Graduate Student Handbook

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I, ________________________________, (printed name) do hereby acknowledge by signing and dating this form that I received a copy of the 2019-2020 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 graduate programs in Family and Consumer Sciences and Food Science and Human Nutrition at the University of Wyoming (UW). This handbook is intended to acquaint you with our graduate education programs and help you plan your graduate studies with us. The written guidelines in this handbook and the information available on the Graduate Programs website at www.uwyo.edu/uwgrad explain current policies and specific requirements of our graduate programs, 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 appendices for additional program-specific information). 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. However, an area of specialization or emphasis is not required. If a student chooses to specialize, the majority of course work will be in that discipline and related areas.

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 the master’s degree program, 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 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 and Natural Resources (see campus and parking maps in Appendix B). 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 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 department-level paperwork: If you have been offered a graduate assistantship you will be required to complete a variety of employment and payroll forms that include but are not limited to: an I-9, W-2, applicant disclosure, and a payroll direct deposit form. Completion of these forms should be done in a timely manner or your first paycheck will be delayed. See the Family and Consumer Sciences accountant to complete this paperwork. Bring your Social Security card and a picture ID.

- Acquire a UW computer account: An official student identification number (called a W number) and UW computer 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. Activate your computer account by visiting www.wyoweb.uwyo.edu and selecting Get Username and Initial Password (located on the left side of the opening page).

- Make an appointment with your major professor to review your course schedule. 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 in the online university catalog - found at www.uwyo.edu/registrar/university_catalog.

- 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 from www.uwyo.edu/registrar/students/graduate_student_forms.html.

UW Graduate Student Orientation
All new incoming graduate students except those with specific teaching responsibilities are strongly encouraged 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 in the fall or during the first two weeks of classes. Faculty and key administrators present information essential to graduate student success. Information and updates for Graduate Student Orientation can be found on the Graduate Programs 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 fall 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 Programs 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. Additional information for Chinese Graduate students is available on the Graduate Programs website www.uwyo.edu/uwgrad or see Orientation under the Enrolled Students tab.

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 can be found in Appendix B.
Scholarships and Financial Aid
Detailed information on employment, graduate assistantships, UW graduate scholarships and UW financial aid are available on the Graduate Programs website [www.uwyo.edu/uwgrad](http://www.uwyo.edu/uwgrad). UW has a Scholarship Book available through UW Student Financial Aid [www.uwyo.edu/sfa](http://www.uwyo.edu/sfa). These scholarships are available to all UW students. Scholarship opportunities for students in the Department of Family and Consumer Sciences can also be found through the College of Agriculture and Natural Resources [www.uwyo.edu/agprograms/scholarships](http://www.uwyo.edu/agprograms/scholarships). 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 and Natural Resources Graduate Student Scholarship (usually due in mid-December)
- Minority and Women’s Graduate Assistantship (requires department nomination)
- The Gayle Neubauer-Shaw Scholarship (available through the department)
- UW Alumni Association Graduate Student Scholarship - [http://www.uwyo.edu/alumni/scholarships/](http://www.uwyo.edu/alumni/scholarships/)
- Academy of Nutrition and Dietetics Foundation (For academy members and registered dietitians only; usually due in February) - [www.eatright.org](http://www.eatright.org)

Department Culture
The Department of Family and Consumer Sciences integrates faculty in human development and family sciences, design, merchandising and textiles, apparel and interior design, dietetics, human nutrition, food science and consumer issues which provides a rich environment for graduate student learning. Graduate students often interact with and take courses from faculty in areas outside their discipline. Typically, graduate students share office space with other graduate students in and outside of their major discipline and have access to the faculty and graduate student lounge.

The office staff is available to assist graduate students with questions and directions. Graduate students, however, do not have the same staff support privileges as faculty. Graduate students who feel they require work assistance (which includes copying, scanning, faxing, etc.) should first discuss the need with the faculty supervisor. If the faculty member feels it is appropriate, the faculty member will submit a work request to the department office for staff assistance. The department head and the staff are always available to answer questions and explain procedures.
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 across program units, so please see discipline specific requirements in the appendix 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-research (Plan B) project as explained in detail below. Additional required courses in each discipline area are outlined in Appendix A and can also be found in the front section of the online UW Catalog under Graduate Student Regulations and Policies www.uwyo.edu/uwgrad/catalog. Completion of a minimum of 30 semester credit hours is required for all program areas.

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 at: www.uwyo.edu/uwgrad/catalog.

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 www.uwyo.edu/regs-policies/_files/docs/section-2-regulations-july-2018/uw_reg_2-114_format_effective_7-1-18.pdf). 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.

