The guidelines presented in this document were prepared by the Committee on Graduate Students in consultation with academic staff, graduate students and cross-appointed staff of the School of Dietetics and Human Nutrition, in conjunction with the General Information, Regulations and Research Guidelines prepared by the Faculty of Graduate and Postdoctoral Studies, McGill University (see website: http://coursecalendar.mcgill.ca/gsgeninfo/gigrad-1-1.html)

The General Information, Regulations and Research Guidelines is the reference used by all staff and students concerning McGill University graduate study policies and procedures. It is given to students upon arrival at McGill. Please be aware of the calendar of dates at the beginning of the publication.
# TABLE OF CONTENTS

## PROGRAM OVERVIEW

- Program philosophy and goals
- Admission requirements
- Qualifying year

## PROGRAM REQUIREMENTS

- Content and sequence of the program
  - 3 semesters of graduate courses
    - Required courses
    - Complementary courses
  - Complementary courses in social science
  - Complementary courses in statistics
  - 3 semesters of internship/Stage

## INTERNSHIP/STAGE

- Language
- Scheduling and special placement requests
- Internship/Stage fees
- Health record

## PROJECT

- Project description (NUTR629)
- Project presentation (NUTR660)
- Initial project report (NUTR629)
  - Documents to be included in the initial report submission for grading
- Final project report
  - Additional documents to be included in the final report

## REGISTRATION


## RESIDENCY REQUIREMENTS

## SUPERVISION OF GRADUATE STUDENTS

- Roles of the Coordinator of Graduate Dietetics Programs
- Commitment to the student
- Obligations of the student
- Academic Integrity

## SCHOOL FORMS

- M.Sc. Permission Form for Special Topics Courses
PROGRAM OVERVIEW

PROGRAM PHILOSOPHY AND GOALS
This program aims to provide students having a B.Sc. Nutritional Sciences (or science equivalent) with graduate nutrition education which will further develop knowledge, expertise, and research skills in human nutrition and meet the requirements for licensure as a dietitian. The program combines a Master’s of Science, Applied, in Human Nutrition with an internship in Dietetics. On completion of the program, a student is qualified to apply for licensure as a Registered Dietitian with any of the regulatory bodies in Canada or anywhere else in the world.

ADMISSION REQUIREMENTS
Candidates to the M.Sc. Applied (Dietetics Credentialing) option must have a B.Sc. (Nutritional Sciences) or equivalent with a GPA of 3.5 or higher. A current resume and cover letter should accompany the application form, describing reasons for interest in the program and career goals. Two letters of reference from persons familiar with the student’s academic potential and/or work performance are required. Students are expected to make an effort to develop basic French skills, if not already bilingual, in order to maximize the internship opportunities available to them.

The intention to pursue the Dietetics Credentialing option must be stated in the application to Graduate Studies for the M.Sc. program. The student’s academic record will then be assessed for potential eligibility for this program option.

QUALIFYING YEAR
In order to be eligible for licensure as a dietitian, students planning to take the M.Sc. Human Nutrition, Applied (Dietetics Credentialing) must take any required undergraduate courses for which they do not have an equivalent from previous studies. These courses must be taken in a qualifying year, prior to entering the Master’s program and will be decided on in consultation with the program coordinator. This assessment is based on the requirements of Dietitians of Canada (DC), the accreditation body for dietetics programs in Canada, and L’Ordre professionnel des diététistes du Québec (OPDQ), which is the provincial regulatory body, whose mandate is to protect the public and ensure that practicing dietitians are appropriately qualified. The following is a complete list of courses that may be required.

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Theories &amp; Practices</td>
<td>AGEC242</td>
</tr>
<tr>
<td>Accounting and Cost Control</td>
<td>AGEC343</td>
</tr>
<tr>
<td>Applied Human Resources</td>
<td>NUTR446</td>
</tr>
<tr>
<td>Biochemistry 1</td>
<td>LSCI211</td>
</tr>
<tr>
<td>Nutrition and Health</td>
<td>NUTR207</td>
</tr>
<tr>
<td>Human Nutrition</td>
<td>NUTR307</td>
</tr>
<tr>
<td>Food Fundamentals</td>
<td>NUTR214</td>
</tr>
<tr>
<td>Introduction to Microbiology</td>
<td>LSCI230</td>
</tr>
<tr>
<td>Foodservice Systems Management</td>
<td>NUTR345</td>
</tr>
<tr>
<td>Applied Sciences Communications</td>
<td>NUTR322</td>
</tr>
</tbody>
</table>
**Semester 2 (Winter)**

