2016-2017
Master of Science Program Handbook
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Introduction
The Institute of Human Nutrition is a school within the Postgraduate Education Division of the Faculty of Medicine, one of the units of Columbia University's College of Physicians and Surgeons. The Institute offers study programs leading to both the Master of Science (MS) and Doctor of Philosophy (PhD) degrees in nutrition. With the MS degree, students either go on to further graduate school or into the work force. The Master of Science degree program is designed to be a strong foundation for students who plan to continue toward the PhD or to attend medical, dental or other professional schools. Some students seek further training to become dietitians, food technologists, or public health, community or clinical nutritionists. Development of core competencies in professionalism and leadership, in public speaking and professional writing, and in approaches to enable life-long learning, all useful for most professional careers, are emphasized during the program. Students have also used this training as a stepping stone into careers in public health settings, the pharmaceutical industry, and other venues where nutrition knowledge is valuable. In addition to students early in their post-baccalaureate training, persons already holding medical, dental or other professional degrees in the health sciences have attended the program to augment their prior training and knowledge of nutrition.

Academic Program of the Master of Science Degree

Academic Requirements
To earn the MS degree in nutrition science, a student must complete a minimum of 33 credits of academic study at the graduate level with a cumulative grade average of B- or better, and submit a written Master’s Thesis manuscript based on a research project meeting program standards and approved by the Director of the Master's Program in consultation with the thesis mentor. This research work is completed over a twelve-month period of three terms beginning September, January and May. The Summer term, beginning in May, is devoted to the research project and completion of the Master's Thesis. Any alteration of this plan must be approved by the Director of the Master’s Program in consultation with the thesis mentor. Students who fail a course can petition the MS Director to repeat the course once and still obtain the MS degree, if they receive a passing grade.

The 33 credits needed for completion of the program include 31 credits of required courses (including 7 credits related to the thesis research) and 2 or more elective credits, including a concentration choice. Electives are selected by the student with the advice and consent of the student's faculty advisor. Generally, full-time students enroll for 15-19 credits per semester in the Fall and Spring. For full-time students, tuition is set at a flat fee equivalent to the cost of 15 credits for students taking 12-19 credits. Thus, students may complete up to 8 additional graduate credits over the two semesters without incurring additional tuition fees. Part-time students (<12 credits/semester) pay on a per-credit basis. Tuition for the Summer term is calculated on a per-credit basis; to maintain Columbia housing and deferral of repayment of loans, a student must
register for at least 3 credits in the Summer. The course work for the standard program is listed on the next page. Due to the program’s structure, students will likely end up with a total credit count of 34 credits; the student will not incur any additional cost for the one extra credit. **By the end of the Spring semester, students must have completed 30 graduate level credits, so as not to incur tuition charges for the Summer beyond that required for 3 credits for Thesis Research.**

**IHN Transfer Credit Policy**
Under most circumstances, we do not accept transfer credits. We may allow a student to test out of a course they have previously taken and in that case, they would take courses that are not in our traditional program to obtain a total of 33 credits for their degree. The additional courses must be approved by the MS Program Director.

**Registration**
Registration for the Fall semester is done during/after Orientation, once students have met with their faculty advisors. Registration and other student services can be accessed at: [https://ssol.columbia.edu/](https://ssol.columbia.edu/). Registration dates will be listed under “Registration Appointments” when you sign in to SSOL.

An Add/Drop form is needed for electives other than those of the Institute of Human Nutrition and for any late registration. This form must be completed by the student, signed by the course director (if an outside course) or by the IHN office staff (if an IHN course) and returned to Student Administrative Services in Room 141 of the Black Building, M-F from 9am-4:30pm. This form is available at: [http://registrar.columbia.edu/content/registration-adjustment-form-add-drop-classes](http://registrar.columbia.edu/content/registration-adjustment-form-add-drop-classes).

**Course Listings**

**Fall Semester**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M6220  Topics in Public Health Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>M6120  Introduction to Epidemiology for Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>M8200  Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>M8201  Readings in Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>M8205  Biochemical and Physiological Bases of Nutrition I: Macronutrients</td>
<td>3</td>
</tr>
<tr>
<td>M9210  Special Studies I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total credits for required courses, Fall:**

| 17 credits |

**Spring Semester**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M8206  Biochemical and Physiological Bases of Nutrition II: Micronutrients</td>
<td>3</td>
</tr>
<tr>
<td>M8207  Clinical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>M9210  Special Studies II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total credits for required courses, Spring:**

| 8 credits |
IHN Elective Requirement
One of the following courses is a required elective, based on the selected area of concentration. Students may take other courses in this list as electives.

- M8220  US and International Nutrition Policies and Programs  3 credits
- M6240  Essentials of Nutrition Counseling and Medical Nutrition Therapy  3 credits
- M6227  Tutorial in Clinical Practice: Structured Observation Opportunities  1 credit
- M8202  Obesity: Etiology, Prevention and Treatment  3 credits
- M8209  Introduction to Biostatistics  3 credits

(For those students who want a basic science elective, speak with Dr. Akabas.)

Columbia University Electives
In addition to the choice of required electives above, students may take a 2-3 credit Spring elective outside the IHN, which must be a graduate level course to apply towards the degree. Students must discuss their choice with their academic advisor and have the choice approved by the Program Director. A complete list of courses at Columbia University can be found at http://www.columbia.edu/cu/bulletin/uwb/. Outside electives can be taken pass/fail or for a letter grade.

Summer Semester
Required Course (summer registration is required to maintain full-time student status)
- M9750  Thesis Research  3 credits

CourseWorks Online Course Management
CourseWorks is Columbia University's course management system, a web-based environment that provides instructors and students with instructional and administrative tools for all courses. Instructors often use it to distribute syllabi, post podcasts, send messages to students, conduct online discussions, and provide students with access to files of any media type, including text, slides, video clips, and music. CourseWorks also provides additional features such as a grade book and a section for online assignment submission. To keep up with assignments and with changes in the schedule and location of courses, you must access CourseWorks on a daily basis at: https://courseworks.columbia.edu/welcome/.

Other Training Components
Some of the Master's courses require student attendance at special purpose classes possibly given by other Columbia University departments. Attendance at these is a part of the mandatory course work. They may include IRB (Institutional Review Board) training, library sessions on computer programs, HIPAA (Health Insurance Portability and Accountability Act) trainings, and others. Periodically throughout the year, seminars, guest lectures, or other activities of interest will be announced, generally by email. These include lectures offered by other divisions, conferences or seminars offered by nutrition or health organizations, or activities such as cholesterol screenings. The Institute of Human Nutrition has an annual retreat and other
scheduled events. These events are integral to the academic training and will enrich the student's education. Attendance at these events is mandatory; they provide learning opportunities that are beyond the basic studies of the program and will add to the student’s understanding of current research, emerging issues, and controversial topics. Students should check their Columbia email daily and mark their calendar with these events.