**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 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 select a thesis/project topic, form a master’s advisory committee, and begin developing a draft proposal (which ideally should be presented in the spring). The University recommends that the student have a program of study and a committee on file with the Office of the Registrar by the end of the second semester of graduate work. If at any time changes are required to the approved program of study, a request for change in graduate program should be submitted. These forms are all available at: [www.uwyo.edu/registrar/students/graduate_student_forms.html](http://www.uwyo.edu/registrar/students/graduate_student_forms.html). 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 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**

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 usually constructed by the student in consultation with the student’s major professor. The proposed committee should be listed on the appropriate form (downloaded from the Graduate Programs website at [www.uwyo.edu/registrar/students/graduate_student_forms.html](http://www.uwyo.edu/registrar/students/graduate_student_forms.html) and sent to the department head by the student.

Upon approval, the department head will forward to the associate dean for teaching in the College of Agriculture and Natural Resources. 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 as soon as the master’s advisory committee is approved. This document, filed with the Registrar’s Office, is a plan and can be amended should changes in coursework be necessary. A copy of the program of study form can be downloaded from the Graduate Programs website [www.uwyo.edu/registrar/students/graduate_student_forms.html](http://www.uwyo.edu/registrar/students/graduate_student_forms.html). The master’s advisory committee must be assigned before the program of study will be approved by the Registrar’s Office.

**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 two 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 on the Graduate Programs website [www.uwyo.edu/registrar/students/graduate_student_forms.html](http://www.uwyo.edu/registrar/students/graduate_student_forms.html).
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 at a time that is good for the student and all members of the master’s advisory committee. The student should talk to the office associate senior (Mona Gupton) 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 two 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 available at www.uwyo.edu/registrar/students/graduate_student_forms.html, 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) by the end of the second semester of your first year.
• Fill out Committee Form (www.uwyo.edu/registrar/students/graduate_student_forms.html). Obtain appropriate signatures. Forward it to the department head.
• Send original committee form to Registrar’s office. Bring a copy to the department office for filing.
• File the Master’s Degree Program of Study (www.uwyo.edu/registrar/students/graduate_student_forms.html) with the Registrar’s office no later than the end of second semester.
• 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 Mona Gupton 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 schedule during 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.)

• Complete Anticipated Graduation Date Form (www.uwyo.edu/registrar/students/graduate_student_forms.html). Submit this form to the Registrar’s office by the middle of the semester in which you intend to graduate.
• 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 two weeks before the oral defense.
• Schedule your oral defense. The oral defense must be announced at the university level at least two weeks prior to your defense. Contact Mona Gupton to schedule a room. Provide Mona with your official thesis title and she will publically announce your oral defense date.
• Pay graduation fee (you can do this online or to the cashier’s office).
• Complete your portion of the Report of Final Examination Form (www.uwyo.edu/registrar/students/graduate_student_forms.html) and bring this form to your oral defense for committee signatures. Submit this form to the Registrar’s office.
• 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 (www.uwyo.edu/registrar/students/graduate_student_forms.html).
• Provide hard copies of your final thesis to all of your committee members.

ALWAYS MAKE A COPY OF DOCUMENTS FOR YOURSELF AND THE DEPARTMENT OFFICE FOR FILING.
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 the major department) by the end of the second semester of your first year.
• Fill out Committee Form (www.uwyo.edu/registrar/students/graduate_student_forms.html). Obtain appropriate signatures. Forward it to the department head.
• Send original committee form to Registrar’s office. Bring a copy to the department office for filing.
• File the Master’s Degree Program of Study (www.uwyo.edu/registrar/students/graduate_student_forms.html) with the Registrar’s office no later than the end of second semester.
• 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 Mona Gupton 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 schedule 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.*)

• Complete Anticipated Graduation Date Form (www.uwyo.edu/registrar/students/graduate_student_forms.html). Submit this form to the Registrar’s office by the middle of the semester in which you intend to graduate.
• 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 two weeks before the oral defense.
• Schedule your oral defense. It must be announced at the university level at least two weeks prior to your oral defense. Contact Mona Gupton to schedule a room. Provide Mona with the official title of your project and she will publically announce your oral defense date.
• Pay graduation fee (you can do this online or to the cashier’s office).
• Fill the Report of Final Examination Form (www.uwyo.edu/registrar/students/graduate_student_forms.html) and bring this form to your oral defense for committee signatures. Submit this for to the Registrar’s office.
• 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 MAKE A COPY OF DOCUMENTS FOR YOURSELF
AND THE DEPARTMENT OFFICE FOR FILING.
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 (contact the Department Head for application instructions) 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 $500 for research expenses related to their program of study. Specific deadlines apply each semester. 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 Tool kit 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. Please consult the UW Graduate Student Recourses website for further information regarding the important policy.