- Mammalian Physiol. ANSC323 3
- Metabolic Endocrinology ANSC424 3
- Application of Food Fundamentals NUTR217 4
- Nutrition Through Life NUTR337 3
- Clinical Nutrition 1 NUTR344 4
- Quantity Food Production NUTR346 3

It is anticipated that, on entrance, students will have equivalencies for several of the above courses. A student will only be admitted to this program if they already have a sufficient number of these qualifying year courses (or equivalents) that they can complete the remaining requirements within these two semesters, at a maximum of 15 credits each. If this is not the case, the student will be recommended to take the undergraduate dietetics program as the route to credentialing as a dietitian.

---

**PROGRAM REQUIREMENTS**

To view the program through the E-calendar, go to: [http://www.mcgill.ca/study/2013-2014/faculties/macdonald/graduate/gps_faes_dietetics_and_human_nutrition](http://www.mcgill.ca/study/2013-2014/faculties/macdonald/graduate/gps_faes_dietetics_and_human_nutrition)

**CONTENT AND SEQUENCE OF THE PROGRAM**

The M.Sc. Applied, Human Nutrition (Dietetics Credentialing) consists of 2 parts:
3 semesters of graduate level courses,
3 semesters of internship (Stage), which include a graduate level project.

**3 Semesters of graduate courses**

**Required Courses (39 credits)**

- EDP 501 Helping Relationships (3 cr.)
- NUTR 501 Nutrition in Developing Countries (3 cr.)
- NUTR 503 Bioenergetics and the Lifespan (3 cr.)
- NUTR 511 Nutrition and Behavior (3 cr.)
- NUTR 513 Credentialing in Dietetics (3 cr.)
- NUTR 515 Dietetics French Examination (1 cr.)
- NUTR 545 Clinical Nutrition 2 (5 cr.)
- NUTR 602 Nutritional Status Assessment (3 cr.)
- NUTR 606 Human Nutrition Research Methods (3 cr.)
- NUTR 626 Professional Dietetics Writing (3 cr.)
- NUTR 627 Professional Dietetics Presentation (1 cr.)
- NUTR 628 Dietetics Comprehensive Examination (1 cr.)
- NUTR 651 MSc Applied Nutrition 1 (3 cr.)
- NUTR 660 M.Sc. Applied Nutrition II (Practice-based Project Presentation (1 cr.)
- NUTR 695 Human Nutrition Seminar 1 (1 cr.)
- NUTR 696 Human Nutrition Seminar 2 (1 cr.)
Complementary courses in social science (3 credits)
To be chosen in consultation with the Program Coordinator.

Complementary courses in statistics (3 credits)
AEMA 610 Statistical Methods 2 (3 cr.)
PSYC 650 Advanced Statistics 1 (3 cr.)

- A student, who has the equivalency of one or more of the required courses, may substitute additional courses from the complementary course list in consultation with the Academic Advisor. However, this does not apply to NUTR 545 or NUTR 513. These are required in all cases.
- Before proceeding to semesters 4, 5, and 6, students must pass the Dietetics Comprehensive Examination (NUTR628) in Semester 3 at the McGill Simulation Centre.
- Students who do not pass the Dietetics Comprehensive Examination may attempt it one further time in the following semester.
- Before proceeding to semesters 4, 5, and 6, students must demonstrate basic French language skills in the Dietetics French Examination (NUTR 515).
- Students who do not qualify for semesters 4, 5, and 6, but do fulfill all other requirements, including a CGPA of 3.5 or higher, will be able to transfer to the M.Sc. Applied, Human Nutrition program, without RD Credentialing, and complete an applied project and presentation: Literature review (NUTR 651); Project (NUTR 652, 653, 654, 655); Project presentation (NUTR 660).

3 semesters of internship/stage (36 credits)
To proceed to the internship component of the program, a Dietetics Comprehensive Examination must be passed and basic French skills must be demonstrated in an examination.

