



THE UNIVERSITY *of*
MISSISSIPPI

**DEPARTMENT OF NUTRITION AND
HOSPITALITY MANAGEMENT**

GRADUATE HANDBOOK

2022-2023

**PHD IN NUTRITION AND HOSPITALITY MANAGEMENT
M.S. IN FOOD AND NUTRITION SERVICES**

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INTRODUCTION

Welcome to the graduate program in the Department of Nutrition and Hospitality Management, one of five academic departments in the School of Applied Sciences at the University of Mississippi. Graduate study offers the opportunity to plan a focused program of study, expand knowledge and competencies, establish academic and professional expertise, and formulate a philosophy about your future profession. The quality of your graduate experience depends, to a great degree, upon the extent of your academic commitment and involvement. Under the departmental and university guidelines, students will assume the primary responsibility for the development and execution of your graduate experience.

To become familiar with the academic procedures and regulations concerning graduate students at UM, read the [UM Graduate School Catalog](#). Information provided in this handbook supplements the Graduate School Catalog, and describes policies and procedures specific to graduate programs in the Department of Nutrition and Hospitality Management, which may have additional requirements to the Graduate School policy.

The Graduate Program Coordinator (GPC) for MS in Food and Nutrition Services and PhD in Nutrition and Hospitality Management in the Department of Nutrition and Hospitality Management will serve as your initial contact for the graduate program. Graduate Faculty is also here to provide guidance. Do not hesitate to ask questions and talk to the faculty and staff in the department to plan your graduate study.

Georgianna Mann, PhD
Associate Professor and Graduate Program Coordinator

Cindy Choi, PhD
Associate Professor and Interim Department Chair

Effective as of November 9, 2022

PH.D. IN NUTRITION AND HOSPITALITY MANAGEMENT

PROGRAM OVERVIEW

The Doctor of Philosophy (Ph.D.) in Nutrition and Hospitality Management (NHM) program is housed within the Department of Nutrition and Hospitality Management. Students pursuing the Ph.D. in NHM degree choose from one of the two emphasis areas:

- Nutrition (with concentrations in Sport Nutrition, Nutrition Policy, or General Nutrition)
- Hospitality management

The program is designed to train and mentor students to become proficient teachers and researchers.

PROGRAM OF STUDY

The program consists of a minimum of 66 post-baccalaureate credit hours. The degree requirements are: 21 hours of core requirements; 15-18 hours of emphasis area requirements, of which 6 or more hours must be at 700-level; and 9-12 hours of supporting coursework at 500-700 levels to bring the total coursework to 48 hours, which may be selected from emphasis area courses and/or from outside of NHM; and 18 hours of dissertation. Individual directed research credits may not be used as coursework. The Program of Study form can be found under the [Curriculum](#).

Graded credit hours other than the thesis or directed research from the student's master's degree coursework within the Department of Nutrition and Hospitality Management at UM may be applied to the doctoral degree. If the student has been enrolled in another graduate degree program outside the Department within the University, up to 6 hours of relevant graduate coursework credit completed outside the Department and within the University may be applied toward Ph.D. in NHM upon the advisory committee's approval. No transfer credits from another institution are allowed in the doctoral program. However, doctoral students may request for course waivers based on equivalent courses taken at another institution or a previous degree program within six (6) years prior to joining the PhD program, as long as 36 coursework hours are completed at UM. All waiver requests for core courses must be submitted before the end of the first semester of enrollment. If the substituting course was taken after the student's first semester, the waiver requests must be submitted within one (1) semester of the student's return to the UM. Waiver requests for the emphasis area or supporting coursework will be reviewed during the Advisory Committee's recommendation and approval of the student's Plan of Study. All waiver requests must include the exact UM course number to be waived, the syllabus of the course taken, and a copy of the transcript showing the course grade. Waiver decisions are determined by the NHM graduate faculty after consultation with faculty members who regularly teach the courses requested to be waived.

DOCTORAL ADVISORY COMMITTEE

Upon admission, the GPC will serve as the student's primary point of contact. It is expected that students determine their Academic Advisor within the first year of their study. The student and their Academic Advisor will work together to establish the student's Doctoral Advisory Committee. A Doctoral Advisory Committee must be formed before the [Form GS-5 Authorization to sit for a Comprehensive Examination](#) is submitted. A Doctoral Advisory Committee must consist of at least three graduate faculty members of the Department, and may or may not include an external member. Doctoral Advisory Committees

- recommend graduate coursework and other training appropriate for the student's research interests and career goals,
- approve the Program of Study with the GPC,
- determine the student's readiness for the Comprehensive Examination, and
- serve as the Comprehensive Examination committee.

Modifications to the Program of Study require an approval by the Doctoral Advisory Committee and the GPC.

PRELIMINARY EXAMINATION

There is no preliminary examination.

DOCTORAL COMPREHENSIVE EXAMINATION

All doctoral students must successfully complete the Comprehensive Examination. The Doctoral Comprehensive Examination assesses the student's comprehension of core principles and body of knowledge in the discipline, as well as knowledge of research methods and statistics. The Comprehensive Examination is intended to test for the students' ability to make original contributions in their course of study, not just the student's current research project.

Students who have all the coursework completed or nearly completed (meaning that the student is in the final semester of coursework) may sit for the Comprehensive Examination. Students who wish to sit for the Comprehensive Examination must notify the academic advisor during the semester or term preceding the intended Comprehensive Examination. There must be at least a 60-day period between the Committee's approval of [form GS-5 Authorization to Sit for the Comprehensive Examination](#) and the first day of the written examination. Sometimes due to extenuating circumstances and with full consensus of the Committee, students may be allowed to sit for an exam prior to the 60-day period. Comprehensive Examinations may take place between academic terms if the committee agrees.

The Doctoral Advisory Committee approves *form GS-5* and functions as the Examining Committee of the Doctoral Comprehensive Examination. The Examining Committee administers the Comprehensive Examination by (a) scheduling the examination; (b) preparing the questions and evaluating the written portion of the Comprehensive Examination; (c) conducting the oral portion of the Comprehensive Examination; and (d) deciding the outcome of the Comprehensive Examination.

The written portion of the examination includes four 4-hour blocks where 8 hours are dedicated to general topics from suggested coursework (nutrition/hospitality); 4 hours specific to proposed research area; and 4 hours of research methods, all of which should be completed within 5 working days of the start of the examination. The Chair of the Examining Committee will determine and communicate about logistics, and may request the Department for assistance in proctoring and securing the test access.

