



## Graduate Student Handbook

### **MS and PhD Programs** **Department of Nutrition and Exercise Physiology**

Revised: June 24, 2019

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## General information on MS (Thesis) and PhD programs

This student handbook is intended to provide an overview of important information regarding policies and procedures of the Department of Nutrition and Exercise Physiology (NEP) and the WSU Graduate School related to graduate programs. Please consult the following web pages for additional information regarding policies and procedures for your academic program.

Washington State University Graduate School: <https://gradschool.wsu.edu/>

NEP Programs: <https://medicine.wsu.edu/nutrition-and-exercise-physiology-degree-program/>

Elson S. Floyd College of Medicine: <https://medicine.wsu.edu/>

NEP faculty and staff are also available for consultation and guidance.

### Graduate Program Director

The Graduate Program Director is a NEP faculty member who oversees the MS-thesis and PhD programs and acts as a representative between NEP and the Graduate School. The Director counsels and assists graduate students, or assures that all students have access to this support from another member of the graduate faculty. The Director serves as the initial advisor until you choose your thesis or dissertation advisor. The Director can assist with questions about selecting your thesis or dissertation project or forming your supervisory committee. The Director also monitors students' academic and research progress regularly to ensure that program milestones are met and academic progress is satisfactory. If you have questions or problems concerning your program, please contact the Director for advice and assistance. The current NEP Graduate Program Director is Dr. Pablo Monsivais.

### Graduate Academic Coordinator

The Graduate Academic Coordinator is your primary contact person in the NEP office and maintains student files from admission to graduation. The Graduate Academic Coordinator can answer questions regarding course work, program requirements, Graduate School requirements, thesis and dissertation requirements, deadlines, registration, entry codes, petitions, grades, committees, and more. The Graduate Academic Coordinator also reviews your coursework to make sure you are meeting your requirements, assists in the setup of supervisory committees, and provides general assistance when you need it. Any changes you make to your program (setup or change of committees; etc.) should be reported to the Graduate Academic Coordinator.

### Department Chair

The NEP Department Chair is responsible for the overall conduct of all departmental functions and serves as the direct liaison to the Dean of the Elson S. Floyd College of Medicine. The chair is also a member of the NEP Graduate Faculty and can serve on graduate student committees. The current NEP Department Chair is Dr. Glen Duncan.

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## Description of the Department of Nutrition and Exercise Physiology

The Department of Nutrition and Exercise Physiology combines study in human nutrition, exercise physiology, and biological sciences along with population, social, and psychological sciences. Opportunities for research and applied, practical experiences are the core of the instructional methods for both undergraduate and graduate students.

## Mission of the Department of Nutrition and Exercise Physiology

The Department of Nutrition and Exercise Physiology seeks to promote the health of individuals and communities through research, teaching, and service activities in human nutrition and exercise physiology, and the application of these sciences in academic, clinical, public health, and industry settings.

## Objectives of the Department of Nutrition and Exercise Physiology

To train and prepare students for professional roles in promoting the optimum health and wellness of individuals and diverse communities through the application and integration of nutrition, dietetics, and exercise education, research, and service.

To conduct advanced research in areas related to nutrition and exercise physiology and mentor junior researchers who will become future thought leaders in the field.

To prepare students for professional credentialing in health care vocations with emphasis in nutrition and dietetics, exercise physiology, health promotion, disease prevention, and related specialties.

## Program Requirements

Admitted students complete 32 (MS) or 72 (PhD) graduate level credits. The NEP graduate research programs share a common “core” set of courses including a two-semester graduate seminar series, statistics, research methods, and biochemistry. Students in the PhD have additional core requirements. The programs also share a common set of track specific courses including advanced human nutrition and exercise physiology and nutritional and exercise epidemiology. Throughout the graduate studies, it is the student’s responsibility to familiarize themselves with the policies and procedures of both NEP and WSU Graduate School. The most frequently used links by graduate students are:

Policies and Procedures: <http://gradschool.wsu.edu/policies-procedures/>

Graduate School Catalog: <http://gradschool.wsu.edu/graduate-school-catalog-2/>

Important Forms: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

## Prior to Enrolling for Classes

Once applicants are matriculated as students, they will be required to complete the onboarding and advising requirements before beginning classes. These requirements include:

Preliminary academic advising with Program Director or Advisor, occurring in mid-May

Attending new student orientation in August before start of classes

Completing and submitting required onboarding documentation by student orientation

## Onboarding

The department onboarding process ensures that students have completed important training and provided necessary documentation to conduct research, have contact with study participants, protect scientific and clinical data confidentiality, and maintain high professional and ethical standards within the graduate program and beyond. A few of the required trainings are described below, but a detailed list of the documents and trainings each student must complete as part of the onboarding process is stated in Appendix A.

## Required Trainings

All students are required to complete the following mandatory web-based trainings:

Human subjects research. Access and complete the Collaborative Institute Training Initiative (CITI) course: <http://www.irb.wsu.edu/citi.asp>

Responsible Conduct of Research (RCR). Complete through the WSU Office of Research:

<http://myresearch.wsu.edu>

Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP). Administered by WSU Human Resource Services (HRS):

<http://hrs.wsu.edu/dshp>

To ensure timely processing of registration, students should complete the trainings in their first semester by September 30th (fall semester). A grace period of one semester is granted for students in the first semester of their program to allow adequate time to complete trainings. However, a registration hold will be applied for future semesters until the trainings have been completed. If registration is processed late because the student did not complete trainings in a timely manner, the student will be responsible for paying all late fees applied to the student's account and may lose eligibility for any awarded assistantships.

# MS (Thesis) Program in Nutrition and Exercise Physiology

## Program Description

Washington State University (WSU) offers the MS (thesis) degree to students of all undergraduate disciplines as a pathway into nutrition and exercise physiology education and training, preparing them for careers in industry, academia, and public health, or for preparation to attain a PhD degree. In this two-year program, students work closely with faculty members on a research topic in the broad fields of nutrition and exercise physiology. Applicants must have a bachelor's degree and complete all prerequisite courses prior to entry into the program: <https://medicine.wsu.edu/nutrition-and-exercise-physiology-degree-program/mstnep/>

## Program Degree Plan

All MS-Thesis students complete a structured curriculum comprised of required courses and electives, and preparation of a culminating thesis project. The minimum credit load by semester and year are indicated in the table below:

<b>Fall semester 1 (10 credits)</b> NEP 505 Seminar (1) NEP 520 Research Methods (3) NEP 580 Biochemistry (3) NURS 526 Statistics 1 (3)	<b>Spring semester 1 (10 credits)</b> NEP 505 Seminar (1) NEP 525 Adv Human Nutrition (3) NEP 526 Nutritional Epidemiology (3) Elective (3)
<b>Fall semester 2 (7 credits)</b> NEP 582 Adv Ex Physiology (3) NEP 586 Physical Activity Epidemiology (3) NEP 700 Thesis (1)	<b>Spring semester 2 (5 credits)</b> NEP 700 Thesis (5) Electives

**MS Thesis Track:** This degree program consists of 11 credits of core and a minimum of 21 credits of track-specific coursework, for a total minimum of 32 credits. From the total, a minimum of 26 credits are graded and 6 are thesis.