NUTR 612 Stage in Foodservice Management (8 cr.)
NUTR 613 Stage in Clinical Nutrition (14 cr.)
NUTR 614 Stage in Public/Community Nutrition (8 cr.)
NUTR 629 Professional Dietetics Project (6 cr.)

Each Stage component may be divided into several rotations, in order to give the student varied practice and to tailor Stage to the student’s special interests.

INTERNSHIP/STAGE

The School of Dietetics and Human Nutrition is responsible for organizing and securing placement sites and rotations for both undergraduate and graduate Stages, and these occur in the same sites throughout the year. While every effort is made to accommodate students’ preferences, the top priority lies in securing placements and rotations for all eligible students. The placement schedules are drafted approximately 3 to 6 months in advance of each semester, and are tentative and subject to change. Confirmations and changes can occur at the last moment.
Language
All health professionals in Quebec are required to have appropriate knowledge of the French language in order to be issued a permit to practice. Among the McGill teaching hospitals, approximately 40 to 60% of patients speak French, and have the right to service in French. In many food service rotations, French is the language used for both written and verbal communication. If a student is not functional in French, the opportunities to participate may be limited.

Scheduling and special placement requests
Students are scheduled for Stage in three consecutive semesters of 17 weeks each. Students who choose to attend McGill University should expect that all or most placements/rotations will be in Quebec. It is by exception that placements occur in other provinces. However, in addition to our regular placement sites in Montreal and the surrounding area, some special placements may be available. Generally speaking, the task of scheduling students for these rotations is shared between the University Coordinator for the Undergraduate Dietetics Program and the Graduate Dietetics Program Coordinator, as follows:

University Coordinator, Undergraduate Dietetics Program, for:
- Montreal and surrounding areas placement sites.
- Quebec McGill Retention/Training Project: in regions of Quebec serving an Anglophone minority (financial assistance available, strong French required).
- Out of province placement sites, in other provinces in Canada, usually for the Community rotation.

Graduate Dietetics Program Coordinator, for:
- Foodservice management rotations at Sodexo locations in remote regions of Quebec and Ontario. Funded by Sodexo.
- Community and clinical nutrition rotations in Northern Quebec and Northern Ontario. Partial funding may be available.
- Community and clinical nutrition (and possibly foodservice management) rotations in Barbados and other Caribbean countries. Self-financing required.
- Community nutrition rotations in Ghana and other West African nations. Self-financing required.
- Other international opportunities (community or clinical nutrition). Some rotations may be partially funded.

For international placements, there is a selection process and consideration for such a placement depends on academic grades, performance in prior rotations, previous experience (a CV is required) and possibly a selection interview. Students need to confirm that they have the necessary finances and show evidence of having the appropriate attitude and level of maturity to work in a distance. Additional vaccinations and a visa may be required.

Stage placements in other provinces of Canada
Students with permanent residence in another province, often wish to do part of their Stage in their home province. Other provinces in Canada have their own internship programs, and very often there is either very limited or no capacity for “outside” or “visiting” interns from another program such as McGill. This is especially true in the large centers like Vancouver, Calgary, Halifax, etc., where
placements are difficult to obtain, i.e. there is a shortage and McGill interns may be blocked at an administrative level. Individual dietitians in those cities may be willing to take a McGill student, but the organization’s administration cannot allow it for a variety of reasons.

If you wish to request a Stage placement in a Canadian province, other than Quebec, please note:
- You may suggest possible placement sites and may provide Sandy Phillips with contact e-mails or phone numbers for dietitians at those sites. However, you are not allowed to attempt to organize the placement yourself.
- You must request a copy of your immunization information from the McGill health nurse. Additional vaccinations may be required by the host site, if a placement is confirmed.
- You need to have a permanent address in the Province you are requesting. The address and phone number must be provided to us.
- You need to indicate your possible methods of transport in the province, and how much flexibility you have within the province for a variety of towns/locations.
- You need to have a back-up plan of where you will live if the placement cannot be obtained in that province and you must remain in Montreal.
- You will need to obtain a “Vulnerable persons” Police check at your home town police station. This needs to be done within the 6 months prior to the planned placement.
- You will need to be flexible, as confirmations can be last minute. Once a site/rotation is confirmed, you are committed and must complete that rotation.