The oral portion of the Comprehensive Examination must be completed within 30-calendar days from the last day of the written examination. In the oral examination, the student is expected to answer questions from the Committee. Passing of the Comprehensive Examination requires unanimous affirmative vote of the Examining Committee. Feedback on the exam will be provided to the student at this time. The Chair of the Committee will deliver the outcome to the GPC using [Form GS-5.1 Report of the Comprehensive Examination Committee/Admission to Candidacy for the Doctorate Degree](#).

Students who do not pass the Comprehensive Examination in the first time can meet with the Examining Committee to review their weaknesses and schedule their second examination. The second examination may not take place in the same semester as the first examination but must occur within one (1) calendar year of the first examination. Students who do not pass the second Comprehensive Examination will be changed to non-degree II status. (For more information, see *UM Policy on Dismissal or Change in Status of Graduate Students.*)

All examination copies are the property of the Examining Committee – the original copy of the written examinations shall be retained by the Committee Chair to become a part of the student's permanent file. After the Comprehensive Examination is completed, either successfully or unsuccessfully, the Chair of the Examining Committee may be asked to provide a copy of the written examination and any grading sheets to the GPC.

If a student believes that the results of their Comprehensive Examination were based on prejudice, discrimination, capricious standards, or factors unrelated to academic merit, appeals can be made within five (5) class days of receiving the results. Contact the Graduate School for the details of the appeals process.

CANDIDACY

Upon successful completion of the Comprehensive Examination and satisfactory completion of coursework, the student is admitted to candidacy and may submit a dissertation prospectus. A doctoral candidate must maintain continuous enrollment during regular semesters. (See *Graduate Catalog* for the definition of continuous enrollment.) An enrollment of at least 3 hours is required during the semester in which the degree is granted (1 hour of enrollment during the summer term).

DOCTORAL DISSERTATION AND FINAL EXAMINATION

Dissertation committees must consist of at least three graduate faculty members from the department, plus one member external to the department. The Chair of the Dissertation Committee must be a full member of the Graduate Faculty. (See *Graduate Catalog* for Dissertation Committee Policy for exceptions.)

There must be at least four (4) months between the successful defense of the prospectus and the final defense of the dissertation. See *Graduate Catalog* for dissertation prospectus procedures. A prospectus can be submitted during intersession periods without enrolling in the intersession, provided that the student will enroll in the subsequent semester. The defense of the dissertation is considered the final examination for a doctoral degree and must be scheduled on or before the last day of class. [Form GS-7 Authorization of the Final Oral/Written Examination](#) must be filed at the Graduate School at least fourteen (14) days prior to the intended examination date. See *Graduate Catalog* for additional rules.

GENERAL GUIDELINES FOR PROSPECTUS AND DISSERTATION DEFENSE

The Prospectus and dissertation procedures follow the University of Mississippi Graduate School policy. This section provides additional information for doctoral candidates and dissertation committee chairs as a general guidance.

Prospectus Defense

1. There is no minimum time requirement between establishing doctoral candidacy (i.e., successful completion of doctoral comprehensive examinations) and defending a prospectus.
2. The prospectus defense cannot be scheduled until the dissertation committee has been formed.
3. While details are up to the dissertation committee chair, a prospectus in general includes detailed research objectives, literature review, proposed methods, preliminary results if appropriate, and a detailed explanation of what remains to be done in order to complete the dissertation. The candidate should allow adequate time for the committee to review the prospectus.
4. A prospectus defense is open to all NHM faculty and graduate students.
5. It is recommended that the chair of the dissertation committee informs the GPC of the prospectus defense date, time and place, and the title of the prospectus at least one week in advance so that the GPC will announce it to all NHM faculty and graduate students.
6. The length and format of the prospectus defense is up to the dissertation chair. However, a defense must include an opportunity for all attendees to ask questions and make comments. Committee members may be given additional time for more in-depth questions and discussions.
7. Immediately following a successful defense, a copy of the prospectus must be filed at the Graduate School with a note stating that it was defended. There is no GS form to submit.

Dissertation Defense

1. There must be at least four months between the successful prospectus defense and the dissertation defense.
2. The dissertation defense cannot be scheduled until the dissertation committee (and the chair of the committee in particular) believes the dissertation is essentially complete.
3. The chair of the dissertation committee should initiate GS-7 specifying the defense date, time, place, and the dissertation title at least three weeks in advance. The GPC will submit the form GS-7 to the Graduate School and announce the defense to all NHM faculty and graduate students.
4. A dissertation defense is open to all NHM faculty and graduate students.

5. The dissertation chair can determine the length and format of the dissertation defense as long as it allows a reasonable amount of time for candidate presentation and for Q&A. It is recommended that the defense includes:
 - a. 30 to 40-minute presentation of the dissertation by the candidate. Short, clarifying questions may be allowed.
 - b. 30-40 minutes to address questions from the committee and the audience. The chair may choose to allow the committee to ask additional questions after the audience leaves the room.
 - c. The committee's discussion of the dissertation after the candidate leaves the room.
 - d. The committee's announcement of its decision.
 - e. If successful, a Final Examination Report will be signed by the committee members.

TIME LIMIT

The Graduate School imposes a four (4)-year time limit on completion of formal coursework and the Comprehensive Examination for the doctoral degree. After passing the Comprehensive Examination, a student must complete all remaining requirements within five (5) calendar years.

LEAVE POLICY

Temporary interruption in enrollment up to one year follows the University's Graduate Student Leave of Absence policy. Lack of enrollment without an approval of the Leave of Absence will result in reverting to the status of applicant and needing to be readmitted to the program.

DOCTORAL STUDENTS APPLYING FOR THE M.S. DEGREE

Students admitted to the PhD in Nutrition and Hospitality Management program may apply for the Master of Science in Food and Nutrition Services degree by completing the master's degree requirement and submitting [Form GS-8 Application for Graduate Degree](#). Doctoral core courses may not be used as Master's electives.

DOCTORAL ADMISSION CRITERIA

Criteria for admission into the Ph.D. in NHM program are:

- **Baccalaureate degree** in nutrition, hospitality management, or related fields.
- **Graduate Record Examination (GRE)**: Scores of no less than 150 on the verbal and 150 on the quantitative divisions are preferred.
- **Grade-Point Average (GPA)**: A cumulative undergraduate GPA of 3.0 or higher over the last 60 hours or over the entire transcript is recommended for admission.
- **English Proficiency**: Must meet the Graduate School's admission criteria. (Only for the applicants whose native language is not English)
- **Clear Goals, readiness and motivation** to pursue the doctoral degree
- **Research interests** that align with potential identified advisor(s)

The Graduate Committee of the Department of Nutrition and Hospitality Management will review complete applications as they are received. Incomplete applications will not be reviewed. Competitive applicants relative to the pool of applicants will be recommended for admission. In addition to the above criteria, other factors such as strength of letters of recommendation, work experience, availability of resources within the department, and equity considerations to enhance the diversity of the department may be taken into consideration.

