



College of Health Sciences SAM HOUSTON STATE UNIVERSITY

Thesis Guide

Revised August 2022

Department of Human Sciences Department of Kinesiology Department of Public Health School of Nursing



THE TEXAS STATE UNIVERSITY SYSTEM



Welcome from the Dean

Thank you for choosing Sam Houston State University's College of Health Sciences for your graduate program. As you complete the final stage of your degree, I hope that you find this guide helpful for understanding the steps that need to be followed throughout your thesis experience. Please do not hesitate to reach out to your faculty advisor, thesis committee, or The Graduate School should you have questions or concerns. We look forward to seeing your work published soon!

> **Dr. Emily A. Roper** Dean, College of Health Sciences

Important Contacts

Department of Human Sciences M.S. in Dietetics 936-294-1242; lca007@shsu.edu

Department of Kinesiology M.S.A.T.—Master of Science in Athletic Training M.S. in Kinesiology—Sport & Human Performance M.S. in Sport Management 936-294-1398; srw052@shsu.edu

> Department of Public Health Master of Public Health (M.P.H.) M.S. in Health Care Quality & Safety 936-294-2736; kbarefield@shsu.edu

School of Nursing 936-202-5101; cjn020@shsu.edu

Steps for Thesis Success

- Evaluate program faculty's research backgrounds for alignment with your research interests. In order for a faculty member to be able to serve on a thesis committee, they must hold Graduate Faculty status or Associate Graduate Faculty status. Please refer to <u>Academic Policy</u> <u>Statement 801014 - Graduate Faculty Status</u> for additional details.
- 2. Contact the faculty member that you have identified as being a possible Chair of your Thesis Committee. Please note that the Chair of your committee should be from your major department. Normally, faculty holding Graduate Faculty status are selected as a Thesis Committee Chair, though those holding Associate Graduate Faculty status may be approved by the Dean and the Department Chair. Please consult with the faculty member as your first step.
- If the faculty member is approved to serve as Chair, work directly with her/him to identify at least two other faculty members to sit on your committee. Obtain approval from the members and complete the <u>College of Health Scienc-</u> es Appointment of Thesis Committee Form.
- 4. You may request faculty outside the university to sit on the committee. You must complete the <u>Request for Per-</u><u>mission to Allow an Individual not Employed by SHSU to</u><u>Serve on a Thesis or Dissertation Committee</u> form if you choose to include faculty from outside SHSU on your committee. The proposed committee member must be approved by the Thesis Committee Chair, the Department Chair of the academic unit, and the Dean of the College of Health Sciences.
- 5. Once you have formed your committee, please check with your program's Graduate Coordinator to <u>verify</u> that you are on a thesis track for your degree. If you are not, please complete a Graduate Program Student Curriculum Change Form from the Registrar's Office.

6. In consultation with your Thesis Committee Chair, you will select a subject of investigation and determine the availability of the required sources, facilities, materials, and equipment for the research and the writing of the thesis or dissertation. You will prepare a 2 - 3 page <u>Prospectus</u> which will specify the topic, detail the purpose of the proposed investigation, describe the proposed method(s) of investigation, indicate the relationship of study to relevant research and findings of scholars in the student's area of concentration, and provide a commentary on source materials and/or facilities available for the successful completion of the research.

The <u>Prospectus</u> shall be submitted to the thesis committee following the timelines outlined by the departmental or college policies. Upon committee approval, the signed Prospectus is submitted to the Dean of the College of Health Sciences for final approval and to the Dean of The Graduate School for notification purposes. Any subsequent changes in topic or the proposed method of investigation must be approved in writing by the committee and submitted for approval to the Dean of the College of Health Sciences. Following completion of the <u>Prospectus</u>, please complete the <u>Thesis and Dissertation Initiation Sheet</u>.

7. Enroll in thesis courses within your program. You can find these in the course listings under a 6098, 6099, 6398, or 6399 course number. These courses require departmental approval for enrollment. Please also note that you <u>must</u> maintain <u>continuous enrollment</u> in thesis courses until you complete your thesis and graduate. The first time that you enroll in your 6098 or 6099 course, it <u>must</u> be for 3 semester credit hours.

If you take longer than one semester to complete your thesis proposal and defense, then you will receive an In Progress (IP) grade in the course. You must continue to enroll in 6098 courses until you complete your proposal defense. Should you take longer than one semester to complete your proposal and defend it, you must continue to enroll in 6098 courses until the proposal and proposal defense have been completed. Please consult with your Thesis Committee Chair and/ or Graduate Coordinator to determine the number of hours that you should enroll in for that semester.