Doctoral students generally participate in weekly seminars at which research is presented and discussed. Interested Master's students are welcome to join these seminars as observers. Attendance at these seminars and other lectures on campus is encouraged, not mandatory. Visit the links below for departmental calendars, listing seminars and events:

- Columbia University Medical Center
- Graduate School of Arts and Sciences
- Institute of Human Nutrition
- Mailman School of Public Health
- IHN Google Calendar (You must be logged into a Google account to view this calendar)

**Professional Development**

IHN faculty members seek to train students in the skills that will be required of them as professionals in health, nutrition and other career tracks. This training will be done using assignments of gradually increasing difficulty to develop writing and public-speaking skills, as well as through class expectations of professionalism such as punctuality, attentiveness, appropriate dress (see Appendix, page 19), active learning, and participation in lecture settings. Students will also be required to complete training needed for scientific research, such as learning statistical analysis programs and computer programs for searching and referencing literature, and completing online certification in HIPAA and Good Clinical Practices through Columbia’s online research training system. See the “Required Training” subsection of the “Other Competencies” section on page 17 for more information.

**Attendance and Use of Electronic Devices**

- Attendance in person at all classes is mandatory; lateness or unexplained absences may lead to a lowering of the course grade.
- Use of laptops, iPads, or personal tablets is for class purposes only and is at the discretion of the course director; misuse of a computer, iPad or tablet may lead to the student not being permitted to use the device in future classes.
- Use of other electronic devices is prohibited; this includes cell phones (calls or text messaging), cameras and video cameras.
- Audio taping may be done only with permission of the course instructor and guest lecturer. Permission for recording of any type is predicated on the understanding that the recording will only be used for academic purposes. These materials must not be posted or circulated outside of IHN-sanctioned sites.
Faculty Advisors
Each student is assigned an individual advisor with whom all course choices, selection of research topic, personal concerns, etc., should be discussed. Students should complete a detailed schedule of their time commitments (see page 21-22 in the Appendix) at the beginning of each semester and review it with their advisor. Because of busy schedules, it is essential that students make appointments via e-mail, if they want to meet with their advisor. Faculty lectures, research, travel and other commitments reduce the probability that a student can see the advisor without a specific appointment. Your advisor's signature is required on the Plan for Master’s Research Project Activities (see page 25 in the Appendix).

Grades
Grades at the Institute are as follows:

- A+ Exceptionally high achievement
- A Outstanding achievement
- A- Excellent work
- B+ Very good. Expected of most graduate students
- B Good. Acceptable achievement
- B- Acceptable achievement, but below what is expected of graduate students
- C+ Fair achievement, minimally acceptable
- C Fair, below minimally acceptable
- D Poor, barely passing
- P Pass. A limited number of courses are graded Pass or Fail
- F Failure

An incomplete (INC) or credit pending (CP) grade is given only to students who have been compelled for reasons beyond their control to postpone certain assigned papers or reports, or who have an excused absence from a final examination or a permitted delay in assignment submission. If an INC is not removed within one year from the end of the grading period for the semester the course was offered, it is automatically changed to F. A student must maintain an average of B- or better, complete a total of 33 credits, have satisfactorily completed a research project, and submitted an acceptable Master’s Thesis, to complete the Master’s program. Letter grade conversions from percentages vary in the IHN courses, please refer to individual course syllabi or course directors for breakdowns in specific courses.

Grade Grievance
Communication regarding exam grading and changing of grades is to be conducted via e-mail and followed up, if necessary, by meeting the course director during office hours. The email should be sent to the course director and the MS Program Director (sa109@cumc.columbia.edu). In the event that the course director and student cannot satisfactorily resolve the dispute, the student should submit a summary of the dispute via email to the MS Program Director. If the dispute cannot be resolved by a discussion with the Program Director, the grievance will be presented to an ad hoc subcommittee of the MS Education Committee. The ad hoc committee will be composed of at least two faculty members who are not associated with the course in dispute, in addition to the Director of the MS Program.
Maintenance of Status & Extended Absences
The usual time allowed to complete the Master’s degree is 12 months (3 terms). The Institute of Human Nutrition realizes that in rare circumstances, some students may be unable to complete all thesis requirements within that time frame. With prior approval from the thesis mentor and a written request to IHN from the student outlining the extenuating circumstances, the Institute of Human Nutrition may approve additional time for completion of the MS Thesis or other outstanding degree requirements. Candidates for the Human Nutrition MS degree who return to the program after an absence of more than one year shall be assessed a one-time fee of $110.00 to continue their enrollment in the program, in addition to any tuition required.

Honor Code for Academic and Professional Conduct
It is extremely important that you read and understand the policies of the IHN and Columbia University regarding the Honor Code.

University Policy
The following information is found at:
http://www.college.columbia.edu/facultyadmin/academicintegrity

“The intellectual venture in which we are all engaged requires of faculty and students alike the highest level of personal and academic integrity. As members of an academic community, each one of us bears the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity.

Scholarship, by its very nature, is an iterative process, with ideas and insights building one upon the other. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that informs our own [work]. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights will be properly noted and carefully credited.

In practical terms, this means that, as students, you must be responsible for the full citations of others' ideas in all of your research papers and projects; you must be scrupulously honest when taking your examinations; you must always submit your own work and not that of another student, scholar, or internet agent. Any breach of this intellectual responsibility is a breach of faith with the rest of our academic community. It undermines our shared intellectual culture, and it cannot be tolerated. Students failing to meet these responsibilities should anticipate being asked to leave Columbia.”

IHN Policy
The complete IHN Honor Code for Academic and Professional Conduct can be found at:

For more information on academic integrity at Columbia, please see the College and University Policies section of the on-line bulletin at:
In the event of an academic infraction by a Master’s student, the IHN, which is under the jurisdiction of the College of Physicians & Surgeons (P&S), follows the Dean’s Discipline process as described in the P&S Student Handbook: http://ps.columbia.edu/education/node/1939.

Graduation
Eligible students are awarded the Master’s degree in October, following their timely submission of an acceptable Master’s Thesis at the end of the Summer term. Students are eligible to participate in the general Columbia University Commencement Ceremony in the Spring following completion of their course work. They are not eligible for receipt of their degree until they have completed the Thesis requirement. The Institute of Human Nutrition holds a Master’s End-of-Year Ceremony after students have completed their Fall and Spring terms to recognize the conclusion of courses and the beginning of full-time thesis project work. Friends and family are encouraged to attend both events; event details are distributed to the class via email during the spring semester to inform travel plans.

