



DEPARTMENT OF
**FAMILY RELATIONS
AND APPLIED NUTRITION**

AHN Student Handbook (Survival Guide)

1st Edition: August 18, 2020

2020–2021

COVID*19 Pandemic Disclaimer

As of March 16, 2020, the University of Guelph has been following emergency measures due to the pandemic as mandated by the Province of Ontario. Faculty and staff have been working remotely and communication has been primarily by email, telephone and video conferencing. Links on how to reach student service departments are included in this handbook.

For Fall 2020-Winter 2021, many courses will be offered in alternative delivery formats and scheduling may differ from what appears in this handbook. Click on WebAdvisor for the most up to date information on course availability and scheduling at

<https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=6420749013>

For updates on the COVID 19 Pandemic and the University of Guelph, please go to the following link: <https://news.uoguelph.ca/2019-novel-coronavirus-information/>

Alexia Prescod, the AHN Faculty Advisor will be available to answer inquiries around subject related issues and career advice. Email questions to aprescod@uoguelph.ca

Linda Zehr, the BASc Program Counsellor, can assist with degree program requirements, declaring an Area of Emphasis in Dietetics or a minor, or taking a course at another institution on a Letter of Permission, as well as requesting academic consideration.

Email questions to bascprog@uoguelph.ca. If you wish to arrange a video conference or telephone appointment, please go to the following link: <https://outlook.office365.com/owa/calendar/BAScProgramCounselling@uoguelph.ca.onmicrosoft.com/bookings>

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Contacts for Applied Human Nutrition Students

Contact	Contact Responsibilities/Why to Contact
<p>John Beaton Acting Chair Family Relations and Applied Nutrition Ext. 56321, MINS 245</p> <p>Cathy Walsh Administrative Secretary to the Chair frandep@uoguelph.ca Ext. 56321, MINS 245</p>	<p>Chair of the Department</p> <p>Contact Cathy to arrange an appointment time if you are requesting a meeting with the Chair</p>
<p>Linda Zehr BASc Program Counsellor BASc Counselling Office, MINS 253 bascprog@uoguelph.ca</p> <p>For appointments follow the instructions to book your own appointment on Page 5 in this handbook.</p>	<p>Contact Linda about academic consideration related to health or compassionate issues, general career planning and services and curriculum planning, and approval for students taking courses outside the standard program plan, e.g. students who have taken courses at other universities.</p>
<p>Alexia Prescod AHN Faculty Advisor aprescod@uoguelph.ca Ext. 52611, MINS 133A</p>	<p>Contact the AHN Faculty Advisor about elective courses, program planning and career information specific to the AHN major and the nutrition and dietetic professions. Contact by email or phone to make an appointment.</p>
<p>Lorraine Weir Undergraduate Program Assistant fran.undergraduate@uoguelph.ca Ext. 53582, MINS 247</p>	<p>Signs course waiver request forms as needed</p>
<p>Dr. Laura Forbes Chair, AHN Curriculum Committee forbesl@uoguelph.ca Ext 52544, MACS 326</p>	<p>Contact regarding issues about curriculum concerns and questions about dietetic and nutrition career paths. Contact by email to make an appointment</p>
<p>Avery Zenker Senior Curriculum Rep. azenker@uoguelph.ca</p> <p>Daniela Rojas Junior Curriculum Rep. rojasd@uoguelph.ca</p>	<p>Student representatives on the AHN Curriculum Committee and Department Meetings.</p>

Department of Family Relations and Applied Nutrition http://www.uoguelph.ca/family/	Contact information such as emails, telephone extensions and office numbers.
APP-NUTR Listserv APP-NUTR@listserv.uoguelph.ca	Your name and @mail.uoguelph.ca address will be put on the mailing list for the APP-NUTR Listserv. On this Listserv, you will receive important messages from the Faculty Advisor (Alexia Prescod), your Program Counsellor (Linda Zehr) and other AHN faculty regarding job and volunteer positions in the field of nutrition, AHN-specific student activities, course announcements, etc. Check your uoguelph.ca messages frequently.
https://gryphlife.uoguelph.ca/organization/ahnsa	Information on AHNSA events, the executive, announcements and the AHN Newsletter

Booking Appointments with the Program Counsellor

There are several ways to arrange an appointment with Linda Zehr, the Bachelor of Applied Science (BASc) Program Counsellor including:

The fastest way is to arrange your own appointment by going to the following link and provide the requested information:

<https://outlook.office365.com/owa/calendar/BAScProgramCounselling@uoguelphca.onmicrosoft.com/bookings>

Telephone 519-824-4120, Ext. 58964 and again suggest dates and times.

In person, drop by MINS 253 during business hours (8:30 am to 4:30 pm, closed from 12:00 pm to 1:00 pm).

The majority of appointments are booked Monday to Thursday, from 9:30 am to 11:30 am and from 1:30 pm to 3:30 pm. The office is closed for lunch from 12:00 pm to 1:00 pm. No matter the option, it is important to include your major, ID number, what issues you would discuss and your telephone number. Appointments are booked on a first come, first serve basis

Overview

Welcome to new and returning students!

The Department of Family Relations and Applied Nutrition, one of five departments in the College of Social and Applied Human Sciences, has a proud history at Guelph. The department offers three majors: Applied Human Nutrition (AHN), Family Studies and Human Development and Child Studies, all of which lead to a Bachelor of Applied Science (BASc) degree.

This handbook is a general resource and guide to the undergraduate AHN program, supplementing other information on various web pages, especially the AHN web page at: <http://www.uoguelph.ca/family/applied-human-nutrition-ahn>

In this handbook, we have brought together key information and frequently asked questions to help you navigate the AHN program. Use the Contacts list on pages 4 and 5 to find the best person to approach if your question is not answered in this handbook.

The handbook is updated every year. Suggestions for revisions to the handbook are welcome and can be sent to Lina Fracasso at: bascprog@uoguelph.ca

The University is a large and complex organization. Please refer to the current academic Calendar for additional detailed information on all academic policies and procedures. Listings of other campus policies and procedures are located at: <https://www.uoguelph.ca/secretariat/policy/database>

We hope you find your time as a student in the AHN program rewarding.

Best wishes for your academic success.

Laura Forbes, PhD, RD
Associate Professor, Applied Human Nutrition
Chair, AHN Curriculum Committee

Undergraduate Program: Vision, Mission and Objectives

Vision: To be world leaders in applied human nutrition education and research.

Mission: To provide applied nutrition expertise to address current and emerging issues through independent and collaborative education and research efforts.

In fulfillment of our mission, our objectives are to:

1. Develop new knowledge regarding:
 - 1a. the biological, behavioural, social and environmental bases of nutritional health and disease;
 - 1b. the assessment and evaluation of nutritional health and needs of individuals, groups, and populations.
 - 1c. the effectiveness of nutrition intervention strategies at the individual, group, and population levels.
 - 1d. effective methods and strategies to engage and educate undergraduate and graduate students.
2. Foster student engagement and competence in clinical nutrition, nutritional assessment, critical appraisal of nutrition research, nutrition services management, nutrition communication, and community and public health nutrition.

For students enrolled in the Area of Emphasis in Dietetics, a professional education program, a further objective is to:

3. Support student achievement of the education-related *Integrated Competencies for Dietetic Education and Practice* (ICDEP, www.pdep.ca).

About the Program

What's Unique about the University of Guelph?

The Applied Human Nutrition (AHN) program is one of many majors at the University of Guelph. Our university is the food and agriculture university in Ontario, and one of the top comprehensive universities in the country according to the 2019 MacLean's magazine survey. Courses are taught by content experts in applied nutrition, food science, counseling, nutritional sciences and hospitality and tourism management, amongst others. Our students can take advantage of our strengths in research and teaching to enhance their education and gain valuable hands-on experience. We also have a full range of graduate programs. Ours is the only PhD program in the province specializing in Applied Human Nutrition.

The AHN Major

Our specialized major in Applied Human Nutrition (AHN) will prepare you to work in diverse settings to address nutrition issues facing Canadians. Our graduates bring evidence-based knowledge from the biological and social sciences, food expertise and strong communication skills to help Canadians maintain good health, and to prevent or treat diet-related disorders and diseases. As specialists in human nutrition, graduates often work with many other disciplines and groups to translate the latest evidence into practical programs in government, health care, education and business settings. Faculty research programs, advanced lab courses and practicum opportunities provide multiple opportunities for hands-on experience to complement courses.

Area of Emphasis in Dietetics

The AHN major offers an Area Emphasis in Dietetics. This dietetic education program is accredited under the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body. Successful completion of the additional required and restricted elective courses, required to meet the Integrated Competencies for Dietetic Education and Practice (ICDEP) as part of this professional education program, will allow students to compete for a limited number of dietetic internship positions/practicum programs after graduation. Further details may be found at the following link: <http://www.pdep.ca>. Graduates who complete dietetic internships/practicum programs are eligible to write the Canadian Dietetic Registration Examination, a national registration examination and to become Registered Dietitians, a regulated health profession.

Minors

As of the 2017-2018 Undergraduate Calendar, AHN majors can declare a minor. To do so, make appointment with the BAsC Program Counsellor to declare a minor and complete the following form:

https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/undergrad_sched_change.pdf

Please see Course Planning - Frequently Asked Questions on page 15.

Awards

As an AHN student, you are eligible for awards and bursaries available to Bachelor of Applied Science (BASc) students. Scholarships and other awards available to BASc students may be found utilizing the Award Search Tool at <https://www.uoguelph.ca/registrar/studentfinance/apps/awards?college=CSAHS>. See Financial Information on page 16.

