The University is committed to equal opportunity for all persons in all facets of the University’s operations and is an Equal Opportunity/Affirmative Action Employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same nondiscriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.
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2022-2023
Graduate Student Acknowledgement Form

I, ________________________________, (printed name) do hereby acknowledge by signing and dating this form that I received a copy of the 2022-2023 Graduate Student Handbook for the Department of Family and Consumer Sciences and reviewed it with my advisor. I understand that I will be expected to abide by the contents of this document as it pertains to my graduate degree.

________________________________________   ______________________________
Graduate Student Signature   Date

________________________________________   ______________________________
Advisor Signature   Date
Welcome and Overview

Welcome to the Department of Family and Consumer Sciences at the University of Wyoming (UW). This handbook is intended to acquaint you with our graduate education programs in Family and Consumer Sciences and Food Science and Human Nutrition and help you plan your graduate studies with us. The written guidelines in this handbook and the information available on the UW Graduate Education website at [www.uwyo.edu/uwgrad](http://www.uwyo.edu/uwgrad) explain current policies and specific requirements and provide a suggested timeline to help keep you on track. Please read this handbook carefully and keep it for future reference. The signature page distributed with this handbook will be retained in your student file.

Nature of the Programs

The UW Department of Family and Consumer Sciences has two master’s degree options:

- Master of Science in Family and Consumer Sciences
- Interdisciplinary Master of Science in Food Science and Human Nutrition (with the Department of Animal Science)

The Master of Science programs within the Department of Family and Consumer Sciences prepare students for a variety of career possibilities within Family and Consumer Sciences or within one of the discipline areas (please refer to the program-specific information in this handbook) Students may select an area of emphasis in: a) Human Development and Family Sciences; b) Human Nutrition and Food; or c) Design, Merchandising and Textiles.

The interdisciplinary Master of Science in Food Science and Human Nutrition allows students to pursue graduate studies in areas such as human nutrition and metabolism, food chemistry, food microbiology, food product development, meat science and community nutrition.

All entering master’s students will choose a research program and will work with faculty members from the appropriate curricula. (Please see page 6 for more information about the master’s advisory committee).

In addition to these two master’s degree programs, faculty in the department also participate in the interdisciplinary Biomedical Sciences (BMS) PhD program. Biomedical Sciences is the study of human biological processes; the complex interactions between physiological, genetic and environmental factors that influence disease and health. It spans the spectrum from fundamental discovery to innovation and application. Areas of focus within BMS include nutrition and child and human development. Students in the BMS program may take courses with and interact with master’s students and faculty within the department but are subject to a program of study specific to the BMS PhD program. Please see the BMS PhD website [www.uwyo.edu/biomedphd](http://www.uwyo.edu/biomedphd) for additional information about the program of study, curriculum and coursework.
Assignment of Major Professor

Each student will have a faculty advisor (major professor) while in the program. The major professor is commonly selected prior to admission but in some cases may be selected during the first semester of graduate work. Assignments to a specific major professor should be based on mutual research and professional interests. The major professor also serves as Chair (or Co-Chair) of the student’s committee.

Arriving on Campus

When you arrive on the UW campus for the first time, there are a few tasks you will need to complete. The following are tasks that will ensure your first semester starts on a positive note:

- Visit the department office: The Family and Consumer Sciences office is located in room 251 on the second floor of the College of Agriculture, Life Sciences and Natural Resources. An appointment is not required, but it is advisable to contact the department office in advance by calling 307-766-4145 or emailing fam-consci@uwyo.edu. Introduce yourself to the Department Head and the office staff. You will be directed to your office (if you have been assigned one) and introduced to your major professor (if you have not previously met him/her). You may also be given a tour of the department as time and staffing permit.

- Complete employment processes: If you have been offered a graduate assistantship you will be required to complete a variety of mandatory employment and payroll processes. This should be done in a timely manner or your first paycheck will be delayed. See the Family and Consumer Sciences accountant if you have questions. Bring your picture ID.

- Acquire a UW student account: An official student identification number (called a W number) and UW student account are required of all students. These will allow you access to email and the WyoWeb portal which you will use for enrollment and degree management.

- Enroll in classes: Make an appointment with your major professor to review your course schedule and obtain your personalized electronic registration code (called a PERC). While it is likely you have previously “met” your major professor by phone or email and may have already registered for your courses, it is a good idea to review your schedule before classes begin. Each semester information on registering and enrolling in courses can be found on WyoWeb. You will use a new PERC each semester.

- Prepare for instructional and/or research responsibilities: If you have a graduate teaching or research assistantship, you should also talk to your major professor about your job responsibilities.
Graduate Student Resources and Responsibilities

Graduate Student Resources
Resources for success during your graduate studies are available online at www.uwyo.edu/uwgrad. This site includes a link to the University Catalog and information on registration for courses, program of study development, financial assistance, committee formation, thesis requirements and the graduation process. Important forms, petitions and guidelines are also downloadable HERE.

UW Graduate Student Orientation
All new incoming graduate students are required to attend the Graduate Student Orientation. Graduate students who will have teaching responsibilities must attend a different session (see below). Graduate Student Orientation is typically offered the week before classes start. Faculty and key administrators present information essential to graduate student success. Information and updates for Graduate Student Orientation can be found on the Graduate Education website www.uwyo.edu/uwgrad.

