

Department of Nutrition Science

Honors Program Guidelines

A resource for Nutrition Science students and their research mentors

Current Nutrition Science students who are interested in completing a nutrition related research project with the mentorship of a faculty member with expertise in Nutrition Science may join the Department of Nutrition Science Honors Program. Student must have earned and maintain an overall GPA of 3.20 to enter and remain in the program.

- **What is a Nutrition Science Honors Project?**

A Nutrition Science Honors Project is an opportunity to work closely with a faculty member in Nutrition Science on an independent research project. It entails the completion of a project proposal, research and data collection, a final written report and a poster session presentation. You may review former students' written research projects at Purdue e-Pubs: <http://docs.lib.purdue.edu/hhsthesis/> and <http://docs.lib.purdue.edu/cfstheses/> Purdue e-Pubs is an online document repository provided by the Purdue Libraries.

- **What are the benefits of completing a project with the Nutrition Science Honors Program?**

Past Honors Program participants have reported that the Nutrition Science Honors Program is an excellent way to:

- Get more out of your college education
- Complete a scholarly project and present your research
- Boost your chances for admission to graduate or professional school
- Gain an edge in landing management-level positions
- Receive special recognition upon your graduation.
 - A statement of graduation from the Nutrition Science Honors Program appears on your transcript.
 - You receive a certificate of recognition from Purdue University along with your diploma at graduation.
 - The commencement program will include notation that you have completed the Nutrition Science Honors Program.

Note: It is your cumulative GPA alone that determines University distinction or highest distinction for which you would receive honor cords to wear at commencement. The recognition that you may earn in the Nutrition Science Honors Program is an additional form of recognition.

Nutrition Science Honors Project Steps at a Glance:

NUTR 29700 Semester:

- Take the Introduction to Honors Research course to learn more about faculty and research opportunities within your department. Not required, but highly recommended.

NUTR 39700 Semester(s):

- Register for NUTR 39700
- Conduct introductory research (or literature review)
- Write Honors Project Proposal
- Submit Honors Project Proposal to faculty readers to be approved
- Once your project is approved: Research and gather data
- Analyze data

NUTR 49700 Semester:

- Register for NUTR 49700 during the semester that you intend to finish the project and present a poster
- Finish data analysis
- Present poster at the University Undergraduate Research Colloquium (usually held in April)
- Write final thesis
- Submit an electronic copy of the final report to the Nutrition Science Honors Program Director (Dr. Teegarden, teegarden@purdue.edu).

- ***When should I start thinking about a topic and a research mentor for my project?***

Participating students select a research mentor and a topic of interest based on previous coursework and on conversations with faculty and/or other resource people. Your honors research mentor will work closely with you on your research project and will help you to structure your research experience.

This process may begin in your second year during the sophomore-and-junior-level **course NUTR 29700, Introduction to Honors Research**. NUTR 29700 is a course that is taught, typically during the fall semester. Though the course is optional, it is highly recommended; you will meet faculty in your department and learn about the research process.

A good first step would be for you to contact a Nutrition Science faculty member to determine mutual interest in a research project topic. You should consider speaking with several faculty members to find a person with whom you can develop a comfortable working relationship and whose research interests you. This faculty member will be responsible for evaluating your work and s/he will also assign you a letter grade at the end of each semester.

- ***I have an honors research mentor; what's next?***

The next thing for you to do is to have your academic advisor help you to register for NUTR 39700. You will need an override from your honors research mentor to do so. In addition, you will only be able to register for 1 credit and if you would like more than 1 credit please request your academic advisor to change the number of credits.

Guidelines for Enrolling in NUTR 39700 and 49700

- ***How many hours will I need to complete a Nutrition Science Honors Project?***

It is expected that you will devote a **minimum of 300 hours** to your research project. In order to qualify for Honors recognition, you are required to have a combined total of *at least 6 credits* in NUTR 39700 and 49700. Therefore, as soon as you begin working on your research proposal, it is recommended that you enroll in NUTR 39700, using your honors research mentor's designator code. If you do not earn *at least 6 credits* of NUTR 39700 and 49700, you cannot graduate with honors.

