



DEPARTMENT OF HEALTH AND NUTRITION
SCIENCES

GRADUATE PROGRAMS
FALL 2007

Department of Health and Nutrition Sciences
Brooklyn College of CUNY
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GRADUATE PROGRAMS

DEPARTMENT OF HEALTH AND NUTRITION SCIENCES

Welcome to the Department of Health and Nutrition Sciences. This brochure provides information concerning the Health and Nutrition Sciences graduate degree programs at Brooklyn College.

Additional information can be obtained at our website
<http://academic.brooklyn.cuny.edu/hns>
and the official Brooklyn College website
<http://www.brooklyn.cuny.edu>.

The information in this brochure is intended to help graduate students in the Department of Health and Nutrition Sciences to complete their degrees. It is hoped that this information will enable students to make academic and career decisions. Refer to the [Brooklyn College Bulletin - Division of Graduate Studies](#) for information about rules and regulations. Questions about departmental requirements for and admission to the Graduate Division should be addressed to the Graduate Deputy or the Program Coordinator.

DEPARTMENT ADMINISTRATION

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Office hours and telephone numbers for faculty can be obtained by calling the Department Office at (718) 951-5026

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DEPARTMENT MISSION

The mission of the department of Health and Nutrition Sciences is to provide undergraduate and graduate students with a high quality, multidisciplinary, critical perspective on foods and nutrition and community health; a perspective that is part of the liberal arts and sciences program at Brooklyn College. Knowledge in health and nutrition sciences includes, but is not limited to, an understanding of health systems, health and nutrition policy and program development, the social and natural components of health and disease, and health promotion. Undergraduate and graduate students are prepared through academic courses, internships, and research experiences to contribute as health professionals to the local, national, and international communities. Included in the mission are conducting research and advancing scientific knowledge relevant to health and nutrition and providing health promotion resources and programs for the professional community, Brooklyn College, and the community-at-large. The department endeavors to maintain an environment of academic excellence for students and faculty, where knowledge may grow and originality and creativity may thrive through teaching, research and community service.

DEGREES OFFERED

The Brooklyn College Department of Health and Nutrition Sciences offers programs of study in the following degrees:

- Master of Public Health with concentrations in community health, health care policy and administration accredited by the Council on Education for Public Health;
- Master of Arts degree in Community Health with a concentration in community health education;
- Master of Arts degree in Community Health with a concentrations in thanatology;
- Master of Science degree in Nutrition;
- Master of Science in Education, Health Teacher.

In addition to these degree programs, a Dietetic Internship (DI) and a series of counseling internship courses provide courses necessary to meet the requirements of professional certification organizations such as the American Dietetic Association and the Association for Death Education and Counseling.

Beginning in 2006, the Department is offering an Advanced Certificate in Grief Counseling.

APPLICATION AND MATRICULATION REQUIREMENTS

Applicants for admission must hold a baccalaureate degree from an accredited institution and have completed an approved program of study with a minimum average of approximately B (3.0) in the major and B- (2.7) overall. **Graduate Record Examination** scores are required for admission to the M.P.H. but not other graduate programs of the Department of Health and Nutrition Sciences. Students who have completed the M.A. degree in Community Health may apply for the M.P. H. degree. However, not all previously taken courses may count towards the M.P.H.

Applications and all supporting credentials, including all official transcripts, are reviewed throughout the year. International students are urged to apply by February 1 for the Fall semester and by October 1 for the Spring semester. Students may attend full- (9 credits) or part-time (less than 9 credits). Applications may be obtained from the Office of Graduate Admissions, 2900 Bedford Ave. Brooklyn College, Brooklyn, NY 11210-2889, telephone (718) 951-5914.

A separate application is required for the Dietetic Internship (DI) through American Dietetic Association Matching Program (www.eatright.org). Applicants to the DI must first be accepted to the M.S. in Nutrition as matriculated students. Please contact Prof. Schnoll for details.

STUDENT STATUS

Students may be admitted to graduate programs in 4 categories: Non-Degree, Matriculated (Degree), Provisional or Non-matriculated. The M.A. and M.S. programs admit students in all categories. The M.P.H. program admits only matriculated students.

Non-Degree students are students who are taking courses in areas of personal or professional development, but do not intend to complete a graduate degree. A maximum of 12 credits taken while enrolled as a non-degree student can be credited toward a degree if the student decides to enroll in a degree program at a later date. Students who wish to change from non-degree to matriculated status must either complete their application or file a new application depending on the program.

Matriculated students are students who meet departmental criteria for admission into the degree program. If a student is qualified but lacks minor requirements, the student may be admitted to matriculated status with conditions. These conditions must be met within the first 9 graduate credits.

Non-matriculated students are those whose undergraduate record indicates a lack of academic background for the specific area of study or a deficiency in quality. Non-matriculated students will be advised what requirements must be met in order to matriculate. These requirements must be met prior to completing 15 credits. At that time the graduate deputy chairperson can promote them to matriculated status.

Students are admitted with Provisional status if they apply for admission after the application deadline. The complete application procedure must be completed within the first semester of attendance.

International students must be either matriculated or matriculated with conditions.

The record of each non-matriculated student will undergo departmental review each semester. The names of non-matriculated students meriting matriculated status will be forwarded to the Office of Student Records; such students will be notified of their change of status.

Students are required to maintain a B (3.0) average. A matriculated student whose GPA falls below 3.0 before completing the course requirements for the degree is placed on academic probation. The deficiency must then be removed (a GPA of 3.0 or higher attained) within the next nine credits of course work, in which case the probationary condition is removed. Failing to achieve this, the student may be dismissed from the program and barred from further registration in the program. A student whose GPA falls below 3.0 at the point of completing the course requirements for the degree may take up to an additional nine credits to remove the deficiency but only with the recommendation of the program and approval by the Office of the Dean of Graduate Studies and Research. The program may specify the courses to be taken.

DESCRIPTION OF DEGREE PROGRAMS

Description of degree requirements, courses, and course pre-requisites are included in the Brooklyn College Bulletin. The check off sheets following the description of each degree program provide concise summaries of degree requirements for students' use in planning their programs. Courses are offered on a rotating basis, with required courses offered a minimum of once per year and other courses offered less frequently. Course offerings depend on enrollment, budget, and faculty availability.

M.A. Degree in Community Health Education (Sims code 321; 36 credits)

Matriculation requirements: In addition to the requirements for admission into the Graduate Program, applicants for the M.A. degree must offer at least 18 credits in health-related courses, two letters of recommendation, a statement of purpose, and official transcripts.

The curriculum: 36 credits including 9 elective credits for those choosing the comprehensive examination or 3 elective credits for those choosing the thesis or master's paper. The concentration in Community Health Education prepares health-related professionals for advanced practice as Certified Health Education Specialists (CHES) in community and work site settings. It provides graduate students with a state-of-the-art curriculum that is affordable, flexible, and accessible to working professionals in the region.

Students must complete the core required courses (27 credits). In addition students must choose one of three exit sequences: Comprehensive Examination, Master's Thesis, or Master's Paper and elective courses chosen from 700-level courses in Health and Nutrition Sciences after consultation with the deputy chairperson. Students with advanced preparation may substitute other courses for required courses with the permission of the department graduate committee.

Once a decision to complete a specific exit option is chosen by registering for H&NTR 791.2X or 791.3X, or to take the comprehensive examination, the decision is final.

The courses numbered 791.1X, 791.2X, 791.3X and 797.X require a B average and departmental permission. Permission must be obtained at the end of the semester prior to the one for which enrollment in the course is sought. Permission must be obtained from the Graduate Deputy Chair and will be given on a space available basis.