College Teaching Assistantships
Students awarded an assistantship involving any type of teaching responsibility (including labs, lectures, paper grading and interpretation to students) are required to attend the Graduate Student Teaching and Learning Symposium. This mandatory seminar is typically scheduled in the week before the start of the semester and is designed to introduce graduate assistants to principles and issues in college teaching. It must be completed before assuming teaching responsibilities. Failure to attend could result in cancellation of the assistantship. Students are strongly encouraged to consult with their major professor to define teaching responsibilities prior to attending the teaching orientation. As orientation and workshops approach, details will be displayed on the Graduate Education website www.uwyo.edu/uwgrad.

International Students
International students should check in with the International Students and Scholars (ISS) office upon arrival www.uwyo.edu/ISS. The ISS hosts a mandatory orientation for new international graduate students. Information on the orientation session and other important resources can be found on the ISS website.

Documenting Assistantship Hours
Full-time graduate students on state-funded assistantship are required to work 20 hours per week (www.uwyo.edu/regs-policies/_files/docs/policies/graduate_fellowships_assistantships_sap_5-28-18.pdf). To help the graduate student and their major advisor, the department has initiated an internal timesheet submission protocol. Students must record their work hours and submit the paper timesheet to their major advisor at the end of each month. A copy of the timesheet is provided in this handbook.

Financial Support - Graduate Assistantships
Financial support is never guaranteed. When awarded, a full-time assistantship provides a stipend, health insurance, and a tuition/fee reduction.

- The stipend is payable in installments over an academic year (September through May).
- Funding cannot be guaranteed for summer session (June, July and August).
- Health insurance will be paid for the calendar year. Student medical insurance is mandatory for international students.
- The tuition/fee reduction will cover up to 9 graduate credit hours of tuition per semester and most mandatory fees. Some incidental fees are the responsibility of the student. Anyone receiving a full-time graduate assistantship must be registered as a full-time student in 9 credit hours per semester.
- If a student is awarded less than a full-time assistantship, the stipend, and tuition and fee reduction will be adjusted to the percentage rate of the assistantship.
• Graduate students who receive a full assistantship are required to work an average of 20 hours per week for the stipend.
• Renewal of a graduate assistantship is contingent on acceptable progress towards degree completion and maintenance of a grade point average of 3.0 or above.
• Financial support is not given for more than two academic years.

Financial Support - Scholarships and Employment
Detailed information on employment, UW graduate scholarships and UW financial aid are available on the Graduate Programs website www.uwyo.edu/uwgrad/enrolled-students/financial-assistance/index.html. Scholarship criteria vary so students receiving a graduate assistantship should ensure their eligibility before applying.

Scholarships of particular interest to students in the department include:
• College of Agriculture, Life Sciences and Natural Resources Graduate Student Scholarship through the annual Brand of Excellence scholarship program (requires application)
• Minority and Women's Graduate Assistantship (requires department nomination)
• The Gayle Neubauer-Shaw Scholarship (available through the department - requires application)

Degree Requirements and Evaluation

Degree Requirements
In addition to the general requirements for completion of a master’s degree at UW specified in the University Catalog, the following are required:
2. Participate in UW graduate seminars as identified by you and your advisor (the number of seminars required varies, so please see program specific requirements in the appendices and also discuss this requirement with your advisor).
3. Attend at least two of the following each semester:
   • A thesis or dissertation proposal presentation outside of the department
   • A thesis or dissertation defense presentation outside of the department
   • An ECTL-sponsored graduate teaching and learning seminar
   • A symposium or conference (on or off campus) approved by your advisor
   • Another professional activity approved by your advisor.

In addition, all disciplines require successful completion and oral defense of a research (Plan A) thesis or non-thesis (Plan B) project. Completion of a minimum of 30 semester credit hours is required for all program areas. Programs cannot exceed 45 credit hours or six calendar years.

Evaluation
Continuation in the graduate programs offered in the department is contingent upon satisfactory performance. Factors considered in performance evaluation include: a) performance in courses/coursework; b) performance in stipend positions such as teaching and research assistantships; c) progress in research requirements; d) adherence to expected completion dates for the thesis; and e) adherence to ethical principles and professional conduct; and f) grade point average (GPA). Graduate students must pass all department courses with a B or better and must maintain an overall GPA of 3.0 or better in 4000 and 5000 level courses. Thus, hours for which a C was earned must be balanced with a corresponding number of hours for which an A was earned. Students who fail to bring their GPA to 3.0 or greater and remove themselves from probation after one semester or one summer session will be suspended from the university.
A suspended student can petition to be reinstated. The college dean will consult with the department head prior to all petition decisions. A reinstated student is on probation and may be subject to other performance criteria as determined by the dean in consultation with the department head. Suspended students are also not eligible for graduate assistantships. Additional information is available HERE.

**Academic Dishonesty**

Academic dishonesty is an act attempted or performed that misrepresents one’s involvement in an academic task in any way, or permits another student to misrepresent the latter’s involvement in an academic task by assisting in the misrepresentation (UW Regulation 2-114). Academic dishonesty and scholarly misconduct will not be tolerated.

If academic dishonesty has been established, the offending student shall receive a failing grade for the course in question. If two such acts have been recorded at different times or in different courses, the student shall be suspended from the university in accordance with UW Regulation 2-114. These actions shall not preclude the imposition of other sanctions by university officers including the loss of benefits from programs, scholarships, and other opportunities normally afforded students.