**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 Graduate Programs website [www.uwyo.edu/uwgrad](http://www.uwyo.edu/uwgrad) or at [www.uwyo.edu/registrar/students/graduate_student_graduation.html](http://www.uwyo.edu/registrar/students/graduate_student_graduation.html). It is important to remember that all students must declare their graduation dates in writing 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.
Appendix A
Specific Graduate Program Information
This program, leading to a Master of Science degree, allows students to pursue graduate studies in areas such as human nutrition and metabolism, food product development, community nutrition, food microbiology, sports nutrition, and disease prevention. Students can choose the Human Nutrition and Food master’s option under the Family and Consumer Sciences umbrella or the interdisciplinary Food Science and Human Nutrition option with cooperating curricula from this department and the Department of Animal Science.

Career possibilities upon completion of this field of study include careers in human nutrition research, public health and community nutrition, health and wellness, extension work, food product development, food and nutrition marketing, management, sales and public relations, food microbiology, and college teaching (community college) as well as further graduate study or study in professional education programs in human medicine and health care. Graduate students who entered as Registered Dietitians (RD) or who plan to pursue their RD after completing their master’s degree will have additional options including inpatient care, nutrition counseling, and sports nutrition.

**SUPPORT 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 Center for Teaching and Learning.

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

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

- Nutritional Aspects of Proteins and Amino Acids  (FCSC 5140)
- Carbohydrate and Ethanol Metabolism  (FCSC 5141)
- Lipids II (FCSC 5144)
- Advanced Nutrition  (FCSC 5145)
- Nutrition and Weight Control  (FCSC 5147)
- Experimental Foods  (FCSC 5150)
- Sensory Analysis of Food  (FCSC 5151)
- Principles of Mammalian Reproduction  (ANSC 4120)
- Lipid Metabolism  (ANSC/FDSC 5770)
- Cell Signaling  (ANSC 5061)
- Food Microbiology  (FDSC 5090)
- Food Analysis  (FDSC 5170)
- Food Chemistry  (FDSC 5720)
- Immunology  (PATB 5400)
- Medical Virology  (PATB 5710)
- Methods of Training and Conditioning  (KIN 5029)
- Advanced Exercise Testing and Prescription  (KIN 5056)
- Application Conditions of Human Aging  (KIN 5062)
- Sport Psychology  (KIN 5536)
RESEARCH/THESIS COMPONENT
Faculty in the human nutrition and food discipline are conducting research in the areas of food product development and sensory evaluation of food; health and physical performance of active individuals at all stages of the lifecycle; diet, health, and disease focusing on omega-3 fatty acids; food oxalate content and factors that affect the bioavailability of dietary oxalate.

Research Component (includes a maximum of 4 hours of thesis).................................................................10 cr/hrs

Suggested courses for the research/thesis component include but are not limited to:
- Nutritional Research Techniques (FCSC 5142)
- Statistical Methods in Biology (STAT 5050)
- Statistical Methods in Biology II (STAT 5055)
- Regression Analysis (STAT 5115)
- Data Analysis (STAT 5470)
- Statistical Methods in Ag (ENTO 5080)
- Thesis Research (FCSC 5960)

GRADUATE RESEARCH SEMINARS
Graduate students must participate in two graduate seminar courses for a minimum of two credit hours. Courses may include Seminar in Food Science and Nutrition (FDSC 5890), Reproductive Biology Seminar (ANSC 5890), Kinesiology and Health Seminar (KIN/HLED 5586), Public Health Seminar (HLSC 5990), Advanced Seminar in Nutrition (ANSC 5865), or other related seminars.

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

*No more than 9 credit hours of 4000 level courses will be allowed in a master’s program. Students may be required to take more than the minimum of 30 hours, either because they have to satisfy prerequisites for some courses, or because the student’s committee determines that more than 30 hours will be needed for the student to reach his/her professional objective. Each student’s appointed committee will formulate a plan of study within these program requirements.

ORAL DEFENSE
During the final stages of their program, each student 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 submit/present their thesis research at a professional conference.
Design, Merchandising, and Textiles

Plan A - Thesis

The Department of Family and Consumer Sciences offers a master’s of science degree involving the integrative study of everyday life, including a degree specialization in Design, Merchandising and Textiles. This program emphasizes the study of historic clothing and textiles, merchandising of textile and apparel products, and various aspects of apparel design, including both artistic and functional design options. Opportunities also exist for the study of a variety of aspects of Interior Design and Textile Science. Faculty members are actively engaged in research and creative scholarship on a variety of topics. Graduate students may also work with faculty to earn a certificate in college teaching, available through the university’s Center for Teaching and Learning. Career possibilities upon graduation include careers in Cooperative Extension, independent business enterprise, industry/company representative, textile curator, entrepreneur, consulting, and teaching higher education courses.

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.