PHD PROGRAM CHECKLIST

Before the end of the first semester of enrollment

- Waiver of core requirements requested

Before the Doctoral Comprehensive Examination

- The Doctoral Advisory Committee formed (with internal members only, 3 graduate faculty members)
- Plan of Study** approved by the Advisory Committee and the GPC
- Form **GS-5** submitted to the GPC 60 days prior to the intended exam date
- Coursework completed or in near completion
- GPA 3.0 or above with no pending "I" grade
- Currently enrolled in 3 graduate credit hours

After passing doctoral Comprehensive Examination

- Faculty advisor submits form **GS 5.1**

Before submitting dissertation prospectus

- Doctoral candidacy established
- Dissertation Committee formed with at least 1 external faculty
- IRB application prepared or approved if applicable
- Continuous enrollment maintained
- Email prospectus announcement to Graduate Program Coordinator

After passing doctoral Comprehensive Examination

- Send final prospectus document to graduate school

Before dissertation defense

- Dissertation prospectus in file at the Graduate School
- Email defense announcement to Graduate Program Coordinator
- Form GS-7** submitted to the Graduate School at least 14 days prior to the intended defense date
- Final dissertation document provided to the Committee at least 7 days prior to defense
- 18 hours of dissertation credit completed or currently being completed
- Currently enrolled in 3 graduate credit hours (1 hour in Summer)
- Continuous enrollment maintained

Before graduation

- Submit **GS8** to GPC, check <https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/> for dates

MASTER OF SCIENCE IN FOOD AND NUTRITION SERVICES

PROGRAM OVERVIEW

The Master of Science (M.S.) in Food and Nutrition Services (FNS) program is housed within the Department of Nutrition and Hospitality Management. Students pursuing the M.S. in FNS degree choose from one of the two emphasis areas: *nutrition* and *hospitality management*.

The degree prepares students for careers in established or emerging clinical or industrial settings; doctoral studies in nutrition, food service management, or hospitality management; or postsecondary teaching positions. The program is designed to provide students with a broad background in nutrition, food service management, and hospitality management; development of necessary analytical skills; and exposure to current research.

Goals/Mission Statement

The mission of the MS in Food and Nutrition Services is to prepare students for entry into nutrition-related or hospitality management-related fields of study and/or their industries with excellence and integrity.

Learning Outcomes

1. Students will be able to demonstrate how to interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
2. Students will be able to demonstrate effective and professional oral and written communication and documentation when communicating with individuals, professional groups, and the public.
3. Students will be able to incorporate professional knowledge with effective management and education techniques to facilitate food, nutrition and hospitality related behavior change.
4. Students will be able to use a decision making process to make decisions, to identify nutrition- or hospitality-related problems, and to determine and evaluate appropriate interventions.
5. Students will be able to apply knowledge of nutrition or hospitality management to enhance the wellbeing of individuals and groups.
6. Students will be able to apply management and business theories and principles to the development, marketing, and delivery of nutrition or hospitality programs or services.

To fulfill requirements to become a registered dietitian nutritionist (RDN), students may choose to apply to the Coordinated Program (CP) as a part of the M.S. degree program. The CP program is accredited by the Accreditation Council for Education for Nutrition and Dietetics (ACEND) and includes a supervised practice component in various local and regional health care and education facilities. (See **Coordinated Program (CP) in Dietetics** for more information.)

PROGRAM OF STUDY

The program consists of a minimum of 30 post-baccalaureate credit hours, of which up to 6 credit hours may be transferred from another university or from another master's degree at UM. Requirements for the

Requirements for the M.S. F.N.S. degree for the non-CP track are 6 hours of research core requirements and 24 hours of electives. Requirements for the M.S. FNS degree for the *Master's with CP* track are 6 hours of research core requirements, 3 hours of electives, 12 hours of CP core, 6 hours CP support courses, 1 hour supervised practice preparation and 8 hours of supervised practice. Students in either track may choose to take an additional 6 hours of thesis.

The Program of Study form, which can be found under the [Curriculum](#), lists suggested electives. Relevant electives not on this form may be approved by the student's Master's Advisory Committee. Thesis credits (NHM 697) or supervised practice credits (NHM 699) may not be used as electives.

Students are required to file with the GPC the Program of Study form signed by their Master's Advisory Committee before enrolling for NHM 693, 697, or 699 credits or taking the master's written comps, whichever is earlier. Once filed, any changes to the Program of Study would require approval of the Master's Advisory Committee.

Add slips for courses offered in the department are reviewed and signed by the instructor and the Department Chair.

MASTER'S ADVISORY COMMITTEE

Initially, the department will assign the GPC as the students' Academic Advisor and primary point of contact. Once the student develops specific educational goals and identifies a graduate faculty member in the department to serve as their academic mentor, the student notifies the GPC that they would like the mentor to be their Academic Advisor on record. The Academic Advisor and the student will work together to form the Master's Advisory Committee. The committee must consist of at least three graduate faculty members from the discipline (i.e., the department) in which the degree is sought. Under normal circumstances, the student's Academic Advisor will serve as Chair of the Master's Advisory Committee. The Master's Advisory Committee also serves as the Examining Committee of the student's Final Oral/Written Examination. A formal request to form the committee is filed electronically either by the student or by the GPC before the Plan of Study form is submitted to the department. (See Graduate School Forms and Manuals Library for the GS2 - Graduate Advisory Committee Requests <https://gradschool.olemiss.edu/current-students/forms-and-manuals-library/>).

MASTER'S PRACTICUM REQUIREMENT: MASTER'S WITH CP TRACK

Students pursuing M.S. in FNS with Coordinated Program in Dietetics (CP track) are required to satisfy the practicum component by completing 9 credit hours of supervised practice (NHM 699). For students in the CP track, successful completion of Master's portfolio constitutes the Master's Final Exam. The GPC will submit [*form GS-7 Authorization of the Final Oral/Written Examination*](#) to the Graduate School after the student has completed the degree requirements or in near completion other than the final examination and no later than 14 days prior to the last day of class of the student's final semester. CP students may choose either a portfolio or thesis to fulfil the research requirements.

