

Department of Food
Science and Technology

GRADUATE STUDENT HANDBOOK

Updated November 2016



THE OHIO STATE UNIVERSITY

Parker Food Science and Technology Building
2015 Fyffe Road, 110 Parker Building
Columbus, OH 43210-1007
Office 614.292.6281 • Fax 614.292.0218 • <http://fst.osu.edu>

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I. INTRODUCTORY INFORMATION

A. Relationship to the Graduate School Handbook

This Department of Food Science and Technology (FST) graduate student handbook supplements the [Graduate School Handbook](#). It outlines specific rules, procedures, policies, and requirements that apply to graduate students, faculty, and programs in the Food Science and Technology graduate program. Reference is made to the appropriate section of the [Graduate School Handbook](#) when rules are identical.

B. Degrees Offered and Areas of Specialization

The Department offers programs leading to the Master of Science (M.S.) degree and the Doctor of Philosophy (Ph.D.) degree with options as follows:

- M.S. Degree: Food Science and Technology. For the M.S. Degree, both thesis and non-thesis plans are available. M.S. non-thesis is intended as a terminal degree.
- Ph.D. Degree: Food Science and Technology.

C. Department Faculty and Their Research Areas

Additional information on faculty can be found on the [Ohio State Food Science and Technology Department](#) website. Faculty marked with an asterisk (*) are FST graduate faculty, and serve as advisors and members of students' advisory committees.

Faculty

Valente Alvarez*, Professor & Director, Food Industries Center – alvarez.23@osu.edu

Dairy and food processing, research and extension. Industry-related research projects on new technologies, product development, ingredient functionality, product quality and shelf life. Food safety, GMPs, Better Process Control School (BPCS), and HACCP training.

V.M. (Bala) Balasubramaniam*, Professor – balasubramaniam.1@osu.edu Application of engineering principles in developing alternative preservation methods (such as high pressure processing, pressure-ohmic thermal sterilization, high pressure homogenization) to solve food safety, quality and nutritional challenges. Mathematical models for food safety and quality. In-situ sensors for food property research. Process validation of novel preservation technologies. *

Sheryl Barringer*, Department Chair and Professor – barringer.11@osu.edu Flavor volatiles. Coatings: electrostatic, nonelectrostatic, liquid and powder. Fruit and vegetable processing, especially tomatoes. Dielectric properties.

M. Monica Giusti*, Professor – giusti.6@osu.edu Functional foods, phytonutrients, natural colorants. Chemistry and functionality of flavonoids, with emphasis on anthocyanins as food colorants and bioactive compounds, and other phenolics, such as isoflavones and proanthocyanidins. Appointment in OSU Interdisciplinary Graduate Program in Nutrition.

Emmanuel Hatzakis*, Assistant Professor – chatzakis.1@osu.edu Applications of Nuclear Magnetic Resonance spectroscopy (NMR) and metabolomics in food science with emphasis on food safety, food authentication and nutrition.

Dennis R. Heldman*, Dale A. Seiberling Endowed Professor of Food Engineering – heldman.20@osu.edu Food engineering, with emphasis on process design to achieve maximum efficiency and optimum food product quality. Application of simulation models to ensure food safety, while improving product quality attributes.

Rafael Jimenez-Flores*, J.T. ‘Stubby’ Parker Endowed Chair in Dairy Foods – jimenez-flores.1@osu.edu Dairy Food Science, Technology, Processing and Molecular Biology. Chemistry and biochemistry of milk and dairy food components, application of molecular biology to assess of biological active compounds from milk and dairy in the areas of health and wellness. Proteomics and metagenomics applied to dairy.

Lynn Knipe*, Associate Professor – knipe.1@osu.edu Processed meat extension for the Ohio meat industry. Muscle quality and ingredient functionality in further processed meats. Meat product safety, particularly intervention practices against pathogens in production, retail, food service, and consumer handling and preparation. Joint appointment in Animal Sciences.

Jiyoung Lee*, Associate Professor – lee.3598@osu.edu Harmful algal blooms and cyanotoxins, with emphasis on emerging health risks with interdisciplinary approach, including metagenomics, metabolomics, and geospatial tools. Microbiome in environments and hosts. Microbial source tracking and zoonotic pathogen transmission. Water-food-climate nexus. Joint appointment in Environmental Health Sciences, College of Public Health. Appointment in OSU Environmental Science Graduate Program.

Ken Lee*, Professor – lee.133@osu.edu Mineral-nutrient interactions in processed foods. Food safety and emerging technologies. Director of the Ohio State Food Innovation Center <http://fic.osu.edu> <http://fst.osu.edu/lee>

Farnaz Maleky*, Assistant Professor – maleky.1@osu.edu Material science of food. Nano-engineering of food systems. Food structuring and process development. Mathematical modeling of food physical processes. Lipid crystallization. Physical chemistry of lipid. Mechanical and structural properties of food.

Melvin Pascall*, Professor – pascall.1@osu.edu Food packaging with emphasis on integrity, modified atmospheric packaging, nano technology and plastics, migration/scalping edible packaging, packaging material sanitization and food safety.

Devin Peterson*, Professor – peterson.892@osu.edu Food flavor and related chemistry, with emphasis on identification of flavor stimuli (taste, aroma, chemesthetic, mouthfeel), pathways of formation/degradation, taste/aroma modulation, and mechanisms of delivery. Director of the Flavor Research and Education Center <http://frec.osu.edu>

Mary Kay Pohlschneider, Faculty Lecturer – pohlschneider.1@osu.edu Internship Coordinator. Student recruitment and outreach, chocolate, meat processing, food safety and HACCP.

Luis E. Rodriguez-Saona*, Professor – rodriguez-saona.1@osu.edu Application of Fourier Transform infrared (FT-NIR and mid-IR) spectroscopy in the field of food safety and quality assurance. Development of predictive models for the rapid detection, identification and classification of chemical & microbial contaminants and food components with biological activity.

Steven Schwartz*, Professor and Carl E. Haas Endowed Chair – schwartz.177@osu.edu Carotenoids, phytochemicals and functional foods related to chronic disease prevention. Food and nutritional metabolomics. Appointment in OSU Interdisciplinary Graduate Program in Nutrition & Comprehensive Cancer Center.

Christopher T. Simons*, Assistant Professor – simons.103@osu.edu Sensory evaluation and psychophysics. Methodology development. Neural and physiological underpinnings of sensation, reward and consumer decision. Functional and cognitive benefits of flavors and food ingredients.

Stephanie Smith, Faculty Lecturer – smith.5231@osu.edu Generalist in Food Science & Technology

Yael Vodovotz*, Professor – vodovotz.1@osu.edu Bread staling, physico-chemical properties of carbohydrate systems and functional foods, water mobility and functional properties of food components, material properties of biopolymers and bioplastics. Appointment in OSU Interdisciplinary Graduate Program in Nutrition & Comprehensive Cancer Center.

Hua (Helen) Wang*, Professor – wang.707@osu.edu Antibiotic resistance, microbial ecosystems in foods and hosts, biofilms, lactic acid bacteria and *Listeria monocytogenes*, rapid detection of food borne pathogens and spoilage microorganisms. Appointment in OSU Interdisciplinary Graduate Program in Nutrition.

Brian Waters, Faculty Lecturer – waters.200@osu.edu Alcoholic beverages (emphasis on history, general production, and sensory), brewing, chocolate, food safety, chlorine-based sanitizers (emphasis on electrolyzed oxidizing water), academic program assessment coordinator

Ahmed Yousef*, Professor and Bazler Designated Professor in Food Science – yousef.1@osu.edu Food microbiology, focusing on decontamination of food with gaseous sanitizers, discovery of novel antimicrobial preservatives, and safety of food processed by emerging technology.

Courtesy Faculty

Joshua Bomser*, Associate Professor – jbomser@ehe.osu.edu Molecular nutrition and functional foods. Courtesy, with Human Nutrition.

