or a presentation, which have been accepted for presentation at a professional meeting; a minimum of one table or figure is required.] Identify the due date for the final product.
7. Identify dates and times for regularly scheduled meetings between the advisor and the student. In most cases, at least three meetings should be scheduled, one early in the quarter, one about half way through the quarter, and another during the last two weeks of the quarter.
8. Obtain signatures. Student should sign and date the completed form, obtain Advisor's signature, and signatures from Advisory Committee members before filing with the Director of the School of Human Ecology. Only after the form has been filed will the student be allowed to register for HEC 506.

Students must complete the HEC 506 course in one quarter. A letter grade will be assigned by the Graduate Advisor at the end of the quarter. The Graduate Advisor may seek the advice of the Advisory Committee in determining the final grade. The grade is based on the quality of work submitted to the Graduate Advisor by the student. This includes drafts of the project submitted throughout the quarter as well as the final product and performance during the defense/oral exam. Students should be aware that the guidelines listed above represent minimum expectations to receive credit for the course and that completion of minimum expectations does not ensure that the student will earn a high grade in the course. A traditional system of grading will be used. A grade of **A** is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional quality and application. A grade of **B** is superior. A grade of **C** is average. A grade of **D** is given for poor quality work. A grade of **F** is given for failure. Grades of D and F will not be applied to the graduate Plan of Study.

Final Steps

The final steps in a non-thesis option are listed below:

1. Approval of "final product" by the Graduate Advisor.
2. Distribution of literature review to Graduate Advisory Committee members at least one week prior to the oral examination/defense. (Note: in some cases, students will be required to submit additional materials, such as an abstract or grant proposal in advance).
3. Oral Examination/Defense (must be held at least one day prior to the deadline for submitting graduating students' grades).

The final steps in thesis preparation are as follows:

1. Approval by the Graduate Advisor for distribution of thesis to the Graduate Advisory Committee.
2. Approval of "final draft" by all committee members and scheduling of defense/oral examination.
3. Preparation of final copy by the student and distribution of final draft copies of thesis to committee members at least seven days before oral examination (student's responsibility).
6. At time of oral examination, committee members indicate corrections that need to be made. Committee members may sign Uniform Approval Pages at the time if minimal corrections are needed.
7. Student has necessary corrections made and routes the printed paper (electronic copies not accepted) through the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences. Students should allow a minimum of five days for review.
8. After reviewed by the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences and making any required corrections, the printed thesis is submitted to the University Graduate School for review. The Graduate School readers check format very carefully. Only after all corrections are made and the format is perfect will the Graduate School grant permission to print the final copies on 20-pound permanent white bond paper of at least 25% percent cotton fiber content. Students should anticipate that the thesis will be reviewed by the Graduate School several times before they approve it.
9. Director of School of Human Ecology reviews the thesis and signs Uniform

Approval Pages. Students should allow sufficient time for the Director to read the thesis before signing the Approval pages.

10. Associate Dean for Graduate Studies and the Dean of the College of Applied and Natural Sciences review the thesis and sign Uniform Approval Pages.
11. Dean of Graduate School signs Uniform Approval Pages.
12. Five copies of the thesis, each in a clean brown envelope, are deposited in the library and the binding fee is paid.
13. The student gives the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences the signed Library Acceptance Form and one copy of the Abstract and the Uniform Approval Page.

Students completing the thesis should be aware that the final approval stages are time consuming. At each “step”, individual reviewers should be provided sufficient time to read the entire thesis. It is unrealistic to expect faculty and administrators to complete this process in one day. Depending on schedules, it may be that it takes several days or up to one week for someone to review the thesis. Students completing the thesis at a distance may need to allocate additional time.

Because most Human Ecology faculty are nine-month faculty who are not contracted to work in the summer, it may not be possible to schedule the final defense of thesis or non-thesis projects in the summer. Students planning to complete the final steps during the summer should ensure that the Graduate Advisor and Graduate Advisory Committee members are available.