The Learning Approach

From the behavioural foundation of our eating habits to the roles of nutrients in our bodies, the AHN major will give you a thorough understanding of all aspects of human nutrition. Lectures lay out the theoretical groundwork. Labs allow you to apply your knowledge. Seminar courses support the social science component of your curriculum and allow for small group discussions to explore topics of interest. You may also take a field placement course in nutrition education which gives you an opportunity to apply your learning in the community. Opportunities to participate in a research internship (FRHD*3500). Note: A research internship course in nutrition (NUTR*3500) will be available as of Fall 2021-Winter 2022. Undergraduate honours thesis courses, NUTR*4810 Applied Human Nutrition Thesis I and NUTR*4910 Applied Human Nutrition Thesis II are also available. Our goal is to ensure that YOU are at the centre of your learning experience.

The **learning outcomes** for the AHN program, what successful students will be able to do, know and achieve by the time they graduate, are found in **Appendix 1**.

Challenges in Your First Semester - Adjusting to the University of Guelph

You are in a new learning environment. Take advantage of the many services available to welcome you and support your learning.

- ✓ Attend the university and college orientation activities to learn about the services available on campus.
- ✓ Check the University of Guelph Student Affairs website for many services and opportunities to enrich your university experience at:
<https://www.uoguelph.ca/studentaffairs/>
This site provides links to many services and groups on and off campus.
- ✓ Visit the Learning Commons in McLaughlin Library to find out about Learning Services and Writing Services to help you build your skills. They offer group sessions and individual support.
- ✓ If you are in a Cluster in residence, participate in your Cluster group to get the most from your learning during your first year.
- ✓ Find out about Supported Learning Groups (SLG) from the web site:
<https://www.lib.uoguelph.ca/about/about-our-teams/learning-curriculum-support/supported-learning-groups-slg>

Peer helpers host informal study sessions for some courses, such as first year chemistry and psychology.

- ✓ Find other students in your classes to join study groups to support your learning.
- ✓ Participate in activities organized by the Applied Human Nutrition Student Association (AHNSA). The AHNSA works hard to organize fun and professional events. Particularly in first year, it's helpful to meet upper year students and hear about how they handled their first year in the program.

Check your uoguelph.ca email address for messages from the APP-NUTR Listserv. All AHN students are on this Listserv. Messages include information on volunteer positions and jobs, as well as student activities. You can put questions or messages on the Listserv by following the directions in the "Contacts" box at the beginning of this handbook.

Your uoguelph.ca email address is the official route of communication between the University and students. This is also how the AHNSA reaches out to students to let them know about the many great events they organize throughout the year.

- ✓ If you fail a mid-term or have difficulty on an assignment, seek help immediately from the course instructor or teaching assistant. The semester is too short to put off getting help. You aren't alone in your struggles. You can also contact your Faculty Advisor or Program Counsellor.
- ✓ Eat well, enjoy physical activity and take time to sleep!

Important Dates

Each year, important dates for the academic year are listed on WebAdvisor, <http://www.uoguelph.ca/registrar/calendars/>. The same information is under the Schedule of Dates in the Undergraduate Calendar at the following link: <https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml> including the date for dropping classes without any academic penalty. Courses that are one semester long must be dropped by the last day of classes. For two-semester courses, they must be dropped by the last day of classes in the second semester. Check the Undergraduate Calendar Schedule of Studies for the actual dates. For important dates specific to AHN be sure to check your uoguelph email account throughout the year.

Courses/ Course Planning

Planning Your Program

Your course requirements are described in the Undergraduate Calendar <https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/c10basc-ahn.shtml> **Appendix 2 is the Course Planning Checklist.** This Checklist is for you to keep track of your courses and your planned electives. These are the program and course requirements that you will follow until you graduate. If the courses for the AHN program change over your time at Guelph, you may wish to change to the newer program and follow the Calendar of a later year. To do this, you must get approval from the B.A.Sc. Program Counsellor (Linda Zehr). Both the Faculty Advisor and the Program Counsellor are available to assist you with planning your program. The Program Counsellor assists with procedures for handling academic considerations and general career planning. The Faculty Advisor can assist you with

questions about courses and planning issues specific to applied nutrition and the dietetic profession.

Each of the courses is described in the Course Descriptions section of the Calendar. Because of the many courses required in the program and the high demand for courses across campus, courses have been carefully scheduled within the University system to ensure that you will have a place in your required courses. Plan to take the required courses in the semester listed for your program.

The courses during your first two years cover fundamental areas of knowledge that contribute to nutrition, such as chemistry, psychology, and sociology. At times, you may wonder how they relate to an applied nutrition career, but they do, and you will realize this during your senior year courses. In third year, the courses may seem more directly relevant as you integrate and apply the knowledge from the earlier courses to physiology and nutritional aspects of human disease.

In the fall of fourth year when most of your courses are taught by AHN faculty, you will learn how to apply the social and nutritional sciences to the practice of applied human nutrition.

The final semester provides opportunities to select electives, including a field placement course in nutrition education (NUTR*4850) when you can apply your learning in a community agency, or an advanced clinical skills lab course (NUTR*4120) designed to help you enhance your patient communication and nutrition-focused physical assessment skills.

General Planning Tips

Develop a draft program plan for the completion of your degree, especially after first year, using the **Course Planning Checklist in Appendix 2**. You will need to plan for courses that are in high demand and may become full, courses that are offered only in selected semesters or alternate years, and for elective courses that require prerequisites. You can revise your plan as you complete each semester and gain new interests. Make an appointment with the AHN Faculty Advisor to discuss your specific interests and questions.

- When planning courses, check the Undergraduate Calendar (on the web at <https://www.uoguelph.ca/registrar/calendars/undergraduate/current/> for current course descriptions and course prerequisites.
- Register as early as possible during the course selection window (i.e., assigned day to register) during the course selection period to register for the courses you want. Some courses in high demand (such as HTM*2700* and NUTR*1010) are offered in both the Fall and Winter semesters. *Note: HTM*2700 will not be offered in Fall 2020.
- **Read your email messages at your uoguelph.ca address regularly.** You will be notified about any course or program planning changes by email. Watch especially for emails during course selection periods each semester, to get updates on course offerings. Remember, course offerings may change.
- If you scored less than 80% in Grade 12 Biology (SBI4U), it is strongly recommended that you take BIOL*1020 as an elective in first or second year to be well prepared for the required physiology course.

- Think of electives as opportunities to build on your areas of interest related to applied human nutrition, and to discover new areas of study and broaden your education. If you enroll in the Area of Emphasis in Dietetics, your required program meets all of the requirements for dietetic internship. **Appendix 3 also has a listing of possible electives** which may interest you. Please check the Calendar for when the course is offered and descriptions.
- Talk to more senior AHN students about electives they enjoyed. A good time to catch them is at meetings of the Applied Human Nutrition Student Association (AHNSA). Also, speak with students in other programs to find out about interesting courses.

Course Selection (Registration)

Course selection occurs in mid-October for winter semester courses, mid-March for summer semester courses and mid-June for fall semester courses. This is a good time to review and revise your Course Planning Checklist. You will receive all your course selection information via email. Read emails carefully for your course selection dates and check the online Undergraduate Calendar to see what courses are available. Use Web Advisor to register for courses and get information about your grades and your course schedule. Discuss questions about course selection with your Faculty Advisor or Program Counsellor.

Course Planning - Frequently Asked Questions

What is the Area of Emphasis in Dietetics?

The Area of Emphasis in Dietetics is offered for those AHN majors interested in becoming Registered Dietitians and to practice dietetics, a regulated health profession. Successful completion of the additional required and restricted elective courses in the Area of Emphasis in Dietetics, required to meet the Integrated Competencies for Dietetic Education and Practice (ICDEP) as part of this professional education program, will allow students to compete for a limited number of dietetic internship positions/practicum programs after graduation. Further details may be found at the following link: <http://www.pdep.ca>. Graduates who complete dietetic internships/practicum programs are eligible to write the Canadian Dietetic Registration Examination, a national registration examination and to become Registered Dietitians.

The additional courses (1.50 credits) and restricted electives (1.50 credits) are required for an Area of Emphasis in Dietetics.

Required additional courses for the Area of Emphasis in Dietetics:

- (FW) HTM*3090 Restaurant Operations Management (Semester 5 or 6)
- (F) NUTR*4040 Clinical Nutrition II (Semester 7)

Restricted Electives for the Area of Emphasis in Dietetics:

In addition to the 14.50 required credits listed above, students must take 1.50 restricted electives, including one 3000 level course, from the following list:

(SW) FOOD*2010DE Principles of Food Science 0.50

(S)	FOOD*2400DE	Introduction to Food Chemistry	0.50
(F)	or FOOD*3030	Food Chemistry I	0.50
(F)	or FOOD*3050	Food Chemistry	0.50

(W)	FOOD*2410DE	Introduction to Food Processing	0.50
(F)	or FOOD*3160	Food Processing I	0.75

(F)	FOOD*2420DE	Introduction to Food Microbiology	0.50
(F)	or FOOD*3230	Food Microbiology	0.75
(F)	or FOOD*3240	Food Microbiology	0.50

(F)	FOOD*3430DE	Introduction to Food Analysis	0.50
(W)	FOOD*3700	Sensory Evaluation of Foods	0.50
(F)	HTM*2740	Cultural Aspects of Food	0.50
(W)	HTM*3780	Managing Food in Canada	0.50
(W)	NUTR*3110	Food Security	0.50
(W)	NUTR*3150	Aging and Nutrition	0.50

Select one (1) course per box.