**Core Courses:** NEP 505, NEP 520, NEP 580, and NURS 526

**Thesis Track Courses:** NEP 525, NEP 526, NEP 582, NEP 586, NEP 700, and Electives

**Time Limit:** All work for a master's degree must be completed within **six years upon acceptance into the program** (including semesters registered and on-leave).

## Course Requirements & Degree Progress Tracking

You will receive a degree progress tracking sheet when you enter the program which documents the course and credit requirements that you will need to complete. The tracking sheet is maintained by the Graduate Academic Coordinator and you will receive periodic updates to reflect your progress. Questions about the tracking sheet or your requirements can be directed to nep@wsu.edu.

### **MS Thesis Supervisory Committee**

Your supervisory committee should be formed **no later than** the end of your first year of study, with guidance from the Graduate Program Director. This committee provides guidance on your research project.

#### *Composition*

Your supervisory committee will consist of a Chair and **two additional committee members**. At least one member of your thesis supervisory committee must be approved as NEP Graduate Program Faculty. Any subsequent changes to a graduate student's committee shall be determined jointly by the student and Chair, with final approval from the NEP Graduate Program Director. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

#### *Committee Chair*

The Chair of a student's committee shall be any active NEP Graduate Program Faculty member, at or above the level of Assistant Professor (tenure-track), with a primary appointment either within or outside of NEP. NEP Graduate Program Faculty in non-tenure track lines (e.g., Clinical faculty) may not serve as the Chair but may serve as a co-Chair, as long as a tenured or tenure-track faculty member (with primary appointment either within or outside of NEP) also serves on the committee and agrees to serve as the co-Chair (i.e., provide mentoring to the Clinical faculty). The Chair will be responsible for supervising the overall progress of his or her graduate student through the program, including all administrative aspects including paperwork, signatures, adherence to Graduate School Policies, and committee composition. In addition, the Chair will handle any conflict issues, such as disagreements among committee members as to the scope of a student's research topic.

## **Funding MS (Thesis) Studies**

There are a number of graduate fellowships and scholarships for graduate students, both internally and externally. Visit <https://gradschool.wsu.edu/scholarships-fellowships-awards/>

Currently enrolled students may be eligible to apply for internal scholarships, as well as for industry scholarships. State and federal financial aid programs are available to admitted students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website ([link](#)).

Some specific WSU resources for identifying scholarships or other funding opportunities are below:

<https://gradschool.wsu.edu/fellowships>

<http://informer.or.wsu.edu/HowToFindFunding.aspx>

<http://studentinvolvement.orgsync.com/org/gpsa/Travel>

## Other MS (Thesis) Program Requirements and Procedures

### Program of Study

The Program of Study is your plan for courses, including milestones required by the department/program and courses reflecting your research interests. For master's degree students, the Program of Study should be filed with the Graduate School as soon as possible, but **no later than the beginning of the semester preceding the anticipated semester of graduation** (e.g., if the anticipated graduation was during spring semester, the Program of Study would be due no later than the beginning of the preceding fall semester). The Graduate School has a form that you will use to submit your Program of Study (editable PDF [link](#)), which you will develop in consultation with your advisor and committee members.

All 500-level courses should be included on your Program of Study Form. Additional Graduate School Forms must be submitted if changes occur to the student's submitted and approved Program of Study.

Examples of changes in the student's program of study include:

**Change of Committee Form**-change in committee members

**Add/Drop Course Form**-change in elective or adding course credits

If program changes are made, the **Change of Program** form must be completed, signed and submitted to the Graduate School (through the Graduate Academic Coordinator) before a student may submit an Application for Degree.

Your completed forms must have signatures from the Program Director and NEP Chair. Submit all paperwork to the Graduate Academic Coordinator who will submit the original forms to the Graduate School.

### Master's Thesis

NEP Master's students are required to complete an independent research project. The purpose of a thesis is to provide master's students an opportunity to develop a research hypothesis, test this hypothesis, obtain and analyze appropriate data, and write up the results in the form of an original research manuscript.

Planning your Master's thesis should begin toward the end of spring semester in your first year and no later than the beginning of the fall semester of your second year. Your research project will be developed with close guidance from your thesis supervisor and committee members. While working on your thesis research, you should be registered for NEP 700.

After submitting your thesis to your committee, you will prepare a presentation based on your research. You will schedule a public presentation at a time when your committee members can all attend. Your public presentation will be followed by a closed-door discussion with your committee members, where they will have a chance to discuss your project with you, and provide feedback that can be used to revise your thesis for final submission to the graduate school.

## Preparing for Graduation

You are required to contact the Graduate Academic Coordinator **at least one semester before you expect to graduate**, for a formal review of program degree requirements. **In the semester in which you are planning to graduate**, you must enroll in at least 2 credits of research (NEP 700). Submit Application for Degree to the Graduate School. All students pay a \$50 graduation processing fee (valid for one year only).

The following checklist provides additional information about preparing for graduation.

<http://gradschool.wsu.edu/?p=3655>

# PhD Program in Nutrition and Exercise Physiology

## Program Description

This program offers an intensive research and training experience in the broad fields of nutrition and exercise

physiology. During the second year of study, students are matched and work closely with a faculty mentor on research topics with application to clinical, community, and population health. Applicants may have a bachelor's or master's degree in any field; however, they must complete all prerequisite courses prior to entry into the program.

## Program Degree Plan

All PhD students complete a curriculum comprised of required courses and electives. Additionally, you will complete several required milestones including a portfolio and preliminary exam, dissertation, and final exam.

<b>Fall semester 1 (10 credits)</b> NEP 505 Seminar (1) NEP 520 Research Methods (3) NEP 580 Biochemistry (3) NURS 526 Statistics 1 (3)	<b>Spring semester 1 (10 credits)</b> NEP 505 Seminar (1) NEP 525 Adv Human Nutrition (3) NEP 526 Nutritional Epidemiology (3) NURS 527 Statistics 2 (3)
<b>Fall semester 2 (12 credits)</b> NEP 582 Adv Ex Physiology (3) NEP 586 Physical Activity Epidemiology (3) PHARMSCI 577 Bioethics (3) Elective (3)	<b>Spring semester 2 (9-12 credits)</b> College Teaching (3) Electives (6-9)

**PhD Track:** This degree program consists of 19 credits of core and a minimum of 53 credits of specific coursework, for a total minimum of 72 credits. From the total, a minimum of 48 credits are graded and a minimum of 24 are dissertation.

**Core Courses:** College Teaching Seminar, NEP 505, NEP 520, NEP 525, NEP 526, NEP 582, NEP 586, NEP 800 (minimum of 24 credits), and Electives (minimum of 15 credits) NEP 580, NURS 526, NURS 527, and PHARMSCI 577.

Students are eligible to take their preliminary exams after spring semester 2. Once the preliminary exam is passed, students finish elective credits and register for NEP 800 credits until dissertation is complete. (minimum 24 credits).