EXAMINATIONS

Written and oral comprehensive examinations are used to evaluate the capabilities and accomplishments of the student. Objectives of these exams are as follows:

1. Provide the opportunity and incentive for the student to integrate the various areas of the graduate program.
2. Provide the opportunity for the student to examine and formulate a philosophy concerning Human Ecology and the specialty area.
3. Provide the opportunity for the student to recognize problems in society related to areas of Human Ecology and identify possible solutions to these problems.
4. Provide the opportunity for the student to demonstrate mastery of the competencies developed in the graduate program.
5. Provide the opportunity for students to give feedback to the faculty concerning the graduate program.

Written Comprehensive Examinations

Written comprehensive examinations enable the Graduate Advisory Committee to evaluate the performance of a student including the ability to synthesize information and effectively communicate in writing. Exams will be distributed approximately the seventh week of each quarter. The student should register to take the comprehensive exam as soon as all course work is completed, or the quarter before the quarter of graduation. The student registers for the take-home exam by enrolling in HEC 585 – Comprehensive Exam in Human Ecology (no

hours, no fees) during the registration period for the quarter in which the exam will be taken. Students should submit an accurate mailing address, e-mail address, and phone number to the Director of the School of Human Ecology (yates@latech.edu) in order to receive information about the exam and also the exam itself.

Students will be allowed to schedule the comprehensive examination during any quarter. Turnaround time for grading and reporting results is approximately 3-4 weeks.

The comprehensive examination is prepared by the student's Graduate Advisory Committee using a file of questions prepared during the student's graduate school tenure. Each quarter the Graduate Program Secretary requests comprehensive examination questions from instructors of classes with Human Ecology graduate students. Approximately one month before the written comprehensive exam, the Graduate Advisor is given the question file and requested to work with the Graduate Advisory Committee to prepare an exam. The student's Graduate Advisory Committee will use the file questions to develop four questions, typically one from each of the following categories:

- Research – this will require the ability to design a research study, determine the appropriate statistics and develop a one or more tables to display the results of the study
- Theory/philosophy – this will require integration of theories and philosophy in the student's discipline
- Content – this will require knowledge of content in a single course or the integration of content from several courses
- Issue – this will require application of knowledge to a current issue

The Director of the School of Human Ecology sends the exams directly to the graduate student on the designated day via e-mail. Students are required to verify receipt of the exam

questions in writing the day they are received. One week is allotted for completion of the written comprehensive examination. The exams are to be answered following the School of Human Ecology writing format. References must be cited within the text and a separate reference list for each question must be provided. Answers to the exam are limited to a maximum of 20-25 pages, excluding references.

Students are expected to understand the general concepts from each graduate course they have completed and be able to illustrate these with specific examples, be able to apply the information from several courses to a particular problem, be able to reference research related to the question, and be aware of current issues related to Human Ecology. The take-home comprehensive exam will be evaluated on the student's ability to:

- Convey depth and accuracy in addressing all components of question
- Write in a logical manner
- Write in a grammatically correct manner
- Analyze, integrate, and synthesize information and ideas
- Develop, support, interpret, and critique current literature
- Use original and source materials through traditional library research and use of the World Wide Web
- Use technical writing styles, including correct citations
- Follow HEC/APA guidelines for formatting of academic papers

After the student has completed the examination, all responses will be submitted to an electronic plagiarism detection site. The Graduate Secretary will distribute student responses to the Chair of the Graduate Advisory Committee who will evaluate the exam with assistance from other faculty, including those who originally submitted questions for evaluation. Faculty members are asked to grade the answers using the rubric provided and evaluate the response as: Excellent (4); Good (3); Satisfactory (2); Satisfactory Minus (1); or Unsatisfactory (0). A score of Excellent represents a numerical grade of 92-100%; Good is 84-91%; Satisfactory is 76-83%; Satisfactory Minus is 68-75%; and Unsatisfactory is less than 68%. Faculty members are

encouraged to write comments on the exam paper which would be helpful to the student.

Students are expected to achieve a minimum score of 2 (satisfactory) on each question.

Students who receive satisfactory grades on all questions will receive a grade of “S” for HEC 585. Students who fail to achieve satisfactory scores on one or more questions will receive a grade of “NC” (no credit).

Students are notified by mail as to the rating for each question response and whether or not they passed prior to the grades being posted on their transcripts. Students are encouraged in the letter to come to the office of the Director of the School of Human Ecology and review their exams in preparation for orals. They are encouraged to discuss unsatisfactory responses with the instructor who graded the response.

