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## Contacts for Applied Human Nutrition Students

<table>
<thead>
<tr>
<th>Contact</th>
<th>Contact Responsibilities/Why to Contact</th>
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</thead>
</table>
| Paula Brauer  
Acting Chair  
Family Relations and Applied Nutrition  
Ext. 56321, MINS 245 | Acting Chair of the Department |
| Cathy Walsh  
Administrative Secretary to the Chair  
frandept@uoguelph.ca  
Ext. 56321, MINS 245 | Contact Cathy to arrange an appointment time if you are requesting a meeting with the Chair |
| Linda Zehr  
BASc Program Counsellor  
BASc Counselling Office, MINS 253  
bascprog@uoguelph.ca | Contact Linda about academic consideration related to health or compassionate issues, general career planning and services and curriculum planning, and approval for students taking courses outside the standard program plan, e.g. students who have taken courses at other universities. |
| Alexia Prescod  
AHN Faculty Advisor  
aprescod@uoguelph.ca  
Ext. 52611, MINS 133A | Contact the AHN Faculty Advisor about elective courses, program planning and career information specific to the AHN major and the nutrition and dietetic professions. Contact by email or phone to make an appointment. |

**Note for the Fall Semester 2016, Alexia Prescod will be on leave. Please see the following staff or faculty:**

Linda Zehr will provide academic advising regarding course requirements for the AHN major. Please contact bascprog@uoguelph.ca to arrange appointments.

Janis Randall Simpson will provide information and answering questions regarding dietetic internships. She may be reached at rjanis@uoguelph.ca.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Helder</td>
<td>Academic Administrative Assistant</td>
<td><a href="mailto:fran.academic@uoguelph.ca">fran.academic@uoguelph.ca</a> Ext. 53582, MINS 247</td>
</tr>
<tr>
<td>Andrea Buchholz</td>
<td>AHN Curriculum Committee Chair</td>
<td><a href="mailto:abuchhol@uoguelph.ca">abuchhol@uoguelph.ca</a> Ext. 52347, MACS324</td>
</tr>
<tr>
<td>Alyson Colton</td>
<td>AHN Curriculum Committee Chair</td>
<td><a href="mailto:acolton@mail.uoguelph.ca">acolton@mail.uoguelph.ca</a></td>
</tr>
<tr>
<td>Savannah Buccella</td>
<td>AHN Curriculum Committee Chair</td>
<td><a href="mailto:sbuccell@mail.uoguelph.ca">sbuccell@mail.uoguelph.ca</a></td>
</tr>
<tr>
<td></td>
<td>Student representatives on the AHN Curriculum Committee, at Department Meetings and the BASc Program Committee.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact information such as emails, telephone extensions and office numbers.</td>
<td></td>
</tr>
<tr>
<td>Department of Family Relations and Applied Nutrition</td>
<td><a href="http://www.uoguelph.ca/family/">http://www.uoguelph.ca/family/</a></td>
<td>Contact information such as emails, telephone extensions and office numbers.</td>
</tr>
<tr>
<td>APP-NUTR Listserv</td>
<td><a href="mailto:APP-NUTR@listserv.uoguelph.ca">APP-NUTR@listserv.uoguelph.ca</a></td>
<td>Your name and @mail.uoguelph.ca address will be put on the mailing list for the APP-NUTR Listserv. On this Listserv, you will receive important messages from the Faculty Advisor (Alexia Prescod), your Program Counsellor (Linda Zehr) and other AHN faculty. Check your uoguelph.ca messages frequently.</td>
</tr>
<tr>
<td>Applied Human Nutrition Student Page</td>
<td><a href="http://www.uoguelph.ca/family/applied-human-nutrition-student-page-ahnsa">http://www.uoguelph.ca/family/applied-human-nutrition-student-page-ahnsa</a></td>
<td>Information on AHNSA events, the executive, announcements and the AHN Newsletter</td>
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**Booking Appointments with the Program Counsellor**

There are a number of ways to arrange an appointment with Linda Zehr, the Bachelor of Applied Science (BASc) Program Counsellor including:

- Arrange your own date and time. Instructions are listed below. The instructions will also be listed in the bascprog@uoguelph.ca auto reply
- Email bascprog@uoguelph.ca and suggest several dates and times that you are available.
- Telephone 519-824-4120, Ext. 58964 and again suggest dates and times.
- In person, drop by MINS 253 during business hours (8:30 am to 4:30 pm, closed from 12:00 pm to 1:00 pm).
Instructions to Book Your Own Appointment:

Step 1 – Find an available time

Go to URL:
https://outlook.office365.com/owa/calendar/c7951d769926443a8d77e695d4460619@uoguelph.ca/2929f179e47a485b96ebb9c57e55806d7304753222105529349/calendar.html.

You cannot book an appointment using the URL calendar view. The calendar is for determining available dates and times. To book the actual day and time see Step 2.

Go to top right of the screen and click Week. This calendar view is easier to see available times.

The majority of student appointments are scheduled Monday to Thursday from 9:30 am to 11:30 am and from 1:30 pm to 3:30 pm. Our office is closed between 12:00 pm and 1:00 pm. Times that are not available are marked as Busy. If a time slot is blank, the time is available.

Step 2: - Book your appointment date and time

Once you find a free time, go to Google Apps icon in the upper right hand corner of the screen and click on Calendar

Click on the available date and time on the calendar

When: Appointments are 30 minutes. The default on Google Calendar is 60 minutes so please change the end time, for example, 10:00 am - 10:30 am.

The time is Eastern Standard Time. Please do not book a time or a time period if it is “Busy”

Step 3 – Enter details

Click on Edit Event

Event: enter your name

Where: enter MINS 253

Description: Include your ID number, major, telephone number and what issues you would like to discuss for example, course planning, grad check, dropping courses, transferring to BASc, etc

Add bascprog@uoguelph.ca at “guests” (on right hand side of the screen)
Step 4 – Save your invitation

Click Save. Select “send invitation”

The BASc Secretary will receive your request and you will receive a response, Yes, I will attend (meaning it is confirmed), No, I will not attend (meaning the time is not available) and you will receive an email to find another date and time.

If you have difficulty finding a free time, please email bascprog@uoguelph.ca and suggest several dates and times that you are available or call 519-824-4120, Ext 58964.
Overview

Welcome to new and returning students!

The Department of Family Relations and Applied Nutrition, one of five in the College of Social and Applied Human Sciences, has a proud history at Guelph. The department offers three majors: Applied Human Nutrition (AHN), Adult Development (ADEV) and Child, Youth and Family (CYF), all of which lead to a Bachelor of Applied Science (BASc) degree.

This handbook is a general resource and guide to the undergraduate AHN program, supplementing other information on various web pages, especially the AHN web page at: http://www.uoguelph.ca/family/applied-human-nutrition-ahn
In this handbook, we have brought together key information and frequently asked questions to help you navigate the AHN program. Use the Contacts list on pages 3 and 4 to find the best person to approach if your question is not answered in this handbook.

The handbook is updated every year. Suggestions for revisions to the handbook are welcome and can be sent to Lina Fracasso at: bascprog@uoguelph.ca

The University is a large and complex organization. Please refer to the current academic Calendar for additional detailed information on all academic policies and procedures. Listings of other campus policies and procedures are located at: http://www.uoguelph.ca/policies/.

We hope you find your time as a student in the AHN program rewarding.

Best wishes for your academic success.

Andrea Buchholz, PhD, RD
Associate Professor and AHN Curriculum Chair
abuchhol@uoguelph.ca
About the Program

The AHN Major

Our specialized major in Applied Human Nutrition will prepare students to work in diverse settings to address nutrition issues facing Canadians. Our graduates bring evidence-based knowledge from the biological and social sciences, food expertise and strong communication skills to help Canadians maintain good health, and to prevent or treat diet-related disorders and diseases. As specialists in human nutrition, graduates often work with many other disciplines and groups to translate the latest evidence into practical programs in government, health care, education and business settings. The Applied Human Nutrition major is accredited by the Dietitians of Canada/Partnership for Dietetic Education and Practice and will help prepare students to become Registered Dietitians. Faculty research programs, advanced lab courses and practicum opportunities provide multiple opportunities for hands-on experience to complement courses.

Students will be eligible for over $80,000 in awards and bursaries available to Bachelor of Applied Science (BASc) students.

The Learning Approach

From the behavioural foundation of our eating habits to the roles of nutrients in our bodies, the AHN major will give students a thorough understanding of all aspects of human nutrition. Lectures lay out the theoretical groundwork. Labs allow students to apply their knowledge. Seminar courses support the social science component of the student’s curriculum and allow for small group discussions to explore topics of interest. Students may also take a field placement course in nutrition education which gives them an opportunity to apply their learning in the community. Opportunities to conduct an undergraduate honours thesis are also available. Our goal is to ensure that students are at the centre of their learning experience.

Learning outcomes for the AHN program – what successful students will be able to do, know and achieve by the time they graduate – are found in Appendix 1.

What’s Unique about Guelph’s Program

Guelph is the food and agriculture university in Ontario, and one of the top comprehensive universities in the country according to the Macleans magazine survey in 2016. Courses are taught by content experts in applied nutrition, food science, counseling, nutritional sciences and hospitality and tourism management. Our students can take advantage of our strengths in research and teaching to enhance their education and gain valuable hands-on experience. We also have a full range of graduate programs. Ours is the only PhD program in the province specializing in Applied Human Nutrition.
You are in a new learning environment. Take advantage of the many services available to welcome you and support your learning.

✓ Attend the university and college orientation activities to learn about the services available on campus.