**Repetition of Courses**

No more than two courses (for a total of six credit hours) available for graduate credit may be repeated by students at the graduate level. This regulation does not apply to those courses carrying variable credit (e.g., research or independent study). Variable credit courses are considered repeated only when so certified in writing by the instructor and the registrar.

**Time Allowance and Limitations**

Master’s students have six calendar years to complete their degrees from the beginning of the first course taken and listed on the program of study. Your program cannot exceed 45 credit hours.

**Continuous Enrollment**

Once admitted, all degree seeking graduate students must maintain continuous enrollment. Unless a formal leave of absence is approved, all students should maintain at least one hour of continuous enrollment in the semester or session they expect to receive their degree. Students should maintain enrollment for two of the three academic semesters in an academic year (fall, spring and summer). Reactivation will be required if the student has not enrolled in classes within the previous 12 months. International students’ enrollment status is monitored by the Office of International Students and Scholars. Contact that the office for more information.

**Re-Enrollment or Re-Admission**

- Any student not registered at UW during the previous 12 months must be readmitted.
- A departmental request for readmission must be submitted to the college dean in writing.
- Students are required to be continuously enrolled unless a formal leave of absence has been approved.
- When enrollment is interrupted for one or more years, without an approved leave, students are automatically reclassified as inactive students and must reapply for admission.
- Students are encouraged to review previously submitted programs of study. Coursework older than six years old will need to be petitioned.
- Students are encouraged to review previously submitted committees.
- Students who do not re-enroll immediately after being readmitted may become inactive again and will need to repeat the process.
Master’s Thesis (Plan A) or Project (Plan B)

**Timeline**
The following is a suggested outline showing approximate times for completion of the steps inherent for the master’s thesis or project.

- **First Semester, 1st year**: The student will begin consideration of ideas for thesis topics or research project foci and perform preliminary research as appropriate.
- **Second Semester, 1st year**: The student will form a master’s advisory committee (and submit Committee Assignment Form for approval), and begin developing a draft proposal (which ideally should be presented in the spring). The student may also begin data collection and a detailed review of the literature during the second semester and over the summer.
- **First Semester, 2nd year**: The student will prepare and submit a Program of Study. They may begin or continue data collection or project design/preparation and continue to work on the detailed literature review.
- **Second Semester, 2nd year**: The student will finish data collection, analyze the data (Plan A) or available literature (Plan B), complete the written thesis or project, and successfully defend. Depending on the research proposal or project, data analysis, project design and thesis writing often continues into the summer or first part of the following fall.

**Note**: Students conducting research involving human subjects must complete the appropriate training and be approved by the Institutional Review Board (IRB) for Human Subjects. Specific details are available in the IRB Section (page 8) that follows. Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC). The IACUC regulations and guidelines are available at: [www.uwyo.edu/research](http://www.uwyo.edu/research). A copy of the approval letter for Human or Animal Subject Approval forms must be included in the appendices of the student’s thesis/dissertation.

**Master’s Advisory Committee Assignment**
The master’s advisory committee consists of a) the major professor; b) at least one faculty member from the same department as the student and the major professor; and c) a member of the UW faculty from outside the major department. A committee is constructed in consultation with the student’s major professor prior to the end of the second semester of graduate study. Fill out the Committee Assignment Form. Obtain the appropriate signatures and submit to the Department Head.

Students can check the approval status of the master’s advisory committee online in WyoWeb under the “Student Resources” tab or by contacting the credential analyst in the Registrar’s Office.

**Program of Study**
A master’s degree program of study form should be filed prior to the end of the third semester of study. It must be approved by each member of the student’s committee. This document, filed with the Registrar’s Office, is a plan and can be amended should changes in coursework be necessary. Fill out the Program of Study form. Obtain the appropriate signatures and submit to the Department Head. The master’s advisory committee must be assigned before the program of study will be approved by the Registrar’s Office. If at any time changes are required to the approved program of study, a request for change in graduate program should be submitted. All graduate student forms can be found [HERE](#).
**Thesis and Project Writing**

Writing a master’s thesis (Plan A) or project (Plan B) is an undertaking. Students should allow adequate time to complete the writing following data collection. This time will vary depending on the nature of the research, topic, and previous experience of the student. Students should plan on submitting multiple drafts to their major professor and revising with their major professor’s input before the written document is ready to be viewed by other members of the master’s advisory committee. The written document must be approved by the major professor before the document is sent to other members of the master’s advisory committee. The final draft must be submitted to the master’s advisory committee at least three weeks before the oral defense, unless otherwise approved by the committee members. The student should then plan on completing the final version within a few weeks after the defense which incorporates suggestions and edits of the master’s advisory committee.

**Thesis and Project Format**

Every thesis accepted as part of a graduate degree program at UW is deposited in the University Libraries permanent collection. The Electronic Theses and Dissertations (ETD) project is a collaborative effort between the UW Libraries and graduate degree granting departments and students. Each student author has an obligation to produce a document for the scholarly community which is fully readable and which will remain completely usable over time. In order to accomplish this, authors should employ firm standards of form and organization in the preparation of the manuscript. Guidelines for formatting the thesis including a thesis template are available [HERE](#).

