

MASTER OF SCIENCE IN FOOD SAFETY  
**STUDENT HANDBOOK**  
**2021/2022**



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## INTRODUCTION

Welcome to the Online Food Safety Program at Michigan State University. This accredited program resides within the department of Large Animal Clinical Sciences (LCS) and the College of Veterinary Medicine (CVM) at Michigan State University (MSU).

The program consists of three graduate level components: The Online Master of Science in Food Safety, the Online Continuing Education in Food Safety, and Executive Education.

This handbook contains important information for prospective and current students as it relates to for-credit courses through the **Master of Science in Food Safety program**.

If you have further questions after reading this document, contact one of our program team or visit our website at <http://foodsafety.msu.edu>.

## PROGRAM CONTACT INFORMATION

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Phone: (517) 884-2080

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Food Safety & Toxicology Bldg.  
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# ***ONLINE MASTER OF SCIENCE IN FOOD SAFETY***

## **PROGRAM OVERVIEW**

Food safety is a continuing public health need that will remain a concern if we expand and change our agricultural industries, challenge our environmental capacity, and alter the demographics of our human population. Michigan State University has addressed the need to improve the food safety educational process through the development of the Online Master of Science in Food Safety Program.

This accredited program, which is an affiliate of the [Professional Science Master's](#), is a non-traditional, terminal degree requiring a Plan-B Applied Project. It consists of ten 3-credit courses, pulling content from more than 80 instructors and subject experts from around the world. Its core curriculum is based heavily in the sciences, but also includes leadership and food law. Elective choices offer students flexibility according to their interests by addressing current issues which face food safety and regulatory professional's day to day. Students will find these courses to be immediately applicable to their current positions while preparing them for future leadership roles within food regulation and industry.

Details of the Online Food Safety Program can be found at <https://foodsafety.msu.edu/>

## **University Policy Governing Graduate Education**

All Academic Programs offered by Michigan State University are available at:

<https://reg.msu.edu/AcademicPrograms/Default.aspx>.

All policies relating to Graduate Education at Michigan State University can be reviewed at:

<http://www.reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>

## **Accreditation**

The Online Master of Science in Food Safety Program is accredited through Michigan State University and the Higher Learning Commission-North Central Association (<https://msu.edu/about/accreditation>), and by the AVMA Council on Education (COE) through the College of Veterinary Medicine (<https://cvm.msu.edu/future-students/dvm/about-the-college>). It is an affiliate of the Professional Science Master's (<http://www.sciencemasters.com/>).

Michigan State University is a member of the National Association of State Universities and Land Grant Colleges, Association of American Universities, American Council on Education, American Council of Learned Societies, Association of Graduate Schools, Council of Graduate Schools, Committee on Institutional Cooperation, and International Association of Universities. The Higher Learning Commission-North Central Association has accredited the University.

## **ADMISSION**

### **Admission Requirements**

The application requirements for this program are as follows:

1. The applicant must have completed a four-year bachelor's degree, professional degree, or equivalent degree from an accredited and recognized college or university.
2. The applicant must have completed at least six credits of college-level biological sciences, three of which are in microbiology (a 300-level course or higher is recommended).
3. Applicants must have a minimum grade point average of 3.0 on a 4.0 system.
4. Applicants must submit a professional letter of intent and three letters of recommendation.
5. The applicant must also have proven or demonstrated proficiency in written and spoken English.

6. Experience in the workplace with food safety as a component is heavily weighted in meeting requirements for admissions (two years is recommended).
7. Applications will also be judged on demonstrated readiness and suitability for graduate studies, as well as a likelihood to make timely progress toward successful completion of the MSFS Program.

This program does not require GRE scores.

## Admission Status

Upon admission to a graduate program a student is classified in one of two categories, regular or provisional. Specific criteria for distinguishing between these categories are determined within each college for its own programs. In general, these criteria are:

**Regular:** Students who are fully qualified to undertake a program toward the graduate degree for which they are admitted.

**Provisional:** Students of promise who have some remediable inadequacy of qualification such as a minor deficiency in subject-matter preparation, grade point average, or for whom there is incomplete interpretation of available records. A student who is admitted under provisional status will be eligible for change to regular status when specific written conditions for transfer to regular status have been met. Provisional students will be required to make up deficiencies based upon review and approval of the program director.

Within the MS in Food Safety program, requirements generally include any combination of the following: a grade of 3.0 or higher in each course, a restriction to take no more than one course per semester for a given number of semesters, or completion of the prerequisite Microbiology course, VM 337 Introduction to Foodborne Pathogens. Provisions must be met within the time frame as specified in their acceptance letter. If a student does not meet the provisional requirements, they will be dismissed from the program.

Additional restrictions apply as follows.

1. Graduate students admitted under Provisional Status are not eligible for Federal financial aid (FAFSA). For details, visit the MSU Office of Financial Aid at <https://finaid.msu.edu/provadmmt.asp>.
2. Students who do not enroll in their first class within one calendar year of their admission date must reapply to MSU.
3. Acceptance into the Online MS in Food Safety program represents a “recommendation for admission.” Credentials are forwarded to the MSU Office of Admissions for final approval before admission to the University is complete.

## MSU STATE EXCLUSIONS AND DISCLAIMERS

### Student Residency

Michigan State University will not be offering certain online programs to students based on their residence at the time of application for admission to Michigan State University - see State-By-State Summary <https://reg.msu.edu/ROInfo/StateAuthInfo.aspx>.

### Student Notification

Applicants or students enrolling in any course or program shall be notified if graduates of the program in which they are enrolling qualify to sit for any licensure, licensure exam, third party certification, third party certification exam, or similar credential related to the program’s field of study. This notice shall be clearly stated and given regardless of whether the license, certification, or other credential is required for entry into the student’s chosen field of study or occupation. The notification shall be in writing and signed or otherwise acknowledged by the student.

## Student Notification - Professional Licensure, Certification & Exams

Professional Licensure: Michigan State University has not determined whether online or hybrid courses or programs meet the requirements for professional licensure outside the state of Michigan. Applicants or students need to contact the applicable licensing board(s) in the states they wish to pursue licensure before seeking admission or beginning study in a course or program. For specific details visit <https://esp.msu.edu/ConsumerInfoProfessionalLicensure.pdf>.

## DOMESTIC APPLICATION (includes Permanent Residents)

### Application Process

Apply as early as possible to ensure time to process your file and evaluate your records. All applicants should familiarize themselves with the Graduate School website at <http://grad.msu.edu/>.

MSU operates on a semester basis, offering classes in Spring, Summer and Fall. This program accepts graduate applications for entry in each of the three semesters. Deadlines for the receipt of application materials can be found on the program website at: <http://foodsafety.msu.edu/admission-requirements>.

Applicants submitting international credentials, regardless of citizenship, must meet the requirements for International Application. All applicants whose first language is not English must be able to demonstrate English proficiency. Please refer to the section on international application.

### *Apply for Graduate School as a Domestic Student*

1. Apply online: <https://admissions.msu.edu/application/app.asp?AL=G>
  - College name: Veterinary Medicine
  - Major name: Food Safety
  - Major code: 4914
2. The nonrefundable application fee can be paid using Visa, MasterCard, Discover, American Express, or an electronic check. The application fee must accompany your application.
3. Once you have submitted your application, you will receive an E-mail directing you to MSU's Application Portal (<https://explore.msu.edu/account/login>) From this site, you will be able request your three letters of recommendation, upload various required documents, and monitor the status of your application.
4. Request official transcripts from each institution attended:
  - Transcripts must be delivered in a sealed envelope to the program office directly from each secondary academic institution attended.
  - If an official electronic delivery service is available, such as Parchmen/Docufide, Naviance, or E Scrip-Safe, this is also acceptable.
  - All international transcripts belonging to domestic or permanent resident applicants must meet the same requirements as those for international applicants.
  - An official copy of the conferring diploma, attested by the issuing institution, must accompany the official transcript
5. Have transcripts sent to the attention of:
  - Academic Program Coordinator  
MSU Online MS in Food Safety  
1129 Farm Lane, Rm. B 51  
East Lansing, MI 48824
  - [info@foodsafety.msu.edu](mailto:info@foodsafety.msu.edu)



6. The professional letter of intent can be included in the online application under Personal and Academic Statements, or it may be uploaded into the Graduate Education portal as a separate document.
7. All applicants for graduate programs whose first language is not English and is not a citizen or permanent resident of the United States or approved [English speaking countries](#) must demonstrate their English proficiency by taking accepted language exams. Please see the Grad school website for [score requirements](#).

