



**Department of Applied Human Nutrition
(AHN)
Graduate Student Handbook**

September 2021

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Important Deadlines:

September Orientation

The recording of the most recent graduate orientation (September 7, 2021) is available on Moodle AHN Graduate Program site in the section “Orientation”.

Annual Report

All graduate students must submit their annual report by April 1st through the “AHN Graduate Program” Moodle site. Please make sure you have access to this site. Please see appendix A for the report template. The same report is available on the “AHN Graduate Program” Moodle site. Please download the report template and start to fill it up immediately after the graduate orientation and during your first and second semesters.

Thesis Defence for Graduation (MSc only)

For Students intending to graduate the October convocation, the thesis must be defended before the fall semester starts and submitted to the Library by the third Friday in September. For Students intending to graduate in the Spring Convocation, the thesis must be submitted to the Library by the last Friday in April. Please check the other important dates [here](#).

Communications Notice:

A copy of this handbook is available on the AHN department’s webpage: www.msvu/GAHN and on the “*AHN Graduate Program*” Moodle page

Every effort is made to communicate information to students on an ongoing basis. Communication will usually be through a department email distribution list for Graduate Students. Only MSVU email accounts will be used for communications - please check your email regularly.

Note: all Graduate Students are required to register for the “*AHN Graduate Program*” Moodle page that acts as a medium to submit your annual report and reflections on research seminars.

Please open this website: <https://learn.msvu.ca/course/view.php?id=3844> and complete the following steps:

- Enter this website using your MSVU credentials (login and password).
- Click on the blue button called ‘Enroll me’
- You will be taken to the site homepage
- You will continue to see this Moodle site in your list of courses on your Moodle Dashboard on the left side menu or in the course overview section below the Dashboard section in the ‘In progress’ tab

University wide notices regarding Graduate Studies are posted on the “Graduate Studies at the Mount” [website](#).

1.0. The University

Mount Saint Vincent University (MSVU or The Mount) is located in Halifax, Nova Scotia. This small, but beautiful campus, can be navigated using our campus [map](#). The Mount provides strong liberal arts and science programming and selected professional disciplines. It is dedicated to promoting academic excellence, a high degree of personalized education, and an environment characterized by the values held by the Sisters of Charity (founders of this institution). The values are: Equity, ethical concern, social responsibility, and service to the community. Programs, class times, facilities and services are specifically tailored to provide maximum accessibility for women, although all genders are welcome and supported as Students.

1.1. Services to Students

Some specific links and services are described below, but Students are strongly encouraged to thoroughly explore the [Mount's website](#) to learn more about the university and its specific services, policies and procedures. For graduate studies specific information, please see [Graduate Studies as the Mount:](#)

<http://www.msvu.ca/en/home/programsdepartments/graduatestudiesatthemount/default.aspx>

Information about web access (user names and passwords), computer labs, and technical support may be accessed on the [Information Services webpage:](#)

<http://www.msvu.ca/en/home/student-services/itservices/default.aspx>

For undergraduate and graduate studies calendar information:

<http://www.msvu.ca/en/home/programsdepartments/graduatecalendar/default.aspx>

Financial information, such as parking and tuition fees, is available at:

<https://www.msvu.ca/en/home/beamountstudent/money/tuitionfees/default.aspx>

From financial guidance to academic advising, career planning, physical and mental wellbeing, Student Services are free-of-charge to all Mount Students. View [Student Services AZ](#).

See the [Contact Us](#) page on The Mount website to locate/ search specific services or people.

1.2. Distance Learning and Library Services

The *E. Margaret Fulton (EMF) Communications Centre*, opened in the fall of 1989, provides library holdings and advanced on-line computer information systems, video studio and other facilities used for distance education, including [Moodle technical support](#). The [Library On-Line](#) offers on-line access to electronic journals. The site also provides includes the Novanet catalogue, which consists of a consortium of Nova Scotia post-secondary library holdings.

Through this partnership, Students can borrow library materials from other member libraries. Students are encouraged to attend library information sessions at the beginning of each term to become familiar with the library and all its services. Individual sessions may be booked

with the university librarian. To organize the references in the manuscript, student can use citation managers such as [EndNote](#), [RefWorks](#) or [Zotero](#).

1.3. Technology Services

The Mount has a number of Computer labs. A list of computer labs and installed software commonly used by our Graduate Students (including SPSS and SAS, Food Processor SQL, Genesis R&D Product Development and Labelling Software) can be accessed here:

<https://www.msvu.ca/campus-life/campus-services/it-services/find-a-computer-lab/>

The Mount provides a link to [Science & Nutrition Databases](#) through the Library webpage.

Enrolled graduate students are provided with a webmail address. This email address should be your main communication interface while at The Mount. For assistance with your account and email, please contact the IT&S helpdesk. IT&S helpdesk is located in the EMF library and can be reached at 902-457-6538 or via helpdesk@msvu.ca. For more:

<http://www.msvu.ca/en/home/Studentservices/itservices/default.aspx>

2.0. AHN Graduate Program

The Master of Science Applied Human Nutrition (MScAHN) and the Master of Applied Human Nutrition (MAHN) programs will provide Students with advanced level study in nutrition, with an emphasis on issues related to community nutrition, food and human nutrition. The programs explore the theoretical foundations of nutrition through critical reflection on current research and practice and drawing from other related disciplines. Students may elect to study full-time or part-time.

Two Graduate Degrees exist in AHN:

1. **Master of Applied Human Nutrition (MAHN):** Requires completion of five units¹ of course work (two and one-half units of required courses and two and one-half units of electives).
2. **Master of Science Applied Human Nutrition (MScAHN):** Requires completion of a research thesis (1.5 units) and three and one-half units of course work. In summary, Students in this degree will be expected to complete one and one-half unit of thesis, two and one-half units of required courses, and one unit of elective courses.

In some cases, MScAHN and MAHN Students will apply/be admitted to the Internship Education Program (IEP). In this case, the degree is referred to as MScAHN-IEP or MAHN-IEP. More details about these sub-categories of MScAHN and MAHN will be discussed later in this handbook, as there are three additional IEP-specific units required to graduate with MScAHN-IEP or MAHN-IEP.

¹ A one-half unit is the equivalent to three semester hours of credit and 1.0 unit is equivalent to six semester hours of credit. See graduate calendar for supplementary definitions.

Students in the MScAHN program are required to complete a research thesis. The thesis (and related activities) provides an opportunity for independent research and development of Students' critical thinking, scholarship and research competencies. The thesis contributes to practice-based knowledge in nutrition and dietetics. The program is planned by the Student with their Graduate Advisor/ Supervisor.

Students who are not seeking registration as a professional dietitian may apply for the **Food and Nutrition Practicum Program** during study in either the Master of Science Applied Human Nutrition or the Master Applied Human Nutrition programs.

