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 web site: http://www.mcgill.ca/gps).

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.

Last revised: January 2014
PROGRAM PHILOSOPHY AND GOALS

This program aims to provide B.Sc. Nutritional Sciences (or science equivalent) graduates and dietitians with graduate nutrition education which will further develop knowledge, expertise and research skills in human nutrition.

1. To provide structured learning experiences to develop students’ nutrition knowledge, expertise and research skills so that they may work effectively to improve dietetic practice and/or nutrition research/programs.

2. To provide an opportunity for nutrition practitioners to advance career goals by providing the framework to develop their expertise in a specific nutrition area.

ADMISSION REQUIREMENTS

Candidates to the M.Sc. (Applied) project or practicum options 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 applied program and career goals. Two letters of reference from persons familiar with the student’s academic potential and/or work performance are required. The program is available to students who do not have a working knowledge of French, however, not all project or practicum opportunities will be open to them.

**Project:** All eligible candidates may select the project option.

**Practicum:** Only open to applicants who have completed a dietetic internship and specify an area of specialization for which they have entry level experience (minimum 6 months experience). To undertake this experience, the candidate must obtain permission from the School.
## IMPLEMENTATION

### Sample Program Sequence

<table>
<thead>
<tr>
<th>TERM 1 (FALL)</th>
<th>TERM 2 (WINTER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 cr. NUTR695 Human Nutrition Seminar I</td>
<td>1 cr. NUTR696 Human Nutrition Seminar II</td>
</tr>
<tr>
<td>12 cr. Courses</td>
<td>12 cr. Courses</td>
</tr>
<tr>
<td><strong>13 cr.</strong></td>
<td><strong>13 cr.</strong></td>
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<table>
<thead>
<tr>
<th>TERM 3 (SUMMER*)</th>
<th>TERM 4 (FALL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 cr. NUTR651 (Literature review)</td>
<td>1 cr. NUTR660 M.Sc. (Applied) Nutrition II</td>
</tr>
<tr>
<td><strong>15 cr.</strong></td>
<td><strong>7 cr.</strong></td>
</tr>
</tbody>
</table>

*In consultation with project/practicum supervisor.

See courses listed in program requirement section.
GUIDELINES TO COMPLETE A PROJECT OR PRACTICUM

The project or practicum experience is an integral part of the M.Sc. (Applied) Human Nutrition program, providing an opportunity for participation in nutrition-related research. Selection or assignment of the research area usually takes place in the first semester of the program, in consultation with the M.Sc. (Applied) program advisor.

Projects selected should allow the student to demonstrate their achievement of the program’s goals and therefore should demonstrate integration of ideas, critical analysis, and synthesis of information. Projects can range from those where the student identifies original findings to systematic reviews that provide a critical summary of current evidence and applications. The student should ideally contribute to the advancement or confirmation of present knowledge or address an emerging topic with somewhat limited literature and demonstrate the need for more research.

Projects can be accomplished alone or in collaboration with other students/researchers with each student having an individual focus.

PROJECT OPTION:

Confirmation of the Project topic includes identification of a professor to act as the project advisor. Beginning with a review of literature and problem/project definition (3 credits), the Project (12 credits) is executed and documented. For a full-time student, it is recommended that the project be completed within one term, for example, a summer term.

Areas for the Project may include:
▶ developing or perfecting a laboratory technique
▶ assuming responsibilities for data management, analysis may be an integral part of the project
▶ participating in an ongoing clinical trial or animal study
▶ participating in the planning, implementation and evaluation of a nutrition program
▶ working with data already collected – analysis and interpretation
▶ writing a systematic literature review suitable for publication in a peer-reviewed journal
▶ writing a grant proposal