Ontario: The situation in Ontario is currently going through changes, and it is likely that there will be more integrated programs in Ontario in the future. Until now, some rotations have been available in Ontario, particularly in smaller towns. It is difficult to predict how this will change over the next years, and at this point requests are made one by one and there is no guarantee of confirmation.

British Columbia, Alberta: These two provinces are in high demand as many persons want to move there. In central areas like Vancouver, Victoria, Calgary, and Edmonton it is very difficult to obtain any rotations. Normally only community rotations may be possible and, if they can be obtained, they are only of 2 to 4 weeks duration. In more remote areas of British Columbia, we have occasionally been successful in getting rotations, though even in remote regions it can be difficult. The Alberta program uses its remote regions quite extensively, so it is difficult to secure Stage rotations any region of Alberta.

Maritimes, Manitoba, Saskatchewan: Students should expect to travel, and expect that smaller locations would be more likely to receive visiting interns from McGill than the larger towns. Requests are done on a one-by-one basis. In New Brunswick we have an existing agreement with the Horizon Health Network.

Internship/stage fees
Tuition fees and student fees are charged according to the McGill fee schedule for the number of credits indicated for each component of the Diploma Program. In addition, for each Stage course (NUTR612, NUTR613, NUTR614, NUTR629), there is a Stage fee of $100.00 for the Stage manual and other related expenses and a one-time fee of $15.00 for a McGill identification pin, which must be worn at all times during Stage.

7
Health record

In order to participate at practice placement centers, students must undergo testing and vaccinations considered necessary by McGill Health Services. It is the student’s responsibility to contact Health Services to see what is necessary and ensure that this is done.

PROJECT

Project description (NUTR629)

The Professional Dietetics Project (NUTR629) is a group project, chosen in consultation with the Program Coordinator and the potential Project Supervisor and conducted at one of the placement sites, during the internship component of the M.Sc. a (Dietetics Credentialing). Some examples are:

- An assessment, revision, implementation, and evaluation of tools used in nutrition care.
- The nutrient analysis with recommendations and revisions of a food system in place for a particular population.
- The development, implementation and evaluation of a nutrition related community initiative.
- The study of a specific intervention in clinical nutrition.
- Participation in an on-going clinical trial.
- Participation in the planning, implementation and evaluation of a nutrition education program.

Project presentation (NUTR660)

The Professional Dietetics Project (NUTR629) will be presented to an audience of healthcare professionals. This could be dietetics students, dietitians, nurses, physicians, and other members of the healthcare team, as considered appropriate.

Initial project report (NUTR629)

The students, upon final approval of the Project Supervisor, should submit an initial report to the Program Coordinator, normally two weeks prior to the scheduled oral presentation. The report will be graded separately by the Program Coordinator and the Project Supervisor, using the form “M.Sc. (Applied) Final Project Report Evaluation” and a grade for submission to MINERVA will be arrived at.

Documents to be included in the initial report submission for grading:

To demonstrate the scope of the work accomplished by the student, the following documents should be included:
1. Title page:
   a. The title of the project.
   b. The student’s name and unit “School of Dietetics and Human Nutrition, McGill University, Montreal”.
   c. The month and year the report was submitted.
   d. The following statement: "A project report submitted to McGill University in partial fulfillment of the requirements of the degree of....".
   e. The universal copyright notice “©” followed by students’ names and year the project report was submitted.
2. A detailed table of contents.
3. Preamble describing the project and the students’ role in the project.
4. A brief abstract in English.
5. A manuscript or a report of the project.
6. A thorough bibliography.
7. Appendices:
   • The appendices are useful to present supplementary or raw data, details of methodology etc. that would assist the review.
   • The ethics certificate, consent forms or others forms as appropriate.
   • Signed waivers from co-authors of manuscripts submitted or to be submitted, as appropriate. If the article is already published, a copyright waiver needs to be submitted.
   • Guidelines for Authors should be submitted, as appropriate. It is expected that the manuscript submitted will follow those guidelines.
   • Contribution of authors should be added to the report, as appropriate.
   • Permission to use figures, illustrations, charts, tables and other material from previously published sources, as appropriate.