Once the proposal has been successfully defended, you can then enroll in a 6099 course, which is focused on the data collection, analysis, and construction of the published thesis document. As with the 6098 course, you must maintain continuous enrollment until you complete your thesis. Please consult with your Graduate Coordinator and Thesis Committee Chair regarding the <u>correct</u> courses to enroll in for a given semester.

For your convenience, <u>a flowchart of Thesis Course Enrollment Actions</u> is also included later in this document.

 Meet with your Thesis Committee regularly. Work with your committee members to determine if you will pursue a traditional thesis format or a <u>Journal Model</u> thesis format. Develop an initial written study proposal to be shared with your committee members.

At a minimum, the thesis proposal document should contain (a) a review of the relevant literature; (b) a rationale and justification for your specific research question; (c) explicit hypotheses; (d) a Method section detailing the sources and nature of your research participants and the materials and procedures you will use; and (e) a proposed data analysis section. It should also include (f) an Appendix that contains copies of materials, including any written scales or surveys and the verbal script or instructions to participants the researcher will use.

Please consult <u>The Graduate School's Formatting and Submission Guidelines</u> for formatting guidance. Please note that SHSU's guidelines take precedence over the student's chosen style manual (APA, MLA, Chicago). The most recent guidelines take precedence over outdated versions.

- Submit your completed proposal to the <u>Thesis/Dissertation Specialist</u> (tgsthesis@shsu.edu) for First Draft Review by the established deadline.
- 10. Work with your Thesis Committee Chair to schedule a time and day for the proposal defense. Per The Graduate School, a <u>Public Defense Announcement</u> should be completed <u>two weeks</u> <u>prior to the defense</u>. Email the completed form to thegraduateschool@shsu.edu and <u>CC</u> <u>your Thesis Committee Chair and Department Chair</u>. Please attach the college/department (internal) defense announcement for verification purposes. An example of the public defense announcement can be found <u>here</u>. Your defense date, title, and location will be shared within your department and the College of Health Sciences. Please identify the presentation as a Thesis Proposal Defense at this stage of the process.
- 11. Following the proposal defense, the Department Chair of the respective academic unit must approve the proposal before data collection can begin. Please complete the COHS <u>Proposal Approval Form</u> and retain a copy for your records.
- 12. Work with your Thesis Committee to develop your <u>Institutional Review Board (IRB) application</u> if you are using data from human or animal subjects in your study. Data collection <u>cannot</u> begin until you have IRB approval and you must have defended your proposal before submitting your application. Please also be aware that you must have <u>CITI Training</u> completed before submitting your IRB application.

- 13. Once you have completed data collection, work on completing the initial draft of your final thesis document for distribution to the Thesis Committee. Your committee members will review the document and provide feedback. Work closely with the members of your committee while developing the draft document. There will likely be several drafts of your final product.
- 14. Work with your Thesis Committee Chair to schedule a time and day for the final defense. Per The Graduate School, a <u>Public Defense Announcement</u> should be completed <u>two weeks prior</u> <u>to the defense</u>. Email the completed form to thegraduateschool@shsu.edu and <u>CC your</u> <u>Thesis Committee Chair and Department Chair</u>. Please attach the college/department (internal) defense announcement for verification purposes. An example of the public defense announcement can be found <u>here</u>. Your defense date, title, and location will be shared within your department and the College of Health Sciences. Please identify the presentation as a Thesis Final Defense at this stage of the process.
- 15. Defend the proposal publicly. Receive final feedback from committee members and make necessary changes to the document. Submit to Thesis Committee Chair for final review. The thesis/ dissertation chair will also submit a signed <u>Report of the Outcome of the Thesis Defense</u> to the Dean of the College of Health Sciences.
- 16. Route Sheet: Graduate students should submit an <u>Electronic Route Sheet</u> immediately after successfully defending their thesis/dissertation. Read the instructions carefully and fill out the form correctly. This information will be sent to the Registrar's Office for degree program and graduation purposes.
- 17. Embargo Request: Graduate students who are seeking a one-year, two-year or permanent embargo must submit an Embargo Request Form by the deadline. Students must be approved for an embargo by the Dean of The Graduate School. Email the completed form to thegraduateschool@shsu.edu. Note to Faculty and Graduate Students: Faculty can submit an embargo request form on behalf of a student by filling out the applicable fields on the form. Please be aware that failure to submit an embargo request by the deadline is ultimately the graduate student's responsibility. An Embargo allows a thesis/dissertation to be withheld from being published digitally via SHSU's institutional repository either temporarily or permanently providing students an opportunity to have their research published in an academic journal, as a novel or to acquire a patent. Students must submit all requirements listed in this section regardless of an embargo approval.