Mark Failla, Faculty Emeritus – mfailla@ehe.osu.edu Absorption, metabolism and health-promoting activities of food phytochemicals. Courtesy, with Human Nutrition.

Gonul Kaletunc*, Professor – kaletunc.1@osu.edu Physical properties of processed foods and biomaterials. Courtesy, with Food Agricultural and Biological Engineering.

Jeffrey T. LeJeune*, Professor – lejeune.3@osu.edu Preharvest control of foodborne pathogens. Shiga toxin-producing *E. coli*, *Salmonella*, *Campylobacter*, and antibiotic resistant bacteria. Courtesy, with Food Animal Health Research Program.

Jianrong Li*, Associate Professor – li.926@osu.edu Food and waterborne viruses, viral detection, food safety, viral replication and gene expression, vaccine and anti-viral drug development. Courtesy, with Veterinary Biosciences.

Gireesh Rajashekara*, Professor – rajashekara.2@osu.edu Major interests include pre-harvest control of bacterial and viral zoonoses, specifically, *Salmonella* and *Campylobacter* and antimicrobial resistance (AMR) mitigation. Courtesy with Food Animal Health Research Program.

Linda Saif, Distinguished University Professor – saif.2@osu.edu Development of vaccines, antivirals and adjuvants (probiotics) for enteric and respiratory or foodborne viruses. Diagnosis/epidemiology of zoonotic and foodborne enteric viral infections in animals including caliciviruses, rotaviruses and coronaviruses. Courtesy, with Food Animal Health Research Program.

Sudhir K. Sastry*, Professor – sastry.2@osu.edu Mathematical modeling of heat transfer and verification of chemically heated products. Courtesy appointment with Food Agricultural and Biological Engineering.

Macdonald Wick*, Professor – wick.13@osu.edu Meat biochemistry. Courtesy, with Animal Sciences.

S.T. Yang*, Professor – yang.15@osu.edu Fermentation and bioseparation research, bioreactor design, enzyme technology and metabolic engineering. Courtesy, with Chemical Engineering.

Adjunct Faculty

Bill Cornelius, Adjunct Professor – cornelius.33@osu.edu HACCP training.

Ronald D. Harris, Adjunct Professor – harris.568@osu.edu Food product development, management of R&D, decision sciences, operations management.

John Litchfield*, Adjunct Professor – litchfield.3@osu.edu Food product and process development, food processing water and waste management; industrial microbiology and enzyme technology.

Randal P. McKay, Adjunct Professor – mckay.27@osu.edu Lecture on the Federal Food Drug and Cosmetic Act, Federal Meat Inspection and Poultry Inspection Act, Infant Formula Act, Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act), Prohibited Acts / Penalties, Inspections, Investigations, Enforcement Actions, Corporate Compliance, Adverse Publicity, and Crisis Management.

II. GRADUATE STUDIES COMMITTEE

The Department's Graduate Studies Committee is selected and operates according to the rules of the [Graduate School Handbook](#).

A. Graduate Faculty Membership

The faculty elects the Graduate Studies Committee Chair for a three-year term. Upon petition by five members of the faculty, an election for the Chair can be held. The Department Chair appoints the members of the Committee as recommended by the Graduate Studies Committee Chair.

In addition to the Chair, the Graduate Studies Committee consists of the department chair, one senior faculty member, one junior faculty member, and at least one other member. Committee members serve for two years and may be reappointed.

B. Role and Responsibility

The role and responsibility of the Department's Graduate Studies Committee are listed in the [Graduate School Handbook](#).

C. Petition/Appeal Process

Petition/Appeals by students regarding the Department's graduate programs, policies, and rules must be made in writing to the Graduate Studies Committee. If necessary, the Committee will conduct a hearing with the student and the student's advisor. The outcome will be reported in writing to the parties involved.

Should the student decide to continue the Petition/Appeal to the Executive Committee of the Graduate Council, the Graduate Studies Committee Chair will report the Committee's position to the Executive Committee.

III. ADMISSION

Departmental graduate admission policies and procedures follow those of the OSU Graduate School and the University. Additional specific information is listed below:

A. Criteria and Credentials

To enter the FST graduate program, students must have at least one semester of college level calculus, biology, microbiology, physics, chemistry through organic chemistry, and biochemistry, or have obtained the equivalent through training or experience.

The GRE General Test, with appropriate evidence of performance, is required of all applicants.

Admission to graduate school is competitive. The average GRE scores for our incoming Autumn 2016 class are 68th percentile quantitative, 53rd percentile verbal, and 40th percentile analytical writing (or a 3.7) with an undergraduate GPA of 3.47. The minimum GPA for admission is 3.0 (on a 4-point scale) in all previous undergraduate and graduate work. Applicants with lower graduate grade-point averages may be admitted conditionally, by petition to the Graduate School. Past performance in basic science courses (math, chemistry, physics), scores in the analytical and written portions of the GRE, and recommendations from previous instructors or advisors are important criteria for admission.

Qualified students may be denied admission when their academic goals are not aligned with those of the Department or when advisors, space, or facilities to accommodate the students are unavailable.

Students who wish to transfer to the Food Science and Technology Graduate Program from another academic unit must meet the admission criteria listed above. A student wishing to transfer must submit a letter from a faculty member willing to serve as the student's advisor. Graduate-level courses completed in the other academic units are accepted toward the Food Science and Technology degree if these courses meet the Food Science and Technology program requirements.

To apply, students must fill out an online application form and have their GRE scores, TOEFL scores (if applicable) and a copy of their official transcripts from all university-level schools attended sent directly to the Ohio State Graduate Admissions Office. Students will also be required to upload three (3) letters of recommendation, a current resume/CV and a Statement of Intent. The letters of recommendation should be on company letterhead. The letter of intent should describe the area of research the student would like to pursue, as well as any relevant internships or research experience.

B. Application Deadlines.

Application deadlines for admission to the Department are those set by the University. All application material must be submitted by the deadline to assure a decision regarding admission

for the desired term. Complete applications received by December 1st (for international applicants) or December 15th (for domestic applicants) will be considered for university fellowship nomination by the Department.

IV. ADVISOR

A. Assignment of Advisor

Graduate students are assigned an advisor when admitted into the program. The Graduate Studies Committee Chair will serve as temporary advisor if the student does not have an assigned advisor.

When a student wishes to change his/her advisor, he/she must submit a change of advisor petition for consideration to the Graduate Studies Committee. The consent of both the present and the prospective advisors should be obtained. If approved, an advisor change will occur at the end / beginning of a term. This form must be turned in to the graduate program at least a week before the change becomes effective. The student should be aware that changing advisors may affect funding and their graduation timeline. If the student has chosen to change advisors after the first semester in the program, the Graduate Studies Chair may determine that a meeting is needed to discuss the change and ensure that both the former advisor and new advisor are in agreement. If consent of one or both advisors cannot be obtained, the student may petition the Committee in writing. Action of the Committee will be based on consultation with the student and his/her present and prospective advisors.

B. Role and Responsibility.

The graduate advisor provides counsel and advice to the student on: course selections, individual program development, selection of research and Individual Study topics, and execution of the student's research and educational goals. The graduate advisor also assists with all other student requests that require assistance.

The advisor of a master's or doctoral student must hold Graduate Faculty membership at the appropriate level (at least Category M for a master's student and only Category P for a doctoral student) in the Food Science and Technology Graduate Program. Faculty members with M status may request conversion to P status once they have successfully co-advised one Food Science and Technology PhD student through graduation and have demonstrated a professional and collegial relationship with their past and present advisees.

Early in the student's program, an additional two-member (for MS) or three-member (for PhD) Advisory Committee will be appointed upon recommendation of the advisor and student and approval of the Graduate Studies Committee. The Advisory Committee serves to: (1) approve the student's course program and changes in the program; (2) consult on progress in research; and (3) participate on the student's Examination Committee. ***All students must have their course program approved by their Advisory Committee before the end of their first term of***

enrollment. A copy of the approved course program must be provided to the Graduate Studies Committee Chair. Students who fail to meet this requirement will be denied further registration.

