

Graduate Student Handbook and Thesis Guidelines

Master of Public Health

**Department of Health & Nutrition Sciences
Kasiska College of Health Professions**



Revised: 8.24.09



TABLE OF CONTENTS

WELCOME FROM THE CHAIR	1
ABOUT THE UNIVERSITY	2
MISSION AND GOALS	3
ETHICS	4
ENTRANCE PROCEDURE	8
PROGRAM INFORMATION	10
COURSE REQUIREMENTS & ROTATION	14
APPENDICES	
APPENDIX A: PROCEDURES AND DEADLINES	17
APPENDIX B: MPH COURSE CHECKLIST	18
APPENDIX C: PROGRAM OF STUDY	19
APPENDIX D: THESIS TOPIC APPROVAL FORM	21
APPENDIX E: WAIVER AND TRANSFER UNITS	23
APPENDIX F: CAMPUS RESOURCES	24
APPENDIX G: EQUAL OPPORTUNITY STATEMENT	25
APPENDIX H: MPH THESIS GUIDELINES	28

WELCOME FROM THE CHAIR

Dear Master of Public Health Student:

Congratulations on your admittance to the MPH Degree Program in the Department of Health and Nutrition Sciences here at Idaho State University. I would like to take this opportunity to wish you success in your academic career. Each and every faculty member within the department has the desire to help students reach their hopes and dreams at Idaho State University. Please take the time to meet with each professor, and, importantly, your major advisor before you sign up for any course work.

In closing, I wish you well on your academic journey. Please feel free to make an appointment with me at any time to discuss your progress, the program itself, or any other concerns that you may have.

Professionally yours,

Willis J. McAleese, Ph.D.
Chair, Health & Nutrition Sciences

ABOUT THE UNIVERSITY

Idaho State University has served the citizens of the State since 1901, first established as the Academy of Idaho. Reorganized as the Southern Branch of the University of Idaho in 1927, it was established as Idaho State College in 1947 and was given University status in 1963.

The role and mission are that of a broad-based regional public doctoral institution, providing a broad range of educational services to a culturally diverse population of students and to the State.

The University is Idaho's Center of Education in the Health Professions and related biological and physical sciences and educator preparation (its areas of primary emphasis); Idaho State University delivers statewide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences.

Additional roles, assigned by the State Board, are business, engineering education, technical training (its areas of continuing emphasis) and in the liberal arts. It is committed to maintaining a strong liberal arts and sciences program as the basis of other academic disciplines and as an independent, multifaceted field of inquiry. The University offers graduate programs in a number of fields and is a national center for the Doctor of Arts degree.

MISSION AND GOALS

MISSION STATEMENT

The mission of the Master of Public Health (MPH) Program at Idaho State University is to improve the health and well-being of human populations through the application of the essential services of public health by excellence in instruction, community service, research, and continuing professional education.

PROGRAM GOALS AND OBJECTIVES

Goal One—Instruction: To deliver an evidence-based academic program that prepares students for public health practice.

Objective 1: The MPH faculty will deliver a public health curriculum culminating in the MPH Degree that incorporates the core competencies to perform the essential services of public health.

Objective 2: The MPH Program will ensure that students receive adequate opportunities for practical application of learned competencies.

Goal Two—Community Service: To support students and faculty in demonstrating public health leadership and contributing to public health at the local, state, and national level.

Objective 1: MPH faculty and students will provide public health community service and activities.

Goal Three—Research: To promote and support public health research and scholarly endeavor, and provide leadership in public health priorities.

Objective 1: The MPH Program and the Department of Health and Nutrition Sciences will promote and support research and other scholarly activities.

Objective 2: The Department of Health and Nutrition Sciences will encourage research and leadership in addressing public health priorities.

Goal Four—Continuing Education: To strengthen the existing public health workforce by providing advanced skills, knowledge, and professional learning opportunities throughout Idaho.

Objective 1: The MPH Program faculty will assess the training and educational needs of the local and state public health workforce.

Objective 2: The MPH Program faculty will develop and provide education that meets the needs of the public health professionals throughout Idaho based on the informal needs assessment conducted with the public health personnel.

Objective 3: The MPH Program faculty will participate in developing opportunities for public health professionals to achieve skill building and professional education.

ETHICS

Graduate students are expected to conduct themselves in an ethical and professional manner. The following statements of common values may serve as guidance for general decision making during our professional studies.

Adopted from **Code of Ethics for the Health Education Profession** (AAHE and SOPHE).

Article I: Responsibility to the Public

Section 1: Public Health professionals support the right of individuals to make informed decisions regarding health, as long as such decisions pose no threat to the health of others.

Section 2: Public Health professionals encourage actions and social policies that support and facilitate the best balance of benefits over harm for all affected parties.

Section 3: Public Health professionals accurately communicate the potential benefits and consequences of the services and programs with which they are associated.

Section 4: Public Health professionals accept the responsibility to act on issues that can adversely affect the health of individuals, families, and communities.

Section 5: Public Health professionals are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.

Section 6: Public Health professionals protect the privacy and dignity of individuals.

Section 7: Public Health professionals actively involve individuals, groups, and communities in the entire educational process so that all aspects of the process are clearly understood by those who may be affected.

Section 8: Public Health professionals respect and acknowledge the rights of others to hold diverse values, attitudes, and opinions.

Section 9: Public Health professionals provide services equitably to all people.

Article II: Responsibility to the Profession

Public Health professionals are responsible for their professional behavior, for the reputation of their profession, and for promoting ethical conduct amount their colleagues.

Section 1: Public Health professionals maintain, improve, and expand their professional competence through continued study and education; membership, participation, and leadership in professional organizations; and involvement in issues related to the health of the public.

Section 2: Public Health professionals model and encourage nondiscriminatory standards of behavior in their interactions with others.

Section 3: Public Health professionals encourage and accept responsible critical discourse to protect and enhance the profession.

Section 4: Public Health professionals contribute to the development of the profession by sharing the processes and outcomes of their work.

Section 5: Public Health professionals are aware of possible professional conflicts of interest, exercise integrity in conflict situations, and do not manipulate or violate the rights of others.

Section 6: Public Health professionals give appropriate recognition to others for their professional contributions and achievements.

Article III: Responsibility to Employers

Public Health professionals recognize the boundaries of their professional competence and are accountable for their professional activities and actions.

Section 1: Public Health professionals accurately represent their qualifications and the qualifications of others whom they recommend.

Section 2: Public Health professionals use appropriate standards, theories, and guidelines as criteria when carrying out their professional responsibilities.

Section 3: Public Health professionals accurately represent potential service and program outcomes to employers.

Section 4: Public Health professionals anticipate and disclose competing commitments, conflicts of interest, and endorsement of products.

Section 5: Public Health professionals openly communicate to employers, expectations of job-related assignments that conflict with their professional ethics.

Section 6: Public Health professionals maintain competence in their areas of professional practice.

Article IV: Responsibility in the Delivery of Health Education

Public Health professionals promote integrity in the delivery of health education. They respect the rights, dignity, confidentiality, and worth of all people by adapting strategies and methods to meet the needs of diverse populations and communities.

Section 1: Public Health professionals are sensitive to social and cultural diversity and are in accord with the law, when planning and implementing programs..

Section 2: Public Health professionals are informed of the latest advances in theory, research, and practice, and use strategies and methods that are grounded in and contribute to development of professional standards, theories, guidelines, statistics, and experience.

Section 3: Public Health professionals are committed to rigorous evaluation of both program effectiveness and the methods used to achieve results.

Section 4: Public Health professionals empower individuals to adopt healthy lifestyles through informed choice rather than by coercion or intimidation.