✓ Check the University of Guelph Student Affairs website for many services and opportunities to enrich your university experience at: https://www.uoguelph.ca/studentaffairs/
   This site provides links to many services and groups on and off campus.

✓ Visit the Learning Commons in McLaughlin Library to find out about Learning Services and Writing Services to help you build your skills. They offer group sessions and individual support.

✓ If you are in a Cluster in residence, participate in your Cluster group to get the most from your learning during your first year.

✓ Find out about Supported Learning Groups (SLG) from the web site: http://www.lib.uoguelph.ca/get-assistance/studying/slgs
   Peer helpers host informal study sessions for some courses, such as first year chemistry and psychology.

✓ Find other students in your classes to join study groups to support your learning.

✓ Participate in activities organized by the Applied Human Nutrition Student Association (AHNSA). The AHNSA works hard to organize fun and also professional events. Particularly in first year, it’s helpful to meet upper year students and hear about how they handled their first year in the program.
   
   o Check your uoguelph.ca email address for messages from the APP-NUTR Listserv. All AHN students are on this Listserv. Messages include information on volunteer positions and jobs, as well as student activities. You can put questions or messages on the Listserv by following the directions in the “Contacts” box at the beginning of this handbook.
   
   o Your uoguelph.ca email address is the official route of communication between the University and students. This is also how the AHNSA reaches out to students to let them know about the many great events they organize throughout the year.

✓ If you fail a mid-term or have difficulty on an assignment, seek help immediately from the course instructor or teaching assistant. The semester is too short to put off getting help. You aren’t alone in your struggles.

✓ Eat well, enjoy physical activity and take time to sleep!
Important Dates

Each year, important dates for the academic year are listed on WebAdvisor, [http://www.uoguelph.ca/registrar/calendars/](http://www.uoguelph.ca/registrar/calendars/). The same information is under the Schedule of Dates in the undergraduate calendar.

For important dates specific to AHN be sure to watch for emails throughout the year.

Courses/ Course Planning

Planning Your Program

Your course requirements are described in the Undergraduate Calendar 2016-17 on the web at [www.uoguelph.ca](http://www.uoguelph.ca), click Academics, then Academic Calendars. **Appendix 2 is the Course Planning Checklist.** This Checklist is for you to keep track of your courses and your planned electives. These are the program and course requirements that you will follow until you graduate. If the courses for the AHN program change over your time at Guelph, you may wish to change to the newer program and follow the Calendar of a later year. To do this, you must get approval from the B.A.Sc. Program Counsellor (Linda Zehr). Both the Faculty Advisor for September and the Program Counsellor are available to assist you with planning your program. The Program Counsellor assists with procedures for handling academic considerations and general career planning. The Faculty Advisor can assist you with questions about courses and planning issues specific to applied nutrition and the dietetic profession.

Each of the courses is described in the Course Descriptions section of the Calendar. Because of the many courses required to meet the Dietitians of Canada/Partnership for Dietetic Education and Practice accreditation standards and the high demand for courses on campus, the courses have been carefully scheduled within the University system to ensure that you will have a place in your required courses. Plan to take the required courses in the semester listed for your program.

The courses during your first two years cover fundamental areas of knowledge that contribute to nutrition, such as chemistry, psychology, and sociology. At times, you may wonder how they relate to an applied nutrition career, but they do, and you will realize this during your senior year courses. In third year, the courses may seem more relevant as you integrate and apply the knowledge from the earlier courses to physiology and nutritional aspects of human disease.

In the fall of fourth year when most of your courses are taught by AHN faculty, you will learn how to apply the social and nutritional sciences to the practice of applied human nutrition.

The final semester provides opportunities to select electives, including a field placement course in nutrition education (NUTR*4850) when you can apply your learning in a community agency, or an advanced clinical skills lab course (NUTR*4120) designed to help you enhance your patient communication and physical assessment skills.
General Planning Tips

Develop a draft program plan for the completion of your degree, especially after first year, using the Course Planning Checklist in Appendix 2. You will need to plan for courses that are in high demand and may become full, courses that are offered only in selected semesters or alternate years, and for elective courses that require prerequisites. You can revise your plan as you complete each semester and gain new interests. Make an appointment with the AHN Faculty Advisor to discuss your specific interests and questions.

- When planning courses, check the Undergraduate Calendar (on the web at https://www.uoguelph.ca/registrar/calendars/undergraduate/current/ for current course descriptions and course prerequisites.

- Register as early as possible during the course selection window (i.e., assigned day to register) during the course selection period to register for the courses you want. Some courses in high demand (such as HTM*2700 and NUTR*1010) are offered in both the Fall and Winter semesters.

- **Read your email messages at your uoguelph.ca address regularly.** You will be notified about any course or program planning changes by email. Watch especially for emails during course selection periods each semester, to get updates on course offerings. Remember, course offerings may change.

- If you scored less than 80% in Grade 12 Biology (SBI4U), it is strongly recommended that you take BIOL*1020 as an elective in first or second year to be well prepared for the required physiology course.

- Think of electives as opportunities to build on your areas of interest related to applied human nutrition, and to discover new areas of study and broaden your education. Your required program, with the addition of HTM*3090, Restaurant Operations Management already meets all of the requirements for dietetic internship. Appendix 2 has a listing of possible electives to stimulate your thinking. Please check the Calendar for when the course is offered and descriptions.

- Talk to more senior AHN students about electives they enjoyed. A good time to catch them is at meetings of the Applied Human Nutrition Student Association (AHNSA). Also, speak with students in other programs to find out about interesting courses.
Course Selection (Registration)

Course selection occurs in the middle of the fall semester for winter semester courses, and around the middle of the winter semester for summer and fall semester courses. This is a good time to review and revise your Course Planning Checklist. You will receive all your course selection information via email. Read emails carefully for your course selection dates and check the online Undergraduate Calendar to see what courses are available. Use Web Advisor to register for courses and get information about your grades and your course schedule. Discuss questions about course selection with your Faculty Advisor or Program Counsellor.

Course Planning Frequently Asked Questions

What is the difference between restricted electives and electives?
Restricted Electives focus on different aspects of food. You need to take 1.5 credits from the list of Restricted Electives (see Appendix 2). You will need at least one Restricted Elective at the 3000 level. Choose the courses that interest and fit your class schedule. If you expect to be advising people on eating habits, Cultural Aspects of Foods and Economics of Food Usage are important. If you are interested in working with the food industry, you might want to take additional courses from the Restricted Electives list or other courses offered by the Department of Food Science.

Free electives support your career or your personal interests as you see fit. You can choose any course in the calendar, for which you have the prerequisites, and for which there is space in the course. The number of electives at various levels is not mandated in BASc majors (AHN, CYF, and ADEV). There are no specific limits to the number of 1000 level, 2000 level, etc., elective courses allowed throughout your program. Possible elective ideas are listed in Appendix 2.

If your career goal includes further education, such as teacher’s college, medical school, or community college, check with Career Services or calendars of the institutions for their course requirements. Read through each year’s calendar carefully for courses that interest you and their prerequisites. Talk to your Faculty Advisor or B.A.Sc. Program Counsellor course instructors, senior students in AHN, and students in other programs to get ideas for suitable electives. Most of all, choose electives that you can ENJOY.

Where do I find the schedule of courses for a particular semester?
The course schedule is available on WebAdvisor>Students>Search for Sections.

Why can’t I register for a course I need for my program?
There are a number of reasons why you may not be able to get into a course at a certain time:
- It may not be your course selection window
- Some courses are restricted to certain groups of students. This is called “Priority Access”
- Some courses require instructor consent (i.e., BASc practicum and thesis courses)
- You may not have the required prerequisites or co-requisites or required credits.
- The course/section is full (see below).
What do I do if a course I need for my program is full when it is my turn to register?
Sometimes a course may look full on WebAdvisor, but there is still room for students who require it for their program of study. Keep your eye on WebAdvisor, as spaces may open up throughout the course selection period. Depending on the number of students involved, the University may also open new sections or it may be necessary to alter the order you take courses to complete your program. Watch for emails on the listserv or consult with the Program Counsellor.

I have been told that I need to get a course waiver completed. What is this and what do I do?
Course waivers need to be completed when you are being allowed into a course, in spite of not meeting the official requirements stated in the calendar for pre-requisites or credits. Course waivers are used in special circumstances and are not needed by the majority of students. The Course Waiver Request form may be obtained from WebAdvisor, http://www.uoguelph.ca/registrar/index.cfm?webadvisor/docforms or from the BASc Counselling Office, MINS 253. Also see our department website for the course waiver process: https://www.uoguelph.ca/family/course-registration-course-waivers

How do I get a course waiver for a BASc course?
Each department has a different process for allowing students into their courses. To get into a course from another department, we suggest you contact the course instructor or department directly. In some departments, the instructor of the course signs the course waivers. In the Department of Family Relations and Applied Nutrition, course waivers are signed by Sharon Helder, Academic Administrative Assistant (fran.academic@uoguelph.ca), MINS 247 and further information is available at http://www.uoguelph.ca/family/undergraduate-course-waivers

Should I keep my course outlines?
YES! We receive frequent requests from students following graduation for copies of their course outlines for various reasons, such as applying for membership in a professional college. Most course outlines for Family Relations and Applied Nutrition courses are posted on our website at http://www.uoguelph.ca/family/undergraduate-courses

Are there co-op or placement courses in AHN?
Co-op is not available for the AHN program. You can take an elective placement course, NUTR*4850 Field Experience in Nutrition Education. Placements are available in a variety of community agencies, hospitals, and long-term care facilities in the Guelph, Kitchener, and Hamilton areas. This course is offered in the winter semester and usually taken in your final year. Prerequisites for the course are Nutrition Education, Clinical Nutrition II and Communication and Counselling Skills. You may also get nutrition-related experience through volunteering. (See Volunteering section)
Do I have to take the restaurant course?
Restaurant Operations Management, HTM*3090, (a.k.a. the “restaurant course”) is required if you intend to become a Registered Dietitian. Plan to take this course (1.0 credit) as an elective in your 5th semester if capacity allows. Some students will take it in Semester 6, which will require them to take BUS*3000 or FRHD*3400 in Semester 5. HTM*3090 is equivalent to 2 courses. If you do not take HTM*3090 in semester 5 or 6, plan to take it in Semester 8. The restaurant course involves learning about the operations of a restaurant, and then actually running a restaurant yourself. At the beginning of the term, you will be assigned to a group of two or more students. Your group will prepare for, and run, the Hotel and Tourism Management (HTM) restaurant (PJ’s) located on the first floor of Macdonald Stewart Hall. You may hear rumours about the heavy workload of this course. Most students find they gain a lot from this work. AHN graduates note how the restaurant course helps them with their foodservice competencies during dietetic internship.