Note: some of the restricted electives require prerequisites that are not included in the major

Examples of Restricted Elective choices:

Student 1

FOOD*2010DE	Principles of Food Science	0.50
FOOD*2400DE	Introduction to Food Chemistry	0.50
NUTR*3150	Aging and Nutrition	0.50

Student 2

HTM*2740	Cultural Aspects of Food	0.50
NUTR*3110	Food Security	0.50
HTM*3780	Managing Food in Canada	0.50

What is the difference between *restricted electives* and *electives*?

Restricted Electives focus on different aspects of food. You need to take 1.5 credits from the list of Restricted Electives (see Appendix 2). You will need at least one Restricted Elective at the 3000 level. Choose the courses that are of interest and fit your class schedule. If you expect to be advising people on eating habits, Cultural Aspects of Foods is an excellent choice. If you are interested in working with the food industry, Managing Food in Canada and courses offered by the Department of Food Science are excellent choices.

Free electives support your career or your personal interests as you see fit. You can choose any course in the calendar, for which you have the prerequisites, and for which there is space in the course. The number of electives at various levels is not mandated in BASc majors (AHN, CSTU, and FSHD). There are no specific limits to the number of 1000 level, 2000 level, etc., elective courses allowed throughout your program. Possible elective ideas are listed in Appendix 3.

If your career goal includes further education, such as teacher's college, medical school, or community college, check with Career Services or calendars of the institutions for their course requirements. Read through the calendar carefully for courses that interest you and their prerequisites. Talk to your Faculty Advisor or B.A.Sc. Program Counsellor course instructors, senior students in AHN, and students in other programs to get ideas for suitable electives. Most of all, choose electives that you think you will ENJOY.

How Do I Declare an Area of Emphasis in Dietetics?

If you wish to complete the Area of Emphasis in Dietetics, you'll need to arrange an appointment with Linda Zehr, the BASc Program Counsellor and complete the "Undergraduate Schedule of Studies Change Request" form, available on Web Advisor at this link:
https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/undergrad_sched_change.pdf

Where do I find the schedule of courses for a particular semester?

The course schedule is available on WebAdvisor>Students>Search for Sections.

Why can't I register for a course I need for my program?

There are several reasons why you may not be able to get into a course at a certain time:

- ❖ It may not be your course selection window
- ❖ Some courses are restricted to certain groups of students. This is called "Priority Access"
- ❖ Some courses require instructor consent (i.e., BASc practicum and thesis courses)
- ❖ You may not have the required prerequisites or co-requisites or required credits.
- ❖ The course/section is full (see below).

What do I do if a course I need for my program is full when it is my turn to register?

Sometimes a course may look full on WebAdvisor, but there is still room for students who require it for their program of study. Keep your eye on WebAdvisor, as spaces may open throughout the course selection period. Depending on the number of students involved, the University may also open new sections or it may be necessary to alter the order you take courses to complete your program. Watch for emails on the listserv or consult with the Program Counsellor.

I have been told that I need to get a course waiver completed. What is this and what do I do?

Course waivers need to be completed when you are being allowed into a course, despite not meeting the official requirements stated in the calendar for pre-requisites or credits. Course waivers are used in special circumstances and are not needed by most students. The Course Waiver Request form may be obtained from WebAdvisor,

https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/course_waiver_request.html
or from the BASc Counselling Office, MINS 253. Also, see our department website for the course waiver process: <http://www.uoguelph.ca/family/undergraduate-course-waivers>

How do I get a course waiver for a BASc course?

Each department has a different process for allowing students into their courses. To get into a course from another department, we suggest you contact the course instructor or department directly. In some departments, the instructor of the course signs the course waivers. In the Department of Family Relations and Applied Nutrition, course waivers are signed by Melissa Turner, Academic Program Administrator (fran.undergraduate@uoguelph.ca), MINS 247 and further information is available at <http://www.uoguelph.ca/family/undergraduate-course-waivers>

Should I keep my course outlines, even after I have graduated?

YES! We receive frequent requests from students following graduation for copies of their course outlines for various reasons, such as applying for membership in a professional college. Most course outlines for Family Relations and Applied Nutrition courses are posted on our website at <http://www.uoguelph.ca/family/undergraduate-courses>

Are there co-op or placement courses in AHN?

Co-op is not available for the AHN program. You can take an elective placement course, NUTR*4850 Field Experience in Nutrition Education. Placements are available in a variety of community agencies, hospitals, and long-term care facilities in the Guelph, Kitchener, and Hamilton areas. This course is offered in the winter semester and usually taken in your final year. Prerequisites for the course are Nutrition Education, Clinical Nutrition II and Communication and Counselling Skills. You may also get nutrition-related experience through volunteering. (See Volunteering section)

May I take a minor?

YES! AHN majors can declare a minor and submit the relevant documentation. Just know that if you are enrolled in the Area of Emphasis in Dietetics and would also like to declare a minor, it may take longer to complete depending on the number of credits required and the overlap between the major and minor.

The course requirements of minors are listed under the Bachelor of Arts (B.A.) or Bachelor of Science (BSc.) at the following Undergraduate Calendar link:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/index.shtml>. Plan your elective course choices accordingly, to complete the minor.

Listed below are a few examples of minors. Please feel free to explore other subject areas at <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/index.shtml>

Business Administration (BADM)
Family and Child Studies (FCS)
International Development (ID)
Psychology (PSYC)

You need to make appointment with the BASc Program Counsellor to declare a minor and complete the following form:

https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/course_waiver_request.html

Can I take a course at another university and get credit towards my degree?

YES! If you wish to do so, you must complete a Request for Letter of Permission form. Review the “Letters of Permission” topic under the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar.

Can I take part in an international exchange or study in another country?

YES! The University has programs for studying abroad in many different countries. Information about these programs is available from the Centre for International Programs, Level 3, University Centre or at www.uoguelph.ca/cip/. No specific exchange programs provide the dietetic courses required for the AHN program. However, AHN students have studied abroad in Germany, Scotland and Australia and gained valuable experience and education. These students arranged their own study program, taking relevant courses and getting some academic credit. This type of study may add one or two semesters to your program, for you to schedule all the courses required in the AHN program. This planning requires consultation with your BASc Program Counsellor (Linda Zehr) and the Centre for International Programs.

How will I find out my final grades?

Grade reports are released shortly after conclusion of the final examinations, on the date specified by the University. You may access an unofficial copy of your grades using Web Advisor from the University of Guelph web site on the same release day. You can find out about the grading system used at this university in the section, “Grades” in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar (available on the Academics, then Calendars at www.uoguelph.ca).

What marks do I need to stay in the program?

Generally, you are required to maintain a minimum average of 60% to stay in the program. There is some leniency for the first 5.00 credit attempts. Please review the “Continuation of Study” section under “VIII Undergraduate Degree Regulations and Procedures” of the Undergraduate Calendar for details. Consult your Program Counsellor if you have questions or concerns.

Financial Information

You may be eligible for in-course scholarships and bursaries to help you through your program. Section IX of the Undergraduate Calendar describes the many scholarships and bursaries available to students at the University of Guelph. Many of the in-course scholarships and bursaries are open to students in any program. Check to see if they are suitable for you and if an application is required and the deadline. Other awards specify students in the BASc program or the AHN major. You will be reminded of scholarship application due dates by email.

Building Your Resume**Career Services**

Co-operative Education and Career Services have career assessment resources and other services to help you build your resume. You can examine your personal/career potential; develop your skills for the job search and practice doing interviews, in addition to searching their job listings. Their website is at www.recruitguelph.ca.

Student Clubs/Associations

Whatever your interests, you can find a student club or association that shares your interests. Discover the clubs and associations and other opportunities available to you, by checking the University of Guelph web site under Student Affairs at:

<http://www.uoguelph.ca/organizations>

Campus clubs and associations may relate to course interests, sports or recreation, student government, etc. Through the activities of the clubs, you gain skills that can help you with your school work, develop and practice leadership skills, and make contacts with faculty and people outside the university who work in related fields. Examples of campus groups for the AHN program include the AHN Student Association (AHNSA) and the Canadian Association of Foodservice Professionals (CAFP), Junior Branch.

Check your email for information about these meetings. Some professional organizations, such as Dietitians of Canada (DC), the Canadian Obesity Network (CON), Ontario Home Economics Association (OHEA) and Society for Nutrition Education have student memberships. Each fall, AHN students are given information about student membership in DC. Most students find membership in DC especially useful in third and fourth year, as they are doing more applied nutrition projects. Talk to AHN professors if you are interested in student memberships for other nutrition-related organizations.

Volunteering

You have unlimited opportunities for volunteering on campus and in the Guelph community while you are a student in AHN. Volunteer opportunities in the community are announced on the APP-NUTR Listserv or go to the Student Volunteer Connections website,

<https://studentlife.uoguelph.ca/svc> or the Student Affairs website at:

<https://www.uoguelph.ca/mentalwellbeing/get-involved>

Through volunteering, you can gain practical experience, while providing help for others. Volunteering can give you great experience in the nutrition field and helps you to apply classroom knowledge. On campus, you can get nutrition-related volunteer experience with the Student Nutrition Awareness Program (SNAP), the Wellness Program, and the dietitians in the Health and Performance Centre or Student Health Services. Check with AHN faculty members to see if they have any volunteer jobs available.