V. COURSE REGISTRATION AND SCHEDULING

The Department's rules with respect to registration, scheduling, course load, and changes in schedule are the same as those stated in the [Graduate School Handbook](#). Throughout this document, credit hours refers to graduate-level credits only (5000 and above in FST, 4000 and above in other departments). For classes offered at both graduate and undergraduate level, make sure to register for the graduate level section of the class (typically 10XX section). Undergraduate credits do not meet department or University requirements for graduate programs. English as a second language courses (any courses in EDUTL) do not count towards the department requirements.

In this Department, 18 credit hours per semester is considered a full-time course load. All Graduate Fellows, GRAs and GTAs must enroll for 18 credit hours per semester (Fall and Spring) and for 8 credit hours during the Summer term (including May and Summer sessions).

The Department shall maintain a file on each student and it must contain: all application materials; a record of the student's academic performance at The Ohio State University; record of the student's completed safety training, copies of the approved course schedule and research proposal; copies of all official correspondence and forms from, to, or about the student from the advisor, the Graduate Studies Committee, the Department, the Graduate School, and other faculty members and administrative units of the University.

VI. COURSE CREDIT, MARKS, POINT-HOUR RATIO

A. Course Credit

Rules in the [Graduate School Handbook](#) apply.

B. Marks (Grades)

Rules in the [Graduate School Handbook](#) apply with the exception that EM credit may be earned only in undergraduate courses. EM credit will be awarded for grade B or better performance.

All formal courses offered by the Department, Group Studies and Seminar are graded A-E. All Individual Studies and Research courses are graded S/U.

Credit for work at other institutions may be transferred as outlined in the [Graduate School Handbook](#).

C. Point-Hour Ratio.

Rules in the [Graduate School Handbook](#) apply. A course may be repeated with the advisor's approval when mastery of the subject matter is critical to the student's performance in major area courses and research, or if the grade in the course was the result of absence beyond the student's control.

A Fresh Start option may be granted to students enrolling after a five-year absence upon petition to the Graduate Studies Committee.

VII. ACADEMIC STANDING

Rules in the [Graduate School Handbook](#) Academic and Professional Standards section apply with respect to good standing, probation, dismissal, reinstatement, reasonable progress, and denial of further registration.

A. Required committee meetings.

With regard to reasonable progress, a course program must be developed and approved by the Advisory Committee within the first term of the student's program. This course program should identify likely dates for Proposal Defense, Candidacy, and Final Oral Exams (for PhD students), as well as the expected graduation time. The student and advisor are expected to meet regularly to determine goals for Thesis/Dissertation research progress. A student who meets or demonstrates good faith in reaching established goals in coursework and research is considered to be making reasonable progress.

B. Internships.

Any internships must be arranged with advisor approval and be accompanied by a written agreement that lists the impact of the internship on time to graduation, course credits, stipend (if applicable), proprietary information, and publication rights.

C. Conflict resolution.

In the event that a student experiences problems or conflicts related to his/her graduate program, the student is advised to meet and discuss the issue with the advisor. If this does not resolve the conflict, students should then go to the Graduate Studies Chair. If the matter relates to satisfactory academic progress, the student's advisory committee may be asked for additional input.

VIII. REQUIRED SAFETY TRAINING

All graduate students are required to complete safety training. There are two required courses:

1. Lab Standard Training
2. OSU BEAP (**B**uilding **E**mergency **A**ction **P**lans)

The two courses listed above are offered every fall during the new graduate student orientation in the Parker Food Science building. They can also be taken online at the [Environmental Health and Safety web page](#). Once completed you need to give the Academic Program Coordinator, and your lab safety manager, a copy of the certificates indicating you have passed.

For instructions on how to complete the courses online, please see the “Required Training” handout which is included at the end of the handbook and posted on the FST website. Depending on the work performed in your laboratory, you may be required to go through additional safety training.

IX. REQUIRED HUMAN SUBJECTS APPROVAL

If you want to conduct human research at The Ohio State University, you **MUST** first pass an online course and obtain approval from the [Office of Responsible Research Practices](#). Human research includes surveys, taste tests, and other related activities. There are 3 levels of review a study involving humans can undergo: full-board, expedited, and exempted. Only a few categories of research qualify as exempted research. Fortunately, most surveys or sensory evaluation studies falls into the category of exempted research. Specifically, much of this work falls into category #6, which is defined as:

Taste and food quality evaluation and consumer acceptance studies,

- a. if wholesome foods without additives are consumed; **OR**
- b. if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

HOWEVER, just because your proposed research falls into the "exempted" category, this does not mean that you do not need to obtain approval. **YOU** cannot decide your proposal is exempt, you can only suggest that it should be. It is up to the ORRP to determine if it actually is. Their policy is summarized in the following quote, taken from their website:

“Research involving human subjects may be exempt from federal regulations requiring IRB review. The Ohio State University Human Research Protection Program (HRPP) is responsible for determining whether research involving human subjects meets the criteria for exemption in accordance with applicable regulations. Investigators may not make this determination”.

IRB Policy Committee, rev May, 2012.

Exempt research is generally short term in nature. It usually is performed "as written," meaning the investigators do not plan to make changes in the research design, the selection of subjects, the informed consent process, or the instrumentation during the course of the study.

A determination that research is exempt does not absolve the investigators from ensuring that the welfare of human subjects participating in research activities is protected, and that methods used and information provided to gain subject consent are appropriate to the activity. Investigators may not solicit subject participation or begin data collection until they have received approval from the appropriate Institutional Review Board OR written concurrence that research has been determined to be exempt.

If you are going to conduct research on humans, you MUST take and pass a web-based course. This applies to the faculty advisor AND the graduate student performing the test. This course can be accessed from: <http://orrrp.osu.edu/irb/training-requirements/citi>. Please follow the CITI Access Instructions posted on the ORRP website. For most people in this department who conduct taste tests and surveys, it will be sufficient to complete the basic course for social and behavioral researchers (group 2). More advanced nutrition studies may require completion of the biomedical course (group 1). A refresher course is required every 3 years. The entire course takes 2-3 hours but is broken down into modules and you can enter and exit the site as often as you like if you do not want to complete it all at once.

To apply for IRB Exemption, you will need to visit the submit a request using the Buck-IRB online system. Questions regarding exempt research should be directed to exemptinfo@osu.edu or phone (614) 688-0389, fax (614) 688-0366. Further information can be found at: <http://orrrp.osu.edu/irb/investigator-guidance/exempt>.

X. MASTER'S DEGREE PROGRAMS

Rules governing the Department's Master's Degree Programs are outlined in the [Graduate School Handbook](#). The FST graduate program does not have a foreign language requirement. Specific conditions are stated below.

A. Program of Study

The student must have an advisor and an Advisory Committee. The Advisory Committee typically consists of 3 members of the graduate faculty, including the advisor. At least one of these committee members must be a full (not adjunct or courtesy) member of the Food Science and Technology department. Once the student and his/her advisor agree on a list of courses, the student will meet with his/her Advisory Committee to discuss and approve the course outline. This is also a good opportunity to discuss research plans with the committee. This course plan must be approved by the student's Advisory Committee and submitted to the Academic Programs Coordinator *before the end of the first term of enrollment*. Please, use the Course Plan form at the end of this handout. Students from non-traditional backgrounds can propose alternative course plans that vary from A through E below, and these are subject to approval by the Graduate Studies Committee. There are two options for the M.S. degree: M.S. Thesis and

M.S. Non-thesis. Most students, and all students receiving a stipend or fellowship, pursue the M.S. Thesis degree. Other students, including part-time students, may choose to pursue an M.S. Non-thesis degree, which is a terminal degree and cannot be followed up with a Ph.D. degree.