As a student majoring in AHN can I take a minor?
Applied Human Nutrition is a specialized area of study and the program is not currently divided into minors or specializations. Students are encouraged to use their electives to strengthen their knowledge and skills in particular areas of interest. Many students focus on languages, food science, functional foods and nutraceuticals, sport nutrition, or education. A focus area can be mentioned in your resume and may be useful when applying for graduate studies or employment. However, there are other learning opportunities available in Certificate programs. Please see page 16 for further information or check the Undergraduate Calendar at: https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c11/c11-certdip.shtml.

Can I take a course at another university and get credit towards my program?
If you want to take a course at another university and get credit towards your degree, you must complete a Request for Letter of Permission form. Review the “Letters of Permission” topic under the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar 2016-2017.

Can I take part in an international exchange or study in another country?
YES! The University has programs for studying abroad. Information about these programs is available from the Centre for International Programs, Level 3, University Centre or at www.uoguelph.ca/cip/. No specific exchange programs provide the dietetic courses required for the AHN program. However, AHN students have studied abroad in Germany, Scotland and Australia and gained valuable experience and education. These students arranged their own study program, taking relevant courses and getting some academic credit. This type of study may add one or two semesters to your program, in order for you to schedule all of the courses required in the AHN program. This planning requires consultation with your BASc Program Counsellor (Linda Zehr) and the Centre for International Programs.
**How will I find out my final grades?**
Grade reports are released shortly after conclusion of the final examinations, on the date specified by the University. You may access an unofficial copy of your grades using Web Advisor from the University of Guelph web site on the same release day. You can find out about the grading system used at this university in the section, “Grades” in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar 2016-17 (available on the Academics, then Calendars at [www.uoguelph.ca](http://www.uoguelph.ca)).

**What marks do I need to stay in the program?**
Generally, you are required to maintain a minimum average of 60% to stay in the program. There is some leniency for the first 5.00 credit attempts. Please review the “Continuation of Study” section under “VIII Undergraduate Degree Regulations and Procedures” of the Undergraduate Calendar 2016-17 for details. Consult your Program Counsellor if you have questions or concerns.

**Financial Information**
You may be eligible for in-course scholarships and bursaries to help you through your program. Section IX of the Undergraduate Calendar describes the many scholarships and bursaries available to students at the University of Guelph. Many of the in-course scholarships and bursaries are open to students in any program. Check to see if they are suitable for you and if an application is required and the deadline. Other awards specify students in the BASc program or the AHN major. You will be reminded of scholarship application due dates by email.

**Building Your Resume**

**Career Services**
Co-operative Education and Career Services have career assessment resources and other services to help you build your resume. You can examine your personal/career potential; develop your skills for the job search and practice doing interviews, in addition to searching their job listings. Their website is at [www.recruitguelph.ca](http://www.recruitguelph.ca).

**Student Clubs/Associations**
Whatever your interests, you can find a student club or association that shares your interests. Discover the clubs and associations and other opportunities available to you, by checking the University of Guelph web site under Student Affairs at: [http://www.uoguelph.ca/organizations](http://www.uoguelph.ca/organizations)

Campus clubs and associations may relate to course interests, sports or recreation, student government, etc. Through the activities of the clubs, you gain skills that can help you with your school work, develop and practice leadership skills, and make contacts with faculty and people outside the university who work in related fields. Examples of campus groups for the AHN program include the AHN Student Association (AHNSA) and the Canadian Association of Foodservice Professionals (CAFP), Junior Branch.
Student Clubs/Associations (continued)

Check your email for information about these meetings. Some professional organizations, such as Dietitians of Canada (DC), the Canadian Obesity Network (CON), Ontario Home Economics Association (OHEA) and Society for Nutrition Education have student memberships. Each fall, AHN students are given information about student membership in DC. Most students find membership in DC especially useful in third and fourth year, as they are doing more applied nutrition projects. Talk to AHN professors if you are interested in student memberships for other nutrition-related organizations.

Volunteering

You have unlimited opportunities for volunteering on campus and in the Guelph community while you are a student in AHN. Volunteer opportunities in the community are announced on the APP-NUTR Listserv or go to the Student Volunteer Connections website, http://www.uoguelph.ca/~svc or the Student Affairs website at: https://www.uoguelph.ca/mentalwellbeing/get-involved

Through volunteering, you can gain practical experience, while providing help for others. Volunteering can give you great experience in the nutrition field, and helps you to apply classroom knowledge. On campus, you can get nutrition-related volunteer experience with the Student Nutrition Awareness Program (SNAP), the Wellness Program, and the dietitians in the Health and Performance Centre or Student Health Services. Check with AHN faculty members to see if they have any volunteer jobs available.

Part-Time or Summer Jobs

You can gain profession-related skills in part-time or summer jobs, particularly if your job relates specifically to your career goal, e.g. working in foodservice for dietetics or teaching swimming for education experience. However, you gain essential skills that can help your career in almost any job. For example, think about the cooking and training skills you use if you are caring for a young toddler. Make a note of these skills so you can include them in your “skills profile” on your resume.

There are some work/study and summer research assistant positions on campus. These are often advertised through Student Financial Services at: http://www.uoguelph.ca/registrar/studentfinance/

Developing Research Skills as an Undergraduate

Faculty research drives ongoing development of new knowledge and enriches the undergraduate program. You can explore new areas, and develop research skills in a number of ways: by volunteering or working for a faculty member, or by completing an undergraduate thesis. To find out about current opportunities for undergraduate students, contact individual faculty members by email. A listing of faculty interests is provided under Faculty Research, and more information is available on each faculty member’s webpage from the departmental web page: http://www.uoguelph.ca/family/faculty-index
Undergraduate Thesis

An undergraduate thesis is a good way to see if you like research and to begin to develop research skills under the guidance of a faculty member. Contact faculty members individually in your 5th or 6th semester to determine whether they have any research projects that would be suitable and are able to advise you. Availability of the course is subject to faculty availability. You must have a minimum grade of 75% or higher in each of FRHD*3070 Research Methods and STAT*2090 Introductory Statistics II.


Certificate Opportunities

There are several certificate programs offered on campus and may be a useful addition to your degree. Depending on your interests you may find in the Food Science, Business, Civic Engagement and Global Citizenship or Public Policy and Administration certificate program appealing. For further information on these certificate programs, please go to the following link: http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c11/c11-certdp.shtml and then click on the name of the certificate you are interested in. Please contact the Open Learning Counsellor or the Program Counsellor (Linda Zehr) for help.

From the Undergraduate Calendar:
“Students currently registered in a degree program or intending to transfer into a degree program should note double-counting regulations. Up to 50% of the requirements for a degree-credit certificate/diploma may be applied toward degree program or degree specialization requirements. The remaining 50% of the certificate/diploma requirements may be applied to electives provided the specific courses in the certificate/diploma meet degree program requirements. For more information, students should consult with the Program Counsellor for the degree program they seek to complete. Note that the Certificate in Leadership is exempt from this restriction. For more information, please consult with the Open Learning Program Counsellor at the Office of Open Learning (ext. 56050).

Career Planning

What can I do when I graduate?
As a first step, check areas of employment, potential employers, and skills obtained and career related websites under Applied Human Nutrition on the Co-operative Education and Career Services link, What Can I Do With My Degree? at: https://www.recruitguelph.ca/cecs/applied-human-nutrition

Recently, the Canadian Armed Forces and Action Against Hunger have expressed interest in the skills and knowledge of AHN students and graduates. For more information about the training and work opportunities in these organizations please see: Action Against Hunger: http://actioncontrelafaim.ca/.
In you are interested in a career in medicine; you may find admission requirements of Canadian Faculties of Medicine at the Association of Faculties of Medicine of Canada website:
https://www.afmc.ca/publications/admission-requirements-canadian-faculties-medicine

Requesting Academic Letters of Reference
References are a CRITICAL component of any application to graduate or professional schools. Guidelines for requesting references are in Appendix 4.

Work right after the degree
Many graduates find nutrition-related employment right out of university, in hospitals, nursing homes, supermarkets, food and supplement companies, public health departments, and restaurants. The “skills profile” you have compiled throughout your AHN program will help you to select which jobs to apply for and to sell yourself to potential employers.