Examples of previously completed projects:
▶ The Development and Evaluation of Resources to Enhance Current Dietetics Practice in Eating Disorders at the Montreal Children’s Hospital. The objective was to develop and evaluate an evidence-based practice guideline, including revised nutritional assessment forms, for eating disorders at a pediatric hospital.
▶ Food preferences and socio-cultural rights among the Maasai: A field study in Enkareyian cluster, Kajiado District. Recurring drought and famine in the Kajiado District has contributed to food insecurity among the Maasai who heavily rely on their livestock for food and income.
▶ Development and Evaluation of an Education Unit: Nutritional Implications of HIV/AIDS. The objective was to develop, implement, and evaluate an educational unit for practicing dietitians and/or for educators to fill the current void.
▶ The Relationship Between Snacking and Overweight in Children. The objective of this study was to
M.Sc. (Applied) in Human Nutrition
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Assess the relationship between frequency and nutrient composition of snacks and childhood overweight in a group at elevated risk of obesity.

► The Effect of Melatonin on Food Intake and Macronutrient Selection in rats. This study is looking at whether melatonin has an effect on food intake and macronutrient selection as well as the doses needed to bring about an effect and the confounders that need to be controlled.

Practicum Option:

Confirmation of the Practicum includes identification of a dietitian/nutritionist or nutrition researcher involved in the selected nutrition practice domain, coordinated through the graduate Dietetics program coordinator.

Areas for the Practicum may include:

► Enteral/parenteral nutrition, renal disease, pediatric nutrition, maternal nutrition, respiratory disease, community nutrition programs, etc. This option begins with a review of literature and a definition of the scope of the Practicum (3 credits). Developing patient/client nutrition education materials and participation in the planning, implementation and evaluation of a nutrition program may be included in the Practicum.

M.Sc. (APPLIED) IN HUMAN NUTRITION PROGRAM OVERVIEW

1. Student meets with the M.Sc. Applied Program Advisor

2. Student and advisor identify a Supervisor toward the end of the first semester of study.

3. Student and supervisor meet to discuss course selection and the project or practicum. Student submits completed and signed “Student Progress Report” form to the graduate program coordinator by December 20th each year.

Residency Requirements

Full-Time. M.Sc. graduate students must be registered for a minimum of 12 credits per semester, and should register for the majority of their course work 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.

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.

Additional Sessions. Students who have not completed their degree requirements during the residency period are to register in additional session(s) following the completion of the equivalent three full-time terms. Additional session is usually used for completion of projects or practica, although courses can be taken; the student has to be registered until all 45 credits are met and accepted by the Faculty of
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 take a supplemental exam (if available; FAES does not offer supplemental exams), 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 mark for a non-required undergraduate level course is “C”. A ‘B-’ is required to stay in the M.Sc. An undergraduate course that is taken as part of the graduate degree must be passed at the graduate level “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 by a student in 'Special' or other program prior to the student's current program are not automatically credited to the student's 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.

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

The M.Sc. (Applied) Human Nutrition degree requires the completion of a minimum of 45 credits, normally comprised of 3-4 semesters of course work including project or practicum option courses. Course requirements comprise 29 credits (nine 3-credit courses plus 2 credits of graduate seminar) plus 16 credits related to the project or practicum. All students are required to regularly attend the Human Nutrition Colloquium of the School of Dietetics and Human Nutrition.

Core Required Courses: (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR695</td>
<td>(1)</td>
<td>Human Nutrition Seminar I</td>
</tr>
<tr>
<td>NUTR696</td>
<td>(1)</td>
<td>Human Nutrition Seminar II</td>
</tr>
<tr>
<td>NUTR651</td>
<td>(3)</td>
<td>M.Sc. (Applied) Nutrition I (literature review of the project)</td>
</tr>
</tbody>
</table>
**M.Sc. (Applied) in Human Nutrition**
Graduate Student Guidelines
School of Dietetics and Human Nutrition

NUTR660 (1) M.Sc. (Applied) Nutrition II (final project presentation)