Should a student fail to achieve a score of 2 (satisfactory) on one or more questions, a re-take exam will be formulated by the Graduate Advisory Committee. The exam will include only the question(s) for which the student failed to achieve satisfactory scores. Re-take exams will be taken during the comprehensive exam period the following quarter and the student must register again for the HEC 585. The re-take question(s) will be from the same category (Research, Theory, Content, or Issue) and the same graduate classes as the original question but will be different in content. Re-take questions may be more extensive than the original question and students often are expected to answer in more detail and with longer papers than were expected with the original questions. However, students’ performance will be evaluated using the same criteria as established for the original take-home comprehensive exam question.

University Graduate School policy states that students will only be allowed two opportunities to successfully complete the comprehensive exam. A student who fails to achieve satisfactory scores on the re-take examination will have a meeting with the School of Human

Ecology Graduate Faculty Committee who will recommend one of the following actions:

- a. Student will not be allowed to continue in the MS program in the School of Human Ecology.
- b. Student must complete additional course work.
- c. Student must demonstrate mastery of content at the oral examination.

Oral Examinations

The oral examination is the final formal evaluation in the master's program in Human Ecology. The student will demonstrate the ability to "think on one's feet" and express oneself orally. Though the oral examination may be completed during any quarter, the student must be enrolled in HEC 551 or HEC 506 during the quarter he/she completes the exam. Whether or not the student is allowed to complete the exam in summer is dependent on the schedules of the nine-month faculty who are on the Graduate Advisory Committee.

A student should be able to answer questions dealing with any course work, particularly in areas that were inadequately answered in the written comprehensive examination, and to apply understandings from one's program to current problems. While questions would usually deal with concepts rather than details, students will be expected to give specific examples in answering. However, questioning will not be limited to material included in the written examination. A major portion of the discussion will concern the thesis or supervised research project. Students should present the results of their thesis or non-thesis project and orally "defend" their research. The majority of questions in the oral examination will deal with the research project completed by the student.

The student is to assume the responsibility for scheduling the oral examination. The

following things should be done:

1. Contact each member of the Graduate Advisory Committee and establish a mutually agreeable time and date.
2. Schedule a place for the exam by reserving a conference room in the School of Human Ecology (318-257-3727).
3. Give information to each committee member at least seven days before the examination:
 - a. A written reminder of the time, date, and place.
 - b. A copy of the Plan of Study, with all grades recorded.
 - c. A short curriculum vita, including educational and professional experience.
(A copy should be retained for the student's file.)
 - d. A final copy of the thesis or the review of literature and abstract or grant proposal for the non-thesis project.

GRADUATION AND PLACEMENT

Commencement is a time of public recognition of the accomplishments of the graduate student and is usually a very special event for the graduates and their families. Tech faculty members are interested in their graduates after graduation and provide aid in placement. Please keep the Human Ecology Office apprised of name and address changes.

Graduation

Commencement exercises are held and advanced degrees conferred at the end of each quarter, including the summer quarter. A student who is scheduled to receive a degree at the end of a quarter is expected to attend the commencement exercises. Approval for absence from graduation must be requested in writing from the President of the University. A "special handling" fee will be charged persons who do not pick up their diplomas at graduation when they are normally available. Degree candidates are required to arrive at the place of assembly no later than one hour before commencement exercises are scheduled to begin.

The applicant for graduation must be registered at Louisiana Tech University. Students who have completed all degree requirements in a given quarter, but not in time to graduate will be permitted to register for "graduation only" in the next quarter. Application for graduation forms are available during registration and must be submitted to the Registrar within the first four weeks of the quarter in which the student expects to graduate. Arrangements for caps, gowns, and hoods should be made in the Bookstore.

If one applies for graduation but is unable to complete graduation requirements, the

Registrar, the Associate Dean for Graduate Studies, and the Director of the School of Human Ecology, should be notified well in advance of commencement. Names will be removed from the printed program if time permits.

Placement

Degree candidates provide data on their qualifications and occupational preferences so that they may be given help in securing the employment for which they are best equipped. Academic achievements and evaluations provided by faculty references are added to a confidential, cumulative file. The University Placement Office also arranges interviews and acquaints students with various employment opportunities. Students should request recommendations in writing.