## Course Requirements & Degree Progress Tracking

You will receive a degree requirement worksheet when you enter the program which documents the course and credit requirements that you will need to complete. The worksheet is maintained by the Graduate Academic Coordinator and you will receive periodic updates to reflect your progress. Questions about the tracking sheet or your requirements can be directed to the NEP Graduate Academic Coordinator. The PhD curriculum offers flexibility in selecting courses to satisfy several content areas. It is expected that you will plan courses to satisfy the requirements in consultation with your initial adviser and dissertation chair.

**Time Limit:** All work for the doctoral degree must be completed within 10 years (including any semesters you go on leave).

<b>Some key periods and associated activities and associated faculty</b>					
<b>Period</b>	Years 1 and 2	End of Year 2, early Year 3	Years 3-onward	Last 3-9 months	Final Exam
<b>Main activity</b>	Core Coursework	Preliminary Examination	Research and any further coursework	Dissertation submission	Dissertation Defense
<b>Your advisor</b>	NEP Graduate Program advisor	Your Dissertation Chair and Dissertation Committee			

### Seminars, Workshops, and other Academic Events

Graduate students can gain valuable experience and form useful networks by actively participating in the intellectual life of the department, college, and the campus community. You are encouraged to attend the many seminars, lectures, and other academic events on campus throughout the year. Notices are posted online and on the bulletin boards in the corridor just outside the NEP office and in several locations in the SAC and Nursing buildings.

## Funding PhD Studies

Incoming PhD students are given priority for department Teaching Assistantships (TAs) and Graduate Staff Assistantships (GSAs). Research Assistantships (RAs) may also be available to support students in their first year and beyond (see below). These assistantships provide financial support to graduate students who engage in teaching, research, and/or service. Most assistantships include a tuition waiver, health insurance, and monthly stipend. Graduate assistants are required to work a minimum of 20 hours per week during the semester in which they receive the assistantship. The availability of these positions may vary from year to year, depending on student enrollment and University budget decisions outside department control.

Washington state residency and in-state tuition: Western Regional Graduate Program (WRGP)

The WRGP allows master's, graduate certificate, and PhD nonresident students from a Western Interstate Commission for Higher Education (WICHE) state or territory to enroll in graduate programs offered by public institutions in the west outside their home state or territory and pay reduced tuition. See the details [here](#):

<https://gradschool.wsu.edu/wiche/>

## Other University Resources:

Opportunities listed through WSU's Graduate School:

<https://gradschool.wsu.edu/scholarships-fellowships-awards/>

Research Assistantships for Diverse Scholars & Campus Visitation Program (RADS)

<https://gradschool.wsu.edu/research-assistantship-for-diverse-scholars/>

## Other Program Requirements and Procedures

### Doctoral Student Portfolio

The PhD Student Portfolio is a way for you to track and organize your academic achievements and demonstrate core competencies before engaging in your formal research. The portfolio summarizes the learning that has taken place in the core classes (NEP 520, 525, 526, 580, 582, 586, and NURS 526, 527) and beyond. The portfolio will consist of the following components:

- 1) A written reflection on your evaluations/grades from the core classes, two examples of your own scholarship from your courses (could be a paper, a project, or presentation);
- 2) A summary of your teaching experience and accomplishments;
- 3) A summary of your professional development to date and goals for further development;
- 4) A brief **research proposal** outlining your proposed research project that will form the main aims and hypotheses of your dissertation study.

Your portfolio is a key component of preparing for the **preliminary examination**, and will be reviewed by your committee. The portfolio should emphasize achievements related to the strengths you bring to your proposed dissertation project, as well as identifying any additional skills or areas where you may need further development and continued training. Details on the scope and format of the research proposal are available. [APPENDIX E: NEP Doctoral Portfolio](#)

Portfolios are submitted to an online repository at the end of spring semester **during the student's second academic year**. More information on the content and organization of the portfolio are available on the NEP graduate program pages: [APPENDIX F: Thesis Proposal Template](#)

### Doctoral Supervisory Committee

All students entering into the NEP PhD program are advised by the Graduate Program Director. This arrangement continues for approximately the first two years as you complete coursework and work as a TA or RA. The direction of your doctoral research will be guided by a supervisory committee. Your supervisory committee should be formed no later than the start of your second year of study. This committee oversees your academic work throughout the program.

### *Committee composition*

Your supervisory committee will consist of a Chair and **at least three additional committee members**. At least two members of the advisory committee must have NEP Graduate Program Faculty status. The initial selection, or subsequent changes, to a graduate student's committee shall be determined jointly by the student and Chair, with final approval from the NEP Graduate Program Director. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

### *Committee Chair*

The Chair of your committee shall be any active NEP Graduate Program Faculty member, at or above the level of Assistant Professor (tenure-track), with a primary appointment either within or outside of NEP. NEP Graduate Program Faculty in non-tenure track lines (e.g., Clinical faculty) may not serve as the Chair but may serve as the co-Chair, as long as a tenured or tenure-track faculty member (with primary appointment either within or outside of NEP) also serves on the committee and agrees to serve as the co-Chair (i.e., provide mentoring to the Clinical faculty). The Chair will be responsible for supervising the overall progress of his or her graduate student through the program, including all administrative aspects such as paperwork, signatures, adherence to Graduate School Policies, and committee composition. In addition, the Committee Chair will handle any conflict issues, such as disagreements among committee members as to the scope of a student's research topic.

## **Program of Study**

The Program of Study includes each student's plan for course work, milestones required by the department, as well as a brief abstract or synopsis of proposed research project or interests. For PhD students, your Program of Study must be filed with the Graduate School **before the end of the third semester of study** (October 1 deadline for fall; March 1 deadline for spring). The Graduate School has a form that you will use to submit your Program of Study (editable PDF [link](#)). You will develop your Program of Study in consultation with your advisor and committee members.

## **Preliminary Exam**

The preliminary exam (also called the preliminary exam) is the opportunity for the PhD candidate to demonstrate readiness and preparation necessary to proceed with dissertation research. You must pass the preliminary examination before moving on to dissertation research credits. University guidelines stipulate that no more than one-half of the test should be devoted to specific aspects of your research proposal, with the balance of the exam focused on your general knowledge and preparation. The preliminary exam is taken near the completion of all coursework for your Program of Study. See WSU's [guidelines on preliminary/general exams](#). **Once you have passed the preliminary exam, the Graduate School will notify you of your completion deadline and that you are officially a doctoral candidate.**

### *Preparation and Timing*

Preparing for the preliminary exam involves completing all core and track specific coursework and the PhD Student Portfolio (see above). Typically, the preliminary exam will occur in the summer of the student's second year or fall semester of the student's third year, but ultimately the timing should be agreed upon between the student and advisor. The university form for requesting the scheduling of the preliminary examination is available on: <http://placeholder.wsu.edu>

### *Evaluation in the Preliminary Exam*

The preliminary exam will involve a discussion of your portfolio, especially your coursework and other training, and your research proposal. You will need to be prepared to thoroughly explain the motivations and rationale of the research project, including its strengths and limitations. Your readiness to proceed to PhD candidacy will be assessed by the PhD Supervisory Committee. The evaluation will be based on the following criteria:

Extent to which the student has developed academic goals and interests consistent with departmental strengths/faculty expertise and has crafted a plan to achieve those goals (documented in the research proposal).