Comprehensive examinations are given during the fall and spring semester at times designated in the Schedule of Classes. Students must apply to take the comprehensive examination at the office of Graduate Studies. It is also recommended that students contact the department at the beginning of the semester in which they intend to complete the examination so that they may receive study materials.

Students electing to complete a master's paper must complete Health and Nutrition Sciences 791.3X with a grade of B or better, and then one of the courses numbered 797.1X through 797.9X in which the master's paper will be written. The grade for the course will be the same as the grade for the master's paper. The students must earn a grade of B or better for a master's paper to be acceptable. The student is not allowed to take 791.3X more than twice, and may only take one of the courses numbered 797.1X through 797.9X.

Students choosing the master's thesis option take courses 791.2X and 780X. The student must decide on the area of research to be covered in the thesis and arrange for supervision with a faculty member before seeking permission to register for the course. The section "Master's Thesis details" at the end of this bulletin provides additional details.

Transferring from the MA to the MPH in Community Health: Students who are in the process of completing the M.A. degree in Community Health must submit a new admission application for the

M.P.H. degree to the Division of Graduate Studies. The new applications require the inclusion of letters of recommendation for the MPH program, GRE scores, statement of goals for the MPH program and official transcripts. Since the curriculum differs substantially between the two programs, students wishing to transfer are encouraged to do so early in their programs.

Requirements-MA Community Health Education (36 credits, 3-9 elective credits) Students Admitted from Fall 2004-Spring 2006	
Core requirement: 27 credits	
First courses	H&NTR 758 Foundations of Community Health Education H&NTR 759 Program Planning and Evaluation in Community Health Education
Early courses	H&NTR 761X (3) Social and Behavioral Sciences in Public Health H&NTR 771X (3) Epidemiology H&NTR 772.2X (3) Planning, strategic analysis, & organizing of health care services H&NTR 775.1X (3) Human Resources Management in Healthcare H&NTR 777X (3) Computer applications in health sciences
Later courses	H&NTR 764X (3) Internship and Field Seminar in Community Health H&NTR 791.1X (3) Research Seminar in Health Science I1
Electives: 3-9 credits depending on capstone	
9 credits of courses numbered 700 and above for those choosing the comprehensive exam as their capstone 3 credits of courses numbered 700 and above for those choosing the Thesis Research or Master's Paper option	
Capstone requirement: 0-6 credits depending on choice	
<u>Comprehensive exam (no credit)</u> students must apply at the office of Graduate Studies	
OR	
<u>Master's Thesis (6 credit sequence)</u>	
<ul style="list-style-type: none"> • H&NTR 791.2X - Research Seminar in Health Science II (3) • H&NTR 780X - Thesis Research and an acceptable thesis (3) 	
OR	
<u>Master's Paper (6 credit sequence)</u>	
<ul style="list-style-type: none"> • H&NTR 791.3X - Research Seminar in Health Science III (3) • one course from H&NTR 797.1X through H&NTR 797.9X - Master's Papers (3) 	

Requirements MA Community Health Education (36 credits 3-9 elective credits) For Students Admitted from Fall 2007
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Core requirement: 27 credits	
First courses	H&NTR 758 Foundations of Community Health Education H&NTR 759 Program Planning and Evaluation in Community Health Education
Early courses	H&NTR 761X (3) Social and Behavioral Sciences in Public Health H&NTR 770X (3) Introduction to Health Policy and Administration H&NTR 771X (3) Epidemiology H&NTR 775.1X (3) Human Resources Management in Healthcare H&NTR 777X (3) Computer applications in health sciences
Later courses	H&NTR 764X (3) Internship and Field Seminar in Community Health H&NTR 791.1X (3) Research Seminar in Health Science I1
Electives: 3-9 credits depending on choice of capstone	
9 credits of courses numbered 700 and above for those choosing the comprehensive exam as their capstone 3 credits of courses numbered 700 and above for those choosing the Thesis Research or Master's Paper option	
Capstone requirement: 0-6 credits depending on choice	
<u>Comprehensive exam (no credit)</u> students must apply at the office of Graduate Studies OR <u>Master's Thesis (6 credit sequence)</u> <ul style="list-style-type: none"> • H&NTR 791.2X - Research Seminar in Health Science II (3) • H&NTR 780X - Thesis Research and an acceptable thesis (3) OR <u>Master's Paper (6 credit sequence)</u> <ul style="list-style-type: none"> • H&NTR 791.3X - Research Seminar in Health Science III (3) one course from H&NTR 797.1X through H&NTR 797.9X - Master's Papers (3)	

M.A. Degree with a Concentration in Thanatology (Sims Code 315; 33 credits)

This degree program provides the background for caregivers working with or preparing to work with the terminally ill and the bereft in hospice or other palliative care programs, nursing homes, hospitals, grief counseling services, and death education programs. Courses meet many of the pre-requisites to qualify to sit for the certification examinations in death education, grief counseling, and grief therapy offered by the Association for Death Education and Counseling, Inc.

Matriculation requirements: In addition to the requirements for admission into the Graduate Program, applicants for the M.A. degree must offer at least 18 credits in health-related courses, two letters of recommendation, a statement of purpose, and official transcripts.

The curriculum: In addition to the core course requirements, students must complete one of the following exit requirement options: master's thesis, or master's paper. Once a decision to complete a specific exit option is chosen by registering for H&NTR 791.2X or 791.3X, the decision is final.

The courses numbered 791.1X, 791.2X, 791.3X and 797.X require a B average and departmental permission. Permission must be obtained at the end of the semester prior to the one for which enrollment in the course is sought. Permission must be obtained from the Graduate Deputy Chair and will be given on a space available basis.

Students electing to complete a master's paper must complete Health and Nutrition Sciences 791.3X with a grade of B or better, and then one of the courses numbered 797.1X through 797.9X in which the master's paper will be written. The grade for the course will be the same as the grade for the master's paper. The students must earn a grade of B or better for a master's paper to be acceptable. The student is not allowed to take 791.3X more than twice, and may only take one of the courses numbered 797.1X through 797.9X.

Students choosing the master's thesis option take courses 791.2X and 780X. The student must decide on the area of research to be covered in the thesis and arrange for supervision with a faculty member before seeking permission to register for the course.

The section "Master's Thesis details" at the end of this bulletin provides additional details.

Transferring from the MA to the MPH in Community Health: Students who are in the process of completing the M.A. degree in Community Health-Thanatology must submit a new admission application for the M.P.H. degree to the Division of Graduate Studies. The new applications require the inclusion of letters of recommendation for the MPH program, GRE scores, statement of goals for the MPH program and official transcripts. Since the curriculum differs substantially between the two programs, students wishing to transfer are encouraged to do so early in their programs.

Requirements MA Community Health-Thanatology (33 credits)

Core requirement: 24 credits

H&NTR 744.5X (3) Bereavement
H&NTR 754X (3) Children and Death
H&NTR 760X (3) Health Crisis Intervention
H&NTR 762X (3) Health Counseling
H&NTR 773X (3) Health and Medical Dilemmas
H&NTR 774.5X (3) Health Care Provider and Thanatological Counseling
H&NTR 784.5X (3) Principles in the Care of the Terminally Ill
H&NTR 791.1X (3) Research Seminar in Health Science I

Electives: 3 credits with permission of

9 credits of courses numbered 700 and above for those choosing the comprehensive exam as their capstone
3 credits of courses numbered 700 and above for those choosing the Thesis Research or Master's Paper option

Capstone requirement: 6 credits

Master's Thesis (6 credit sequence)

- H&NTR 791.2X - Research Seminar in Health Science II (3)
- H&NTR 780X - Thesis Research and an acceptable thesis (3)

OR

Master's Paper (6 credit sequence)

- H&NTR 791.3X - Research Seminar in Health Science III (3)
- one course from H&NTR 797.1X through H&NTR 797.9X - Master's Papers (3)

M.P.H. in Community Health Degree Program (46 credits)

The Council on Education for Public Health (CEPH) accredits the M.P.H. as a program in community health. Students seeking the M.P.H. in Community Health degree (46 credits) must choose one of two concentrations: public health (formerly community health) (Sims Code 323), or health care policy and administration (Sims code 309). Healthcare Management (Sims code 307) is no longer accepting new students. In addition to a set of core courses required for all concentrations, each concentration has specific course requirements. The number of concentration-specific requirements as well as the number of elective courses varies across concentrations.