M.S. Thesis

Students in the M.S. thesis program must take a minimum of 12 semester course credit hours in the Food Science and Technology Department, a minimum of 20 semester course credit hours at The Ohio State University, and a minimum of 30 total semester credits (including FST 7999 Thesis Research). Courses from FST must be 5000 level or above, and courses from other fields should be 4000 level or above to receive graduate course credit. Students must register for the 10XX section of dual level courses for them to count towards graduate course credit. Sections identified with a 00XX number are undergraduate level only. In addition, a minimum of 4 credit hours should be 6000 level and above with at least 2 of those being from FST. Seminars do not count toward the required 6000 level course credits. FST 7193/8193 (individual studies), and 7999/8999 (research credits) do not count toward the course credit requirements. English as a second language courses (any courses in EDUTL) do not count toward the graduate course credit requirement.

All students who plan to obtain a graduate degree from our Food Science and Technology graduate program must achieve a minimum competency in the following 5 categories. This competency can be achieved by a passing grade (B or higher) in at least one course from each of the following 5 categories, or is demonstrated by equivalent knowledge acquired from other sources such as: a similar course completed elsewhere, demonstrated proficiency, or real world practical experiences. The equivalence must be indicated in the course plan by the student's advisor and approved by the Advisory Committee. Courses listed below with no prefix are in the Food Science and Technology department. Courses below the 4000 level do not receive graduate credit but can add competency.

- A. Food Chemistry: 5600, 5610
- B. Food Engineering and Processing: 5400, 5410, 5420, 5430, FABE 3481, or MEATSCI 4510
- C. Food Microbiology: 5536
- D. Nutrition and Biochemistry: HUNTR 2310, HUNTR 4609, BIOCHEM 4511
- E. Integrated: 5710, 5720, 5730

Every student must take FST 8991 Seminar twice: once in the Autumn semester and once in the Spring semester. Students should take the autumn seminar their first autumn, and the spring seminar their second spring. Students will be presenting their research data during the spring seminar. In the case that seminar is taught during May session, students may complete the May session seminar in place of the spring seminar. It is highly recommended that all students take a statistics course.

Once the student and his/her advisor have agreed upon a list of courses, the student will meet with his/her Advisory committee to discuss and approve the course outline. This meeting must take place during the first term of enrollment. The course plan form (found at the end of this handout) will be approved by the Advisory committee and submitted to the Academic Program Coordinator.

M.S. Non-thesis

Students in the M.S. Non-thesis program must take a minimum of 14 semester course credit hours in the Food Science and Technology department, a minimum of 26 semester course credit hours at The Ohio State University, and a minimum of 30 total credit hours. Included in the 30 total credit hours are 4 credit hours of independent study, FST 7193. Courses from FST must be 5000 level or above, and courses from other fields should be 4000 level or above to receive graduate course credit. Students must register for the 10XX section of dual level courses for them to count towards graduate course credit. Sections identified with a 00XX number are undergraduate level only. In addition, a minimum of 4 credit hours should be 6000 level and above with at least 2 of those being from FST. Seminars do not count toward the required 6000 level course credits. English as a second language courses (any courses in EDUTL) do not count toward the course credits. FST 7193/8193 (independent studies) and 7999/ 8999 (research credits) do not count toward the course credits. M.S. Non-thesis students may not receive a graduate stipend or fellowship.

All students who plan to obtain a graduate degree from our Food Science and Technology graduate program must achieve a minimum competency in the following 5 categories. This competency can be achieved by a passing grade (B or higher) in at least one course from each of the following 5 categories, or is demonstrated by equivalent knowledge acquired from other sources such as: a similar course completed elsewhere, demonstrated proficiency, or real world practical experiences. The equivalence must be indicated in the course plan by the student's advisor and approved by the Advisory Committee. Courses listed below with no prefix are in the Food Science and Technology department. Courses below the 4000 level do not receive graduate credit but can add competency.

- A. Food Chemistry: 5600, 5610
- B. Food Engineering and Processing: 5400, 5410, 5420, 5430, FABE 3481, or MEATSCI 4510
- C. Food Microbiology: 5536
- D. Nutrition and Biochemistry: HUNTR 2310, HUNTR 4600, BIOCHEM 4511
- E. Integrated: 5710, 5720, 5730

Every student must take FST 8991 Seminar twice: once in the Autumn semester and once in the Spring semester. Students should take the autumn seminar their first autumn, and the spring seminar their second spring. Students will be presenting original research data (their own data when possible) during the spring seminar. In the case that seminar is taught during May session, students may complete the May session seminar in place of the spring seminar. It is highly recommended that every student take a statistics course.

Once the student and his/her advisor have agreed upon a list of courses, the student will meet with his/her Advisory committee to discuss and approve the course outline. This meeting must take place during *the first term* of enrollment. The course plan form (found at the end of this handout) will be approved by the Advisory committee and submitted to the Academic Program Coordinator. Students from non-traditional backgrounds can propose alternative course plans that vary from A through E above, subject to approval by the Graduate Studies Committee.

B. Plans, Requirements, Time Limit.

As indicated above, the Department offers the M.S. Thesis and M.S. Non-thesis, for which a minimum of 30 semester credit hours are required. Normally, students pursuing M.S. Thesis can expect to take 40-60 credit hours of research in addition to the required hours of course work.

Graduate students who wish to transfer to this Department from other institutions must complete 80% of their credits at The Ohio State University. All students must register for at least 3 credit hours during the semester of graduation.

If credits are being transferred from another university to count toward a graduate degree, they should be transferred at the time the student is admitted but no later than the end of the second term of enrollment in the Graduate School.

The overall time limit for acquiring a M.S. Degree in Food Science and Technology is five (5) years.

C. Master's Examination and Thesis.

The term you expect to graduate you will need to submit an electronic [Application to Graduate](#) to the Graduate School no later than the third Friday of that term. In order for the application to be approved by the Graduate Studies Committee, students will need to update the copy of their approved course plan and get their advisor's signature indicating that the course plan was completed.

The Examination Committee for the M.S. degree in Food Science and Technology consists of at least three faculty members, including the candidate's advisor. Normally the student's Advisory Committee constitutes the Examination Committee. Changes in the Examination Committee may be made upon request from the student, advisor, or members of the Graduate Studies Committee and with the approval of the Graduate Studies Committee.

The student must submit a copy of their thesis to their committee, either electronically or printed, and announce their public exit seminar a minimum of 7 days before their defense.

M.S.-Thesis

The M.S. thesis examination begins with a research presentation. The presentation should be announced at least 7 days in advance and will be open to the public. The presentation lasts a maximum of 45 minutes and includes a 20-35 minute presentation followed by a maximum of 10 minutes of questions. The exam continues with a closed-door examination by the student's committee, lasting 60-90 minutes. The start of the presentation to the end of the examination is two hours. The committee is required to attend the entire exam, including the presentation. The closed-door portion of the exam includes a defense of the thesis and general subject matter examination. The subject matter portion covers principles of food science and/or nutrition, which should be familiar to the candidate from course work.

M.S. Non-Thesis

The M.S. non-thesis examination consists of a four-hour written section and an oral examination, including a public presentation. The written portion is designed to test the student's knowledge of food science and other subject matter when a substantial portion of the student's program has consisted of outside courses. The questions are submitted by faculty members to the student's advisor, who prepares and administers the examination. The student's answers are evaluated individually by the faculty members who have submitted the questions and overall by the Examination Committee.

The M.S. non-thesis examination begins with a presentation. The presentation can be on the research project or a literature review, should be announced at least 7 days in advance, and will be open to the public. The presentation lasts a maximum of 45 minutes and includes a 20-35 minute presentation followed by a maximum of 10 minutes of questions. The exam continues with a closed-door examination by the student's committee of no less than 1 hour. The start of the presentation to the end of the examination is two hours. The committee is required to attend the entire exam, including the presentation. The closed-door portion of the exam includes a defense of the student's individual study project review. A typewritten synopsis of the project, with premise, objectives, procedures, and results, must be submitted to the members of the Examination Committee 7 days prior to the scheduled examination date. The remainder of the oral examination is devoted to subject matter for clarification and supplementation of answers to the written questions.