For a student to graduate on time, Columbia University requires that a Degree Application form be filled out and returned to the IHN Office by the deadline specified each year by the University, typically the last weekday of July for the October graduation. The form can be accessed online: (http://registrar.columbia.edu/content/application-degree-or-certificate) If a later graduation is required, you must discuss a plan for Thesis completion and graduation with the Director of the program. For MS students graduating in October, a diploma will be mailed in November to the permanent address as listed on SSOL (https://ssol.columbia.edu). Students may contact the Diploma Division at (212) 854-8319 or registrar@columbia.edu with questions or to arrange to pick up their diploma on campus.

Letters of Recommendation and Transcripts
Letters prepared for students requesting a recommendation letter in the Fall term will indicate the student’s enrollment in the program, giving details about the program and any midterm grades available. It is the student’s responsibility to initiate this process by contacting the Director of the Master's Program, Dr. Akbas (sa109@cumc.columbia.edu), with the information listed in #2b-e below, when applicable. All letters of recommendation for Master’s students prepared after the Fall semester will be composite letters prepared by the Director of the Master's Program in consultation with the faculty and filed with the academic administrator. Individual faculty members will not send separate letters of recommendation. It is the student’s responsibility to initiate the process by following the steps below:

1. Email the faculty member(s) and your mentor requesting that they provide input for your letter of recommendation.
   a. Include Dr. Akbas on these email requests (sa109@cumc.columbia.edu).
   b. Instruct them to send the information to Dr. Akbas by a certain deadline, at least 4 weeks after your request. Keep in mind that this deadline should be about a week before you would like the letter released. For example, if you want a letter by July 1st, email your recommenders by May 27th, requesting they submit to Dr.
Akabas by June 24th. It is your responsibility to remind your recommenders to submit to Dr. Akabas by this date!

2. Email Dr. Akabas to request the composite letter. Include the following information:
   a. Who is contributing to the letter – faculty member(s)/mentor.
   b. By what date would you like the letter sent (one week or more after recommenders are to submit).
   c. How and to where you would like the letter released.
      i. Mailed? Faxed? Emailed? Uploaded on AMCAS?
      ii. Provide all contact information necessary, including your AAMC ID and Letter ID, if you would like it uploaded via the Letter Writer Application.
   d. If you were on a student rep committee, please indicate which one.
   e. Your grades – you can find this information on SSOL.
   f. A few paragraphs about how the IHN enhances your candidacy for the degree/program to which you are applying.

Transcripts may be requested online at https://ssol.columbia.edu/ or in person from Student Administrative Services at 650 West 168th Street, Black Building, Room 1-141, Phone: (212) 342-4790.

Student Life

Communication with the Students
E-mail addressed to the student’s Columbia account will be the primary mode of communication with the student. Students are expected to check their email daily as important information, including assignment deadlines and class updates, are communicated in this way.

Each professor has a different response time to emails; however, if an email is not responded to within one week, the student should inform the Director of the MS program. There should be no expectation that emails will be responded to over the weekend or late at night.

Note: All emails should have an explanatory subject line and any documents attached should be clearly named: “last name, first name, document title, date.” Students should sign all emails with their full name.

Columbia University exchange accounts expire 90 days from the end of October in the year of graduation. To make sure no information is lost, students should back up all important documents and communications to their alternate account before the buffer period ends.

Google Calendar
Once you have matriculated, please update your Gmail email account: http://goo.gl/forms/NhB7e5SGJp so that we can grant you access to the IHN MS Google Calendar. You will need to create a Gmail account if you do not already have one in order to access this service. As this is where all schedule information about the program lives and is most
immediately updated, it is important to have access and to check daily for any changes. If you have any questions regarding the Google Calendar, email Alex Sosa directly.

**Course Schedule**

A schedule of courses, including information on the topic, lecturer and location, will be available on the IHN website: [http://www.cumc.columbia.edu/ihn/calendar](http://www.cumc.columbia.edu/ihn/calendar). The schedule will also include information on mandatory and optional events. Students need to examine the schedule regularly and in detail to ensure that they are aware of mandatory special events and unexpected changes in classes.

**Resources for Students**

**Housing**

On-campus housing at the Columbia University Medical Center campus is quite limited and available on a first-come, first-served basis to those completing the application online at: [http://www.cumc.columbia.edu/facilities-management/housing/cumc-housing](http://www.cumc.columbia.edu/facilities-management/housing/cumc-housing). The housing office may require students to submit additional paperwork in order to extend their lease through the summer term. Students can request additional documentation of their full-time status in the summer from the IHN administrative offices. It is important that students arrange housing through the end of the summer, if they are to complete their thesis work on site.

Local off-campus housing is more readily available and most students find it is economical to share apartments with others in the program. If you plan to seek off-campus housing, which many students do, you can contact Off-Campus Housing Assistance ([http://facilities.columbia.edu/housing/overview-2/](http://facilities.columbia.edu/housing/overview-2/)) at (212) 854-2773 or ocha@columbia.edu. To facilitate this process, the Institute creates a Google Group for the incoming class, linking all students and allowing them to coordinate housing before the Fall term. The link to the Google Group is provided in the Enrollment Details, which are distributed via email by the IHN offices the Summer before classes begin. All incoming students are strongly encouraged to join this group.

We advise students who will be signing a lease to choose one that begins no later than August 15th and ends no earlier than August 15th of the following summer so that the student will have accommodations for the duration of the scheduled Thesis project. Students should plan on arriving the week prior to Orientation, to allow some time to get settled.

**Financial Aid**

The Office of Student Financial Planning facilitates the application for and distribution of federal loan funds for IHN MS students. Additional details and office contact information may be found on their website: [http://cumc.columbia.edu/student/finaid/index.html](http://cumc.columbia.edu/student/finaid/index.html).

All students receiving federal funds are subject to Satisfactory Academic Process (SAP) guidelines, which require IHN MS students to maintain measurable academic progress towards
completion of their MS degree each semester in order to continue receiving federal loans. Refer to the full SAP policy on the IHN’s website under the “Current Student” tab: http://www.cumc.columbia.edu/ihn/currentstudents.

Social Events
The Institute of Human Nutrition holds various luncheons, dinners, and other social events throughout the year to facilitate student-faculty interaction outside of the classroom. Students also are able to seek extracurricular opportunities through the P&S Club and Columbia University as a whole, including sports, outdoor activities, community service, and various interest groups. Please see the following website for a listing of clubs at the medical center: http://psclub.columbia.edu/. There is also a Social Committee that arranges events for students in the MS Program. See below.