## INTERNATIONAL APPLICATION

### International Students in Online Programs

International Students are advised to understand and be apprised of the rules, regulations, and requirements related to online distance education programs in their country of residence, particularly:

- If the country will recognize an online degree;
- Whether the program meets licensure or certification requirements in the country; and
- If the country charges any additional taxes, withholdings or fees associated with online distance education programs.

### Application Process

Apply as early as possible to ensure time to process your file and evaluate your records.

All applicants should familiarize themselves with the Graduate School website at <https://grad.msu.edu/>. International applicants should also review procedures at <https://grad.msu.edu/internationalapplicants> for Non-English Transcripts, US Degree Equivalency and English Language Competency (Financial Proof and Visa Information are not required for online programs, and the GRE is not a requirement for application to the MS in Food Safety degree).

MSU operates on a semester basis, offering classes in Spring, Summer and Fall. Our program accepts graduate applications for entry each semester. Deadlines for the receipt of application materials can be found on the program website at: <http://foodsafety.msu.edu/admission-requirements>.

### *Apply for Graduate School as an International Student*

1. Apply online from the Graduate School's website <https://admissions.msu.edu/application/app.asp?AL=G>.
  - College name: Veterinary Medicine
  - Major name: Food Safety
  - Major code: 4914
2. The application fee must accompany your application. It must be paid in US dollars and may be paid using Visa, MasterCard, Discover, American Express, or an electronic check. If alternate methods of payment are necessary, please contact the MSU Office of Admissions for instructions at <https://admissions.msu.edu/contact.asp>.
3. Once you have submitted your application, you will receive an E-mail directing you to MSU's Application Portal (<https://admissions.msu.edu/your-account/>). From this site, you will be able request your three letters of recommendation, upload various required documents, and monitor the status of your application.
4. The professional letter of intent can be included in the online application under Personal and Academic Statements, or it may be uploaded into the Graduate Education portal as a separate document.
5. Request official transcripts or mark sheets, diplomas and/or certificates.
  - International credentials must arrive to the department office in an officially sealed envelope, directly from each institution attended. Personal copies and photocopies are not acceptable.
  - If an official electronic delivery service is available, such as Parchmen/Docufide, Naviance, or E Scrip-Safe, this is also acceptable.

- The institution should include an attested copy of your degree certificate, or diploma, conferring your degree.
  - An official, word-for-word, English translation must accompany all official records not issued in English.
  - MSU does not accept transcript from international evaluation services such as WES, Education Perspectives, etc. All international transcripts must be sent from the institution attended. The office of admissions has credential evaluators that examine and review all transcripts received.
6. Official proof of English proficiency, i.e. TOEFL or IELTS, must be sent electronically from the issuing agency to the MSU office of admissions (see section on English Language Proficiency for details).

## U.S. Degree Equivalency

Admission to a program leading to a master's or doctoral degree requires completion of a level of education comparable to a four-year U.S. bachelor's degree. High Scholastic standing and suitable preparation for the intended field of study are also considered. Michigan State University does not accept three-year bachelor's degrees or a combination of 2-year diplomas or certificates as comparable to a four-year U.S. bachelor's degree. The MSU Office of Admissions will conduct final evaluations of all international transcripts to verify that they meet required standards.

## International Transcripts:

One official copy of all records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as official documents directly from each institution. Photocopies are not acceptable. These records must show courses taken and grades earned.

Records not issued in English must be submitted with a word-for-word English translation. Translations may be prepared either by an authorized translator in your home country or by an ATA American Translation Agency (see <http://www.atanet.org/>).

If admitted, applicants with Chinese transcripts must submit two certification reports (English version) through the China Academic Degrees and Graduate Education Development Center (CDGDC) (<http://www.chinadegrees.cn/en/>); one for their final bachelor's degree transcripts, and one for their bachelor's degree. The reports must be mailed directly to the MSU Office of Admissions by the CDGDC, rather than by the individual or any third party. Contact information for the MSU Office of Admissions can be found at <https://admissions.msu.edu/contact.asp>.

MSU does not accept certified copies of transcripts or documents notarized by embassies.

## English Language Proficiency

All international applicants whose first language is not English must prove proficiency in English as a condition for regular admission to Michigan State University. Such applicants will be required to demonstrate their proficiency by meeting certain minimum standards on one of the following tests:

Test of English as a Foreign Language (TOEFL). A total score of 550 with no sub scores below 52 (paper version) or 80 with no sub score below 19 (22 for writing section) (Internet-based version) is required. The official report must be received by the Office of Admissions directly from Educational Testing Service (recipient code 1465).

International English Language Testing System (IELTS). A score of at least 6.5 is required. The official report must be received by the Office of Admissions directly from IELTS.

All language tests must have been taken within two years of a student's application.

If the first language is English, or if the applicant can show alternate proof of English Language proficiency that is acceptable to the program office, a letter requesting a waiver of this requirement can be submitted. Examples of acceptable proof may be: completion of an undergraduate or graduate degree from a top-ranking US University; living and working in the United States for a significant number of years, etc. For help in determining whether you qualify for this exception, contact the program office at: [info@foodsafety.msu.edu](mailto:info@foodsafety.msu.edu).

## Document Submission

All academic credentials should be sent directly to the program office. Language proficiency scores should be sent directly to the [MSU Office of Admissions](#). All other materials should be uploaded into the [MSU Application Portal](#). Applications are submitted for committee review and, if accepted to the program, forwarded along with a recommendation for admission to the MSU Office of Admissions for final approval.

Send academic credentials to:

Academic Program Coordinator  
MSU Online MS in Food Safety  
1129 Farm Lane, Rm. B 51  
East Lansing, MI 48824  
[info@foodsafety.msu.edu](mailto:info@foodsafety.msu.edu)

- ❖ Additional information for international applicants can be found at: <https://grad.msu.edu/internationalapplicants>.
- ❖ A link specific to international financial aid can be found at: <https://finaid.msu.edu/internat.asp>.
- ❖ Another resource for international applicants is the Office of International Students and Scholars. A web page related to international financial aid is available for review at <https://oiss.isp.msu.edu/>.
- ❖ For application assistance, contact the program office at: [info@foodsafety.msu.edu](mailto:info@foodsafety.msu.edu)

## VETERAN CERTIFICATION

Michigan State University is an approved training facility for veterans, National Guard, reservists, and family members. For information, visit MSU's Veteran Certification website at: <https://reg.msu.edu/roinfo/VeteranInfo.aspx#Elig>.

Information on Financial Aid for Veterans can be found at <https://finaid.msu.edu/veterans.asp>.

## PROGRAM COST

### Tuition and Fees

Tuition and fees for the Online Master of Science in Food Safety are subject to change without notice. Based on Fall Semester 2019 rates (tuition has been frozen through Spring 2021), the estimated cost is as follows:

<b>MASTER of SCIENCE in FOOD SAFETY</b> (same rate for domestic and international students)	
\$872.00 per credit* X 30 credits =	\$ 26,160.00
MSU Student Taxes & Fees (approximate) =	\$ 150.00
<i>Estimated Total</i>	<hr/> \$26,310.00

For the most current tuition and fees at Michigan State University, visit the Student Accounts and Cashier Services website at <http://www.ctr.msu.edu/COStudentAccounts/>.

### Financial Aid

Our program does not offer scholarship funding.

### ***Domestic Students:***

Visit the MSU Office of Financial Aid website to review graduate school funding opportunities and contact them directly with questions. Their web address is: <https://finaid.msu.edu/grad.asp>.

The following students are not eligible for FAFSA Loans:

1. graduate students taking less than 5 credits per semester
2. students admitted on a provisional basis (<https://finaid.msu.edu/provadmtd.asp>)
3. students admitted under Lifelong education

### ***International Students:***

International students may begin their research into financial opportunities for online graduate-level programs at these MSU websites:

- <https://finaid.msu.edu/internat.asp>;
- <http://staff.lib.msu.edu/harris23/grants/3forstudent.htm>
- <http://staff.lib.msu.edu/harris23/grants/privint.htm>;
- <https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/>.

## **DEGREE REQUIREMENTS**

### **Plan B Applied Project**

The MS in Food Safety Program is designated as an MSU Plan B Master's Program.

A Plan B program refers to a professional practice/management program, with a professional project or experience. The program focuses on the acquisition of well-defined professional skills, appropriate for a terminal degree and for professional employment. The student's program of study must be developed in cooperation with, and approved by, the student's advisor, and must include the specified requirements. This requirement is fulfilled by successful completion of two 3-credit classes: VM 830 Food Safety Research Methods and VM 815 Applied Project in Food Safety.

### ***Course and Credit Requirements***

The Online MS in Food Safety degree requires 30 credit hours. The program is made up of 5 core courses (VM 810, VM 811, VM 812, VM 831, and <FSC 810 or FSC 811>, total of 15 credits), 9 credit hours of electives and a 6-credit applied research project (VM 830 and VM 815).