Other rules of the Department with respect to the M.S. examination and the thesis, including judgment and decisions on the student's performance, are covered in the [Graduate School Handbook](#).

XI. DOCTORAL DEGREE PROGRAMS

The rules outlined in the [Graduate School Handbook](#) apply specifically to the Department's Doctorate Degree programs. Selected rules and conditions are highlighted as follows:

A. Program of Study

The Food Science and Technology Department offers programs leading to the Doctoral Degree. Students entering the Ph.D. program are expected to hold an M.S. Degree; however, direct admission to the Ph.D., and transfer from the M.S. program without completing the M.S., may occur with permission of the Graduate Studies Committee. The petition from the advisor must include the advisor's recommendation and proof of research experience. The current GPA of the student must be over 3.5. The student should have been enrolled in the OSU FST M.S. program for less than a year to transfer into the Ph.D. program. Students entering the Ph.D. program without an M.S. degree are expected to complete the course and total credit requirements for both an M.S. and Ph.D. in FST at Ohio State.

The student will select a program of courses early in his/her career in consultation with his/her advisor. This course plan should use the format found at the end of this handbook and must be approved by the student's Advisory Committee and submitted to the Academic Program Coordinator *before the end of the first term of enrollment*. The course plan should identify probable dates for proposal, candidacy, and final oral examinations. The advisory committee consists of 4 members of the graduate faculty. At least one of these committee members must be a full (not adjunct or courtesy) member of the Food Science and Technology department.

The Department does not have additional language or internship requirements for graduate students. Students are allowed to pursue internship opportunities with preapproval; see the section on internships.

Doctoral Degree Course Requirements

Students in our doctorate program must take at least 80 total semester credits at Ohio State, which includes 8999 (research) credits. Students entering the Ph.D. program with an M.S. from another university can request that 30 credit hours from their M.S. program be counted toward the 80 semester hours needed for the Ph.D. This request should be made during the first term of attendance at Ohio State but must be made before the end of the second term.

Ph.D. students are required to take at least 20 semester course credits at Ohio State beyond their M.S. degree, and at least 12 of these must be in FST at Ohio State. Any credits taken under the quarter system are multiplied by 2/3 to calculate the number of credits under the semester system. FST 7193/8193 (independent studies), and 7999/8999 (research credits) do not count toward course credits. English as a second language courses (any courses in EDUTL) do not count toward the course credits. Students must meet the same minimum competencies as an M.S. student. See the M.S. competency requirements for the 5 categories.

In addition, Ph.D. students are required to achieve a passing grade (B or higher) in at least 8 credits from 6000 and 7000 level courses. At least 4 of these credits must be in the FST department. It should be noted that the 7000 level courses are not intended to fulfill the minimum competency requirements for the M.S. degree. Seminars do not count toward the required 6000 and 7000 level course credits. Each student must take FST 8991 Seminar twice during their Ph.D. program: once in the Spring Semester and once in the Autumn Semester. Students should take the autumn seminar their first autumn, and the spring seminar their second or later spring. Students will be presenting their research data during the spring seminar. Courses taken during the M.S. degree can be used to count toward the requirements for 6000 and 7000 level courses and the autumn seminar requirement. Therefore, students who complete both their M.S. and Ph.D. degrees at Ohio State are required to take seminar three times total, twice during the M.S. program (spring and autumn) and once during the Ph.D. program (spring). In the case that seminar is taught during May session, students may complete the May session seminar in place of the spring seminar.

B. Proposal Defense

Doctoral student must prepare a research proposal which will be defended before the student's Advisory Committee. The proposal must be received by the committee a minimum of one week

before the defense. The proposal should focus on proposed future research and cannot include completed research, except as preliminary results. We recommend using the format of the OARDC SEEDS proposals ([Graduate Research Competition OARDC SEEDS Grant Program](#)) as a guideline, but other formats can be acceptable as long as the focus is on future work. After the proposal is defended before the Advisory Committee, a Graduate Student Approval of the Research Proposal Form must be signed and turned into the Academic Program Coordinator; a copy of this form can be found at the end of this handbook. The proposal defense must be completed within 2 years of the start of the Ph.D. program and prior to scheduling the Candidacy Examination.

C. Candidacy Examination

Students in our Ph.D. program should complete the Candidacy Examination once they have completed all of their classes. The proposal defense must be completed before the candidacy exam is scheduled. The candidacy exam cannot be attempted less than a year and a half after entry into the graduate program, unless a petition to the graduate studies committee is approved. The objective of the Candidacy Examination is to test students' knowledge in the food science and technology field and their ability to integrate and apply this knowledge. Students are encouraged to form study groups to prepare for the examination.

The Candidacy Examination consists of a written and oral portion. The written exam will be administered by the Examination committee, often (but not necessarily) the same as the Advisory committee. The student's candidacy Examination committee oversees the entire exam, and the composition of the candidacy Examination committee should not change between the written and oral portions of the exam. Every Examination Committee member will submit questions and grade them. The exam can be closed book (6-8 hrs) or open book (up to 3 days). The student's answers to all questions will be photocopied and distributed to the Candidacy Examination Committee for evaluation.

If, based on evaluating the written portion, the Examination Committee members see no possibility for a satisfactory overall performance on the Candidacy Examination the student may waive the right to take the oral portion. The Examination Committee may not, however, deny a student the opportunity to take the oral portion. If the student decides to waive the right to take the oral portion, a written statement requesting the waiver (II.6.9.7.3) must be presented to the Advisory Committee. In such a case, the Examination Committee records an "Unsatisfactory" on the electronic Report on Candidacy form and submits it to the Graduate School along with a copy of the student's waiver request.

The oral portion of the exam will be administered by the Examination committee and will typically last 2 hours. The oral exam will be related to the questions in the written exam but not limited to them. The student should NOT prepare any type of presentation for the exam. The oral portion of the examination must be completed within one month after completion of the written portion of the examination.

The candidacy exam tests for a basic understanding of food science and the ability to critically analyze complex problems related to food. Therefore, the student should have a thorough

understanding of food chemistry, microbiology, and engineering. At minimum, the student should have successfully completed core food science courses and should be able to effectively address candidacy exam questions relevant to these courses. The candidacy exam also tests the student's understanding of a particular specialization within the food science discipline. Familiarity with theories, research methods, and data analysis and interpretation, within the student's specialization, is essential for passing the candidacy exam.

If the candidacy exam is considered unsatisfactory, the Examination Committee will provide feedback on ways to improve performance (for example, recommend additional work or classes). The student is allowed to take the candidacy exam for a second time with participation of a graduate school representative on the oral examination. In accordance with Graduate School rules for a second candidacy exam, the student will be given one copy of the examination and will type the answers for the Graduate School Representative. Chemical and mathematical equations and diagrams may be handwritten. The student's advisor will ensure versions of the written exam are consistent with the original handwritten version.

D. Candidacy

The Department's requirements for candidacy for the Ph.D. degree, including time limits and readmission for candidacy are listed in the [Graduate School Handbook](#).

E. Dissertation

The student's advisor and Dissertation Advisory committee must approve the subject of the dissertation research.

Other Departmental rules governing the dissertation, including committee selection, draft approval, format, and approval and submission of the final copy are outlined in the [Graduate School Handbook](#).

F. Final Oral Examination

During the term you expect to graduate, you will need to submit an electronic [Application to Graduate](#) to the Graduate School no later than the third Friday of that term. In order for the application to be approved by the Graduate Studies Committee, students will need to update the copy of their approved course plan form and get their advisor's signature indicating that the course plan was completed.

The student must submit a copy of their dissertation to their committee, either electronically or printed, a minimum of 3 weeks before their defense. In addition, the dissertation must be given to the committee a minimum of 1 week before the committee is asked to electronically sign the [Application for Final Examination](#) form.