Students interested in teaching positions should register with the Placement Office about one year prior to their expected graduation date; those interested in other positions should register at least six months before graduation.

Job opportunities are listed on the bulletin boards outside the Placement Office. Students should check frequently for job announcements. Students should have resumes filed in their folders in the School of Human Ecology to aid in placement recommendations.

The Human Ecology graduate also should keep the School of Human Ecology informed of current employment status and interest in new positions. Faculty members are often contacted by employers seeking potential employees. If faculty members are aware of a graduate's needs and desires they may be able to recommend the individual for a position.

FINANCIAL AID

Various forms of financial aid are available for graduate students. Appropriate officials should be contacted for more detailed information.

Assistantships

Application for Human Ecology assistantships is made to the Director of the School of Human Ecology, Dr. Amy Yates (yates@latech.edu; 318-257-3727) by May 1. Assistantships normally begin in the fall and continue through the end of the spring quarter. The graduate assistant will be required to work 10-20 hours per week, depending on the assistantship. An assistantship is a contractual agreement and the student has an obligation to fulfill the duties of the job until such time as the contract ends.

Assistantships also may be available at various times for work on special grant projects. Further information concerning such grants is available from the Director of the School of Human Ecology or the Associate Dean for Research in the College of Applied and Natural Sciences.

Human Ecology Scholarships

The School of Human Ecology awards some scholarships for graduate study. The number and amount of these awards are dependent upon the availability of funds. Applications should be made to the Director of the School of Human Ecology by the end of winter quarter.

Occasionally other scholarships are available. The Office of the Director of the School of Human Ecology should be contacted for more information.

University Employment

Louisiana Tech provides equal educational opportunities for all students and this policy of equal opportunity is fully implemented in all programs of financial aid available to assist students to obtain an education at Louisiana Tech. The student is advised to contact the Office of Student Financial Aid for details about programs.

Employment is available in a wide variety of forms to the student who is willing to work. Paid work in clerical capacities, maintenance, food service, laboratories, library, dormitories, and other areas provides educational and training opportunities. The university participates in the College Work-Study Program designed to assist students with a need for financial assistance. Information concerning loans is also available. Contact the Office of Student Financial Aid at www.latech.edu/finaid, 318-257-2641, or P.O. Box 7925, Ruston, LA 71272 .

Professional Expectations of Graduate Assistants

Philosophy

1. The Graduate Assistant is an integral part of the total program in the School of Human Ecology.
2. Selection as a Graduate Assistant is considered an honor. One has the privilege and the responsibility to work in a supervised setting as a part of the staff in the School of Human Ecology while studying toward the master's degree. Acceptance of an

assistantship is considered a professional commitment for the specified time.

3. The Graduate Assistant is an extension of the permanent teaching faculty and as such has certain professional responsibilities, i.e.:
 - a. Assuming duties assigned and reporting to appropriate staff members promptly and regularly.
 - b. Maintaining a professional attitude toward students, staff and faculty.
 - c. Maintaining a standard of personal appearance which reflects a professional person.
 - d. Developing the ability to handle confidential information in a professional manner.
 - e. Representing the School of Human Ecology to others with whom the assistant has contact.

NOTE: Graduate Assistants are not eligible for faculty parking stickers for their cars.

Procedures

1. Graduate assistants are selected by University or School committees on the basis of academic performance, test scores, records of leadership and professional involvement, recommendations, expectations of successful completion of the master's degree and professional potential.
2. The Director of the School of Human Ecology will assign Graduate Assistants to faculty supervisors and specific classes. Requests of faculty members for the services of a graduate assistant are considered in making assignments. The assignment may vary each quarter according to the needs of the School.

3. Specific duties and responsibilities will be defined by the faculty supervisors. Graduate Assistants should receive written job descriptions from their supervisors and are encouraged to ask for clarification if roles are unclear. A copy of the job description should be given to the Director of the School of Human Ecology for filing during the first week of the quarter.
4. Evaluation of experiences leads to professional growth. At the end of each quarter, each faculty supervisor and Graduate Assistant should discuss and evaluate completed experiences. Responsibility for specific demonstrations or teaching experiences may be increased as confidence and familiarity with preferred methods of instruction increase.
5. A student may be dismissed from the assistantship for unsatisfactory performance.