Part-Time or Summer Jobs

You can gain profession-related skills in part-time or summer jobs, particularly if your job relates specifically to your career goal, e.g., working in foodservice for dietetics or teaching swimming for education experience. However, you gain essential skills that can help your career in almost *any* job. For example, think about the cooking and training skills you use if you are caring for a young toddler. Make a note of these skills so you can include them in your “skills profile” on your resume.

There are some work/study and summer research assistant positions on campus. These are often advertised through Student Financial Services at:

<http://www.uoguelph.ca/registrar/studentfinance/>

Developing Research Skills as an Undergraduate

Faculty research drives ongoing development of new knowledge and enriches the undergraduate program. You can explore new areas, and develop research skills, by volunteering or working for a faculty member, by taking a research internship or by completing an undergraduate thesis. To find out about current opportunities for undergraduate students, contact individual faculty members by email. A list of faculty interests is provided under Faculty Research, and more information is available on each faculty member's webpage from the departmental web page <https://www.uoguelph.ca/family/faculty>.

Research Internship

The purpose of FRHD*3500 is to give students a direct, initial experience in conducting research. This course focuses on familiarizing students with the research process and building research skills through active engagement in research under the direct guidance of a faculty member. The specific assignments will depend on the research project. Students may be involved in literature review, study design, data collection and/or the ethics review process. In the latter stages of a research project students may be doing data analysis and manuscript preparation. Note: the research internship is a one semester 0.5-credit commitment.

Undergraduate Thesis

An undergraduate thesis is a good way to see if you like research and to begin to develop research skills under the guidance of a faculty member. Contact faculty members individually in your 5th or 6th semester to determine whether they have any research projects that would be suitable and can advise you. Availability of the course is subject to faculty availability. You must have a minimum grade of 75% or higher in each of FRHD*3070 Research Methods and STAT*2090 Introductory Statistics II.

If you wish to complete an undergraduate thesis, you will enroll in NUTR*4810, Applied Human Nutrition Thesis I, and NUTR*4910, Applied Human Nutrition Thesis II, instead of NUTR*4900, Selected Topics in Human Nutrition. The Guidelines for Completion of an Undergraduate Thesis in Applied Human Nutrition are in Appendix 4 of this Handbook.

For both the undergraduate thesis and research internship, you need to find a faculty member who agrees to supervise you. To register in either course, you will need to be signed in with instructor consent. It is recommended you approach a faculty member well in advance with a copy of your unofficial transcript, your resume, and a summary of your research interests.

Certificate Opportunities

There are several certificate programs offered on campus and they may be a useful addition to your degree. There are a few key differences between completing a certificate and a minor. A certificate requires fewer courses to complete, it does not appear on your transcript, but you do receive a separate document indicating that you completed the certificate coursework. A minor requires more courses (almost two times more) than a certificate and your transcript will be the only documentation stating that you have completed a minor. Depending on your interests you may find the Food Science, Business, Civic Engagement and Global Citizenship or Public Policy and Administration certificate programs appealing.

For further information on these certificate programs, please go to the following link: <http://www.uoquelp.h.ca/registrar/calendars/undergraduate/current/c11/c11-certdip.shtml> and then click on the name of the certificate you are interested in. Please contact the Open Learning Counsellor at the Open Learning Office in Johnson Hall (Ext. 56050) or the Linda Zehr, the BASc Program Counsellor

Section on Certificates from the Undergraduate Calendar:

"The University offers certificate and diploma programs in Applied Statistics, Business, Communication Process, Environmental Citizenship, Environmental Conservation, Food Science, Hospitality Studies, Leadership, Public Policy and Administration and Scottish Studies. These programs are designed for those who want to develop or upgrade skills in one of these areas without necessarily proceeding towards a three or four-year degree program. These programs may be completed on a part-time basis over a period. Students currently registered in a degree program or intending to transfer into a degree program should note double-counting regulations. Up to 50% of the requirements for a degree-credit certificate/diploma may be applied toward a major, minor or area of emphasis. The remaining 50% of the certificate/diploma requirements may be applied to electives provided the specific courses in the certificate/diploma meet degree program requirements. For more information on double-counting regulations, undergraduate students should consult with the Program Counsellor for the degree program they seek to complete. Note that the Certificate in Leadership is exempt from this restriction".

Career Planning

Career planning can and should start while you are a student in the AHN program. There are many career options available to you! If you are enrolled in the Area of Emphasis in Dietetics and wish to pursue a career in dietetics, then in your fourth year, you will apply to a dietetic internship and/or practicum programs (more info below). If you are not in the Area of Emphasis in Dietetics, you still may wish to apply to graduate school to continue your education, or you may prefer to work right after completing your degree (more info below).

Requesting Academic Letters of Reference

References are a CRITICAL component of applications to dietetic training programs, or graduate or professional schools. Guidelines for requesting references are in Appendix 5.

Dietetic Internships and Practicum Programs

To become a registered dietitian (RD) in Ontario, once you have graduated with the undergraduate degree in AHN with an Area of Emphasis in Dietetics, you will need to complete one of the accredited training opportunities such as a dietetic internship, or a masters or diploma program with a practicum component. Visit the Partnership for Dietetic Education and Practice (PDEP) website, Accredited Programs in Canada section: <https://www.pdep.ca/accreditation/accredited-program-list.aspx> and review the Post Degree Practicum and Combined Masters Practicum Programs to identify the various accredited training programs available in Canada.

Accredited training programs in Ontario are administered by educational institutions and in other provinces by health care organizations and/or universities. The length of these training programs varies from 11 months to 24 months. Please consult the webpages of the training programs you are interested in for specific details on length and application processes. Entry to a dietetic internship, a masters or diploma program with a practicum component is competitive.

Finally, you need to pass the Canadian Dietetic Registration Examination (CDRE) in order to become a full member of the College of Dietitians of Ontario.

Specific events, dates and processes change each year. When in fourth year, be sure to watch your uoguelph email account for updates and important information.

Examples of positions held by our graduates who have completed training to become a Registered Dietitian include:

- Public Health Nutritionist, Haldimand-Norfolk Health Unit
- Registered Dietitian, Woolwich Community Health Centre, St. Jacobs
- Home Care Dietitian, Therapy Partners Inc., Guelph
- Clinical Dietitian, Cambridge Memorial Hospital
- Outpatient Cardiology Dietitian, Lipid Research Clinic, Hamilton Health Sciences Corporation
- Community Dietitian, Noojmowin Teg Health Centre, Sheguiandah, ON
- Public Health Dietitian, Kingston, Frontenac, Lennox & Addington Health Unit

- Licensing Nutritionist, Capital Health Region, Victoria, BC
- Clinical Dietitian, Mount Sinai Hospital, Toronto

Work Right After Your Degree

Alternatively, if you are not interested in pursuing a career in dietetics as a Registered Dietitian and prefer instead to work right after your degree, then as a first step, check Virtual Learning with Career Advisors, Co-operative Education and Career Services and the link, <https://www.recruitguelph.ca/cecs/virtual-learning-with-CareerAdvisors>. This link includes information on making appointments, informative Webinars, on-line events, career toolkit and tip sheets and social media. Many graduates find nutrition-related employment right out of university, in hospitals, nursing homes, supermarkets, food and supplement companies, public health departments, and restaurants. The “skills profile” you have compiled throughout your AHN program will help you to select which jobs to apply for and to sell yourself to potential employers.

Also, check labour market information at: <http://www.workingincanada.gc.ca>

Examples of first positions obtained by AHN graduates who did not pursue an internship

- Quality Assurance Analyst, David Roberts Food Corporation
- Nutrition Science and Regulatory Affairs Intern, PepsiCo Canada
- Community Food Worker, Canadian Prenatal Nutrition Program
- Employment Counsellor, Human Resources and Development Canada
- Research Assistant, School of Physical and Health Education
- Dietetic Technician, Cambridge Memorial Hospital
- Food Supervisor, St. Joseph’s Hospital
- Manager of Health Products, Supermarket
- Consumer Hotline, Food Safety Network, University of Guelph
- Manager, Marketing and Communications, Breakfast for Learning, Canadian Living Foundation
- Food Service Supervisor, Norfolk General Hospital
- Dietetic Assistant, Hamilton Health Sciences
- Quality Assurance Technologist, Canada Bread
- Nutrition Education Specialist, District of Columbia Central Kitchen

Community College and Post-Degree Programs

Community colleges offer an ever-expanding array of certificate programs and diplomas. These include numerous programs in culinary, hospitality, health care, business, human resource management, health promotion, etc. It has become challenging to navigate all the options – you need to do your homework.

When you find a college program that you are interested in, please check to see if it is at an accredited educational institution and if students who attend are eligible for OSAP. The Ontario Ministry of Advanced Education and Skills Development (MAESD) has a listing of accredited colleges on-line at www.ontariocolleges.ca.

If the college program you are interested in is in another province, it is important to confirm it is based in an accredited educational institution by checking on the provincial government website. It is important to check on the accreditation of an educational institution as only an accredited institution can deliver post-secondary credit courses and is audited for quality by the provincial accrediting body. A non-accredited institution or program is not recognized by the provincial accrediting body and may deliver certificate programs that may or may not be of high quality. Thus, private training colleges are not accredited as credit-granting institutions. Although some may have excellent programs, and may lead to employment, they will not provide credentials that are accredited by MAESD. Make an informed decision regarding these programs.

It may be possible to acquire advanced standing in a college program via exemptions for similar courses earned from another accredited institution, so contact the department of the program you are interested in directly, rather than the registrar's or admissions department, for academic advice.