Research Component........................................................................................................10 cr/hrs

Suggested courses for this component include but are not limited to:
- Introduction to Research
- Educational Research I: Descriptive Research
- Introduction to Qualitative Research
- Thesis Research

FAMILY AND CONSUMER SCIENCES COMPONENT

The Family and Consumer Sciences component may include 1 credit of graduate seminar (in consultation with major professor) annually for a maximum of 2 credit hours.

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

Suggested courses for this component include but are not limited to:
- Historic Textiles
- Historic Clothing
- Fiber Arts
- Interior Design II
- Global Textiles Marketplace
- Textile Industry and the Environment
- Textile Testing and Product Analysis
- Consumer Issues
- Family Decision Making and Resource Management
- Design Submissions
- Practicum in College Teaching
**SUPPORT 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:
- Survey of Adult Education
- Teaching Adults
- Historic Preservation
- Material Culture
- Archival Methods
- Social History of American Women
- US Social History – 20th Century
- Feminine Theory/Methodology

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

*No more than 9 credit hours of 4000 level courses will be allowed in a master’s program. Students may be required to take more than the minimum of 30 hours, either because they have to satisfy prerequisites for some courses, or because the student’s committee determines that more than 30 hours will be needed for the student to reach his/her professional objective. Each student’s appointed committee will formulate a plan of study within these program requirements.

**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.
Plan B Option - Project/Non-Thesis

The Department of Family & Consumer Sciences offers a master’s degree involving the integrative study of everyday life, including a degree specialization in Design, Merchandising and Textiles. This program emphasizes the study of historic clothing and textiles, merchandising of textile and apparel products, and various aspects of apparel design, including both artistic and functional design options. Opportunities also exist for the study of a variety of aspects of Interior Design and Textile Science. Faculty members are actively engaged in research and creative scholarship on a variety of topics. Graduate students may also work with faculty to earn a certificate in college teaching, available through the university’s Center for Teaching and Learning. Career possibilities upon graduation include careers in Cooperative Extension, independent business enterprises, consulting, and teaching higher education courses.

RESEARCH COMPONENT

The Plan B project/experience should serve as a “capstone” activity in Family and Consumer Sciences. All Plan B projects/experiences in the Textiles, Merchandising and Design program 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.................................................................10 cr/hrs
Suggested courses for this component include but are not limited to:
- Introduction to Research
- Educational Research I: Descriptive Research
- Introduction to Qualitative Research
- Graduate Projects
FAMILY AND CONSUMER SCIENCES COMPONENT

The Family and Consumer Sciences component may include 1 credit of graduate seminar (in consultation with major professor) annually for a maximum of 2 credit hours.

FCSC Component

Suggested courses for this component include but are not limited to:
• Historic Textiles
• Historic Clothing
• Fiber Arts
• Interior Design II
• Global Textiles Marketplace
• Textile Industry and the Environment
• Textile Testing and Product Analysis
• Consumer Issues
• Family Decision Making and Resource Management
• Design Submissions
• Practicum in College Teaching

14 cr/hrs

SUPPORT 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

Suggested courses for this component include but are not limited to:
• Survey of Adult Education
• Teaching Adults
• Historic Preservation
• Material Culture
• Course in College Teaching
• Archival Methods
• Social History of American Women
• US Social History – 20th Century
• Feminine Theory/Methodology

6 cr/hrs

TOTAL

30 cr/hrs*

*No more than 9 credit hours of 4000 level courses will be allowed in a master’s program. Students may be required to take more than the minimum of 30 hours, either because they have to satisfy prerequisites for some courses, or because the student’s committee determines that more than 30 hours will be needed for the student to reach his/her professional objective. Each student’s appointed committee will formulate a plan of study within these program requirements.

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.
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 education. This program prepares students for careers in research, teaching, direct service and outreach with individuals and families across the lifespan.

The program of study for the master’s program in FCSC with a HDFS focus is 30 hours minimum of coursework, including:

- Ethics in Research and Practice
- Developmental Contexts
- Families Across the Lifespan
- Intro to Research or Action Research
- Seminar: Program Evaluation
- Seminar: Aging Across the Lifespan
- HDFS Capstone Experience
- Electives, determined with your advisor/committee**

*No more than 9 credit hours of 4000 level courses will be allowed in a master’s program. Students may be required to take more than the minimum of 30 hours, either because they have to satisfy prerequisites for some courses, or because the student’s committee determines that more than 30 hours will be needed for the student to reach his/her professional objective. Each student’s appointed committee will formulate a plan of study within these program requirements.

** Each student’s appointed committee will formulate a plan of study within these program requirements.

** 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.
Appendix B
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: ______________________________________________
Appendix C
Faculty Directory
Treva Sprout Ahrenholtz, MS  
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