Students wishing to obtain the MAHN or MScAHN with Food and Nutrition Practicum must make a formal application through the Department chairperson by January 31 after the completion of 2.0 units of the MScAHN/MAHN. This is a limited enrollment program with a competitive selection process. Students must be prepared to relocate for their practicum and to accept little to no financial compensation. The Food and Nutrition Practicum provides the opportunity to integrate a student's academic studies with one practicum course at a Sponsoring Organization. Students admitted into the Food and Nutrition Practicum Program may gain work experience in community nutrition settings, the food industry and/or food systems fields. The Food and Nutrition Practicum is normally offered in the fall or winter semester (15 weeks) and students are scheduled full-time within an organization (approximately 40 hours/week).

2.1. Graduate Program Course Summary

Master of Applied Human Nutrition (MAHN)

Required Courses:

GAHN 6670 - Quantitative Methods of Nutrition Research	(one-half unit)
GAHN 6675 - Qualitative Methods of Nutrition Research	(one-half unit)
GFSG 6613 - Critical Theories in Family Studies and Gerontology	(one-half unit)

One unit chosen from the following:

GAHN 6600 Recent Advances in Nutrition Research	(one-half unit)
GAHN 6602 Contemporary Issues in Food, Health and Disease	(one-half unit)
GAHN 6607 Nutrition Education	(one-half unit)
GAHN 6609 Nutrition and Population Health Assessment	(one-half unit)
GAHN 6616 Community Education	(one-half unit)
GAHN 6617 Issues in Food Security	(one-half unit)
GAHN 6620 Clinical Trial in Food and Nutrition	(one-half unit)

Students may choose more than one unit from the list above. Any additional courses taken above one unit from the list above will be counted as GAHN graduate electives.

Elective Courses:

GAHN electives	(one and one-half units)
Graduate level electives	(one unit)

Master of Science Applied Human Nutrition (MScAHN)

Required Courses:

GAHN 6670 - Quantitative Methods of Nutrition Research	(one-half unit)
GAHN 6675 - Qualitative Methods of Nutrition Research	(one-half unit)
GFSG 6613 - Critical Theories in Family Studies and Gerontology	(one-half unit)

One unit chosen from the following:

GAHN 6600 Recent Advances in Nutrition Research	(one-half unit)
GAHN 6602 Contemporary Issues in Food, Health and Disease	(one-half unit)
GAHN 6607 Nutrition Education	(one-half unit)
GAHN 6609 Nutrition and Population Health Assessment	(one-half unit)
GAHN 6616 Community Education	(one-half unit)
GAHN 6617 Issues in Food Security	(one-half unit)
GAHN 6620 Clinical Trial in Food and Nutrition	(one-half unit)

GAHN 6691 – Thesis	(one and one-half units)
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Elective Courses:

Graduate level electives	(one unit)
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Electives should be selected in consultation with the graduate studies advisor in accordance with the candidate's chosen area of emphasis. For graduate level electives, students may select courses listed under any Mount graduate programs or other university graduate programs. If selecting electives from other universities, Students must obtain formal approval; see section [2.2.2 Letter of Permission \(LOP\)](#). It is suggested that the Supervisor present external course options to the faculty for review before the LOP is completed (or submitted). The number of external electives will not normally exceed one full unit of course work. Requests for exceptions to this policy will be assessed by the Department Graduate Studies Committee on a case-by-case basis (see Authorized External Course at another University form posted at:

<http://www.msvu.ca/en/home/Studentservices/registrarsoffice/forms/aecpolicy.aspx>).

Cross-listed Undergraduate Courses:*

GAHN 6330 Food, Nutrition and Aging	(one-half unit)
GAHN 6325 Advanced Human Nutrition and Metabolism	(one-half unit)
GAHN 6400 Issues in Food Product Development	(one-half unit)
GAHN 6408 Medical Nutrition Therapy I	(one-half unit)
GAHN 6409 Medical Nutrition Therapy II	(one-half unit)
GAHN 6414 Nutrition Education in the Community	(one-half unit)
GAHN 6417 Management and Revenue Generation in Nutrition and Food Services	

(one-half unit)

These are cross-listed undergraduate courses (please consult AHN website for undergraduate course codes). Normally, **Students who have completed an undergraduate degree in dietetics should not include these courses in their graduate program. Please consult with your Academic Advisor before registering.*

Special Topics Courses:*

GAHN - 6650 Special Topics (one-half unit)

These courses offer a detailed study of particular issues relevant to professionals in nutrition and dietetics and related disciplines. Course titles and descriptions will be announced as courses are offered. Note: **Students may take a maximum of 1.0 unit as Special Topics.*

Required courses are offered every year while elective courses may be offered in alternate years – consider this when planning your schedule.

Full-time status is considered to be the equivalent of registration in three units of courses, or registration in thesis seminar.

Conditions for acceptance. Those students accepted with the condition to complete a certain number of undergraduate courses must complete these courses prior commencing their graduate program. For more information, please consult with the section 2.4 below.

All degree requirements must be completed within five years of first registration, but Students are encouraged to aim to complete within the period(s) outlined in **Section 4.0.**

Suggested Timelines for Completion.

All Students must register for a minimum of one unit of courses during each calendar year. If a Student is not able to meet this requirement, they must request a leave of absence from the Dean of Graduate Studies. The leave of absence is available [here](#).

Section [2.2.12](#) of Graduate Calendar states that in order to remain in their graduate program of study, **students must maintain a 3.0 GPA in the courses required for their degree; have a grade of “C” in no more than 1.0 unit of coursework, and have not received grades of “F” or “F*.”** If students do not meet any of these standards, they will be immediately dismissed from their graduate program. The Dean of Graduate Studies will contact all students who are academically dismissed.

Please refer to the Graduate Academic Calendar on the University website for complete course descriptions, grading criteria and procedures related to registration and academic conduct <http://www.msvu.ca/en/home/programsdepartments/graduatecalendar/default.aspx>

2.3. International Students

International Students may be required to complete *English Language Program* to meet MSVU Language Requirements listed [here](#).

Students who have IELTS score 6.0 (no band below 5.5) will spend their first two semesters to complete University Bridging Program (UBP) and Graduate Preparatory Program (GPP).

Students who have IELTS score 6.5 (no band below 6.0) will spend their first semester to complete Graduate Preparatory Program (GPP). Both UBP or GPP are taken concurrently with one undergraduate course.

For more information, please consult with section 2.1.4 Language Proficiency in Graduate Academic Calendar available here:

<https://www.msvu.ca/en/home/programsdepartments/academiccalendars/graduatecalendar/admissions/214languageproficiency.aspx>

A complete resource to services and programs for international Students can be found on the [International Education Centre website](#).