Section 5: Public Health professionals communicate the potential outcomes of proposed services, strategies, and pending decisions to all individuals who will be affected.

Article V: Responsibility in Research and Evaluation

Public Health professionals contribute to the health of the population and to the profession through research and evaluation activities. When planning and conducting research or evaluation, Public Health professionals do so in accordance with federal and state laws and regulations, organizational and institutional policies, and professional standards.

Section 1: Public Health professionals support principles and practices of research and evaluation that do no harm to individuals, groups, society, or the environment.

Section 2: Public Health professionals ensure that participation in research is voluntary and is based upon the informed consent of the participants.

Section 3: Public Health professionals respect the privacy, rights, and dignity of research participants, and honor commitments made to those participants.

Section 4: Public Health professionals treat all information obtained from participants as confidential unless otherwise required by law.

Section 5: Public Health professionals take credit, including authorship, only for work they have actually performed and give credit to the contributions of others.

Section 6: Public Health professionals who serve as research or evaluation consultants discuss their results only with those to whom they are providing service, unless maintaining such confidentiality would jeopardize the health or safety of others.

Section 7: Public Health professionals report the results of their research and evaluation objectively, accurately and in a timely fashion.

Article VI: Responsibility in Professional Preparation

Those involved in the preparation and training of Public Health professionals have an obligation to accord learners the same respect and treatment given other groups by providing quality education that benefits the profession and the public.

Section 1: Public Health professionals select students for professional preparation programs based upon equal opportunity for all, and the individual's academic performance, abilities, and potential contribution to the profession and the public's health.

Section 2: Public Health professionals strive to make the educational environment and culture conducive to the health of all involved, and free from sexual harassment and all forms of discrimination.

Section 3: Public Health professionals involved in professional preparation and professional development engage in careful preparation; present material that is accurate, up-to-date, and timely; provide reasonable and timely feedback; state clear and reasonable expectations; and conduct fair assessments and evaluations of learners.

Section 4: Public Health professionals provide objective and accurate counseling to learners about career opportunities, development, and advancement, and assist learners to secure professional employment.

Section 5: Public Health professionals provide adequate supervision and meaningful opportunities for the professional development of learners.

MPH PROGRAM ENTRANCE CRITERIA

For classified admission into the program, applicants must satisfy the following criteria:

1. Meet all requirements of the ISU Graduate School (please refer to the ISU Graduate Catalog at http://www.isu.edu/academic-info/crntgrad/grad_2006_2007.pdf). Applications must be submitted to the ISU Graduate School.
2. Meet one of the following GPA and GRE criteria (NOTE: GPA calculation based on the last 60 hours of undergraduate work):
 - a. If GPA is 3.5 or higher, then NO GRE is required
 - b. If GPA is 3.0 - 3.499, then a score in the 40th percentile on at least one area of the GRE is required
 - c. If GPA is 2.5 - 2.999, then a combined (verbal/quantitative) GRE minimum score of 1000 is required
3. An applicant who currently holds a graduate degree must submit their transcripts, but the undergraduate GPA requirement will not apply. College transcripts must be submitted to the ISU Graduate School.
4. No other instruments such as the MCAT, LSAT, or GMAT may be substituted. Applicants currently holding degrees at the doctoral level from an accredited institution will not be required to submit GRE general test scores (this includes professional doctoral degrees such as PharmD, Juris Doctorate, Medical Doctor, Doctor of Osteopathy, or Doctor of Veterinary Medicine). ***Those holding degrees at the baccalaureate and master's level must submit GRE general test scores if they do not meet the 3.5 GPA standard in item 2 above.*** Students who are admitted as Classified w/PR status without GRE scores must take the general test within their first semester of enrollment. Continuation in the program is contingent on the student meeting the above GRE score requirements. GRE scores must be submitted to the ISU Graduate School.
5. Have two letters of recommendation from non-relative individuals familiar with your academic or professional abilities (no personal references) sent to the Department of Health

and Nutrition Sciences at the same time your application is sent to the Graduate School. The letters must be sealed with the signature of the recommender across the envelope flap.

6. Two years of experience working in the health field is preferred for admission. A B.S. or B.A. degree in health or a health-related discipline may substitute for working experience. Applicants will be evaluated on an individual basis.

7. Submit a typed essay (one to two pages, single-spaced) describing interest in pursuing the MPH degree and how it will facilitate candidate's career goals.

8. International students who have not graduated from an accredited college or university in the US, and whose native language is not English, must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL). Satisfactory TOEFL requirements for classified admission are described in the ISU Graduate Catalog under "Admission of International Students". ***In addition, international student applicants who have not graduated from an accredited college or university in the US must take the GRE and are required to score in the 40th percentile on at least one area of the GRE.***

Applications will not be considered until all above documentation has been submitted.

Applications are due in accordance with ISU *Graduate School* deadlines: no later than July 1 for fall semester enrollment, and December 1 for spring semester enrollment, or the following Monday, should these dates fall on a weekend. International students shall abide by additional guidelines for applications as set forth in the ISU Graduate Catalog, <http://www.isu.edu/academic-info/crntgrad/gradgene.html>.

PROGRAM INFORMATION

Masters of Public Health students can expect a rigorous and rewarding program of study centered around the principles and practice of Public Health. Due to the nature of this degree, no core course substitutions or waivers can be allowed. Should a student wish to appeal the substitution waiver rule they may petition the Graduate School. Graduate petition forms are available at the Graduate School. Elective courses must be approved by the student's major advisor. Likewise, up to 9 credits may be transferred from another graduate school institution. The decision to allow such transfers/waivers requires departmental approval. See Appendix G for the form and procedures.

PROGRAM DELIVERY:

Classes are offered on-site and through distance learning to students in Pocatello and Boise and by distance learning modalities at residence centers in Idaho Falls, Twin Falls, and other communities. Students should be aware that not all classes are offered in the distance learning format.

FACULTY:

All full-time faculty maintain regular office hours and are available to assist and advise students. Graduate students are strongly encouraged to meet with their advisors on a regular basis. Office hours are posted outside of faculty offices

ADVISEMENT:

The advisement process is an important part of success in the MPH Program. It is mandatory that you meet with your assigned advisor upon acceptance to the program (no later than registration week). It is strongly encouraged to continue these meetings on a regular basis. Upon approval of the student's application for graduate study, the Program Director will assign an advisor. This advisor may be requested by the student and will work closely with him or her on requirements, program approval, graduation procedures, and other areas. It is recommended that you use the forms available as Appendix A and B of this document to keep you on course.

COURSE LEVELS:

Courses numbered 500 and 600 are only for students admitted into the Graduate School. Other courses for which graduate credit may be obtained are indicated with “g” designations in both the undergraduate and graduate catalogs. Courses with “g” designations are shown on registration forms and transcripts as 500 level courses; extra work is required of graduate students enrolled in “g” courses. Whether these or other courses may be applied toward requirements for a graduate degree is determined by the department offering the degree. Credit by examination (course challenge) is not permitted in graduate programs. Students should pay close attention during the registration process to ensure that they have registered for the correct course.

GRADING:

All students must maintain a satisfactory record of scholarship. A 3.0 grade point average (GPA) for the courses listed on the Program of Study is required for any graduate degree or certification at Idaho State University. A grade of C+ or lower is essentially failing at the graduate level. However, the department may accept a C+ grade in one or two courses as long as the minimum overall 3.0 GPA is maintained. Receiving grades of C+ or lower may cause departments and/or colleges to dismiss students from a graduate program.