While it is important to submit an ETD that has a consistent and readable appearance, the content and outline (order) of the thesis will vary depending on the Plan (Plan A or Plan B) and the preferences of the major professor. The typical outline for the Plan A research thesis includes: introduction and background, literature review, methods, results, discussion, conclusion and future directions. A common alternate Plan A outline that is preferred by some professors in the department includes: introduction and background, focused literature review, manuscript (written in the style and format of a specified peer-reviewed journal) and significance and future directions. A common outline for a Plan B thesis project includes background, critical review of literature, evaluation, and conclusion. The student should consult his/her major professor for a more specific outline of the written thesis/project paper. Different methodologies might require a different organization, although the aforementioned formats are usually appropriate.

**Final Defense**

The final oral defense will be scheduled when the major professor and the master’s advisory committee feel that the student is ready to defend (not when the student feels he/she is ready to defend). For this to occur, the student must be finished collecting and analyzing all data and have a well written final draft of the thesis/project approved by the major professor. The final defense is scheduled in accordance with the Registrar’s deadlines for the semester and will be at a time that is good for the student and all members of the master’s advisory committee. The student should talk to the department staff to schedule a room and publically announce the defense. The defense must be announced at least two weeks prior to the defense date. Again the student should also deliver written copies of the thesis final draft to the master’s advisory committee a minimum of three weeks prior to the defense, unless otherwise approved by the committee members.

The format of the defense is set by the major professor and the master’s advisory committee. A typical format is as follows: the student makes a oral presentation which is open to the public; the public has a chance to ask the student questions; members of the public are asked to leave; the master’s advisory committee asks additional questions about the thesis or project and other content specific material; the student is asked to leave the room; the committee discusses their evaluation of the thesis document and of the defense; and the student rejoins the committee and learns the outcome of the meeting. The student should expect at a minimum to make editorial or minor content changes to the written thesis before the final version is approved. Depending on the committee, the edited thesis will need to be approved by the major professor or the major professor and the committee. Therefore the student should expect changes from the committee following the defense and should allow appropriate time (two week minimum) between the oral defense and the graduation deadline set by the university (see paragraph below).
After the Defense
Following the defense and when all committee member signatures have been secured (note: the major professor may delay signing until all necessary edits and/or additions to the thesis/project paperwork have been made and approved), the student should submit the Final Examination Results form to the Registrar’s Office. After submission of the Report of Final Examination form indicating all changes/revision have been made and the thesis/project is approved for final submission, the student will submit the thesis/project document for format review and final electronic publication to ProQuest. The student will be advised if additional corrections are required. The deadline for submission of all graduate student graduation paperwork (including submission of the thesis/project) is the last day of classes for the fall, spring and summer semesters.

Thesis Copy for the Department
In addition to the University requirements, a bound copy of every Plan A thesis and Plan B project must be turned in to the department. These copies will be kept as department records and may be used as examples for future graduate students. It is also customary that the graduate student provide all committee members with the final, approved copy of the thesis in either electronic or bound format.

Publication of Thesis Work
It is expected that graduate students will publish or otherwise disseminate all or part of their original thesis work preferably in a peer-reviewed publication. Typically the student will take the lead in preparing and submitting the article for publication and will therefore be first author. Authorship is also given the Major Professor as well as others who made a significant contribution to the work which may include members of the Master’s Advisor Committee and other students in the laboratory or work group. Faculty serving on the Master’s Advisory Committee, however, should not automatically given authorship unless the above can be justified. If the graduate student elects not to take the lead on publication or is unable to do so within 6 months of the defense date, the Major Professor may publish the work as first author. In this case the student will be an author but will not in most cases be first author. Students should discuss publication and/or disseminate plans with their Major Professor who must approve of efforts to publish the thesis work and who has ultimate responsibility for the published material. Unfortunately, although it is an expectation that thesis projects produce results worthy of publication, not all work can be published.
Master’s Thesis Checklist--- Plan A
Proposal and Oral Defense

Proposal

- Meet with your major professor.
- Select committee members with advisor (i.e., including major professor, at least one additional faculty member from your home department, and a faculty member from outside the major department) during the second semester of your first year.
- Complete the Committee Assignment Form prior to the end of your second semester. Obtain appropriate signatures and forward it to the department head.
- Complete the Program of Study prior to the end of your third semester. Obtain appropriate signatures and forward it to the department head.
- Send your proposal to your major professor for evaluation and feedback. (You should expect multiple revisions with your major professors before final approval.)
- Once your proposal is approved by your major professor, schedule a proposal meeting with your entire committee.
- Contact the department office staff to schedule a room for this meeting.
- Send your proposal to your committee 2 weeks prior to your proposal meeting.
- Send committee members a reminder e-mail including the date, time, and location: (1) on the day of your proposal meeting if your meeting is scheduled during the afternoon or (2) the day before your meeting if your meeting is scheduled in the morning.

Oral Defense

REMEMBER: You should expect that your thesis will require many revisions with your major professor before your oral defense can take place.

- Each semester the Office of the Registrar posts deadlines for the submission of graduate student paperwork. BE AWARE OF THE DEADLINES FOR THE SEMESTER YOU INTEND TO COMPLETE YOUR DEGREE! FAILURE TO DO SO COULD RESULT IN DELAYING YOUR GRADUATION!
- Submit your Anticipated Graduation Date by following the instructions HERE.
- Once your thesis is approved by your major professor, schedule a meeting date with your committee.
- Submit final version of written thesis to your committee three weeks before the oral defense.
- Schedule your oral defense according to the Registrar’s deadlines. Contact the department staff to schedule a room. Provide the staff with the official title of your project and your defense will be publically announced at the university level two weeks prior to your defense date.
- Pay graduation fee (you can do this online or to the cashier’s office).
- If participating in commencement, fill out survey on the commencement website.
- Complete your portion of the Report of Final Examination and bring this form to your oral defense. Obtain appropriate signatures from committee members and forward it to the department head. Anticipate corrections to your thesis from your committee. Work with your major professor to determine what revisions are necessary.
- Upload thesis via the ProQuest (UMI) site by the semester deadline. Full details and instructions can be found in Thesis Format Guide.
- Provide hard copies of your final thesis to all of your committee members.