- ***What will the NUTR 39700 course be like?***

The goals of NUTR 39700 are twofold. The first goal is to conduct initial research (a literature review) in order to write an honors project proposal. Once your proposal has been drafted and approved by your honors research mentor, it will then be read and approved by two other faculty readers in your department. (See the Guidelines for the Nutrition Science Honors Proposal on the next page.)

The second goal of NUTR 39700 is to follow through with your research project and collect your data. Research and data collection takes many forms. You will work with your honors research mentor to develop a research plan. Each project will take on a different shape based upon the plan you develop with your honors research mentor.

Note: During the research phase of your project, you should register for 39700. During the semester of expected project completion, you should register for at least one (1) credit of 49700.

- ***I understand my research project is similar to an independent study. Can you explain how many credits I need to take each semester?***

The answer is, "It depends." You will need to work out the number of credit hours that you will take with your honors research mentor. The exact number of credits for each semester will depend on the amount of time that you plan to devote on working on your research project that semester. You should spend *at least three (3) hours* of work per week for each one (1) credit hour in which you are enrolled. This translates to approximately 50 hours of work over the course of the semester.

You will work closely with your honors research mentor to determine the number of credit hours that are necessary for writing a proposal, the number for doing research and data collection, and the number for writing your final report.

- ***What is the Honors Contract (enclosed with this packet)?***

Because your Honors Project is an independent study, each semester will look differently in terms of the kind of research and scholarly work that you will pursue over the course of the semester. The Honors Contract is an *optional* document that you and your honors research mentor can use to outline your requirements. This contract can help you and your research mentor to clearly articulate that which you will be graded upon for that particular semester.

- ***I need to finish my research project in exactly two semesters. For how many hours should I enroll?***

If the work is to be completed in two semesters, you should sign up for 3 credits of NUTR 39700 during your first semester and 3 credits of NUTR 49700 during your second semester. Your first semester should be dedicated to writing your proposal and starting your research. Your second semester should be devoted to finishing your research, writing your final report and preparing your poster for the colloquium.

- ***I have more than two semesters to work on my research project:***

If you anticipate working on your project for more than two semesters, you should enroll in NUTR 39700 **each** semester until the semester that you plan to complete your project and present at the colloquium. Again, the number of credits in which you enroll will depend on the amount of time that you expect to spend on the project during the semester. Generally, you are encouraged to take 5 credits of NUTR 39700 over the course of two semesters and then 1 credit of 49700 in your final semester.

- ***When do I register for NUTR 49700?***

You will enroll in NUTR 49700 during the final semester that you will be working on your Honors Project. The goal for NUTR 49700 is to complete your written report and present your data in poster format at the annual HHS Undergraduate Research Colloquium. Once your Honors Project has been officially approved by your honors research mentor, you will submit an electronic copy of your final report to the Nutrition Science Honors Program Director (Dr. Teegarden, teegarden@purdue.edu).

NUTR 49700 is reserved for students who will present at the HHS Undergraduate Research Colloquium at the end of the semester in which they are enrolled in the course. It is also expected that you will submit your final project at the end of 49700.

Questions about enrollment in NUTR 39700 and 49700 should be directed to the Nutrition Science Honors Program Director (Dr. Teegarden (teegarden@purdue.edu)).

Guidelines for Nutrition Science Honors Project Proposal

- **Who determines the content of my Honors Project Proposal?**

You and your honors research mentor will work together to craft your Honors Project Proposal. Below are a few helpful guidelines.

- **I've already started my research. Do I still have to write a proposal?**

Yes. Even if you have already initiated your research for your research project, you must still write a research project proposal.