### ***Time Limit***

The time limit for completion of the requirements for the master's degree is five calendar years from the date of enrollment in the first course included for degree certification. For students transferring credits from another graduate program, institution or course level, those five years begin with the semester of the first transferred course.

### ***Grade Point***

Michigan State University is committed to high academic standards and expects all graduate students to excel in their particular majors. A 3.0 cumulative grade point average for all courses counting toward the master's degree is the minimum university standard. A student who fails to meet the standards set by the university, college, and department or school will not be permitted to continue to enroll in the degree program, and appropriate action will be taken by the college, department, or school.

## *Graduation*

A student must be enrolled during the semester for which they intend to graduate.

An online graduation application form should be submitted by the first week of the semester you expect to complete your degree requirements. If you will complete your degree requirements during Summer, apply for Summer by the first week of Spring semester. Both Spring and Summer applicants will be included in the Spring Commencement Ceremonies.

A link to the graduation application can be found at:

<https://reg.msu.edu/StuForms/GradApp/GradApp.aspx>

Commencement information can be found at:

<http://commencement.msu.edu/>. Also available at this website are academic calendars, how to order a cap and gown and other useful information regarding graduation.

## *Further Information*

Please review Graduation & Honors from the Office of the Registrar at <https://reg.msu.edu/GradHon.aspx>.

## **COURSES**

### **Food Safety Course Descriptions**

#### *Core Courses*

#### **VM 810: Introduction to Food Safety**

(3 credit hours)

Fall, Spring and Summer Semesters

All new students are required to take VM 810 as their first course. Students will learn how to navigate MSU's online environment and how to utilize library resources. They will also learn about university and program expectations, policies and procedures. Students will be introduced to the program faculty and staff and learn details about the courses and options available while completing their degree. A leadership component will be included, and presenters will lead discussions on current and emerging food safety issues.

#### **VM 811 - Evolution & Ecology of Foodborne Pathogens**

(3 credit hours)

Fall, Spring and Summer Semesters

Foodborne disease is perhaps the most widespread health problem in the world and the available evidence indicates that biological contaminants are the major cause. In this course, we will examine the process of continuous changes in the relationship of foodborne pathogens to their environments from food to the human host.

#### Major topics:

Food as a substrate; Environmental factors; Storage and processing factors; Major pathogens: microbial, viral, parasitic and prion; Antimicrobial resistance; Virulence Factors and Host Defense; Gene transfer and genotyping; Seafood pathogens; and Food pathogen management strategies.

#### **VM 812 - Food Safety Toxicology**

(3 credit hours)

Fall and Spring Semester

The purpose of this course is to develop an understanding of the nature and properties of toxic substances in foods, the nature and magnitude of hazards they represent, and how the body reacts to the presence of these compounds.

#### Major topics:

Principles of toxicology applicable to food toxicants; Food allergy and sensitivity; Natural toxins in seafood, plants; Environmental inorganic and organometallic food contaminants; Man-made organic food toxicants; Food packaging; Biotechnology derived foods; Mycotoxins; and Risk assessment.

## **VM 831 - Foodborne Disease Epidemiology**

(3 credit hours)

Fall and Summer Semester

This is a graduate level course in epidemiology in which most of the teaching examples regard foodborne disease. Most modules have a textbook reading, a Power Point lecture with audio, some outside readings and a discussion. Four of the modules break from this format and immerse the student in foodborne disease outbreak investigations. Practical field epidemiology is emphasized over statistical/analytical epidemiology. Students completing this course should be able to use the basic tools of epidemiology to conduct disease surveillance, outbreak investigation and disease control programs.

## **FSC 810 - International Food Laws and Regulations**

(3 credit hours)

Fall and Spring Semesters

OR

## **FSC 811 - US Food Laws and Regulations**

(3 credit hours)

Fall and Spring Semesters

If this is chosen as a core class, FSC 810 may be chosen as an elective, and vice versa.

FSC 810 and FSC 811 are two in a series of global food law courses that comprise the International Food Law Certificate Program. Students may choose either one course or the other to meet the degree requirements. Students wanting to take both courses can use one to complete their core requirement, and the other as one of three electives.

Either FSC 810 or FSC 811 will familiarize the student with reading and understanding food laws and regulations and the interplay of science and the law. The 810 course surveys the food laws of various countries and regions. The 811 course covers laws that apply in the U.S.

### Major topics:

The regulation of food safety; Food additives; Genetic engineering of food; Civil and criminal liability for defective products; Inspections; Labeling; and Current issues of concern.

### ***Required Project***

The required project is a total of 6 credits consisting of two 3-credit courses, VM 830 Food Safety Research Methods and VM 815 Applied Project. VM 830 covers the topics necessary for designing the student's project and preparing the final project proposal. Students will then be ready to begin VM 815 upon the completion of VM 830.

Students will be introduced to the Applied Project during their orientation course, VM 810. We recommend that students initiate discussion on potential projects with relevant faculty and the Program Director early in the program. Once an applied project has been identified and approved, the Program Director will appoint a faculty member with similar interests to work as a second project advisor to the student.

## **VM 830 - Food Safety Research Methods**

(3 credit hours)

Fall and Summer Semester

VM 830 is designed to provide students with the knowledge and application of basic research methodology. This will be very useful to students that would like a step-by-step approach to designing, conducting and writing their Applied Project in Food Safety (VM 815).

### Major topics:

Formulating a research problem; Identifying variables and constructing hypotheses; Scientific writing; Library resources and literature review; Study design; Introduction to statistical methods; Data collection, processing and display; Research ethics.

## **VM 815 - Applied Project**

(3 credit hours)

Fall, Spring and Summer Semester

This course provides an in-depth experience where science will be integrated and applied to the resolution of a relevant food safety concern. The project may address a research, theoretical or applied problem.

### The Edward & Mary Mather Outstanding Food Safety Student Award

The Mather Award recognizes students that have excelled in the design and implementation of their applied food safety project, a required component of the Master of Science in Food Safety degree. The food safety applied projects for each calendar year's graduates are reviewed by a panel of faculty judges for originality, quality, and application to a solution for a food safety problem. The awardees receive a plaque and cash award.

This award is made possible through the support of Dr. Ed Mather, founding Director of the Master of Science in Food Safety program, and his wife, Mrs. Mary Mather.

### *Elective Course Options*

Nine credit hours of elective courses are required. Selection of the courses can be made in consultation with the program's academic advisor, Heather Ricks. Examples of appropriate electives are as follows:

#### **VM 813 section 730 - Special Topics in Food Safety**

(1-3 credit hours)

Fall, Spring and Summer Semester

A special study may be initiated by a student. Requires prior approval of the instructor.

#### **VM/PKG 814 - Packaging for Food Safety**

(3 credit hours)

Summer Semester

The course objective is to provide students with an insight into advanced packaging (technical and business) topics with a food safety focus. Real world applications and problem-solving exercises will help students build a framework for being creative and successful in their food safety future.

#### Major topics:

MSU is applying an interdisciplinary approach to the specific packaging role in, and contribution to, food safety. The packaging process and the package itself are usually not part of the problem but often provides an opportunity for innovative solutions.

#### **VM/CJ 821 - Food Protection and Defense**

(3 credit hours)

Fall Semester

This course in Food Protection and Defense is offered jointly by The School of Criminal Justice and the Online Master of Science in Food Safety program at Michigan State University. Protecting and defending our nation's food supply requires an understanding of threat mitigation, emergency management, and critical incident protocol related to food systems. Delivered entirely online in asynchronous format using MSU's established D2L course management system, the course may be taken at your workplace or home institution with no requirements to attend any classes or meetings on campus.

#### Unique focus areas include:

Fundamentals of Homeland Security; Food defense threat and vulnerability assessment; Food defense risk analysis and mitigation; Public-private partnerships for emergency preparedness; Supply chain production and processing defense; Packaging and transportation defense; Evaluating food defense programs; Post-event food defense recovery.

## **VM 824 – Global Food Safety**

(3 credit hours)

Spring Semester

This course will cover the hazards, risks, and control that affect food safety with a specific focus on global developments. Since a very significant proportion of most countries' food supply is imported, it is really no longer possible to discuss food safety only at a national level.

### Major topics:

Global distribution of food commodities; International trade of food commodities; International supply chain management; Private and public food safety standards in a global context; Global governance of food that includes international regulatory and advisory organizations, including a description of WHO and FAO activities; Foodborne disease control in national, regional and contexts; Social and cultural implications for foodborne disease control, including analysis of the US-EU divide; Historical framework of international agricultural development, including analysis of the importance of collaboration of sectors such as Health and Agriculture; Food scarcity; and Food fraud.