MPH Program Mission, Objectives and Goals

MISSION STATEMENT

The mission of the Brooklyn College Master in Public Health Program is to contribute to the conditions that enable people to be healthy through excellence in education, research and service.

The program provides a diverse set of students with the practical skills, multidisciplinary foundations and critical perspectives to enable them to assume and excel in responsible professional public health positions.

The program conducts research to generate scientific understanding and to apply knowledge to the solution of health problems.

The program's faculty and students work in collaboration with organizations in the public and private sectors to improve the health of the local and wider communities.

MPH PROGRAM GOALS

- To offer an excellent educational program to prepare diverse students in the science and practice of public health.
- To sustain high quality original research that contributes to the understanding and solution of health problems and the promotion of health.
- To involve faculty and students in organized activities providing service to the university and professional communities, and to work with organizations in the public and private sectors to improve health in Brooklyn, the New York City region, and beyond.

MPH PROGRAM OBJECTIVES

EDUCATIONAL OBJECTIVES

- To admit a diverse group of students who have the potential to be excellent public health professionals and leaders.
- To maintain a diverse, high quality, multidisciplinary faculty.
- To develop student competencies in the five core areas of public health.
- To equip students with the knowledge, technical proficiency, and skills to identify and critically evaluate health information and to communicate findings proficiently in writing and orally.
- To prepare students to integrate knowledge from multiple disciplines and apply practical skills to successfully perform public health core functions.
- To enable students who choose to specialize in a formal concentration or to develop their own focus.
- To train professionals with a public health identity who demonstrate commitment to ethical standards and the core values of the MPH program.

RESEARCH OBJECTIVES

- Maintain an academic environment conducive to faculty research that contributes to the understanding of and solution of health problems and the promotion of health.
- Maintain an academic environment conducive to student research that contributes to the understanding and solution of health problems and the promotion of health.
- Actively pursue research aimed at improving public health knowledge and practice.
- Disseminate research findings through scholarly publications.
- Disseminate research findings through professional presentations.

SERVICE OBJECTIVES

- To administer the MPH program in accordance with the stated mission, values and goals through program committees.
- To counsel MPH students about academic, career, service, and professional opportunities.
- To provide service to the department, college and university, with particular attention to those activities that support health-related education, research and service.
- To support and provide service to professional public health and other professional organizations in the health, biological, environmental, social and behavioral sciences.
- To support and collaborate with public health agencies, community based organizations, health institutions and other organizations in the public and private sectors to improve health in Brooklyn, New York City and beyond.

Matriculation requirements: In addition to the requirements for admission into the Graduate Program, applicants for the MPH degree must offer at least 18 credits in health-related courses, two letters of recommendation, a statement of purpose, official transcripts and their GRE scores.

The GRE requirement may be waived when:

Another standardized graduate test exam score is submitted; or

The student has completed another graduate degree; or

The student has professional credentials from the USA (MD, RN); or

The student has an undergraduate degree in a health-related field with a GPA of 3.40 or better.

Waiving the GRE scores requires approval of the Graduate Deputy Chair for the MPH Program.

The curriculum: Each student completes core courses (28 credits), concentration courses (12 credits), a capstone project (6 credits) and in certain instances, electives.

Courses are held in the evening at Brooklyn College or at 25 Broadway in Manhattan. Courses are offered on a rotating basis, with required courses offered a minimum of once per year and other courses offered less frequently. Course offerings depend on enrollment, budget, and faculty availability. The structure of the program makes it very difficult for a student to graduate in less than 3 years.

All students take a common set of core courses, courses

The courses numbered 791.1X, 791.2X, 791.3X and 797. 1X through 797.9X require the completion of at least 12 credits in the graduate degree program prior to registration for the course, a B average and departmental permission. **Permission must be obtained at the end of the semester prior to the one for which enrollment in the course is sought.**

Permission must be obtained from the Graduate Deputy and will be given on a space available basis.

Core courses

Students in all concentrations take a common set of core courses. Please note a grade of at least B must be achieved in each core required course.

Core MPH Requirements (25 credits)
Students entering Fall 2004 through Spring 2007

A grade of at least B must be achieved in each core course.

All courses are three credits unless otherwise indicated.

First core course	H&NTR 740 Proseminar in Public Health
Early core courses- <i>-MPH core knowledge</i>	H&NTR 761 Social and Behavioral Sciences in Public Health H&NTR 770 Introduction to Health Policy and Administration H&NTR 771 Epidemiology H&NTR 776 Environmental Health in the Urban Community H&NTR 778.1 Evaluation in Health and Nutrition Sciences (Biostatistics) (4 credits)
Later core course <i>-public health practice</i>	H&NTR 764.4 Internship in Public Health <ul style="list-style-type: none"> • note students entering prior to Fall 2007 may have already completed H&NTR764 which is acceptable
Later core course	H&NTR 791.1 Research Seminar in Health Science I

Core MPH Requirements (28 credits)
Students entering Fall 2007 or later

A grade of at least B must be achieved in each core course.

All are three credits unless otherwise indicated.

First core course	H&NTR 740 Proseminar in Public Health
Early core courses- <i>-MPH core knowledge</i>	H&NTR 761 Social and Behavioral Sciences in Public Health H&NTR 770 Introduction to Health Policy and Administration H&NTR 771 Epidemiology H&NTR 776 Environmental Health in the Urban Community H&NTR 778.1 Evaluation in Health and Nutrition Sciences (Biostatistics) (4 credits)
Later core course <i>-public health practice</i>	H&NTR 764.4 Internship in Public Health H&NTR 764.8 Seminar in Public Health Practice
Later core course <i>-research</i>	H&NTR 791.1 Research Seminar in Health Science I

Capstone courses

As part of the required courses in all concentrations students must take 791.1X, Research Seminar I. However, this course can be taken only after completing 6 credits in the department and maintaining a Grade Point Average (GPA) of at least B (3.0). To enroll in 791.1X the student must also obtain the permission of the Graduate Deputy Chair.

After completing 791.1X and maintaining a GPA of 3.0, students may select one of two exit options. They may choose to complete a Master's thesis or a Master's paper. Whichever option is selected is subsequently irrevocable. Students who select the master's thesis take, with the permission of the Graduate Deputy Chair, 791.2X, Research Seminar II, one semester and then 780X, Thesis Research, in a subsequent semester. Usually students wait to register for 780X until the semester they anticipate completing and submitting the thesis; students who are not registered for any courses during the semester in which the thesis is submitted will be charged a fee for maintenance of matriculation. The section "Master's Thesis details" at the end of this bulletin provides additional information.

Students who select the Master's paper option take, with the permission of the Graduate Deputy Chair, 791.3X, Research Seminar III, one semester, complete it with at least a grade of B, and then the next semester enroll in a 797.xX Master's

paper course. To provide continuity of feedback and support, students take the same professor for 791.3X and 797.xX.