Examples of first positions of AHN graduate (no internship)
- Quality Assurance Analyst, David Roberts Food Corporation
- Nutrition Science and Regulatory Affairs Intern, PepsiCo Canada
- Community Food Worker, Canadian Prenatal Nutrition Program
- Employment Counsellor, Human Resources and Development Canada
- Research Assistant, School of Physical and Health Education
- Dietetic Technician, Cambridge Memorial Hospital
- Food Supervisor, St. Joseph’s Hospital
- Manager of Health Products, Supermarket
- Consumer Hotline, Food Safety Network, University of Guelph
- Manager, Marketing and Communications, Breakfast for Learning, Canadian Living Foundation
- Food Service Supervisor, Norfolk General Hospital
- Dietetic Assistant, Hamilton Health Sciences
- Quality Assurance Technologist, Canada Bread
- Nutrition Education specialist, District of Columbia Central Kitchen
- Nutrition Manager, Caressant Care Nursing and Retirement Homes
Dietetic Internship and Practicums

To become a Registered Dietitian (RD) in Ontario, once you have graduated with the undergraduate degree in AHN, you will need to complete one of the accredited training opportunities such as a dietetic internship, or a masters or diploma program with a practicum component. Visit the “Internship and Practicums” pages of the Dietitians of Canada web site, www.dietitians.ca to identify the various accredited training programs available in Canada.

Accredited training programs are administered by health care organizations as well as by universities. The length of these training programs varies from 11 months to 24 months. Please consult the webpages of the training programs you are interested in for specific details on length and application processes. Entry to a dietetic internship, a masters or diploma program with a practicum component is competitive.

Finally, you need to pass the Canadian Dietetic Registration Examination (CDRE) in order to become a full member of the College of Dietitians of Ontario. Visit the “Become a Dietitian” page of the Dietitians of Canada web site, www.dietitians.ca to identify the diverse careers held by dietitians with different types of expertise across Canada.

The Applied Human Nutrition Dietetic Internship Handbook, and which outlines the process of how to apply for dietetic internships, is currently being updated and will be posted on the department website: https://www.uoguelph.ca/family/undergraduate/applied-human-nutrition-

Specific events, dates and processes change each year. When in fourth year, be sure to watch your emails for updates and important information.

Examples of positions held by our graduates who have completed training to become a Registered Dietitian include:

- Public Health Nutritionist, Haldimand-Norfolk Health Unit
- Registered Dietitian, Woolwich Community Health Centre, St. Jacobs
- Home Care Dietitian, Therapy Partners Inc., Guelph
- Clinical Dietitian, Cambridge Memorial Hospital
- Outpatient Cardiology Dietitian, Lipid Research Clinic, Hamilton Health Sciences Corporation
- Community Dietitian, Noojmowin Teg Health Centre, Sheguiandah, ON
- Public Health Dietitian, Kingston, Frontenac, Lennox & Addington Health Unit
- Licensing Nutritionist, Capital Health Region, Victoria, BC
- Clinical Dietitian, Mount Sinai Hospital, Toronto
Community College and post-degree programs

Community colleges offer an ever-expanding array of certificate programs and diplomas. These include numerous programs in culinary, hospitality, health care, business, human resource management, health promotion, etc. It has become challenging to navigate all the options – you need to do your homework. All community colleges in Ontario are fully accredited by the MTCU (Ministry of Training, Colleges and Universities) and listed at www.ontariocolleges.ca.

Community colleges in other provinces are accredited by their provincial accrediting body. An accredited institution can deliver post-secondary credit courses and is audited for quality by the accrediting body. A non-accredited institution or program is not recognized by the accrediting body and may deliver certificate programs that may or may not be of high quality. Thus, private training colleges are not accredited as credit-granting institutions. Although some may have excellent programs, and may lead to employment, they will not provide credentials that are accredited by MTCU. Make an informed decision regarding these programs.

It may be possible to acquire advanced standing in a program via exemptions for similar courses at an accredited institution, so contact the department of the program you are interested in directly, rather than the Registrar’s Department, for academic advice.

Graduate/Advanced Training

Graduates from the AHN program are eligible for many graduate programs in Canada, United States or other countries. Graduate degrees are becoming more diverse: some train for research careers (MSc, PhD and require a thesis) and some for advanced practice. All course-based or professional Masters programs may have a research project requirement. Make sure you are aware of the pros and cons of different programs. A professional Masters degree may not allow you to go on to a doctoral program, if you are really interested in research. If you are interested in graduate school, discuss your options with the Faculty Advisor, other AHN faculty or with the department’s graduate coordinator. They will be happy to advise you.

Besides being eligible for all types of graduate programs in food and nutrition, AHN graduates may be eligible for programs in public health, medicine, education, business administration or epidemiology. Finding relevant Canadian or international graduate programs in applied nutrition can be challenging as nutrition is often not listed as a subject area on world ranking websites.

To find US programs and some Canadian programs, go to the American Society for Nutrition at: http://www.nutrition.org/education-and-professional-development/graduate-program-directory. To find Canadian doctoral programs, contact the Canadian Nutrition Society at http://www.cns-scn.ca. Other approaches include checking the institutional affiliations of authors of research articles in your interest areas, and talking to AHN faculty.

Once you identify the relevant universities, all will have websites where you can find out about their graduate programs and their admission requirements. Some graduate programs qualify graduates to apply to become a Registered Dietitian. They may be either MSc
research-based or course-based programs. For example, the Guelph Masters of Applied Nutrition (MAN) was among the first such professional programs. It is a one-year intensive graduate program with internship (see below). The MHSc program in Community Nutrition at University of Toronto, the MSc in Food and Nutrition at Brescia and the Masters at Ryerson all have an internship component. Other Canadian universities offering combined masters/dietetic internship/practicum programs are Mount Saint Vincent University, Memorial University of Newfoundland, and McGill University. Check their websites for more details.


Some masters programs in the United States also have been accredited by the US Academy of Nutrition and Dietetics at: [http://www.eatright.org](http://www.eatright.org). Dietitians of Canada has a reciprocal agreement to recognize the comparable training programs in the two countries. Graduates of these programs could apply to write the Canadian Registration Examination through the provincial regulatory body. In Ontario the provincial regulatory body is the College of Dietitians of Ontario.

**AHN Graduate Programs**

Our department offers the only PhD in Applied Human Nutrition in Ontario, in addition to the Masters (M.Sc. and MAN) programs. Information on applying is at: [http://www.uoguelph.ca/family/graduate](http://www.uoguelph.ca/family/graduate). Graduates of BASc in AHN require at least B+ (>75%) average in the last two years to be eligible to apply to the MSc and MAN programs. Admission is competitive. The MSc program is two full years (six semesters) during which students conduct a research study and write a thesis. Graduates from the MSc program may find employment in applied research or health promotion positions that do not require a registered dietitian, or often get an internship. Some graduates go on to the doctoral (PhD) program.

Each fall, the Department holds an information session for fourth year students interested in graduate school (see [http://www.uoguelph.ca/family/news-events/graduate-information-events](http://www.uoguelph.ca/family/news-events/graduate-information-events)).

The Masters of Applied Nutrition program ([http://www.uoquelpah.ca/family/masters-applied-human-nutrition](http://www.uoquelpah.ca/family/masters-applied-human-nutrition)) is a professional master’s program which provides a one-year, competency based coursework/ professional experiential option in the AHN graduate program. The program is accredited by Dietitians of Canada to meet the dietetic internship competencies. Graduates are eligible to write the Canadian Dietetic Registration Examination. Students complete three practica and specified graduate courses. They also complete a small research project with a report, in lieu of doing a thesis. This program is well suited to students who intend to be practicing dietitians, rather than research dietitians or academics, as the MAN program does not include courses in research methods or statistics.

If you are interested in an AHN graduate program, discuss your options with the Faculty Advisor, other AHN faculty, or with the department’s graduate coordinator. Graduates of the doctoral program have traditionally gone into academic positions, but opportunities in business, health system implementation research, and policy analysis are increasing. Examples of jobs our past graduates have obtained are listed below.
Master of Science (MSc) Graduates

- Health Promoter, Leeds, Grenville and Lanark District Health Unit
- Clinical Dietitian with Sodexo Marriott in Florida
- Nutrition Program Manager, Canadian Egg Marketing Agency
- Nutritionist, Micronutrient and Health Program, World Vision
- Research Coordinator, St. Joseph’s Health Care Systems Research Network
- Public Health Nutritionist, City of Hamilton Social and Public Health Services Department
- Public Health Nutritionist, Regional Municipality of Waterloo Community Health Department
- Research analyst, Office of Nutrition Policy and Promotion, Health Canada
- Nutrition educator, Alberta Pork

Master of Applied Nutrition (MAN) Graduates

- Senior Director of Wellness, Loblaw
- Public Health Nutritionist, Alberta Health Services
- Clinical Dietitian, St. Joseph’s Hospital Hamilton
- Registered Dietitian, North York Family Health Team
- Public Health Nutritionist, Leeds, Grenville and Lanark District Health Unit
- Registered Dietitian, Cleveland Clinic Canada
- Nutrition Program Team Lead/Staff Dietitian, Pace Consulting Group
- Public Health Dietitian, Perth District Health Unit,
- Special Programs Coordinator, Ryerson University
- Registered Dietitian, Surgical Weight Loss Centre