## **VM 825 - Quantifying Food Risk**

(3 credit hours)

Spring Semester

The course objective is to provide the student with an awareness of the food protection risks that are a function of issues of food quality, food safety, food fraud, and food defense. The students are introduced to a method of quantifying these risks into one estimate. The estimate is supported by a robust and thorough method of defining the risks using the traditional HACCP concepts.

### Major topics:

Risk assessment of food risks; Harmonizing an assessment across the food protection risks.

## **VM 826 - Creating A Food Safety Culture**

(3 credit hours)

Summer Semester

Brining students, industry executives, and other various food safety leaders together, VM 826 Creating a Food Safety Culture is taught by Frank Yiannas, Vice President of Food Safety & Health, Walmart, USA. All participants spend 2 1/2 days on the MSU campus and MSFS students continue their semester course work online throughout summer semester. Included is the Robert Leader Endowed Lecture, "Tailgate" Dinner at Spartan Stadium, and additional current issue guest lecturers.

## **VM 827 - FSMA & HACCP**

(3 credit hours)

Spring Semester

Students will develop an understanding of US food safety requirements under the Food Safety Modernization Act, and understand the theory, development and application of food safety management systems based on HACCP.

### Major topics:

Food Safety Modernization Act; Food Safety Preventive Controls Regulation; Produce Safety Regulation; Intentional Adulteration, Third Party Audits, Foreign Supplier Verification; International Private Food Safety Standards; Hazard Analysis and Critical Control Points; Food Safety Prerequisite Programs; Conducting a Hazard Analysis; Establishing Critical Control Points and Critical Limits; and Verification and Validation Procedures.

## **VM834 - Current Issues in Food Safety**

(Variable credit hours)

Fall, Spring and Summer Semester

This course is designed to offer a condensed coverage of various topics of interest to food safety students. The topics are organized into a one (1) credit, self-paced format with minimal instructor or peer interaction\* and a maximum flexibility in scheduling and topic selection. Courses are offered within three 5-week sections throughout the semester. Course materials will be sourced from scientific and trade journals, textbooks, federal regulations, and international guidance documents. Assessments will be in the form of quizzes, exams, and written assignments. Once officially enrolled in a section of VM 834, students will receive a required survey to select topics.



Major topics:

Currently the topics offered in various semesters include:

1. Preventive Controls for HUMAN Food\* (with FSPCA certificate)
2. Preventive Controls for ANIMAL Food\* (with FSPCA certificate)
3. Food Allergens
4. GMPs: Sanitary Design/Construction and Pest Control
5. Food Safety Failures
6. Food Waste Recovery (Food Banks)
7. Ingredient Safety
8. Beverage Safety
9. Principles of Microbiological Troubleshooting in the Industrial Food Processing Environment
10. Produce Food Safety
11. Pet Food Safety
12. Meat Safety
13. Dairy Safety

For more detailed information, contact Heather Ricks at [ricksh@msu.edu](mailto:ricksh@msu.edu).

**VM/CJ/PKG 840 - Product Protection**

& Anti-Counterfeit Strategy

(3 credit hours)

Summer Semester

The course objective is to provide students with an insight in the emerging corporate management function of “Product Protection” and of the growing area of anti-counterfeit strategy. The course will initially investigate the overall strategy of the opportunity (crime), looking closer at categorizing the actions (types of counterfeiting, types of counterfeiters, etc.), and the victim (consumers and retailers, including consumer behavior research such as “what role can we expect the consumer to play in authentication”). The food related topics of food fraud, economically motivated adulteration, and intentional adulteration are addressed.

Major topics:

MSU is applying an interdisciplinary approach with the focus areas of Anti-Counterfeit; Diversion; Tamper-Resistance; Theft deterrence; Supply chain security; Criminal justice/ tamper-resistance; Criminal justice/ anti-counterfeit; and other advanced topics and solutions.

***Microbiology Prerequisite***

**VM 337 - Introduction to Foodborne Pathogens**

(3 credit hours)

Fall & Summer Semesters

This 3-credit course does not count toward the 30-credit master’s degree but is available as an extra course for students wanting to brush up on their microbiology knowledge prior to taking the program’s required 800-level course, VM 811 Evolution and Ecology of Foodborne Pathogens.

Additionally, applicants who do not meet the microbiology prerequisite, or those whose microbiology background is out of date or inadequate, can move forward with application to the program. If accepted, they will be granted provisional admission based on successful completion of VM 337 before the end of their second or third semester. The total credits to degree for students taking this course will be 33, rather than 30.

## Related Programs

Many degree and certificate programs can be combined with the MS in Food Safety degree, resulting in shared credits. Some of these programs are as follows:

### *Courses in Food Law*

Visit <http://www.iflr.msu.edu> and <https://globalfood.law.msu.edu/> for information.

### *Courses in Criminal Justice: Homeland Security*

Certificate Series

Visit <http://cj.msu.edu/graduate-online/> for information.

### *Courses in Public Health*

Visit <http://publichealth.msu.edu/> for information.

### *Courses in Packaging*

Visit [https://www.canr.msu.edu/packaging/graduate-degrees/m.s.\\_degree\\_program\\_online](https://www.canr.msu.edu/packaging/graduate-degrees/m.s._degree_program_online) for information.

Other graduate level courses may be substituted with prior approval by the Program Director.

For more details, contact academic advisor, Heather Ricks at [ricksh@msu.edu](mailto:ricksh@msu.edu).

## COURSES AT A GLANCE

### Master of Science in Food Safety

COURSE REQUIREMENTS		Core or Elective	# Credits	Semester Offered		
				Fall	Spring	Summer
<b>ALL OF THE FOLLOWING (21 credits):</b>						
<b>VM 810</b>	<i>Introduction to Food Safety</i>	Core	3	FALL	SPRING	SUMMER
<b>VM 811</b>	<i>Evolution &amp; Ecology of Foodborne Pathogens</i>	Core	3	FALL	SPRING	SUMMER
<b>VM 812</b>	<i>Food Safety Toxicology</i>	Core	3	FALL	SPRING	
<b>VM 831</b>	<i>Foodborne Disease Epidemiology</i>	Core	3	FALL		SUMMER
<b>VM 830</b>	<i>Food Safety Research Methods</i>	Core	3	FALL		SUMMER
<b>VM 815</b>	<i>Applied Project</i>	Core	3	FALL	SPRING	SUMMER
<b>FSC 810</b> or <b>FSC 811</b>	<i>Int'l Food Laws &amp; Regulations</i> <i>U.S. Food Laws &amp; Regulations</i>	Core	3	FALL	SPRING	
<b>ANY 9 CREDITS OF THE FOLLOWING ELECTIVES*</b>						
<b>VM 814</b>	<i>Packaging for Food Safety</i>	Elective	3			SUMMER
<b>VM 821</b>	<i>Food Protection &amp; Defense</i>	Elective	3	FALL		
<b>VM 824</b>	<i>Global Food Safety</i>	Elective	3		SPRING	
<b>VM 825</b>	<i>Quantifying Food Risk</i>	Elective	3		SPRING	
<b>VM 826</b>	<i>Creating a Food Safety Culture</i>	Elective	3			SUMMER
<b>VM 827</b>	<i>FSMA/HACCP</i>	Elective	3		SPRING	
<b>VM 834</b>	<i>Current Issues in Food Safety</i>	Elective	variable	FALL	SPRING	SUMMER
<b>VM 840</b>	<i>Product Protection/ Anti-Counterfeit Strategy</i>	Elective	3			SUMMER
<b>*Note: Other graduate level courses may be substituted with prior approval by the Program Director.</b>						
<b>SUPPLEMENTAL COURSES</b>						
<b>VM 337</b>	<i>Intro to Foodborne Pathogens</i> (Designed for students needing additional microbiology. Does not count toward the degree.)	Prereq	3	FALL		SUMMER

## ACADEMIC ADVISING

Upon admission to the MS in Food Safety Program, the program's Academic Advisor will contact each student to discuss academic issues. Students will develop a program plan in their first course, VM 810. Successful completion of the program requires early and continued advice and guidance by an academic advisor and students are encouraged to utilize this resource. The goal of the program is to ensure that the relationship between the graduate student and the academic advisor will be conducive to a successful academic experience and innovative education.

## ACADEMIC POLICIES

For complete details on MSU policies relative to Graduate Education, visit the [Academic Programs Catalog](#).

### Academic Integrity

Students should familiarized themselves with MSU Policies, Regulations and Ordinances Regarding Academic Honesty and Integrity which are found on the [Ombudperson website](#).

### Academic Performance

Graduate students have a right to a periodic evaluation of their academic progress, performance, and professional potential. Each year the graduate student and their academic advisor will complete an Annual Academic Review & Planning Form for a Plan B Masters Student. This form will become a part of the graduate student's academic record. The form will be sent to the student via email in the early part of the Spring Semester.