Students electing to complete a master's paper must complete Health and Nutrition Sciences 791.3X with a grade of B or better, and then one of the courses numbered 797.1X through 797.9X in which the master's paper will be written. The grade for the course will be the same as the grade for the master's paper. The students must earn a grade of B or better for a master's paper to be acceptable. The student is not allowed to take 791.3X more than twice, and may only take one of the courses numbered 797.1X through 797.9X.

Either combination of courses involves at least a two semester sequence, i.e., the two courses of each exit option cannot be taken simultaneously in one semester.

MPH Capstone requirement (6 credits)

Master's Thesis (6 credit sequence)

- H&NTR 791.2X - Research Seminar in Health Science II (3)
- H&NTR 780X - Thesis Research and an acceptable thesis (3)

OR

Master's Paper (6 credit sequence)

- H&NTR 791.3X - Research Seminar in Health Science III (3)
- one course from H&NTR 797.1X through H&NTR 797.9X - Master's Papers (3)

Concentration courses

M.P.H. degree with Concentration in Public Health (formerly "Public Health") (Sims Code 323)

The concentration draws upon concepts in the sciences, social sciences and humanities to develop and apply the theories of community health to the issues in the field. Students have the opportunity to tailor their own programs to concentrate in specific areas within the field.

Concentration Requirements MPH Public Health Concentration

- **15 credits for students entering prior to Fall 2007;**
- **12 credits for students Fall 2007 or later**

Students choose an individualized major in consultation with their adviser.

M.P.H. degree with Concentration in Health Care Policy and Administration (Sims Code 309)

The concentration, offered in cooperation with the Department of Political Science and Local 1199 of the Health Care Workers Union, prepares professionals for careers in policy development and implementation in the health care system. Some courses required to complete this program are offered at 25 Broadway, 7th floor, New York City, as well as at the Brooklyn College main campus. Members of Local 1199 may qualify for tuition reimbursement. For information about or admission to this program, students may call (212) 966-4014.

Concentration Requirements

MPH Health Care Policy and Administration concentration (12 credits)

Students entering prior to Fall 2007

Required courses	POL 731 Policy Formulation in U.S. Government POL 740 Public Administration
Take 2 of the following four courses	H&NTR 772.2 Planning, Strategic Analysis, and Organizing of Health Services H&NTR 772.3 Health Care Financial Management H&NTR 772.5 Health Economics H&NTR 775.1 Human Resources Management in Health Care

Elective Requirements
MPH Health Care Policy and Administration concentration (3 credits)
Students entering prior to Fall 2007

Other electives may be permitted by permission of the Graduate Deputy

H&NTR 767	Health Issues in the Urban Society
H&NTR 772.2	Planning, Strategic Analysis, and Organizing of Health Services
H&NTR 772.3	Health Care Financial Management
H&NTR 772.5	Health Economics
H&NTR 775.1	Human Resources Management in Health Care
H&NTR 773	Health and Medical Dilemmas
H&NTR 777	Computer Applications in Health Sciences
H&NTR 784.5	Principles in the Care of the Terminally Ill
Pol Sci 715	Organization Theory
Pol Sci 723	Survey Research
Pol Sci 724	Computer Applications in Political Science
Pol Sci 734	Policy Analysis
Pol Sci 747	Metropolitan Areas and Community Power Analysis
Pol Sci 748	Planning for Metropolitan Areas
Pol Sci 776	Comparative Public Administration

Concentration Requirements MPH Health Care Policy and Administration concentration (12 credits) Students entering Fall 2007 or later	
Required courses	<ul style="list-style-type: none"> • HNTR 772.2 Planning, strategic analysis and organizing of health care services • HNTR 772.4 Healthcare policy and Administration in Public Health

<p>Take 2 of the following four courses</p>	<ul style="list-style-type: none"> • Pol 715 Organization Theory • Pol 731 Policy Formulation in U.S. Government • Pol 734 Policy Analysis • Pol 740 Public Administration • Pol 747 Metropolitan Areas and Community Power Analysis • Pol 748 Planning for Metropolitan Areas • Pol 751 Government of New York City/Urban Politics • Pol 755 Health Care Politics • Pol 765 Human Rights and World Politics • Pol 766 Globalization and International Cooperation • Pol 772 Comparative Politics • Pol 776 Comparative Public Administration • Pol 767 North-South Relationships in World Politics • H&NTR 767 Health Issues of the Urban Society • H&NTR 772.3 Health Care Financial Management • H&NTR 772.5 Health Economics • H&NTR 773 Bioethics: Health and Medical dilemmas • H&NTR 775.1 Human Resources Management in Health Care • H&NTR 777 Computer Applications in Health Sciences • H&NTR 778.2 Biostatistics and Evaluation in Health Sciences II • H&NTR 781 Law and Public Health • H&NTR 782 International Health
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M.P.H. degree with Concentration in Health Care Management (Sims Code 307)

The concentration helps prepare health professionals for careers that require capability in administrative and health areas. The course work is designed to refine the professional's knowledge of theory and technique. This concentration is no longer accepting students.

<p>Concentration Requirements MPH Health Care Managements (12 credits) All Students</p>
<p>The following are required:</p> <p>H&NTR 772.2 Planning, Strategic Analysis, and Organizing of Health Services H&NTR 772.3 Health Care Financial Management H&NTR 772.5 Health Economics H&NTR 775.1 Human Resources Management in Health Care</p>

<p>Elective Requirements MPH Health Care Policy and Administration concentration (3 credits) All Students</p>
<p>Students choose one course (3 credits) in H&NTR numbered 700 and above</p>

M.S. Nutrition (Sims Code 354; 30-39 credits)

The degree program features a wide variety of courses for students seeking careers in clinical dietetics, research, community service, food service management, or nutrition counseling. Admission to the M.S. program in Nutrition requires completion of undergraduate courses in general Biology, Human Physiology, General Chemistry, Organic Chemistry, Biochemistry of Nutritional Chemistry, Human Nutrition, and Medical Nutrition Therapy. A Dietetic Internship (DI), required by The American Dietetics Association to become a registered dietitian (R.D.), is available by separate application. The five required courses for the M.S. and the two required pre-requisites for the DI are offered once per academic year. Elective courses are offered less frequently on a rotating basis. Occasional electives are offered during the summer session. Course offerings are based on enrollment, budget, and faculty availability.

All of the following:

H&NTR 706X (3) Community Nutrition
H&NTR 715X (3) Nutritional Biochemistry
H&NTR 716 X (3) Nutritional Aspects of Disease
H&NTR 718.5X (3) Micronutrients
H&NTR 791.1X (3) Research Seminar in Health Science I

+ 15 credits of electives from the following:

H&NTR 705X (3) Nutrition and World Food Problems
H&NTR 706.5X (3) Geriatric Nutrition
H&NTR 709X (3) Nutrition and Behavior
H&NTR 712X (3) Cultural Aspects of Foods
H&NTR 713X (3) Advanced Experimental Foods
H&NTR 713.1X (3) Recent Developments in Foods
H&NTR 713.5X (3) Organizational Management of Food
H&NTR 714X (3) Recent Developments in Nutrition
H&NTR 716.1(3) Assessment Techniques and Nutritional Care
H&NTR 717X (3) Comparative Nutrition
H&NTR 719X (3) Developmental Nutrition
H&NTR 720X (3) Seminar in Nutrition Practice
H&NTR 721X (3) Seminar in Clinical Applications of Nutrition Research
H&NTR 749X (3) Aging: A Study of Needs and Services
H&NTR 762X (3) Health Counseling
H&NTR 771X (3) Epidemiology
H&NTR 777X (3) Computer Applications in Health Sciences
H&NTR 779X (3) Nutrition and Exercise

+ comprehensive examination or 780X Thesis Research and an acceptable thesis

Exit Requirements: Students enrolled in the M.S. in Nutrition, may choose to complete a Master's thesis or a Comprehensive Examination. Students indicate their intent to choose one specific option when they register for the course associated with that option or sign up to take the comprehensive examination. The choice of options is final.