MASTER'S RESEARCH REQUIREMENT: MASTER'S TRACK

Students pursuing M.S. in FNS Master's track are required to satisfy the research component by completing either thesis or a portfolio (non-thesis). This choice is made in consultation with the student's Master's

Advisory Committee based on the individual's educational training and goals, and is declared in the Program of Study form.

Thesis Option

The primary objective of a thesis research component is to expand the existing knowledge base. The thesis must be a well-reasoned and original contribution to knowledge in the field of study, and provide evidence of high scholarly achievement. The student's thesis examining committee is the primary source of guidance in the planning and preparation of the thesis. Instructions for preparation of the thesis are available from the Graduate School.

A minimum of 6 hours of thesis credit must be completed over at least two separate academic terms. The Program of Study form must have been filed with the GPC before students can enroll in thesis credits. A thesis proposal can be submitted and presented to the student's Examining Committee for approval *during or after* the semester in which the student is enrolled in at least 1 hour of thesis credit. The thesis defense cannot be scheduled without a proposal approved by the thesis committee, and may not take place in the same semester during which the proposal is presented.

The Chair of the Thesis Committee will initiate [form GS-7 Authorization of the Final Oral/Written Examination](#) to be submitted to the Graduate School no later than 14 days prior to the intended date of defense. The thesis defense cannot be scheduled until the student has completed all other degree requirements including 6 hours of thesis credit or is expected to complete them in the semester during which the defense takes place. The student must be enrolled in 3 or more graduate hours in the semester of the final exam (or 1 or more hours if the defense is during the summer term).

It is expected that a final thesis draft is provided to the Thesis Committee no later than 7 days prior to the scheduled defense date. The Master's thesis defense is public; however, the audience may be asked to leave during Committee deliberations. Successful completion of Master's thesis defense constitutes passing the Master's Final Exam.

Master's Portfolio

Master's portfolio requirement is waived for students who pursue and complete the thesis.

All non-thesis students and CP students in M.S. in FNS must successfully complete the Master's portfolio. To submit their Master's portfolio, students must have completed the 18 hours of core courses, be in good standing with no I grade, have filed the Program of Study form with the GPC, and be enrolled for at least 3 credit hours during the semester in which they submit the portfolio. Please consolidate all the materials into a single PDF document for submission. A box folder will be made by the committee chair for students to upload their PDF and affiliated materials (i.e. presentation videos, see portfolio sections).

Students must score an overall average of 80% or higher and a minimum 70% in each portfolio component to pass. If a student does not pass the first attempt, one resubmission of the portfolio to their committee is permitted before the status is changed to non-degree standing.

Proof of the successful completion of the Master's portfolio constitutes passing the Master's Final Exam for non-thesis students. The GPC will initiate [form GS-7 Authorization of Final Oral/Written Examination](#) to be submitted to the Graduate School after the student has completed the degree requirements or in near completion other than the final examination and no later than 14 days prior to the last day of class of the student's anticipated final semester. The chair of the student's advisory committee is responsible to provide a signed *Final Exam Report* form to the GPC with proof of the student's research product attached. The GPC will verify successful completion of the comprehensive examinations before signing the *Final Exam Report*.

Portfolio Guidelines

According to Joung, (2002) "Portfolios can be defined as a purposeful collection of student work that involves reflection in which students identify gaps in their knowledge and abilities and develop strategies for correcting those gaps". The goal of this portfolio is to ensure that students graduating with a master of science in Nutrition and Foodservices can demonstrate the ability to produce evidence-based materials for a variety of audiences including consumers, health care professionals, public or private research funders, and/or policymakers.

Each student must select a Graduate Portfolio Committee, consisting of 3 voting members (a chair and two additional committee members from tenured or tenure-track faculty in the Department of Nutrition and Hospitality Management). Students may choose to add additional committee members from full-time faculty in other departments or full-time Registered Dietitian Nutritionists. Note that non-graduate faculty or members from outside of the University of Mississippi will be non-voting members.

Portfolio sections

The portfolio will consist of the following sections:

1. Resume
2. Two or more of the following projects

Project	Suggested Class or Rotation* (*for CP students only)
Program planning grant application	NHM 693
Research grant application	NHM 693
Presenting author of a peer-reviewed oral or poster presentation of research**	NHM 693
Research manuscript (must be submitted)	NHM 693
Health communication campaign plan	IMC 585, NHM 693, General Foodservice Rotation, School Foodservice rotation, Extension Service Rotation, Specialty Rotation
Review of literature and clinical case study and presentation of a patient seen by the student in a professional healthcare setting**	Acute Clinical Rotation, Dialysis Rotation, Specialty Rotations
Development of a nutrition education curriculum (minimum of 6 clock hours of delivery) for a specified target population**	NHM 693, any rotation of NHM 699

**requires 10-15 minute video presentation submitted along with portfolio in the box folder

3. At least one page but no more than two pages single-spaced summative reflection paper on skills gained, the research process, and how the student will incorporate aspects of the research process in their future career.

Resume guidelines

See <https://career.olemiss.edu/resumes/> for examples and guidelines. Your resume should be one page and updated with your MS degree.

Portfolio Section Guidelines

See Appendix A for detailed guidelines on portfolio sections.

Time Limit

The Graduate School imposes a six-year time limit on all work toward a Master's degree.

Leave Policy

Temporary interruption in enrollment up to one year follows the University's Graduate Student Leave of Absence policy. Lack of enrollment without an approval of the Leave of Absence will result in reverting to the status of applicant and needing to be readmitted to the program.

MASTER'S ADMISSION CRITERIA

Criteria for admission into the M.S. in FNS program are:

- a. **Baccalaureate Degree:** For full admission into the M.S. in FNS program, a baccalaureate degree in dietetics, nutrition, food service management, hospitality management, or a related area with the following prerequisites is required:
 - ServSafe manager's certification granted from the National Restaurant Association or equivalent (e.g., NHM 111)
 - 3-4 credit hours of Principles of Food Preparation/Food Preparation Lab (e.g., NHM 211/213)
 - A 3-hour course in Introductory/General Human Nutrition (e.g., NHM 311)
 - A 3-hour course in Foodservice Systems Management (e.g., NHM 441/461)
 - A 3-hour course(s) in Nutrition Assessment and Nutrition Care Process (e.g., NHM 410; Nutrition emphasis only)
 - A 3-hour course in Marketing Principles (e.g., GB 350; HM emphasis only)
 - A 3-hour course in Human Resource Management (e.g., NHM 466 or Mgmt 383; HM emphasis only)
 - Six hours of Accounting Principles (e.g., Accy 201 and 202; HM emphasis only)
- b. **Grade-Point Average (GPA):** A cumulative undergraduate GPA of 3.0 or higher over the last 60 hours or over the entire transcript is recommended for admission.
- c. **Graduate Record Examination (GRE):** Scores of no less than 150 on the verbal and 150 on the quantitative divisions are preferred.
- d. **Clear Goals, readiness and motivation** to pursue the graduate degree
- e. **English Proficiency** (Only for the applicants whose native language is not English) must meet the Graduate School's admission criteria.