Evidence of appropriate academic preparation

Evidence of teaching and professional development

Quality and cohesiveness of research proposal, specifically whether the proposal:

Formulates a viable research question within a larger body of knowledge.

Describes the collection of or identifies appropriate existing data for the research question.

Applies appropriate research methods and describes the methods accurately.

Recognizes shortcomings or limitations of (proposed) research and findings.

After the committee evaluates a student's research proposal and examination, they will:

Provide an assessment of either "S" (satisfactory), "U"(unsatisfactory), "X" (work in progress), or "T" (incomplete).

Inform the student and graduate faculty of the outcome.

Provide written feedback on the research proposal and examination responses.

### **After the Preliminary Exam: Annual Self-Evaluation**

To ensure steady progress toward completion of the dissertation and graduation, doctoral candidates are required to complete a brief (one-page) self-evaluation each year, including submission of a summary of progress on your research and short description of your academic and professional activities in the last year. This evaluation helps you and your dissertation chair reflect on your progress and goals, and provides the Program Director important information on how students are doing across the program. Student evaluations are based upon students' performance in their coursework (if any), their research, and their assistantships (both research and teaching). **Self-**

**evaluations should be completed in May each year after a student passes their preliminary exam.**

## **The Dissertation and Final Examination**

A minimum of one academic term or four months must elapse between the successful completion of a preliminary examination and the scheduling of a final examination. The examination committee will consist of the same members as the preliminary examination, although substitutions may be made if approved by the department/program or college and the Graduate School.

An essential element in preparation for your final examination (also called the dissertation defense) is writing and submission of your dissertation. All doctoral programs require that PhD candidates prepare a dissertation, which is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline. You must enroll for research credits (NEP 800) while preparing and defending the dissertation, and be registered for a minimum of 2 credits of NEP 800 during the semester you plan to defend your dissertation (the final examination). You will be responsible for ensuring that your dissertation follows an appropriate organization and format. Consult with WSU's Professional Development Initiative for guidelines and templates: <https://gradschool.wsu.edu/pdi/submitting-thesis-dissertation/>

The graduate committee members must read and return drafts of your dissertations within a reasonable period of time. The Faculty Senate Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days. Only after the dissertation has been approved by your committee can you schedule your final examination. The Graduate School has a Scheduling Form for doing this:

<https://gradschool.wsu.edu/documents/2018/01/exam-scheduling.pdf>

The examining committee will consist of your doctoral committee and any other members of the faculty in attendance. Your dissertation committee chair will chair the final examination and be responsible for its conduct. Generally, final examinations will include discussion of the completed and formatted dissertation. Under extraordinary circumstances, on the recommendation of the student's committee and program chair, the Dean of the Graduate School may approve alternative arrangements.

## **Submission of the corrected dissertation**

After passing the final examination, an electronic copy of the **corrected** dissertation must be submitted following the Graduate School's guidelines for digital submission **within five working days of the final examination**. Students should use the [Final Dissertation/Thesis Acceptance Checklist \(link\)](#) when preparing the electronic copy for submission. In addition, the following must be submitted to the Dissertation/Thesis Acceptance clerk in the Graduate School **within five working days of the final examination**:

- Students must submit a **100% cotton** fiber paper copy of the title page, abstract page, and signature page signed in black or blue ink by all committee members. [Cotton paper is necessary for archiving purposes.](#)
- All students must submit a completed Hold Harmless/Copyright Acknowledgement form [\(link\)](#).

- Doctoral candidates have the option of submitting a copyright request for their dissertation when submitting it for publication.
- All doctoral candidates should submit a completed and signed Survey of Earned Doctorates ([link](#)).

## Preparing for Graduation

**At least one semester before you expect to graduate**, you are required to contact the Graduate Academic Coordinator for a formal review of program degree requirements. **In the semester in which you are planning to graduate**, you must enroll in at least two credits of research (NEP 800).

When you are ready to graduate, you must complete an **Application for Degree** in myWSU by the deadline of the semester in which you wish to graduate. This application must be completed before a final examination can be scheduled. The following checklist provides additional information about preparing for graduation.

<http://gradschool.wsu.edu/?p=3655> (PDF)

University and departmental graduation requirements can change over time, but Graduate School requirements that were in effect at the time of your initial admission to the program are the requirements that are relevant to you. For example, if you were admitted into the NEP PhD program in 2019, the graduate school's graduation requirements applicable to you are the ones for the 2019-2020 academic year, regardless of the year you graduate. Details of Graduate School requirements are published in the Graduate School Policies and Procedures Manual ([link](#)). Departmental requirements for graduation are those in effect at the time you file a Program of Study (for most students, this is typically the same time as your entry into the graduate school.)

## Other Requirements for both MS (Thesis) and PhD Tracks

### Student Orientation for new MS Thesis and PhD students

Graduate students **must attend** the orientation to receive current information related to their program of study. This is an in-person student orientation that occurs the week before fall semester classes begin. The orientation schedule and onboarding documentation requirements are provided to the student by the Graduate Academic Coordinator during the summer prior to the student's matriculation into the MS-Thesis or PhD program.

### **Students must complete and submit required onboarding documentation by Student Orientation.**

Students who have not completed the required documentation by the first day of classes may not be allowed to participate in class experiential learning activities. This may result in a significant grade reduction (please see course syllabi) and possible failure of the course.

### Computer Requirements

All students are required to have a laptop computer for academic use. If you plan to buy a new one, look for a model with the following characteristics: i5 or i7 processor; 8GB RAM, and a solid-state drive. If you have questions or would like further guidance, please contact **WSU Spokane IT Help Desk** at (509) 358 7748, or email at [spok.it.help@wsu.edu](mailto:spok.it.help@wsu.edu).

### Other Requirements

#### Health and Wellness Services Fee

A student who is enrolled for 7 credits or more per semester is required by WSU to pay a mandatory health and wellness fee that entitles the student to basic local medical and health care services. (See WSU Spokane Student Health Services website URL <https://spokane.wsu.edu/studentaffairs/health-and-wellness/> for more information.)

#### Medical Insurance

It is highly recommended that each student maintain health insurance. A student is eligible to purchase a student health insurance plan through Washington State University Spokane if enrolled in 7 or more credit hours a semester.

#### Automobile Insurance

When a student owns a motor vehicle, car insurance is the responsibility of the individual. Automobile liability insurance is required in the state of Washington.

## Academic Calendar, Vacation, Holiday, Working Hours, Absence Policies

All MS / PhD students will observe the same academic calendar holiday schedule as published by WSU: <https://registrar.wsu.edu/academic-calendar/>

## Attendance at Professional Meetings

Both MS and PhD students are encouraged to attend at least one professional meeting during their time in the program, such as the annual meeting of the Academy of Nutrition and Dietetics or American College of Sports Medicine. Travel Grants up to \$500.00 are available from ASWSUHS. Other travel grants may be available annually, please check with WSU Spokane Student Affairs.

## Liability for Safety in Travel

Students must assume the responsibility for transportation to and from off-campus activities such as supervised research experiences, practicums, field trips, and travel to professional meetings. Washington State University Spokane will not be liable for student safety in travel to and from assigned off-campus activities.