The final oral examination begins with a research presentation. The research presentation should be announced at least 7 days in advance and will be open to the public. The presentation lasts a maximum of 45 minutes and includes a 20-35 minute presentation followed by a maximum of 10

minutes of questions. The exam continues with a closed-door examination by the student's committee, lasting 60-90 minutes. The start of the presentation to the end of the examination is two hours. The committee, including the graduate school representative, is required to attend the entire exam, which includes the presentation. The closed-door portion of the exam tests the student on originality, independence of thought, and ability to synthesize and interpret information. This examination is based on, but not limited to, the student's dissertation.

Other rules pertaining to the Final Oral Examination, including selection of the Examination Committee, action by the Graduate School Representative, postponement, and the decision with respect to the student's performance and repeat of the examination, are stated in the [Graduate School Handbook](#).

XII. GRADUATE ASSOCIATES

A. Graduate Associate (GA) Responsibilities

Graduate Associates in the Department have both teaching and research responsibilities. The GA (GTA or GRA) assists in teaching by helping with preparation for courses, grading, and conducting of laboratory experiments. Students on GRA appointments (funded by the department or advisor) are required to provide partial teaching support one term per year. This allows students an opportunity to work on their teaching skills under the direct supervision of a faculty member. Fellows, self-funded students, and externally funded students are not eligible to participate. The level of responsibility given to the GA depends on his/her level of experience.

The GA assists in research by performing work as assigned by the faculty member in charge of the project. This faculty member also usually serves as the student's advisor. The total commitment is 20 hours per week, 52 weeks a year, excluding federal holidays. If a student is providing teaching support during a given semester, his or her teaching commitment applies to the maximum total of 20 hours. The research performed may or may not be part of the student's thesis.

In addition to their research and teaching responsibilities, GAs are expected to take classes toward their degree. See the section on course requirements.

Performance evaluations of GAs are made by the major advisor and reported to the Department Chair. The evaluations are used in determining annual stipend increases.

B. Eligibility Requirements

A student must be full-time FST student (registered for 18 credit hours in the Spring/Autumn semesters or 8 credit hours in Summer) in order to be eligible to be a GA. Students are only paid as a GA if they are registered for the full number of credit hours required by the department.

In general, to be eligible for a GA appointment, a student must pursue a graduate degree in an

FST departmental program. Students pursuing a graduate degree in other Ohio State departmental programs may be considered when positions cannot be filled from within the department due to a lack of students or a specific expertise among the students.

If a student's GPA falls below 3.0, any department associateship will end immediately, including the tuition payment.

Graduate students who are admitted conditionally are not eligible for GA appointments until they achieve regular status. Any exceptions require a petition to the Graduate School.

Other rules of GA appointment eligibility are listed in the [Graduate School Handbook](#).

C. Terms of Appointment

The majority of GA appointments are for three terms (Autumn, Spring, and Summer). Appointments for less than a year or less than .5 FTE are not allowed except by petition to the Graduate Studies Committee and Graduate School. Offers of appointment and reappointment are made in writing at the beginning of every autumn semester, or as early as possible prior to the start of the appointment. The offer shall include a statement of the general responsibilities associated with the appointment.

D. Stipends

Stipends for new and renewed GAs in the Department are determined according to the University's annually established levels. Instruction and general fees and non-resident fees, when applicable, are authorized by the department or University for all GAs on at least a .5 FTE appointment, for the duration of the appointment.

E. Other Forms of Financial Support, Including Outside Jobs.

All graduate students on a 0.5 FTE or higher paid appointment (GRA, GTA, or Fellowship) may not have any other employment. Exceptions are by advisor petition to the Graduate Studies Committee. Exceptions for Fellows also require Graduate School approval. International students should check with the Office of International Education to determine their eligibility.

Fellowships for qualified applicants are available from the Ohio Agricultural Research & Development Center (OARDC) and the Ohio State Graduate School. Occasionally, the Department has a need for graduate students to perform part-time service anywhere from one week to a few months. Students who are not appointed as GAs are offered the opportunity to fill this need at an hourly payrate ; however, these assignments do not provide fee authorizations.

F. Criteria for Reappointment or Termination of GA

The Department's criteria for reappointment or termination of GAs are listed in the [Graduate School Handbook](#).

G. Grievance Procedures

Grievance procedures are handled as stated in the [Graduate School Handbook](#).

H. Benefits

Benefits for GAs in the Department are listed in the [Graduate School Handbook](#). Specifically, with respect to Time Off, GAs who have been assigned to assist with laboratory classes are expected to report to the Instructor in charge one week before the beginning of the semester.

GAs who are appointed to research assignments are expected to work during the semester breaks. Such GAs are entitled to 10 working days of Time Off following one full year of service. Time Off cannot be accrued.

XIII. DESK ASSIGNMENTS

The Graduate Studies Committee assigns students to desks in the common areas of 266 Parker and 48 Howlett. The desks in 220, 230, 240, 320, 330, 340 Parker and 48, 59D, 144A Howlett will be assigned by priority to the professors proximate to the lab. However, if any of the desks, including half circle desks, in any given semester are not assigned to a full time graduate student pursuing a degree in the Department, these desks can be reassigned. The relevant professor will be notified before the assignment is made so that they have the option of first rearranging their other students. Once that student is assigned, they should not be asked to move until they graduate, unless the student requests another desk.

XIV. OUTSTANDING TEACHING ASSISTANT AWARD

Objectives:

- To motivate and encourage graduate students to contribute to our excellent teaching program for our students.
- To provide graduate students the teaching opportunity experience and the advantages of award recognition for obtaining academic faculty positions after their graduate study.

Selection Criteria:

Graduate students assisting with laboratory instruction should be nominated and evaluated by students for the award. There will be one category of recognition: the Departmental Teaching Award with an individual plaque, name on the Departmental Award Display Plaque, and cash award of \$500. The Departmental Teaching Award will be given to the top student each year with at least 80% of the students rating them in the top 25% and 70% of the students voting “yes” to the candidate who deserves the award. The percentage calculation will be made based on the number of students present in the classroom when the ballot voting occurs.

Evaluation Sheet:

(1) Ranks among TAs at the University:
Top 5%, Top 25% Top 50% Below 50%

(2) Should the nominee receive award? Yes ? No

A student can receive a maximum of two teaching awards during their entire graduate study.

Nominations should be submitted to the Chair, Graduate Student Teaching Award Committee. The Chair should solicit nominations through memo and e-mail by the second and seventh week of the semester.

The Department Chair and Chair of the Graduate Student Teaching Award Committee will present the award to the winner at the Spring Graduation Party.

Evaluation:

The student evaluation will be administrated and tabulated by a staff member. The staff member should keep records until the end of the following semester. Copies of the evaluation results will be sent to the students to assist them in maintaining their strengths and improve their weaknesses

XV. OUTSTANDING RESEARCH AWARD

Objective:

- To motivate and encourage graduate students to publish high quality research in a timely manner.

Selection Criteria:

M.S. candidate:

2 1/2 years after starting M.S. program—2 accepted publications.

Ph.D. candidate with M.S. degree:

4 years after starting Ph.D. program—4 accepted publications.

Ph.D. candidate without M.S. degree:

5 years after starting Ph.D. program—4 accepted publications.

Journal and Paper criteria:

Original papers or reviews in peer-review journals or book chapters in food science and related publications. The Research Award Committee will decide the appropriateness of the work if there is any uncertainty.

Awards:

1. Individual Plaque and \$500 Cash Award
2. Departmental Award Display Plaque

Award selection: Any student who meets the selection criteria will receive the award

Implementation: Effective immediately

XVI. OTHER COMPETITIONS, AWARDS AND RECOGNITION

As a part of our graduate student program, students will have many opportunities to participate in competitions and be recognized for their excellence. Some of those opportunities, which are open to all our students, are highlighted below. While the exact dates will change each calendar year (and can be checked using the links provided), the general timeline will remain the same.