Graduate students in the MS in Food Safety Program must be making "acceptable academic progress" towards a degree. Acceptable progress is considered maintaining a grade point average of 3.0 or higher.

The student will be given a written warning when academic performance or progress is judged to be unsatisfactory. Student can be placed on academic probation for any grade below a 3.0.

Students receiving more than two grades below a 3.0 can be dismissed from the MS in Food Safety Program.

According to the Academic Programs policies, academic dismissal does not imply future readmission, nor does it mean that the person is forever barred from enrollment at Michigan State University. After a period of at least two years, a student dismissed for academic reasons may apply for readmission to the MS in Food Safety degree program. The applicant must be prepared to submit evidence of growth in maturity and responsibility indicative of capacity to perform graduate-level work. Declarations of good intentions are not sufficient. Each application will be considered on its merits. If the student has attended another institution while on dismissal, he or she must submit an official transcript to be considered for readmission.

If a student is academically recessed or dismissed, courses in subsequent semesters are dropped without grades and fees are subject to refund according to the refund policy.

## FERPA: Student Rights Under the Family Educational Rights and Privacy Act

<https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>

### Grades

The principles of truth and honesty are recognized as fundamental to a community of scholars. The university expects both instructors and students to honor these principles and, in so doing, to protect the validity of university education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work.

To read MSU's complete Integrity of Scholarship of Grades policy, approved by the Academic Council and Academic Senate, please visit the following web address: <https://ombud.msu.edu/resources-self-help/academic-integrity>

### *Grading System at MSU*

Michigan State University employs three systems of grading: a numerical system, a supplemental credit-no credit system, and a limited pass-no grade system. For MSU's complete policies on the grading system, please visit the Academic Programs Catalog from the Registrar's web page under General Procedures and Regulations at: <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s521>

### *Cumulative Grade Point Average*

The minimum cumulative grade-point average required for graduation is a 3.00 for graduate students.

### *Correction of Grades*

Once recorded in the Office of the Registrar, a student's grade may not be changed unless the first grade was in error. An Administrative Action must be submitted certifying the reasons why the first grade is in error. The request must be approved by the instructor, the chairperson of the department or school offering the course, the associate dean of the college in which the course is offered, and the student's associate dean. The time limit for the correction of grades is 30 days after the opening of the new semester.

The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

### *Postponing a Grade*

When special or unusual circumstances occur, the instructor may postpone assignment of the student's final grade in a course by use of an I-Incomplete, a DF-Deferred, or an ET-Extension marker. Our program uses the ET grade.

#### ET - Extension

Given to undergraduate, graduate, and graduate-professional students only in courses specifically approved by the University Committee on Curriculum. Courses that involve field experience or thesis work and courses in which work normally extends beyond one semester are the types of courses normally considered.

Approval requires that a student has successfully completed 80% (approximately 12 weeks) of the course. Additionally, specification of the time period within which work must be completed must be determined by the faculty and work must be completed with two semesters (unless the course is offered once a year).

Students with an outstanding ET will not be allowed to enroll in future courses until the ET is resolved. Once a student has been granted two (or more) ETs during the pursuit of the MS degree, they will be placed on Academic Probation. Any further ETs will need to be approved by the Program Director.

A final grade must be reported upon completion of the final course in the sequence or in the time approved for the completion of the work. If a final grade is not reported in these periods, the ET will be changed to ET/0.0.

### *Repeating a Course*

A graduate student who receives a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received. The number of credits that a graduate student may repeat is determined by the student's academic advisor or guidance committee, in accordance with unit policies.

Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of grade-point averages. All entries remain a part of the student's permanent academic record.

### *Graduate Student Rights and Responsibilities*

It is the responsibility of each graduate student to be familiar with the graduate student's rights and responsibilities as outlined in this document which can be downloaded from this site: <http://grad.msu.edu/gsrr/>. Students should also review

policies outlined in SPARTAN LIFE – Student Handbook and Resources Guide which is accessible at:  
<http://studentaffairs.msu.edu/index.html>

## Integrity and Safety in Research and Creative Activities

Integrity in research and creative activities are based on basic values such as, fairness, equity, honesty and respect. Students learn to value integrity and ethical behavior by interacting with faculty and following exemplary behavior. The MS in Food Safety Program students are expected to follow the rules of the University pertaining to academic integrity. Students will be dismissed from the program for taking part in any unethical activity e.g., research misconduct, dishonesty with respect to grades or academic records and scholarship, and violations of professional standards.

## Non-Attendance Policy

To comply with federal regulations governing financial aid and Veterans education benefits, we are required to report students who stop attending or who have never attended class. Attendance is defined as physical attendance or participation in an academically-related activity such as submission of an assignment, an examination, participation in a study group or an online discussion, etc. Non-attendance includes not completing any assigned activities or not logging into the course on a regular basis. Instructors are not required to take attendance each day in order to determine non-attendance.

If a student does not log into the course in the first two weeks or if a student stops attending at any point in the course (for at least a one-week period), the instructor can drop the student without notice. For more general information, see the Academic Programs Catalog at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s494>.

## Requirements for a Joint Master's Degree and Medical Degree

A student who is enrolled in a graduate–professional program in Michigan State University's College of Human, Osteopathic, or Veterinary Medicine, and who is also enrolled in a master's degree program at Michigan State University may request the application of up to 9 credits, appropriate to both programs, from the graduate–professional program to the master's degree program, as well. These credits must have been earned within the time limit for completing the master's degree program in which the student is enrolled. For more details, contact academic advisor, Heather Ricks at [ricksh@msu.edu](mailto:ricksh@msu.edu).

## Student Files

The MSU Graduate Office maintains an official file of each student. A student can request access to these files to review and check information for completion and correctness. Request to access files should be made in writing. Reasonable efforts will be made to correct any errors should the student find them upon review. Students may not receive copies of materials within their MSU file.

## Transferring Credits

As many as 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30 credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The department or school chairperson or director and dean must grant approval. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer.

Students in any master's program may apply a maximum of 9 credits earned through any combination of courses taken through lifelong education, graduate certification, or in transfer from another institution. Each program may determine if courses are appropriate for the master's program and may allow fewer than 9 credits to be applied to the specific master's program (ref: <http://www.reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s383>).

## Withdrawal from the University

### *Withdrawal prior to the middle of the term of instruction*

A withdrawal from the university occurs when students drop all their courses within a semester. Students may drop all their courses through the middle of the term of instruction using the online enrollment system or in person at the Office of the Registrar, 150 Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

Graduate students should consult with their advisor, major professor, or graduate program director; this is especially important if appointed as a graduate assistant. A graduate student appointed as graduate assistant forfeits his/her assistantship upon withdrawal from the university and must notify the Graduate School in writing of the withdrawal.

Fees are subject to refund according to the refund policy: <http://www.ctlr.msu.edu/costudentaccounts/>

### *Withdrawal after the middle of the term of instruction*

A student may drop a course or withdraw after the middle of the term of instruction only to correct errors in the enrollment or because of events of catastrophic impact, such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student's academic record.

Graduate Students: To initiate a late drop or withdrawal, students must obtain approval from their advisor or major professor and their graduate program director. Graduate students should consult with their advisor, major professor, or graduate program director.

There is no formal procedure for withdrawal at the end of a semester.

### *Unauthorized withdrawal*

Students who leave the university during a semester or summer session without officially dropping their courses will be reported as having failed those courses and will forfeit any fees or deposits paid to the university. The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, or for interim or final suspension for disciplinary reasons, but must be initiated by the student. Fees are subject to refund according to the refund policy.

### *Involuntary withdrawal*

Students who are called into the armed forces during the semester should submit a copy of their orders to the Office of the Registrar for appropriate action.

### *Readmission*

Any continuing student whose enrollment at this university is interrupted for any reason so that he or she has not been enrolled for three consecutive semesters, including the summer sessions, should submit a readmission to the Office of the Registrar at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s331>.

## UNIVERSITY POLICIES

### Academic Programs

Academic Programs (<https://reg.msu.edu/AcademicPrograms/>) is the listing of academic programs, policies and related information. Course Descriptions (<https://reg.msu.edu/Courses/Search.aspx>) is the course listing. Together, they comprise the Michigan State University catalog.

Michigan State University's policies on Graduate Education can be reviewed at:  
<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>

## Anti-Discrimination Policy (ADP)

The Office for Inclusion and Intercultural Initiatives leads and supports efforts to advance a diverse and inclusive campus community, consistent with MSU's core values.