Other Career Ideas

Armed Forces and Action Against Hunger

Recently, the Canadian Armed Forces and Action Against Hunger have expressed interest in the skills and knowledge of AHN students and graduates. For more information about the training and work opportunities in these organizations please see:

Action Against Hunger: <http://actioncontrelafaim.ca/>.

Medicine

If you are interested in a career in medicine; you may find admission requirements of Canadian Faculties of Medicine at the Association of Faculties of Medicine of Canada website: <https://afmc.ca/en/node/4>

Nursing

There are Nursing programs available in Ontario community colleges and the link is: http://www.ontariocolleges.ca/SearchResults/HEALTH-FOOD-MEDICAL-NURSING/_N-lo8d.

Accredited Canadian Nursing Education program and accelerated programs may be found at the following link: <https://www.casn.ca/accreditation/accredited-canadian-nursing-education-programs/>. For example, the McMaster University Accelerated Nursing link is: http://nursing.mcmaster.ca/education_undergrad_bscnaccel.html and the University of Toronto at: <https://bloomberg.nursing.utoronto.ca/programs/bachelor#content1>.

Graduate/Advanced Training

Graduates from the AHN program are eligible for many graduate programs in Canada, United States or other countries. Graduate degrees are becoming more diverse: some train for research careers (MSc, PhD and require a thesis) and some for advanced practice. All course-based or professional Master programs may have a research project requirement. Make sure you are aware of the pros and cons of different programs. A professional master's degree may not allow you to go on to a doctoral program, if you are really interested in research. If you are interested in graduate school, discuss your options with the Faculty Advisor or other AHN faculty. They will be happy to advise you.

Besides being eligible for all types of graduate programs in food and nutrition, AHN graduates may be eligible for programs in public health, medicine, education, business administration or epidemiology. Finding relevant Canadian or international graduate programs in applied nutrition can be challenging as nutrition is often not listed as a subject area on world ranking websites.

To find US programs and some Canadian programs, go to the American Society for Nutrition at: <http://www.nutrition.org/education-and-professional-development/graduate-program-directory>. To find Canadian doctoral programs, contact the Canadian Nutrition Society at <http://www.cns-scn.ca>. Other approaches include checking the institutional affiliations of authors of research articles in your interest areas and talking to AHN faculty.

Once you identify the relevant universities, all will have websites where you can find out about their graduate programs and their admission requirements. Some graduate programs qualify graduates to apply to become a Registered Dietitian. They may be either MSc research-based or course-based programs. For example, the Guelph Master of Applied Nutrition (MAN) was among the first such professional programs. It is a one-year intensive graduate program with internship (see below). The MHSc program in Community Nutrition at University of Toronto, the MSc in Food and Nutrition at Brescia (Western University) and the MHSc in Nutrition Communication at Ryerson University in Toronto all have an internship component. Other Canadian universities offering combined masters/dietetic internship/practicum programs are Mount Saint Vincent University, Memorial University of Newfoundland, and McGill University. Check their websites for more details.

A listing of Master programs in Public Health available in Canada may be found at link: http://www.phac-aspc.gc.ca/php-psp/master_of_php-eng.php

Some master's programs in the United States also have been accredited by the US Academy of Nutrition and Dietetics at: <http://www.eatright.org>. Dietitians of Canada has a reciprocal agreement to recognize the comparable training programs in the two countries. Graduates of these programs could apply to write the Canadian Registration Examination through the provincial regulatory body. In Ontario, the provincial regulatory body is the College of Dietitians of Ontario.

AHN Graduate Programs at the University of Guelph

Our department offers the only PhD in Applied Human Nutrition in Ontario, in addition to the Masters (M.Sc. and MAN) programs. Information on applying is at: <https://www.uoguelph.ca/family/graduate-programs-fran>. Admission is competitive. The MSc program is two full years (six semesters) during which students conduct a research study and write a thesis. Graduates from the MSc program may find employment in applied research or health promotion positions that do not require being a registered dietitian, or may choose to apply for a dietetic internship. Some graduates go on to the doctoral (PhD) program.

Each fall, the Department holds an information session for fourth year students interested in graduate school and the link is: <https://www.uoguelph.ca/family/graduate-information-events>

The Master of Applied Nutrition program, <https://www.uoguelph.ca/family/master-applied-nutrition> is a professional master's program which provides a one-year, competency-based coursework/ professional experiential option in the AHN graduate program. The program is accredited to meet the Integrated Competencies for Dietetic Education and Practice (ICDEP, www.pdep.ca). Graduates are eligible to write the Canadian Dietetic Registration Examination. Students complete three practica and specified graduate courses. They also complete a small research project with a report, in lieu of doing a thesis. This program is well suited to students who intend to be practicing dietitians, rather than research dietitians or academics, as the MAN program does not include courses in research methods or statistics.

If you are interested in an AHN graduate program, discuss your options with the Faculty Advisor, other AHN faculty, or with the department's graduate coordinator. Graduates of the doctoral program may pursue academic positions, but opportunities in business, health system implementation research, and policy analysis are increasing. Examples of jobs our past graduates have obtained are listed below.

Employment of Master of Science (MSc) Graduates

- Health Promoter, Leeds, Grenville and Lanark District Health Unit
- Clinical Dietitian with Sodexo Marriott in Florida
- Nutrition Program Manager, Canadian Egg Marketing Agency
- Nutritionist, Micronutrient and Health Program, World Vision
- Research Coordinator, St. Joseph's Health Care Systems Research Network
- Public Health Nutritionist, City of Hamilton Social and Public Health Services Dept.
- Public Health Nutritionist, Regional Municipality of Waterloo Community Health Dept.
- Research analyst, Office of Nutrition Policy and Promotion, Health Canada
- Nutrition educator, Alberta Pork

Employment of Master of Applied Nutrition (MAN) Graduates

- Senior Director of Wellness, Loblaw
- Public Health Nutritionist, Alberta Health Services
- Clinical Dietitian, St. Joseph's Hospital Hamilton
- Registered Dietitian, North York Family Health Team
- Public Health Nutritionist, Leeds, Grenville and Lanark District Health Unit
- Registered Dietitian, Cleveland Clinic Canada
- Nutrition Program Team Lead/Staff Dietitian, Pace Consulting Group
- Public Health Dietitian, Perth District Health Unit,
- Special Programs Coordinator, Ryerson University
- Registered Dietitian, Surgical Weight Loss Centre

Employment of Doctor of Philosophy (PhD) Graduates

- Post-doctoral fellow, Hospital for Sick Children, Toronto
- Professor, Bunda College, University of Malawi
- Associate Professor, School of Nutrition, Ryerson Polytechnic University
- Assistant Professor, Department of Foods and Nutrition, Brescia University College
- Research Fellow, Department of Medicine, McMaster University
- Senior Nutritionist, Micronutrient and Health Program, World Vision

Faculty Research

Descriptions also available on-line at the following link:

<https://www.uoguelph.ca/family/faculty>

Faculty – Alphabetical	Topic or Area	Partners
Andrea Buchholz	Obesity prevention in families with young children	Guelph Family Health Study (Jess Haines and David Ma, Study Directors)
	Dairy and plant-based alternatives' consumption and health correlates in families with young children	Genevieve Newton (Human Health and Nutritional Sciences) and Guelph Family Health Study
	Educational leadership in teaching excellence	Janet Wolstenholme, Andy Robinson and Jeji Varghese (University of Guelph)
John Dwyer	Registered dietitians' perceptions and behaviours related to counselling clients on physical activity and sedentariness	AHN faculty
	Promotion of dog walking to increase adult dog-owners' physical activity level	Jason Coe (Ontario Veterinary College, University of Guelph)
	Program evaluation related to healthy lifestyle behaviours	FRAN faculty

Faculty – Alphabetical	Topic or Area	Partners
Laura Forbes	Sweet Moms Study – An investigation of the effects of dietary sugar on pregnancy outcomes.	Rhonda Bell (PI) University of Alberta
	Investigation of women's experiences with gestational weight gain	Ruth Neustifter
	An investigation of the junk food habits of University of Guelph students and the impact of social norms.	Ben Giguere Psychology Department, University of Guelph
	Prenatal Nutrition in Team-Based Care: A Qualitative Investigation of Current Practices and Opportunities for Collaborative Optimization of Care.	Canadian Foundation for Dietetic Research Paula Brauer Olga Sutherland
Jess Haines	Promotion of healthy eating habits and obesity prevention in families with preschool aged children	Guelph Family Health Study (www.guelphfamilyhealthstudy.com)
	Influence of chronic stress on children's health	McMaster University Guelph Family Health Study Investigators
	Understanding the role of fathers on children's health behaviours	Boston College Harvard School of Public Health
	Parent-child feeding laboratory: Examination of the influence of parent-child feeding interactions on children's dietary intake and weight outcomes	Child Care and Learning Centre

Faculty – Alphabetical	Topic or Area	Partners
Dalia El Khoury	Exploring new biomarkers for the metabolic syndrome in pediatric and adult populations	Guelph Family Health Study: Jess Haines (Applied Human Nutrition, University of Guelph); David Ma (Human Health and Nutritional Sciences, University of Guelph); Lindsay Robinson (Human Health and Nutritional Sciences, University of Guelph); Gerarda Darlington (Mathematics and Statistics, University of Guelph)
	The use of dietary supplements among athlete and non-athlete populations: exploring prevalence and psychosocial determinants and designing nutrition education programs to improve intentions and related determinants for supplement use	Margo Mountjoy (Health and Performance Center, University of Guelph; School of Medicine, McMaster University); John Dwyer (Applied Human Nutrition, University of Guelph); Lawrence Spriet (Human Health and Nutritional Sciences, University of Guelph)
Claire Tugault-Lafleur. (as of January 2021)	Pending	

Applied Human Nutrition Student Association (AHNSA)

The Applied Human Nutrition Student Association (AHNSA) is a student-run organization formed by Applied Human Nutrition students with similar interests and passion for leadership. The AHNSA is represented by the College of Social and Applied Human Sciences Student Alliance and is guided by faculty and staff committees. The student association consists of fifteen elected representatives, each of which have designated roles and responsibilities. The AHNSA representatives act as liaisons to facilitate communication between Applied Human Nutrition students and larger governance bodies that conduct our program, allowing students to voice their opinions and concerns and participate in their education. For all first-year students, the Senior Peer Advisor of the AHNSA is your primary contact for questions and concerns. For any students with questions or concerns about the curriculum, the primary contact is the AHNSA Junior/Senior Curriculum Representative.