PROGRAM OF STUDY:

A final program of study form must be completed the semester prior to graduation. For example, if a student plans on graduating in August (Summer Session) then they must submit their program of study during the Spring semester. This form (Appendix C) lists all the courses the student has actually taken for the master’s degree and is approved by the Department, College and Graduate School. Students may use the form provided in the appendix, or create one of their own using word processing software providing the format is similar to the sample given.

THESIS and PROJECT:

To meet graduation requirements, all MPH students must complete a thesis or project. Before any data collection can occur, permission must be obtained through the Idaho State University Human Subjects Committee. Submissions to the Human Subjects Committee must be completed using the form available from the HSC Web Site:

www.isu.edu/departments/research/human.htm. Contact the HSC secretary with questions: 282-3811. It is estimated that the average thesis requires one to one and a half years to complete.

MASTER'S THESIS: All students seeking a degree with a thesis option must select a topic no later than the beginning of the third semester of course work. Approval must be gained from both the advisor and the subject area coordinator. Students must work with their advisor to complete this requirement. A full guide to writing the thesis is included in this handbook as Appendix H. Explicit guidance is provided on style, format, timing, committees, forms and timelines are included.

MASTER'S PROJECT: All students seeking a degree with a non-thesis option must complete a master's project. A topic approval form must be submitted no later than the semester prior to the graduating semester (a topic approval form is provided in the appendix). Students must work with their advisor during the selection and approval process and continue to meet with them regularly while working on their project.

Non-Thesis (Master's Project) option is only open to students who have produced evidence of published research completed prior to admission to the program.

ORAL EXAMINATION:

Oral examinations are required of students for both the thesis and non-thesis (project) option. Students are not permitted to take oral examinations until all core course requirements have been completed. Exams are scheduled by the department; graduating students will be notified of exam dates and requirements. In addition, a formal paper pertaining to the required project will be evaluated. Exams must be completed no later than two weeks prior to the end of their

final semester. Students must submit a written copy of their project to their faculty advisor no later than two weeks prior to the date of their oral defense.

EXAMINING COMMITTEE:

The examining committee is composed of a faculty advisor, a second faculty member from the student's department (requested by the student or appointed by the graduate coordinator) and a Graduate Faculty Representative (GFR), appointed by the Dean of the Graduate School. The Graduate Dean welcomes suggestions from the student and department regarding candidates for the GFR. The examining committee hears and questions the defense of thesis, proposals, course work and oral exams.

GRADUATION:

Students must apply for graduation through the Graduate School. Applications are due within two weeks of the beginning of the final semester, or June 15th for summer graduation. In addition, students must pay an Application for Graduation Diploma Fee prior to the end of their final semester. Students should contact the Graduate School for more detailed information:

Graduate School: Museum Building Room 401

Campus Box 8075

Phone: 208/282-2150

Website: <http://www.isu.edu/departments/graduate/>

COURSE REQUIREMENTS & ROTATION

Master of Public Health

The goal of public health is to improve the health of populations through planning, implementing, and evaluating health promotion and disease prevention programs. Public health professionals design these intervention programs by using a combination of health education and related organizational, economic, legislative, and environmental supports to enhance the probability of creating a healthier populace.

The Master of Public Health Program curriculum prepares individuals to carry out the following core public health functions as defined by the American Public Health Association: assess both the health needs and resources available in a community, assist in health policy development that supports programs in prevention, and assure that necessary, high quality, effective services including education are available to every citizen.

Courses focus on a community health emphasis and include an acquisition of requisite public health knowledge and skills in the areas of epidemiology, biostatistics, health care ethics, health organization and policy, health program planning and evaluation, research methodology, and environmental health.

Students pursuing the MPH degree must complete a minimum of 48 credits of course work including a thesis or project.

Students participating in the MPH program of study must maintain a satisfactory record of scholarship. For specific admission requirements, contact the Department of Health and Nutrition Sciences.

Core Course Requirements

HE	560	Health Behavior Change Theory & App.....	3 cr.
MPH	601	Applications in Epidemiology	3 cr.
MPH	602	Biostatistics	3 cr.
MPH	603	Technological App. in Public Health	3 cr.
MPH	604	Social & Cultural Persp. in Public Health	3 cr.
MPH	605	Leadership and Administration	3 cr.
MPH	606	Environmental & Occupational Health	3 cr.
MPH	607	US & Global Health Systems.....	3 cr.
MPH	609	Seminar in Community/Public Health	3 cr.
MPH	620	Health Program Planning	3 cr.
MPH	640	Research and Writing	3 cr.
MPH	655	Internship.....	3 cr.

Thesis Option

HE	650	Thesis.....	6 cr.
----	-----	-------------	-------

Project Option

HE	651	Project	6 cr.
----	-----	---------------	-------

Approved Electives

Elective Courses May Include:

HE	599	Survey Design	3 cr.
HCA	573	Marketing for Health Care Org.....	3 cr.
HCA	625	Health Care Law & Bioethics	3 cr.
HE	599	Grant Writing	3 cr.
HE	599	Emergency/Disaster Preparedness	3 cr.
HE	599	Medical Anthropology	3 cr.
PHIL	600	Ethics in Health Care.....	3 cr.

Other courses as approved by HNS advisor.

MPH COURSE ROTATION

MPH Fall

HE	560	Health Behavior Change Theory & Application (3)
MPH	602	Biostatistics (3)
MPH	605	Leadership & Administration (3)
MPH	607	US & Global Health Systems (3)
MPH	620	Health Program Planning (3)
MPH	640	Research and Writing (3)
MPH	655	Internship* (3)
HE	650	Thesis (6)

MPH Spring

MPH	601	Applications in Epidemiology (3)
MPH	603	Technological Applications in Public Health (3)
MPH	604	Social & Cultural Perspectives in Public Health (3)
MPH	606	Environmental & Occupational Health (3)
MPH	609	Seminar in Community/Public Health (3)
MPH	655	Internship* (3)
HE	650	Thesis (6)

MPH Summer (Based on Availability)

HCA	573	Marketing for Health Care Organizations (3)
HCA	625	Health Care Law and Bioethics (3)
HE	599	Survey Design (3)
HE	599	Grant Writing (3)
HE	599	Emergencies/Disaster Preparedness (3)
HE	599	Medical Anthropology (3)
HE	599	Spanish for the Health Professional (3)
HE	650	Thesis (6)
PHIL	600	Ethics in Health Care (3)
MPH	655	Internship* (3)

* MPH 655 Internship can be taken for credit after a minimum of eighteen (18) hours of class work.

Approved Electives

HE	599	Survey Design (3)
HCA	573	Marketing for Health Care Organizations (3)
HCA	625	Health Care Law and Bioethics (3)
HE	599	Grant Writing (3)
HE	599	Emergencies/Disaster Preparedness (3)
HE	599	Medical Anthropology (3)
PHIL	600	Ethics in Health Care (3)
HE	599	Spanish for the Health Professional (3)

Other graduate level courses may be taken as electives provided they are approved by your major advisor.

This schedule is subject to change.

APPENDICES

<u>PROCEDURE</u>		<u>DEADLINE</u>	<u>DATE/APPROVAL</u>
1	Admission to Graduate School	Before enrollment. (May be admitted conditionally.)	_____
2	Meeting with Program Director for Advisor Assignment	Upon arrival.	_____
3	Thesis Topic Choice	Approval by advisor no later than the beginning of the third semester of course work.	_____
4	Thesis Proposal Meeting	Prior to data collection.	_____
5	Final Program of Study	Filed semester prior to graduating semester.	_____
6	Filing for Graduation	See current Graduate Catalog for deadline.	_____
7	Thesis Completion*	Two weeks prior to scheduled oral examination.	_____
8	Oral Examinations	No later than two weeks prior to proposed graduation date.	_____

*A completed hard copy of the theses must be handed in to each committee member at least two weeks prior to Oral Examination.