- 18. Final Draft Review: The final draft review should be submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu after revising all format issues included in the 1st review checklist as well as all approved edits by committee members. The document should be completed in its entirety and submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu after revising all format issues included in the draft review checklist as well as all approved edits by committee members. Final drafts should be submitted after successfully defending your thesis/ dissertation. Make all necessary changes to your document before submitting for final review. THIS IS THE FINAL SUBMISSION OF YOUR DOCUMENT. THOROUGHLY PROOFREAD YOUR FINAL DRAFT FOR GRAMMAR AND FORMATTING ISSUES. Once your final draft has been approved, it cannot be changed.
- 19. Vireo and Embargo Submission: The Thesis/Dissertation Specialist will email a final pdf version of your approved thesis/dissertation document to submit through <u>Vireo</u> (No additional edits can be made to your approved document). Follow the instructions, fill in all sections correctly, and upload the approved pdf file. If a graduate student was granted a one-year or two-year embargo, fill in all sections that apply. Graduate students who have been approved for a permanent embargo <u>do not</u> submit their final document through Vireo; students should follow the <u>Permanent Embargo Instructions</u> to submit their document to the Newton Gresham Library. Note: It is important that embargo requests and Vireo submissions be completed in a timely manner. Failure to do so will delay final route sheet approvals which need to be confirmed by the Registrar for commencement purposes.
- 20. Check with your Thesis Committee Chair to make sure any IP grades in your thesis courses were changed to 'CR' (i.e., Credit).
- 21. Celebrate your published work!



Checklist of Events

Note: All forms may be found in electronic format on the College of Health Sciences website: <u>https://www.shsu.edu/academics/health-sciences/</u>

Checklist of Events

△ Identify a faculty member that you would like to request to Chair your thesis. Contact her/ him.

Date

Completed:

- Work directly with the Thesis Committee Chair to identify at least two other faculty members to sit on your committee; complete the <u>College of Health Sciences Appointment of</u> <u>Thesis Committee Form.</u>
 - If you have a faculty member outside the university, complete the <u>Request for Permission</u> to Allow an Individual not Employed by SHSU to Serve on a Thesis or Dissertation Committee form. The proposed committee member must be approved by the Thesis Committee Chair, the Department Chair of the academic unit, and the Dean of the College of Health Sciences.
 - Verify that you are on a thesis track with your program's Graduate Coordinator. Please complete a Graduate Program Student Curriculum Change Form from the Registrar's Office if you need to declare that you are on a thesis track.
- Select a subject of investigation and determine the availability of the required sources, facilities, materials, and equipment for the research and the writing of the thesis. Prepare a 2 3 page Prospectus. Submit the Prospectus to the thesis committee for approval. The signed Prospectus is submitted to the Dean of the College of Health Sciences for final approval and to the Dean of The Graduate School for notification purposes. Any subsequent changes in topic or the proposed method of investigation must be approved in writing by the committee and submitted for approval to the Dean of the College of Health Sciences. Following completion of the Prospectus, please complete the Thesis and Dissertation Initiation Sheet.
 - Enroll in thesis courses within your program. Follow the <u>Thesis Course Enrollment Actions</u> <u>Flowchart.</u> You <u>must</u> maintain <u>continuous enrollment</u> in thesis courses until you complete your thesis and graduate. Hold an initial meeting with your Thesis Committee. Work with your committee members to determine if you will pursue a traditional thesis format or a journal ready thesis format.
 - . ♦ Please consult <u>The Graduate School's ETD Manual</u> for formatting guidance.

Checklist of Events (cont)

- The Department Chair of the respective academic unit must approve the proposal before data collection can begin. Please complete the <u>COHS Proposal Approval Form</u> and retain a copy for your records.
 - Submit your completed proposal to the <u>Thesis/Dissertation Specialist</u>
 (tgsthesis@shsu.edu) for First Draft Review by the established deadline.