<http://www.inclusion.msu.edu/>

## Authorship Guidelines

General guideline surrounding authorship for public distribution:

<https://vprgs.msu.edu/michigan-state-university-guidelines-authorship>

## Communication

An official MSU e-mail address is issued to each student at the time he or she is admitted to MSU. This is the only e-mail address that the university will use for sending official communications to students.

<https://itservices.msu.edu/guidelines-policies/student-email-communications-notice.html>

## Consensual Amorous or Sexual Relationships with Students

Michigan State University's mission includes "providing outstanding undergraduate, graduate, and professional education to promising, qualified students in order to prepare them to contribute fully to society as globally engaged citizen leaders." The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects.

[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/consensual\\_relationship\\_students.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/consensual_relationship_students.html)

## Copyright

### *Copyright Complaint Processing*

Responding to DCMA Complaints: <https://itservicedesk.msu.edu/CAisd/pdmweb.exe>

### *Copyright Guidelines and Resources*

<https://lib.msu.edu/copyright/guidelines/>

### *Copyright Infringement and Peer-to-Peer File Sharing Policies and Sanctions*

The following links provide information about MSU policies and sanctions related to copyright infringement and unauthorized peer-to-peer file sharing, including disciplinary action taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using MSU information technology systems. The information also includes a notice that informs students that unauthorized distribution of copyrighted material may subject the students to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws is also provided.

### *Copyright Permissions Center*

MSU Libraries statement on using Copyrighted materials.

<https://copyright.lib.msu.edu/>



## *DMCA (Digital Millennium Copyright Act) Procedures*

When MSU receives a complaint that someone is in violation of the DMCA, generally by sharing files on a computer that is connected to the MSU network, MSU is required by federal law to contact the individual and ensure that all activity has been stopped.

<https://tech.msu.edu/about/guidelines-policies/procedures-copyright-infringement/>

## *Notice of Written Plan for Copyright Provisions of the Higher Education Opportunity Act of 2008*

Michigan State University's [Procedures for Addressing Instances of Possible Copyright Infringement on Michigan State University's \(MSU\) Computing Resources and Network](#) forbid the unlawful copying or distribution of copyrighted works in any form.

This document is the "written plan" required of the University under the copyright-related regulations associated with the Higher Education Opportunity Act of 2008.

<https://tech.msu.edu/about/guidelines-policies/heoa-procedures/>

## Family Educational Rights and Privacy Act (FERPA)

Michigan State University ("the University") maintains student education records and is responsible for their access to and release in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g ("FERPA"). It is the policy of the University to comply with FERPA.

Michigan State University guidelines have been created and are available at:

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s541>. These guidelines comply with standards established in FERPA. The guidelines govern the procedures for maintenance and access to student education records held by the University. The guidelines have a two-fold purpose:

1. To protect a student's right to privacy of information in the University's possession concerning the student; and
2. To provide guidance on release or disclosure of student information required by law and as necessary for the effective functioning of the campus community.

## General Student Regulations

<http://splife.studentlife.msu.edu/regulations/general-student-regulations>

Note: The university has clarified and expanded the jurisdiction of General Student Regulations regarding off-campus student conduct. These regulations make it clear that if students violate certain university regulations stated in the General Student Regulations 2.0, they may be held accountable through our conduct system, regardless of where the activity occurs. This includes relationship violence and sexual assault.

These conduct policies include:

- General Student Regulations, in particular, 2.0 Protection of Individuals (<http://splife.studentlife.msu.edu/regulations/general-student-regulations>). Only members of the MSU community may file complaints related to this policy via: <http://splife.studentlife.msu.edu/information-and-services/academic-affairs/complaints-and-grievances>
- University Policy on Relationship Violence and Sexual Misconduct (<https://oie.msu.edu/policies/rvsm.html>). Individuals may file complaints related to this policy via: <https://oie.msu.edu/>.

The policy changes were developed in 2017 and went into effect on January 1, 2018.

## Human Research Protection Program

<http://hrpp.msu.edu/>

## Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson

129 N. Kedzie Hall

(517) 353-8830

[ombud@msu.edu](mailto:ombud@msu.edu)

<https://ombud.msu.edu>

## Responsible Conduct of Research

Students should be logging into the ABILITY information management system at <http://ora.msu.edu/train/> to complete their on-line RCR training. This is the system that must be used for proper documentation of training. This system has replaced SABA effective December 2018.

<http://grad.msu.edu/researchintegrity/>

The Office of Environmental Health and Safety Guidelines pertaining to laboratory safety and security including issues of handling plants and organisms: <http://www.ehs.msu.edu>.

## Student Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. Please visit the following web page to review information disclosed to you as a student at Michigan State University (MSU) in compliance with federal law.

<https://reg.msu.edu/ROInfo/HEOAnotices.aspx>.

## Technology Guidelines & Procedures

### *Acceptable Use Policy & Resources*

The Acceptable Use Policy lays the foundation for acceptable use of the MSU information technology environment, including business systems and applications, computing services, MSU networks, databases, and other technology resources. These resources also lay out technology usage expectations and responsibilities for the MSU community.

<https://tech.msu.edu/about/guidelines-policies/#aup>

### *Cloud Computing Policy*

Appropriate use of online software tools such as Google Apps, Gmail, and Microsoft Live Office by the Michigan State University Community.

This document is a guide for making informed, well-considered choices about appropriate use of cloud services. It includes information about the Google Apps for Education Edition at MSU, explanations and examples of current concepts

of cloud services and applications, as well as risk factors all faculty, staff and students should review before using any cloud service.

<https://tech.msu.edu/about/guidelines-policies/#cloud>

### *Guidelines and Procedures*

Standards for the use of technology resources, systems & data: <https://tech.msu.edu/about/guidelines-policies/>

### *Institutional Data Policy*

Michigan State University needs to protect the security and integrity of its Institutional Data without hindering the effective and efficient use of those Data. To achieve this objective, the best efforts of every member of the University community are required. The purpose of this Policy is to establish minimum requirements for the appropriate stewardship of Institutional Data.

This Policy applies to all members of the University community – faculty, staff, and students.

<https://tech.msu.edu/about/guidelines-policies/#data>

### *Web Publishing and Accessibility Guidelines*

This website provides a central place for web accessibility [guidelines](#), [tutorials](#), and [services](#) available to the MSU community.

<https://webaccess.msu.edu/>

## Title IX

MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. For details, visit <http://www.titleix.msu.edu/>

### *University Policy on Relationship Violence & Sexual Misconduct*

The Sexual Harassment Policy was issued by the Office of the President on September 1, 1992 and revised in May 1999, January 2011, and June 2011. The Office of the President issued this expanded Relationship Violence & Sexual Misconduct Policy on January 1, 2015. The Policy was revised on September 8, 2015, August 31, 2016, August 30, 2017, and August 24, 2021

<https://civilrights.msu.edu/policies/relationship-violence-and-sexual-misconduct-and-title-ix-policy.html>

## STUDENT CONDUCT AND CONFLICT RESOLUTION

It is possible that even with the best of intentions; conflict arises between students and program faculty.

The following steps are recommended for resolution of such conflicts:

Students should always try to resolve a conflict with the instructor prior to taking any formal action.

If the student is not satisfied, he/she should contact the Director of the Online MS in Food Safety Program, Dr. Patty Weber, either by phone: (517) 884-2067 or E-mail, [weberp@msu.edu](mailto:weberp@msu.edu).

The Michigan State University Student Rights and Responsibilities (SRR) and the Graduate Student Rights and Responsibilities (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the

GSRR, the Online Master of Science in Food Safety Program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints.

You will find the Online Master of Science in Food Safety program's [Graduate Student Academic Hearing Procedures](#) on our website at the bottom of the "Navigating your Degree" page: <https://foodsafety.msu.edu/masters-program/navigate-your-degree>

If the student is still not satisfied, the Office of the Ombudsman can be contacted either at (517) 353-8830 or at <http://ombud.msu.edu>.

## FACULTY AND STAFF

### Director

#### **Patty D. Weber, MS, PhD**

Director

[weberp@msu.edu](mailto:weberp@msu.edu)

Ph: (517) 884-2081

Dr. Patty Weber received her BS, MS and PhD degrees in Animal Science from Michigan State University (MSU). After earning her PhD, Dr. Weber completed a post-doctoral fellowship in Reproductive Endocrinology. Next, she joined the MSU Animal Science Department as a research scientist with subsequent promotion to assistant professor. In 2010 Dr. Weber moved across campus to the College of Veterinary Medicine where she currently resides as an assistant professor in the Department of Large Animal Clinical Sciences. She is passionate about both teaching and research and because of her dedication numerous undergraduate and graduate students have benefited from Dr. Weber's guidance as a research project mentor or a graduate committee member. In addition to her research and mentoring credentials, Dr. Weber is well-versed at writing in the scientific disciplines with several co-authored publications in well-respected peer-reviewed journals.