Career Development and Job Resources
IHN Career Nights are held in the Fall and Spring. IHN alumni return to discuss with current students the various career paths they followed after completing the MS degree. Career development seminars are scheduled throughout the year with the assistance of the Director of Career Services and student liaisons. The Director of Career Services, Dr. Shelley Weinstock (sw2666@cumc.columbia.edu), manages online career resources for students and is available for one-on-one meetings. Additional information regarding Career Development Resources can be found on the IHN website: http://www.cumc.columbia.edu/ihn/CareerDevelopmentResources.

There are also a number of different resources outside the Institute of Human Nutrition available to students at Columbia University. Please refer to the following websites for further information. We recommend beginning the process of assessing all of your options and creating multiple plans very early in the year.

Columbia University Career Resources: http://www.careereducation.columbia.edu/resources/tipsheets

Computing, Copying and Faxing
Students are assigned a University Network ID (UNI) that allows them access to the library online, to enter buildings, use computers on campus, and to gain access to course materials on CourseWorks. UNIs can be activated at: http://uni.columbia.edu/.

Student Services Online can be used to view account information, register for classes, view grades, and request transcripts at: http://ssol.columbia.edu.

Wireless internet access is available in many of the campus buildings. To configure your laptop for wireless internet, please visit the Information Services website at: http://cumc.columbia.edu/it/. In person assistance is also available at the IT desk on the second floor of the library in the Hammer Health Sciences Center building (701 West 168th Street).

Campus computing facilities can be found in the Hammer Health Sciences Library. Students are allowed a print quota of 1,000 pages per semester, while enrolled in courses. Note that unused
pages do not roll over to the next semester. This is for use of on-campus printers. Students are able to add money to their printing account at the Information Help Desk on the 2nd floor of the library, if they require more pages. For more information about campus computing and printing, see the Information Commons website: [http://cumc.columbia.edu/it/getting_help/faq-student-print.html](http://cumc.columbia.edu/it/getting_help/faq-student-print.html).

Photocopy and fax machines are available to students at the Health Sciences Library. Students are not to use the copying or faxing equipment at the Institute offices.

**Wellness and Student Health**

Columbia University Medical Center has an excellent wellness program and the majority of the services are free of charge. To learn more about wellness events and related services at CUMC and to join the Wellness listserv, visit the Wellness website: [http://www.cumc.columbia.edu/students/wellness](http://www.cumc.columbia.edu/students/wellness).

You can also make an appointment to see a wellness counselor. The Center for Student Wellness is open Monday - Thursday, 9 am to 6 pm, and Fridays 9 am to 4 pm. To make an appointment, contact the office at (212) 304-5560 or studentwellness@columbia.edu. Walk-in appointments are available M-F, 10 am to 2 pm.

Student Health Services ([http://www.cumc.columbia.edu/student-health](http://www.cumc.columbia.edu/student-health)) are also excellent and even if you do not have CUMC insurance, you have paid a mandatory fee that covers some visits. Important to note is that the mandatory fee covers 10 mental health appointments and students have found these services to be very helpful.

**Office of Disability Services**

The Office of Disability Services (ODS) is available to support MS students, providing services such as note-taking and test-taking accommodations for eligible students: [http://health.columbia.edu/services/ods/support](http://health.columbia.edu/services/ods/support). The CUMC Disability Services Manager, Athalie Alexander, can be reached at ama2258@columbia.edu.

**Public Safety**

Please check the Public Safety website for a list of services provided to CUMC students: [http://www.columbia.edu/cu/publicsafety/](http://www.columbia.edu/cu/publicsafety/).

**Gender and Sexual Respect University Policy**

The University’s policy on gender and sexual respect must be read and complied with by every student: [http://www.sexualrespect.columbia.edu](http://www.sexualrespect.columbia.edu). Before you arrived on campus you were required to complete a tutorial, called Haven, which focuses on one of our core community values on sexual respect. It also shares essential information about Columbia’s gender-based misconduct policy. Additional training on sexual respect will be completed in the Fall semester.
Student Representative Positions
To facilitate feedback between students and the faculty and to provide leadership experience, student representatives are used to relay student comments and concerns to the faculty and the MS Program Director and to organize the class for group activities and functions. In the Fall, representatives will be chosen for each of the courses and the committees listed and described below; a secretary will also be chosen. Student Representatives meet regularly with the Admissions and Thesis Coordinator and the Program Director to provide constructive feedback, discuss concerns, etc. The available representative positions are described below.

Career Development
The Career Development Committee is intended to help students learn about career options after the MS degree. The representatives will provide information about possible future careers and/or professional schools. They will also assist in arranging career skills workshops, such as resumé essentials, interview skills, time management tips, etc. Each year the Committee identifies other career-development activities in response to student requests in this area.

Community Service Committee
The goal of the Community Service Committee is to provide opportunities for groups of students to engage in community service. The specific activities will be decided by the interested students but may include serving at food service agencies, or participating in health fairs that are conducted in NYC neighborhoods. Students may also plan a class-wide activity in the Spring, and suggestions are welcome. Students who will be around during Thanksgiving and winter break can connect to volunteer opportunities at soup kitchens in the NYC area. The following resources provide examples available for community service.

CUMC Volunteer Website:
http://www.cumc.columbia.edu/dept/gc/volunteer/

The P&S Musician's Guild organizes Musical Outreach for Patients at Milstein Hospital:
http://psclub.columbia.edu/clubs-organizations/musicians-guild

Course Representatives
Each course has at least two representatives. The role of the representatives is to listen to student concerns and suggestions, and to convey them to the course directors anonymously. The representatives also meet as needed with the Program Director to discuss issues specific to the courses. The representatives will communicate the outcome of these meetings to the class. The goal of this system is to provide a setting where students are encouraged to provide constructive and respectful feedback to the faculty and administration.

Academic and Professional Conduct Committee
Students on this committee serve as a point of contact for reporting possible breaches of the Honor Code of Academic and Professional Integrity. They will work with students and staff to deal with such issues, assisting in the resolution of identified problems. Two to four committee members will be chosen by the faculty from those who volunteer for this committee.
CUPID Representatives
CUPID (Columbia University Partnership for International Development) is a student-led effort across Columbia University to facilitate multidisciplinary dialogue, awareness, and action on international development. Student representatives from the Institute of Human Nutrition act as liaison between the IHN and CUPID, reporting the interests, concerns and expertise of the IHN student body and faculty to CUPID members, promoting CUPID events to the IHN, and promoting IHN internationally related activities to CUPID.

International Committee
The goal of the International Committee is to organize social and studying opportunities for international students and for other students wanting to learn more about other countries, other languages, and about health from an international perspective.