Date

Completed:

- Work with your Thesis Committee Chair to schedule a time and day for the *proposal defense*. Per The Graduate School, a <u>Public Defense Announcement</u> should be completed <u>two weeks prior to the defense</u>. Email the completed form to thegraduateschool@shsu.edu and <u>CC your Thesis Committee Chair and Depart-ment Chair</u>.
- Work with your Thesis Committee to develop your <u>Institutional Review Board (IRB) application</u> if you are using data from human or animal subjects in your study. Data collection <u>cannot</u> begin until you have IRB approval and you must have defended your proposal before submitting your application. Please also be aware that you must have <u>CITI Train-ing</u> completed before submitting your IRB application.
- Once you have completed data collection, work on completing the initial draft of your final thesis document for distribution to the Thesis Committee.
- Work with your Thesis Committee Chair to schedule a time and day for the *final de-fense*. Per The Graduate School, a <u>Public Defense Announcement</u> should be completed <u>two weeks prior to the defense</u>. Email the completed form to thegraduateschool@shsu.edu and <u>CC your Thesis Committee Chair and Depart-ment Chair</u>.
- Defend the proposal publicly. Receive final feedback from committee members and make necessary changes to the document. Submit to Thesis Committee Chair for final review. The thesis/dissertation chair will also submit a signed <u>Report of the Outcome of the Thesis Defense</u> to the Dean of the College of Health Sciences.

Checklist of Events (cont)

Date

Completed:

- Route Sheet: Graduate students should submit an <u>Electronic Route Sheet</u> immediately after successfully defending their thesis/dissertation. Read the instructions carefully and fill out the form correctly. This information will be sent to the Registrar's Office for degree program and graduation purposes.
 - Embargo Request: Graduate students who are seeking a one-year, two-year or permanent embargo must submit an <u>Embargo Request Form</u> by the deadline. Students must be approved for an embargo by the Dean of The Graduate School. Email the completed form to thegraduateschool@shsu.edu.
 - Final Draft Review: The final draft review should be submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu after revising all format issues included in the 1st review checklist as well as all approved edits by committee members. The document should be completed in its entirety and submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu after revising all format issues included in the draft review checklist as well as all approved edits by committee members.
 - Final drafts should be submitted after successfully defending your thesis/ dissertation. Make all necessary changes to your document before submitting for final review. THIS IS THE FINAL SUBMISSION OF YOUR DOCUMENT. THOROUGHLY PROOFREAD YOUR FINAL DRAFT FOR GRAMMAR AND FORMATTING ISSUES. Once your final draft has been approved, it cannot be changed.
 - Vireo and Embargo Submission: The Thesis/Dissertation Specialist will email a final pdf version of your approved thesis/dissertation document to submit through <u>Vireo</u> (No additional edits can be made to your approved document). Follow the instructions, fill in all sections correctly and upload the approved pdf file. If a graduate student was granted a one-year or two-year embargo, fill in all sections that apply. Graduate students who have been approved for a permanent embargo <u>do not</u> submit their final document through Vireo; students should follow the <u>Permanent Embargo Instructions</u> to submit their document to the Newton Gresham Library. Note: It is important that embargo requests and Vireo submissions be completed in a timely manner. Failure to do so will delay final route sheet approvals which need to be confirmed by the Registrar for commencement purposes.

Other Important Information

- 1. The <u>Prospectus</u> must be completed and approved prior to enrollment in Thesis courses. Please complete this as early as possible to avoid delays.
- The first time you take your 6098 and 6099 courses, they <u>must</u> be scheduled for 3 semester credit hours. Please consult with your Thesis Committee Chair and Graduate Coordinator for scheduling recommendations. Please also be aware that you must secure approval from your Thesis Committee Chair to enroll in the courses.
- 3. You will receive credit (CR) in your 6098 course(s) upon successful completion of your thesis proposal. Failure to complete your thesis proposal in the 6098 course within the first semester of enrollment will result in you receiving an In Progress (IP) grade. You have to continue enrolling in the 6098 course until you complete you complete the public defense of your thesis proposal. If you have any other extenuating circumstances that will delay your proposal, please discuss those with your Thesis Committee Chair. Please refer to the <u>Thesis Course Enrollment Actions</u> guide for further guidance.
- 4. After visiting with your Thesis Committee, start work on your literature and research design as <u>soon as possible</u>. The deadlines are typically earlier than expected each semester. You need to have enough time for your committee members to review your submissions and make recommendations. You will then have to incorporate the changes that are recommended, all of which takes time. Be mindful of the deadlines stated on the <u>Academic Calendar</u> for each semester and plan accordingly.