**Complementary Courses: (27 credits)**

**Minimum of 3 credits from**
- NUTR 606 (3) Human Nutrition Research Methods
- “or” EDEM 690 (3) Research Methods
- “or” EDPE 605 (3) Research Methods
- “or” NUTR 602 (3) Nutritional Status Assessment

**Minimum of 3 credits in statistics at the 500-level or above**
- PSYC 650 (3) Advanced Statistics 1
- “or” AEMA 610 (3) Statistical Methods 2
- “or” EPIB 507 (3) Biostatistics for Health Professionals *(now the only statistics course of Dept of Epidemiology open to our students. EPIB607 and EPIB676 restricted to students from Epidemiology).*

**Other suggested statistics courses are:**
- EDPE676 (3) Intermediate Statistics II (prerequisite: EDPE675)
- EDPE682 (3) Uni/Multivariate Analysis
- EDPE684 (3) Applied Multivariate Stats (prerequisite: EDPE682)
- PSYC651 (Winter) (3) Advanced Statistics II

* EDPE575 Educational Measurement is an excellent course. It does not count as a statistics course in our program. However, it may be included as an elective in the M.Sc.(Applied) program.

**12 credits in nutrition selected from the following courses:**
- NUTR501 (3) Nutrition in Developing Countries
- NUTR502 (3) Special Topics/Teaching Nutrition Science
- NUTR503 (3) Bioenergetics and the Lifespan
- NUTR511 (3) Nutrition and Behavior *
- NUTR512 (3) Herbs, Foods and Phytochemicals
- NUTR545 (5) Clinical Nutrition 2 (pre-requisite NUTR344)
- NUTR551 (3) Analysis of Nutrition Data
- NUTR602 (3) Nutritional Status Assessment
- NUTR604 (3) Integrated Metabolic Research *
- NUTR608 & 609 (3) Special Topics I and II
- NUTR610 (3) Maternal and Child Nutrition *
- ANSC551 (3) Carbohydrate and Lipid Metabolism
- ANSC552 (3) Protein Metabolism and Nutrition *
- ANSC635 (3) Vitamins and Minerals in Nutrition

* Not available every year
9 additional credits from the list above or other courses offered from related areas.

Other suggested courses in related areas:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC611</td>
<td>3</td>
<td>Advanced Reproductive Physiology (offered on alternate years)</td>
</tr>
<tr>
<td>EDPE535</td>
<td>3</td>
<td>Instructional Design</td>
</tr>
<tr>
<td>EDPE635</td>
<td>3</td>
<td>Theories of Learning and Instruction</td>
</tr>
<tr>
<td>EDPE670</td>
<td>3</td>
<td>Educational Evaluation</td>
</tr>
<tr>
<td>EDPA614</td>
<td>3</td>
<td>Teaching the Adult</td>
</tr>
<tr>
<td>EXMD502</td>
<td>3</td>
<td>Advanced Endocrinology - Part I</td>
</tr>
<tr>
<td>EXMD503</td>
<td>3</td>
<td>Advanced Endocrinology - Part II</td>
</tr>
<tr>
<td>EXMD504</td>
<td>3</td>
<td>Biology of Cancer</td>
</tr>
<tr>
<td>EXMD506</td>
<td>3</td>
<td>Advanced Applied Cardiovascular Physiology</td>
</tr>
<tr>
<td>EXMD507</td>
<td>3</td>
<td>Advanced Applied Respiratory Physiology</td>
</tr>
<tr>
<td>EXMD509</td>
<td>3</td>
<td>Gastrointestinal Physiology and Pathology</td>
</tr>
<tr>
<td>PHGY502</td>
<td>3</td>
<td>Exercise Physiology</td>
</tr>
<tr>
<td>PHGY508</td>
<td>3</td>
<td>Advanced Renal Physiology</td>
</tr>
</tbody>
</table>