ALWAYS KEEP A COPY OF DOCUMENTS FOR YOUR RECORDS.
Master’s Thesis Checklist--- Plan B Proposal and Oral Defense/Presentation of Project

Proposal
• Meet with your major professor.
• Select committee members with advisor (i.e., including major professor, at least one additional faculty member from your home department, and a faculty member from outside your major department) during the second semester of your first year.
• Complete the Committee Assignment Form prior to the end of your second semester. Obtain appropriate signatures and forward it to the department head.
• Complete the Program of Study prior to the end of your third semester. Obtain appropriate signatures and forward it to the department head.
• Send your proposal to your major professor for evaluation and feedback. (You should expect multiple revisions with your major professors before final approval.)
• Once your proposal is approved by your major professor, schedule a proposal meeting with your entire committee.
• Contact the department staff to schedule a room for this meeting.
• Send your proposal to your committee 2 weeks prior to your proposal meeting.
• Send committee members a reminder e-mail including the date, time, and location: (1) on the day of your proposal meeting if your meeting is scheduled during the afternoon (2) the day before your meeting if your meeting is scheduled during the morning.

Oral Defense – Presentation of Your Project

REMEMBER: You should expect that your written project report will require many revisions with your major professor before your oral defense can take place.

• Each semester the Office of the Registrar posts deadlines for the submission of graduate student paperwork. BE AWARE OF THE DEADLINES FOR THE SEMESTER YOU INTEND TO COMPLETE YOUR DEGREE! FAILURE TO DO SO COULD RESULT IN DELAYING YOUR GRADUATION!
• Submit your Anticipated Graduation Date by following the instructions HERE.
• Once your project is approved by your major professor, schedule a meeting date with your committee.
• Submit final version of written project report to your committee three weeks before the oral defense.
• Schedule your oral defense accordinging to the Registrar’s deadlines. Contact the department staff to schedule a room. Provide the staff with the official title of your project and your defense will be publically announced at the university level two weeks prior to your defense date.
• Pay graduation fee (you can do this online or at the cashier’s office).
• If participating in commencement, fill out survey on the commencement website.
• Complete your portion of the Report of Final Examination and bring this form to your oral defense. Obtain appropriate signatures from committee members and forward it to the department head.
• Anticipate corrections to your written project report from your committee. Work with your major professor to determine what revisions are necessary.
• Provide hard copies of your final written project report to all of your committee members.

ALWAYS KEEP A COPY OF DOCUMENTS FOR YOUR RECORDS.
Other Important Information

**Travel Awards**
Funds are available from both the University of Wyoming and the Department of Family and Consumer Sciences to support graduate students’ travel expenses to attend regional, national, and international conferences. To receive UW travel funds, the University requires that the student be making a presentation at a conference, be currently enrolled in a graduate program at the time of the request and at the time of the presentation/exhibit, and that the student’s department or major professor match the funding provided by the University. Please see [www.uwyo.edu/uwgrad](http://www.uwyo.edu/uwgrad). Awards are limited to $250 from the University. Reimbursement from the department varies depending on available resources. Students must submit separate applications to the University (see the above link) and to the department ([www.uwyo.edu/fcs/forms/](http://www.uwyo.edu/fcs/forms/)) at least two weeks prior to the conference date. Receipts must be submitted to the department accountant **within two weeks** after the trip. An applicant may receive only one such award during his or her graduate career. Students are encouraged to seek funding for additional professional conferences and exhibitions from other sources.

**Research Support**
Graduate students in Family and Consumer Sciences are eligible to request support up to $2000 for research expenses related to their program of study. Specific deadlines apply each semester. The request form is available at [www.uwyo.edu/fcs/forms/](http://www.uwyo.edu/fcs/forms/). Contact your major professor or the Department Head for more information.

**Institutional Review Board**
The University mandates that “research conducted by faculty and students which involves the use of human subjects in any way must be reviewed and approved by the Intuitional Review Board (IRB) prior to the initiation of the research project ([www.uwyo.edu/research](http://www.uwyo.edu/research)). The IRB is charged with protecting the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the University. If the research involves interaction or intervention with human subjects in any way or if a researcher obtains identifiable private information about a subject (i.e., via survey procedures or existing records), the research proposal must be reviewed by the IRB. All IRB proposals must be submitted for approval prior to the initiation of data collection or subject recruitment. For master’s thesis work, the student’s committee must approve the proposal prior to submitting to the IRB. Investigators (including graduate students) are required to complete the human subject’s research training module (CITI training) at [www.citiprogram.org](http://www.citiprogram.org) prior to submitting a proposal for review. Graduate students with research assistantships should complete this training during the first few months of their assistantship. The student should provide their major professor an electronic or hard copy of documentation that CITI training is complete.