M.S. in Education, Health Teacher (Sims Code 661; 30 credits)

The Master of Science in Education (30 credits) provides a means for school health educators to focus on contemporary health issues, curricula development, and research skills to meet the needs of the school health education program. Required courses are offered a minimum of once per academic year. Elective courses are offered less frequently on a rotating basis.

The profession of teacher education is licensed by the New York State Education Department. Therefore, program requirements are subject to change. All students should consult with the School of Education for the current requirements.

Matriculation requirements: In addition to the requirements for admission into the Graduate Program, applicants for the MS Education Health Teacher degree must offer at least 18 credits in health-related courses, two letters of recommendation, a statement of purpose, official transcripts, and LAST scores. Students must possess initial certification in health or physical education. For additional requirements, check with Graduate Admissions.

All of the following:

H&NTR 791.1X (3) Research Seminar in Health Science I
H&NTR 747X (3) The Family and Personality Development

+ 12 credits in H&NTR courses numbered 700 and above

And the following requirements in Education (12 credits), depending on the student's status at entry

Students complete 9 credits in Group I and 3 credits in Group II.

Group I.

ED 742.2T (3) Diversity and the Inclusive Classroom
ED 722.16T (3) Advanced Seminar in Pedagogy and Curriculum: Health and Nutrition Sciences
ED 724.16T (3) Seminar in Educational Research: Health and Nutrition Sciences

Group II.

ED 716X (3) Educational Programs and Practices in Comparative Perspective
ED 721.16T (3) Critical Issues in Education: Social Values and Individual Needs
ED 726.1X (3) Children and Youth with Handicapping Situations
ED 731.3T (3) Education and ethics
ED 751.2T (3) The Emotionally Handicapped Adolescent
ED 751.1T (3) Atypical Development in Infants, Toddlers, and Young Children
ED 784.2X (3) Microcomputers in Secondary Education
ED 792.2X (3) Teaching Writing Across the Curriculum
ED 792.4X/ENG 779 (3) Advanced Theories and Practice of Composition
ED 796X/THE 741 (3) Theater in the classroom
ED 799.5X

Exit Requirements: Students enrolled in the M.S. in Education, Health Teacher may choose to complete a Master's thesis or a Comprehensive Examination. Students indicate their intent to choose one specific option when they register for the course associated with that option or sign up to take the comprehensive examination. The choice of options is final.

NON-DEGREE PROGRAMS

SUPERVISED INTERNSHIPS

Supervised internships in settings appropriate to student's interests are available for students seeking certification by associations such as the American Association for Sex Educators, Counselors and Therapists; the Association for Death Education and Counseling; and the National Board of Certified Mental Health Counselors.

DIETETIC INTERNSHIP

A Dietetic Internship (DI) is available to students interested in becoming registered dietitians. The DI is a two-semester, part-time program (900 hours) that provides nutrition graduate students with the supervised clinical training required to become registered dietitians. It is a 25 hour/week supervised practice program (H&NTR 722.1X and 722.2X) given over a period of 36 weeks, covering the Fall and Spring college semesters. Students will gain experience in medical nutrition therapy, food service management, community nutrition and independent practice. In addition, students must register for a seminar course (H&NTR 720X and 721X) each semester which meets once a week and covers topics related to the DI rotations.

Students who are accepted to the program will have completed an undergraduate didactic program in dietetics (DPD-Plan V) and have received a verification statement of completion from the program director. In addition, students must have taken 12 graduate credits in nutrition and be matriculated into the M.S. program in Nutrition at Brooklyn College. The 12 graduate credits must include two required courses (716X and 716.1X, with a grade of B or better) and an additional two elective courses. Students will be required to register for a graduate seminar course each semester which will be given concurrently with the supervised clinical practice component.

All applicants are required to participate in computer matching. Applicants can obtain computer matching information from their ADA Didactic Program Director or directly from D&D Digital Systems, 304 Main Street, Suite 301, Ames, IA 50010-6148, (515) 292-0490, <http://www.dnddigital.com> or email: dnd@netins.net. Students will be required to submit their computer matching applications by the February 14th deadline. A separate application is required for the Dietetic Internship (DI). All applicants to the DI must first be accepted to the M.S. in Nutrition as matriculated students.

To successfully complete the DI, students must meet all the specific competencies outlined by the ADA. These competencies are based upon specific learning experiences designed to provide necessary tools for entry-level dietitians. Students work with preceptors at each field site and with the DI Program Director to insure that all competencies are met. **Students completing the DI are expected to pass the Registration Examination for Dietitians, to be able to practice in a variety of settings and to take part in professional activities.**

Goals

1. To provide students with supervised clinical experiences necessary to meet entry-level performance requirements as defined by the ADA.
2. To prepare students to pass the Registration Examination for Dietitians.
3. To help students develop creative thinking and problem solving skills necessary for professional practice in a changing society.
4. To prepare students to help meet changing dietetic manpower needs.
5. To stimulate examination and understanding of the theoretical basis of dietetic practice, coordinated with progressive competence in application of these practices.
6. To systematically evaluate all program components to assure program quality.

Admission Criteria

- 1) Verification of completion of an ADA approved Didactic Program in Dietetics.
- 2) Matriculation in the Brooklyn College M.S. in Nutrition Program.
- 3) Completion of 12 graduate credits in nutrition including H&NTR 716X (Nutritional Aspects of Disease) and H&NTR 716.1 X (Assessment Techniques and Nutritional Care) with a grade of B or better in each course.

Separate applications are required for the DI program and the MS in Nutrition. Please contact the Department of Health and Nutrition Sciences (rschnoll@brooklyn.cuny.edu) for information regarding application for the DI program.

The DI Program Consists of All of the Following:

- H&NTR 720X (3) Seminar in Nutritional Practice
- H&NTR 721X (3) Seminar in Clinical Applications of Nutrition Research
- H&NTR 722.1X (3) Field Work in Dietetic Practice I
- H&NTR 722.2X (3) Field Work in Dietetic Practice II

Only H&NTR 720X and 721X may be used as electives in the MS in Nutrition degree program.

ADVANCED CERTIFICATE IN GRIEF COUNSELING

- Matriculation requirements: Applicants for the Advanced Certificate Program in Grief Counseling must have completed at least 18 credits in acceptable health-related and/or thanatology related courses and must have experience in a related field. Course work in Health as well as specific health/thanatology related courses in Philosophy, Psychology, Sociology, Biology, Anthropology, Chaplaincy, and Counseling may be considered as meeting the matriculation requirement. Professional development course work offered by recognized professional associations may be used to meet the requirement for thanatology related course work. Additional course work may be required to meet any matriculation requirement deficiency. An applicant must have earned at least a baccalaureate degree with a GPA of at least 3.0 in the undergraduate major and a minimum overall GPA of 2.85.

The Advanced Certificate in Grief Counseling requires a total of 18 credits of which 9 are from required courses and 9 are elective credits. This program presents foundational and advanced knowledge in the areas of bereavement, traumatic grief, and thanatological counseling. The program will engage students as critical thinkers and expect them to demonstrate skills in analyzing material, synthesizing ideas, and evaluating information pertinent to grief counseling. Students who master the program's objectives will apply thanatological principles to situations involving persons bereaved over deaths.