Doctor of Philosophy (PhD) Graduates

- Professor, Bunda College, University of Malawi
- Associate Professor, School of Nutrition, Ryerson Polytechnic University
- Assistant Professor, Department of Foods and Nutrition, Brescia University College
- Research Fellow, Department of Medicine, McMaster University
- Senior Nutritionist, Micronutrient and Health Program, World Vision
<table>
<thead>
<tr>
<th>Faculty – Alphabetical</th>
<th>Topic or Area</th>
<th>Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paula Brauer</td>
<td>Use of Obesity Planning Framework for Primary Care</td>
<td>multiple</td>
</tr>
<tr>
<td></td>
<td>Dietary strategies to reverse metabolic syndrome in primary care</td>
<td>multiple</td>
</tr>
<tr>
<td></td>
<td>Consumers’ perceptions, purchasing, and consumption of vegetables in Ontario; <strong>nudge-based interventions among students</strong></td>
<td>Sunghwan Yi (PI), Vinay Kanetkar</td>
</tr>
<tr>
<td></td>
<td>Public health and primary care collaboration on lifestyle interventions</td>
<td>Ruta Valaitis (PI) McMaster University <a href="http://strengthenphc.mcmaster.ca/">http://strengthenphc.mcmaster.ca/</a></td>
</tr>
<tr>
<td>Andrea Buchholz</td>
<td>The effect of a family lifestyle education intervention on children's and parents' body composition</td>
<td>Guelph Family Health Study (Jess Haines and David Ma, Study Directors)</td>
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<tr>
<td></td>
<td>Deterrents to, and promoters of, dietary calcium intake in young adults.</td>
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<td></td>
<td>The use of simulated patients in the education of Applied Human Nutrition students</td>
<td>Alexia Prescod, Ann Wilson, Alan Filewod</td>
</tr>
<tr>
<td>John Dwyer</td>
<td>Daily Physical Activity program in Ontario elementary schools.</td>
<td>Public Health Ontario</td>
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<tr>
<td>Laura Forbes</td>
<td>Sweet Moms Study – An investigation of the effects of dietary sugar on pregnancy outcomes.</td>
<td>Rhonda Bell (PI) University of Alberta</td>
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<td></td>
<td>Investigation of women’s experiences with gestational weight gain</td>
<td>Ruth Neustifter</td>
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<td></td>
<td>An investigation of the junk food habits of University of Guelph students and the impact of social norms.</td>
<td>Ben Giguere Psychology Department, University of Guelph</td>
</tr>
<tr>
<td>Jess Haines</td>
<td>Parents and Tots Together: Randomized Controlled Trial of a Family-Based Obesity Prevention Intervention</td>
<td>Harvard University American Heart Association Boston Community Health Center Women, Infants and Children</td>
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<td>Adolescent weight and weight-related behaviours: Influence of the family context</td>
<td>Harvard University: Channing Laboratory</td>
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<td></td>
<td>Guelph Family Health Study</td>
<td>Andrea Buchholz, Paula Brauer, Applied Human Nutrition, University of Guelph David Ma, David Mutch, Alison Duncan, Lawrence Spriet, Human Health and Nutritional Sciences, University of Guelph Guelph Family Health Team, Wellington-Dufferin Public Health, Guelph Community Health Centre</td>
</tr>
<tr>
<td></td>
<td>Development and evaluation of an intervention to reduce TVs in young children’s bedrooms</td>
<td>Centers for Disease Control and Prevention; Harvard Medical School; Harvard School of Public Health</td>
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<td></td>
<td>Testing a family-based obesity prevention intervention in the Canadian context.</td>
<td>Danone Institute Ontario Early Years Centres</td>
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<tr>
<td></td>
<td>Parent-child feeding laboratory: Examination of the influence of parent-child feeding interactions on children’s dietary intake and weight outcomes</td>
<td>Canadian Foundation for Innovation University of Guelph Child Care and Learning Centre</td>
</tr>
<tr>
<td>Hannah Tait Neufeld</td>
<td>A generational investigation of traditional food knowledge among First Nation communities in southwestern Ontario</td>
<td>Chantelle Richmond, Department of Geography, Western University Southwest Ontario Aboriginal Health Access Centre Canadian Institutes of Health Research – Institute of Aboriginal People’s Health</td>
</tr>
<tr>
<td></td>
<td>Environmental repossession for health: Documenting best practices among global Indigenous peoples.</td>
<td>Western University; Cornell University; University of Hawaii Canadian Institutes of Health Research – Institute of Aboriginal People’s Health</td>
</tr>
<tr>
<td></td>
<td>Improving implementation and monitoring of the behaviour change communication component of a stunting prevention programme in rural Malawi</td>
<td>World Food Programme</td>
</tr>
<tr>
<td></td>
<td>Preservation of traditional food recipes through knowledge transfer and resource development</td>
<td>Aboriginal Nutrition Network; Dietitians of Canada Canadian Home Economics Foundation</td>
</tr>
</tbody>
</table>
The overall management of the AHN program is guided by committees of faculty and student representatives, under governance processes from the University Senate. Two curriculum representatives are elected by the Applied Human Nutrition Student Association (AHNSA), to participate on three committees: Applied Human Nutrition Curriculum Committee, Family Relations and Applied Nutrition Department Committee and the BASc Program Committee. Students participate in the running of the program and the department through their representatives on these committees. If you have questions or concerns about the program and the curriculum, please contact your senior or junior curriculum representative.

The AHN Student Association (AHNSA) is an elected body of students who offer both academic and social events for students in the program. One of the key objectives that the AHNSA has is to ensure that student-faculty-alumni relations are developed and maintained. Furthermore, AHNSA strives to increase socialization among AHN students and with the rest of the University community by promoting and hosting various seminars, educational information sessions, and multiple social events. Joining the AHNSA or participating in AHNSA events is a great way to get involved with your program, to meet inspiring people, and to make memories that will last a lifetime!

Annual Events Include:
- O-Week Arboretum Walk
- Meet and Greet with professors
- Q & A sessions
- AHN Clothing Sales
- Career Night with Alumni
- Brass Taps Nutrition Trivia Night
- AHN Downtown Bake sale
- College Royal Display
& much more!

2016-2017 AHNSA
President: Angelie Raynak, araynak@mail.uoguelph.ca
Vice President: Lindsay Fein, lfein@mail.uoguelph.ca
Treasurer: Barbara Annette, bannett@mail.uoguelph.ca
Communications Coordinator: Anna Markov, amarkov@mail.uoguelph.ca
Senior Curriculum Rep: Alyson Colton, acolton@mail.uoguelph.ca
Junior Curriculum Rep: Savannah Buccella, sbuccel@mail.uoguelph.ca
Senior Prof Development Rep: Hana Hmedian, hhmeidan@mail.uoguelph.ca
Junior Prof Development Rep: To be determined
Senior Peer Advisor: Maggie Cahill, mcahill@mail.uoguelph.ca
4th Year Rep: Kelsey Sobkowich, ksobkow@mail.uoguelph.ca
3rd Year Rep: Mikaela Horton, horton@mail.uoguelph.ca
2nd Year Rep: Mackenzie Harris, mharri@mail.uoguelph.ca
1st Year Rep: To be determined
Website: http://ahnsa.webs.com/
What if......Frequently Asked Questions

What if I have health or other problems that are affecting my academic work?
Go to Student Health Services at the J.T. Powell Building for treatment of your health condition. Make an appointment to talk with the Program Counsellor. You may also visit Counselling Services, Level 3 at the University Centre to help manage your problems. Review carefully the “Academic Consideration and Appeals” section under “VIII Undergraduate Degree Regulations and Procedures” of the Undergraduate Calendar 2016-17, especially “Grounds for Academic Consideration” and “Student’s Responsibilities”, to be sure that you follow the necessary procedures.

What if I need an extension on an assignment?
Each course and professor should have specific procedures outlined in the course outline which you are given in the first week of classes. Check each outline, record each due date on a calendar, and speak to your professor about any problems with completing an assignment. Be sure to do this early!

What if I miss an assignment deadline or a mid-term exam?
If you miss an assignment deadline or a mid-term exam, contact the course instructor as soon as possible. Check the Course Outline for the course to see if there is a standard process for handling missed assignments and/or mid-terms. If there are extenuating circumstances and you need to request academic consideration for missed assignments or exams, make an appointment with the BASc program counsellor, Linda Zehr, immediately.

May I defer a final exam?
You can apply to have a final exam or final assignment deferred if you have a medical, psychological, or compassionate reason. A deferred exam is usually written during a specified time early in the following term. If you are unable to write a final exam, contact your BASc Program Counsellor (Linda Zehr) to be sure that you follow all appropriate procedures. Also review the “Deferred Privileges” section in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar 2016-17.

Can I drop a course?
If you feel that you absolutely must drop a course, the procedure is actually quite easy. Before making the decision, see how dropping the course will affect your Program Plan. If the course is a prerequisite for other courses, contact your Program Counsellor to ensure you have a feasible plan for completing your degree. If you drop a required course, you must take it again in another semester. You need 20 credits to graduate; therefore, you may have to take an extra course either in the summer or during another semester. Check when the course is offered again. You must drop courses that are one semester long by the end of the 40th class day. Check the Undergraduate Calendar for the actual date. You may drop the course on Web Advisor. Refer to the Student Financial Services website regarding refunds at http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/refunds
If you are on OSAP (Ontario Student Assistance Program), there may be consequences on your OSAP funding when dropping your course load below 1.50 credits. Contact Student Financial Services at fininfo@uoguelph.ca or call 519-824-4120, Ext. 58715 before dropping courses.
What if I fail a course?
Remember that this is just one course out of the 20 credits that you need to graduate. You have a chance to take a course again or an alternative course. If the course you fail is CHEM*1040, you will need to repeat it in the winter semester. As soon as feasible, you should discuss with your Program Counsellor how to catch up with this chemistry course to keep up with your Program Plan. The summer semester provides opportunity to catch up with failed courses or take electives to lighten course loads in later semesters. For more details, review “Failed Courses” in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar 2016-17. If you believe that there are extenuating circumstances related to failing the exam, see the Program Counsellor, (Linda Zehr) for assistance.