Requirements

Each graduate assistant is expected to work an average of 10-20 hours per week. Unless otherwise specified, graduate assistants will have the same holidays as the "9-month teaching faculty." Graduate assistants are required to enroll in six hours and not more than nine hours of graduate course work each quarter.

Specific duties and responsibilities will vary, and, as described earlier, should be defined by the faculty supervisor. For example, an assistant helping with a class is expected to attend all class meetings; supervise students in laboratory classes or out-of-class activities; aid in evaluation of projects and exams; prepare materials for classroom use; and maintain rooms and equipment in good order.

Required activities of graduate assistants include:

1. Performing duties listed in job description.
2. Attending required meetings.
3. Reporting needed repairs and problems to the supervisor.
4. Keeping a daily time sheet of hours worked and type of work achieved during that time. Professional employees have the responsibility to fulfill professional obligations, even if they cannot be done within the normal working day. However, a daily time sheet does provide helpful information for data concerning accountability. A daily time sheet also can be used in evaluating appropriateness of work assignments. Forms for the daily time sheet are available from the Director of the School of Human Ecology. Completed time sheets should be signed by the graduate assistant, the faculty member supervising the work, the Director of the School of Human Ecology and the Dean. Time sheets are due the last working day of the month. Completed forms are maintained on file in the Dean's office with a copy kept in the School of Human Ecology.
5. Completing documentation in the Personnel Office before a paycheck is provided. Documentation includes showing proof of eligibility to work and completion of tax forms.

MS DEGREES OFFERED IN HUMAN ECOLOGY

The School of Human Ecology has been given the authority to grant the Master of Science degree in Nutrition and Dietetics.

Required and suggested courses are listed below. The student should study and evaluate the appropriate listing in preparation for completing the Plan of Study. The University Catalog provides complete titles and course descriptions. Courses should be selected to meet the professional goals of the student. The Plan of Study should be developed in consultation with the advisor and approved by the other committee members during the first quarter of enrollment.

REQUIREMENTS:

Thesis Option (30 hrs)

FNU 548 – Applied Dietetics (optional)

HEC 504– Research Methods

FNU 528 – Nutritional Mgmt of CVD

FNU 529 – Nutritional Mgmt of Diabetes

HIM 505 – Statistics

1-2 additional grad- level FNU content courses

2 approved electives (may be FNU courses)

Minimum of 6 hours of thesis (HEC 551; students must enroll every quarter they use Tech resources, including advisor) and 0 hour of HEC 585

Non-Thesis Option (39 hrs)

FNU 548 – Applied Dietetics (optional)

HEC 504– Research Methods

FNU 528 – Nutritional Mgmt of CVD

FNU 529 – Nutritional Mgmt of Diabetes

HIM 505 – Statistics

4-5 additional grad-level FNU content courses

3 approved electives (may be FNU courses)

HEC 506C – Non-thesis research project (3 hours) as well as 0 hour of HEC 585

Students should consult the University Catalog for a description of courses.

APPENDIX A

PLAN OF STUDY

Expected Graduation Date _____

Original
 Revision

PLAN OF STUDY
The Graduate School
Louisiana Tech University

 Last Name First Middle CWID

 Mailing Address

 Degree Pursued

 Major

 Minor (s)

 Language(s) or Proficiency Tools to be Used

List all courses to be applied toward the degree which carry Louisiana Tech credit. If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Department & Numbers	Course Title	Name of Instructor	Semester Hours Credit	Grade	
Major:					

(See reverse side)

GS Form 6
(2/04)

List all transfer credit which is to be applied toward the degree, a **maximum of 12 credit hours**. If the course was taken by extension, write "Ex" at the right of the place for the grade.

Department & Number	Course Title	Name of Instructor	Credit	Grade	

List all courses required to remove subject matter deficiencies.

Department & Number	Course Title	Name of Instructor	Credit	Grade	

List all courses to be utilized as course substitutions.