Recruitment Committee
The goal of the Recruitment Committee is to reach out to prospective IHN students at the undergraduate institutions or hometown communities of current IHN students, mostly during the Spring semester. Recruitment representatives, IHN students and admissions administrators will collaborate to generate ideas for recruitment and its execution. The Recruitment Committee also plays an integral role in participating in prospective student Open Houses throughout the year.

Social Committee
The role of the Social Committee is to organize formal and informal opportunities to have fun and ‘blow off steam’ that might accumulate during key times in the semester. The goal of the Committee is to ensure that class members have opportunities to meet in low-stress social settings, and they are open to suggestions from the class for group activities.

Sustainability Committee
The goal of the Sustainability Task Force is to learn about and better understand Columbia University and New York City’s efforts and progress towards a more sustainable and equitable food system. In turn, the Task Force will seek to educate the IHN and the Columbia community about the challenges and opportunities in effecting this change.

Wellness Committee
The role of the Wellness Committee is to help students through difficulties that they may be encountering over the course of the program, whether physical, emotional, or academic. The Wellness representatives offer help and support by identifying appropriate support services, assisting students who are ill, and arranging for classmates to provide notes for missed sessions. This Committee will choose one student representative from the group to serve on the CUMC Wellness Committee, which is comprised of student representatives from all schools within CUMC.

International Students
The F-1 visa requires full-time student status, and students beginning the MS program in the Fall semester usually enter the U.S. in mid-August whether they require off-campus housing or if they are placed in on-campus housing. Students on F-1 visas should note that their visa status requires full-time enrollment and there is no provision for early entry to engage in part-time
course work or thesis research. Services and advice for international students can be found through the International Students and Scholars Office: [http://www.columbia.edu/cu/isso/isso.html](http://www.columbia.edu/cu/isso/isso.html) and the International Affairs Office: [http://www.cumc.columbia.edu/faculty/international-affairs](http://www.cumc.columbia.edu/faculty/international-affairs).

Master’s Thesis Project

**Master’s Thesis Project Work**

A major part of the process for selecting a Thesis mentor and work setting is covered in the Special Studies course. Students will learn about the program’s expectations for the Thesis in this class. Many potential mentors will present research projects suitable for student participation and there are more than enough mentors for our cohort, and students are expected to interview with at least two potential mentors. Each student will be matched with a thesis mentor by the end of the Fall semester or earlier. Regardless of the mentor, a successful research experience is dependent on the student being proactive in seeking a suitable placement, developing the skills needed for the selected research and project setting, and being professional, industrious and dependable in pursuit of the work. IHN faculty will aid the student in the selection of a suitable project and monitor the progress of student thesis project work by discussion with the student and by calling and e-mailing the research mentor and student as needed. Examples of completed MS Theses are available on the summer Thesis Research CourseWorks page.

**Fall Semester**

Students are expected to do 10-15 hr/wk of thesis-related work each week of the Fall and Spring semesters. The IHN facilitates mentor selection in the Fall section of the Special Studies course. About 100 selected potential mentors collaborate with the IHN to provide thesis research opportunities for the students. Most students will work with one of these mentors. If a student wants to search for a mentor not previously identified by IHN, he/she must discuss this with the Director of the program before making any contact with potential mentors.

Initially, the thesis time will be spent identifying potential mentors, researching their work, and interviewing them to enable selection of the thesis mentor by early November. Once a mentor and project have been selected, students should notify any other mentors previously interviewed of their final decision. Students are expected to notify a potential mentor as soon as they decide NOT to select that setting. The notification should include a note of thanks for the mentor’s time.

Once a placement is agreed upon, the student is expected to begin working on site promptly, 10-15 hr/wk. Any required project-specific training should be completed in the Fall semester. Students should also plan to devote about two weeks of the winter break to work related to their selected project but mostly done as an assignment in the Fall Special Studies course. During this period they should read widely the literature relevant to their work and prepare an annotated bibliography of their reading, to which they should continue to add as the project progresses. The goal during this period should be to develop an understanding sufficiently broad and deep to
enable the student to (1) write the Introduction to the Thesis, which is due during the winter break (see description under Master’s Thesis Format section below), (2) give a presentation of the thesis project in a formal talk in the Spring semester of Special Studies, and (3) contribute significantly to their project during the Spring semester.

Any issues or problems with the mentors that come up during mentor selection or after thesis work has already begun (communication issues, project changes, etc.) should be brought to the attention of the Program Director immediately, to avoid loss of thesis work time. Students are required to keep an Hours Log, showing their thesis work hours and activities.

**Spring Semester**
The Spring semester should be used to become more deeply involved in thesis research; the student is expected to spend 10-15 hrs/wk devoted to the thesis work during this semester, for a total of 150-225 hours. All or most of this time will be spent on-site, working on the project. The Spring Special Studies course will focus on developing your research framework, to better understand your research project and as a guide to writing your thesis manuscript. By the end of the semester, each student will have completed a short presentation on their research project in the Special Studies course. Any Spring semester hours above 200 hours can be counted toward the Summer requirement, if agreed upon in advance with the mentor.

**Summer Session**
Students are required to spend 35+ hrs/wk, for 10-12 weeks of the summer, a total of at least 350 hours, carrying out thesis project activities. These activities and the hours spent on the work should continue to be compiled in the Hours Log throughout the summer. The summer research time schedule should be as specific as time for courses and should ensure that the student can complete 350+ hours of summer thesis research work, in addition to the time spent in the Fall and Spring. The summer period is used for finishing data collection, conducting data analysis, and writing the Thesis. The time used to write the Thesis is not to be counted towards the required hours of Thesis work. In mid-July students will present their thesis project Mini-Poster in a small symposium held for the MS Program.

Thesis research normally is completed by early to mid-August. For students needing to finish earlier than mid-August, for example to meet enrollment dates for graduate or medical school, the method of fulfilling the summer time commitment should be discussed with the student’s mentor and faculty advisor, well in advance of the summer. Previously, some students have arranged to complete the time obligation in part by putting in additional thesis project time (on site) during their Winter and Spring breaks, or by working more than 15 hours per week (>200 hr total) during the Spring semester, with the agreement of their mentors.

**Other Competencies**
To obtain the general training relevant to their thesis work, students will be required to complete a number of training sessions. Some computer program training sessions are held through the Hammer Health Sciences Library. Their schedules can be found at:
http://library.cumc.columbia.edu/classes. Other training is offered through Columbia’s RASCAL website, which is a system where researchers at Columbia are able to receive research-related training, submit research proposals to the Institutional Review Board, and review submitted proposals. The RASCAL system is found at: https://www.rascal.columbia.edu/.