8. Script, Page formatting and Pagination: 8.5” x 11” standard paper; size 12 font; line spacing 1.5 or double spaced; single or double sided. The positioning of page numbers is optional; the chosen procedure must be used consistently throughout the report. Only original tables and figures are permitted unless “©” has been obtained.

**Final project report (NUTR629)**
After evaluation of the oral presentation and written submission, the students will make revisions to the written documents according to the evaluators' feedback and submit the whole package in its final form, including a discussion/justification to address any concerns raised by evaluators of the written submission or oral presentation, that have not been incorporated into the final version of the report. The revised/final report **(2 hard copies, single sided and appropriately bound)** will be submitted to the Program Coordinator, who will only then submit the grade for NUTR629 to MINERVA.

**Additional documents to be included in the final report:**
1. Responses to main comments/concerns from the project presentation.
2. Additions to the Appendices:
   The previously submitted literature review (NUTR 651), updated according to the Project Supervisor’s and Program Coordinator’s feedback.
   The slides from the project presentation.

---

**REGISTRATION**

For full instructions of how and when to register, go to [http://www.mcgill.ca/gps/students/registration/](http://www.mcgill.ca/gps/students/registration/)
• Be sure that you have reviewed your acceptance package and return all documents requested therein to Lise Grant in the Faculty Graduate Studies, Room MS2-074.

• Be sure to review the registration schedule at www.mcgill.ca/gps/students/registration/dates

• Register on MINERVA. Minerva is McGill's web-based information system. It allows students to register and make course changes on the web. Please read the instructions in every section carefully before registering, including all menu items in the left sidebar of the page. Please see important information about registration below.

• Verify your address, telephone number, courses and fees on MINERVA.

• Note that students who are on “Time Limitation” or who have outstanding holds or fees and fines from previous terms will not have access to registration or course changes. Also note that successful completion of registration is contingent upon acceptable academic standing in the previous session. All students should check their registration status on MINERVA at the end of August or beginning of September. If a student’s registration has been inactivated for any reason, the registration will automatically be reactivated and the student will not have to re-register if all outstanding fee balances have been paid and all registration restrictions are cleared.

For more information about what is “Time Limitation” go to www.mcgill.ca/gps/students/progress/time-limitation

Additional Minerva Registration Information: Please note that graduate students must register for the Registration Confirmation course “REGN RCGR” in both the fall and winter sessions immediately, in addition to any other regular courses, in order to initiate the registration for each session, please follow these instructions. The deadline to register for both semesters is at www.mcgill.ca/gps/students/registration/dates.

Instructions to register for fall:
• Access MINERVA and Login
• Choose the term you wish to register (i.e. September 20XX).
• Click “Submit Term”.
• Go to “Subject” and choose in the pick list “REGN Registration”.
• Click on this one and press “submit” at the bottom of the screen.
• You will now see a list of different programs.
• Choose “REGN RCGR”. Press submit.

Instructions to register for winter: Follow the same steps as above
• Choose “REGN RCGR”. Press submit.

Whether or not you are taking courses, you must register for the fall and winter terms. Students who have accessed MINERVA to register must officially withdraw from the University if they decide not to attend the session(s) for which they have registered (see Section 6.5 of the Graduate and Postdoctoral
Studies “General Information, Regulations and Research Guidelines" booklet). Otherwise they will be liable for all resulting tuition and other fees.

Returning students will not receive the Fee Information Booklet. The text of the Fee Information Booklet as well as fee tables and other important information is available on the internet at http://www.mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees

**Undergraduate course registration:** If an undergraduate course is required for your graduate degree, you must go to www.mcgill.ca/students/ records/forms and do the following:

- select “Request for Registration/Course Change”
- select “Register for an undergraduate (below 500 level) course”
- Press submit

Once the form is submitted, it will be forwarded automatically to Lise Grant, who will get final approval from your supervisor and, if approved, send it on to the Graduate and Postdoctoral Studies Office to have you registered in the undergraduate course.

**Graduation:** All M.Sc. Applied students must “Apply to Graduate”, following the step-by-step instructions available at: http://www.mcgill.ca/students/graduation/applying.