There are three levels of IRB review: exempt, expedited, and full board. The IRB committee, not the researcher, makes the determination as to the level of review. In general, research proposals that meet the exempt review criteria are those that propose no more than everyday risk to the participant. This may include surveys of adults (18 years and older) about non-sensitive subjects. Proposals that meet the expedited review level would contain slightly more than everyday risk and the participants are not from sensitive groups such as children, incarcerated people or those with mental health concern. All projects that involve more than minimal risk or propose to include individuals from sensitive populations are reviewed by the full board. The student should work with their major professor to complete the application keeping in mind that the major professor and not the student is ultimately responsible for the protocol. The IRB meets once a month so students should check the IRB webpage at [www.uwyo.edu/research](http://www.uwyo.edu/research) for specific deadlines. Students are invited to attend the meeting where their proposal will be reviewed and are strongly encouraged to do so. This gives students the opportunity to respond to questions the Board may have or to work out alternative procedures that may address concerns raised by Board members. IRB information and directions on preparing a proposal can be found by clicking on the Proposal Toolkit tab on the Research website [www.uwyo.edu/research](http://www.uwyo.edu/research).
The proposal must include an explanation of the procedures of the study, the identification and assessment of the risks involved in participation in the research vs. the benefits of the research, consideration of the informed consent process, selection of subjects, protection of privacy and confidentiality and the investigator’s plans for collection, storage, and analysis of the data. You must also send copies of all measures that the investigator plans to administer, the consent form, and any advertising materials for subject recruitment. Both the student and their advisor must sign the IRB proposal. IRB proposals and materials may be submitted at any time, but must be submitted to the Office of Research, Room 308, Old Main, by the due date prior to scheduling meetings. Electronic submission of proposals via email is preferred.

**Graduate Student Continuous Enrollment Policy**

Once admitted, all degree-seeking graduate students must maintain continuous enrollment. Graduate students must maintain at least one hour of continuous enrollment (excluding summer session) and in the semester or session they expect to receive their degree unless a formal leave of absence is approved. This includes time to finish the written thesis following the oral defense.

**New Parent Accommodation Policy**

The New Parent Accommodation policy is designed to allow new parents to maintain full-time registered student status and facilitate their return to full participation in graduate activities in a seamless manner without penalty. For further information view the policy [HERE](#).

**Commencement Exercises**

Master’s recipients have the opportunity of participating in formal college commencement ceremonies in May and December. During this ceremony, master’s degree recipients are hooded by their major professor or another faculty member if the major professor is not available. Further information on paperwork, deadlines, ceremony dates, and graduation fees can be found on the [UW Commencement](#) website. It is important to remember that all students must declare their graduation date to the Office of the Registrar by the set deadline given on the Registrar’s website. Students who will graduate in summer may elect to participate in the commencement ceremony in May if approved by their major professor or in December following official completion of all requirements.
Specific Graduate Program Information
Food Science and Human Nutrition

Food Science and Human Nutrition is an interdisciplinary program through the Departments of Animal Science and Family and Consumer Sciences where students gain expertise in theory as well as combined research in the areas of human nutrition and metabolism, food product development, community nutrition, food microbiology, meat science and food chemistry.

Program faculty are actively conducting research in the areas of eating behaviors, indigenous/traditional diets, micronutrient needs and deficiencies, food product development, sensory characteristics of food products, health and physical performance of active individuals, nutrition and disease, brain-reward pathway in animals, microbial diagnostics, rumen microbiome, nitrogen/protein metabolism, lipid analysis and alternative feed/forages.

This master’s degree requires a minimum of 30 credit hours of coursework at the 4000/5000 level. Only nine credit hours of 4000-level courses are allowed in UW master’s programs. You may be required to complete more than the minimum credit hours to satisfy prerequisites or because your committee determines additional coursework is required for you to reach their professional objective. Overall credit hours in UW master’s programs cannot exceed 45.

RESEARCH/THESIS COMPONENT

The research and thesis component of this master’s program totals 10 credit hours.

Research Component..........................................................................................6 cr/hrs

Suggested courses for the research component include but are not limited to:

- STAT 5050 Statistical Methods for the Biological Sciences
- STAT 5055 Statistical Methods for the Biological Sciences II
- STAT 5115 Time Series Analysis and Forecasting
- STAT 5470 Data Analysis
- ENTO/STAT 5080 Statistical Methods for Agricultural and Natural Resource Science

Thesis Component (FCSC 5960)........................................................................4 cr/hrs
SUPPORTING COURSES COMPONENT

One of the goals of this graduate program is the integration of knowledge from food and nutritional sciences along with the biological sciences, natural sciences, and social sciences, and the application of this knowledge to disease prevention and enhancement of human potential. Graduate students may also earn a certificate in college teaching, available through the university’s Ellbogen Center for Teaching and Learning.

Supporting Courses Component.................................................................................................................................................18 cr/hrs

Suggested courses for the supporting component include but are not limited to:

- ANSC 5120 Principles of Mammalian Reproduction
- ANSC/FDSC 5770 Lipid Metabolism
- FCSC 5044 Maternal, Infant and Adolescent Nutrition
- FCSC 5145 Advanced Nutrition
- FCSC 5147 Nutrition and Weight Control
- FDSC 5090 Food Microbiology
- KIN 5056 Advanced Exercise Testing and Prescription
- KIN 5062 Applied Concepts of Human Aging
- KIN 5536 Sport Psychology
- PATB 5400 Immunology
- PATB 5710 Medical Virology

GRADUATE RESEARCH SEMINARS

Graduate students in this program must participate in two graduate seminar courses for a minimum of two credit hours.