2.4. Students accepted with a special condition

Graduate Students accepted with the condition to complete one unit of undergraduate course work before formally starting their graduate studies should take:

NUTR 4460 Food and Nutrition in Canada I	(one-half unit)
NUTR 4461 Food and Nutrition in Canada II	(one-half unit)

offered in summer-1 and summer-2 semesters, respectively, and achieve grade B or higher.

2.4. Internship Education Program (IEP)

The IEP provides practical dietetic training that can be completed in conjunction with the MScAHN and MAHN. The three internship courses to be completed as part of the IEP are:

1. NUTR 4501 (Administration)
2. NUTR 4503 (Community)
3. NUTR 4502 (Clinical)

Students in the IEP must follow the policies and procedures outlined in the *IEP Policies and Procedures Manual* (located on the IEP Moodle Site). Graduate Students are NOT given preference over Undergraduate Students for internship placements.

Interns must maintain academic currency in order to be well prepared for all of their internship placements and the Canadian Dietetic Registration Exam (CDRE). Students may require academic upgrading if it has been more three years since they have completed course work in a particular knowledge area (see below).

Course work knowledge area	Internship Course
Food Service Administration/Management	NUTR 4501 Administrative Internship
Community Nutrition	NUTR 4503 Community Internship
Clinical Nutrition/Medical Nutrition Therapy	NUTR 4502 Clinical Internship

Interns may petition to have the upgrading requirement in a particular knowledge area waived.

Students who complete the IEP will be given a certificate upon completion. Internship placements (NUTR 4501, 4502, 4503) and all required graduate courses must be completed before the IEP certificate of completion will be issued. See Table 2 (below) for a sample schedule that integrates degree and internship requirements. Incoming Students are also encouraged to consider completing a Prior Learning Assessment (PLA) if they already have work experience in a competency area. Details on how to do this can be obtained from the *IEP Policies and Procedures Manual*.

Table 2a. Recommended MScAHN-IEP Timeline/ Sequence

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term	Academic Term	Level 1 Internship
2	Thesis Proposal	Thesis Data Collection*	Level 2 Internship^
3	Thesis Completion*	Level 3 Internship^	Graduation

* *Thesis related timelines will vary based upon project.*

^ *Keep in mind that NUTR 4502 (Clinical) is normally taken as a Level 2 or 3.*

Please note that the existing policy for thesis continuation includes automatic thesis continuation registration for each consecutive semester starting from the semester when thesis proposal is presented until the thesis is successfully defended and the grade submitted by the Office of Graduate Studies to the Registrar's Office. This policy also stipulates that students shall not graduate during a semester where the student has an active registration. Therefore the alternative timeline (Table 2b) may help to avoid extra tuition cost associated with thesis continuation fee during the internship.

Table 2b. Alternative MScAHN-IEP Timeline/ Sequence

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term	Academic Term	Level 1 Internship
2	Thesis Proposal	Thesis Data Collection*	Thesis Completion*
3	Level 2 Internship	Level 3 Internship	Graduation

* *Thesis work and completion may depend on project requirements.*

However, the drawback of this sequence is that two internship components taken in the third year of the program may require academic upgrading as indicated in Table 1 above.

Students accepted to MAHN-IEP program will normally complete the MAHN course requirements prior to commencement of internship.

Interns requesting a change in program sequence must submit their request in writing to the IEP Coordinator by **February 1st**, prior to the Internship term. Reasons for this request must be provided (and support from Thesis Supervisor must be obtained when relevant), as change in degree sequence is not automatic.

Prior to commencing the first internship placement, interns must complete the [The TCPS 2 Tutorial Course on Research Ethics \(CORE\)](#), an on-line tutorial offered by the Tri-Council Panel for Research Ethics. Interns must also have membership with Dietitians of Canada and attend and/ or complete the following: (1.) IEP Orientation Sessions, (2.) IEP Medical Terminology course, (3.) Dietitians of Canada Learning on Demand Swallow Screen and Assessment Course, (4.) Critical Care Nutrition Course and (5.) Dietitians of Canada Learning on Demand Population Public Health Needs Assessment. Swallow Screen and Assessment and Critical Care Nutrition are completed as part of NUTR 4502 Clinical Internship and Population/ Public Health Needs Assessment is completed as part of NUTR 4503 Community Internship. Finally, interns must sign and submit the *IEP Intern Terms and Conditions*, a *Criminal Record Check* (including *Vulnerable Sector Search*) and a completed *MSVU Health Screening/Immunization Form* upon admission to the MScAHN-IEP and MAHN-IEP. Online course certificate(s) of completion must be submitted to the IEP Coordinator by the deadlines provided by the IEP Office. These requirements may be subject to change and will include costs in addition to your tuition. For more information, please consult *IEP Policies and Procedures Manual* (located on the IEP Moodle Site).

Normally interns must have completed their thesis prior to confirmation of the third and final Internship Education Program (IEP) placement (grade on the Intern's transcript). However, an exception may be granted with written permission from the thesis supervisor(s). The IEP is accredited under the Partnership for Dietetic Education and Practice (PDEP) based on completion of the IEP and MScAHN courses and thesis. Therefore, the documents required for writing of the Canadian Dietetic Registration Exam (CDRE) will not be provided until all components of the MScAHN plus IEP have been completed; there will be no exception to this policy.

3.0. The Department of Applied Human Nutrition

3.1. Core Faculty

Judy Fraser Arsenault, P.Dt., MAHE (Mount Saint Vincent University) Internship Education Program Coordinator. Lab Instructor

Contact: Judy.Fraser.Arsenault@msvu.ca

Jennifer Brady, MHSc, RD, PhD (Queen's University), Assistant Professor:

Social, cultural, and political economic perspectives of food, nutrition, health, and expertise; the history of the dietetic profession and home economics in North America; professionals' roles in social justice advocacy and socially just practice; qualitative and mixed-methods; emphasis on feminist and intersectional perspectives. **Contact:** jennifer.brady@msvu.ca
Dr. Brady will stay in the Department until January, 2022.