- **What are the parameters for the proposal?**

The proposal body should be **2 pages or more if necessary (but this is not intended to be a long document)** typed and double-spaced. It must include four sections (a-d), while section (e) is optional:

a) Statement of Purpose

This section outlines the questions, which will be addressed in your research project, as well as any specific hypotheses that you have formulated. Generally, this section should outline the parameters of the project, such as the type of data to be collected.

b) Review of Literature and Rationale

It is not *required* that you provide a literature review given the limited parameters for proposal length. However, it is expected that you have conducted a review of literature prior to writing the proposal. In this section, you will provide a rationale for your project. This section should also communicate the scholarly contributions of the project in terms of how the project will contribute new information to the topic area or field studied.

c) Methods/Methodology

This section describes the procedures that you plan to use to carry out the proposed project. Where appropriate, this section describes the unit of study, model, subjects or sample population; measures; procedures; and planned analyses. A time plan for your proposed activities should also be included.

d) References

All the references cited should be listed following the most recent citation format required by your department.

e) Budget

This section is optional.

- **I've finished my proposal. To whom do I submit it?**

When you have finished a draft of your proposal, you will turn it in to your honors research mentor. S/he will read it and offer you feedback on your draft. You will then shape your proposal until it is in final draft form.

- **My honors research mentor has approved my proposal. Is there anyone else who needs to read it?**

Yes, once your honors research mentor approves your final draft, s/he will submit it to be reviewed by your two other faculty members in your department. You will need to let your honors research mentor know that s/he is responsible for selecting two faculty readers.

These two faculty members will serve as readers of your proposal *and* your final report. It will be their responsibility to offer written and/or oral feedback on your project.

It is your responsibility to print two copies of your proposal and bring them to your honors research mentor so s/he can distribute your proposal for review. Each copy of your proposal should bear the **Honors Project Proposal Review Form** (enclosed with this packet) as a cover page. This form must carry the signature of your honors research mentor before it is sent to your readers.

- **My proposal was submitted to my faculty readers. How long does this process take?**

Your two faculty readers should be given at least two (2) weeks to read your proposal. As needed, your readers will provide written or oral feedback to help you strengthen the proposal. The reviewers are expected to **sign** the Nutrition Science Honors Project Proposal Review Form and then send it back to your honors research mentor by the requested deadline.

- **What do the recommendations on the review form mean?**

Your honors research mentor will review the recommendations of your faculty readers with you. If the Honors Project Proposal receives two "A" recommendations, you may proceed with the project.

If the Honors Project Proposal receives one or two “B” recommendations, you will work with your honors research mentor to revise and then re-submit the proposal for a second review. The second review process will follow the **same** process as in the first review. It is expected that you (with the assistance of your research mentor) will be able to complete the proposal revisions so that the proposal will be ready for approval upon the second review. 5

- **Once your proposal is approved by your research mentor and readers, you need to:**
Submit both copies of your signed Honors Project Proposal Review Forms to Dr. Teegarden, Nutrition Science Honors Program Director, in STON 209.

Guidelines for Finishing Your Nutrition Science Honors Project

- **Once I finish my research, what do I need to do to present my research for the Office of Undergraduate Research Conference.**
Upon completion of your Honors Project, you will need to prepare an abstract describing the work, and a poster for presentation at the Office of Undergraduate Research (OUR) Conference before the end of your last semester in the Honors program. Work with your mentor in the preparation of the abstract and poster. Follow the deadlines and guidelines provided by the OUR.
- **Once I finish my research, when do I have to submit a written paper?**
Upon completion of your Honors Project and before the end of the semester, you will submit one copy of your final paper to your honors research mentor. Discuss with your mentor the content and formatting of the thesis, and work with them to prepare the thesis. Once your mentor has approved the thesis, they will then ask you to provide a copy of your final report to each of your faculty readers. They will review your final report and provide feedback. It will then be your responsibility to make the edits indicated by your research mentor and by your committee, and return it to the committee for reevaluation. Another round of edits may be required. It is recommended that one month be allowed for the committee to approve the thesis, which occurs after initial approval by the research mentor. Once your honors project has been completed successfully, your honors research mentor and faculty readers will sign your title page. Discuss with your mentor when they will require your final approved thesis; the last day of finals week is recommended. Your honors research mentor will also provide a final grade for you for NUTR 49700 via the normal grade submission process. It is your honors research mentor’s responsibility to inform the Nutrition Science Honors Research Director if you are not to complete the Nutrition Science Honors Program.
- **To whom do I submit my final project?**
Once your project has received final approval and the appropriate signatures, you will need to submit an electronic copy of your Honors Project to the Nutrition Science Honors Director (Dr. Teegarden, teegarden@purdue.edu, STON 209). It is expected that your project will include an appropriately formatted title page.