What if I think there was a mistake on the final grade for one of my courses?
You may request a grade reassessment. To do this you must submit a request in writing to the chair of the department offering the course, no later than the 10th day of class of the succeeding semester. For details on this process, see “Grade Reassessment” section in the “VIII Undergraduate Degree Regulations and Procedures” section of the Undergraduate Calendar

What if I'm not sure that I'm in the right program?
Make an appointment to talk with the BASc Program Counsellor, Linda Zehr. You can discuss your interests, academic progress, and goals, and consider options and alternatives. You can clarify the degree requirements and find out about other services.

What if I would like to apply to transfer into another BASc major?
If you wish to transfer into Adult Development or Child, Youth and Family, please contact the BASc Program Counselling Office at bascprog@uoguelph.ca, telephone 519-824-4120, Ext. 58964 or drop by the office in MINS 253. There is an internal BASc application form to complete which is available in MINS 253. If you wish further information regarding the high school subject requirements, the course requirements and the grade average required, please arrange an appointment with Linda Zehr, the BASc Program Counsellor.

What if I would like to apply to transfer into another University of Guelph degree program?
If you wish to transfer to another University of Guelph degree program, please contact Admission Services for details regarding the transfer application process and deadlines, the high school subject requirements and the grade average required. Admissions Services may be reached at admission@registrar.uoguelph.ca, telephone 519-824-4120, Extension 58721 or 3rd Floor University Centre. The degree programs and affiliated majors are listed in the Undergraduate Calendar at: https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/index.shtml
If you have questions regarding course requirements for other majors, please contact the relevant Program Counselling Office and their contact information is at: https://www.uoguelph.ca/uaic/programcounsellors.
Appendix 1: Applied Human Nutrition Learning Outcomes

At the end of the AHN program, successful students will be able to:

1. **Core Knowledge in Applied Human Nutrition**
   Integrate and apply knowledge in core food and nutrition domains. *Core domains* include nutrition and metabolism; clinical nutrition; nutrition assessment; nutrition services management and food service systems; nutrition communication and education; food skills; community/public health nutrition; nutrition policy; and, nutrition across the lifespan.

   Students will demonstrate this outcome by using critical thinking, research, communication and professional skills to complete complex learning and problem-solving activities, examples of which include:
   - Creating evidence-based nutrition care and assessment plans for individuals which integrate counselling strategies and behaviour change theories
   - Planning, delivering and evaluating food and nutrition initiatives (such as a community nutrition education program; quantity food production, menu planning and service)

2. **Supporting Knowledge in Applied Human Nutrition**
   Utilize broad foundational knowledge of associated disciplines and topics to support core knowledge and learning, and to complete complex learning and problem-solving activities as assessed in applied human nutrition. *Associated disciplines and topics* include anatomy, physiology, biochemistry, chemistry, food science, culinary arts, microbiology, pharmacology, sociology, psychology, physical activity, health behaviour theory, determinants of health, management, and research methods.

3. **Critical Thinking and Research Skills**
   Use analytic, problem-solving, research and statistical skills to identify knowledge gaps and to find, critically evaluate and apply nutrition and health information and research.

   Students will demonstrate this outcome by skillfully analyzing and appraising nutrition and health-related information obtained from research, experience, reflection, and/or written or oral communications. With these skills, students will design nutrition care plans and research studies.

4. **Communication Skills**
   Synthesize and convey information, arguments and analyses accurately and appropriately for the target audience, using a variety of oral, written and visual communication modalities.

   Students will demonstrate oral communication skills by creating logically structured oral presentations which address the breadth and depth of content required of the topic; creating and utilizing audiovisual materials appropriate for the topics; facilitating understanding of content for the audience; and delivering content in an engaging manner. Examples of oral efforts include seminar presentations, journal article critiques, food demonstrations, nutrition counseling sessions, etc.
Students will demonstrate written communication skills by creating logically structured, grammatically correct documents which address the breadth and depth of content required of the topics, and in which various thoughts and arguments flow and are supported and appropriate for the target audience. Examples of written efforts include systematic literature reviews, lab reports, case studies, patient education materials, etc.

Students will demonstrate visual communication skills by analyzing or representing data in graphs, figures or charts; and creating and utilizing audiovisual materials appropriate for the topics. Examples of visual efforts include poster presentations, maps, diagrams, graphs and tables.

5. Professional Skills

Apply basic knowledge of ethics and standards of professional practice in the broad practice of nutrition.

Students will demonstrate this outcome by respectfully and professionally collaborating with others towards a common goal, while demonstrating cultural competence and proficiency in teamwork, leadership, organization and time management. Others may include peers, instructors, registered dietitians, patients, clients, family, community partners, healthcare colleagues, industry stakeholders, etc.
Appendix 2: Course Planning Checklist
2016/2017 Undergraduate Calendar

Name: ___________________________    ID ___________________________    Date: ________

Year of Graduation ____________    Do you want to qualify for an internship? YES NO

Course offerings are subject to change. Also, review the “Notes” below.
F-Fall Semester, W-Winter Semester, S-Summer Semester, DE-Distance Education