Our representative student body hosts numerous events each year for students in the program. Our events range from fun and enjoyable social activities to informative and engaging academic events; you can expect events throughout the year that will embrace creativity, promote professional development, and appreciate the community. The AHNSA strives to increase socialization among AHN students and with the rest of the University community by promoting and hosting various seminars, educational information sessions, and multiple social events. Joining the AHNSA as an elected representative or participating in AHNSA events is a great way to get involved with your program, meet inspiring people, and make memories that will last a lifetime! To stay up-to-date with the AHNSA, follow us on Instagram (@ahnsa_) and Facebook (AHNSA Guelph). Annual AHNSA Events to watch out for include:

- AHN Orientation Week Events
- AHN Professor Meet and Greet
- AHN Meet the Dietitian Night
- AHN Trivia Night
- AHN Professional Development Sessions
- College Royal Display
- AHN Fundraisers... AND MUCH MORE!

The AHNSA is excited to welcome you to the Applied Human Nutrition program; we hope to see you at our events soon!



What if.....Frequently Asked Questions

What if I have health or other problems that are affecting my academic work?

Go to Student Health Services at the J.T. Powell Building for treatment of your health condition. Make an appointment to talk with the Program Counsellor. You may also visit Counselling Services, the J.T. Powell Building to help manage a challenging situation. Review carefully the “Academic Consideration and Appeals” section under “VIII Undergraduate Degree Regulations and Procedures” of the Undergraduate Calendar especially “Grounds for Academic Consideration” and “Student’s Responsibilities”, to be sure that you follow the necessary procedures.

What if I need an extension on an assignment?

Each course and professor should have specific procedures outlined in the course outline which you are given in the first week of classes. Check each outline, record each due date on a calendar, and speak to your professor about any problems with completing an assignment. Be sure to do this early!

What if I miss an assignment deadline or a mid-term exam?

If you miss an assignment deadline or a mid-term exam, contact the course instructor as soon as possible. Check the Course Outline for the course to see if there is a standard process for handling missed assignments and/or mid-terms. If there are extenuating circumstances and you need to request academic consideration for missed assignments or exams, make an appointment with the BASc program counsellor, Linda Zehr, immediately.

May I defer a final exam?

You can apply to have a final exam or final assignment deferred if you have a medical, psychological, or compassionate reason. A deferred exam is usually written during a specified time early in the following term. If you are unable to write a final exam, contact your BASc Program Counsellor (Linda Zehr) to be sure that you follow all appropriate procedures. Also, review the “Deferred Privileges” section in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar.

Can I drop a course?

If you feel that you absolutely must drop a course, the procedure is quite easy. Before making the decision, see how dropping the course will affect your Program Plan. If the course is a prerequisite for other courses, contact your Program Counsellor to ensure you have a feasible plan for completing your degree. If you drop a required course, you must take it again in another semester. You need 20 credits to graduate; therefore, you may have to take an extra course either in the summer or during another semester. Check when the course is offered again. To have no academic penalty, you must drop courses by the **last day of classes for one semester long courses**. Check the Undergraduate Calendar for the actual date. The link to the Schedule of Studies is

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml> You may drop the course on Web Advisor. Refer to the Student Financial Services website regarding refunds at <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/refunds>

If you are on OSAP (Ontario Student Assistance Program), there may be consequences on your OSAP funding when dropping your course load below 1.50 credits.

Contact information for Student Financial Services may be found at the following link: <https://www.uoguelph.ca/registrar/studentfinance/contacts> or call 519-824-4120, Ext. 58715 before dropping courses.

What if I fail a course?

Remember that this is just one course out of the 20 credits that you need to graduate. You have a chance to take a course again or an alternative course. If the course you fail is CHEM*1040, you will need to repeat it in the winter semester. As soon as feasible, you should discuss with your Program Counsellor how to catch up with this chemistry course to keep up with your Program Plan. The summer semester provides opportunity to catch up with failed courses or take electives to lighten course loads in later semesters. For more details, review “Failed Courses” in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar. If you believe that there are extenuating circumstances related to failing the exam, see the Program Counsellor, (Linda Zehr) for assistance.

What if I think there was a mistake on the final grade for one of my courses?

You may request a grade reassessment. To do this you must submit a request in writing to the chair of the department offering the course, no later than the 10th day of class of the succeeding semester. For details on this process, see “Grade Reassessment” section in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar

What if I’m not sure that I’m in the right program?

Make an appointment to talk with the BASc Program Counsellor, Linda Zehr. You can discuss your interests, academic progress, and goals, and consider options and alternatives. You can clarify the degree requirements and find out about other services.

What if I would like to apply to transfer into another BASc major?

If you wish to transfer into Adult Development or Child, Youth and Family, please contact the BASc Program Counselling Office at bascprog@uoguelph.ca, telephone 519-824-4120, Ext. 58964 or drop by the office in MINS 253. There is an internal BASc application form to complete which is available in MINS 253. If you wish further information regarding the high school subject requirements, the course requirements and the grade average required, please arrange an appointment with Linda Zehr, the BASc Program Counsellor.

What if I would like to apply to transfer into another University of Guelph degree program?

If you wish to transfer to another University of Guelph degree program, please contact Admission Services for details regarding the transfer application process and deadlines, the high school subject requirements and the grade average required. Contact information for Admissions Services is available at the following link: <https://admission.uoguelph.ca/contact>

The degree programs and affiliated majors are listed in the Undergraduate Calendar at:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/index.shtml>

If have questions regarding course requirements for other majors, please contact the relevant Program Counselling Office and their contact information is at:

<https://www.uoguelph.ca/uaic/programcounsellors>.

What if I wish to request a course substitution for NUTR*4900 Selected Topics and register in another research or thesis course offered by another department at the University of Guelph?

These requests will be considered on a case by case basis. Please make your request in writing to Alexia Prescod, the AHN Faculty Advisor at aprescod@uoguelph.ca.

Appendix 1: Applied Human Nutrition Learning Outcomes

At the end of the AHN program, successful students will be able to:

1. Core Knowledge in Applied Human Nutrition

Integrate and apply knowledge in core food and nutrition domains. *Core domains* include nutrition and metabolism; clinical nutrition; nutrition assessment; nutrition services management and food service systems; nutrition communication and education; food skills; community/public health nutrition; nutrition policy; and, nutrition across the lifespan.

Students will demonstrate this outcome by using critical thinking, research, communication and professional skills to complete complex learning and problem-solving activities, examples of which include:

- Creating evidence-based nutrition care and assessment plans for individuals which integrate counselling strategies and behaviour change theories
- Planning, delivering and evaluating food and nutrition initiatives (such as a community nutrition education program; quantity food production, menu planning and service)

2. Supporting Knowledge in Applied Human Nutrition

Utilize broad foundational knowledge of associated disciplines and topics to support core knowledge and learning, and to complete complex learning and problem-solving activities as assessed in applied human nutrition. *Associated disciplines and topics* include anatomy, physiology, biochemistry, chemistry, food science, culinary arts, microbiology, pharmacology, sociology, psychology, physical activity, health behaviour theory, determinants of health, management, and research methods.

3. Critical Thinking and Research Skills

Use analytic, problem-solving, research and statistical skills to identify knowledge gaps and to find, critically evaluate and apply nutrition and health information and research.

Students will demonstrate this outcome by skillfully analyzing and appraising nutrition and health-related information obtained from research, experience, reflection, and/or written or oral communications. With these skills, students will design nutrition care plans and research studies.

4. Communication Skills

Synthesize and convey information, arguments and analyses accurately and appropriately for the target audience, using a variety of oral, written and visual communication modalities.

Students will demonstrate oral communication skills by creating logically structured oral presentations which address the breadth and depth of content required of the topic; creating and utilizing audiovisual materials appropriate for the topics; facilitating understanding of content for the audience; and delivering content in an engaging manner. Examples of oral efforts include seminar presentations, journal article critiques, food demonstrations, nutrition counseling sessions, etc.

Students will demonstrate written communication skills by creating logically structured, grammatically correct documents which address the breadth and depth of content required of the topics, and in which various thoughts and arguments flow and are supported and appropriate for the target audience. Examples of written efforts include systematic literature reviews, lab reports, case studies, patient education materials, etc.

Students will demonstrate visual communication skills by analyzing or representing data in graphs, figures or charts; and creating and utilizing audiovisual materials appropriate for the topics. Examples of visual efforts include poster presentations, maps, diagrams, graphs and tables.

5. Professional Skills

Apply basic knowledge of ethics and standards of professional practice in the broad practice of nutrition.

Students will demonstrate this outcome by respectfully and professionally collaborating with others towards a common goal, while demonstrating cultural competence and proficiency in teamwork, leadership, organization and time management. *Others* may include peers, instructors, registered dietitians, patients, clients, family, community partners, healthcare colleagues, industry stakeholders, etc.