## WSU Non-Discrimination Policy

WSU's Policy Prohibiting Discrimination and Sexual Harassment (Executive Policy 15) is described at: [http://public.wsu.edu/~forms/HTML/EPM/EP15\\_Discrimination\\_Sexual\\_Harassment\\_and\\_Sexual\\_Miscconduct.htm](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Miscconduct.htm)

## Transfer Credits and Course Offerings

Students who desire to transfer credit for courses from other institutions must consult the Graduate Program Director to facilitate the transfer process. Courses taken from other universities must meet the WSU and MS / PhD program transfer requirements. The Graduate School sets limits on the amount and minimum grade needed for transfer credits to be applicable to graduate degree requirements. Consult with the Graduate School's Policies and Procedures page ([Link](#)) and the Graduate Program Director.

Most courses in the MS / PhD program are only offered once a year. Therefore, planning your full academic program with your faculty advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to complete their academic degree.

## Academic Deficiency

Please refer to the Graduate School's Policies and Procedures Manual regarding Academic Deficiency found here, <https://gradschool.wsu.edu/policies-procedures/>.

[Policies & Procedures Manual \[PDF\]](#)

## Academic Integrity Violations

All academic integrity (cheating) violations will be handled in accordance with the academic integrity procedures in the WSU Code of Conduct, WAC 504-26-404 found at <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404>.

## Sexual Harassment

Detailed information regarding sexual harassment is available on the WSU website. If a student feels sexually harassed he/she may contact WSU Spokane Student Affairs to help facilitate the appropriate course of action or contact WSU's Office for Equal Opportunity at <https://oeo.wsu.edu/contact-us/>.

## Request for Reasonable Accommodations

Reasonable accommodations are available for a student with a documented disability. If a student has a disability and needs accommodations during any part of the degree program, please contact Jane Summers, Assistant Director of Student Affairs, in Academic Center 130A ([jane.summers@wsu.edu](mailto:jane.summers@wsu.edu), 509-358-7538).

## Department Policies and Procedures

### Working During Summer Term

Conduct of research is a year-round affair. From designing and planning your study to ethics approval, to the collection and analysis of data, and finally writing up and presenting your results, there is almost always something to be done to advance your research project. There are no official requirements to work through the summer terms (roughly mid-May to mid-August) but keep in mind that the quality of your research will likely be higher and your progress completing your projects and writing up your thesis or dissertation will be faster if you use the summer terms for focusing on your research. That could mean simply working on your own research projects or undertaking coursework or other training relevant to your research.

### Leaves of Absence

Students in active status and in good academic standing may request a leave of absence when they cannot maintain continuous enrollment in any given semester for reasons such as medical issues, family obligations, job obligations, or military or other service obligations. Only graduate leave for medical reasons, military service, and Peace Corps service is available to doctoral students in continuous doctoral status. Students who are approved for graduate leave while in continuous doctoral status will not be charged the \$50 administrative fee.

Students requesting a leave of absence must complete this form and submit it to the Graduate Academic Coordinator by the 30th day of class during the semester of leave. The request will be reviewed by the Graduate Program Director and forwarded to the Graduate School. (PDF):

<http://gradschool.wsu.edu/?p=3661>

## Expectations with Respect to Electronic Communications

Faculty and staff are almost exclusively using electronic means to disseminate information in order to communicate with you. This information may be important and/or time-sensitive. For all WSU correspondence, students are required to use their official WSU email address when corresponding with WSU faculty and staff. In addition, students should regularly check their WSU issued email account inbox and spam folder in case email is inadvertently placed there.

Students should access myWSU to set-up a new email name and temporary password. There students will get instructions on how to obtain a WSU email account and how to check the student's WSU email account via the Internet. Registering for classes is through myWSU. The following points are important regarding electronic communications.

Check WSU student email account (at least once daily on Mondays through Fridays) even when using non-WSU email servers (e.g., Yahoo, Gmail). Permanent forwarding of the student's WSU email account to a non-WSU email server is not allowed.

Maintain a WSU email account. All email from faculty and staff to students will be sent directly to WSU email addresses (example: networkid@wsu.edu).

Response email communications by students to faculty and staff should bear a signature line at the end of the message giving the student's full name and return WSU email address. A template will be provided to all students during onboarding.

Access and use electronic communication through Blackboard as part of courses and rotations. The requirements are specified in the course syllabus.

If these requirements pose a problem, the student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.

Email communications from faculty and staff to students and vice versa should include a concise description of the content of the email in the subject line so that recipients can gauge the urgency and importance of the message. Faculty and staff are expected to provide communications to students in a timely manner that will allow students adequate notice and opportunity to read and/or respond.

In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.

## Student to NEP Program Communication

You are required to maintain close communication (via phone or Email) with your instructors and the Graduate Program Director regarding any issue/concern pertaining to the program.

Examples include:

- Extended absence from site (e.g., illness, jury duty, military service)
- Conflict resolution
- Personal issues that will impact learning experience
- Student assessment (mid-term and final)
- Course enrollment
- Letters of recommendation
- Graduation

## Confidentiality

Students must follow all HIPAA regulations with regard to all patient/client information and all confidential information learned during their experiential learning activities and rotations, including health conditions, social information, medical records, fee systems, trade secrets and professional policies. Failure to do so may result in disciplinary action and dismissal from the MS / PhD program.

## Student Standards of Conduct

The WSU Standards of Conduct for Students (Student Conduct Code) is available on the Washington State Legislature administrative code website <http://app.leg.wa.gov/WAC/default.aspx?cite=504-26>. Any violation of the Student Conduct Code is within the jurisdiction of the Office of Student Conduct. Additional information on policies and procedures relating to WSU students can be found at <http://www.conduct.wsu.edu>.

## Code of Professionalism

Moral or ethical character is an important component of professional behavior and of the overall assessment of a student's fitness to enter research professions. Students in the MS / PhD are expected to maintain ethical and professional behavior while in the classroom, when interacting with university employees, while conducting research, when attending university-sponsored functions, and when serving as representatives of the university. The MS / PhD NEP Code of Professionalism is separate and distinct from, and in addition to, the Standards of Conduct for Students. Its purpose and goal is educational in nature to prepare students for a career in research.

When conducting research involving human subjects in laboratory, clinical, community, or other settings, students' primary responsibility is the care of study participants. The welfare of research participants has precedence over a student's research objectives. Students must respect participants' privacy and dignity and must maintain confidentiality with regard to all personal and health-related information. Students must never endanger research participants through negligence, error or the use of instruments or procedures for which they lack the skills or knowledge or are not approved by their academic supervisor or other appropriate advisor. Students will be held to the standards of the ethical conduct of research outlined by the Washington State University's Institutional Review Board ([Link](#)).

Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony related to the practice of pharmacy.
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, a probated or deferred sentence or a no contest plea on the illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or drugs.
- Misappropriation or illegal use of drugs or other pharmacologically-active agents.
- Attending class, research sites or clinical settings while under the influence of alcohol or other drugs. Disruptive behavior in the classroom which hinders the learning process of fellow students.

- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students.
- Failure to maintain research confidentiality, treatment of patients/clients, preceptors, or staff. Misconduct in patient/client care settings.
- Failure to meet academic integrity requirements
- Failure to adhere to the Professional Appearance Standards

## Professional Appearance Standards

As graduate students of Washington State University, we expect you to maintain a standard of dress that reflects your role as a **professional scientist in training**. Although your research and class time likely do not demand particularly formal dress, keep in mind that Graduate students are often important representatives of the Department, the Elson S. Floyd College of Medicine, and the University, both on campus and in the community. There will be many opportunities to interact with students in other programs as well as visiting scholars and other dignitaries. Maintaining a mode of dress appropriate for an office and/or laboratory will help create a more professional atmosphere in NEP and the wider campus community.

## Violation of the Code of Professionalism

In the event a student is alleged to have violated the program's Code of Professionalism, the Program Director and the NEP Chair shall determine whether a violation occurred and if so, the proper sanction. The Program Director and the NEP Chair shall give the student an opportunity to address the complaint before making their decision. The accused student will be notified in writing of the decision. The written letter will summarize the alleged incident and outline the sanction(s), if any. Any sanctions will vary depending on the nature and severity of each case.

Possible outcomes include, but are not limited to:

- A written warning to the student.
- Placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student.
- Requiring the student to enroll in a university-based course on professionalism. Referral to a university-based, professional counseling service.
- Failure of a course or experiential activity.
- Suspension from the graduate program for a specific period.
- Dismissal from the graduate program.

Action by the graduate program under the Code of Professionalism does not prohibit or preclude the employment of other University policies and procedure in response to the actions that are the subject of the professionalism complaint.

## Appeal Process

Appeals from decisions and/or sanctions issued due to a violation of the Code of Professionalism may be made to the Dean of the College of Medicine. This petition must be completed within 10 calendar days from the date the initial decision letter was issued to the student.

## Dismissal Due to Academic Reasons

If a student is placed on probation or dismissed from the program for academic reasons, Graduate School policies and procedures will be followed: <https://gradschool.wsu.edu/policies-procedures/>. The Graduate School Policy is summarized below or can be accessed at: <https://gradschool.wsu.edu/chapter-six-c/>.

To uphold high academic standards, the Graduate School has established a minimum 3.0 cumulative GPA and a

3.0 program GPA in order for a graduate student to be considered in good academic standing.

No graded course of 'B-' or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is 'C' or higher. Any course listed on the program of study for which a grade of 'C-' or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

All grades earned by a graduate student in courses listed on the program of study, except for the first grade for a

repeated course, will be averaged in the student's GPA.

The student is expected to earn an S (Satisfactory) grade for 700 or 800 credits.

## Probationary Continuing Enrollment

A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. Probationary status is only available to students immediately following their first semester of graduate study, and is not available to students who have been provisionally admitted.

## Termination of Enrollment

The enrollment of a graduate student will be terminated under any one of the following conditions:

If student has a cumulative GPA below 2.75 at the end of the first semester of study.

If student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.

If a student fails to establish and maintain a cumulative GPA of 3.0 or above after more than one semester of study.

If student has failed a preliminary or final exam for a second time.

If student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative. In such cases, the Dean of the Graduate School will review the case and make the final determination.

If student has earned a U (Unsatisfactory) grade for research credits (700, 800) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, and issues related to academic integrity or student conduct. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.

### **Reinstatement**

Reinstatement of a provisionally admitted graduate student who falls below a 3.00 GPA following completion of one semester or one summer session, or of a graduate student who falls below 2.75 GPA following completion of one semester or one summer session, will be considered only through a petition from the graduate student to the Graduate Program Director. Following a meeting between the graduate student and the Program Director, the director may favorably recommend reinstatement for the student through a petition to the Dean of the Graduate School, who has final approval.

Reinstatement procedures for a graduate student who has completed two semesters, one semester and one summer session, or two summer sessions, and whose GPA is below 3.0, follows the same procedure. The student must meet with the Program Director who, upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. If approval to continue is granted, the student will have one semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of enrollment in the program and in the Graduate School.

If the student becomes academically deficient because of two U (Unsatisfactory) grades for research credits, the student must meet with the Program Director, who upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. The Program Director must identify the conditions for continuation of study in the petition request. If approval to continue is granted, the student will have one semester or summer session to improve his/her research progress.

### **Voluntary Student Resignation**

**Resignation:** If it becomes necessary to resign from the MS / PhD program before completion, the student should consult with the Graduate Academic Coordinator and Graduate Program Director, and complete the paperwork required from the Graduate School. Refer to the guidelines outlined on the WSU Graduate School Website.

**Reapplication:** If you resign for personal reasons you may reapply along with new applicants for admission into the MS / PhD following the process set forth in the Graduate School admissions policies and procedures. If you are dismissed you may not reapply to the MS / PhD program.

If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change has occurred during your absence. Most courses are only offered one time per year. Because of this, planning your full academic program with the MS /PhD faculty advisor is vitally important. If you decide to drop a course you run the risk of lengthening the time required to achieve your academic degree.

# Appendices

## APPENDIX A: MS-Thesis/PhD Onboarding checklist

### Onboarding Checklist

Each checklist item will have a unique deadline during the summer prior to your first enrollment. The Placement Coordinator will distribute a check sheet with deadlines in May. All items will be submitted as required by the Placement Coordinator.

- Signed Acknowledgement of Understanding Form
- Signed WSU NEP Media Consent Form
- Signed Authorization for Release of Record
- Student Professional Liability Insurance
- Physical Activity Readiness Questionnaire (PAR-Q)
- HIPAA Certification (Valid 5 years)
- Blood Borne Pathogens (BBP) Training: Initial Training Quiz & Signed Form
- First Aid Certification
- CPR (Adult, Infant, & Child) w/AED Certification

Must be designated for healthcare professionals and include hands-on interactive component, preferably AHA BLS Healthcare Providers Certification

- Criminal Background Check
- Washington State Patrol (WATCH) background Check (annually)
- Office of Inspector General (OIG) Background Check (annually)
- Tetanus & Diphtheria (TDAP/TD)
- Measles, Mumps & Rubella (MMR) series (2) \*or\* Titer test
- Hepatitis B Series (3) \*and\* Titer test \*or\* signed Hepatitis B declination waiver
- Varicella Series (2) \*or\* Titer test
- Annual Flu shot \*or\* signed flu declination waiver
- Negative 2-step TB test initially, then 1-step TB test annually. If any TB test is positive, refer to handbook.

## **Documentation Descriptions:**

### **Acknowledgement of Understanding**

A signed Acknowledgement of Understanding (AoU) which indicates the student has read the NEP Graduate Student Handbook and will abide by the policies and procedures of the university, campus, and program.

### **Media Consent Form**

The media consent form allows the Department of Nutrition and Exercise Physiology to use pictures and/or videos or other multimedia of students in class, at internship sites, and/or engaging in any department-related activity.

### **Authorization for Release of Record**

The release of record allows DNEP faculty and staff to share personal information necessary for students to onboard to internship sites.