Helpful Links

- The Graduate School's Thesis and Dissertation Website: <u>https://www.shsu.edu/dept/graduate-studies/theses-and-dissertations.html</u>
- The Graduate School's Thesis/Dissertation Template: <u>https://www.shsu.edu/dept/graduate-studies/forms/Thesis_Dissertation%20Template%20(Traditional)%2012.6.21.docx</u>
- The Graduate School's Journal Model Template: <u>https://www.shsu.edu/dept/graduate-studies/</u> <u>forms/Journal%20Model%20Thesis_Dissertation%20Template.%2012.6.21.docx</u>
- The Graduate School's Common Mistakes Guide: <u>https://www.shsu.edu/dept/graduate-studies/</u> <u>forms/STUDENT-%20Common%20Mistakes%20.docm</u>
- SHSU Academic Calendar: <u>https://www.shsu.edu/dept/registrar/calendars/academic-calendar.html</u>

Tip: You may also find information about the thesis submission process at The Graduate School's Thesis & Dissertations website: https://www.shsu.edu/dept/graduate-studies/theses-and-dissertations.html



Important Information/ Forms

Note: All forms may be found in electronic format on the College of Health Sciences website: <u>https://www.shsu.edu/academics/health-sciences/</u>

Thesis Course Enrollment Actions



Thesis Prospectus

College of Health Sciences

Candidate:			
Degree Candidate is seeking:			
Proposed Topic:			
Please attach a copy of the Thesis Prosp will specify the topic, detail the purpose of investigation, indicate the relationship student's area of concentration, and pro- available for the successful completion	of the propose of study to rel vide a commenta	d investigation, descr evant research and fir	ibe the proposed method(s) ndings of scholars in the
Thesis Committee Approval:			
Printed Name		Signature	
Graduate Advisor	Date		
Chair	Date		
Dean, College of Health Sciences		Date	_
Cr Cr	ollege of H	lealth Science	S

SAM HOUSTON STATE UNIVERSITY

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A Member	of the Texas State University System				
Thesis and D	Dissertation Initiation Sheet				
	Please complete the entirety of this form and submit to The Graduate School by mail, email, or direct				
	uring regular university hours. an asterisk (*) is required for submission				
Email: TheGraduateSchool@shsu.edu	Mail: The Graduate School Sam Houston State University				
Phone: (936) 294-2408 Main campus: Templeton Building - 1	Box 2541				
<u>S</u>	tudent Information				
*University ID#:	*Expected Graduation Date: -				
*First name:	Middle name or initial:				
*Last name:	*Email:				
College	and Program Information				
Thesis Dissertation					
*Thesis / Dissertation Director	Thesis / Dissertation Co-Director (if applicable)				
List additional committee members (if app	licable):				
*College:	*Department:				
Please provide your research topic:					

Thesis Proposal Defense Approval

College of Health Sciences

Candidate:		
Degree Candidate is seeking:		
Thesis Topic:		
Thesis Proposal Defense Date:		
IRB Protocol #:		
The candidate listed above has compleand is now approved to begin data co	-	

The candidate listed above has completed a successful public defense of their thesis proposal and is now approved to begin data collection, pending approval by the SHSU Institutional Review Board (IRB). Data collection <u>may not</u> begin until IRB approval has been obtained with a verified protocol number.

Thesis Committee Chair

Department Chair / School Director

Notification:

Dean, College of Health Sciences

Date:



Date

Date

Electronic Route Sheet Example

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	2. Committee Co-Chair (if applicable) 5. Dean of Graduate Studies				
Approved	Date Recorded Wher	Approved	Approved	Date Recorded	When Approved
3. Dean of College					Submit
Chippioned	Date Recorded Wher				
Stage: New		Insta	nce Num: RS0		

Report of the Outcome of the Thesis Defense

College of Health Sciences

Candidate:	
Degree Candidate is seeking:	M.S. in Kinesiology - Sport & Human Peri
Thesis Topic:	
Thesis Final Defense Date:	
IRB Protocol #:	
thesis and is now approved to	AS completed a successful final public defense of their proceed with final edits and submission to the Newton publication. Final versions must be approved by the Thesis mission to the NGL.
their thesis and must address	AS NOT completed a successful final public defense of the concerns expressed by the Thesis Committee prior to ense. Approval for a future defense <u>must</u> be granted by the the Department Chair.
Thesis Committee Chair	Date
Department Chair / School Directo	or Date
-	meet the requirements established by The Graduate Graduate Catalog. Failure to meet stated is not being published.
Notification:	
	Date:
Dean, College of Health Sciences	



If you have any questions at any point during the process, please reach out to your Thesis Committee Chair for assistance. We look forward to seeing your work published soon!

> Department of Family and Consumer Sciences M.S. in Dietetics

> > Department of Kinesiology M.S.A.T.—Master of Science in Athletic Training M.S. in Kinesiology—Sport & Human Performance M.S. in Sport Management

Department of Population Health Master of Public Health (M.P.H.) M.S. in Health Care Quality & Safety

School of Nursing



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