The program is designed to provide grief counseling training for individuals who have completed a baccalaureate degree and are working with or interested in working with the dying and the bereaved or for individuals who have completed a master's degree and are seeking additional training. In addition, the program will allow practitioners to meet professional continuing education requirements to maintain existing licenses or certifications. The program is designed to conform with the Association for Death Education and Counseling (ADEC) certification requirements for those persons interested in becoming certified or maintaining their certification in Thanatology: Death, Dying and Bereavement.

Required courses

- H&NTR 704X (3) Trauma and Traumatic Grief
- H&NTR 744.5X (3) Bereavement
- H&NTR 774.5X (3) The Health Care Provider and Thanatological Counseling

Total 9 Credits

In addition to the required courses, students must select 3 of the following courses as electives.

Elective courses

H&NTR 754X (3)	Children and Death
H&NTR 760X (3)	Health Crisis Intervention
H&NTR 762X (3)	Health Counseling
H&NTR 773X (3)	Health and Medical Dilemmas
H&NTR 784.5X (3)	Principles in the Care of the Terminally Ill
H&NTR 790.1X (3)	Internship I

Total 9 Credits

A B average is required for the advanced certificate to be awarded. No more than two courses with a grade below B may be offered toward the completion of the certification requirements.

HEALTH AND NUTRITION SCIENCES GRADUATE DEGREE EXIT REQUIREMENTS

Three types of exit requirements are offered by the graduate programs in the Department of Health and Nutrition Sciences: Comprehensive examination, Master's paper, or Master's Thesis. The options for the exit requirement differ according to the specific program. Students enrolled in the M.S. in Nutrition, the M.S. in Computer Science and Health Science, and the M.S. in Education, Health Teacher may choose to complete a Master's thesis or a Comprehensive Examination. Students in the M.A. in Community Health concentration in Thanatology may choose to complete a Master's paper or a Master's thesis. Students in the M.A. in Community Health concentration in Community Health Education may choose to complete a Comprehensive Examination, a Master's Paper, or a Master's Thesis. Students in the M.P.H. in Community Health (in all three concentrations) may choose to complete a Master's paper or a Master's thesis. Students indicate their intent to choose one specific option when they register for the course associated with that option or sign up to take the comprehensive examination. The choice of options is final.

THE COMPREHENSIVE EXAMINATION

The comprehensive examination is offered as a degree exit option for the M.A. in Community Health concentration in Community Health Education, M.S. in Nutrition, M.S. in Computer Science and Health Science, and M.S. in Education, Health Teacher degree programs. The decision to take a comprehensive examination is final.

The comprehensive examination is given each semester. Students are advised to take the exam before they complete their elective courses since students must either be enrolled in a course or pay a Maintenance of Matriculation fee during the semester in which they take the comprehensive exam. Students who begin the M.S. in Nutrition program as of Spring 1997 **must have completed each of the 5 required courses with a grade of B or better** prior to application for the comprehensive examination. Note that as of Spring 2004 H&NTR 716X replaces H&NTR 716.1X as a required course; students may elect to follow the requirements in effect at the time they begin the program or the later requirements but not a combination of requirements. To take the comprehensive examination the student must have at least 3.0 average and complete an application in the Office of the Dean of Graduate Studies for the M.A. in Community Health and M.S. in Nutrition degrees or in the School of Education for the M.S. in Education, Health Teacher degree at the beginning of the semester. Students in the M.S. degree program in Computer Science and Health Science must speak with the Graduate Deputies of each department to arrange their comprehensive exam. **All M.A. and M.S. students must indicate their intent to the Department of Health and Nutrition Sciences by notifying their Graduate Deputy Chairperson.** The Graduate Deputy or designee will provide instructions and any additional materials required prior to the examination for the student.

The passing grade for the comprehensive examinations given by the Department of Health and Nutrition Sciences is 70%. Students who do not pass the first time may re-apply to take the examination one additional time. On retake the student in the M.S. in Nutrition Program must complete and pass the questions for each of the courses for which the previous exam grade was below 70%. Students in all other programs must retake the entire examination.

MASTER'S PAPER

The Master's paper usually involves identifying, with the help of the professor in 791.3X and 797X, a body of literature about an important topic or research question for community/public health, securing articles regarding that topic, critically evaluating and synthesizing those articles and then writing a coherent, logically developed paper regarding the student's review of that body of literature. The Master's Paper is recommended for students who are more likely to become consumers, rather than producers, of research. The focus of the Master's paper is to provide students with the analytic skills to review critically a body of literature, i.e., to enable them to weigh the relative strengths and weaknesses of published work in order to gain knowledge about an important health issue.

The Master's paper option requires the student to complete a two course sequence, with the same instructor. The sequence consists of H&NTR 791.3X (Research Seminar III in Health and Nutrition Sciences) and an associated course in the sequence of courses H&NTR 797.1X through H&NTR 797.9X. The Master's paper will be completed while enrolled in one of the Master's paper courses (H&NTR 797.1X to H&NTR 797.9X). In order to begin the Master's paper course sequence, the student is required to have completed H&NTR 791.1X (Research Seminar I in Health and Nutrition Sciences), and five other courses (15 credits) in the program with a minimum average grade of B. The student should ensure that these requirements are met. The student should also be prepared to present a transcript or other evidence, such as instructor-signed grade postcards, of courses completed in the program, to get permission to register for H&NTR 791.3X, the first course in the Master's paper course sequence.

In preparation for writing the Master's paper, and as a safeguard against misunderstanding, the student should develop a proposal for writing the Master's paper. In the early portion of the course, the instructor and the student should both keep copies of the final version of this proposal. In addition, the proposal should be included with the final version of the paper when it is submitted for grading. The student should hand in three copies of the final paper.

The final grade for the Master's paper course will be based solely on the grade awarded for the paper. Copies of completed Master's papers are available for perusal in the department office.

MASTER'S THESIS

The thesis exit option provides students with firsthand experience in conducting a research study and helps them thereby develop research skills. The Master's thesis option is highly recommended for students who expect to continue their education on the doctoral level where research skills are necessary and have clear application.

The thesis usually involves conducting an original empirical research study. Specifically, a student must choose two faculty members to work with, one to function as a primary advisor and the other a secondary advisor. Together they specify a research question of relevance to community/public health or nutrition. After completing a thorough literature review, the student, in conjunction with his/her advisors, develops a research design to collect and analyze data to investigate the research question. The student must submit the title for the proposed thesis (using a specified form) , signed by the primary thesis advisor, to the Office of Graduate Students. The study and its results are then written as a thesis. The thesis typically contains 5 chapters: an introductory chapter outlining the research question, a literature review chapter, a chapter describing the research design, one presenting the findings, and a final chapter discussing those findings, stating conclusions, and making recommendations for future research. It is not uncommon for a student to take a year or two to complete his/her research study and write the thesis. The thesis must be approved by the advisors before it can be submitted to the Office of Graduate Studies. The student should register for H&NTR 780X Thesis Research during the semester in which the thesis is expected to be completed and submitted.

BROOKLYN COLLEGE GRADUATE DIVISION REGULATIONS

A complete list of regulation for the Graduate Division is available from the Office of Graduate Studies and published in the Brooklyn College Bulletin.

Information about the most commonly asked topics is summarized below.

COURSE SUBSTITUTIONS

Course substitutions are permitted in some cases with prior department approval. Department approval requires a letter (Decision Form) from the Graduate Deputy or Program Coordinator to the Coordinator of Graduate Studies.