The Graduate Committee of the Department of Nutrition and Hospitality Management will review complete applications received. Incomplete applications will not be reviewed. Competitive applicants relative to the pool of applicants will be recommended for admission. In addition to the above criteria, other factors such as strength of letters of recommendation, work experience, availability of resources within the department, and equity considerations to enhance the diversity of the department may be taken into consideration.

MASTER'S PROGRAM CHECKLIST

Before enrolling in NHM 693 (Directed Research), 697 (Thesis), or 699 (Supervised Practice) for the first time

- Full-standing admission status
- NHM 525 and 526 completed
- GPA 3.0 or above with no pending "I" grade
- Appointment of the Master's Advisory Committee requested on my.olemiss
- Program of Study form submitted to the GPC

Thesis

Before thesis proposal

- 18 hours of core courses completed
- GPA 3.0 or above with no pending "I" grade
- Currently enrolled in 3 graduate credit hours (or 1 hour in summer)
- IRB applications prepared if applicable
- 3 hours of thesis credit either completed or currently enrolled

Before thesis defense

- Thesis proposal approved in a previous semester or academic term
- Currently enrolled in 3 graduate credit hours (or 1 hour in summer)
- GS-7 form submitted to the Graduate School at least 14 days prior to the date of defense
- Final thesis document provided to the Examining Committee at least 7 days prior to the defense date
- 6 hours of thesis credit either enrolled/completed

Before graduation

- Submit GS8 to GPC, check <https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/> for dates

Non-Thesis

Before submitting the Master's portfolio to committee

- 18 hours of core courses completed
- GPA 3.0 or above with no pending "I" grade
- Currently enrolled in 3 graduate credit hours
- the Master's Advisory Committee approved by the Graduate School
- Program of Study form submitted to the GPC
- GS-7 form submitted to the Graduate School at least 14 days prior to the date of submission

GENERAL INFORMATION

APPLICATION PROCESS

Applications for admission to the graduate programs must be submitted to the University of Mississippi Graduate School through the online application process.

In order to be assured consideration, the following materials must be on file in the Graduate School **prior to the deadline**. Application deadlines are:

Degree Program	Deadline for Fall admission	Deadline for Spring admission
M.S. in Food and Nutrition Services	January 15 (continuous*)	October 15 (continuous)
Ph.D. in Nutrition and Hospitality Management	March 1 (for full funding eligibility)	October 15 (continuous)
Online Masters in Hospitality Management	Continuous	Continuous

* Applications received after January 15 will not be considered for CP.

In case these dates fall on a weekend or legal holiday, the deadlines are automatically extended to the next business day.

1. An **online application** completed through the Graduate School website <http://gradschool.olemiss.edu>
2. **A statement of purpose** not exceeding 1,000 words, which clearly demonstrates your interest in the field, readiness to pursue a graduate degree, academic and professional goals, and how joining the graduate program will help you meet these goals. In this document, you may also include a statement on how you will contribute to the diversity of the classroom, department, and university community. (See [Excellence in Inclusivity](#).) This document should be uploaded as an attachment to the Graduate School online application. Prospective PhD students are required to identify potential advisor(s) and research areas of interest prior to admittance to the program in their statement of purpose.
3. **Names and contact information for academic or professional references** should be specified on the online Graduate School application. The letters should speak to the applicant's readiness and ability to succeed in the graduate program. The Graduate School's online reference system sends requests to the recommenders. Two (2) references are required for application to the master's program, and three (3) references are required for application to the doctoral program.
4. **Official GRE scores** taken within 5 years of applying to the graduate program sent to the Graduate School.
5. **Official transcripts** from all institutions where a degree was obtained AND from institutions attended for any graduate work sent to the Graduate School
6. **Resume or CV (optional)**

7. **Official English proficiency test scores** (Only if the applicant's native language is not English): TOEFL, IELTS, or Pearson's Test of Academic English scores within 2 years of applying to the graduate program sent to the Graduate School
8. **Interviews** are required for prospective PhD students. Prospective students should contact potential advisors. The advisor is mutually agreed upon by the student and faculty and should be identified in the statement of purpose.

Instructions for submitting application materials such as test scores and transcripts can be found on [the Graduate School website](#). For questions about the submission process, contact the Graduate School (Email: gsschool@olemiss.edu). For questions about the MS in FNS and PhD in NHM programs, contact NHM Graduate Program Coordinator Dr. Georgianna Mann at grmann@olemiss.edu. For questions about the Online MS in HM program, contact NHM Online Graduate Program Coordinator Dr. Jim Taylor at jtaylor@olemiss.edu.

*Applicants for M.S. in FNS who will also be pursuing the Coordinated Program must submit their applications by January 15, and fulfill additional requirements:

- An online application form for the CP must be submitted at http://nhm.olemiss.edu/graduate-program/coordinated_program/.
- The same Statement of Purpose document will be used for both Graduate School application as well as CP application. Applicants who are pursuing the CP should also address CP-related expectations in the document submitted in their Graduate School application.
- The letters received through the Graduate School application system will be forwarded to the CP application for review and there is no need to send duplicate letters directly to the CP director.

STATUSES OF ADMISSION

Applicants whose admission credentials do not meet those expected for *Full-standing* status may be admitted in the *Conditional* or *Qualifying* status.

Students whose academic records indicate that they may have difficulty performing satisfactorily at the graduate level may be conditionally admitted. Students admitted in the *Conditional* status are required to obtain a 3.0 GPA during their first 9 hours of graduate coursework in order to be advanced to Full-standing. Students who fail to advance to Full-standing will be changed to *Non-degree II* status.

Students satisfying all other admission requirements but lacking certain prerequisites may be admitted for a *Qualifying* period of up to 12 months, during which time the deficiencies must be completed with a minimum GPA of 3.0. Students admitted in the *Qualifying* status will be given a list of undergraduate courses (ranging from 3 to 15 hours) to be taken to make them eligible for consideration for Conditional or Full-standing status. *Qualifying* status may limit graduate assistantship opportunities. Remedial courses may not be counted toward degree requirements.