Shannan Grant, MSc, RD, PhD (*University of Toronto*), Assistant Professor:
Evaluation of interventions on markers of chronic disease risk and progression in children and adults - including medical nutrition therapy/ nutrition, physical activity, counselling techniques (e.g. health coaching) and communication mediums (e.g. web-based, telephonebased). Development (and evaluation) of STEM (Science, technology, engineering, math) curriculum for children and youth. Development (and evaluation) of integrative knowledge translation strategies/ studies in nutritional science.
Contact: shannan.grant2@msuv.ca

Phillip Joy, Pdt, PhD (*Dalhousie University*), Assistant Professor: Gender and sexual diversity, LGBTQIP2SAA nutrition and health, social construction of bodies and body image, qualitative and arts-based methodologies. **Contact:** Phillip.joy@msvu.ca

Daphne Lordly, Pdt, MAHE, Ed.D., (*University of South Australia*), Chair. Professor:
Dietetic Education including: competence, methods, challenges, professional socialization; Professional Standards including: career choice and gender, Dietetic knowledge, what counts. Dietetic bodies; Internationally educated dietitians and students.
Contact: Daphne.Lordly@msvu.ca

Bohdan Luhovyy, PhD (*Ivan Franko National University of L'viv Ukraine*), Graduate Coordinator, Associate Professor: Functional foods and ingredients, food product development, regulation of satiety and food intake, food sensory science, clinical trials, diets and biomarkers of chronic disease. **Contact:** Bohdan.Luhovyy@msvu.ca

Linda Mann, Pdt., MBA (*University of Alberta*), Associate Professor: Foodservice systems (menu analysis, child care centre menu planning, emergency feeding); Influences on food and nutrition status (university Students, immigrants, children); Predictors of entrepreneurship (dietetic program graduates); and Education (dietetic internship preceptors, chef de cuisine). **Contact:** Linda.Mann@msvu.ca

Kyly Whitfield, PhD (*University of British Columbia*), Assistant Professor: Research interests include international nutrition; perinatal maternal, infant, and young child nutrition; micronutrients, with a focus on B vitamins; human milk and lactation; public health interventions to combat micronutrient deficiencies in low-income settings; and fortification.
Contact: kyly.whitfield@msvu.ca

Patricia (Patty) Williams, PhD (*University of British Columbia*). Professor, founder and Director of FoodARC – the Food Action Research Centre, and former Canada Research

Chair in Food Security and Policy Change. Research interests include household and community food (in)security, (indigenous) food sovereignty, nutritional inequities, just and sustainable food systems, maternal, infant, and young child nutrition inequities; capacity building processes for systems and policy change; community-based and public health interventions to address nutrition inequities; participatory action research; Two-Eyed Seeing. **Contact:** Patty.Williams@msvu.ca *Dr. Williams is currently on leave.*

3.2. Adjunct Professors

Sara Kirk, PhD (*University of Leeds*), Professor, Health Promotion, School of Health and Human Performance, Dalhousie University.

Contact: sara.kirk@dal.ca

Matt McSweeney, PhD (*University of Guelph*), Associate Professor and Director of the Centre for the Sensory Research of Food

Contact: matthew.mcsweeney@acadiau.ca

Catherine Morley, PDt, FDC, PhD (*University of Calgary*), Associate Professor, School of Nutrition and Dietetics, Acadia University

Contact: Catherine.Morley@acadiau.ca

Priya Kathirvel, PhD (*University of Wisconsin–Madison*), Adjunct Professor, Mount Saint Vincent University. **Contact:** priya.kathirvel@msvu.ca

Sukhinder Cheema, PhD (*Post Graduate Institute of Medical Education & Research (PGIMER), India*), Professor, Department of Biochemistry, Memorial University.

Contact: skaur@mun.ca

3.3. Core Staff

Shannon Fisher, Administrative Assistant

Contact: shannon.fisher@msvu.ca

Internship Education Program Administrative Assistance

Contact: internship.ed@msvu.ca

4.0. Suggested/ Tentative Timelines for Completion

While Students generally proceed through the program at their own pace, the following time(s)-to-completion are encouraged for Full Time Students:

1. MAHN (~1 year): Assuming course availability, with careful course selection and no requirement for undergraduate upgrading, the MAHN may be completed in one academic year.
2. MAHN-IEP (~ 2 years). Internship placements (NUTR 4501, 4502, 4503) and all required graduate courses must be completed before the IEP certificate of completion will be issued.
3. MScAHN (~2 to 2.5 years): Assuming course availability, course work may be completed in one academic year. Typically, Students can expect the thesis proposal writing and defense to take one term. Data collection and analysis, writing of results and discussion, thesis defense will take approximately two terms.
4. MScAHN-IEP (~2.5 to 3 years): The MScAHN-IEP timeline is the MScAHN timeline + IEP timeline (see **table 2**). Internship placements (NUTR 4501, 4502, 4503) and all required graduate courses must be completed before the IEP certificate of completion will be issued.

Interns entering the MScAHN with IEP or the MAHN with IEP may be given the opportunity through portfolio development and subsequent prior learning assessment (PLA) to receive full or partial credit for one or more Internship courses based on past work experiences as per MSVU Academic Calendar and Internship Education Program Policy and Procedure Manual.

The thesis grade must appear on the Intern's transcript prior to confirmation of the third and final internship placement. Papers confirming fulfilment of internship requirements thereby allowing the student to write the CDRE will NOT be signed until the thesis requirement and internship placements have been completed. There will be no exception to this policy. The internship is accredited under the Partnership for Dietetic Education and Practice (PDEP) based on completion of both the thesis and internship placements.

*For additional details on part-time study and maximum time-to-completion, please consult the [Graduate Calendar](#).

*Please note that MScAHN, MScAHN-IEP, MAHN and MAHN-IEP students **must attend eight graduate seminars** and record the details of the attended seminars, including brief reflections, in their annual report that must be submitted to the Graduate Program Coordinator through *AHN Graduate Program* Moodle site. Please see **Appendix A** for annual report template.

5.0. AHN Graduate Studies Facilitators at The Mount

5.1. Graduate/ Academic Advisor

Each Student is assigned an Academic Advisor on acceptance into the program; often referred to as a Graduate/ Faculty Advisor. With their Advisor, Students will plan a program

designed to meet their goals and learning needs. The Advisor assigned to MScAHN Students upon admission and normally this is the Thesis Supervisor. Students are encouraged to have regular contact with their Advisor, especially before registering for courses. Students who may have concerns or suggestions that cannot be addressed by their Supervisor should contact the Department of Applied Human Nutrition Graduate Program Coordinator (below).

Dr. Bohdan Luhovyy
Graduate Program Coordinator
Email: Bohdan.Luhovyy@msvu.ca

In the case that the Graduate Program Coordinator is unavailable, the Department Chair or Dean of Graduate Studies may be contacted for direction.

Dr. Daphne Lordly, Department of Applied Human Nutrition, Chair
Email: Daphne.Lordly@msvu.ca

Dr. Susan Trenholm, Dean of Professional and Graduate Studies
Email: Susan.Trenholm@msvu.ca

5.2. Thesis Advisory Committee (For MScAHN Students)

The thesis will be written under the direction of a Thesis Supervisor, who will normally* be a full-time faculty member of the Department of Applied Human Nutrition, and an Advisory Committee. The Supervisor will recommend two or more persons to serve on the Advisory Committee and work with the Student to review, complete and submit the [Appointment of Thesis Supervisor Form and Policy](#) to the Graduate Program Coordinator. Normally, one committee member will be from within the Department of Applied Human Nutrition and one member will be from outside the department. The function of the thesis committee will be to approve the thesis proposal, to be available to advise the Student in all stages of the research project, and to approve the final thesis.