See specifics in the Thesis Guidance in Appendix H for Thesis requirements.

<u>Core Requirements</u>					<u>Semester Taken</u>	<u>Grade</u>
___	HE	560	Health Behavior Change Theory & App.	3 cr.	_____	_____
___	MPH	601	Applications in Epidemiology	3 cr.	_____	_____
___	MPH	602	Biostatistics	3 cr.	_____	_____
___	MPH	603	Technological App. in Public Health	3 cr.	_____	_____
___	MPH	604	Social & Cultural Persp. in Public Health	3 cr.	_____	_____
___	MPH	605	Leadership and Administration	3 cr.	_____	_____
___	MPH	606	Environmental & Occupational Health	3 cr.	_____	_____
___	MPH	607	US & Global Health Systems	3 cr.	_____	_____
___	MPH	609	Seminar in Community/Public Health	3 cr.	_____	_____
___	MPH	620	Health Program Planning	3 cr.	_____	_____
___	MPH	640	Research and Writing	3 cr.	_____	_____
___	MPH	655	Internship	3 cr.	_____	_____

THESIS OPTION

___	HE	650	Thesis	6 cr.	_____	_____
-----	----	-----	--------	-------	-------	-------

PROJECT OPTION

___	HE	651	Project	6 cr.	_____	_____
-----	----	-----	---------	-------	-------	-------

Elective Requirements (6 credits)

Approved Electives (Other courses as approved by HNS Advisor)

___	HE	599	Survey Design	3 cr.	_____	_____
___	HCA	573	Marketing for Health Care Organizations	3 cr.	_____	_____
___	HCA	625	Health Care Law & Bioethics	3 cr.	_____	_____
___	HE	599	Grant Writing	3 cr.	_____	_____
___	HE	599	Emergencies/Disaster Preparedness	3 cr.	_____	_____
___	HE	599	Medical Anthropology	3 cr.	_____	_____
___	PHIL	600	Ethics in Health Care	3 cr.	_____	_____

TOTAL CREDITS: _____

A final program of study form (POS) must be completed the semester prior to graduation. For example, if a student plans on graduating in August (Summer Session) then they must submit their program of study during the Spring semester. This form lists all the courses the student has taken for the master's degree and must be approved by the Program Director, Department Chair, Dean of the Kasiska College of Health Professions, and the Dean of the Graduate School.

A copy of the approved POS is sent to student by the Graduate School and a copy to the Department for the student's file. See next page for the format.

**Idaho State University
Graduate Program of Study**

_____ **Final Program** _____ (date submitted)
submitted semester prior to graduation

Student Name _____ Student Number _____

Address _____

Department _____

Degree Sought MPH

Major Advisor _____

Proposed Graduation Date _____

Departmental Committee Members

List below the courses that you wish to apply to your degree.

All transfer courses must be converted to semester credits

				Semester &	
Dept.	Course #	Title	Credits	Year	Institution

Student's signature Date

Non-Thesis ____

Major Advisor's signature Date

Thesis ____

Chairperson's signature Date

Credits Levels:

Dean's signature Date

500 ____

Graduate Dean's signature Date

600 ____

Total ____

Guidelines and Form:	Thesis	(HE 650)
	Master's Project	(HE 651)

Dates for Topic Approval:

Permission to register for these courses (HE 650, HE 651) must be acquired by having this form approved by the appropriate individuals **prior to registration**.

Topic approval for Master's Project (HE 651) or Thesis (HE 650) must be obtained by the following dates in order to graduate by the designated month. It is noted that these are the **LATEST** eligible days for topic approval. In most cases your thesis will take you longer than this, especially if you are collecting data, and it is **strongly recommended** that you submit this form much earlier.

Topic Approval by December 1st for May (Spring) graduation
Topic Approval by February 1st for August (Summer) graduation
Topic Approval by August 1st for December (Fall) graduation

Topic Summary:

Prepare a short summary (See sample form next page) which includes the following (approximately 2-5 pages). See the next page for format instructions for the summary.

Proposed Title of Paper
Research Question(s)
Rationale for Project
Relevant Literature Review to Date that support the rationale
Research Procedures or Investigative Methods

Approval Process:

The Topic Approval form should be submitted to either the assigned instructor (as noted in the semester class schedule) or the faculty advisor. Upon approval of the form, an additional faculty member may be assigned as needed to complete the project, paper, or thesis. (**Note:** The student **must** keep his or her advisor informed of ongoing progress of the project, paper, or thesis.)

Upon approval by your major advisor, you may then use your Topic Summary as a means of soliciting prospective committee members. Details for the thesis process are in Appendix H of this document.

Additional Forms are required for the calling of the thesis committee for the proposal and the final defense. See the Thesis Manual Guidelines (Appendix H) for details.

Thesis Topic Approval Form - HE 650 & HE 651

Proposed Title of Paper

Research Question(s)

Rationale for Project

Relevant Literature Review to Date that support the rationale (Attach Bibliography)

Research Procedures or Investigative Methods

Student Name: _____

Course Number: _____

Semester of Enrollment: _____

Date Submitted: _____

Advisor Approval: _____ Date: _____

Student Signature: _____ Date: _____

**COURSE WAIVER OR SUBSTITUTION AND ELECTIVE COURSE APPROVAL
FORM**

Student's Name: _____ ID #: _____

Elective Courses Number & Title: _____

Course Waiver or Substitution University: _____

Date Enrolled: _____ Grade Received: _____

A student must obtain approval for any graduate courses transferred to ISU from another accredited university. A student can submit up to 9 units worth of graduate level courses to apply toward their program of study. A copy of the transcripts outlining the courses and grade received from another accredited university must be submitted for review for approval to the Program Director and major advisor.

Additionally, the student must obtain approval for all elective courses taken at ISU if they do not appear on the list of "approved courses" as outlined in the MPH student handbook.

A course description from ISU graduate catalog and, if necessary, a copy of the course syllabus must be submitted to the program director and major advisor.

Major Advisor Signature: _____

MPH Director's Signature: _____ Date: _____

Please Note: Hours and locations are subject to change without notice.

Student Computer Labs and Kiosks282-4585

LABS

Business Lab - BA 506 & 507 282-3937
 Computer Center Lab - BA B-13..... 282-4732
 Education Lab - Education Bldg, Rm 359 282-6673
 Liberal Arts Lab - LA 270 282-4301
 Library Lab - Library 213 282-3219
 Student Union Lab - PSUB, 4th Floor 282-4688
 Turner Hall Lab - Turner Hall Basement 282-4270
 Boise Lab - 1353 S Eagle Flight Way 327-7436
 Idaho Falls Lab - CHE 201-202 282-7923
 Bennion Student Union Lab (IF) - 1784 Science Ctr Dr 282-7853
 Twin Falls Lab - Evergreen Bldg, C90 282-4836

KIOSKS

Student Kiosks are available throughout the ISU Campus for use in checking E-Mail, registration, class schedules, etc. Kiosks are available during each building's posted hours. Student Computing Lab schedules vary. Contact each lab to verify dates and times.

Eli M. Oboler Library, ISU..... 282-2958
 9th and Terry
 Campus Box 8089

HOURS: Monday through Thursday - 7:30 am to 11:00 pm
 Friday - 7:30 am to 9:00 pm
 Saturday - 9:00 am to 6:30 pm
 Sunday - 1:00 pm to 11:00 pm

Holiday hours are posted in the Library as needed

Outside of Pocatello, local public libraries are available to residents of each county.