Guidelines for Preparing Posters for the HHS Undergraduate Research Colloquium

- ***I have also heard that I have to present a poster. When does this occur?***

If you intend to finish your project during the spring semester, you are **required** to present your Honors Project in poster format to Nutrition Science faculty, staff, and guests at the **Purdue University Undergraduate Research Symposium**, often held in March or April. You are welcome to invite your family and other guests to your presentation.

Note for students graduating in December: If you plan to finish your project in the fall, please discuss and appropriate forum for sharing your poster with your honors research mentor and the Nutrition Science Honors Program Director (Dr. Teegarden, Stone G1)

POSTER DESIGN GUIDELINES

- It is recommended that you prepare your poster as a PowerPoint slide. Please e-mail the Nutrition Science Honors Coordinator at kbuhman@purdue.edu if you wish to request a sample poster template.

The following items are required to be included on each poster:

- **Headings:**
 - Title of project
 - Your name
 - Your honors research mentor's name
 - Your department and center (if applicable)
- **Poster Body Content:**
 - Statement of purpose, research hypotheses, objectives or questions
 - Literature review (brief summary)
 - Methodology (primary method)
 - Results
 - Conclusions and discussion
 - Limitations and future research needs
- Other *suggested* guidelines for poster design:
 - Try to follow the Purdue gold and black color scheme
 - Use of the official Purdue logo is permitted and encouraged
- **Poster Dimensions**
 - Posters should be of the dimensions normally used at academic research conferences: 3 feet high by 4 feet wide (12 square feet).

POSTER PRINTING

Nutrition Science has access a poster printer and directions for getting your poster printed will be sent to you in plenty of time before the event. The Nutrition Science Honors Director will notify you of the dates of the events well in advance so that you may prepare your poster on time. It is best to print them **at least a week before** the event.

Guidelines for Submitting Your Nutrition Science Honors Project

- **What needs to happen before I can submit the final copy of my Nutrition Science Honors Project?**

First, your Honors Project must receive final approval from your honors research mentor. Once your report reaches its final draft stage, your research mentor will recommend that the report is ready to be reviewed by the **same** two faculty readers who originally read your proposal. This process is much like the review process for your Research Project Proposal, but without the review form. Once your faculty readers approve of your final report, they will sign off on your title page. When you have all three signatures, you may then submit your project.

- **Does my title page need to be specifically formatted?**

Yes. You will follow similar guidelines to the ones that are used by The Graduate School. Your title page should look nearly identical to the Sample Title Page (enclosed in this packet).

- The text is centered between margins.
- Times Roman (12pt) or Arial (10pt) is used for the entire title page.
- Margins: Top—2in., Bottom—1.25in., Left—1.5in., Right—1in.
- The three spaces between the main blocks of text are of equal size.
- The title must be the full, official title of your project and all letters must be CAPITALIZED.
- The title/author block is double-spaced.
- The “b” in “by” is lowercase and your name is in title case.
- “Submitted” block is single-spaced; you will insert your major between parentheses
- College/Univ./Date block is double-spaced with no comma between month and year.
- The date shown on your title page is always the month (always choose May or December) and year the Honors Project is to be actually completed.
- The degree-granting campus will be completely spelled out. *Do not* use contractions (e.g., use “Indiana” instead of “IN”).
- “Approved by” block is aligned to the right. The word “by” is lowercase. There is no colon after the word “by.” There is a space between “Approved by” and the row which is underlined to create the line. The line is two inches long. The word “Honors Research Mentor” is followed by a colon and then your typed research mentor’s name. There is no space between the line and your research mentor’s name. You need to have your research mentor sign this line when your final report has been approved. Follow the same rules for the lines with your faculty readers’ signatures.