RULE WAIVERS OR EXEMPTIONS

Students requesting exemptions from rules or regulations must file petitions (forms available from the Office of Graduate Studies). The student should bring the completed petition form to the Graduate Deputy for the particular program. The petition must be approved by the Department of Health and Nutrition Sciences before being forwarded to the Office of the Dean of Graduate Studies and submitted to the appropriate committee for approval. **It is important to realize that a petition is a request and approval takes time and is not guaranteed.**

PROGRAM OF STUDY

During the first semester in attendance, each student should prepare a program of study with the Graduate Deputy for the appropriate program.

ADVISING

Students are urged to regularly consult their Graduate Deputy during their course of study. MPH students will be assigned an adviser whom they should consult each semester.

LENGTH OF TIME TO COMPLETE DEGREE

A Master's degree must be completed within seven years, beginning with the student's initial registration for graduate courses at Brooklyn College in any status: matriculated, matriculated with conditions, non-matriculated, or non-degree.

MAINTAINING CONTINUOUS ATTENDANCE

Candidates for graduate degrees are expected to maintain continuous attendance in the program to which they have been admitted until they have completed it. Interruption of study obligates the student either to apply for an official leave of absence or to pay a maintenance of matriculation fee. A degree candidate whose grade point average is 3.0 or higher may be granted an official leave of absence by the Office of the Dean of Graduate Studies and Research, upon the recommendation of the student's program, for a specified period up to a cumulative maximum of two years. Official leave of absence forms may be obtained in the Office of the Dean of Graduate Studies or in the Department office. . If a student has not received an official leave of absence, reapplication is required before studies can be resumed.

COURSE PRE-REQUISITES

Many of the graduate division courses have pre-requisites that must be fulfilled before the student can enroll in the course including: specific courses, grade point average, permission of the Graduate Deputy or Chairperson, and/or program admission. **It is the responsibility of the student to satisfy prerequisites before registering for each course.**

GRADES

Students are required to maintain a B (3.0) average. A matriculated student whose GPA falls below 3.0 before completing the course requirements for the degree is placed on academic probation. The deficiency must be removed (a GPA of 3.0 or higher attained) within the next nine credits of course work, in which case the probationary condition is removed.

Failing to achieve this, the student may be dismissed from the program and barred from further registration in the program. A student who falls below a GPA of 3.0 at the point of completing the course requirements for the degree may take up to nine additional credits to remove the deficiency but only with the recommendation of the Graduate Deputy for the program and approval by the Office of the Dean of Graduate Studies and Research. The program may specify the courses to be taken.

In addition a 3.0 grade point average is required to apply to take a comprehensive examination. A B in each of the five required courses is required to apply to take the comprehensive examination for the M.S. in Nutrition. If they are not resolve, grades of Incomplete (INC) or Absence from the Final (ABS) turn into F grades (FIN, FAB) one year after the end of the semester in which the INC or ABS were received. Students may retake up to 6 credits (two courses) in which they received grades equivalent to F and have the new grade replace the F in computing the GPA; the original grades still appear on the transcript as well as the new grades (F replacement policy).

ACADEMIC INTEGRITY

Students are advised to read and become familiar with the section on academic integrity (including cheating and plagiarism) in the College Bulletin. Both academic and disciplinary penalties may be incurred for violating the college's policy.

INFORMATION FOR POST-BACCALAUREATE STUDENTS IN NUTRITION

Students who have already received a bachelor's degree in fields other than Nutrition usually require additional undergraduate courses in order to be eligible for acceptance into the M.S. program in Nutrition.. Students do not need to get a second bachelor's but instead take courses as "post-baccalaureate" (non-matriculated undergraduate) students

Students must complete specified pre-requisites before they can matriculate (i.e., be accepted into the degree program) into the M.S. in Nutrition. They must complete courses in physiology (biology background required), chemistry, organic chemistry, biochemistry, basic nutrition, medical nutrition therapy and statistics, along with the pre-requisites for these courses. The Brooklyn College courses required to meet these requirements are:

Human Physiology (H&NTR 22.71, prerequisite is Bio 4), General Chemistry for the Health Professions (CHEM 5), Organic Chemistry for the Health Professions (CHEM 50), Human Nutrition (H&NTR 29), Nutritional Chemistry (H&NTR 54.1), Medical Nutrition Therapy (H&NTR 54.6), Applied Medical Nutrition (H&NUTR 54.7), and Statistics (H&NTR 60). The pre-requisites for each course must be completed prior to registration.

. Students who did not major in an American Dietetic Association (ADA) Didactic Program in Dietetics (DPD) such as our department's Food and Nutrition Concentration may plan a personalized program of study with the nutrition faculty that includes the courses the student has already taken in order to meet ADA requirements.

Students who wish to pursue the M.S in Nutrition may utilize certain graduate courses in order to fulfill the DPD requirements The student must see the ADA Program Director or the Graduate Deputy in Nutrition for advisement..

Students who wish to enroll in the Dietetic Internship (DI) must complete the following additional courses or their equivalents to meet ADA DPD requirements. ALL PRE-REQUISITES ARE REQUIRED FOR EACH COURSE.

ALL OF THE FOLLOWING (numbers 1 through 3):

1) **ALL OF THE FOLLOWING COURSES (a through e):**

- a) H&NTR 41.1 and 41.2 Introductory Foods lecture and laboratory (requires H&NTR 25.1 or 29 as pre- or co-requisite);
- b) H&NTR 47 Life Cycle Nutrition (requires H&NTR 6.1 & 25.1 or 29) or H&NTR 719X Developmental Nutrition or H&NTR 706.5X Geriatric Nutrition;
- c) H&NTR 51 Institutional Food Service Management (requires H&NTR 41.1 & 41.2);
- d) H&NTR 53.1 Nutrition for Community Service (requires H&NTR 47) or H&NTR 706X Community Nutrition;
- e) H&NUTR 68 Organization, Administration, and Supervision of Health Services
and
- f) H&NTR 73 Seminar in Recent Trends in Nutrition (requires 9 credits in advanced nutrition courses & 22.71 & 60) or H&NTR 714X Recent Developments in Nutrition

2) **ONE OF THE FOLLOWING THREE COURSES:**

- H&NTR 52 Introduction to Experimental Foods (requires H&NTR 41.1 and 41.2);
- H&NTR 63 Advanced Nutrition (requires 54.1) or H&NTR 718.5X Micronutrients.

3) **A MICROBIOLOGY COURSE WITH A LABORATORY:**

- BIO 52 and 52. 1.

Once these courses are completed satisfactorily, students will be issued a "Verification Statement" to document completion of ADA DPD requirements. They are then eligible to apply to a Dietetic Internship (DI).

Contact the Department of Health and Nutrition Sciences (ahlawson@brooklyn.cuny.edu) for post-baccalaureate nutrition program counseling.

MASTER'S THESIS DETAILS

There is a definite sequence the student must follow in planning, filing, writing and submitting the thesis.

A. Planning The Thesis H&NTR 791.2X, Research Seminar in Health Science, must be completed prior to or during the semester in which the thesis title is filed (for all but students in the M.S. program in Nutrition). Each student must have two thesis advisors, a primary and a secondary. The student is responsible for finding advisors. Advisors must be regular, full-time members of the Health and Nutrition Sciences instructional staff. The student should select advisors who have expertise in the area in which the student is planning to do research. After the advisors and student have conferred, the student is required to submit a brief written outline of the thesis proposal to the advisors. A title for the thesis is then determined and agreed upon by the student and the advisors. The primary advisor signs an agreement stating that the advisors and the student have agreed to work together on the thesis. The student gives the statement to the Deputy Chairperson and permission to register is entered. It is the student's responsibility to then register for H&NTR 791.2X. Therefore, it is essential that the above process be completed by December in the Fall semester and May in the Spring semester, well before classes end.