ISU Counseling & Testing Center.....282-2130
 For information on taking the Graduate Record Examination (GRE)

EQUAL OPPORTUNITY STATEMENT

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH HANDICAPS

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of handicap and requires affirmative action to employ and advance in employment, qualified individuals with handicaps who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veteran.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCO)
Employment Standards Administration
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210

Or call (202) 219-9638, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other

aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you immediately should contact:

The U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507

Or contact an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 800-3302.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities, which receive Federal assistance.

INDIVIDUALS WITH HANDICAPS

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity, which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution, which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

ISU Master of Public Health

Guidelines for Preparing and Submitting a Thesis

Department of Health & Nutrition Sciences
Kasiska College of Health Professions



Table of Contents

Part I: Organizational and Technical Requirements of the Thesis

Introduction	3
Academic Requirement.....	3
Examination Committee.....	3
Style	3
Photocopy Use and Authorization	3
Abstract.....	4
Format.....	4
Paper	4
Margins	4
Thesis Order	5
Arrangement of Text	5
Pagination	5
Type Style and Corrections	5

Part II: Key Steps for Navigating the Thesis Process

Getting Started	6
Topic Approval	6
Appointment of Thesis Chair.....	6
Development of Proposal	6
Responsibilities of Involved Parties	7
Thesis Committee Chair.....	7
Second Thesis Committee Member	8
Graduate Faculty Representative (GFR)	8
Fourth Committee Member	8
Student.....	8
Requirements	9
Meetings.....	9
Committee Decisions	9

Visitors to Thesis Presentations	10
Conducting the Defense	10
Reproduction and Distribution of the Thesis	11
Proposal and Thesis Format	11

Part III: Required forms and Other Important Protocols

Required Forms.....	13
Committee Approval Form.....	13
Human Subjects Form	13
Animal Research Form.....	14
Technical Safety Form	14
Bio-Safety Form.....	14
Copyrighting	14
Microfilming.....	15
Binding Protocol.....	16
Thesis Clearance.....	16

Appendices

Appendix 1: Photocopying and Authorization Form.....	17
Appendix 2: Sample Title Page.....	18
Appendix 3: Sample Copyright Page	19
Appendix 4: Sample Committee Approval Letter	20
Appendix 5: Sample Bindery Letter	21
Appendix 6: Specific Details on Writing Proposal and Thesis.....	22

PART I

Introduction

This document is intended as a general guide for those students preparing theses for the Masters of Public Health Program at Idaho State University. The primary purpose of this guide is to ensure consistency in format and style of such documents with Idaho State University Graduate School requirements.

All students seeking a Masters of Public Health degree from Idaho State University must select a topic and seek approval from their **advisor before proceeding** (see MPH Handbook for format and dates). Students must work with their advisor to complete this requirement. Form and style must meet acceptable formal writing procedures (A.P.A. style is required).

Academic Requirement:

To meet graduation requirements, all MPH students must complete a thesis. The only exceptions are those that have produced evidence of published research completed prior to admission to the program, in which case, they may opt for a Master's Project. Before any data collection can occur, permission must be obtained through the Idaho State University Human Subjects Committee. Submissions to the Human Subjects Committee must be completed using the form available from the HSC Web Site: www.isu.edu/departments/research/human.htm. Contact the HSC secretary with questions: 282-3811.

Examining Committee:

The examining committee is composed of a faculty advisor, a second faculty member from the student's department (requested by the student or appointed by the graduate coordinator) and a Graduate Faculty Representative (GFR), appointed by the Dean of Graduate School and Research. The Graduate Dean welcomes suggestions from the student and department regarding candidates for the GFR. The examining committee hears and questions the defense of thesis, proposals, course work and oral exams.

Style

For the MPH program at ISU, the format and citation style should conform with the American Psychological Association. Publication Manual of the American Psychological Association, 4th ed. Washington, DC: The Association, 1994.

Photocopy and Use Authorization

All theses submitted to ISU are made available to the public at the time they are shelved in the library. Publication rights are reserved to the author subject to the provisions of research contracts, federal grant stipulations, or other agreements made by the author with the university. However, in addition to making theses available for public use, the library occasionally receives requests for permission to copy a thesis for scholarly purposes. Such permission to copy must be granted by the author. Frequently, difficulties arise in locating the authors of theses in order to secure permission to copy. In the interest of making a

student's research available to appropriate parties, all theses now include a Photocopy and Use Authorization form in the preliminary pages. The form should be completed appropriately to indicate that permission is granted to copy the thesis for scholarly purposes. (See Appendix 1)

Thesis Abstract

The student should prepare an abstract describing the essential content of the thesis in 150 words or less, double-spaced. The student is required to submit two (2) copies on appropriate thesis paper to the Graduate School office. The abstract is a single paragraph in block format, that is, without paragraph indentation. You should understand that the abstract is a summary of the paper, and not the introduction to the paper. A good trick is to write a one summary sentence for each major part of your paper, which should give you a good four-sentence abstract.

Format

Paper

The thesis must be presented on appropriate paper, twenty pound bond with at least 20% rag content, with 25% preferred in order to ensure durability. Should the student wish to use a laser printer, 25% rag content may be unworkable. In that case, 20% rag content paper can be used, and printing may proceed without hazard. Under no circumstances may the rag content fall below 20%. Multilith and photocopies are acceptable if presented on appropriate paper. So-called erasable paper is not acceptable. If multilith or photocopying processes are used, the quality of the copies should be high enough for clear reading, there should be no omissions or smears, and there should be a minimum of process defects. Photocopies should fall within acceptable margin standards as detailed below. Mimeographed materials that are to be bound as a part of an appendix must also be reproduced on appropriate paper. Approved quality paper is available at Total Copy (located in the Student Union Building), office supply stores such as Bangs, and copy centers such as Kinko's.

Margins

The margins should follow the guidelines given in the approved style manual being used by the department. It is important that the left margin be one and one-half inches wide in order to allow for binding.

For questions on format consult the appropriate style manual or contact:

Dr. Stephen Adkison, Director
Writing Center
Center for Teaching and Learning
Museum of Natural History, Room 434
(208) 282-3662; adkistep@isu.edu

For assistance with or questions on statistics, contact:

Teri Peterson
Statistical Consulting
Business Administration 523
(208) 282-4861; peteteri@isu.edu

Thesis Order

The thesis should be arranged according to the approved style manual. Samples of the Copy Authorization, title, and approval pages are found in the appendix of this document.

1. Photocopy and Use Authorization
2. Title page
3. Copyright page (if appropriate)
4. Committee Approval page
5. Human Subjects Committee Approval page (if appropriate)
6. Acknowledgment page/s (if appropriate)
7. Table of Contents
8. List of Illustrations (if appropriate)
9. List of Figures (if appropriate)
10. List of Tables (if appropriate)
11. List of Abbreviations (if appropriate)
12. Glossary (if appropriate)
13. Abstract
14. Dedication (if appropriate)
15. Text of the thesis
16. Appendices
17. References

Arrangement of Text

Arrangement of the sections within the text may or may not be defined in the department-approved style manual. Students should discuss textual arrangement with their committee members. The basic arrangement listed below is intended as a guideline and will not be applicable to all thesis.

- I. Introduction
- II. Review of Literature
- III. Methodology
- IV. Results
- V. Discussion

Pagination

Preliminary pages are all numbered with lowercase roman numerals centered at the bottom of the page. All other pages, text, notes, references, and so on are numbered according to the pagination guideline or rules stated in the APA style manual.