- **What is the process for electronic submission?**

Please submit an electronic copy of the Final Report to the Nutrition Science Honors Coordinator (Dr. Teegarden, teegarden@purdue.edu). Please include the **Purdue Libraries Electronic Submission Form** (enclosed with this packet, page 10) at the same time that you submit your electronic copy with your signature and the signature of your honors research mentor. *Note:* Your signature on this form does not cause you to relinquish your copyright ownership. You will still maintain the copyright for your work. It simply allows Purdue Libraries to keep an electronic copy of your project in the electronic repository.

NUTRITION SCIENCE HONORS PROJECT PROPOSAL REVIEW FORM

Student's Name _____

Major _____

Project Title _____

Honors Research Mentor's Name _____

Honors Research Mentor's Signature _____

Semester that the Honors Student
Expects to Complete Honors Project _____

PLEASE RETURN YOUR FEEDBACK TO THE FACULTY HONORS RESEARCH MENTOR BY: _____

PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS:

_____ **(A)** Based on my review of the attached Honors Proposal, I recommend that this proposal be accepted as presented.

_____ **(B)** Based on my review of the attached Honors Proposal, I believe this proposal needs major revisions and I have indicated my concerns by attaching a statement to this review form or have communicated directly with the student's honors research mentor.

Reviewer's Name _____

Reviewer's Signature _____

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**NUTRITION SCIENCE HONORS PROGRAM
STUDENT-FACULTY LEARNING CONTRACT
(OPTIONAL)**

Semester _____/Year _____

A copy of this contract should be completed and turned in by the fourth week of each semester to the Nutrition Science Honors Program Director in STON 209. A new contract is requested each semester that a student takes NUTR 39700 or 49700.

Research Student Information

Name: _____ Student ID: _____ - _____

Major: _____

E-mail: _____@purdue.edu Telephone: () _____ - _____

Are you currently enrolled in NUTR 39700 or NUTR 49700? For how many credit hours?

Please describe your research project and plan for the semester:

Honors Research mentor Name (please print): _____ Date: ___/___/___

Honors Research mentor Signature: _____ Date: ___/___/___

Honors Student Signature: _____ Date:

___/___/___

Purdue Libraries Electronic Submission Form

I, _____ *[student name]* _____, authorize
_____ *[department or department representative]* _____ to submit my
research thesis, _____ *[thesis title; year]* _____

_____ to the
Purdue University institutional repository. I understand and agree to the institutional repository terms as
stated below.

I hereby grant to Purdue University a non-exclusive perpetual royalty free license to use, duplicate and
distribute the work (“Work”) in whole or in part. The Work is to be deposited in the Purdue University
institutional repository. I further grant to Purdue University the right to transfer the Work to any format
or medium now known or later developed for preservation and access in accordance with this
agreement. This agreement does not represent a transfer of copyright to Purdue University.

I represent and warrant to Purdue University that the Work is my original work and does not, to the best
of my knowledge, infringe or violate any rights of others nor does the deposit violate any applicable
laws. I further represent and warrant that I have the authority and/or have obtained all necessary rights to
permit Purdue University to use, duplicate and distribute the Work and that any third-party owned
content is clearly identified and acknowledged within the Work.

By granting this non-exclusive license, I acknowledge that I have read and agreed to the terms of this
agreement and all related Purdue University policies.

Student signature

Date

Honors Research Mentor Signature

Date

Sample Title Page

Do not put a page number here

2 inches

All capital letters → THE QUICK BROWN FOX
¶
JUMPS OVER THE LAZY DOG
¶
by ← **These are not capitalized**
¶
Name per university records → John Q. Purdue

Spacing must be consistent →
A Thesis Submitted in Partial Fulfillment
Of the Requirements for a Degree with Honors
(Dietetics (major))
→
The College of Health and Human Sciences
→
Purdue University
→
December 2013 ← **This is always May or December.**
→
West Lafayette, Indiana

1.5 inches

1 inch

Approved by

Honors Research mentor:
Jane A. Doe

Reader: John D. Doe

Reader: Jack P. Doe

1.25 inches