Department & Number	Course Title	Name of Instructor	Credit	Grade	

Signature of Student

Date

Approved:

Chairman, Advisory Committee Date

Department Head Date

Advisory Committee Member Date

Director of Graduate Studies Date

Advisory Committee Member Date

Dean of the College Date

Advisory Committee Member Date

Advisory Committee Member Date

Received, Graduate School Date

GS Form 6
(04/11)

APPENDIX B
THESIS PROPOSAL APPROVAL FORMS

PROPOSAL APPROVAL FORM
SCHOOL OF HUMAN ECOLOGY
LOUISIANA TECH UNIVERSITY

INSTRUCTIONS: The student is to file an approved copy of this form attached to a copy of the proposal with each advisory committee member, the Associate Dean for Graduate Studies in the College of Applied and Natural Sciences, and the Director of the School of Human Ecology within one week of the Committee Meeting approving the proposal.

Name: _____

Degree Program: _____

Title of Thesis: _____

Expected Graduation Date: _____

Date of Proposal Meeting: _____ Date Filed: _____

Modifications of Proposal Agreed Upon in Committee Meeting:

Student Signature Date

Committee Member Date

Chair of Advisory Committee Date

Director, School of Human Ecology Date

Committee Member Date

Proposal For _____ Thesis _____ Dissertation _____ Practicum

The Graduate School
Louisiana Tech University

Instructions: An approved copy of this form and the attached pages outlining the proposal should be filed with each advisory committee member, the appropriate Director of Graduate Studies, the appropriate College Dean, and the Dean of the Graduate School.

Name _____ Date filed _____

Student ID Number _____

College of _____ Degree program _____

Tentative thesis or dissertation title _____

Expected completion date _____

Signature of Student

Date

Advisory Committee Approval:

Chairman	Date	Department Head	Date
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Committee Member	Date	Director of Graduate Studies	Date
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Committee Member	Date	Dean of the College	Date
------------------	------	---------------------	------

Committee Member	Date
------------------	------

Committee Member	Date
------------------	------

Received by _____ Date _____

Dean of the Graduate School

On attached pages, provide concise statements of the following:

- | | |
|-----------------------|-------------------|
| I. Tentative Title | IV. Research Need |
| II. Objectives | V. Methodology |
| III. Related Research | VI. References |

APPENDIX C

**HEC 506 REQUIREMENTS:
INSTRUCTIONS,
CONTRACT SHEET,
GRADING RUBRIC**

HEC 506 Requirements

All human ecology graduate students in the non-thesis option are required to complete a one-quarter supervised research project (HEC 506). The project is to be planned in advance of registration, in consultation with the major professor, and approved by the advisory committee and the Director of the School of Human Ecology. HEC 504, Research Methods, is a pre-requisite or co-requisite for enrollment in HEC 506.

Prior to enrolling in HEC 506, the student and advisor will work together to complete the 506 Contract Form. All signatures should be obtained and the form filed in the Director's office prior to enrollment.

Instructions for completing the form are listed below:

1. Identify student name, ID number, e-mail address, faculty supervisor, and quarter and year of enrollment.
2. Indicate type of project: grant proposal, secondary data analysis and report, or data collection/analysis project.
3. Identify the purpose of your project.
4. Provide an outline of the information to be included in the literature review. [Note: All projects, regardless of type, will include a literature review that is at least 20 pages in length, and has a minimum of 25 references, 75% of which are from peer-reviewed or primary sources.] Identify due date for the literature review.
5. Describe how you will manipulate or analyze the data. [Note: For a grant proposal, *minimum* expectations would include: description of how the data would be collected and analyzed; preparation of an evaluation component; preparation of a budget, including justification; and preparation of "dummy tables" for the final report. For a secondary data analysis, minimum expectations would include: description of the specific variables to be analyzed; description of the statistical tests to be used to analyze data. For a project in which the student collects data, minimum expectations would include: a description of the data collection tool; and a description of the statistical tests that will be used to analyze the data.] Identify the due date for the data manipulation component of the project.
6. Describe the final product. Identify what the product will be, and where and when it will be submitted or presented. [Note: For a grant, the final product will include all forms and supporting materials that are ready for submission to an external funding agency. For a secondary data analysis or an independent data collection project, the final product is to include a manuscript prepared using appropriate journal guidelines or a poster or a presentation, which have been accepted for presentation at a

professional meeting; a minimum of one table or figure is required.] Identify the due date for the final product.