Project Option Required Courses: (12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR652</td>
<td>3</td>
<td>M.Sc. (Applied) Project I</td>
</tr>
<tr>
<td>NUTR653</td>
<td>3</td>
<td>M.Sc. (Applied) Project II</td>
</tr>
<tr>
<td>NUTR654</td>
<td>3</td>
<td>M.Sc. (Applied) Project III</td>
</tr>
<tr>
<td>NUTR655</td>
<td>3</td>
<td>M.Sc. (Applied) Project IV</td>
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</tbody>
</table>

Practicum Option Required Courses: (12 credits)

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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>NUTR656</td>
<td>3</td>
<td>M.Sc. (Applied) Practicum I</td>
</tr>
<tr>
<td>NUTR657</td>
<td>3</td>
<td>M.Sc. (Applied) Practicum II</td>
</tr>
<tr>
<td>NUTR658</td>
<td>3</td>
<td>M.Sc. (Applied) Practicum III</td>
</tr>
<tr>
<td>NUTR659</td>
<td>3</td>
<td>M.Sc. (Applied) Practicum IV</td>
</tr>
</tbody>
</table>

All courses must be approved by the student’s supervisor. * Although some courses require prerequisites, many will be met by former undergraduate courses or courses taken in the same subject area in the M.Sc. (Applied).

*Some courses are offered in alternate years, therefore students are encouraged to plan their course selection early in their program.

PROJECT/PRACTICUM CORE COURSES DESCRIPTORS (16 credits)

REQUIRED FOR ALL STUDENTS:

1. **NUTR651 M.Sc. (Applied) Nutrition I.** (3 credits)
   Review of literature and problem definition for project option or placement preparation for practicum option. This course relates to the M.Sc. Human Nutrition (Applied) degree and is
M.Sc. (Applied) in Human Nutrition
Graduate Student Guidelines

required for both practicum and project options. (A letter grade is assigned upon completion of this course.)

PROJECT OPTION

2. **NUTR652 M.Sc. (Applied) Project I.** (3 credits)
   Project design and commencement. (Pass/Fail)

3. **NUTR653 M.Sc. (Applied) Project II.** (3 credits)
   Project execution. (Pass/Fail)

4. **NUTR654 M.Sc. (Applied) Project III.** (3 credits)
   Continuation of project execution and preliminary analysis. (Pass/Fail)

5. **NUTR655 M.Sc. (Applied) Project IV.** (3 credits)
   Data analysis/synthesis. Submission of final project report. (A letter grade is assigned based on evaluation by program and project advisors and project evaluation.)

PRACTICUM OPTION

6. **NUTR656 M.Sc. (Applied) Practicum I.** (3 credits)
   Clinical or community placement (4 weeks). Submission of placement report. (Pass/Fail)

7. **NUTR657 M.Sc. (Applied) Practicum II.** (3 credits)
   Continuation of placement (4 weeks). Submission of placement report. (Pass/Fail)

8. **NUTR658 M.Sc. (Applied) Practicum III.** (3 credits)
   Continuation of placement (4 weeks). Submission of placement report. (Pass/Fail)

9. **NUTR659 M.Sc. (Applied) Practicum IV.** (3 credits)
   Continuation of placement (4 weeks). Submission of placement report. (Pass/Fail)

REQUIRED FOR ALL STUDENTS

    Presentation of final report of project or practicum. (Pass/Fail)
FINAL PROJECT/PRACTICUM REPORT GUIDELINES (NUTR 655 or 659 and 660)

Procedure for report submission:
1. The student, upon final approval of the Project/Practicum Supervisor, should submit an electronic report according to course guidelines.

2. The student will present the Project/Practicum at a session of the School colloquium (NUTR 660: M.Sc. (Applied) Nutrition 2) at a date arranged with the colloquium coordinator and the supervisor.