### **Professional Liability Insurance**

To purchase the professional liability insurance, students can visit the WSU Spokane Student Affairs Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. This requires an additional fee on top of other tuition and fees. This fee is the responsibility of the student in addition to application and tuition fees. Students will be required to renew liability insurance annually. More details about Professional Liability insurance is described above under "Insurance Requirements."

### **PAR-Q**

The PAR-Q is the Physical Activity Readiness Questionnaire. You will be asked to provide information about your ability to participate in physical activity as a part of course requirements. If you require disability accommodations, information will be provided to you to request such accommodations.

### **HIPAA Training**

The Health Insurance Portability and Accountability Act (HIPAA) training is required of all DNEP students. Only HIPAA

training completed under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at <http://www.irb.wsu.edu/CITI.asp>. Students should complete the Basic/Refresher Required Modules training which can be done online at the previous site and takes 3-4 hours to complete.

#### Blood Borne Pathogens Training (BBP)

This training is designed to ensure students can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <http://ehs.wsu.edu/labsafety/bbptraining.html>. Once students complete the training, they take the Initial training quiz at the end and submit results to the DNEP Placement Coordinator. Students must also sign the BBP form located in the back of this Handbook.

#### First Aid

Basic first aid training is required from all incoming DNEP students. Certification must be kept active throughout enrollment in the DNEP program. Referrals for training programs will be provided by the Placement Coordinator.

#### Food Handler's Permit

All students are required to have a current Washington State Food Worker Card. For more information about the Washington State Food Worker Permit, students should search WA State website: <http://www.foodworkercard.wa.gov/>.

#### National Criminal Background Check

All students are required to submit a nationwide criminal background check prior to orientation. Only national background checks obtained through the agency "castlebranch.com" will be accepted. To obtain this background check, students should visit the website <https://www.castlebranch.com> then click on "Place Order" and enter the package code WA04BG for student access. Because this is a nation-wide background check, it will require a fee in addition to the application and tuition fees.

to establish another clinical or community rotation site in the event that the originally assigned site does not accept the student because of results of the criminal background check.

#### Washington State Patrol Background Check (WATCH)

Students are required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. Students can complete the WATCH at <https://fortress.wa.gov/wsp/watch/>. The fee is \$17.00.

#### Office of Inspector General (OIG) Background Check

The Office in Inspector General Background check can be completed at <https://exclusions.oig.hhs.gov/>. A screenshot of the results should be provided to the Placement Coordinator.

#### Immunization/Health Records

Each student must provide evidence to the DNEP Placement Coordinator of completed immunizations listed here: Diphtheria & Tetanus (TD/TDAP) within the last ten years

Measles, Mumps & Rubella (MMR) series (2) or titer Varicella (chicken pox) series (2) or titer Flu Vaccine (annually), or signed declination waver Hepatitis B series (3) and titer, or signed declination waver

Negative 2-step TB skin test initially, and 1-step TB skin test annually

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the DNEP Placement Coordinator on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the MS-CPD Program.

#### Notes:

Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years must be submitted to DNEP Placement Coordinator prior to Orientation.

MMR (Measles, Mumps & Rubella): Must provide the 2 step series of MMR or titer test proving immunity prior to orientation.

Varicella (chickenpox): A student must get a Varicella immunity titer. If the Student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox instead. Provide record to DNEP placement coordinator prior to orientation.

Flu: Documentation of annual flu shot is required by DNEP throughout the student's time in the program. The Student can choose to sign the declination waiver instead of being immunized for Flu. However, declining vaccination will exclude students from certain internship site experiences and may inhibit students from completing their degree.

Hepatitis B: Students must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and can then provide evidence of the following two Hepatitis B required immunizations at a later date. The Student can choose to sign the declination waiver instead of being immunized for Hep B. However, declining vaccination will exclude students from certain internship experiences and may inhibit students from completing their degree.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between annual TB tests, then students will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by DNEP prior to orientation. Students then must provide evidence of yearly purified protein derivative (PPD) tuberculosis testing (negative 1-step) throughout their time in the DNEP program. If students are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the DNEP Placement Coordinator for further instruction.

## APPENDIX B: Advising Checklist Forms



Master of Science and Doctor of Philosophy, Nutrition & Exercise Physiology

Washington State University

Student Handbook

### ACKNOWLEDGEMENT OF UNDERSTANDING

I, \_\_\_\_\_ have read the current MS / PhD Student Handbook in its entirety, including the links provided therein. I fully understand the content of these documents, and agree to abide by the policies and procedures as outlined in the documents and the university website. I agree to assume the student responsibilities provided in these documents.

Signature of Student:

Date:



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## MEDIA CONSENT FORM

Date:

I, (please print), understand that my likeness may be captured on any and all forms of media including but not limited to photography, video, audio etc. recorded by a staff, faculty or student of Washington State University and by its partners during my course work in the NEP graduate program.

I consent to the media being used for informational/marketing publications, which may also include distribution over public, commercial, cable television, and/or the website. I release Washington State University, faculty, staff, and students from any responsibility associated with this action whatsoever.

Participant's Signature: \_\_\_\_\_

Email: \_\_\_\_\_



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## STUDENT AUTHORIZATION FOR RELEASE OF RECORD

Student Name:

\_\_\_\_\_

(Please Print) (First) (Middle) (Last)

WSU ID: \_\_\_\_\_ Date of Birth \_\_\_\_\_

I authorize the Nutrition and Exercise Physiology Program to release information from my education record as requested by clinical agencies if needed to secure research experiences outside of WSU.

This authorization is valid for a period of five (5) years from the date of my signature. I understand I may revoke this authorization at any time by providing written notice to the Nutrition and Exercise Physiology Placement Coordinator.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

*WSU Spokane Blood Borne Pathogens Control Plan*

**Completed Blood Borne Pathogens Training**

**Washington State University Spokane Nutrition and Exercise Physiology**

DUE: After the completion of the BBP video and successfully passing the BBP quiz

I have completed all of the required elements for Blood Borne Pathogens Training:

\_\_\_\_\_ Watched the Blood Borne Pathogens refresher video in class

\_\_\_\_\_ Completed and passed (with at least 90%) the Blood Borne Pathogen Refresher Quiz

\_\_\_\_\_ Read Blood Borne Pathogens Control Plan 2015-2016

I agree to follow appropriate procedures for infection control as outlined in the Blood Borne Pathogens Control Plan, BBP training video, and the provided skill sheets. I understand that the cost of treatment, if I become exposed to an infectious agent, is **my responsibility and is not the responsibility of the University.**

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT**

Students are required to keep a copy of this document each year. A copy of this may be required by experiential learning sites and rotation or internship site.

Students who have not successfully completed these activities by the end of orientation will not be allowed to participate in any experiential learning activities or begin their rotation or internship until all activities have been completed and documented by the DNEP Graduate Academic Coordinator or appropriate faculty member.

**STUDENT MEDICAL PROFESSIONAL LIABILITY INSURANCE**

**COST: \$15.50 PER YEAR**

Student Name: \_\_\_\_\_ WSU ID #: \_\_\_\_\_

Academic Department: **NURS:** BSN  RN-BSN  MN/DNP  PhD   
**NEP:** UGrd  CPD  **PHARM**  **SHS**

Location: **Spokane**  **TC**  **WW**  **VC**  **Yak**

Student Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Request insurance to begin on:** \_\_\_\_\_

(This policy is renewed annually and once paid, coverage for all related internships are covered for 365 days from this date)

This Student Medical Professional Liability Policy provides liability coverage of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate limits and Commercial General Liability coverage with limits of \$1,000,000 per occurrence with a \$3,000,000 limits.