See [Graduate School policies](#) for more information about categories of admissions.

DISMISSAL

A minimum cumulative GPA of 3.0 is required to maintain the full standing status. Failure to maintain a 3.0 for more than two consecutive semesters results in a status change to non-degree seeking and dismissal from the program. If a student's cumulative GPA reaches below 2.0 and it would be arithmetically impossible to bring the cumulative GPA to 3.0 or above in the subsequent semester, the student can be dismissed from the program immediately upon GPC recommendation.

FINANCIAL SUPPORT

The Department of Nutrition and Hospitality Management offers administrative, research, and teaching assistantships. These are competitive. Interested applicants can fill out [the application for graduate assistantships](#).

More information about financial aid for graduate students can be found [here](#). Students interested in scholarships or other financial aid may contact the [Office of Financial Aid](#).

GRADUATE ASSISTANTSHIP POLICIES AND PROCEDURES

Introduction

Graduate assistantship policies and procedures in the Department of Nutrition and Hospitality Management (NHM) supplement *the University of Mississippi Policies and Procedures for Graduate Assistantship Administration* (ACA.GS.500.001). Appointments of an NHM graduate student for a UM graduate assistantship position outside the Department will follow the policies set by the hiring unit. This document applies to graduate assistantships funded through the Department, either from the Department's budget or from a grant account of an NHM faculty or staff.

Appointments are made at either one-quarter time (10-hour effort per week) or one-half time (20-hour effort per week). The actual work time may vary by the nature of duties and will be determined by the supervisor.

In addition to the stipend, graduate assistants/instructors also receive a partial tuition scholarship (75% of regular graduate tuition** for $\frac{1}{4}$ -time appointments and 100% of regular graduate tuition** for $\frac{1}{2}$ -time appointments) and receive a full nonresident fee scholarship. *Online programs are NOT eligible for the tuition or fee scholarships at this time.* For more details: <https://gradschool.olemiss.edu/prospective-students/financial-aid-information/>

Types of Graduate Assistantship Positions

There are four types of graduate assistantship positions.

- Graduate Instructor
- Graduate Teaching Assistant
- Graduate Administrative Assistant
- Graduate Research Assistant

Definitions of these positions follow the University policy. The appointment letter will specify the type of position.

Qualifications

To be eligible for a graduate assistantship during an academic year, a student must have a full standing or conditional status with a graduate program at UM and is enrolled for 9-13 graduate credit hours. Specific positions may require certain skills and qualifications. Minimum qualifications for appointment as a graduate instructor follow the University policy. A student in Coordinated Program (CP) in Dietetics may not hold a graduate assistantship position during the year of supervised practice unless an exception is approved by the CP director and the Department Chair.

Procedures for Appointment

Students seeking a graduate assistantship position in NHM must submit an online application form available at <https://nhm.olemiss.edu/ga-application/>. Once the GA application has been received, appointments to graduate assistantships must be requested in writing by the NHM faculty or staff member supervising the position. Based on the request, the NHM administrative coordinator initiates the e-form #7. A reappointment does not require a new application from the student but does require a new e-form request from the supervising faculty/staff.

Appointments are made for a period of either one semester or one academic year. The appointment period for a semester-long assistantship begins on the Thursday immediately preceding the first week of class, and ends on the last day of the final exam week. The appointment period for an academic-year assistantship begins on the Thursday immediately preceding the first week of the Fall semester classes, and ends on the last day of the finals of the Spring semester. During the appointment period, graduate assistants are expected to report to work regardless of whether the class is in session, except for when the University's administrative offices are closed.

The per-student appointment maximum is eight (8) semesters or four (4) academic years: that is, a student who has received graduate assistantship through the Department for a non-consecutive total of eight semesters or four academic years may not be considered for further appointment, regardless of types and levels of previous appointments. Any semesters during which the student was exclusively supported by funds through units outside the Department may be excluded. Exceptions should follow the approval process described in the University policy.

A student being appointed to a new assistantship position will receive an appointment letter from the Department Chair. The appointment letter provides information about:

- The type, percentage time, and period of the appointment
- The stipend level and conditions for receiving a tuition scholarship
- The amount of supplemental fellowship, if any
- Minimum and maximum hours of enrollment during the appointment period
- Conditions and procedure for reappointment
- Deadline for acceptance of the assistantship offer
- That the assistantships are subject to taxation
- The date on which the appointee must report for work or training

Training, Supervision, and Evaluation

All new graduate assistants must attend a departmental GA orientation offered in August. All graduate assistants involved in teaching activities must complete the required training by the

University. All graduate instructors will be supervised and evaluated by an NHM faculty member.

The Intensive English Program administers mandatory assessments for International Teaching Assistants. Any international students accepting a teaching or teaching assistantship position will have to complete a language proficiency session. More details can be found here:
<https://iep.olemiss.edu/ita/>

RESEARCH-RELATED TRAVEL

Students who have funding through grants may choose to present their research at a regional, national, or sometimes international conference. In order to travel and have funds reimbursed, students will need to first submit a travel authorization which can be found on the procurement webpage: <https://procurement.olemiss.edu/travel> This authorization form should include the account from which the funds will come from, and will need to be signed by the department chair.

Students will be notified if the travel is approved. Students should document all travel-related expenses with receipts. Upon return from travel, students will submit receipts along with a travel reimbursement form.

APPENDIX A: PORTFOLIO SECTIONS

Program planning or research grant application (out of 80)

Link to the grant request for proposals (RFP)/funding opportunity (FO) should also be included along with a brief description from the website about the RFP/FO.