Type Style and Corrections

Use a conventional font such as times new roman, arial, or courier. Font size should be 12-point except for specialized purposes such as equations or labels for tables or graphs. A script type style is unacceptable. The thesis must be printed on a letter-quality printer. Dot matrix or draft quality printing is not acceptable. No pencil or ink corrections are permitted on any copies of the thesis that is presented.

Part II: Key Steps in Putting for Navigating the Thesis Process

Getting Started

A. Topic Approval

1. Your first step is to secure approval for a topic. This consists of a brief summary of your proposed project. It is NOT your thesis proposal. That is described in section C of this document. See MPH Handbook appendix D for details.

B. Appointment/Selection of Thesis Committee

1. The thesis committee chair will be selected by the student. The thesis chair must be a Division of Graduate Studies Health and Nutrition Sciences Department faculty member who is a member of the University Graduate Faculty. It is recommended that you review the “Responsibilities of Involved Parties” later in this document so that you may select wisely.
 - A. The second thesis committee member will be selected by the student with the assistance of the thesis committee chair. The second committee member must be a Division of Graduate Studies Health and Nutrition Sciences faculty member who is a member of the University Graduate Faculty.
 - B. The Graduate Faculty Representative (GFR) is assigned to the committee by the Dean of the Graduate School, though it is proper for the student, in collaboration with the thesis chair, to recommend a GFR. The Graduate Dean makes the assignment when the Final Program of Study is filed, unless earlier assignment is requested by the student or advisor.
 - C. A fourth member may serve on the thesis committee as a content consultant, if requested by the student and approved by the Office of Graduate School.
 - D. The thesis committee may be formalized at any time but it must be formalized when the student files the Final Program of Study.
2. Thesis committee membership may be changed if it becomes necessary. The student should first discuss the change with the existing committee. A written request must then be submitted to the Graduate School office.

C. Development of the Proposal

1. The proposal will be developed under the supervision of the thesis committee chair. It is in essence Chapter 1 (Introduction), Chapter 2 (Literature Review), and Chapter 3 (Methods) of your thesis.
2. Once approved by the thesis committee, the proposal must be approved by the University Committee for the Protection of Human Subjects in Research, if human subjects are to be involved in any way in the study. A Notice of Action from the Human Subjects Committee must be submitted and acknowledged by the thesis

chair before thesis research begins.

3. Copies of the proposal should be submitted at **least two weeks in advance** of the *proposal meeting* to the following:
 - a. Thesis committee chair
 - b. Second member of the committee
 - c. GFR
4. At the completion of the proposal meeting, an official approval sheet (noting any substantial changes in the proposal if made) is signed by the thesis committee chair, and members. The final proposal and the signed approval sheet will be filed in the student's file. It is the responsibility of the thesis chair to complete and file this form.
5. Students are requested to submit a copy of the proposal to the Department for future student reference. The student will have the option of submitting the proposal with or without the revision comments.
6. If the proposal must be submitted for formal review by an individual or agency committee for permission to utilize clients, records, or other data sources, and/or facilities, the proposal must have the approval of the thesis committee before being submitted to the agency. Permission from an agency must be obtained prior to beginning the study.

Responsibilities of Involved Parties

A. Thesis Committee Chair:

1. Serves as academic advisor and provides assistance and direction to the student so that a scholarly thesis results.
2. Ensures that the student's proposal and final product conform to the guidelines of the Graduate School and the Division of Graduate Studies Health and Nutrition Sciences.
3. Must bring paperwork for approval to proposal presentation.
4. Notifies committee members and the student of the time and place of the proposal meeting(s).
5. Conducts the proposal and any subsequent committee meetings.
6. Determines the time and place of the oral defense of the thesis.
7. Informs in writing, using the Oral Examination Notification form, the Dean of the Graduate School, the Department Chairperson, the committee members, and the student of the time and place of the oral defense of the thesis.
8. Conducts the oral defense meeting.

9. Informs the student of the results of the oral defense and any recommendations from the committee.
10. Informs the Department Chairperson of the results of the oral defense.
11. Coordinates with other members of the committee in relation to recommended changes.
12. Submits a change of grade form to the Graduate School to remove incomplete status (IP) of thesis credits and to document satisfactory (S) or unsatisfactory (U) completion of thesis.
13. Announces date/place of student's presentation

B. Second Thesis Committee Member:

1. Actively participates in the development of the thesis, and is expected to attend all meetings of the total thesis committee
2. Is a voting member of the committee

C. Graduate Faculty Representative (GFR):

1. The GFR is encouraged to actively participate in the development of the thesis, and is expected to attend all meetings of the total thesis committee.
2. The GFR is a voting member of the committee.
3. Collects the paperwork for final defense the day before and immediately after delivers papers in person to the Graduate School.
4. Completes report per GFR policy for the Graduate School.

D. Fourth Committee Member:

1. Participates in the development and conduct of the thesis.
2. Attends all meetings of the total thesis committee.
3. Is a voting member of the committee.

E. Student:

1. Receives approval of the membership of the thesis committee from the Graduate School before the formal proposal meeting.
2. Follows established guidelines of the Graduate School and the Division of Graduate Studies Health and Nutrition Sciences Department.
3. Develops the thesis under the guidance of the thesis committee chair.

4. Distributes proposal and oral defense copies of thesis to all members of the committee at least two weeks prior to the scheduled meeting.

Requirements

A. Meetings

A minimum of two meetings of the thesis committee are held:

1. The proposal meeting, and
2. The thesis defense

Additional meetings may be held as deemed necessary by the thesis committee chairperson.

1. **Proposal Meeting.** This meeting is designed to allow the student the opportunity to present the thesis proposal to the committee. Approval of the proposal is required before the student implements the study. Clarification, criticism, and guidance in relation to the study will be provided at this meeting. It is expected that Chapters 1, 2 and 3 are completed at this point so that the committee has tangible and concrete issues to which they may react.
2. **The Defense.** This meeting is conducted to allow the student to defend the completed study, respond to questions regarding the study, and receive further direction regarding the thesis.

B. Committee Decisions

1. **Proposal Meeting.** The decisions are made by the thesis committee members. A majority vote is required to reach one of the following decisions regarding the thesis proposal:
 - a. Accept the thesis proposal, as is
 - b. Accept the thesis proposal with modification, but without another meeting
 - c. Accept the thesis proposal with modification, but with another meeting being required.
 - d. Reject the proposal with further direction clarified.

The thesis proposal sheet is signed by the members of the thesis committee. The decision of the committee and any recommendations are indicated on this form.

Final acceptance of the thesis proposal is a commitment of approval, ***in principle***. That is, while changes involving the method or conduct of the study may be necessary due to unforeseen problems, the hypothesis to be tested along with the research design are not subject to revision except by

committee approval, then only on rare occasions. These are matters which must be decided upon prior to or during the proposal meeting.

2. **Oral Defense Meeting.** The members of the thesis committee will make one of the following recommendations by majority vote at the oral defense meeting:
 - a. Accept the thesis, as is.
 - b. Accept the thesis with modification, but without another formal meeting.
 - c. Accept the thesis with modification, to be presented at another formal meeting.
 - d. Reject the thesis, but provide direction and clarification to the student.
 - e. Following a decision to approve the thesis, the approval form is signed by the thesis Committee members. The GFR is responsible for obtaining and returning the forms to the Graduate School.

C. Visitors at Thesis/Project Presentation

1. Faculty and students in the Division of Graduate Studies Health and Nutrition Sciences Department are encouraged to attend the thesis presentation. Visitors will be excused during the oral defense. Visitors may participate in the meeting only if invited to do so by the thesis committee chair.