Hayes Forum

The [Edward F. Hayes Graduate Research Forum](#) is co-sponsored by the Council of Graduate Students, the Graduate School, and the Office of Research. The competition takes place each year during Spring semester. The benefits of participating in this competition are as follows:

- Encourages graduate students to share their research with the academic community
- Recognizes outstanding graduate student research at Ohio State
- Facilitates exchange between students, faculty, administration, and the public
- Provides a significant professional development experience for graduate students

OARDC poster competition

This poster competition takes place in conjunction with the annual [OARDC Research Conference](#) which, in 2013, occurred on April 25. The poster title and abstract submission deadline was March 5 (online). Posters (in PDF format) needed to be submitted online by March 15.

OARDC grants competition

The OARDC Research Enhancement Competitive Grants Program, Graduate Research Competition, provides funding for innovative research relevant to Ohio's Agriculture. The last round of applications was due on February 4, 2015. Please visit the [OARDC SEEDS website](#) to view FY 2016's application and eligibility requirements.

IFTSA

IFT Student Association Competitions provide student members of IFT the unique opportunity to compete individually or on teams. Competition details are found in the [IFTSA website](#).

COMPETITION/AWARD**DEADLINE (2015)**

Chapter of the Year	May 1
College Bowl	Contact area rep - TBD
Developing Solutions for Developing Countries	January 15
Disney - IFTSA Product Development Competition	February 15
Excellence in Leadership Award	March 1
Food Communicators Workshop	March 2
IFTSA & Mars Product Development Competition	February 1
Undergraduate Research Paper	March 1
IFT Global Student Innovation Challenge	January 1

IFT Graduate Research Paper Competition

IFT, in coordination with Phi Tau Sigma, hosts an annual Graduate Research Paper Competition. Last year the deadline to submit paper was January 6, 2015. Students entering the competition must be IFT members by the date of submission. Please see the IFT website (www.ift.org) for details.

OVIFT poster competition

The Ohio Valley section of the IFT sponsors a student poster competition, typically held in March or April, together with the the OVIFT Symposium or the OVIFT Suppliers Expo. Submission of a poster abstract has traditionally been due about 10 days prior to the event. Information about opportunities for students through OVIFT can be found at [OVIFT web-site](#).

Russell Klein OSUN poster and oral competition

This competition takes place in during the spring. Information about entering the completion is announced at the beginning of the Spring semester in the blog posts of the Council of Graduate Students which can be found at <http://cgs.osu.edu/blog/> .

REQUIRED TRAINING

All graduate students are required to complete safety training. There are 2 required courses:

1. Lab Standard Training
2. OSU BEAP (**B**uilding **E**mergency **A**ction **P**lans)

The two courses listed above are offered every fall during the new graduate student orientation in the Parker Food Science Building. They can also be taken online at the [Environmental Health and Safety web page](#). Once completed, you need to give the Academic Program Coordinator and your lab safety manager a copy of the certificates indicating you have passed.

To take these courses online follow the instructions below:

- 1) Click on the link to the Environmental Health & Safety webpage - <http://www.ehs.osu.edu/Training/ohst.aspx>
- 2) Under the word "Links" on the right side of the web page, click on "EHS Online."
- 3) Sign in using your osu.edu email address. Once you have signed in a new webpage should pop up.
- 4) Click on "EHS Online Training."
- 5) You will see a Program Listing bar with a drop down menu labeled "Area" under it.
- 6) The following steps will need to be completed for each of the trainings. Click on the "Area" drop down menu (under the "Program Listing" bar), and choose the appropriate category. The category for each course is listed below.
 - Lab Standard Training is listed under the Area "Research Safety."
 - OSU BEAP is listed under the Area "Occupational Health and Safety"
- 7) Another drop down menu labeled "Program" will appear next to the one labeled "Area". Click on the "Program" drop down menu (also under the Program Listing bar) and choose the desired training.
- 8) Click on "Begin Training Program" in the lower left part of the box to start the training.
- 9) Repeat the above steps for the remaining course(s).

Depending on the work performed in your laboratory, you may be required to go through additional safety training.

Note: All OSU employees (except employees working in a laboratory setting) are required to take the "Hazard Communication" course. If you complete Lab Standard Training, you do not need to complete Hazard Communication.

MS Course Plan to be completed the first term of enrollment and filed with the Academic

Program Coordinator for (Student's Name): _____ Date: _____

Committee Members: _____ (Adviser)
 (type and sign) _____

I. List the courses to be taken each term, as well as research credit hours. Each semester the credits should add up to 18 (for full time status), or 8 credits for Summer term. Include expected graduation.

Term:	cr	grade	
TOTAL			

Term:	cr	grade	
TOTAL			

Term:	cr	grade	
TOTAL			

Term:	cr	grade	
TOTAL			

Term:	cr	grade	
TOTAL			

Term:	cr	grade	
TOTAL			

Total # of course credit hours (at least 20): _____ Total # of credits for degree (at least 30): _____

Write below what FST courses or equivalents fulfill the 5 competencies requirements:

Competency	food chemistry	engineering/ processing	food microbiology	nutrition and biochemistry	integrated
Course/equiv.					

II. During the term you expect to graduate, you will need to electronically submit an Application to Graduate to the Graduate School. In order for your application to be approved by the GSC, you must submit an updated copy of this course plan with your advisor's signature to the Academic Program Coordinator.

The student has completed his / her coursework as approved by the advisory committee

(Major advisor)

date

Ph.D. Course Plan to be completed the first term of enrollment and filed with the Academic Program Coordinator for (Student's Name): _____ Date: _____

Expected Area of Research: _____

By signing below, the Advisory Committee approves the student's proposed course work:

Committee Members: _____ (Advisor)
 (type and sign) _____

I. Write below what FST courses or equivalents fulfill the 5 competencies requirements:

Competency	food chemistry	engineering/ processing	food microbiology	nutrition and biochemistry	integrated
Course/equiv.					

II. TRANSFERRED CREDITS: If you completed an M.S. degree and plan to use some of those credits towards your 80 credit minimum requirement for our Ph.D. program, list those courses below (max of 30 M.S. credits can be transferred). Grades must be B or higher to count. If you are choosing this option, make sure to fill the proper paperwork with the Graduate School.

Course from MS: _____ cr _____ grade

TOTAL

Course from MS: _____ cr _____ grade

TOTAL

Total number of credits from M.S. to count towards the Ph.D.: _____ M.S. GPA: _____

III. List courses and research credits planned per term. Include expected terms for proposal defense (must complete by the 2nd year and before the candidacy exam), candidacy exam (after courses are completed) and graduation. Before candidacy, total credits should be 18/semester or 8/Summer (for full time status). After candidacy, total credits should be 3.

Department of Food Science and Technology

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Term: _____ cr _____ grade _____

TOTAL

Total course credit hours (at least 20 after MS): _____ Total credits for degree (at least 80): _____

IV. The term you expect to graduate you will need to electronically submit an Application to Graduate to the Graduate School. In order for your application to be approved by the GSC, you must submit an updated copy of this course plan with your advisor's signature below to the Academic Program Coordinator.

The student has completed his / her coursework as approved by the advisory committee

(Major advisor)

date

**Graduate Student Research Award
Application Form**

Date: _____

Student Name: _____

Advisor: _____ Advisor signature: _____

Thesis or Dissertation Title: _____

Starting Date for Graduate Program (Transcript Record)

M.S.: _____ Ph.D: _____

Attach a list your publications (authors, year, title, source, pages) as well as copy of the published paper, galley proofs, or an acceptance notification.

Selection Criteria: (Publications from M.S. work do not count toward Ph.D criteria)

M.S. candidate:

2 1/2 years after starting M.S. program—2 accepted publications:

Ph.D. candidate with M.S. degree:

4 years after starting Ph.D. program—4 accepted publications.