Research Seminar Component................................................................................................................................................…..2 cr/hrs

Suggested courses for the research seminar component may include but are not limited to:

- ANSC 5865 Advanced Seminar in Nutrition
- ANSC 5890 Reproductive Biology Seminar
- FDSC 5890 Seminar in Food Science and Nutrition
- KIN/HLED 5586 Seminar in Health Education

TOTAL....................................................................................................................................30 credit hours

ORAL DEFENSE

During the final stages of your program, you will participate in an oral defense of your thesis. During the defense, each member of the graduate committee will ask questions related to your thesis. In addition to turning in a required written version, students are strongly encouraged to submit/publish their work in a scholarly journal and submit/present their thesis research at a professional conference.

The student is responsible for understanding all graduate education policies, meeting all deadlines, submitting all required forms, and for fulfilling all requirements for the degree.
Plan A - Thesis

The Design, Merchandising and Textiles master’s program offers the study of textiles, merchandising of textile and apparel products, various aspects of apparel design and product development including creative and functional design options, and various aspects of interior design. Opportunities also exist for the study of a historic clothing and textile science.

This master’s degree requires a minimum of 30 credit hours of coursework at the 4000/5000 level. Only nine credit hours of 4000-level courses are allowed in UW master’s programs. You may be required to complete more than the minimum credit hours to satisfy prerequisites or because your committee determines additional coursework is required for you to reach their professional objective. Overall credit hours in UW master’s programs cannot exceed 45.

RESEARCH/THESIS COMPONENT

One of the functions of professionals is to conduct and present/disseminate research-based information to the public. In order to do this effectively, they must be knowledgeable about the research process and the criteria for good research. The research and thesis portion of this master’s program totals 10 credit hours.

Research Component..........................................................................................6 cr/hrs

Suggested courses for this component include but are not limited to:
- EDRE 5000 Educational Research
- EDRE 5530 Introduction to Research
- EDRE 5600 Introduction to Quantitative Research
- EDRE 5640 Introduction to Qualitative Research
- AGEC 5650 Communicating Research

Thesis Component (FCSC 5960)..............................................................................4 cr/hrs

FAMILY AND CONSUMER SCIENCES COMPONENT

FCSC Component................................................................................................14 cr/hrs

Suggested courses for this component include but are not limited to:
- FCSC 5101 Apparel Collection Development
- FCSC 5112 Family Decision Making and Resource Management
- FCSC 5113 Consumer Issues
- FCSC 5171 Advanced Textiles and Product Evaluation
- FCSC 5176 Historic Clothing
- FCSC 5178 Fiber Arts
• FCSC 5188 Contract Design II
• FCSC 5181 Global Trade and Sourcing for Textile Products
• FCSC 5182 Environmental Sustainability in DMT
• FCSC 5288 Professional Practice and Advanced Interiors Studio
• FCSC 5900 Practicum in College Teaching

**SUPPORTING COURSES COMPONENT**

One of the goals of the graduate program is the integration of knowledge from the arts and humanities, natural sciences and social sciences, and the application of this knowledge to the solution of human problems and the enhancement of human potential.

Supporting Course Component........................................................................................................................................6 cr/hrs

Suggested courses for this component include but are not limited to:

• ADED 5890 Seminar in Adult Education
• AMST 5800 Historic Preservation
• AMST 5200 Material Culture
• HIED 5240 Teaching Adults
• HIST 5055 Archival Research Methods
• HIST 5340 Social History of American Women
• HIST 5560 American Social History in the 20th Century

**TOTAL...............................................................................................................................................30 cr/hrs**

**ORAL DEFENSE**

During the final stages of your program, you will participate in an oral defense of your thesis. During the defense, each member of your graduate committee will ask questions related to your thesis. In addition to turning in a required written version, students are strongly encouraged to submit/publish their work in a scholarly journal and/or juried competition and submit/present their thesis research/project at a professional conference.

The student is responsible for understanding all graduate education policies, meeting all deadlines, submitting all required forms, and for fulfilling all requirements for the degree.
Plan B Option - Project/Non-Thesis

The Design, Merchandising and Textiles master’s program offers the study of textiles, merchandising of textile and apparel products, various aspects of apparel design and product development including creative and functional design options, and various aspects of interior design. Opportunities also exist for the study of a historic clothing and textile science.

This master’s degree requires a minimum of 30 credit hours of coursework at the 4000/5000 level. Only nine credit hours of 4000-level courses are allowed in UW master’s programs. You may be required to complete more than the minimum credit hours to satisfy prerequisites or because your committee determines additional coursework is required for you to reach their professional objective. Overall credit hours in UW master’s programs cannot exceed 45.

RESEARCH COMPONENT

The Plan B project/experience should serve as a “capstone” activity in Design, Merchandising and Textiles. All Plan B projects/experiences must meet the following requirements:

1. Written component that is characterized by at least one of the following:
   a. An extensive review of the pertinent literature
      This represents the most traditional type of Plan B paper in which the student indicates the guiding question or problem and provides an explicit thesis statement at the beginning of the paper. The body of the paper contains a thorough review of the pertinent literature and provides support for the thesis statement.
   b. A creative endeavor
      In this case, the written component explains and complements the work by plotting the development and evolution of the creative process. Specifically, the student discusses the origins and influences on her/his creative research and provides a theoretical, historical, critical and/or philosophical documentation of the process. For example, the written component explains and complements a creative project involving the design and construction of clothing for a gallery exhibit.