<table>
<thead>
<tr>
<th>Semester</th>
<th>Offered</th>
<th>Code</th>
<th>Course Title</th>
<th>Prerequisites/Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Fall</td>
<td>CHEM*1040</td>
<td>General Chemistry I</td>
<td>See Undergraduate Calendar</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Fall</td>
<td>FRHD*1100</td>
<td>Life: Health and Well-Being</td>
<td>Priority Access</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Summer, Fall and Winter</td>
<td>PSYC*1000</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>One of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>Fall and Winter</td>
<td>HTM*2700</td>
<td>Understanding Foods</td>
<td>See Undergraduate Calendar</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Summer DE, Fall and Winter</td>
<td>NUTR*1010</td>
<td>Introduction to Nutrition</td>
<td>Priority Access</td>
</tr>
<tr>
<td>Semester 1</td>
<td>One of:</td>
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</tr>
<tr>
<td>Semester 1</td>
<td>Summer DE and Winter</td>
<td>CHEM*1050</td>
<td>General Chemistry II</td>
<td>CHEM*1040</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Fall and Winter</td>
<td>HROB*2100</td>
<td>Managing People in Organizations* (1.00)</td>
<td>2.00 credits, See Undergraduate Calendar</td>
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<tr>
<td>Semester 2</td>
<td>One of:</td>
<td></td>
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<tr>
<td>Semester 2</td>
<td>Fall and Winter</td>
<td>HTM*2700</td>
<td>Understanding Foods</td>
<td>See Undergraduate Calendar</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Summer DE, Fall and Winter</td>
<td>NUTR*1010</td>
<td>Introduction to Nutrition</td>
<td>Priority Access</td>
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<tr>
<td>Semester 2</td>
<td>One of:</td>
<td></td>
<td></td>
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<tr>
<td>Semester 2</td>
<td>Summer DE and Winter</td>
<td>FRHD*1020</td>
<td>Couple and Family Relationships</td>
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<td></td>
<td>Summer, Fall and Winter</td>
<td>SOC*1100</td>
<td>Sociologyle</td>
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<tr>
<td>Semester</td>
<td>Offered</td>
<td>Code</td>
<td>Course Title</td>
<td>Prerequisites/Restrictions</td>
</tr>
<tr>
<td>------------</td>
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<tr>
<td>Semester 3</td>
<td>Summer, Fall and Winter</td>
<td>BIOC*2580</td>
<td>Introductory Biochemistry</td>
<td>CHEM<em>1050 or CHEM</em>2300</td>
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<tr>
<td>Semester 3</td>
<td>Fall and Winter</td>
<td>HTM*2030</td>
<td>Control Systems in the Hospitality and Tourism Industry (or in Semester 4)</td>
<td>HTM<em>2000 or HTM</em>2700</td>
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<tr>
<td>Semester 3</td>
<td>Fall</td>
<td>NUTR*2050</td>
<td>Nutrition Through the Life Cycle</td>
<td>NUTR*1010</td>
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<tr>
<td>Semester 3</td>
<td>Fall</td>
<td>STAT*2080</td>
<td>Introductory Applied Statistics I</td>
<td>See Undergraduate Calendar</td>
</tr>
<tr>
<td>Semester 3</td>
<td>Fall and Winter</td>
<td>One of:</td>
<td>Introduction to Computing</td>
<td>4.00 credits, Priority Access</td>
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<tr>
<td>Semester 3</td>
<td>Fall and Winter</td>
<td>CIS*1200</td>
<td>Information Management</td>
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<tr>
<td>Semester 3</td>
<td>Fall and Winter</td>
<td>MCS*2020</td>
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<td>Semester 4</td>
<td>Summer, Fall and Winter</td>
<td>MICR*2420</td>
<td>Introduction to Microbiology</td>
<td>4 credits including (1 of BIOL<em>1040, BIOL</em>1070, BIOL<em>1080, BIOL</em>1090, CHEM*1040), Priority Access</td>
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<td>Semester 4</td>
<td>Fall and Winter</td>
<td>NUTR*3210</td>
<td>Fundamentals of Nutrition</td>
<td>BIOC*2580</td>
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<tr>
<td>Semester 4</td>
<td>Winter</td>
<td>STAT*2090</td>
<td>Introductory Applied Statistics II</td>
<td>STAT*2080</td>
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<td>Semester 4</td>
<td>Winter</td>
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<tr>
<td>Semester 4</td>
<td>Winter</td>
<td></td>
<td>Elective or restricted elective</td>
<td></td>
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<td>Code</td>
<td>Course Title</td>
<td>Prerequisites/Restrictions</td>
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</tr>
<tr>
<td>Semester 5</td>
<td>Summer, Fall and Winter</td>
<td>BIOM*3200</td>
<td>Biomedical Physiology (1.00)</td>
<td>BIOC*2580</td>
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<tr>
<td>Semester 5</td>
<td>Fall</td>
<td>FRHD*3070</td>
<td>Research Methods – Family Studies</td>
<td>4.50 credits, Restricted to students in BASc program</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Fall</td>
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<td>Elective or restricted elective</td>
<td>4.50 credits, Restricted to students in BASc program</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Fall</td>
<td></td>
<td>Elective or restricted elective</td>
<td>4.50 credits, Restricted to students in BASc program</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Fall</td>
<td></td>
<td><strong>Note</strong>: Students planning to apply for a dietetic internship must take HTM<em>3090 Restaurant Operations Management (1.00). HTM</em>3090 is recommended in Semester 5 in place of elective or restricted elective if capacity allows, but it may also be taken in Semester 6. If taken in Semester 6, take FRHD*3400 in Semester 5.</td>
<td>4.50 credits including (FRHD<em>1020 or FRHD</em>1100), Priority Access</td>
</tr>
<tr>
<td>Semester 6</td>
<td>Fall and Winter</td>
<td>FRHD*3400</td>
<td>Communication and Counselling Skills</td>
<td>4.50 credits including (FRHD<em>1020 or FRHD</em>1100), Priority Access</td>
</tr>
<tr>
<td>Semester 6</td>
<td>Winter</td>
<td>NUTR*3090</td>
<td>Clinical Nutrition I (1.00)</td>
<td>BIOM<em>2000 or BIOM</em>3200, FRHD<em>3070, NUTR</em>2050, NUTR<em>3190 or NUTR</em>3210, STAT<em>2090, AHN major Co-requisite: FRHD</em>3400</td>
</tr>
<tr>
<td>Semester 6</td>
<td>Winter</td>
<td>NUTR*3070</td>
<td>Nutrition and Physical Activity Interventions</td>
<td>FRHD<em>3070, NUTR</em>2050, BASc program</td>
</tr>
<tr>
<td>Semester 6</td>
<td>Winter</td>
<td></td>
<td>Elective or restricted elective</td>
<td>4.50 credits, Restricted to students in BASc program</td>
</tr>
<tr>
<td>Semester</td>
<td>Offered</td>
<td>Code</td>
<td>Course Title</td>
<td>Prerequisites/Restrictions</td>
</tr>
<tr>
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</tr>
<tr>
<td>Semester 7</td>
<td>Fall</td>
<td>NUTR*4010</td>
<td>Nutritional Assessment</td>
<td>14.50 credits including NUTR<em>2050, NUTR</em>3210, AHN majors only</td>
</tr>
<tr>
<td>Semester 7</td>
<td>Fall</td>
<td>NUTR*4040</td>
<td>Clinical Nutrition II</td>
<td>14.50 credits including [1 of BIOM<em>2000 (BIOM</em>3100 or BIOM<em>3110), BIOM</em>3200] (NUTR<em>3040 or NUTR</em>3090), AHN major</td>
</tr>
<tr>
<td>Semester 7</td>
<td>Fall</td>
<td>NUTR*4070</td>
<td>Nutrition Education</td>
<td>FRHD<em>3400, NUTR</em>2050, Priority Access</td>
</tr>
<tr>
<td>Semester 7</td>
<td>Fall</td>
<td></td>
<td>Elective or restricted elective</td>
<td></td>
</tr>
<tr>
<td>Semester 7</td>
<td>Fall</td>
<td></td>
<td>Elective or restricted elective</td>
<td></td>
</tr>
<tr>
<td>Semester 8</td>
<td>Winter</td>
<td>NUTR*4900</td>
<td>Selected Topics in Human Nutrition</td>
<td>FRHD<em>3070, (NUTR</em>3040 or NUTR<em>3090), NUTR</em>4010, AHN Majors</td>
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<tr>
<td>Semester 8</td>
<td>Winter</td>
<td></td>
<td>Elective or restricted elective</td>
<td></td>
</tr>
<tr>
<td>Semester 8</td>
<td>Winter</td>
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<td>Elective or restricted elective</td>
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<tr>
<td>Semester 8</td>
<td>Winter</td>
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<td>Elective or restricted elective</td>
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<tr>
<td>Semester 8</td>
<td>Winter</td>
<td></td>
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<td>Semester 8</td>
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<td>Elective or restricted elective</td>
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</table>
Restricted Electives:
In addition to the 13.50 required credits listed above, students must take 1.50 restricted electives, including one 3000 level course, from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW FOOD*2010DE</td>
<td>Principles of Food Science</td>
<td>0.50</td>
</tr>
<tr>
<td>S FOOD*2400DE</td>
<td>Introduction to Food Chemistry</td>
<td>0.50 or</td>
</tr>
<tr>
<td>F FOOD*3030</td>
<td>Food Chemistry I</td>
<td>0.50 or</td>
</tr>
<tr>
<td>F FOOD*3050</td>
<td>Food Chemistry I</td>
<td>0.50</td>
</tr>
<tr>
<td>W FOOD*2410DE</td>
<td>Introduction to Food Processing</td>
<td>0.50 or</td>
</tr>
<tr>
<td>F FOOD*3160</td>
<td>Food Processing I</td>
<td>0.75</td>
</tr>
<tr>
<td>F FOOD*2420DE</td>
<td>Introduction to Food Microbiology</td>
<td>0.50 or</td>
</tr>
<tr>
<td>F FOOD*3230</td>
<td>Food Microbiology</td>
<td>0.75 or</td>
</tr>
<tr>
<td>F FOOD*3240</td>
<td>Food Microbiology</td>
<td>0.50</td>
</tr>
<tr>
<td>F FOOD*3430</td>
<td>Food Analysis</td>
<td>0.50</td>
</tr>
<tr>
<td>W FOOD*3700</td>
<td>Sensory Evaluation of Foods</td>
<td>0.50</td>
</tr>
<tr>
<td>F HTM*2740</td>
<td>Cultural Aspects of Food</td>
<td>0.50</td>
</tr>
<tr>
<td>F HTM*3780</td>
<td>Economics of Food Usage</td>
<td>0.50</td>
</tr>
<tr>
<td>W NUTR*3110</td>
<td>Food Security</td>
<td>0.50</td>
</tr>
<tr>
<td>W NUTR*3150</td>
<td>Aging and Nutrition</td>
<td>0.50</td>
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</tbody>
</table>

Please note that some of the restricted electives require prerequisites that are not included in the major.

Electives (5.00 credits):
You are free to choose your electives from the wide variety of courses in the University of Guelph calendar. Please see below for elective course ideas and note that course offerings are subject to change. Courses may have prerequisites, restrictions, Priority Access (PA) or offered through Distance Education (DE) only. Please check the calendar or WebAdvisor for that type of information. Also, please remember to read messages from the APP-NUTR listserv for NUTR/FRHD curriculum and scheduling updates.

Notes

1. Students who do not have standing in 4U Biology, or equivalent, must substitute BIOL*1020 for SOC*1100 in Semester 1. Semester 2 must include SOC*1100 if this substitution is made.

2. Students planning to apply for dietetic internship, or to become a registered dietitian, must take HTM*3090 in Semester 5 as an elective.

3. NUTR*4810 Applied Human Nutrition Thesis I (0.50) is normally taken in semester 7 and NUTR*4910 Applied Human Nutrition Thesis II (1.0) in semester 8. Students enrolled in the AHN Thesis course do not take NUTR*4900 Selected topics in Human Nutrition. See Guidelines for Completion of an Undergraduate Thesis in Applied Human Nutrition, in Appendix 3 of this handbook.
Possible Electives Ideas for the AHN Major

Course offerings are subject to change. Courses may have scheduling changes, restrictions, Priority Access or are offered in a Distance Education format only. Please check WebAdvisor for further information. Also when planning electives, check the course description in the Undergraduate Calendar as the course may have additional prerequisites or a co-requisite other than what is required in the major.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>AGR*1110</td>
<td>Introduction to Agri-Food Systems</td>
<td>1.00</td>
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<tr>
<td>AGR*2150</td>
<td>Plane Agriculture for International Development</td>
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<tr>
<td>ANTH*1120</td>
<td>Biological Anthropology</td>
<td>0.50</td>
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<tr>
<td>ANTH*1150</td>
<td>Introduction to Anthropology</td>
<td>0.50</td>
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<tr>
<td>BIOL*1500</td>
<td>Humans in the Natural World</td>
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<tr>
<td>BOT*1200</td>
<td>Plants and Human Use</td>
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<tr>
<td>CLAS*2000</td>
<td>Classical Mythology</td>
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<tr>
<td>EDRD*3000</td>
<td>Program Development and Evaluation</td>
<td>0.50</td>
<td>odd number years</td>
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<tr>
<td>EDRD*3140</td>
<td>Organizational Communication</td>
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<tr>
<td>ENVS*2130</td>
<td>Eating Sustainably in Ontario</td>
<td>0.50</td>
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<tr>
<td>ENVS*2210</td>
<td>Apiculture and Honey Bee Biology</td>
<td>0.50</td>
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</tr>
<tr>
<td>FARE*1300</td>
<td>Poverty, Food &amp; Hunger</td>
<td>0.50</td>
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</tr>
<tr>
<td>FRHD*1010</td>
<td>Human Development</td>
<td>0.50</td>
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<tr>
<td>FRHD*2060</td>
<td>Adult Development and Aging</td>
<td>0.50</td>
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<tr>
<td>FRHD*2100</td>
<td>Development of Human Sexuality</td>
<td>0.50</td>
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</tr>
<tr>
<td>FRHD*2260</td>
<td>Infant Development</td>
<td>0.50</td>
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<tr>
<td>FRHD*3500</td>
<td>Research Internship</td>
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<tr>
<td>GEOG*1200</td>
<td>Society and Space</td>
<td>0.50</td>
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<tr>
<td>GEOG*1220</td>
<td>Human Impact on the Environment</td>
<td>0.50</td>
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<tr>
<td>HORT*1110</td>
<td>Grape and Wine Science</td>
<td>0.50</td>
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<td>HORT*1130</td>
<td>Science of Gardening</td>
<td>0.50</td>
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<td>MCS*1000</td>
<td>Introductory Marketing</td>
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<td>MCS*2100</td>
<td>Personal Financial Management</td>
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<tr>
<td>MBG*1000</td>
<td>Genetics and Society</td>
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<tr>
<td>NUTR*3150</td>
<td>Aging and Nutrition</td>
<td>0.50</td>
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</tr>
<tr>
<td>NUTR*3330</td>
<td>Micronutrients, Phytochemicals and Health</td>
<td>0.50</td>
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<tr>
<td>NUTR*4090</td>
<td>Functional Foods and Nutraceuticals</td>
<td>0.50</td>
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<tr>
<td>NUTR 4120</td>
<td>Applied Clinical Skills</td>
<td>0.50</td>
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<tr>
<td>NUTR*4210</td>
<td>Nutrition, Exercise and Energy Metabolism</td>
<td>0.50</td>
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</table>
NUTR*4320 Nutrition and Metabolic Control of Disease W (3-0) [0.50]