Ph.D. candidate without M.S. degree:

5 years after starting Ph.D. program—4 accepted publications.

To be submitted to Chair, Research Award Committee

**Graduate Student Approval of the
Research Proposal Form**

According to the FST Graduate Program Handbook, all Ph.D. candidates are required to prepare and defend, within 2 years of starting their Ph.D. program, a research proposal before their Advisory Committee. This must be done prior to the Candidacy Examination.

This form certifies that (Ph.D. candidate's name) _____

has satisfactorily completed the Proposal Defense on _____
Date

Proposal Title: _____

Advisory Committee:

Signature – ADVISOR Date

Signature Date

Signature Date

Signature Date

Please give a copy of this form to your advisor and to the Academic Program Coordinator.

Graduate Student Petition for Change of Advisor Form

Students may submit a change of advisor petition for consideration to the Graduate Studies Committee. If approved, an advisor change will occur at the end / beginning of a term. This form must be turned in to the graduate program at least a week before the change becomes effective. The student should be aware that changing advisors may affect funding and their graduation timeline. If the student has chosen to change advisors after the first semester in the program, the Graduate Studies Chair may determine that a meeting is needed to discuss the change ensure that both the former and new advisor are in agreement. The student is responsible for securing the signature of the new advisor and turning the petition into the Academic Program Coordinator.

This form certifies that (student's name) _____
currently advised by (current advisor) _____
will be advised by (new advisor) _____
effective (term / year) _____

Student's signature Date

New Advisor's Signature Date

Graduate Studies Chair's Signature Date

Please give a copy of this form to the Academic Program Coordinator.

Graduate Program Assessment and Evaluation Form

Student Name:

Program (Circle): MS PhD

Evaluator:

Date:

Type of Evaluation / Assessment Tool (check applicable program component)

<input type="checkbox"/> Proposal Defense: Written research proposal and oral presentation	<input type="checkbox"/> Candidacy Exam: Written exam and oral exams	<input type="checkbox"/> Thesis / Dissertation: Written document and oral presentation
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For each attribute/outcome please select a rating (please place a checkmark in the desired rating cell).

Learning Outcome	Exceeds Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectations	N/A
Understands basic principles of chemistry					
Understands basic principles of microbiology					
Understands basic principles of processing					
Comprehends and appropriately uses statistics					
1.1 Understands core competencies of food chemistry, microbiology and processing and integrates knowledge					
1.2 Analyzes and applies information in core competencies					
2.1 Prepares an in depth review of the literature related to the research problem					
2.2 Utilizes appropriate literature and applies information to research and findings					
3.1 Presents high quality proposed work or research findings					
3.2 Defends proposed work or research findings					
4.1 Shows effective written communication skills in document					
4.2 Exhibits effective oral presentation skills					
Totals (Tally each column)					

Overall rating: Select your overall rating of the student's performance on this evaluation.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Meets Some Expectations	<input type="checkbox"/> Does Not Meet Expectations
Sign and provide comments (optional) on strengths and weaknesses of the student or the program.	Final Comments:			
_____ Signature of Evaluator				

Instructions

This Food Science and Technology Graduate Program Learning Outcome Assessment Tool will be used to monitor the performance of our Graduate Program, as reflected by the performance of our graduate students on major landmark steps in their pursuit of a graduate degree in Food Science and Technology:

1. Students are responsible for bringing copies of this Standardized Food Science Assessment Tool to the following major landmark steps in their pursuit of a graduate degree at the Food Science and Technology Graduate Program:

Master Students

- Exit seminar and thesis (Plan A students) or project (Plan B students) defense

PhD Students

- Proposal Defense
- Oral Candidacy Exam
- Exit seminar and dissertation defense.

2. Each thesis or dissertation committee members will fill out one form, according to the following criteria (or ratings)

Explanation of Ratings

Exceeds Expectations:

Student goes above and beyond normal expectations (example: concepts clearly stated and understood).

Meets Expectations:

Student meets the requirements (example: generally organized and understands concepts).

Meets Some Expectations:

Student meets some of the requirements, but has a limited understanding in some areas. Student needs to work on an aspect of their project (example: concept and ideas are not connected).

Does Not Meet Expectations:

Student has no understanding of area (example: does not analyze data properly)

N/A: Not applicable, did not have the opportunity to assess.

Overall rating: As an indicator of program performance, check one of the following as your overall rating of the student's attainment of the program learning outcomes based on this evaluation.

Comments (optional) can be added to provide additional information on the program or the student.

3. The forms should be signed by the committee members and returned to the Academic Program Coordinator to be processed.

Graduation Checklist: This is a typical graduation plan. See the [FST Graduate Student Handbook](#) and [Graduate School Handbook](#) for complete details.

- Form and meet with Advisory Committee to approve course plan before the end of the first term. Submit copy of signed course plan to the Academic Program Coordinator.
- Meet with advisory committee occasionally to discuss research progress.
- If on a GRA, fellowship, or other stipend, register for 18 credits per semester, and 8 in Summer.
- Enroll in seminar (FST 8991) two times, once each in Autumn and Spring.
- For PhD, pass your Proposal Defense before the end of the second year and before scheduling your candidacy exam. Give your proposal (focused on future work) to the committee a week before the exam. Submit signed Proposal Defense form to the Academic Program Coordinator.
- For Ph.D., complete candidacy exam.
 - Form your Examination Committee, usually the same as your Advisory Committee.
 - Normally all of your classes in your course plan should be completed.
 - Take the written examination, coordinated by your advisor, a month before the oral exam.
 - Submit date for the oral portion of the candidacy exam to the graduate school at least two weeks before the exam, using this form: [Application for Candidacy Exam](#)
 - After passing the exam, make sure that all committee members have electronically signed the Report on Candidacy form. Submit a printed version of the completed form along with the signed Graduate Program Assessment and Evaluation Forms from your committee members to the Academic Program Coordinator.
 - Please note that the candidacy exam must be completed at least two semesters prior to graduation.
- Complete at least 30 total and 20 course credits for MS, 80 total and 40 course credits for PhD, with a GPA higher than 3.0.
- Submit research results for publication.
- Submit an electronic Application to Graduate form ([Graduate School Graduation Forms](#)) to the Graduate School at the start of the term you intend to graduate (no later than the third Friday of that term). In order for the application to be approved by the GSC, you will need to update your approved course plan and obtain your advisor's signature indicating that you completed your course plan. This form must be submitted to the Academic Program Coordinator prior to the application deadline. If you are unable to graduate that term, notify the Graduate School promptly.
- Submit thesis or dissertation to your research committee at least 1 week (M.S.) or 3 weeks (Ph.D.) before the date of the final oral exam. For Ph.D., this gives the committee 1 week to read it before they sign the Application for Final Examination Form ([Graduate School Graduation Forms](#)). Have the thesis or dissertation checked by the Graduate School for formatting, according to the rules in the [Graduate School Handbook](#).
- For PhD, electronically submit the Application for Final Examination form at least two weeks before the final oral exam. Make sure that all committee members have electronically signed the form prior to the deadline. Submit a printed version of the completed form to the Academic Program Coordinator.
- Pass final oral exam, and make sure all committee members have electronically signed the Report of Final Examination form by the deadline (about 10 days before the last day of class, depending on the term). Submit a printed version along with the signed Graduate Program Assessment and Evaluation Forms to the Academic Program Coordinator.
- Submit final, bound thesis to your advisor. Verify that all committee members have electronically signed the Report on Final Document form by the deadline (near the last day of class, depending on the term.)
- Submit thesis or dissertation electronically. Instructions at [Graduate School Final Semester Checklist](#).
- GRAs end on the dates set by the Graduate School, generally mid-May, mid August, and end of December. Get approval before accepting work before that date. If you will continue to work at OSU after graduation and you are not registered as a student, you must be appointed to an hourly or salaried appointment. International students must resolve I-20 & practical training issues.