D. Conduct of the Thesis Defense

The thesis defense is in two parts

1. The committee chair will preside at the defense. The student makes a formal presentation of the completed thesis. This meeting is open to all interested persons. Members of the audience may be invited to make comments at the end of the presentation.
2. The second part of the defense is open only to the student and the committee. The student will defend the thesis to the committee. The oral defense is mainly, though not exclusively, concerned with the subject matter of the thesis. The candidate will be expected to respond to questions from the committee members concerning the theoretical framework, research design, methods of analysis, findings, conclusions, and/or other aspects of the thesis. The student will be excused while the three voting members of the committee evaluate the student's defense, and written thesis, and make recommendations. At the termination of this examination, the thesis committee will vote regarding acceptance of the thesis and its defense. Voting will be by secret ballot. The student will be informed of the committee's decision and any recommendations **immediately after** the committee concludes its evaluation of the student's performance.

Reproduction and Distribution of Thesis

- A. One copy of the approved and completed thesis must be presented to the Graduate School. Copies of the thesis presented at the time of the oral defense may be on photocopy paper.
- B. Follow the directions provided by the Graduate School in relation to reproduction and distribution of the thesis.
- C. Refer to the Graduate School Manual for directions on the binding and distribution of the approved thesis.
- C. Submit the thesis to Thesis Abstracts International by completing forms, submitting abstract, thesis, and fee to the Graduate School.

Format for Proposal and Thesis Structure

The proposal and thesis should be typed and written in the format and bibliographic style of the current edition of the American Psychological Association Publication Manual. Also see the Graduate School Directions for Preparing Thesis and Dissertations for Advanced Degrees for paper quality and other requirements.

The following outline is a schema for the final written thesis. This is a suggested outline. The components of each section may be decided with your committee as to the appropriate of inclusion. **The proposal should include Chapters I, II and III.** For a more detailed explanation of the components of a proposal and thesis, see Appendix 6 at the end of this document.

NOTE: We are in the process of creating a new format to encourage student publication-ready document. Please see Dr. Murillo for approved format.

Chapter I: The Study Problem

- 1. Introduction
- 2. Statement of the problem
- 3. Purpose(s) of the study
- 4. Significance of study
- 5. Assumptions
- 6. Research questions or hypotheses

Chapter II: Review of Relevant Literature

- 1. Overview of relevant research
- 2. Related or theoretical frameworks and supporting research
- 3. Hypothesis as developed from theories and research (if applicable)
- 4. Summary of findings

Chapter III: Methodology

1. Design
 - a. Overview of study
 - b. Hypothesis or research questions
 - c. Variables
 - d. Research method or design
2. Description of setting
3. Sample
 - a. Sample source
 - b. Criteria for sample selection
 - c. Sampling plan
 - d. Sampling size
 - e. Human subjects protection
4. Data collection
 - a. Method
 - b. Instruments
 - c. Reliability and validity
 - d. Procedure
5. Proposed analysis
6. Limitations

Chapter IV: Results

1. Introduction
2. Description of sample
3. Statistical analysis

Chapter V: Discussion

1. Summary of major findings
2. Discussion
 - a. Significance
 - b. Implications
 - 1) Practical
 - 2) Research
 - 3) Theory
 - c. Limitations
3. Summary

16. Appendices
17. References

Part III: Required Forms

Theses will contain signed copies of required forms including Photocopy and Use Authorization and Committee Approval forms. In addition, other forms may be required for compliance with federal regulations. These forms may include those related to human subjects, animal welfare, hazardous waste control, bio-safety, radiation safety, reactor safety, technical safety. **Students should consult their committees or the Graduate School to ensure inclusion of the necessary forms.** Forms can be obtained from the office or committee in charge of compliance.

All forms required by federal regulations must be completed, signed, and on file with the Graduate School **prior** to the collection of data. Failure to follow required procedures regarding these forms may result in the rejection of the thesis by the Dean of the Graduate School.

Committee Approval Form

Each thesis will contain a committee approval form signed by the committee members only after **final** acceptance of the thesis. Prior to final acceptance, each member of the candidate's committee should carefully examine a draft which is essentially a final copy of the thesis/ dissertation. Excessive numbers of corrections may warrant that a second or third draft be reviewed by the committee before committee members signatures can be given.

All theses are finally approved after an oral examination. Oral examinations are scheduled by the student in coordination with the committee and department. The oral examination must take place no later than two weeks before the end of the semester in which the student intends to graduate. **Two weeks prior to the date of the oral examination, a draft of the thesis must be presented in substantially final form to the committee for review. Final form includes any and all inserted material--e.g., maps, photographs, plates, and so on.** If any committee member questions whether or not the substance or form of the thesis is adequate, the committee as a whole decides if the thesis is sufficiently prepared for an oral examination. If it is determined that deficiencies may be cleared up during the oral examination, the examining committee conducts the oral examination on the scheduled date. Only after the oral examination, and with the permission of the committee, may a student prepare the final copies for binding. No committee member is authorized to sign the approval forms after the thesis has been sent to the bindery. Students who send their thesis to the bindery without the signed approval forms shall bear the cost of new copies being sent to the bindery with the appropriate signed approval forms.

The final thesis clearance must be in the Graduate School office within two (2) weeks following the oral examination.

Human Subjects Form

University policy requires that students who expect to engage in research involving human subjects-- research covered by this policy includes both the collection of data through direct intervention and interaction or the acquisition of information from sources that allow personal identification of subjects-- receive approval of their research procedures **prior** to the collection of data. Contact the Human Subjects Committee through:

Dr. Ralph Baergen
Liberal Arts 247
Campus Box 8056
(208) 282-3371

Animal Welfare Research Form

If your research involves the experimental use of vertebrate animals, approval must be obtained from the Animal Welfare Committee **before** purchasing or using animals. Contact the Animal Welfare Committee through:

Dr. Curtis Anderson
Biological Sciences
Campus Box 8007
(208) 282-5813

Technical Safety Form/s

If your research involves the use of radioactive materials, produces hazardous materials, or involves the disposal of hazardous and/or infectious waste approval **must** be obtained from the Technical Safety Office Director. This approval **must** be obtained prior to purchasing materials or beginning research procedures. Contact the Technical Safety Office Director through:

Dr. Thomas Gesell
Physical Science 238-B
Campus Box 8106
(208) 282-3669

Bio-safety Form

If your research involves bacterial or viral materials, you may need approval from the Bio-safety Committee. In such cases approval must be obtained prior to beginning research procedures. Contact the Bio-safety Committee through:

Dr. Malcolm Shields
Garrison Hall, Room 603
Campus Box 8007
(208) 282-5719

Thesis Copyright

Students wishing to copyright their theses should follow the same procedure listed below for dissertation copyright and must have the written approval of the major advisor when submitting for clearance. Theses submitted for copyright will also be microfilmed per procedures for dissertations.

Dissertation Copyright

All authors of dissertations have the right to copyright. Owing to legal vagaries concerning common law copyright, statutory copyright, etc., the dissertation should be copyrighted at the outset and not after the fact. Students who choose to copyright their dissertations should do so at the time they are preparing the final copies of their dissertation. After a dissertation has been microfilmed, it may not be copyrighted because it has entered the public domain. The student should place a copyright notice in all copies of the dissertation. The copyright page is placed immediately after the title page and carries no page number.

ProQuest Information and Learning will process the author's claim to copyright with the United States Copyright Office for a fee of \$45.00. ProQuest will provide the student with reprints of the abstract for a fee of \$30.00 per 100 (additional sets of 100 are \$10.00 each). Both copyright and reprint services are options the student may choose; they are not required by the Office of Graduate Studies.

