

Family and Consumer Sciences Supplement to the CSULB Catalog and Graduate Student Handbook

Welcome to the Department of Family & Consumer Sciences

Introduction—available on the website (www.csulb.edu/fcs)

Department of Family and Consumer Sciences Mission, Vision, and Goals
Department of Family and Consumer Sciences Graduate Committee Mission & Goals

Graduate Programs

Master of Arts in Family & Consumer Sciences with the following emphases:

- Consumer Affairs
- Family and Consumer Sciences Education
- Fashion Merchandising & Design

Master of Science in Nutritional Science with the following emphases:

- Community Nutrition
- Food Science
- Hospitality Foodservice and Hotel Management
- Nutrition Therapy

The information provided in this Handbook addresses the unique requirements, policies, and procedures for the Master of Arts in Family and Consumer Sciences and the Master of Science in Nutritional Science degree programs offered in the Department of Family and Consumer Sciences. General University information for all Graduate programs is available in the CSULB Catalog and in the CSULB Graduate Student Handbook. (www.csulb.edu)

Policies and Procedures for the MA in FCS Degree

1. After completion of the 18 units of core courses specified for the first year of the MA program, a Qualifying Examination (QE) will be administered during the third week of August and January. The QE will include materials derived from all 6 courses (18 units) completed during the first year in the MA degree program.

See attached policies associated with administering and grading the QE.

2. Upon successful completion of the QE, the student will formulate a Graduate Program of Study in consultation with the Directed Project or Thesis Committee Chair of the student in order to be Advanced to Candidacy. The Program of Study form must include the signatures of the student, the Chair of the Directed Project or Thesis Committee, and the Graduate Coordinator.

This will be forwarded to the Associate Dean of the College of Health and Human Services. Refer to the CSULB Catalog for additional details.

3. File a **Petition to Enroll** in FCS 697 form signed by all members of the Directed Project or Thesis Committee denoting approval of the appropriate proposal. (Check the process for Selection of a Directed Project/Thesis Committee in the CSULB Graduate Student Handbook.)
4. Register for 3 units of FCS 697.
5. Submit a **clean copy** of the completed proposal with the signature page to the Graduate Coordinator. Three or more Directed Project or Thesis committee members must sign the proposal to signify their approval.

If there are more than 10 errors of any type (e.g. format, punctuation, syntax, spelling, references, etc.), the proposal will be returned to the student by the Graduate Coordinator for implementation of the corrections.

The student will not be permitted to enroll in FCS 692 or FCS 698 until the revised copy of the proposal meets the specified guidelines and is approved by the Graduate Coordinator.

6. Request the Graduate Coordinator to permit the student to enroll in either FCS 692 or FCS 698 for 1-4 units after consulting with the Chair of the Directed Project or Thesis Committee. Refer to the CSULB Catalog and the CSULB Graduate Student Handbook for details.
7. The FCS 692 Directed Project Report will be completed following the guidelines specified by the area of specialization faculty.

See attached.

8. Submit the Directed Project report to the University Thesis Reviewer. See CSULB Catalog description. (Details of the procedures have yet to be worked out.)
9. The thesis will be completed following the APA Manual 5th edition and the University's Style and Format Manual of Theses and Project Reports.
10. The student must be in regular contact with the Directed Project/Thesis Committee members for advice and feedback prior to completion of the work.

Submit the report/thesis **draft** for review by all committee members in a timely and professional manner. The student must provide **2 weeks** for committee members to review the report/thesis draft.

The revised final copy of the report/thesis must be submitted to the committee members before they sign the signature page.

11. Submit the final copy of the report/thesis with completed signature page to the Graduate Coordinator on the specified date for review prior to clearance from the Department. The signature page denotes the approval by the Directed Project/Thesis Committee of the student.

The final copy of the Project Report or the Thesis must comply with the specified guidelines. If there are more than 10 errors of any type (e.g. format, punctuation, syntax, spelling, references, etc.), the copy of the report or thesis will be returned to the student by the Graduate Coordinator for corrections, and the report or thesis will not be cleared from the department by the Graduate Coordinator. This might adversely affect the graduation date of the student.

12. Refer to the CSULB Graduate Student Handbook for Rights and Responsibilities of the graduate student.

Refer to the CSULB Graduate Student Handbook for Responsibilities of the Graduate Coordinator, Faculty Advisor, Project/Thesis Committee members.

13. Refer to the CSULB Catalog for deadlines and procedures to File for Graduation.

Policies and Procedures for the MS Nutritional Science

1. The Food Science emphasis requires a Thesis for completion of the MS degree.
2. Check CSULB Catalog for Department prerequisites for Advancement to Candidacy.
3. Check the CSULB Catalog for deadlines and procedures to file for Graduation.
4. All procedures and policies related to FCS 697, FCS 692, and FCS 698 are the same for both MA and MS students. Refer to the appropriate items in the MA section.

Guidelines for FCS 697 proposal for students doing the FCS 692 Directed Project are being developed by area faculty.