Criterion	Poor (1-3)	Adequate (4-6)	Excellent (7-10)
Aims, objectives, and measurable outcomes	Objectives are absent or incomplete; are difficult to understand, unrealistic; or appear unmeasurable.	Provides most of the objectives. Some objectives may not be readily attainable or measurable, or are loosely linked to problem/needs.	Objectives clearly address problem/need; are measurable, realistic; clearly define steps to be taken to achieve project goals; provides success indicators; answers questions: who? what? by when? by how much? according to which instrument?
Justification	Justification is lacking, background research is not well described	Some background literature is presented, but the entire picture is not described	Extensive review of literature, justification makes program/research project compelling.
Description of the assessment/evaluation/study methods	Methods are absent, incomplete; are difficult to understand how you will achieve desired results.	Includes methods but not entirely clear how you will achieve objectives.	Methods to be used, scope, and activities to achieve desired results are clearly stated; contains realistic timelines and tasks.
Application of findings	Fails to address how findings align with grant giver; project will be difficult to replicate; or promises unrealistic benefits.	Provides information on how findings will benefit the grant giver and how project will serve as model.	Clearly establishes how findings will help the funding agency in addressing program priorities or agency mission; how it will serve as state or national model; benefits appear realistic and attainable.
Appropriateness of proposed expenditures	No support given for funds requested for project.	Budget does not give careful attention to detail.	Budget connects well with project and is realistic given the size of the project.
Idea novelty	Program/research topic is not leading edge or creative.	Identifies how the program/research is creative in approach, content, delivery, or methodology	Engaging, creative, and novel
Clarity/grammar	Long, rambling, vague, uses jargon, passive voice, extraneous information; boring to read ; written in 1st or 2nd person; contains unsupportable statements or statistics; numerous exaggerations or untruths; key elements are embedded in straight text; complex sentence construction; pages unnumbered.	Writing is generally good, written in third person; generally clear although somewhat wordy, pages numbered, highlights key elements.	Written in short, clear, crisp sentences in third person; factual; statistics and statements are documented; cites reference sources; key elements highlighted by headings, bullets, italics, etc.; written in active voice; innovative, interesting, exciting to read; simple sentence construction; pages numbered; uses concrete, specific language; pages numbered.
Overall	Proposal is unclear or missing key elements.	Reasonably clear proposal.	Clear and concise description of entire project.

Research oral or poster presentation (out of 70)

Criterion	Poor (1-3)	Adequate (4-6)	Excellent (7-10)
Topic and purpose	Topic is weak or missing. Purpose is unclear.	Topic is somewhat clear.	Topic is exceptionally clear, well-developed, and a definitive statement.
Introduction/Background	Basic introduction that states topic but lacks interest. Information has weak or no connection to the topic. References are lacking.	Information relates to the main topic. Shows a limited variety of sources.	Exceptional introduction that grabs interest of reader and states topic.
Methods	Methods do not match study purpose.	Methods match study purpose but are not well described or are not rigorous.	Methods are appropriate for the study purpose and rigorous.
Results	Results are poorly presented, tables/graphs are not well labeled or unclear.	Results are presented in a logical fashion, most visuals enhance presentation.	Results are logically and well-presented.
Discussion/Conclusion	Lack of summary of topic and findings.	Annotations sufficiently and adequately summarize, evaluate, and reflect on the source.	Excellent summary of topic with concluding ideas that impact reader.
References	References are not cited correctly.	References are correctly cited.	Exceptionally researched, contains adequate number of peer reviewed sources that support the topic.
Presentation	Poster: Disjointed, ineffective visuals, poor design, grammatical errors Oral: Rambling, ineffective Extraneous information; contains unsupportable statements or statistics; numerous exaggerations	Poster: Contains relevant information, may have grammatical errors/typos Oral: Relatively effective presentation, is not compelling Generally clear although somewhat wordy, highlights key elements	Poster: Effective poster with attractive visuals and relevant information, free of errors Oral: Compelling presentation, polished and professional, highlights key elements of study Innovative, interesting presentation

Research manuscript (out of 70)

Student must be included as an author on the research manuscript.

Criterion	Poor (1-3)	Adequate (4-6)	Excellent (7-10)
Topic and purpose	Topic is weak or missing. Purpose is unclear.	Topic is somewhat clear.	Topic is exceptionally clear, well-developed, and a definitive statement.
Introduction	Basic introduction that states topic but lacks interest. Information has weak or no connection to the topic. References are lacking.	Information relates to the main topic. Shows a limited variety of sources.	Exceptional introduction that grabs interest of reader and states topic. Well-cited.
Methods	Methods do not match study purpose.	Methods match study purpose but are not well described or are not rigorous.	Methods are appropriate for the study purpose and rigorous.
Results	Results are poorly presented, tables/graphs are not well labeled or unclear.	Results are presented in a logical fashion, most visuals enhance presentation.	Results are logically and well-presented.
Discussion/Conclusion	Lack of summary of topic and findings.	Annotations sufficiently and adequately summarize, evaluate, and reflect on the source.	Excellent summary of topic with concluding ideas that impact reader.
References	References are not cited correctly.	References are correctly cited.	Exceptionally researched, contains adequate number of peer reviewed sources that support the topic.
Presentation	Extraneous information; contains unsupportable statements or statistics; numerous exaggerations or untruths	Generally clear although somewhat wordy, highlights key elements	Innovative, interesting and engaging.

Health Campaign Rubric (out of 80)

Criterion	Poor (1-3)	Adequate (4-6)	Excellent (7-10)
Problem Statement Guidelines: Provides a concise and precise health problem statement that effectively describes the primary audience, what relevant health problem(s) they face, and key reasons they are at risk.	Statement is inaccurate or too vague to understand.	Statement is provided and accurate, but is not concise or vague.	Meets or exceeds guidelines
Market Research Guidelines: Provides at least 3 campaigns targeted at the same audience and describes in-depth Identifies at least 3 specific fears or concerns that could discourage segments from following advice, lists several perceived barriers and several perceived benefits of following advice Lists at least 3 relevant questions about audience issues, exploring behaviors, benefits, etc. Identifies specific community-level stakeholder group that might support/promote the campaign with a link to a webpage or article Describes something you want them to do or change, in support of the campaign message	Missing or inaccurate components	Contains all components, but lacking depth.	Meets or exceeds guidelines
Creative Brief Guidelines: Campaign goal is stated for specific target audience/segments; includes catchy slogan; includes measures to evaluate campaign Includes what “doer” (i.e. exercise) and “non doer” (i.e. drinking fewer sodas) behaviors are recommended; includes environmental conditions that might facilitate the campaign’s efficacy; perceived consequences of NOT following the health advice’ perceived benefits of complying with health advice Perceived barriers have been identified; describes how to reduce or eliminate	Missing or inaccurate components	Contains all components, but lacking depth.	Meets or exceeds guidelines