### Program Team

#### **Haomin (Heidi) Chen, MA**

Academic Technology Coordinator

[chenhaom@msu.edu](mailto:chenhaom@msu.edu)

Ph: 517-884-2082

Heidi's specialties are in instructional design and instructional technologies. She works with the faculty to develop and improve online and blended courses. The goal is to establish an exciting and effective teaching and learning environment. Heidi received a Master of Art degree in Digital Media Art and Technology from Michigan State University. Before joining the Online MS in Food Safety program, Heidi was a producer for 4 years at Virtual University Design and Technology at MSU. Before coming to the US, Heidi worked in the largest national TV station in China.

#### **Ben Curtis**

Recording Production Technician

[curtisb4@msu.edu](mailto:curtisb4@msu.edu)

Ben lives in a world of bitrates and waveforms, both meaningless words to those who only watch video or listen to audio. In his mind, one does not simply enjoy media, one must analyze and adjust it. As a content creator and consumer, Ben offers his knowledge of technology and media to be able to help the ever-changing needs of a program that adapts as science and regulations are updated.

Ben previously worked in the College of Education at MSU, where he provided a multitude of services to the Office of K-12 Outreach. While there, he created videos and managed hardware for the sole purpose of helping students learn.

**Esther Haviland, MA**

Communications & Marketing Manager

[estherh@msu.edu](mailto:estherh@msu.edu)

Ph: (517) 884-2078

Esther assists in the communications strategies for the MSFS program. Before joining the MSFS team, Esther worked with two Michigan commodity groups: five years as the Communications Coordinator with the Michigan Potato Industry Commission and six years working as the Marketing Coordinator with the Michigan Apple Committee. Esther graduated from Michigan State University with two degrees, a Bachelor of Arts degree in Advertising, with a specialization in Public Relations and a Master of Arts degree in Strategic Communications.

**Rebecca Heim**

Office Assistant, III

[meadrebe@msu.edu](mailto:meadrebe@msu.edu)

Ph: (517) 884-7817

Becky provides support for the office in many ways from ordering supplies, helping with on-campus events, managing finances, completing travel reimbursement requests and helping with marketing events just to name a few duties. Becky's previous position was at the College of Education where she worked for 15 years, mainly managing state and federal grant accounts. Becky graduated from Michigan State University with a bachelor's in animal science. She lives with her husband, daughter and son in the Albion, MI area where they own a farm that raises grass-fed beef, pastured pork and poultry.

**Dewey Longuski, MS**

Academic Specialist - Teaching

[longuski@msu.edu](mailto:longuski@msu.edu)

Ph: (517) 884-2083

Prior to joining the MSU Online Master of Science in Food Safety program, Dewey worked for 26 years as a research assistant in the Department of Animal Science at MSU where he assisted graduate students with their research projects related to dairy cattle nutrition. Both of Dewey's degrees are from Michigan State University. In 1987 Dewey earned his Bachelor of Science in Animal Science and in 2003 he received his Master of Science while working full time, also in Animal Science, with world-renowned dairy nutritionist Dr. Michael Allen.

**Bonnye Mason-Williams, MS**

Academic Specialist - Teaching

[masonbon@msu.edu](mailto:masonbon@msu.edu)

Ph: (810) 338-0424

Bonnye Mason-Williams is a graduate of the MSU MS in Food Safety Program (2010). She holds certifications as a Registered Sanitarian from the National Environmental Health Association and the State of Michigan; QAI Organic Food Auditor and FDA Seafood HACCP certification. She has been previously employed by Spartan Retail Stores as a Food Safety Trainer/Auditor; in a regulatory capacity as a Food Safety Inspector for the Lapeer County Health Department in Michigan; and as a Product Certification/ Food Safety Specialist/Auditor for NSF International.

**Jennifer Miller, MA**

Admissions Coordinator

Academic Advisor

[jmiller@msu.edu](mailto:jmiller@msu.edu)

Ph: (517) 884-2083

Jennifer acts as the first line of communication for the Online MS in Food Safety program. Her primary responsibilities are responding to inquiries from potential students and coordinating the application process from first contact to University admission. Jennifer also manages the program's student database and acts as an advisor to approximately 25% of the admitted students. Jennifer graduated in May 2018 with her BA in Interdisciplinary Studies - Human Capital and Society with an organizational leadership minor. She earned her Master of Arts from MSU in the Higher Adult Lifelong Education program with a graduate certificate in both Online Teaching and Learning and Teaching in Postsecondary Education. She was the CANR employee of the month in January 2019. Jennifer has been an employee of Michigan State University since 2013, and with the Food Safety program since February 2019.

**Megan Patrick, MS**

Academic Specialist - Curriculum Development

[patric90@msu.edu](mailto:patric90@msu.edu)

Megan Patrick is an accomplished graphic designer and information specialist. She has experience working with content experts to transition face-to-face learning experiences to an online format, as well as, extensive training and experience in graphic design. Previously, Ms. Patrick was the Graphic Designer/Information Specialist for the Office of K-12 Outreach in the College of Education at Michigan State University. In that role, she produced audio, video, graphics, and printed program materials for various educational professionals. She holds a B.A. in Visual Communications from Lake Forest College and a M.A. in Educational Technology from Michigan State University.

**Heather Ricks, MS**

Assistant Director

Academic Specialist - Advising

[ricksh@msu.edu](mailto:ricksh@msu.edu)

Ph: (517) 884-2079

Heather Ricks, MS, comes from the University of California at Santa Cruz where she was employed as the Assistant to a Provost and a College Administrative Officer. Previous to that position she spent a Semester at Sea with the Institute for Shipboard Education at the University of Virginia and taught high school science. Heather received her Master of Science in International Agricultural Development from the University of California at Davis and her Bachelor of Arts in African Art History from the University of California at Santa Cruz.

**John Tilden, DVM, MPH**

Government Relations Liaison

[tilden@msu.edu](mailto:tilden@msu.edu)

John joined the online Master's Program in May 2017 and currently is assisting with VM 810. John is a veterinarian who graduated from MSU and worked in a dairy herd health practice for two years before obtaining a Master's in Public Health from Johns Hopkins University, and then serving as an Epidemic Intelligence Service (EIS) Officer with the CDC. He has over 30 years of experience working with local, state, and federal agencies in the areas of animal health, food safety, epidemiology, and public health.

**Program Founder****Edward C. Mather DVM, Ph.D.**

After a market research study conducted in 2000 indicated a need for a degree program in food safety, Edward C. Mather, DVM, Ph.D., founded the Online Master of Science in Food Safety at Michigan State University. Since 2002, the program would cover all aspects of the food system, from production to consumption. The innovative online, non-traditional program was developed to include a core curriculum and leadership training, with elective courses providing flexibility in specific areas of student interest and public health needs.

Dr. Mather was born on April 7th, 1937 in Iowa City, Iowa. Ed spent his early childhood on a farm near West Branch, Iowa. He received a degree in Veterinary Medicine from Iowa State University in 1960 and expanded a veterinary practice in Fennimore, Wisconsin until 1968. At that time, he joined the faculty at the University of Missouri at Columbia, obtaining a Ph.D. in Reproductive Physiology. He remained on the faculty as an Assistant Professor and became board certified in the American College of Theriogenology. In 1974 he was appointed Director of the Division of Theriogenology at the University of Minnesota where he was promoted to Professor. Dr. Mather came to the College of Veterinary Medicine at MSU in 1978 as chair of the Department of Large Animal Clinical Sciences. After serving for 14 years he then joined the CVM Dean's office as Associate Dean for Research and Graduate Studies as well as Coordinator of International Programs for the College. He retired from MSU in 2008 as Professor Emeritus. He served on the national board of the Agency for International Development, the United States Department of Agriculture and the United States Department of Homeland Security and was a member of the Michigan Veterinary Medical Association. Dr. Mather passed away on January 27, 2010 at the age of 72.

## Former Directors

### **Julie Funk, MS, DVM, PhD**

Joining the Online Master of Science program in 2006, Julie Funk, MS, DVM, PhD, lead and expanded the program until 2014, when she was promoted by the College of Veterinary Medicine to the position of Associate Dean for Professional Academic Programs and Student Affairs.

As director, she increased the annual student acceptance by more than 400 percent and improved the student experience through curricular development and increased advising resources. Under her leadership, the MS program was recognized as the leading food safety degree program in the country by food industry leaders, prospective and current students, alumni, and in a third-party market research report.

Funk earned her DVM degree from the MSU College of Veterinary Medicine, and completed a residency in Population Medicine and a Master's Degree in Veterinary Clinical Sciences from the University of Illinois, Urbana-Champaign College of Veterinary Medicine. She earned a PhD in Comparative Biomedical Sciences from the North Carolina State University College of Veterinary Medicine.