**Please note: A Thesis Supervisor may be from outside the university in specific circumstances. See Appointment of [External Thesis Supervisor Approval Form](#).*

6.0. The MScAHN Agreement(s)

6.1. Responsibilities of Thesis Supervisor

When a faculty member agrees to serve as a “Thesis Supervisor”, s/he assumes several responsibilities:

- a. To be accessible to Students and to be available for consultation within a reasonable time frame;

- b. To be as helpful as possible in suggesting research topics and in assisting Students to define their theses;
- c. To inform Students approximately how long it will be before written work, such as drafts of chapters, can be returned with comments;
- d. To be thorough in their examination of thesis chapters, supplying, where appropriate, detailed comments on such matters as literary form, structure, use of evidence, relation of the thesis to published work on the subject, citation of references, and making constructive suggestions for rewriting and improving the draft;
- e. To indicate clearly when a draft is in a satisfactory final form, or, if it is clear to the Supervisor that the thesis cannot be successfully completed, to so advise the Student;
- f. To know the departmental and university regulations and standards to which the writer of a thesis is expected to conform, and to make sure that the Student is aware of them;
- g. To continue supervision while on leave, possibly with arrangements also being made for members of the Advisory Committee to assist the Student for the leave period;
- h. To advise and help the Student to approach other faculty members for assistance with specific problems or even to request the reading of a chapter or section of the thesis.

6.2. Responsibilities of MScAHN Students

When a Graduate Student undertakes the writing of a thesis, s/he also assumes several responsibilities:

- a. To choose a topic (with the Supervisor's help) and to produce a thesis;
- b. To submit a copy of all proposal and thesis drafts in the format requested by committee members (e.g. hard copy, electronic copy);
- c. To produce a thesis which meets the standards of scholarship required by the university and the department, including demonstration of their capacity for independent scholarship and research in their field;
- d. To acknowledge direct assistance or borrowed material from other scholars or researchers;
- e. To realize that the Supervisor has undergraduate or other duties, which may at times, delay the Student's access to the Supervisor at short notice;

- f. To give serious and considered attention to advice and direction from the Supervisor;
- g. To submit their work to the judgement of the department and to abide by its decision when any rights of appeal, if exercised, have been exhausted;
- h. To be familiar with information in the graduate handbook (and calendar) and various timelines related to thesis completion and convocation;
- i. To know the departmental and university regulations and standards, to which the writer of a thesis is required to conform.

6.3. Rights of Supervisors

The Supervisor has the following rights:

- a. To expect Students to give serious and considered attention to their advice concerning what they regard as essential changes in the thesis;
- b. To terminate supervision and advise the Student to find another Supervisor if the Student does not heed advice and ignores recommendations for changes in the thesis, or if the Student is not putting forth a reasonable effort;
- c. To have their thesis supervision properly credited by the department as an intrinsic part of their workload so that, in the assignment of duties, they are not overburdened to the point of having their effectiveness impaired as Supervisors.

6.4. Rights of Students

The Student has the following rights:

- a. To have a clear understanding of what is expected in thesis-writing;
- b. To expect help from their Supervisor in establishing a feasible topic and in solving problems and assessing progress as the thesis is being written;
- c. To receive a fair assessment of the completed thesis and explanations of constructive criticism;
- d. To be allowed to have a new Supervisor when they can offer convincing reasons (with evidence) to the department for the change;
- e. To be protected from exploitation by their Supervisor or other faculty members if the latter should intrude upon Students' right of authorship or constrain Students' research efforts for purposes not directly related to the advancement of the thesis project;

- f. To submit a thesis even if the Supervisor is not satisfied, although such action should be taken only in extreme cases and after full consultation with the department.

6.5. Responsibilities of the Department

- a. To uphold a good standard for theses;
- b. To provide adequate advising at all times, so that, when a Supervisor leaves the university for another permanent position, substitute arrangements are made as soon as possible;
- c. To allow Students to change Supervisors if their research interests shift or develop in a new direction;
- d. To provide procedures that assist and encourage Students to complete the thesis, such as early review and approval of topic and methodology, guidelines on access and appeals, oversight of the Student's schedule, and a clearly stated system of thesis review and evaluation;
- e. To provide a fair evaluation of the thesis, normally by giving considerable responsibility to the committee and the Thesis Supervisor.

Please consult [Graduate Calendar](#) for more information.

** Students who may have concerns or suggestions that cannot be addressed by their Supervisor should contact their Advisor or the Department of Applied Human Nutrition Graduate Program Coordinator.*

7.0. The Thesis

7.1. Thesis Registration (GAHN 6691)

Students who are enrolled for thesis credit are expected to present two seminars: (1.) the proposal, and the (2.) defense of thesis. If work (agreed upon by Student and Advisory Committee) is not completed within one calendar year, the Student will have to pay a continuation fee (50% of the tuition rate prorated to the length of extension).

7.2. Thesis Proposal

Students typically complete one semester or one and one-half units of course work before formulating a research proposal. **It is advised that substantial review of relevant research literature be carried out before the thesis committee is finalized.** Students should be

registered for thesis course in the semester when they plan their thesis proposal. Once they are registered for thesis, there will be an automatic thesis continuation registration for each consecutive semester until the thesis is successfully defended.

Please note: A proposal developed as part of a course (e.g. GAHN 6670 Quantitative Methods of Nutrition Research or GAHN 6675 Qualitative Methods of Nutrition Research) does not necessarily become the thesis proposal.

By far, the greatest amount of time for conducting the research and for writing the thesis needs to be devoted to reviewing related literature, refining the problem statement or hypothesis, developing the methodology, procedures and instruments. Data collection and analysis typically require less time, if the review of literature and proposal has been thorough. AHN Main office (and The Mount Library) has copies of previous theses for Students to review.

The purpose of the proposal is to communicate the nature of the inquiry that is to be carried out. The proposal may include:

- An in-depth literature review (including critical appraisal of original research)
- Vocabulary
- A statement of the problem or research focus
- An explanation of theoretical/practical importance of the study (Significance)
- The research question or hypotheses or purpose
- Description of theoretical framework(s)
- Materials and Methods (including plan for data management and analysis)
- Ethical considerations and safeguards
- Discussion of limitations of the inquiry
- Thesis and Research Timeline
- References (in-text and bibliography)

While the degree of explicitness required in a proposal may vary from study to study and Supervisor to Supervisor, the Student should be aware of the benefits associated with a careful, precise proposal. Provocative research questions usually arise out of a familiarity with the literature of a particular area of study. Moreover, a clear understanding of theoretical frameworks will also facilitate the research and writing process. Consequently, at the time of writing the proposal, the Student should be able to demonstrate the familiarity with the literature and a sound understanding of the theoretical framework(s) which will inform the research. The critical review of related research and the presentation and application of an appropriate theoretical framework(s) contained in the proposal can form the basis of the literature review chapter and theoretical framework chapter in the final thesis. Therefore, the thesis proposal can be viewed as working (and evolving) document, rather than an end in itself.