Appendix 2: Course Planning Checklist

2020/2021 Undergraduate Calendar

Name: _____ ID _____ Date: _____

Year of Graduation _____ Do you want to qualify for an internship? **YES NO**

Course offerings are subject to change. Also, review the “Notes” below.

F-Fall Semester, W-Winter Semester, S-Summer Semester, DE-Distance Education

Semester	Offered	Code	Course Title	Prerequisites/Restrictions
1 <i>Fall</i>	F W	CHEM*1040	General Chemistry I	4U Chemistry (or equivalent) or CHEM*1060
	S F W	PSYC*1000	Introduction to Psychology	
	F W SDE F W	One of: HTM*2700 NUTR*1010	Understanding Foods* Introduction to Nutrition	See Undergraduate Calendar for Restrictions Priority Access
			Elective	
			Elective	
	*Note: HTM*2700 is recommended for Semester 1 if capacity allows, by may also be taken in Sem. 2 by choosing NUTR*1010 in Sem.1			
2 <i>Winter</i>	F W	CHEM*1050	General Chemistry II	CHEM*1040
	W	NUTR*1020	Professional Practice in Applied Nutrition	Restricted to students in BASc, AHN Major
	F W SDE F W	One of: HTM*2700 NUTR*1010	Understanding Foods Introduction to Nutrition	See Undergraduate Calendar for Restrictions Priority Access
	SDE W S F W	One of: FRHD*1020 SOC*1100	Couple and Family Relationships Sociology	
			Elective	

3 Fall	S F W	BIOC*2580	Introductory Biochemistry	CHEM*1050
	F W	HTM*2030	Control Systems in the Hospitality Industry	4.00 credits, see Undergraduate Calendar for restrictions
	F	NUTR*2050	Nutrition Through the Life Cycle	NUTR*1010 Priority Access
	F	STAT*2080	Introductory Applied Statistics I	see Undergraduate Calendar
			Elective*	
	*Note: Students completing an Area of Emphasis in Dietetics must take one of the following courses in place of elective:			
	One of: F W CIS*1200*DE Introduction to Computing F W MCS*2020 Information Management 4.00 credits, Priority Access			
Note: HTM*2030 may be taken in Semester 4				
4 Winter	SDE FDE W	BIOM*3200	Biomedical Physiology (1.00)	BIOC*2580
	F W	HROB*2090	Individuals and Groups in Organizations	Restrictions: HROB*2100, HROB*4000, PSYC*3080
	S F W	MICR*2420	Introduction to Microbiology	4.00 credits including (1 of BIOL*1070, BIOL*1080, BIOL*1090, CHEM*1040), Priority Access
	W	STAT*2090	Introductory Applied Statistics II	STAT*2080
5 Fall	F	FRHD*3070	Research Methods - Family Studies	4.50 credits, in BASc program
	S F W	NUTR*3210	Fundamentals of Nutrition	BIOC*2580
			Elective or restricted elective**	
			Elective or restricted elective**	
			Elective or restricted elective**	
	Note: Students planning to apply for a dietetic internship must take HTM*3090 Restaurant Operations Management. HTM*3090 is recommended in Semester 5 in place of elective or restricted elective if capacity allows, but it may also be taken in Semester 6. If taken in Semester 6 take FRHD*3400 and HROB*2290 in Semester 5.			

6 Winter	F W	FRHD*3400	Communication and Counselling Skills	4.50 credits including (FRHD*1020 or FRHD*1100), Priority Access
	F W	HROB*2290	Human Resource Management	1 of BUS*2090, BUS*2220, HROB*2090 Restrictions: BUS*3000, HROB*2100, HROB*3000, PSYC*3070 Priority Access
	W	NUTR*3070	Nutrition and Physical Interventions	FRHD*3070, NUTR*2050, in BASc program
	W	NUTR*3090	Clinical Nutrition I (1.00)	BIOM*2000 or BIOM*3200, FRHD*3070, NUTR*2050, NUTR*3190 or NUTR*3210, STAT*2090, AHN major Co-requisite: FRHD*3400
7 Fall	F	NUTR*4010	Nutritional Assessment	14.50 credits, including NUTR*2050, NUTR*3210, AHN major
	F	NUTR*4070	Nutrition Education	FRHD*3400, NUTR*2050, Priority Access
			Elective or restricted elective**	
			Elective or restricted elective**	
			Elective or restricted elective**	
	**Note: Students completing an Area of Emphasis in Dietetics must take the following course in place of electives or restricted electives:			
	F	NUTR*4040	Clinical Nutrition II	14.50 credits including [1 of BIOM*2000, (BIOM*3100 or BIOM*3110), BIOM*3200], (NUTR*3040 or NUTR*3090), AHN major

8 Winter	W	NUTR*4900	Selected Topics in Human Nutrition	FRHD*3070, (NUTR*3040 or NUTR*3090), NUTR*4010, AHN majors
			Elective or restricted elective**	
			Elective or restricted elective**	
			Elective or restricted elective**	
			Elective or restricted elective**	
	NOTE: With approval from the instructor, students may substitute NUTR*4810 and NUTR*4910 for NUTR*4900			

****Students who are not completing an Area of Emphasis in Dietetics are not required to complete restricted electives**

The additional courses (2.00 credits) and restricted electives (1.50 credits) are required for an Area of Emphasis in Dietetics

Required additional courses for an Area of Emphasis in Dietetics:

(FW) HTM*3090 Restaurant Operations Management (Semester 5 or 6)

(F) NUTR*4040 Clinical Nutrition II (Semester 7)

Restricted Electives for an Area of Emphasis in Dietetics:

In addition to the 14.50 required credits listed above, students must take 1.50 restricted electives, including one 3000 level course, from the following list:

(SW) FOOD*2010DE Principles of Food Science 0.50

(S) FOOD*2400DE Introduction to Food Chemistry 0.50

(F) or FOOD*3030 Food Chemistry I 0.50

(F) or FOOD*3050 Food Chemistry 0.50

(W) FOOD*2410DE Introduction to Food Processing 0.50

(F) or FOOD*3160 Food Processing I 0.75

(F) FOOD*2420DE Introduction to Food Microbiology 0.50

(F) or FOOD*3230 Food Microbiology 0.75

(F) or FOOD*3240 Food Microbiology 0.50

(F) FOOD*3430DE Introduction to Food Analysis 0.50

(W) FOOD*3700 Sensory Evaluation of Foods 0.50

(F) HTM*2740 Cultural Aspects of Food 0.50

If you are interested in any of the topics in the boxes, select only one course per box.

(W)	HTM*3780	Managing Food in Canada	0.50
(W)	NUTR*3110	Food Security	0.50
(W)	NUTR*3150	Aging and Nutrition	0.50

Note: Some of the restricted electives require prerequisites that are not included in the major

Please note that some of the restricted electives require prerequisites that are not included in the major

Electives (5.00 credits):

You are free to choose your electives from the wide variety of courses in the University of Guelph calendar. Please see below for elective course ideas and note that course offerings are subject to change. Courses may have prerequisites, restrictions, Priority Access (PA) or offered through Distance Education (DE) only. Please check the calendar or WebAdvisor for that type of information. Also, please remember to read messages from the APP-NUTR listserv for NUTR/FRHD curriculum and scheduling updates

Notes

1. Students who do not have standing in 4U Biology, or equivalent, must substitute BIOL*1020 for SOC*1100 in Semester 1. Semester 2 must include SOC*1100 if this substitution is made.
2. Students planning to apply for dietetic internship, or to become a registered dietitian, must take HTM*3090 in Semester 5 as an elective.
3. NUTR*4810 Applied Human Nutrition Thesis I (0.50) is normally taken in semester 7 and NUTR*4910 Applied Human Nutrition Thesis II (1.0) in semester 8. Students enrolled in the AHN Thesis course do not take NUTR*4900 Selected topics in Human Nutrition. See Guidelines for Completion of an Undergraduate Thesis in Applied Human Nutrition, in Appendix 4 of this handbook.

Appendix 3: Possible Electives Ideas for the AHN Major

Course offerings are subject to change. Courses may have scheduling changes, restrictions, Priority Access . Please check WebAdvisor for information on the delivery format. Also, when planning electives, carefully check the course description in the Undergraduate Calendar as the course may have additional prerequisites or a co-requisite other than what is required in the major.