3. The School will maintain a copy of the Project.

Documents to be included in the initial project/practicum report submission:

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/practicum;
   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 (practicum) report submitted to McGill University in partial fulfillment of the requirements of the degree of...";
   e. the universal copyright notice “©” followed by student’s name and year the project report was submitted;

2. A detailed table of contents;
3. Preamble describing the project/practicum and the student’s role;
4. A brief abstract in English;
5. A manuscript or a report of the project/practicum;
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 other forms as appropriate.
   ► Signed waivers from co-authors of manuscripts submitted or to be submitted, as appropriate. If a manuscript on this work is already published, a copyright waiver needs to be submitted.
   ► 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.

Revised: June 5th, 2012
REGISTRATION

For full instructions of how and when to register, go to http://www.mcgill.ca/gps/students/registration/

Be sure you have:

- For newly admitted students: Review 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.
- Please 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. Please 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, in addition to any other regular courses, in order to initiate the registration for each session, please follow the following instructions:

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 different programs.

Instructions to register for Winter: Follow the same steps as above

(Deadline to register for both semesters can be at www.mcgill.ca/gps/students/registration/dates)

Whether or not you are taking courses, you must register for the Fall and Winter terms (you would
only register for the summer term if you wish to finish your M.Sc. quickly (within one year) and you need to have the summer term serve as your last term of residence). For students doing their project or field work outside of Canada, please remember to register while you are away. This is a very common mistake and will cost you additional fees and make it more complicated to return to Canada, re: visa (CAQ forms), etc.

All 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 AGeneral Information, Regulations and Research Guidelines booklet). Otherwise they will be liable for all resulting tuition and other fees.

Summer terms of residence can be used to complete graduate student residency requirements upon request. Students must register for a minimum of 12 credits for a period of 13 weeks of full-time study from May 1 to August 31.

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 MScA students must “Apply to Graduate”. To apply to graduate, students should follow the step-by-step instructions available at: http://www.mcgill.ca/students/graduation/applying.

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**OTHER CONCERNS**

**Keeping in Touch**

If you are going away for any length of time (i.e., in the field, conference, vacation), you are asked to provide your advisor the dates (to and from) and your contact telephone and fax numbers.

For returning students, if you move - whether you are graduating or not - and for new students who are newly settled in Montréal, please update your address on MINERVA and inform the Graduate Program Coordinator by email. Otherwise important correspondence from this office and the Graduate and Postdoctoral Studies Office cannot be forwarded to you.

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**INTERNATIONAL STUDENTS**
Recommended Courses

The following three courses are highly recommended for improving communication in Science. Please note that these courses cannot be taken for credit toward your M.Sc. degree.

1. **ESLN640 Fundamentals of Academic Writing**. (Primarily for graduate students new to McGill). This course focuses on developing students’ ability to produce clear and cohesive academic writing. You will learn structures commonly used in graduate-level academic writing along with strategies for vocabulary building so that you can express complex ideas. Other areas to be covered: efficient reading of academic articles; self-editing; and mechanics.

2. **ESLN650 Pronunciation and Communication for Graduate Students**. Focus is on developing pronunciation and communication skills so that students may function effectively in academic settings, such as at seminars and conferences. Instruction deals primarily with the aspects of pronunciation that most affect intelligibility, and with the use of verbal and non-verbal techniques for effective communication. Assessment is based on audio- and video-recorded assignments that deal with each student’s own academic discipline.

3. **ESLN690 Writing for Graduate Students**. (Primarily for students at Thesis stage). Primarily for students (non-native speakers of English) at the thesis (Masters) or dissertation (PhD) levels with advanced English skills. Students develop skills for shaping their work according to the criteria of the audiences, purposes, organization and styles of their particular field. Students acquire skills that allow them to become better writers of all genres of writing, better self-editors and editors of others, and better collaborative writers.

For more information: Prof. Robert Myles, Director Humanistic Studies Program, McGill University, Stephen Leacock Building, Room 309, 855 Sherbrooke Street West, Montreal, QC H3A 2T7. Tel.: 398-3320; fax: 398-5449; Email: robert.myles@mcgill.ca.
SUPERVISION OF GRADUATE STUDENTS

Your Project Supervisor will serve as a resource for all aspects of the student's graduate program. Specifically, the Project Supervisor 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 for special circumstances or to approve the proposal. In consultation with the supervisor, the student may arrange for a meeting at any time. If a supervisor is absent from the university for more than one month, and is not available to supervise the student, an alternate will be identified by mutual agreement with the student.