In her new role, she provides leadership to all academic and clinical veterinary programs, which include faculty, admissions and student affairs, curriculum and program coordination, and resource development and allocation.

### **Melinda Wilkins, DVM, MPH, PhD**

Dr. Melinda Wilkins directed the Online Food Safety program between late 2014 and the spring of 2018, at which time she was promoted to associate professor for One Health, Public Health and Global Health Education in the College of Veterinary Medicine. Additionally, she was selected to serve as Interim Chair for the College's Department of Large Animal Clinical Sciences in late 2018.

As director of the Online Food Safety program, Dr. Wilkins expanded the Master's curriculum through a series of one-credit courses based on current food safety topics, thus adding flexibility and applicability to elective choices for degree students. She increased staffing to enhance teaching, communication and technology resources, and led the development of a non-credit continuing education option which evolved the program into its current 3 segment model under the umbrella of Online Food Safety: The Online Master of Science in Food Safety (MSFS), the Online Continuing Education in Food Safety (OCEFS), and Executive Education (CFSC).

Melinda is a homegrown Spartan, receiving her BS and DVM from MSU and later her PhD in Large Animal Clinical Sciences with a focus in Epidemiology. She left Michigan to begin her career with the USDA, Veterinary Services, as a Veterinary Medical Officer then Area Epidemiology Officer in Illinois. She also received her MPH from the University of Illinois – Springfield, then went on to complete the CDC's Epidemic Intelligence Service training program in applied epidemiology (EIS '99). Prior to coming to MSU, Dr. Wilkins served as the Division Director for seven of the twelve years she was employed by the Michigan Department of Community Health, Bureau of Epidemiology, Division of Communicable Disease.

## Course Faculty/Content Contributors

Visit our website at <http://foodsafety.msu.edu> for photos and full biographies!

### **Comlanvi Sitou Akibode, MS**

Founder & CEO,  
Global Expertise International  
VM 824 Global Food Safety

### **Joanne Allen, MS**

Food Safety Expert/Consultant  
J I Allen & Associates  
VM 810 Introduction to Food Safety

### **David Arias, MS**

Director of QA & Food Safety,  
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PepsiCo  
VM 821 Food Protection and Defense

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VM 811 Foodborne Pathogens

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FSC 811 U.S. Food Laws and Regulations  
FSC 816 Codex Alimentarius  
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VM 810 Introduction to Food Safety

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VM 812 Food Safety Toxicology  
VM 834 Current Issues in Food Safety

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Neumann Risk Services  
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VM 834 – Current Issues in Food Safety

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VM 810 Introduction to Food Safety  
VM 821 Food Protection & Defense

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VM 824 Global Food Safety

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VM 825 Quantifying Food Risk

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VM 834 – Current Issues in Food Safety - Preventative Controls

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VM 834 Current Issues in Food Safety

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VM 810 Introduction to Food Safety

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VM 824 – Global Food Safety

**Brit Weber, MS**

Consultant  
BR Weber & Associates  
VM 840 Product Protection/Anticounterfeit Strategy

**Patty Sue D. Weber, MS, PhD**

Teaching Faculty, Online Master of Science in Food Safety Assistant Professor,  
Large Animal Clinical Sciences, College of Veterinary Medicine  
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VM 830 Research Methods in Food Safety

**Frank Yiannas, MPH**

Vice President, Food Safety & Health

Walmart USA;

Adjunct Professor, Online Master of Science in Food Safety Program

Michigan State University

VM 826 Creating a Food Safety Culture

**Vincent B. Young, MD/PhD**

Associate Professor, Internal Medicine, Microbiology and Immunology,

University of Michigan

VM 811 Foodborne Pathogens

# NEW STUDENT ENROLLMENT - STEP BY STEP PROCEDURES

Below, please find instructions for setting up your MSU accounts and enrollment.

## PRE-ENROLLMENT

1. Before you can enroll in classes you must first receive your Admissions letter from Michigan State University. This letter will contain your Personal Identification Number (PID) and Personal Access Number (PAN), which allow you access to MSU resources.
2. Your next step is to activate your MSU NetID. Please go to the following web address and follow the directions: <https://netid.msu.edu/>.
3. All MSU students receive an E-mail account. This account is used for all correspondence pertaining to University business and the MS program. Go to <https://spartanmail.msu.edu/> if you prefer to receive your MSU E-mail through another account, set up forwarding options by clicking on settings.
4. Once your MSU E-mail account is activated, use it to send a test email to your academic advisor.
5. To view all semester deadlines, including course start and end dates, enrollment deadlines, tuition bill availability, graduation application deadlines, etc., access the MSU Academic Calendar from StuInfo, the MSU Home Page (<https://msu.edu/>), or visit <https://reg.msu.edu/ROInfo/Calendar/academic.aspx>. Choose the appropriate academic year and semester:

## ENROLLMENT

You must have been assigned a valid enrollment appointment by the Office of the Registrar before proceeding. For your first semester, this will be done once your admissions paperwork has been fully processed. For subsequent semesters, check your StuInfo portal for future appointment dates. Generally, Summer enrollment opens in March and Fall/Spring opens in April.

### *First Semester:*

All Master's students must take VM 810 Introduction to Food Safety Management as their first class. During this course, your academic advisor will assist you in putting a course schedule together.

1. After you have set up your MSU accounts, you should be able to log into [Student Information Systems](#) and enroll in VM 810
2. Log into the learning platform called [Desire2Learn \(D2L\)](#) to access your course(s) - your course won't be visible until it is opened by the instructor (usually the first day of the semester)

### *Subsequent Semesters:*

1. Review course options from the program's website at <https://foodsafety.msu.edu/masters-program/curriculum>
2. If a course you need is full, contact Heather Ricks ([ricksh@msu.edu](mailto:ricksh@msu.edu)) or Jennifer Miller ([jmiller@msu.edu](mailto:jmiller@msu.edu)). They can add your name to a wait list or submit a course permission if appropriate.

## POST-ENROLLMENT

1. A link to the Billing and Fee Schedule can be found under the Financial tab at the top of your StuInfo portal. Please visit <https://finaid.msu.edu/bills.asp> for complete instructions on tuition payments. Once a bill has posted you can view and pay your tuition here: <https://student.msu.edu/>
2. MSU's Learning Management System (LMS) is Desire2Learn (D2L). Use your MSU NetID and password to login to the D2L homepage at: <https://d2l.msu.edu/d2l/loginh/>. Your course should appear under "My Courses" on the first day of class. Reading requirements will be listed in the instructor's syllabus. You are encouraged to create a student profile by accessing the "ePortfolio" page and clicking on the "My Profile" link. Please be sure to add a

photograph.

PLEASE NOTE: D2L has a communication tool that connects you to other students in your courses through Email. Note that this is separate from your MSU E-mail account. You will not receive University-wide or program-wide communications through the LMS emails.

3. Lastly, familiarize yourself with the MSU Webpage (<https://msu.edu/>) for commonly used student tools and resources. Locate the subheading “Students” and click on it. Here is quick access to the Academic Calendar (list of all dates and deadlines outlined by semester), Register for Classes (schedule of courses and enrollment instructions), the MSU Library Catalog, MSU E-mail, StuInfo (financial info/payments, enrollment, grades, address updates, etc.), Desire2Learn (course delivery systems), Financial Aid, Commencement, and Technology Resources, etc.

The Graduate Student Handbook is available in PDF format from the program website, under “What Other Information Is Useful To Me”, at <http://foodsafety.msu.edu/current-students>. Please refer to this document for program content, procedures and MSU policies.

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. You can find this information on the Student Consumer Information page from the Office of the Registrar’s website at <https://reg.msu.edu/ROInfo/HEOAnotices.aspx>.

## NEED HELP?

If you have any technical difficulties, please contact one of the following Help services. These offices are staffed with people trained to resolve problems relating to your online Distance Learning tools.

### For more information

#### ❖ *Library Distance Learning Services*

<http://www.lib.msu.edu/dls/>

24/7 Support

1-800-500-1554\*

1-517-355-2345

[reachout@msu.edu](mailto:reachout@msu.edu)

\*Toll-free service is available throughout North America, including Canada, Mexico, Alaska and Hawaii.

#### ❖ *ATS Help Desk*

<https://tech.msu.edu/support/>

(517) 432-6200

toll free (844) 678-6200

24 hours/7 days a week except on university holidays

#### ❖ *D2L Help Site*

<http://help.d2l.msu.edu/>

Local: (517) 432-6200

Toll-free: (844) 678-6200 (North America and Hawaii)

If you have any questions or concerns at any time throughout your study, please don’t hesitate to contact one of our staff.