**Required Training**

1. EndNote training during designated Special Studies class time devoted to the library’s classes.
2. Literature search training (PubMed/Medline/etc.) during designated Special Studies class times devoted to the library’s classes.
3. All students must complete the following courses through the RASCAL website, https://www.rascal.columbia.edu/servlet/edu.columbia.rascal.presentation.tc.servlets.TCMainServlet:
   a. TC0019 Privacy and Security of Health Information (HIPAA: Health Insurance Portability Accountability Act)
   b. TC0087 Human Subjects Protection; (GCP)- for Investigators in Epidemiology and the Social and Behavioral Sciences*
   c. TC0088 Research with Minors*

*These trainings must be completed through the Collaborative Institutional Training Initiative (CITI): http://www.citiprogram.org. Students will be re-directed to this website automatically through RASCAL.

**Master’s Thesis Manuscript**

To graduate in October, students must have the Master’s Thesis submitted to and approved by the thesis mentor by the Monday of the third week in September. An electronic copy must also be submitted via CourseWorks for a complete submission. Refer to “MS Thesis Submission and Degree Completion Deadlines” on page 18 for more details. Failure to meet these deadlines will prevent obtaining an October degree.

**Grading of the MS Thesis Work**

The grade for the Summer semester Thesis Research course will be pass or fail based on the mentor’s grading of the Thesis work. In some cases, where there has been exceptional project effort and an outstanding Thesis manuscript, the mentor can recommend a grade of Honors for the Thesis Research course. Honors will then be awarded, if the nominated student has completed in an outstanding way the thesis project process and other required components, including those that are part of the Special Studies courses.

**MS Thesis Submission and Degree Completion Deadlines**

Students are required to submit the following items to complete MS degree requirements:

<table>
<thead>
<tr>
<th>Approximate Due Date</th>
<th>Assignment</th>
<th>Method of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-July</td>
<td>Mini Poster of MS Thesis</td>
<td>Electronic Copy via CourseWorks Presentation at IHN MS Symposium</td>
</tr>
<tr>
<td>End of July</td>
<td>Application for Degree form</td>
<td>Electronic Copy via Email</td>
</tr>
<tr>
<td>Mid-September</td>
<td>Signed Master’s Thesis Cover Sheet</td>
<td>Electronic Copy via CourseWorks</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Mid-September</td>
<td>Final Thesis (no cover sheet)</td>
<td>Electronic Copy via CourseWorks</td>
</tr>
<tr>
<td>Mid-September</td>
<td>Evaluation of Mentor survey</td>
<td>Electronically via Survey Monkey</td>
</tr>
<tr>
<td>Mid-September</td>
<td>MS Graduate Information survey</td>
<td>Electronically via Survey Monkey</td>
</tr>
</tbody>
</table>

Detailed instructions and required forms are provided via CourseWorks at the beginning of the Summer Session.


**Appendix to the Master of Science Handbook**

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IHN Academic Calendar 2016-2017
Based on Columbia University’s Calendar

Fall Term 2016
Monday, Aug 29 – Friday, Sept 2
Monday, Sept 5
Tuesday, Sept 6
Friday, Sept 16
Wednesday, Oct 19
Monday, Nov 7
Tuesday, Nov 8
Thursday, Nov 19
Thursday, Nov 24
Friday, Nov 25
Monday, Dec 12
Tuesday, Dec 13 – Thursday, Dec 15
Friday, Dec 16 – Thursday, Dec 22

IHN Orientation
Labor Day – University Holiday
First Day of Classes
End of Change of Program Period, Last Day to Add Class
October Degrees Conferred
University Holiday
Election Day – VOTE! - University Holiday
Last Day to Pass/Fail or Drop Class
Thanksgiving Day – University Holiday
University Holiday
Last Day of Classes
Study Days
Final Examinations

Spring Term 2017
Monday, Jan 16
Tuesday, Jan 17
Friday, Jan 27
Wednesday, Feb 8
Monday, Mar 13 – Friday, Mar 17
Thursday, Mar 23
Monday, May 1
Tuesday, May 2 – Thursday, May 4
Friday, May 5 – Thursday, May 11
Wednesday, May 17 – Thursday, May 18

Martin Luther King Jr. Birthday – University Holiday
First Day of Classes
End of Change of Program Period, Last Day to Add Class
February Degrees Conferred
Spring Recess
Last Day to Pass/Fail or Drop Class
Last Day of Classes
Study Days
Final Examinations
CU Commencement & End of the Year Event
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>7:50 am</td>
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<td></td>
<td>Thesis Work Day</td>
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<td>8:20 am</td>
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<td>9:00 am</td>
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<tr>
<td>9:20 am</td>
<td></td>
<td></td>
<td>Readings Section 2 7:50 am – 10:20 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:20 am</td>
<td>Readings Section 1 9:20 am – 11:50 am</td>
<td>Readings Section 3 10:20 am – 12:50 pm</td>
<td>Readings Section 4 8:20 am – 10:50 am</td>
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<tr>
<td>10:50 am</td>
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</tr>
<tr>
<td>11:00 am</td>
<td>Readings ALL SECTIONS 11:00 am – 11:50 am</td>
<td>Readings Section 5 10:50 am – 1:20 pm</td>
<td></td>
<td>Biochemical &amp; Physiological Bases of Nutrition: Macronutrients 9:00 am – 11:50 am</td>
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<td>12:00 pm</td>
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<td>1:00 pm</td>
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<td>2:00 pm</td>
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<tr>
<td>3:00 pm</td>
<td>Topics in Public Health Nutrition 3:00 pm – 5:50 pm</td>
<td>Growth &amp; Development 2:00 pm – 4:50 pm</td>
<td>Introduction to Epidemiology for Nutritionists 3:00 pm – 5:50 pm</td>
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<td>4:00 pm</td>
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<td>Special Studies I 2:00 pm – 4:20 pm</td>
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<td>5:00 pm</td>
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</tbody>
</table>

**Thursday**

Review this schedule with your advisor and enter blocks of time to be used for your thesis research, etc. You will be assigned to one of the Readings Sections (1-5; dashed outline). Note that many classes have exception dates. Please check the IHN Google Calendar and your syllabi for these cases.