Some Relevant Policies and Procedures:

- [*Notification of Thesis Proposal Presentation and Policy*](#)

- [Thesis Proposal Presentation Report and Policy](#)

7.2.1. Referencing Format

The Department of Applied Human Nutrition Faculty often use the referencing style of the [Canadian Journal of Dietetic Practice and Research](#). Some Supervisors may require other referencing styles such as the American Psychological Association (APA), the American Medical Association (AMA), the Modern Language Association (MLA) or Vancouver. Details on these style requirements can be found on their respective journals websites (under guide for authors) or via <https://libguides.msvu.ca/help/citation>

7.2.2. Ethical Standards and University Research Ethics Board Approval

Much of the research conducted by AHN Faculty includes humans. When human participants are included in research activities, the question of ethical standards must be addressed. Students are expected to adhere to the [Tri-Council Ethics Policy: Ethical Conduct for Research Involving Humans](#) and work with their Supervisor to obtain [University Research Ethics Board \(UREB\)](#) before data collection begins. All Students who conduct research with human participants must complete online tutorial [TCPS 2: CORE](#) (online course on Research Ethics). The certificate you received upon completion of this online course must be submitted to your Thesis Supervisor for submission to UREB along with the REB application.

Work with your Thesis Supervisor to complete the relevant UREB forms for your REB application. Each lab will complete this process slightly differently. Students must consult with their Supervisor to determine whether the risk level of their studies is “minimal risk” or exceeds minimal risk. That said, the UREB make the final decision in regards to the risk level. UREB application forms are available on the [UREB website](#). More information on ethics is provided in **Appendix B**. Please allow a minimum of three weeks for (expedited) review.

Please note: The thesis committee must approve the research proposal before an application is submitted to the UREB. Approval consists of a defense of the proposal held in accordance with department regulations and a signed approval form. This signed approval form must be included with the UREB application. Ethics Certificates are given for one year. Research that extends beyond the one calendar year will require a formal extension from UREB. Also note that a final ethics report is required following completion of the thesis. The form for the final report is included on the website with the application forms.

7.3. Organization of the Thesis – Guidelines

- Title page (See **Appendix C** for sample)
- Copyright Notice
- Signed approval page (See **Appendix D**)

- Dedication (*if any*)
- Abstract (*300 to 500 words*, See **Appendix E and F**)
- Preface (*if any*)
- Acknowledgement (*if any*)
- Table of contents (*listing chapter heads and subheads, references and appendix*)
- List of tables (*if any*)
- List of figures or illustrations (*if any*)
- List of plates (*if any*)
- Body of text *
- Footnotes (*if any*)
- Reference
- Appendices (*if any*)

* Body of texts will vary but typically included chapters that correspond to: Introduction, Literature Review/ Theoretical Framework(s), research problem, research hypothesis/objectives/questions, methods, results, discussion, conclusions and recommendations. Please review appendix G and consult with your Supervisor for guidance.

7.4. Thesis Defense

The thesis committee must be provided with a **minimum of two weeks** (10 business days) to review the final draft of a thesis before a defense. [The Notification of Thesis Defense and Policy](#) must be reviewed, completed and submitted as part of this process. **For committee members requesting a hardcopy of the thesis document, it is the Student's responsibility to deliver the hardcopy. This extends into circumstances where the hardcopy thesis has to be mailed or faxed.**

After completion of the defense, the thesis committee will meet *in camera* (privately) and shall by majority vote reach one of the following decisions:

- a. Approve thesis.
- b. Approve thesis with minor revisions.
- c. Require that the thesis be revised and resubmitted for examination.
- d. Fail the thesis with no opportunity for resubmission.

The decision of the thesis committee is considered to be final and is communicated to the Dean of Graduate Studies using the [Thesis Defense Form](#). When the Thesis Supervisor/ committee are satisfied with revisions, the [Thesis Release Form](#) is completed and forwarded to the Dean of Graduate Studies.

7.5. Submission of Thesis

The final approved thesis will be submitted using the *Electronic Thesis Deposit Program*. Students must submit three complete electronic versions of their thesis to the Library. The

thesis will be “published” in PDF format and submitted electronically. Detailed instructions are available on the [MSVU Thesis Deposit Overview website](#).

The Department of Applied Human Nutrition is to be provided with one hard copy (may be soft bound) and one electronic copy of the thesis. The Student should provide the Thesis Supervisor with a hard copy (may be soft bound, committee members may desire a copy), in addition to an electronic copy. Students can arrange to have the thesis bound with a hard cover through the Library if they wish. If so, all theses will have a standard cover, blue in colour with the university logo, the title, degree, the Student’s name and year embossed in gold on the cover and an abbreviated title, degree, Student name and year on the spine. Hardcopies should be distributed within one year of thesis defense.

Payment for bound copies of the thesis must be made to Financial Services before the unbound copies are deposited at the library circulation desk. A receipt of payment must be presented. Theses presented without evidence of payment will not be sent to the bindery. Soft bound copies are arranged for by the Student.

When the bound theses are delivered to the university, the Student will be notified by the Archivist/Librarian to come pick them up.

8.0. Sequence of Events - Thesis

Often, the sequence of events for Students admitted to MScAHN will be as follows (this may vary, it is important to maintain open communication with your Thesis Supervisor concerning sequence.):

- Admitted Student discusses topics of interest with Academic/ Graduate Advisor.
- Academic Advisor suggests potential Thesis Supervisor(s) and facilitates meeting between Student and relevant Faculty.
- Student conducts initial review of literature and formulates a specific research problem.
- Student prepares proposed research plan that answers the following questions.
- *What is the general area in which you wish to study?*
- *What specific question do you propose to answer?*
- *What does current research say about this question?*
- *How do you propose to answer this question?*
- Student presents her/his proposed project to the Thesis Supervisor. After agreement is made between Student and Thesis Supervisor,
- Student communicates agreement to the AHN Graduate Studies Program Coordinator.
- Student prepares a complete proposal under the supervision of Thesis Supervisor. As the Student proceeds with the review of relevant literature and development of methodology, the Student may, in consultation with Thesis Supervisor, seek the advice of other faculty members who have expertise relevant to aspects of the proposed study. These faculty members may or may not become members of the thesis committee.
- The Student and Thesis Supervisor discuss make-up of thesis committee and invitations are issued.