NUTR*4850 Field Experience in Nutrition Education W (2-4) [0.50]

PATH*3610 Principles of Disease W (3-0) [0.50]

PHIL*2030 Philosophy of Medicine F, W (3-0) [0.50]

PSYC*2330 Principles of Learning F, W (3-0) [0.50] Priority Access

PSYC*2390 Principles of Sensation and Perception F, W (3-0) [0.50] Priority Access

PSYC*2410 Behavioural Neuroscience I F, W (3-2) [0.50] Priority Access

PSYC*2450 Introduction to Developmental Psychology F, W (3-0) [0.50] Priority Access

PSYC*2650 Cognitive Psychology F, W (3-0) [0.50] Priority Access

PSYC*2740 Personality S, F, W (3-0) [0.50] Priority Access

PSYC*2910 Topics in Health Psychology U (3-0) [0.50]—would need PSYC*2310 and PSYC*2450 as prerequisites

PSYC*3110 Topics in Health Psychology U (3-0) [0.50]—would need PSYC*2310 and PSYC*2450 as prerequisites

PSYC*3480 Psychology of Sport U (3-0) [0.50]—need PSYC*2310 as prerequisite

SOC*4420 Sociology of Food Systems F (3-0) [0.50]—would need waiver. Description noted that course was for upper level student in Sociology and related disciplines

THST*1040 Introduction to Theatre Studies F, W (3-0) [0.50]—time commitment to seeing plays

WMST*1000 Introduction to Women's Studies F (3-0) [0.50]

WMST*2000 Women and Representation W (3-0) [0.50]
Appendix 3: Guidelines for Completion of an Undergraduate Thesis in Applied Human Nutrition

Department of Family Relations and Applied Nutrition
University of Guelph

Introduction
Students wishing to undertake an undergraduate thesis should approach a thesis advisor in the Winter semester of third year. Students normally have a GPA of at least 80% in 2nd year and above. The advisor must be a member of the AHN faculty. The thesis is normally completed in the 7th and 8th semesters of the program. Two thesis format options are available: a traditional thesis format and a manuscript format, as outlined below. Students should discuss the pros and cons of each option with their thesis advisor. In addition, the student will also present her/his work in the AHN graduate seminar course. Students may wish to attend the Department of Family Relations and Applied Nutrition research seminar. (Speak to your AHN thesis advisor.)

In both options the student will...
1. Complete a comprehensive literature search in the chosen area of study and sub-areas that provide sufficient background to demonstrate knowledge of the content area [students may take on-line tutorials or tutorials provided at the library to help with this task]
2. Read this literature and digest this information to understand gaps appropriate for further research, limitations of the current research etc.
3. Work with the advisor to develop a research focus and question(s) and identify research methods to answer the question(s) [note many undergraduate students lack the expertise to decide among the various methods and strong guidance from the advisor is anticipated]
4. Review texts and primary literature (typically identified by advisor) on the research methods (e.g., mail survey), technical (e.g., BOD POD), statistical (e.g., chi square, intraclass correlation, regression), and other analysis methods (e.g., descriptive qualitative) to develop an understanding of the chosen methods
5. Develop a first draft of research ethics and work with the supervisor on revisions [optional]; this includes development of consent forms, information letters, and participant feedback
6. Develop questionnaires or other materials required for the research completion [as required]
7. Complete data collection, analysis and discussion of the project results.
8. Write up the project in the agreed format, and present at the undergraduate honours thesis presentation day at the end of the winter semester
Notes on Process:

- Dependent on the project, students may start tasks expected during NUTR*4910 during the first course NUTR*4810.
- Some projects may be scheduled for the summer semester for data collection. In this event, it is anticipated that students may take NUTR*4810 during the summer semester to assist with this process.
- It is anticipated that the student will meet with their advisor on a weekly basis and potentially more frequently during the course of data collection and analysis.
- It is anticipated that several drafts of end products will be required and revised prior to the final end product submission to the supervisor/advisor.

Option 1: Traditional Thesis

The completion of a proposal and thesis is intended to provide the student with experience in the research process, including critical analysis of the literature, data collection and analysis. The thesis format option emphasizes experience in the development of a formal proposal, such as would be completed for research funding agencies.

NUTR*4810 Grant Proposal

- Review and critical analysis of current literature
- Specific Objectives/Hypotheses
- Specific Methods:
  - Study design
  - Subjects, target population of interest, including inclusion, exclusion, sample selection, recruitment
  - Outcome variables of interest
  - Data collection methods - Draft questionnaires or laboratory methods, methods to avoid bias, blinding, compliance, etc.
  - Sample size specification
  - Data management
  - Plan of analysis, including statistical tests to be used
  - Time schedule and personnel (if needed)
  - Approval from the University of Guelph Research Ethics Board (if needed)
  - Budget (if needed)

NUTR*4910 Thesis

- 20-40 pages text with supporting references and appendices, using thesis format
- Literature review – from NUTR*4810 proposal
- Specific Objectives – from NUTR*4810 proposal
- Specific Methods (minor changes from proposal)
- Results - new
• Discussion - interpretation of the results with respect to addressing the objectives and/or hypotheses, including (possible) relevance to applied human nutrition practice
• Conclusions
• References Cited

Option 2: Manuscript Submission
The end product for this option is a high quality manuscript developed for a specific journal. Due to timelines of the undergraduate thesis, submission may not occur within the two semesters under which the student takes NUTR4810 and NUTR4910; however, it is intended that with minimal editing on the part of the student and advisor, a manuscript would be ready for submission close to completion of this course work. It is intended that the student would be the first author on the submission and as such will work closely with the advisor post review and resubmission of the manuscript to the chosen journal. The advisor and other research assistants involved directly in the project will also be authors on the submitted manuscript.

NUTR*4810 Expectations
• Audit of readings: primary articles, texts, and other materials read during the semester will be listed with a short description that demonstrates the student has identified the key concepts in the reading (i.e., what does this article say, what gaps does it identify, does the quality of the article suggest that more work is needed in the area, what is the statistical test to be used and why, etc.) This is a point-form document with complete citations [approximate length 10-15 pages]
• Ethics form [optional]
• Questionnaires and other research requirements as needed
• A good draft of the literature review which presents a clear argument for the project and the research purpose [approximately 2 pages or longer dependent on anticipated journal]

NUTR*4910 Expectations and Manuscript
Draft submission of manuscript in line with requirements of the chosen journal, including title page, abstract text, tables, figures, bibliography, and appendices [approximate length 20-30 pages]
• Data collection [may be optional dependent on secondary data available for analyses]. This step can be quite extensive, dependent on the project (e.g. mail survey, nutritional assessment of a select group, provision of a nutrition education intervention and its evaluation.
• data entry, interview transcription [as required].
• data analysis [consultation with statistical support and the taking of a seminar or short course in these methods may be required such as the Basics of SPSS
• development of results tables based on analyses
• identification of journal appropriate for submission, review the requirements for submission
• writing of results text
• writing of Discussion/conclusions

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Appendix 4: Requesting a Faculty Reference

Choose faculty carefully
- First approach faculty who have taught you 3rd and 4th year level courses
- Ask whether the faculty member can provide you with a strong letter of reference
- Letters from assistant, associate or full professors are generally preferred at most Institutions

Request references early
- Ask whether the faculty member wishes paper or electronic documents
- Allow at least 3 weeks for faculty to produce letters

Information/materials to provide about yourself
- Remind the professor of the program you are in and the course(s) you have taken with them (include course code and semester)
- Brief summary (1/2 page) of your key strengths/areas that you think should be emphasized; especially note any outstanding accomplishments you may have had in the course(s) taught by this particular faculty member
- Unofficial transcript
- Draft of your statement of interest/plan of study/letter of intent

Information/materials to provide about the program(s) to which you are applying
- Name and location of the program
- Brief description of the program and/or link to the program website, if applicable
- Type of reference required (i.e., online, forms, letter, etc.)
- Forms and/or links to the reference forms (Make sure that any required information is on forms, if applicable)
- Deadline/due date for receipt of letter of reference
- Address for the letter of reference, and contact person, if applicable
- You may be asked to provide an addressed envelope in which the faculty member can send the letter of reference

Confirmation
- Ask the faculty member to confirm that your letter of reference has been sent

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