B. Filing the Thesis Title As a safeguard against misunderstanding, students who plan to offer a thesis are required to obtain formal approval of their thesis proposal prior to undertaking the research. Steps to be taken: 1. Obtain two copies of the "Thesis Title" form in 3238B or from the Department of Health and Nutrition Sciences 4123N. 2. The student and the advisor select a second advisor. 3. Complete the form and enter the thesis title. 4. The first and second advisors must sign the form prior to securing the other necessary signatures. 5. Next, the student obtains the signature of the department Chairperson or Deputy Chairperson. 6. Students in the Master of Science in Education degree program must submit both copies to the Thesis Coordinator (2105J) for signature. 7. Students in other graduate degree programs file one copy in 3238 Boylan, Graduate Dean's office.

C. Conducting Thesis Research 1. Once approvals have been obtained, the student (all but students in the M.S. program in Nutrition) registers for H&NTR 791.2X (Research Seminar II). This course covers the practical aspects of research design. The student develops the proposal to include the research methods and procedures and begins the research. 2. Prior to conducting research involving human subjects or records about human subjects, permission must be obtained from the institutional review board. Application forms are available from Prof. Glen Hass (). In order to be approved a proposal must include the rationale, procedure and tools, as well as information about protection of the welfare and rights of the subjects. 3. Prior to conducting research involving animals, approval must be obtained from the Institutional Animal Care and Utilization Committee (IACUC). Application forms are available from Prof. Kathleen Axen (kaxen@brooklyn.cuny.edu). 4. Once required approval has been obtained, the thesis research is conducted.

D. Registration for Thesis Supervision After successfully completing the research seminar Students submit a Thesis Permission Slip and register for H&NTR 780X Thesis research in the semester in which they expect to submit their completed thesis.

E. Writing the Thesis The student will rely mainly upon the thesis advisors for criticism and advice. General stylistic specifications are as follows:

1. The thesis is to be typed on un-punched, white, rag content, bond paper, without margins, 8½ x 11" and 13 lb. minimum weight. Both the original copy and the first copy are to meet this specification. Bond specially prepared for easy erasure is not acceptable.

2. The title page should include the following information: The title, the submission statement, the full name of the author, and the year of submission. (Sample of title page available in the main office of the department or from the Graduate Deputy Chairperson.)

3. Pica or elite type or computer fonts 10-12 cpi, or 12 points are acceptable but must be used throughout the entire paper. No ink insertions are allowed except for characters not appearing on standard typewriters (e.g., accents, brackets, symbols used in scientific formulas). Such insertions are to be made in permanent black ink. Corrections may be made with an eraser if the result is clean and clear. Striking over or crossing out an error is not permitted.

4. The text is to be double-spaced, except for footnotes and quotations of more than three lines which must be set apart (single space, indented).
5. Prefatory material is to be numbered consecutively in small Roman numerals; all other pages, including illustrative material, bibliography, and appendices, are to be numbered consecutively in Arabic numerals. Numerals are to be placed in the upper right-hand corner. It is wise to postpone typing page numerals until final revisions have been made. In this case, lightly penciled numerals are essential during the early stages.
6. The left and top margins are to be 1½"; other margins are to be 1".
7. All charts and illustrations must be in black and white; they must have the same left margin as the text. In general, photostat and photo-offset are the only two acceptable methods of reproducing illustrations and charts. Any mounting is to be done with a permanent glue; tapes and staples used for mounting are not acceptable.
8. A uniform page size is preferable, but, if necessary, inserted material may be folded from the right, top, and bottom of the page in such a way as to permit binding. 1½" is to be left free at the top.
9. Tape binders are to be used for all copies of the thesis which are turned in to the department. Note: Past theses are available in the college library and the Department main office. In matters of form and style, the thesis should conform to the above specifications. For other stylistic matters, consult Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations (Chicago: University of Chicago Press), and William G. Campbell, Form and Style in Thesis Writing (Boston: Houghton Mifflin). Current Edition

F. Criteria for the Evaluation of Thesis

1. Title: Is the title reasonably short, descriptive and correctly worded?
2. Statement of the Problem: Is the need for the research study adequately established? Is the discussion of previous related research adequate? Is continuity with previous research made clear and is there evidence of a satisfactory literature search?
3. Hypothesis: Is the hypothesis clearly stated? Are the basic assumptions involved in the solution of the problem made clear? Are they defensible?
4. Procedure: Is the method logically sound and adequate? Are the data collected adequate for the solution of the problem, and available? Are any sampling peculiarities adequately accounted for? Is the statistical analysis appropriate? Are the assumptions involved in the procedure made clear? Are the necessary assumptions defensible?
5. Summary: Is the summary a correct statement of the evidence obtained? Does the summary bring out the major points of the evidence obtained?
6. Conclusions: Are the conclusions justified by the evidence submitted? Do the conclusions answer the questions or the issues raised in the statement of the problem? Do the conclusions indicate practical recommendations?
7. Form and Style: Is the writing clear? Are the references to authorities adequately documented?

G. Completion of the Thesis The first draft of the thesis must be presented to the thesis advisor at least three months in advance of filing the completed thesis. Since a reader should be allowed about two weeks for the review of the thesis, a typewritten copy of the completed thesis must be submitted to the major thesis advisor at least eight weeks prior to the last date for filing the thesis in the semester in which the student wants to earn the Master's Degree (see the Graduate Bulletin calendar). Completion of the Thesis The first draft of the thesis must be presented to the thesis advisor at least three months in advance of filing the completed thesis. After receiving initial comments the student should revise the thesis. It is the student's responsibility to communicate frequently with the adviser and provide drafts for review and revision. Once the student and advisor agree, the final draft must be submitted to the advisor a month before the thesis deadline for the semester in which the student wants to earn the Master's Degree (see the Graduate Bulletin calendar).

H. Filing the Thesis The approval of both advisors and the Department Chairperson is necessary for the graduate degrees. In addition, the approval of the Thesis Coordinator (2105J) is also required for the Master of Science in Education degrees. The necessary Approval of Thesis form is available in the Office of the Graduate Dean, 3238 Boylan or the Office of the Graduate Coordinator -School of Education, 2105J for the Master of Science in Education Degree. The signatures of the advisors and the Department Chairperson, on two copies of the thesis form, must precede the signature of the Thesis Coordinator (Master of Science in Education).

Four copies of the final thesis are needed. One should be submitted to the Graduate Dean, 3238 Boylan with the completed "Thesis Approval" Form. Two copies are submitted to the Department and one copy is submitted to the

thesis advisor.

For the Master of Science in Education degree the following instructions should be followed: The original copy and one duplicate copy of the final thesis, together with two signed copies of the "Approval of Thesis Teacher Education Program" form, should be submitted to the Thesis Coordinator. After any recommendations made by the Thesis Coordinator have been complied with, the Thesis Coordinator will sign the approval forms and retain one form. The original of the thesis, tape bound, and one copy of the signed approval form must be submitted to the Graduate Coordinator Office (2105J) on or before the date specified in the College Calendar for "filing of the completed thesis." A minimum of three copies of the thesis bound in tape are required by the Department of Health and Nutrition Sciences. Two of these are submitted to the Deputy Chairperson and one to the faculty advisor.

I. Thesis Abstract: A thesis abstract should be submitted in triplicate to the Department Chairperson or Deputy Chairperson. The thesis abstract must be approved by the advisor. (Abstract instructions are available in the main department office or from the Deputy Chairperson.)