- Students using human participants in their research are required to submit their proposal to the UREB for approval. This approval is sought, in consultation with Thesis Supervisor, after the thesis proposal has been approved.
- Thesis Supervisor approves the proposal for presentation to committee, calls proposal seminar and announces date of proposal seminar to the Office of the Dean of Graduate Studies. In addition to the policies outlined in *Notification of Thesis Proposal Presentation*, the electronic copy of the proposal should be e-mailed to the AHN Administrative Assistant, Shannon Fisher (Shannon.Fisher@msvu.ca) (for addition to the Student's file). The electronic copy of the abstract along with the information about proposal defense will be circulated to all faculty and Students at least one week prior to the proposal.
- Proposal seminar is held with the Thesis Supervisor chairing the presentation. AHN Department is invited to attend. Suggested meeting format:
 - Introduction by Thesis Supervisor
 - 20-30 minute presentation by Student
 - Questioning by committee members followed by questions from others present
 - Committee members meet in camera
 - Committee meets with Student
- A copy of the revised proposal and acceptance of proposal must be sent to the Dean of Graduate Studies.
- The Student works with the Thesis Supervisor, and consults Advisory Committee Members while the study is active (data collection).
- In consultation with Thesis Supervisor, the Student submits approved (Supervisor reviewed) copies of thesis draft to committee members. Expected turnaround time is often **two weeks**, but this should be agreed upon by committee members and the Student. Once the Committee agrees that the thesis is ready for defense, the student must send the Thesis Supervisor and the committee the latest draft **at least two weeks (often preferably a month)** prior to the intended oral defense.
- Thesis defense. In addition to the policies outlined in *Notification of Thesis Defense*, the Student must submit an electronic (PDF) copy of their abstract one week prior to seminar to the Department Administrative Assistant, Shannon Fisher (Shannon.Fisher@msvu.ca). A public Thesis Seminar is called. Suggested defense format:
 - A representative from the Office of Graduate Studies will chair the thesis defense.
 - Student presents summary of research focus, methodology, method, findings and recommendations (30 minutes).
 - Committee members question the Student, one at a time, in a "round robin" format. Upon completion of one cycle of questioning by all committee members, the chair of the thesis defense invites committee members, one at a time, to participate in a subsequent round of questions, should they so choose. The chair of the thesis defense then invites all others present to ask questions.
- Committee meets (in camera) to decide the outcome of the defense and this is communicated to the Dean of Graduate Studies. **Final editing following the oral defense must be completed at least one month prior to the intended date of graduation.**

APPENDIX A: Annual Report (use the fillable template in MS Word available on AHN Graduate Program Moodle Site)
(*must be submitted by April 1st via Moodle site: AHN Graduate Program*)

APPENDIX B

Policies & Guidelines for Conducting Research with Human Participants

<http://www.msvu.ca/en/home/research/researchethics/policies.aspx>

Research Ethics Forms and Applications

<https://www.msvu.ca/research-at-the-mount/research-ethics/forms-and-applications/>

Most applications include: REB.FORM.001 Standard Application for Research Ethics Clearance:

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.001-Standard.docx

If the project is conducted as a part of faculty research project, use REB.FORM.006 Student Research as Part of Faculty Research:

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.006-Student-SubStudy.docx

For changes in research protocol including adding new research team members, use REB.FORM.002 Request for Change to Approved Protocol:

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.002-Modification.docx

In case of unanticipated research event or adverse event, Students must notify their Supervisor and the appropriate form should be submitted to UREB:

REB.FORM.007 Adverse Event Report:

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.007-Adverse-Event.docx

REB.FORM.008 Unanticipated Research Event Report:

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.008-Unanticipated-Event.docx

Students must complete REB.FORM.003 Renewal request / Annual report

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.003-Annual-Report.docx

on annual basis or if the study is completed the REB.FORM.004 Final Report:

https://www.msvu.ca/wp-content/uploads/2020/07/REB.FORM_.004-Final-Report.docx

should be submitted to UREB.

All ethics forms must be reviewed and signed by Thesis Supervisor before they are submitted to UREB.

Research Ethics Review Process

<http://www.msvu.ca/en/home/research/researchethics/ethicsreviewprocess.aspx>

APPENDIX C

Sample Title Page

Mount Saint Vincent University
Department of Applied Human Nutrition

**Food intake of women and children in Canada:
The impact of Canada's Food Guide to Healthy Eating**

by
Lesley Dale Doe

A Thesis
Submitted in partial fulfilment of
the requirements for the degree of
Master of Science in Applied Human Nutrition

October, 2011
Halifax, Nova Scotia

©Lesley Dale Doe

APPENDIX D

Sample Signature Page

Mount Saint Vincent University
Department of Applied Human Nutrition

**Food intake of women and children in Canada:
The impact of Eating Well With Canada's food Guide**

by
Lesley Dale Doe

Approved:

Tracey White, Ph.D.
Thesis Supervisor
Associate Professor of Applied Human Nutrition

Pat Black, Ed.D.
Assistant Professor of Applied Human Nutrition

Shawn Green, Ph.D.
Associate Professor of Mathematics

Appendix E – Abstract Format (sample)

Proposal

Title:

Authors (and Affiliations):

Body:

Introduction/ Background

Hypothesis/ Research Question

Objectives

Methods

Significance

Final Thesis

Title:

Authors (and Affiliations):

Body:

Introduction/ Background

Objectives

Methods

Results

Conclusions/ Implications

Title: Evaluation of glycemic index education in people living with type 2 diabetes mellitus: Participant satisfaction, knowledge uptake and application

[R] S Grant^{*1,2,3}, T Wolever^{2,3,4,5}, R Josse^{2,4,5}, D O'Connor^{2,6}, A Thompson⁷, M Seider^{2,3}, R Noseworthy^{2,3}, A Glenn^{2,3}, M Sobie⁸, G Bhatti⁹, J Cavanagh¹⁰, E Elliott¹¹, P Darling^{2,12}

1. Department of Applied Human Nutrition, Mount Saint Vincent University, Halifax, Nova Scotia. 2. Department of Nutritional Sciences, University of Toronto, Toronto, Ontario 3. Risk Factor Modification Centre, St. Michael's Hospital, Toronto, Ontario 4. Division of Endocrinology and Metabolism, Department of Medicine, St. Michael's Hospital, Toronto, Ontario 5. Li Ka Shing Knowledge Institute, St. Michael's Hospital, Toronto, Ontario 6. Physiology & Experimental Medicine Program, Hospital for Sick Children, Toronto, Ontario 7. International Breastfeeding Centre, Toronto, Ontario 8. St. John's Rehab, Sunnybrook Health Sciences Centre, Toronto, Ontario 9. Heart Healthy Program, Ridge Meadows Hospital, Maple Ridge, British Columbia 10. West Toronto Diabetes Education Program, LAMP, Community Health Centre, Toronto, Ontario 11. Adult Diabetes Education Center, Orillia Soldiers Memorial Hospital, Orillia, Ontario 12. School of Nutrition Sciences, Faculty of Health Sciences, University of Ottawa, Ottawa, Ontario

Introduction: Use of low glycemic Index (GI) foods is recommended by the Canadian Diabetes Association for managing type 2 diabetes mellitus (T2DM). Notwithstanding, 61% of Canadian Registered Dietitians (RDs), working with clients with DM, do not use GI in practice. These educators highlight the following barriers to utility: Lack of suitable GI-education tools, GI is too difficult for clients to understand and apply, and a need for more GI-utility data from diverse client populations. Although the literature supports that available GI-education materials are unsuitable, there is not enough evidence available to support or refute that GI is too difficult for clients to understand and apply.