7. Identify dates and times for regularly scheduled meetings between the advisor and the student. In most cases, at least three meetings should be scheduled, one early in the quarter, one about half way through the quarter, and another during the last two weeks of the quarter.
8. Obtain signatures. Student should sign and date the completed form, obtain advisor's signature, and signatures from advisory committee members before filing with the Director of the School of Human Ecology. Only after the form has been filed will the student be allowed to register for HEC 506.

Grading: Students must complete the HEC 506 course in one quarter. A letter grade will be assigned by the advisor at the end of the quarter. The grade is based on the quality of work submitted to the advisor by the student. This includes drafts of the project submitted throughout the quarter as well as the final product. Students should be aware that the guidelines listed above represent minimum expectations and that completion of minimum expectations does not ensure that the student will earn a high grade in the course. A traditional system of grading will be used. A grade of **A** is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional quality and application. A grade of **B** is superior. A grade of **C** is average. A grade of **D** is given for poor quality work. A grade of **F** is given for failure. Grades of D and F will not be applied to the graduate plan of study.

**School of Human Ecology
HEC 506 Contract Sheet**

1. Contact Information

Student Name:	Student ID:
E-mail address:	Phone:
Faculty supervisor:	Quarter and Year of Enrollment:

2. Type of project

Please check one: <input type="checkbox"/> Grant <input type="checkbox"/> Secondary Data Analysis <input type="checkbox"/> Data Collection/Analysis Project
--

3. Purpose of project (Hypotheses if appropriate) and method

Describe purpose of your project and what you will do:

--

4. Literature Review Outline

Provide an outline of topics to be covered in the literature review:

--

Due Date for literature review:

5. Data manipulation

Describe data manipulation procedures:

--

Due date for data manipulation component:

6. Product description () Poster () Manuscript () Grant Proposal () Other

Describe the final product, including when and where it will be submitted:

Due date for final product:

7. Meeting dates

Identify scheduled meeting dates, times, and places:

8. Signatures

Student Signature and Date:

Advisor Signature and Date:

Committee Member Signature and Date:

Committee Member Signature and Date:

School of Human Ecology Director Signature and Date:

Grading: Students must complete the HEC 506 course in one quarter. A letter grade will be assigned by the advisor at the end of the quarter. The grade is based on the quality of work submitted to the advisor by the student. This includes drafts of the project submitted throughout the quarter as well as the final product. Students should be aware that the guidelines listed above represent minimum expectations and that completion of minimum expectations does not ensure that the student will earn a high grade in the course. A traditional system of grading will be used. A grade of A is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional quality and application. A grade of B is superior. A grade of C is average. A grade of D is given for poor quality work. A grade of F is given for failure. Grades of D and F will not be applied to the graduate plan of study.

Rubric for Assessment of Graduate Non-Thesis Project (HEC 506)

Review of Literature

_____/15 Mechanics

Basic grammar, spelling, appropriate word usage, appropriate format, use of headings

_____/15 Content/Organization

Clarity of thought, organization of paper, main idea clearly presented and well supported, clear and logical transitions, effective introduction and conclusion, at least 20 pages long

_____/10 References

25 or more references, 90% of references from appropriate sources (primary reference, peer reviewed journals, other authoritative sources), references appropriately cited in text and reference list (Human Ecology Format), references in text match reference list

Final Product

_____/25 Quality of Final Product

Overall quality of the paper, proposal, or presentation. To what extent it is professional, attractive and appropriate for the venue. A summary and conclusions are included which are appropriate for the venue.

_____/25 Research Design, Data

Where Appropriate: Research design and data analysis are described in detail. Data collection is described in a detailed, logical manner. An appropriate data analysis strategy is identified, and a rationale for the analysis is given. Data are reported in tables that are readable and attractive, where appropriate. A complete budget with thorough justifications is provided.

_____/5 Meeting Deadlines

Forms are completed and neatly done. Agreed upon due dates were consistently met. Student was prompt to all arranged meetings with faculty. Final product is completed, ready to be mailed or presented at a poster session or workshop.

_____/5 Independent Work

Student takes the lead and needs little help in developing and finishing the project. Student is motivated and works well independently.

_____/100 TOTAL

**Adopted by Human Ecology Graduate Faculty
April 8, 2005**