barriers; how different audience segments might face more challenges than others Describes communication channels to use to reach target audience (exhaustive) Describes campaign tone/mood			
Evaluation Guidelines: Research methods are applicable, includes quantitative and qualitative methods; three effectiveness metrics are included (i.e. number of YouTube views); duration of evaluation; hypothetical concerns that might arise; hypothetical ethical concern that might arise and solution	Missing or inaccurate components	Contains all components, but lacking depth.	Meets or exceeds guidelines
Community Feedback Guidelines: Describe 3 specific <i>community stakeholders</i> to provide feedback on the campaign is perceived, how effective it is, how people are responding, etc. Describe at least one way to gather feedback from 3 stakeholders Detail three ways to share the results after the campaign ends.	Missing or inaccurate components	Contains all components, but lacking depth.	Meets or exceeds guidelines
Idea novelty : Identifies how the program/research is creative in approach, content, delivery, or methodology. Overall idea is engaging and novel	Topic is not leading edge or creative.	Somewhat identifies how the program/research is creative, but lacks depth	Meets or exceeds guidelines
Clarity/grammar guidelines: Written in short, clear, crisp sentences in third person; factual; statistics and statements are documented; cites reference sources; key elements highlighted by headings, bullets, italics, etc.; written in active voice; innovative, interesting, exciting to read; simple sentence construction; pages numbered; uses concrete, specific language; pages numbered.	Rambling or vague sentences, extraneous information, written in 1st or 2nd person, contains unsupportable statements/ statistics, exaggerations or untruths; pages unnumbered.	Writing is generally good, written in third person; generally clear although somewhat wordy, pages numbered, highlights key elements.	Meets or exceeds guidelines
Overall	Unclear or missing key elements.	Reasonably effective	Clear, well thought out, and researched

Case Study Rubric (out of 70)

Criterion	Poor (1-3)	Adequate (4-6)	Excellent (7-10)
Patient background & history of current problem	Does not provide enough information on the patient to form a clear	Provides some basic patient demographics, medical diagnosis or symptoms, but not enough to form a complete picture.	Provides basic patient demographics as needed to understand the case (age, gender, sex assigned at birth, race, for example) and adequate information about the pathophysiology of the current problems (medical diagnoses or list of symptoms, for example)
Review of literature	One or more resources are not peer-reviewed OR >3 are older than 5 years/related only to the medical treatment of the disease OR no literature reviewed.	1-3 resources are >5 years old or related only to the medical treatment of the disease OR <5 resources total.	At least 5 current (past 5 years) peer-reviewed resources relevant to the nutrition care process for this patient. This could include resources related to appropriate assessment, nutrition therapy guidelines, nutrition side effects of medical treatments, education methods, or counseling techniques, for example.
Nutrition Assessment	Missing an entire domain OR >4 domains missing relevant information.	All domains present, but 1-4 domains missing relevant information. Incorrect comparative standards used, incorrect calculations OR unable to explain why each calculation method was used.	Includes all relevant pieces of information from each assessment domain: <ul style="list-style-type: none"> · Biochemical data · Anthropometric data · Social history · Medical history, including medications and food/nutrient interactions · Food history · Comparative standards, with explanations about why particular calculation methods were chosen
Nutrition Diagnosis & PES statement(s)	Standardized terminology not used OR statement does not make sense	Uses standardized terminology, but nutrition diagnosis is not most relevant to the patient OR PES statement is wordy and/or confusing.	Appropriate nutrition diagnosis for the patient, PES statement(s) uses standardized terminology, is coherent and concise.
Nutrition Intervention	The intervention is not supported by current guidelines or literature.	The intervention is supported by current guidelines or literature, but does not match the problem or etiology identified in the PES statement OR fails to take into account patient/family factors.	The intervention should correct or improve the problem or etiology identified in the PES statement, is supported by current guidelines or current literature, and takes into consideration the patient and/or family's social, economic and cultural background, personal preferences and goals, daily schedule, and other lifestyle factors as needed.

Nutrition Monitoring and Evaluation	No monitoring or follow-up OR outcomes are not related to original nutrition assessment or nutrition intervention.	<5 outcome data points gathered OR outcomes not related to the original nutrition assessment/nutrition intervention.	Minimum of 5 outcome data points gathered that are related to the original nutrition assessment and provide feedback on the effectiveness of the nutrition intervention. Can be the same data point multiple times (example: calorie counts for 5 follow-up days) OR different data points at one time (weight, A1C, lipid panel, food recall, and SMBG on one follow-up day)
Oral Presentation	Rambling and/or ineffective presentation. Missing multiple of the above components	Lacking professionalism, unpolished, missing some components or components not described in depth.	Compelling presentation, polished and professional, contains all of the above components

Nutrition Education Curriculum (out of 70)

Criterion	Poor (1-3)	Adequate (4-6)	Excellent (7-10)
Lesson Plan Components	Missing >2 components and/or included components are unclear or do not contain enough details.	Unclear or unmeasurable objectives, content outline not detailed or missing 1-2 components.	Includes clear & measurable objectives, target audience, approximate time for the delivery of each section, materials needed (and attached if not publicly available), and a detailed content outline.
Lesson content	Contains statements or information that is not evidence-based, fails to address all objectives, fails to consider 3 or more aspects of the target audience that could affect learning or application.	Contains extraneous content that is not related to objectives, fails to consider 1-2 aspects of the target audience that could affect the learning or application.	All content is relevant to the objectives, evidence-based, and appropriate for the target audience. The following aspects of the target audience should be considered when developing/evaluating content: age, culture, medical diagnoses, reading/numeracy level, health literacy level, socioeconomic status, geographic location or any other factor that could affect learning or application.
Visual Aids and handouts	Does not include visual aids or most visual aids are distracting, hard to see, or not at an appropriate reading level.	Some visual aids or handouts are distracting, hard to see, or not at an appropriate reading level.	All visual aids or handouts enhance the presentation, are easy to see, and at an appropriate reading level.
Active learning or Goal Setting	Does not incorporate active learning, discussion or goal-setting.	Incorporates active learning, discussion and/or goal-setting, but it doesn't relate directly to the objectives	Incorporates active learning, discussion and/or goal-setting that directly relates to objectives
Pre/post Knowledge or skill Assessment	Does not have a knowledge or skill assessment.	Knowledge or skill assessment is included, but does not relate directly to the learning objectives or is not an appropriate assessment.	Incorporates a post-class knowledge or skill assessment directly related to the objectives. If appropriate, also incorporates a pre-class assessment.
References	Does not include citations.	Includes citations that are not peer-reviewed or lists information for further reading from questionable sources.	Includes peer-reviewed citations. May also include a list of consumer articles for additional reading/reference from reliable sources.

Presentation	Unprofessional appearance, difficult to hear or understand most of the time, appears disorganized most of the time, and deviates from time guidelines by more than 10 minutes, answers questions incorrectly or not at all.	Difficult to hear or understand at certain times, has a few moments of disorganization, deviates from time guidelines by less than 10 minutes, or does not answer questions in an appropriate depth.	Speaks clearly and confidently, is dressed professionally for the setting, seems organized, follows the lesson plan and time guidelines, and answers questions appropriately.
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