**NOTE:** Periodically classes will be scheduled during this time – notify thesis mentor of the dates when they are set.
## IHN Spring 2017 Course Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td></td>
<td>Biostatistics</td>
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<td>Biochemical &amp; Physiological Bases of Nutrition:</td>
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<td></td>
<td></td>
<td>9 am – 11:50am</td>
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<td>Micronutrients 9 am – 11:50 am</td>
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<td>9:00 AM</td>
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<tr>
<td>10:00 AM</td>
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<td>11 AM</td>
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<td>12 PM</td>
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<tr>
<td>2 PM</td>
<td>Essentials of Nutrition Counseling &amp; Medical</td>
<td>Clinical Nutrition 3 pm – 5:50 pm</td>
<td>US and International Nutrition</td>
<td>Special Studies II 2 pm – 4:20 pm</td>
<td></td>
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<tr>
<td></td>
<td>Nutrition Therapy 2-4:50pm</td>
<td></td>
<td>Programs and Policies 3-5:50pm</td>
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<tr>
<td>3 PM</td>
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<td>5 PM</td>
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</tr>
</tbody>
</table>
Institute of Human Nutrition: Dress Code Guidelines

As you explore research setting opportunities, and begin work in your thesis setting, you should consider what is required of you to dress as a professional. To some extent, you can look around your setting for models of appropriate dress, but you should aim to imitate the highest standard, not the lowest. If you work in a setting where you can be exposed to hazardous substances or dangerous equipment (such as a lab), you should pay particular attention to wearing clothing, shoes and glasses to cover and protect you, avoiding hanging garments that can catch in machinery or drag in chemicals.

However, dressing appropriately and professionally is also required in settings where safety is not an issue. You should present yourself for interviews and in your thesis site as you would in a job or internship setting. Keep in mind that you may come in contact with people during your thesis work with whom you will want to work or intern after the MS program. You do not get a second chance at a first impression, so make sure you are dressed suitably every day.

Some more general rules should inform your choice of dress. The following are suitable dress rules for you to follow (they are adapted from the dress code for volunteers at St. Luke's Hospital). You should not wear the following when you are "on duty":

- Low back, backless or strapless dresses, or cropped tops
- Shorts, excessively short skirts
- See-through or sheer blouses, shirts, pants, skirts or dresses
- Tank tops or T-shirts with offensive or suggestive slogans/logos
- Nylon athletic suits or sweatshirts or sweatpants
- Head coverings of any type, with the exception of those worn for religious reasons
- Slippers, house shoes, flip flops
- Spandex, leggings, or any other very tight-fitting clothing
- Eyebrow or lip rings, tongue studs
- Long, dangling earrings, bracelets or necklaces, (wear only minimal jewelry)

In addition, long hair should be pulled back, and nail length should be short enough to allow you to thoroughly clean underneath nails and not cause glove tear, if latex gloves are used.

In general, err on the side of formality rather than casualness in your dress.
Mentor Form for Proposed Master’s Research Project

Mentors: Please complete and submit to Kendall Singleton (kas2244@cums.columbia.edu) by August 15th or sooner.

Note: You should describe a particular project, suitable for the MS student to begin by the middle of the fall semester, rather than your general area of research work. If this is not feasible, please discuss promptly with Sharon Akbas (sa109@cums.columbia.edu).

1. Mentor’s contact information (name, school/department, email, phone #, etc.)
2. Co-mentor’s contact information (if applicable)
3. Objectives of the research (details about the specific project(s) available belong here)
4. Research type (clinical, basic science, public health, medical records, human or animal subjects, etc.):
5. List any prior laboratory/research experience or specific skills the student must have to participate in the project, (e.g., animal handling or people skills, bench research experience, knowledge of statistical programs, etc.).
6. Is there room for student input into the content of the work?
7. Will the student work relatively independently or in collaboration with specific person(s)?
8. Should any special training be obtained by the student prior to beginning the project? If so, specify. (Note that all students are required to complete the CITI and HIPAA tests for the IHN’s Special Studies course.)
9. List any background readings students should review prior to applying.
10. Does the project require IRB approval? ___ yes ___ no
   a. If yes, at what stage is the approval process now?
11. Where is the student’s work-site location?
12. How many students can work on this project?
Plan for Master’s Research Project Activities
Due early December

Student Name: _________________________________________________________________

Title of Proposed Thesis Project: ________________________________________________

Primary Thesis Mentor: __________________________________________________________

Primary Mentor’s Telephone & Email: _____________________________________________

Secondary or Co-Thesis Mentor: _________________________________________________

Secondary or Co-Mentor’s Telephone & Email: _____________________________________

Research/Field Site Address: _____________________________________________________

Activities completed prior to current date:

Activities to be completed by the Spring semester’s end (for 2 credits of thesis research):

Do you plan to complete your research work before mid-August? yes ____ no _____

If yes, give estimated date of completion: _________________________________________

IHN Faculty Advisor                 Student                     Thesis Mentor
Printed Name:    __________________     __________________     __________________
Signature:          __________________     __________________     __________________
Date: ___________________________________
Please give the original signed copy to the Director of the Master's Program.
Please give copies to all signatories.

Master’s Thesis Cover Sheet

The attached Thesis, entitled:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

is submitted the ________________________ day of ________________________, 20 _______,
(Day)                                             (Month)                         (Year)

By _________________________________________________________________,
in completion of requirements for the degree Master of Science in Nutrition.

Thesis Mentor, printed name                       Thesis Mentor’s Signature                      Date

Director of MS Program, printed name          Director of MS Program Signature              Date
COLUMBIA UNIVERSITY  Institute of Human Nutrition

MS Student Evaluation of Thesis Mentor

Your Name: _____________________________       Date: ___________________

Final Thesis Title: __________________________________________________________

Mentor’s Name: _____________________ Title: _______________ Department: _______________________

Email: ________________________      Telephone #: _______________________

Please rate below the person who was most responsible for mentoring/guiding your work. If this is a different person than your formal thesis mentor, name the person you are rating here:

Person mentoring/guiding my work and rated here: ___________________________________

Rate the person who was responsible for mentoring/guiding your work on the following qualities:
1 = agree strongly 2= agree moderately, 3= neither agree or disagree, 4= disagree moderately, 5=disagree strongly

1. My mentor helped me clearly define the intended scope of my thesis work.  1   2   3   4   5
2. S/he discussed and developed a schedule with me that accommodated the required time commitment. 1   2   3   4   5
3. My mentor (or the person he delegated to this role, named ______________) made him/herself readily available to promote and monitor my development and progress throughout the year. 1   2   3   4   5
4. My mentor made an effort to include me in meetings, seminars, and other activities related to my research area.

1 2 3 4 5

5. The best thing about my mentor was ______________________________________________________

6. The thing I found most difficult about working with this mentor was __________________________

7. About what percentage of your originally hoped-for goals (with regard to your thesis project) do you estimate you achieved? __________ %

8. Roughly, about how many hours on average did you work each week on the combined aspects of your research project in:

   in the fall semester?   __________

   in the spring semester?   __________

   and for the 10 weeks in the summer?   __________

8. Would you recommend your mentor for future MS students? YES / NO (circle one)

Additional Comments (please explain anything that might be helpful for IHN faculty to know):
# Thesis Mentor Evaluation of MS Student

**Mentor:** ____________________  **Student:** ____________________

**Work-site Location:** ____________________  **Type of work:** ____________________

Please separately evaluate each IHN Master’s student working with you on a research project on the following parameters, and give commentary as you see fit. Comments for each section can continue at the bottom [or on the reverse side, if you return a hard copy], using the section numbers.