Each graduate student in the practicum and project streams will be initially advised by the MSc Applied Academic Advisor until a project supervisor is identified. A supervisor may be a faculty lecturer or professor. The Project Supervisor shall ensure proper execution of the practicum or project and shall be of assistance to the student in the selection of courses and in all matters pertaining to the student's program.

Roles of the Graduate Student Supervisor:
1. Be familiar with regulations and graduate student guidelines.
2. Help keep student informed of deadlines.
3. Provide continuous supervision.
4. Document student financial support for expenses related to the project or practicum.
5. Direct publication activities on projects/practical.
6. Be available for student meetings and the student's oral presentation(s).

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. Successful completion of a M.Sc. (Applied) degree in human nutrition generally takes two years.

Health and parental/Family leave of absence
A leave of absence may be granted for maternity or parenting (interpreted according to McGill's
“Parental Leave Policy” for non-academic staff) reasons or for health reasons.

Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to Enrolment Services.

During a **leave of absence for parental or familial reasons**, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research work and will have free access to the University's academic facilities. Library services will continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath). In special circumstances, familial leave may be considered for a student when a close family member is ill.

During a **leave of absence for health reasons**, a student will not be eligible to request guidance on thesis and research work or to take courses. He/she will not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath).

A medical certificate must accompany such leave requests.

**Please refer to Programs, Courses and University Regulations > University Regulations and Resources > Graduate > Regulations > Categories of Students > Leave of Absence Status** for information regarding registration of graduate students and Postdocs on such leaves.

**Procedure:**

All requests for a leave of absence for health reasons should be accompanied by the following:

- a duly completed **Leave of Absence/Non-Resident Request Form** available from [www.mcgill.ca/gps/students/progress/leave-vacation](http://www.mcgill.ca/gps/students/progress/leave-vacation);

- a written request from the student;

- a Minerva form to drop all courses for all relevant terms;

- a medical certificate.

To be acceptable, the medical certificate must contain at least the following items:

- the student's name, as well as complete contact information for the physician;

- a clear statement by the physician justifying the student's inability to perform his/her academic duties, with start and end dates;

- if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health conditions in question did not prevent the normal performance of academic duties at the beginning of the semester.

No retroactive requests for leave of absence will be considered.

It remains the student's responsibility to verify their administrative situation, in particular, as it pertains
M.Sc. (Applied) in Human Nutrition
Graduate Student Guidelines
School of Dietetics and Human Nutrition
to term and course registration

**Unsatisfactory performance**

In the case of unsatisfactory performance as indicated on the progress report or in the case of conflicts between student and supervisor, the student and supervisor should meet with the MSc Applied program lead. If the problems are not resolved the Graduate Program Director should be consulted for help with resolving any problems.

**Academic Integrity**

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

**Vacation Policy for Graduate Students**

According to the *Graduate and Postdoctoral Studies General Information, Regulations and Research Guidelines*, page 44, Section 9.3: Graduate students should normally be entitled to vacation leave equivalent to University holidays and an additional total of (15) working days in the year. Funded students with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly.

**FORMS**

**Progress Report form** can be found at http://www.mcgill.ca/dietetics/programs/graduate/forms/. The deadline for all students beginning in-program students and students beginning their program in September or January is December 20th.
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>
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</thead>
<tbody>
<tr>
<td>Course number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course instructor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time course will be held:</td>
<td></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>
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<tr>
<td>Co-supervisor:</td>
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<tr>
<td>Instructor:</td>
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</tbody>
</table>

Approved: ___________________________ Date: ___________________________

Director, School of Dietetics & Human Nutrition
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