---

**RESIDENCY REQUIREMENTS**

**Full-Time.** M.Sc. graduate students must be registered for a minimum of 12 credits per semester, and should register for all of the course work for the M.Sc. Applied (Dietetics Credentialing) in the required three terms which is the minimum residency requirement. Any additional courses taken to meet degree requirements can be registered for in an additional session; however, in that case, the start time of the internship/Stage component is not guaranteed.

**Half-Time.** The only part-time status recognized by the Faculty of Graduate and Postdoctoral Studies is "half-time" status: a minimum of 6 credits per semester and a maximum of 11. Graduate students may apply for half-time status to the School with the consent of their advisor. This is applicable only to courses; there is no possibility of taking the Stage component on a part-time basis.

**Failures.** Students must pass all courses at the level for which they were registered in that course. Within one month of failing a course, the student must decide with their advisory committee a remedial course of action: to retake the course the next time it is offered or to take an alternate equivalent course. The written request must be submitted by the student in consultation with the academic advisor to the Graduate Program Director within that month for final approval by the Faculty of Graduate and Postdoctoral Studies. If the student fails the remedial activity or a second course during their program, they will automatically be required to withdraw from the program. This pertains to all courses (graduate or undergraduate) required for the degree. A failed undergraduate course taken, but not required for the graduate degree, does not affect the graduate degree as it is considered as an “extra” course and must be designated as such during registration. A passing grade for a non-required
undergraduate level course is “C”. A passing grade for a required graduate or undergraduate course is “B-“.

Credit Exemptions for Courses: "Credit Exemption Forms" should be submitted at the time of admission into a program for any course credits or exemptions granted at the time of admission. Courses taken as a special student or in other programs prior to the student's current program are not automatically credited to the current program. A recommendation must be submitted to credit any course taken prior to the student's current program. Note that language courses cannot be credited to graduate degrees, but students may be requested to register for language courses as part of their program as “extra” courses. Courses taken as a 'qualifying' student may not be credited to a graduate program.

Credit transfer: M.Sc. Applied students are permitted to transfer 9 graduate-level credits (500 and above) taken previously or concurrently at another university into their current M.Sc. Applied program at McGill.

SUPervision of Graduate Students

The Coordinator, Graduate Dietetics Programs will serve as a resource for all aspects of the student's M.Sc. Applied (Dietetics Credentialing) Program. Specifically, the Program Coordinator must approve the course program of the student and conduct an annual review of the student's academic progress using the "Student Progress Report". The form must be completed, signed by the student and the supervisor and placed in the student's file by December 20th. A second yearly meeting may be requested by the Director for special circumstances. In addition, the student may arrange for a meeting at any time.

In the case of unsatisfactory student progress, a letter will be sent to the student from the Graduate Program Director, describing the areas of unsatisfactory performance. The Program Coordinator will call an advisory committee meeting within two weeks of the letter being sent to discuss the student’s situation. The student is expected to attend this meeting. The committee will decide the further course of action. The committee will consider the student’s circumstances, and the committee may or may not issue an unsatisfactory report. If the student receives an unsatisfactory report and is placed on probation, the advisory committee will recommend to the student a course of action to obtain a satisfactory report. A decision will be made by the committee on the timing of re-evaluation of the student’s performance. The student will be re-evaluated by the Graduate Program Director. In the event the student disagrees with the evaluation, another advisory committee meeting will be convened.

If the problem is not resolved, it will then be brought to the Committee on Graduate Students which will make a recommendation to the Director. The Director will then either decide on the matter or take it to the Graduate and Postdoctoral Studies Office for advisement.

Roles of the Coordinator of Graduate Dietetics Programs

- Be familiar with regulations and graduate student guidelines.
- Help keep student informed of deadlines.
• Provide continuous supervision.
• Be available for meetings.
• Guide students in selection of projects.
• Evaluate students’ project presentations and written submissions.
• Direct publication activities related to projects.

Commitment to the student
When a graduate student is accepted for graduate studies in human nutrition, the commitment is recognized to provide a working environment and supervision for the student to enable completion of the program under the guidelines and regulations set by the University. This commitment is conditional on the student maintaining academic performance with respect to course work and fulfilling other obligations in a satisfactory fashion.