**NURSING Students:** Professional Liability Insurance is required for each student. Submit this form with payment of \$15.50.

**NEP, SHS, & Pharm Students:** Submit this form if requested by your department with payment of \$15.50.

When authenticated with the cashier's paid stamp and returned to your academic department, this document serves as proof of insurance. **You may process this form in person in the Student Affairs Office (SAC 130) or mail it with payment to:**

Washington State University Spokane  
Office of Student Affairs  
PO Box 1495  
Spokane, WA 99210-1495

**Cashier's Paid Stamp**

**Check made payable to WSU**  **MasterCard**  **Visa**

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

**Trans Code: SSSPLI**

Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

PLEASE INCLUDE ALL INFORMATION. Omissions may result in your payment not being processed.

Form Version: April 2015, authorized for use through Fall Semester 2015



## WELCOME TO THE PAR-Q+ AND EPARMED-X+ ONLINE!

We are pleased to welcome you to our website dedicated to the new Physical Activity Readiness Questionnaire for Everyone (PAR-Q+) and electronic Physical Activity Readiness Medical Examination (ePARmed-X+). On behalf of the PAR-Q+ Collaboration we look forward to providing unparalleled access to leading international organizations and related resources for reducing the barriers to physical activity/exercise participation, and promoting the health benefits of physical activity/exercise.

Please feel free to use the following links to access directly the online PAR-Q+ and ePARmed-X+ programs.

### The Physical Activity Readiness Questionnaire for Everyone (PAR-Q+)

The health benefits of physical activity are clear; more people should engage in physical activity every day of the week. Participating in physical activity is very safe for MOST people. However, some should check with their doctor, another health care practitioner who is licensed to diagnose, or a qualified exercise professional before they start becoming much more physically active. This questionnaire will tell you whether it is necessary for you to seek further advice before becoming more physically active or engaging in a fitness appraisal.

If you are less than the legal age required for consent or require the assent of a care provider, your parent, guardian or care provider may complete this form on your behalf. Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly.

Please note you should delay becoming much more active if you have a temporary illness (such as a cold or fever). It is best to wait until you feel better. You may also download the print versions of the PAR-Q+ at [www.eparmedx.com](http://www.eparmedx.com).

**[Take the PAR-Q+ Survey NOW](#)**

## APPENDIX C: OPTIONAL IMMUNIZATION DECLINATION FORMS



### HEPATITIS B VACCINE DECLINATION

I understand that due to my exposure to potentially infectious materials through my Nutrition and Exercise Physiology (NEP) courses, internship, rotations, or other experiential learning activities I may be at risk of acquiring Hepatitis B (HBV) infection.

I understand that by declining to obtain this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and get vaccinated with the Hepatitis B vaccine, I will present notification to the NEP Placement Coordinator.

I understand that by declining to obtain this vaccine I may not be able to complete an internship if the site requires the vaccination

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## **INFLUENZA VACCINE DECLINATION**

Did You Know?

CDC and the Advisory Committee on Immunization Practices (ACIP) recommend that all health care workers get an annual flu vaccine.

Fewer than half of health care workers report getting an annual flu vaccine.

As a health care worker, by getting vaccinated, you can help protect your family at home and your patients at work from getting sick.

Influenza outbreaks in hospitals and long-term care facilities have been attributed to low vaccination rates among health care professionals.

Studies have shown that higher vaccination rates among health care workers can reduce influenza-like illness, and even deaths, in settings like nursing homes.

Health care workers play an important role in protecting public health, and your co-workers need you to be healthy and able to cover your shift.

Getting a yearly flu vaccine can help ensure your time off is spent doing what you want to do, not staying at home sick.

I have read and understand the above facts but elect to decline the Influenza Vaccine.

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPENDIX D: NEP FACULTY CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
DNEP FACULTY MEMBERS			
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**STAFF**

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## APPENDIX E: NEP Doctoral Portfolio

### NEP Doctoral Portfolio

The PhD Student Portfolio is a way for you to track and organize your academic achievements and demonstrate core competencies before engaging in your formal research. The portfolio summarizes the learning that has taken place in the core classes (NEP 520, 525, 526, 580, 582, 586, and NURS 526, 527) and beyond. The portfolio will consist of the following components:

#### A. Self-evaluation of academic record

- Based on grades and evaluations from your coursework
- Provide two examples of scholarship from your courses

#### B. Summary of Teaching Experiences

- Teaching NEP courses
- Other teaching and advising experiences

#### C. Summary of professional development to date and goals for further development

#### D. Research Proposal (See template)

Standard Sections including

- Background and significance
- Specific Aims and hypotheses
- Approach and methods, including existing data if relevant
- Preliminary list of variables of interest
- Work plan and Timetable
- References

## APPENDIX F: Thesis Proposal Template

### Thesis Proposal Template

An important step in the thesis / dissertation process is the development of a research proposal for submission to the student's advisory committee. This document provides a template for the elements that should be included in every student's proposal. This template is not meant to be exhaustive; rather it is intended to provide a "baseline" that all students can work from as they write and critically evaluate their own and fellow student's proposals.

Input from the student's chair to tailor the proposal to individual needs is another important aspect of the development process (i.e., the iterative cycle). This template is specific to the MS thesis; it is expected that a dissertation proposal would contain more detail.

#### A1. Background/Significance (1/2 to 1 page)

- this section sets the context for your proposed project and must capture the reader's interest
- explain the background of your study starting from a broad picture narrowing in on your research question, concluding with the broad implications (e.g., the "hour-glass" approach)
- review what is known about your research topic as far as it is relevant to your thesis and identify the pertinent gaps which your research will fill rather than regurgitate what is and what is not known about your particular topic

#### A2. Specific Aims and Hypothesis(es) (1/2 page)

- state the broad objectives or aims of the study
- state the specific hypothesis(es) or research question(s) your research will test

#### A3. Implications of Research (2-3 sentences)

- state what new knowledge the proposed project will produce, why is it worth knowing, and the major implication(s) for health

#### B1. Approach/methods (1-2 pages)

- this section contains an overall description of your approach, materials, and procedures
- state the general study design
- state how the data will be collected and analyzed?
- include calculations, techniques, procedures, and equipment as needed
- detail limitations, assumptions, and address validity/reliability issues of instruments used
- include a statistical analysis plan that describes how you intend to analyze the data

#### B2. Table of variables (1/2 page)

- include all variables requested from data steward or variables that will be obtained for primary data collection project stipulating the dependent and independent variables and codebook names where appropriate in a table format

**B3. Work plan including time table (1/2 page)**

- describe in detail what you plan to do until completion of your thesis project in a table format
- list the stages of your project in a table format
- indicate deadlines you have set for completing each stage of the project, including any work you have already completed

**C. List of references (space as needed)**

- if you make a statement, back it up with your own preliminary data or a reference
- all references cited in the text must be listed