**Numbers correspond to the following scale:**

1 = Always; 2 = Consistently; 3 = Usually; 4 = Sometimes; 5 = Never

Use N/A when you don’t have a basis for evaluating the item, or if it does not apply to the student’s work.

<table>
<thead>
<tr>
<th>1. Work Habits</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takes initiative and shows self-direction</td>
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<td></td>
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<tr>
<td>Is dependable</td>
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<tr>
<td>Uses time effectively</td>
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<tr>
<td>Completes tasks on time</td>
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<tr>
<td>General professionalism in appearance/conduct</td>
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<tr>
<td>Comments:</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Communication</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears comfortable/confident with colleagues</td>
<td></td>
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<tr>
<td>Is sensitive, responsive, and respectful</td>
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<tr>
<td>Communicates effectively verbally</td>
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<tr>
<td>Communicates effectively in writing</td>
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<tr>
<td>Comments:</td>
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3. Supervision

<table>
<thead>
<tr>
<th>Subject</th>
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<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptive to feedback</td>
<td></td>
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<tr>
<td>Implements suggestions</td>
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<tr>
<td>Is able to work independently</td>
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<tr>
<td>Uses self-evaluation and reflection in work</td>
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<tr>
<td>Comments:</td>
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</table>

4. Application of Skills

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<th>3</th>
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<th>5</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Studies and learns rules/regulations</td>
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<tr>
<td>Formulates and asks appropriate questions</td>
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<tr>
<td>Understands role in project</td>
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<tr>
<td>Seeks learning beyond requirements</td>
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<tr>
<td>Develops skills in consultation with colleagues</td>
<td></td>
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<tr>
<td>Knows when to ask for assistance/refer to others</td>
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<tr>
<td>Comments:</td>
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5. Ethical Awareness and Conduct

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<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understands ethical guidelines</td>
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<tr>
<td>Behavior is consistently ethical</td>
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<tr>
<td>Seeks ethical guidance when needed</td>
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<tr>
<td>Comments:</td>
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</table>

To Whom To Go For What

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td>Account Holds</td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td>Add/Drop (be sure to contact Instructor and Advisor too)</td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td>Appointments with Instructors</td>
<td>Contact instructor directly via email</td>
</tr>
<tr>
<td>CUMC Calendar of Events</td>
<td>Alex Sosa</td>
</tr>
<tr>
<td>Class Schedule for IHN – seminars/symposia, room assignments, weekly schedule</td>
<td>Alex Sosa</td>
</tr>
<tr>
<td>Course Curriculum</td>
<td>Sharon Akabas</td>
</tr>
<tr>
<td>CourseWorks</td>
<td>Contact course instructor</td>
</tr>
<tr>
<td>Service</td>
<td>Contact Information</td>
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<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Dining Options</strong></td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>Assigned faculty advisor</td>
</tr>
<tr>
<td><strong>Emergency/Theft/Robbery/Injury/Crime Victimization</strong></td>
<td>Columbia University Health Sciences Security Office (212) 305-8100</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Diana Parra (212) 305-4100 Room 139 Black Building, 630 W 168 St</td>
</tr>
<tr>
<td><strong>Course Grades</strong></td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>(212) 305-3400 60 Haven Ave, Lobby Level</td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td><strong>ID Cards</strong> (ID card access point permissions)</td>
<td><a href="mailto:cumc-idoffice@columbia.edu">cumc-idoffice@columbia.edu</a>, Alex Sosa</td>
</tr>
<tr>
<td><strong>IHN Forms</strong> (including application for degree, student health, master’s thesis)</td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td><strong>Lecture Handouts</strong></td>
<td>Course TA; course director</td>
</tr>
<tr>
<td><strong>Letters of Recommendation</strong></td>
<td>Sharon Akabas</td>
</tr>
<tr>
<td><strong>Letters Re: Proof of Enrollment, insurance, degree confirmation, etc.</strong></td>
<td>Leslie De Peña, Alex Sosa</td>
</tr>
<tr>
<td><strong>Master’s Thesis</strong></td>
<td>Sharon Akabas, Moneek Madra, thesis mentor, faculty advisor</td>
</tr>
<tr>
<td><strong>Security at CUMC</strong></td>
<td>(212) 305-8100</td>
</tr>
<tr>
<td><strong>Student Services Online (SSOL) – Self-service access to academic and financial services such as address updates, direct deposit, billing, and payments.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tuition &amp; Fees</strong></td>
<td>(212) 342-4790 1-141 Black Building, Unit 45</td>
</tr>
<tr>
<td><strong>Visa or International Student Information</strong></td>
<td>(212) 305-5455 Bonnie Garner, Black Building, 1-126 B</td>
</tr>
<tr>
<td><strong>Wellness Center</strong></td>
<td>(212) 304-5564 107 Bard Hall</td>
</tr>
</tbody>
</table>

For emergencies contact program designees in the following order:

1. Sharon R. Akabas, Ph.D.
   Director, MS Program, Institute of Human Nutrition
   Office: PH 15 East – 1512
   Phone: (914) 629-1631
   sa109@cumc.columbia.edu

2. Sara Sternglass
   Senior Director
   Office: PH 15 East – 1512
   Phone: (212) 305-4808
   ss3808@cumc.columbia.edu
Classes during Snow & Weather Emergencies
The general rule is that the College remains open and classes are held as usual during snow and other weather emergencies. Due to limited staffing during weather emergencies, some University services may be limited, and faculty who are unable to reach campus may find it necessary to cancel individual classes. The Columbia University Web site (http://preparedness.columbia.edu/alerts) will provide information on any such cancellations or changes in services. Students can sign-up for text message alerts regarding weather or other emergencies on SSOL and should check their CUMC email frequently during inclement weather situations.

However, specific departments or faculty members who wish to hold classes may do so if they inform students about their policy in writing at the beginning of each semester (preferably in the syllabus for the class) and provide students with clear instructions on notification (e.g., via e-mail). In addition, if there is advance notice of a weather alert, faculty who intend to hold classes should remind students in the class before the weather event.

If a student is unable to get to campus, it will be considered an excused absence, and the student should be permitted to make up the work. No student who is unable to get to campus for the class may be penalized. The student should notify the instructor via email at the time of the event that s/he is unable to get to class.