Objective(s): To address the lack of data available on GI-education evaluation, a mixed-form questionnaire (GIQ) was developed, pre-tested and used to evaluate an evidence-based GI education platform.

Methods: Participants (n = 29) with T2DM attended a 40 minute GI education session, led by an RD. The GIQ was administered pre-education, immediately post-education, and one and four weeks post-education. Three-day-diet-records were administered pre-education and at one and four weeks post-education.

Results: The primary outcome, dietary GI, was significantly lower at one and four weeks (mean±SEM; both 54±1) compared to baseline (58±1; p≤0.001; 4-5 unit decrease). Most study participants (28/29) were satisfied with the education session. Knowledge score significantly increased from pre-education (53.6±5.1%) to immediately post-education (83.5±3.4%; p≤0.001), one week post-education (87.5±2.6%; p=0.035) and four weeks post-education (87.6±3.8%; p=0.011).

Conclusions and Implications: Our findings suggest that a statistically significant reduction in dietary GI can be obtained using the GI education platform; supporting that clients can understand and apply GI-knowledge and skills. The education and evaluation materials created for this study have addressed the aforementioned perceived barriers to GI utility and may be tested and/or used in other DM populations for which more GI utility data is required (e.g. gestational diabetes mellitus).

Appendix G – Suggested Thesis Formatting

1. Organization of Thesis

Additional Statement: A list of abbreviations may be included after the “List of Figures”.

2. Chapters in Thesis

Chapters in the thesis are included, as discussed in Graduate Handbook. The chapter heads and subheads are organized numerically, using the following as an example:

1.0 Literature Review (Chapter head: Bold, size 12, centered on a separate page from text, Paragraph spacing: after = 6pt; before = 0pt)

1.1. Maternal Diabetes in Pregnancy (Subhead 1: Bold, size 12, aligned left, included with text, Paragraph spacing: after = 6pt; before = 0pt)

1.1.2. Gestational Diabetes Mellitus (Subhead 2: Italics, size 12, aligned left, included with text, Paragraph spacing: after = 6pt; before = 0pt)

1.1.2.1. Diagnostic Criteria (Subhead 3: Italics, size 12, aligned left, included with text, Paragraph spacing: after = 6pt; before = 0pt)

3. Page Numbers

Page numbering begins on the “Acknowledgement” section and is continuous throughout the document to the end of the Appendices.

Page numbers are placed in the bottom right corner of the page and are formatted as “1, 2, 3, ...”.

4. Spacing

The preferred spacing for the thesis document is 1.5. The abstract and footnotes for tables and figures are to be single-spaced. The acknowledgement section may be single-spaced depending on the length of text.

5. Font

The font styles for the thesis are either Times New Roman or Cambria.

Font sizes are as follows:

Body of text: Size 12

Footnotes: Size 10

Tables/Figures: Size 12 (minimum size 11)

6. Tables

Tables are labelled numerically and presented in a chronological order as they appear in text (e.g. Table 1., Table 2., Table 3., etc.). All tables are included in a separate Table of Contents, “List of Tables”, as described above.

The table title is placed above the table and is formatted as follows:

Table 1. Bold the title and format as lowercase

The preferred font size for a table is size 12, and the minimum is size 11. Spacing within tables is 1.15.

Each table should stand on its own and abbreviations are to be included underneath the table in footnotes. Superscripts are used to refer the reader to significance values and other footnotes. The superscript ^{*} is used to refer to significance values (p-values), while other footnotes are labelled using alphabetical superscripts (e.g. ^a). See pg. 3 for example table.

7. Figures

Figures are labelled numerically and presented in a chronological order as they appear in text (e.g. Figure 1., Figure 2., Figure 3., etc.). All figures are included in a separate Table of Contents, “List of Figures”, as described above.

The figure title is placed below the figure and is titled as follows:

Figure 1. Bold the title and format as lowercase

The preferred font size for a figure is size 12, and the minimum is size 11.

Each figure should stand on its own and abbreviations are to be included underneath the title of the figure. Superscripts are used to refer the reader to significance values and other footnotes. The superscript ^{*} is used to refer to significance values (p-values), while other footnotes are labelled using alphabetical superscripts (e.g. ^a). See pg. 3 for example figure.

Example Table

Table 1. Title of table

<u>Heading</u>	<u>Column 1^a</u>	<u>Column 2^b</u>	<i>p</i> [*]
Category 1			
Subcategory	x/y (%)	x/y (%)	.00
Subcategory	x/y (%)	x/y (%)	.00
Category 2			
Subcategory	x/y (%)	x/y (%)	.00
Subcategory	x/y (%)	x/y (%)	.00
Category 3			
	x/y (%)	x/y (%)	.00
Category 4			
	x/y (%)	x/y (%)	.00

^{*}*p* < .05

^a*n* = 60

^b*n* = 80

Example Figure:

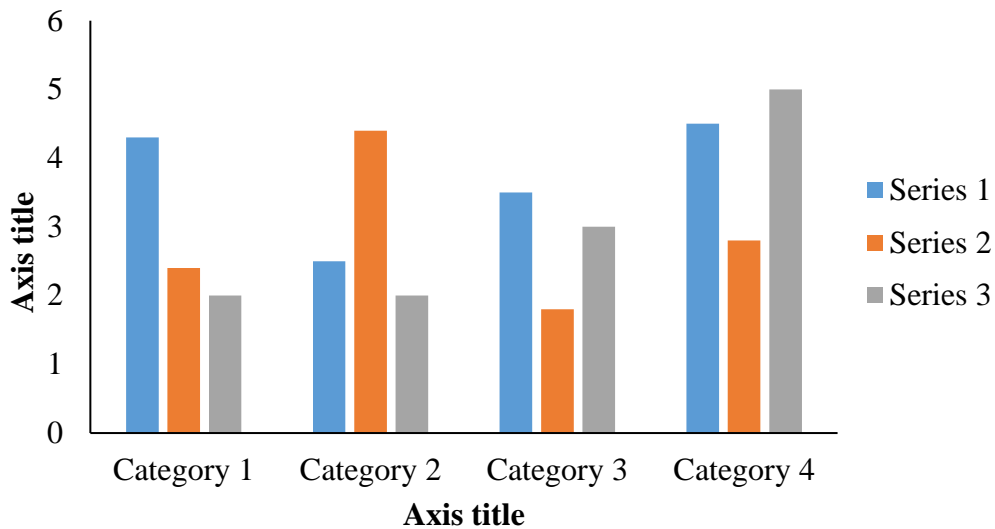


Figure 5. Type of category by series