2. Reflect critical and/or creative thinking specific to the field of study.
3. Address specific key issues/concerns pertinent to the chosen topic.
Research and Project Component..........................................................................................................................................….6 cr/hrs

Suggested courses for this component include but are not limited to:
- EDRE 5000 Educational Research
- EDRE 5530 Introduction to Research
- EDRE 5600 Introduction to Quantitative Research
- EDRE 5640 Introduction to Qualitative Research
- AGEC 5650 Communicating Research

FAMILY AND CONSUMER SCIENCES COMPONENT

FCSC Component....................................................................................................................................................................14 cr/hrs

Suggested courses for this component include but are not limited to:
- FCSC 5101 Apparel Collection Development
- FCSC 5112 Family Decision Making and Resource Management
- FCSC 5113 Consumer Issues
- FCSC 5171 Advanced Textiles and Product Evaluation
- FCSC 5176 Historic Clothing
- FCSC 5178 Fiber Arts
- FCSC 5188 Contract Design II
- FCSC 5181 Global Trade and Sourcing for Textile Products
- FCSC 5182 Environmental Sustainability in DMT
- FCSC 5288 Professional Practice and Advanced Interiors Studio
- FCSC 5900 Practicum in College Teaching

SUPPORTING COURSES COMPONENT

One of the goals of the graduate program is the integration of knowledge from the arts and humanities, natural sciences and social sciences, and the application of this knowledge to the solution of human problems and the enhancement of human potential.

Supporting Course Component...........................................................................................................................................10 cr/hrs

Suggested courses for this component include but are not limited to:
- ADED 5890 Seminar in Adult Education
- AMST 5800 Historic Preservation
- AMST 5200 Material Culture
- HIED 5240 Teaching Adults
- HIST 5055 Archival Research Methods
- HIST 5340 Social History of American Women
- HIST 5560 American Social History in the 20th Century

TOTAL...............................................................................................................................................30 cr/hrs

ORAL DEFENSE

During the final stages of your program, you will participate in an oral defense of your project. During the defense, each member of your graduate committee will ask questions related to the project. In addition to turning in the required written version, students are strongly encouraged to submit/publish their work in a scholarly journal and/or juried competition and submit/present their thesis research/project at a professional conference.

The student is responsible for understanding all graduate education policies, meeting all deadlines, submitting all required forms, and for fulfilling all requirements for the degree.
ONLINE MASTER’S PROGRAM
Human Development and Family Sciences

The Master of Science in Family and Consumer Sciences (FCSC) with a Human Development and Family Sciences (HDFS) focus is designed for professionals currently working in human service fields who would like further their education. This program prepares students for careers in research, teaching, direct service and outreach with individuals and families across the lifespan. This is an entirely online degree program that allows students to progress at their own pace. Student may choose Plan A - Thesis or Plan B - Non-Thesis Project. An oral defense of thesis or project is required.

Student must complete the following (approved by graduate committee):

- FCSC 5122 Developmental Contexts Across the Lifespan
- FCSC 5123 Positive Youth Development
- FCSC 5135 Program Evaluation
- EDRE 5530 Introduction to Research or EDRE 5550 Action Research
- 14 credit hours of supporting courses
- 4 credit hours of FCSC 5960 Thesis Research

Benefits of the master’s program in FCSC with a HDFS focus include:

- Small, personalized, courses taught by HDFS faculty members
- Courses that connect practice, research and theory through innovative online design
- Elective courses that allow a student to develop knowledge in an area of interest, facilitating professional and career goals
- No requirement to come to campus
- Affordable tuition rates

This master’s degree requires a minimum of 30 credit hours of coursework at the 4000/5000 level. Only nine credit hours of 4000-level courses are allowed in master’s program. The student may be required to complete more than the minimum credit hours to satisfy prerequisites or because the student’s committee determines additional coursework is required for the student to reach their professional objective. Overall credit hours cannot exceed 45. The student is responsible for meeting all deadlines, submitting all required forms, and for fulfilling all requirements for the degree.

ORAL DEFENSE

During the final stages of their program, students will participate in an oral defense of his/her thesis or project. During the defense, each member of the graduate committee will ask questions related to the thesis/project. In addition to turning in a required written version, students are strongly encouraged to submit/publish their work in a scholarly journal and/or juried competition and submit/present their thesis research/project at a professional conference.
Timesheet
**TIMESHEET**

1. Record major tasks only (examples: grading, class prep, office hours, research meetings, etc.)
2. Total your assistantship hours at the end of each week. As specified by Standard Administrative Policies and Procedures for Graduate Fellowships and Assistantships (www.uwyo.edu/regs-policies/_files/docs/policies/graduate_fellowships_assistantships_sap_5-28-18.pdf), the work expectation for a full-time graduate assistant is an average of 20 hours per week.
3. Submit your timesheet to your major advisor at the end of each month.

Name: ______________________________________________

Position: FCSC Graduate Assistant

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Page Total

TOTAL HOURS

DATE: _______________ Graduate Assistant Signature: __________________________________________

DATE: _______________ Major Advisor Signature: ______________________________________________
Department
Directory
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