AGR*2150 Plant Agriculture for International Development F (3-0) [0.50]	FARE*1300 Poverty, Food & Hunger W (3-0) [0.50]	HORT*1120 Grape and Wine Science W (3-0) [0.50]
ANTH*1120 Biological Anthropology F (3-0) [0.50] –includes nutrition and diet as a topic area-	FRHD*1010 Human Development W (3-0) [0.50]	HORT*1130 Science of Gardening F (3-0) [0.50]
ANTH*1150 Introduction to Anthropology F, W (3-0) [0.50]	FRHD*1100 Life: Health and Well Being F (3-0) [0.50]	MCS*1000 Introductory Marketing S, F, W (3-0) [0.50]-Priority Access
BIOL*1500 Humans in the Natural World F, W (3-0) [0.50]	FRHD*2060 Adult Development and Aging F (3-0) [0.50]	MCS*2100*DE Personal Financial Management S, F, W (3-0) [0.50]
BOT*1200 Plants and Human Use W (3-0) [0.50]	FRHD*2100 Development of Human Sexuality F, WDE SDE (3-0) [0.50]	MBG*1000 Genetics and Society W (3-1) [0.50]
CLAS*2000 Classical Mythology S W (3-0) [0.50]	FRHD*2260 Infant Development W (3-0) [0.50]	NUTR*3150 Aging and Nutrition W (3-0) [0.50]
EDRD*3140 Organizational Communication W (3-0) [0.50]	FRHD*3500 Research Internship SFW (0-6) [0.50]	NUTR*3330 Micronutrients, Phytochemicals and Health F (3-0) [0.50]
ENVS*2130 Eating Sustainably in Ontario F, W (3.0) [0.50]	GEOG*1200 Society and Space F (3-0) [0.50]	NUTR*4090 Functional Foods and Nutraceuticals W, (3-0) [0.50]
ENVS*2210 Apiculture and Honey Bee Biology F, W (3-0) [0.50]	GEOG*1220 Human Impact on the Environment F, W (3-0) [0.50]	NUTR*4120 Applied Clinical Skills W (0-3) [0.50]

NUTR*4210 Nutrition,
Exercise and Energy
Metabolism F (3-0)
[0.50]

NUTR*4320 Nutrition
and Metabolic Control of
Disease W (3-0) [0.50]

NUTR*4850 Field
Experience in Nutrition
Education W (2-4) [0.50]

PATH*3610 Principles
of Disease SFW (3-0)
[0.50]

PHIL*2030 Philosophy
of Medicine F (3-0)
[0.50]

PSYC*2390 Sensation
and Perception W (3-0)
[0.50] Priority Access

PSYC*2410 Behavioural
Neuroscience I F (3-2)
[0.50] Priority Access

PSYC*2450
Developmental
Psychology F (3-0)
[0.50] Priority Access

PSYC*2650 Cognitive
Psychology W (3-0)
[0.50] Priority Access

PSYC*2740 Personality
W (3-0) [0.50] Priority
Access

PSYC*3110 Topics in
Health Psychology W
(3-0) [0.50] –even
numbered years, check
prerequisites

PSYC*3480 Psychology
of Sport U (3-0) [0.50]-
check prerequisites

SOC*2760 Homicide S,
S, F, W (3-0) [0.50]
Priority Access

SOC*4420 Sociology of
Food Systems F (3-0)
[0.50]- check
prerequisites

THST*1040 Introduction
to Performance F, W (3-
0) [0.50]-time
commitment to seeing
performances

WMST*1000
Introduction to Women's
Studies S, F (3-0) [0.50]

WMST*2000 Women
and Representation W
(3-0) [0.50]

Appendix 4: Guidelines for Completion of an Undergraduate Thesis in Applied Human Nutrition

Department of Family Relations and Applied Nutrition
University of Guelph

Introduction

Students wishing to undertake an undergraduate thesis should approach a thesis advisor in the Winter semester of third year. Students normally have a GPA of at least 80% in 2nd year and above. The advisor must be a member of the AHN faculty. The thesis is normally completed in the 7th and 8th semesters of the program. Two thesis format options are available: a traditional thesis format and a manuscript format, as outlined below. Students should discuss the pros and cons of each option with their thesis advisor. In addition, the student will also present her/his work in the AHN graduate seminar course. Students may wish to attend the Department of Family Relations and Applied Nutrition research seminar. (Speak to your AHN thesis advisor.)

In both options the student will...

1. Complete a comprehensive literature search in the chosen area of study and sub-areas that provide sufficient background to demonstrate knowledge of the content area [students may take on-line tutorials or tutorials provided at the library to help with this task]
2. Read this literature and digest this information to understand gaps appropriate for further research, limitations of the current research etc.
3. Work with the advisor to develop a research focus and question(s) and identify research methods to answer the question(s) [note many undergraduate students lack the expertise to decide among the various methods and strong guidance from the advisor is anticipated]
4. Review texts and primary literature (typically identified by advisor) on the research methods (e.g., mail survey), technical (e.g., BOD POD), statistical (e.g., chi square, intraclass correlation, regression), and other analysis methods (e.g., descriptive qualitative) to develop an understanding of the chosen methods
5. Develop a first draft of research ethics and work with the supervisor on revisions [optional]; this includes development of consent forms, information letters, and participant feedback
6. Develop questionnaires or other materials required for the research completion [as required]
7. Complete data collection, analysis and discussion of the project results.
8. Write up the project in the agreed format, and present at the undergraduate honours thesis presentation day at the end of the winter semester

Notes on Process:

- Dependent on the project, students may start tasks expected during NUTR*4910 during the first course NUTR*4810.
- Some projects may be scheduled for the summer semester for data collection. In this event, it is anticipated that students may take NUTR*4810 during the summer semester to assist with this process.
- It is anticipated that the student will meet with their advisor on a weekly basis and potentially more frequently during the course of data collection and analysis.
- It is anticipated that several drafts of end products will be required and revised prior to the final end product submission to the supervisor/advisor.

Option 1: Traditional Thesis

The completion of a proposal and thesis is intended to provide the student with experience in the research process, including critical analysis of the literature, data collection and analysis. The thesis format option emphasizes experience in the development of a formal proposal, such as would be completed for research funding agencies.

NUTR*4810 Grant Proposal

20-25 pages, double spaced, one inch margins, 11-12-point font, with appendices and references. (Most proposals to granting agencies are 5-10 pages single spaced.)

- Review and critical analysis of current literature
- Specific Objectives/Hypotheses
- Specific Methods:
- Study design
- Subjects, target population of interest, including inclusion, exclusion, sample selection, recruitment
- Outcome variables of interest
- Data collection methods - Draft questionnaires or laboratory methods, methods to avoid bias, blinding, compliance, etc.
- Sample size specification
- Data management
- Plan of analysis, including statistical tests to be used
- Time schedule and personnel (if needed)
- Approval from the University of Guelph Research Ethics Board (if needed)
- Budget (if needed)

NUTR*4910 Thesis

- 20-40 pages text with supporting references and appendices, using thesis format
- Literature review – from NUTR*4810 proposal
- Specific Objectives – from NUTR*4810 proposal
- Specific Methods (minor changes from proposal)
- Results - new
- Discussion - interpretation of the results with respect to addressing the objectives and/or hypotheses, including (possible) relevance to applied human nutrition practice
- Conclusions
- References Cited

Option 2: Manuscript Submission

The product for this option is a high-quality manuscript developed for a specific journal. Due to timelines of the undergraduate thesis, submission may not occur within the two semesters under which the student takes NUTR*4810 and NUTR*4910; however, it is intended that with minimal editing on the part of the student and advisor, a manuscript would be ready for submission close to completion of this course work. It is intended that the student would be the first author on the submission and as such will work closely with the advisor post review and resubmission of the manuscript to the chosen journal. The advisor and other research assistants involved directly in the project will also be authors on the submitted manuscript.

NUTR*4810 Expectations

- Audit of readings: primary articles, texts, and other materials read during the semester will be listed with a short description that demonstrates the student has identified the key concepts in the reading (i.e., what does this article say, what gaps does it identify, does the quality of the article suggest that more work is needed in the area, what is the statistical test to be used and why, etc.) This is a point-form document with complete citations [approximate length 10-15 pages]
- Ethics form [optional]
- Questionnaires and other research requirements as needed
- A good draft of the literature review which presents a clear argument for the project and the research purpose [approximately 2 pages or longer dependent on anticipated journal]

NUTR*4910 Expectations and Manuscript

Draft submission of manuscript in line with requirements of the chosen journal, including title page, abstract text, tables, figures, bibliography, and appendices [approximate length 20-30 pages]

- Data collection [may be optional dependent on secondary data available for analyses]. This step can be quite extensive, dependent on the project (e.g. mail survey, nutritional assessment of a select group, provision of a nutrition education intervention and its evaluation).
- data entry, interview transcription [as required].
- data analysis [consultation with statistical support and the taking of a seminar or short course in these methods may be required such as the Basics of SPSS
- development of results tables based on analyses
- identification of journal appropriate for submission, review the requirements for submission
- writing of results text
- writing of Discussion/conclusions

Appendix 5: Requesting a Faculty Reference

Choose faculty carefully

- ❖ Approach faculty who would have seen the skills and knowledge requirements of the application you are completing.
- ❖ For post graduate programs, first approach faculty who have taught you 3rd and 4th year level courses
- ❖ Ask whether the faculty member can provide you with a **strong** letter of reference
- ❖ Letters from assistant, associate or full professors are generally preferred at most Institutions

Request references early

- ❖ Ask whether the faculty member wishes paper or electronic documents
- ❖ Allow at least 3 weeks for faculty to produce letters

Information/materials to provide about yourself

- ❖ Remind the professor of the program you are in and the course(s) you have taken with them (include course code and semester)
- ❖ Brief summary (1/2 page) of your key strengths/areas that you think should be emphasized; especially note any outstanding accomplishments you may have had in the course(s) taught by this particular faculty member
- ❖ Unofficial transcript
- ❖ Draft of your statement of interest/plan of study/letter of intent

Information/materials to provide about the program(s) to which you are applying

- ❖ Name and location of the program
- ❖ Brief description of the program and/or link to the program website, if applicable
- ❖ Type of reference required (i.e., online, forms, letter, etc.)
- ❖ Forms and/or links to the reference forms (Make sure that any required information is on forms, if applicable)
- ❖ Deadline/due date for receipt of letter of reference
- ❖ Address for the letter of reference, and contact person, if applicable
- ❖ You may be asked to provide an addressed envelope in which the faculty member can send the letter of reference

Confirmation

- ❖ Ask the faculty member to confirm that your letter of reference has been sent