General Schedule:

Week in Semester[1]	**General Assignment. To be accomplished by this date but may be accomplished earlier.**
Week 1	Meet with advisor to establish a regular schedule of meetings, a schedule of work and to determine the two faculty members who will be asked to be members of the research project committee.
Week 2	Ask faculty members to be on the research project committee. Obtain agreement of two faculty members as acknowledged by their signing the MS Research Project Agreement and give the signed Agreement to the D&N Administrative Assistant for placement in the student's file
Week 3	Develop written proposal and schedule committee meeting.
Week 4	Obtain approval of the proposal by the research project committee. Submit approval to Administrative Assistant for placement in the student's file.
Weeks 5-12	Implement research project as determined by the schedule of work agreed upon by the student and research advisor.
Week 13	Develop final written report and presentation. Schedule the oral presentation.[2]
Weeks 14-16	Distribute final written report to research project committee at least one week before the presentation. Do the final presentation. Submit the signed title page and one page summary to the Administrative Assistant.
School Vacation Days or Weeks	Student may need to work or prefer to work these days or weeks depending on the nature of the research project.

[1]If course is taken in the Summer Term, the student needs to work about 4 hours per credit hour per week and condense the schedule into 8 weeks.
[2]If the semester in which the student is enrolled in DN854 is the student's final semester before graduation, the general oral exam must be taken earlier than the 16th week.

Assignment details:

1. Fill out the KUMC Conflict of Interest Disclosure Form and submit to the D&N Administrative Assistant. This step is required in order to comply with federal regulations.
   To access the Disclosure form:
   Go to the CHALK login page at http://www2.kumc.edu/chalk/.
   Select your affiliation: (University of Kansas Medical Center: University Faculty, Staff and Students).
   Enter your KUMC network account username and password. This is the same information you use to login to the network when you turn on your computer.
   If you see a warning that you are being redirected to a connection that is not secure, click "Yes".
   You will be taken to your personalized training record. Here you will see a list of the online training courses available to you in CHALK. Select the option "Conflict of Interest Disclosure."
   After reading the "Conflict of Interest 2004 Disclosure Instructions," click on the gray button at the bottom of the screen to begin a new Conflict of Interest Form.
   Print and give to D&N Administrative Assistant who will obtain the proper signatures and submit the form.

2. Non-thesis MS research project committee agreement
   Ask a member of the D&N Faculty who is a member of the Graduate Faculty to be your research project advisor.
   Ask 2 members of the Graduate Faculty of the University of KS to be members of the committee. One member can be outside the department.
   Obtain signatures of committee members on the agreement.
   Make copies of the agreement for yourself and committee members. Give the original to the D&N Administrative Assistant to place in your student file.

3. Written proposal
   One page
   Obtain approval of advisor before distribution to project committee

4. Approval of proposal

   Schedule a meeting of the research project committee
   One week prior to the meeting, provide members with a copy of the proposal
   Present proposal to committee verbally.
   Submit to the Admin. Assistant the approval of proposal form (Attached).

5. Final written assignment

   Components
   - Complete write-up of project

- One page summary
- Title page (See format example on following page)

Procedures

- Obtain approval of final written assignment from advisor
- Distribute final written assignment to committee at least one week prior to oral presentation.
- If oral presentation is accepted, obtain signatures of members on the tile page. See attached format for the title page.
- Give a copy of the signed title page and the one page summary to the Administrative Assistant to place in your file.

6. Oral presentation (See Guidelines Document on Web site)

   Prepare for a ½ hour presentation to students and faculty. About 15 minutes should be the presentation and 15 minutes should be for questions.
   Use PowerPoint slides
   Inform members of the meeting time.

RESEARCH CAN BE FUN

By

Baby Jayhawk

B.S., Central Missouri State University, 2000

Submitted to the department of Dietetics and Nutrition and to the
Faculty of the Graduate School of the University of Kansas
in partial fulfillment of the requirements for the degree of Master of Science.

Debra _____ K. Sullivan, PhD, RD

_____ Mary Hise, PhD, RD, LD

Susan _____ E. Carlson, PhD

Date _____ accepted