Obligations of the student
The student is expected to display a norm of professional activity and to abide by the regulations of the Graduate and Postdoctoral Studies Office. It is the responsibility of the student to declare their professional and other commitments that may impact on their program, time and financial situation.

A leave of absence may be granted, on a term by term basis, by the Graduate and Postdoctoral Studies Office for health reasons, maternity or parenting. Students must make the request in writing to the School’s Committee on Graduate Students Chair and, in the case of medical leave, show appropriate medical certification. The School would require a copy of such a request. Students who have been granted such leave will have to register for the term(s) in question and will be given a "K" showing as "leave of absence" on their record. In order to return to full-time studies after a leave of absence for health reasons, a medical letter is required stating that the student is fit to return to their studies.

Academic integrity
Students are reminded that it is their responsibility to inform themselves about the meaning of academic integrity and consequences of cheating and plagiarism. See the student guide and other useful information at http://www.mcgill.ca/students/srr/honest.

SCHOOL FORMS

A Progress Report form can be found at http://www.mcgill.ca/dietetics/programs/graduate/forms/. The deadline for all in-program students and students beginning their program in September or January is December 20th.


Additional information or questions?
Coordinator, Graduate Dietetics Programs.
Tel: 514 398 7748; email: maureen.rose@mcgill.ca
**PERMISSION FORM FOR SPECIAL TOPICS COURSES**

A course outline must be submitted with this form in order for the request to be approved.

<table>
<thead>
<tr>
<th>Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course number:</td>
<td></td>
</tr>
<tr>
<td>Course title:</td>
<td></td>
</tr>
<tr>
<td>Course instructor:</td>
<td></td>
</tr>
<tr>
<td>Time course will be held:</td>
<td></td>
</tr>
</tbody>
</table>

**Justification:** Please indicate why the Special Topics designation is required and how the course fits into the student's graduate program in nutrition. Please list all graduate courses so one can see how specific Special Topics fits into graduate course requirements and why no other course at McGill meets this need. Is the course fulfilling any graduate course requirements?

| Structure of course: Please comment on whether lecture or independent study (no other students in course), number of contact hours per week, etc. |  |
| Course description (requires detailed course outline with reading lists attached). |  |
| Evaluation criteria (Be very specific). |  |

<table>
<thead>
<tr>
<th>Name</th>
<th>Signatures</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved: ____________________________ Date: ____________________________

Director, School of Dietetics & Human Nutrition
M.Sc. (Applied) in Human Nutrition
Graduate Student Guidelines

M.Sc. (APPLIED) FINAL PROJECT REPORT EVALUATION

Student:

Project Advisor:

Date of Report Submission:

Evaluation Due Date:

Report title:

1) Evaluate the report using the following scale: **Circle one grade for each criterion:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grasp of subject, powers of criticism and general adequacy in review of previous work</td>
<td>A</td>
<td>A-</td>
<td>B</td>
<td>B-</td>
</tr>
<tr>
<td>2. Diligence, care, or technical skill in the research</td>
<td>A</td>
<td>A-</td>
<td>B</td>
<td>B-</td>
</tr>
<tr>
<td>3. Alertness to significance of findings</td>
<td>A</td>
<td>A-</td>
<td>B</td>
<td>B-</td>
</tr>
<tr>
<td>4. Usefulness of the results to other workers in the field.</td>
<td>A</td>
<td>A-</td>
<td>B</td>
<td>B-</td>
</tr>
<tr>
<td>5. Quality of presentation (coherence, lucidity, grammar, style, freedom from typographical errors)</td>
<td>A</td>
<td>A-</td>
<td>B</td>
<td>B-</td>
</tr>
</tbody>
</table>

A review of literature and problem/project definition for this project has already been completed and graded. Developing or perfecting a laboratory technique or assuming responsibilities for data management and/or analysis may be an integral part of the project. Project students may participate as a research assistant in a clinical trial or in the planning, implementation and/or evaluation of a nutrition program.

2) On a separate page comment on your evaluation of the report and give suggestions for improvement.

OVERALL LETTER GRADE: ________________________________

☐ Project Supervisor

☐ Project Evaluator (non-Committee member)

_________________________  ___________________________  ____________
Name  Signature  Date