To apply for copyright the student fills out the appropriate form available from the Office of Graduate Studies and includes this form together with a money order for \$45.00 payable to ProQuest Information and Learning to the Office of Graduate Studies at the time the other items required for clearance of the dissertation are submitted.

Thesis Microfilming

The Graduate School does not require submission of masters theses for microfilming. However, a copyrighted thesis will be microfilmed.

Binding

The Office of Graduate Studies authorizes one bindery:

Utah Book Bindery
573 West 4800 South
Murray, Utah 84123

Binding Color

All university-required copies are to be bound in #192: dark maroon. Personal student copies may be of a different color and will cost \$5.00 extra per order.

Binding Prices

University-required copies, color #192..... \$15.00 ea.
Personal copies, color #192 15.00 ea.
Personal copies, color other than #19220.00 per order
Perforated paper for filler 5.00 per book

All copies, including any personal copies, will be mailed to the Graduate School office, per the sample letter.

Thesis Binding

The university requires four (4) bound copies of the thesis, four (4) bound and one (1) unbound copy of the thesis to be submitted to the Graduate School.

Subsequently, the Graduate School sends two copies to the library, one copy to the student's department, and one (1) copy to the student's thesis/dissertation advisor.

In addition, the **unbound** copy of the dissertation is submitted to the Graduate School for microfilming purposes. Manuscripts over three and one-half (3 ½) inches thick must be bound in two volumes and the student must pay the double costs involved in binding two-volume theses/dissertations. Any bound copies a student desires for the student's own use must be ordered in addition to the four required by

the University. The student is responsible for boxing and mailing the thesis/dissertation copies to the bindery. The student should enclose in the package a set of binding instructions

There is a special postal rate for books and manuscripts. The student should write the statement, "Book Rate" on the package containing the copies of the document. The student must insure the package--minimum insurance is acceptable. See Appendix 5 for a sample letter requesting binding.

Thesis Clearance

The student must submit to the Graduate School the following items two (2) weeks following the final oral examination.

1. A copy of the signed letter to the bindery
2. Two (2) copies of the abstract
3. One (1) copy of the thesis in final form
4. The insurance postal receipt for the thesis copies mailed to the bindery
5. A signed copy of the committee approval page
6. A signed copy of the student Copy Authorization page
7. A copy of the money order being sent to the bindery

The Major Advisor is responsible for the timely reporting of the grade change for the thesis to the Registrar's Office. This grade change should be submitted no later than two (2) weeks after semester's end.

Appendix 1: Photocopy Authorization

In presenting this thesis in partial fulfillment of the requirements for an advanced degree at Idaho State University, I agree that the Library shall make it freely available for inspection. I further state that permission for extensive copying of my thesis for scholarly purposes may be granted by the Dean of Graduate School, Dean of my academic division, or by the University Librarian. It is understood that any copying or publication of this thesis for financial gain shall not be allowed without my written permission.

Signature _____

Date _____

Appendix 2: Sample Title Page for Thesis

THE EFFECTS OF STEROID HORMONES ON CORONARY ARTERIES
IN JUVENILE GUINEA PIGS

by
Jane Student

A thesis
submitted in partial fulfillment
of the requirements for the degree of
Master of Science in the Department of Biology
Idaho State University

May 2004

Appendix 3: Sample Copyright Page

Copyright (Year) Student's Name

or

© (Year) Student's Name

Appendix 4: Sample Committee Approval letter

To the Graduate Faculty:

The members of the committee appointed to examine the thesis of JANE X. STUDENT find it satisfactory and recommend that it be accepted.

Major Advisor

Committee Member

Graduate Faculty Representative

(Additional signature lines may be necessary in the case of dissertations and theses which involve committees of more than three faculty members.)

Appendix 5: Sample Bindery Letter

112 Lake View
Pocatello, ID 83201

Utah Book Bindery
573 West 4800 South
Murray, Utah 84123

To whom it may concern:

The attached package contains _____ copies of my thesis which is titled: (Full title as it will appear on cover)

1. The thesis/dissertation should be bound in dark maroon buckram #192 and should be over sewn.
2. The spine of the thesis/dissertation will contain my full name, _____, (year of the thesis), and ISU. A gold rule will be placed at the top of the spine and above the ISU lettering.
3. The full title, with my name, should be on the front cover, stamped in gold.
4. I realize that personal checks and CODs are NOT accepted and have enclosed a money order/cashiers check for \$XXX.XX.
5. Special instructions are as listed on the attached page entitled
SPECIAL INSTRUCTIONS ATTACHED

If there are any questions, please phone or write me at once. Please mail the bound copies of the theses/dissertations to:

Graduate School
Idaho State University
Campus Box 8075
Pocatello, ID 83209

Sincerely,

John Doe
ph. 208/233-1234

cc: Graduate School

Appendix 6: Specific Details on Writing Proposal and Thesis

Please note: The proposal presents plans for research and should therefore use verbs in the future tense. The thesis presents the end results after completion of the research and uses the past tense.

A. Chapter 1: Introduction

1. Introduction to the problem and sub problems:

The purpose of this section is to introduce the topic and set the context for your study. It begins with general information about your topic. (i.e., the societal developments and changes that make the problem worth studying, and/or the research background such as methodological issues and developments that indicate the importance of this study.

2. Statement of Problem

This section is brief and presents the problems in a clear, succinct forward manner. What is the problem which the research will help to resolve? It may be worded in declarative or interrogative form.

3. Purpose of the study

State specific purpose(s) and/or objective(s) of your thesis.

4. Significance of the study

This section of the thesis answers the question of what benefit is this study to public health? The question should be answered simply, directly and specifically. The significance should not be based on supporting the hypothesis, but rather on the overall importance of the study to client care, public health administration, or public health education, regardless of the outcome of the study. It should show how this study will answer questions resulting from conflicting results of previous studies, examine an issue suggested in other studies or real life experiences, or test an existing theory.

5. Assumptions

In this portion of the introduction you identify the basic premises upon which you base your study. What concepts do you accept as being true and therefore they are not aspects of the problem being studied? Your assumptions may be derived from universally accepted truths, previous research, public health practice or public health theories.

6. Conceptual Framework

Theoretical or conceptual framework (as appropriate to the study). The purpose of the framework is to clarify concepts used in the study, propose relationships between concepts, and provide a means for linking your findings back to abstract ideas. 2 and 3 may be reversed.

7. Hypothesis (es) or research question(s)

Identify the expected outcomes of your study. If you are not making predictions, but are doing a descriptive study, you should present research questions. Each question should be specific, measurable, clear and distinct from other questions.

8. Operational definitions

Each of the major terms in your question or hypothesis should be defined. The definition should contain both conceptual and operational components. The definition should explain the concept to the reader as well as identify the means of measuring the variable.

9. Limitations

Identify those factors which will limit the generalization ability of findings beyond the sample studied. These factors may be restrictions over which you have no control or restrictions that you place on the study. You may consider conceptual limitations as those limitations resulting from the frame of reference, and your definitions, or methodological limitations; those limitations imposed by sampling procedures, design, data collection factors and inaccurate use of statistical analysis.

B. Chapter 2: Review of the Literature

1. Chapter introduction: Begin with a brief statement about the focus of your research. This may be one or two paragraphs which identify the focus of your study and indicate how the chapter will be organized.
2. Review of the literature: Organize your review of the literature in such a way to clearly communicate your knowledge of research that directly relates to the subject of your thesis. This will provide the background upon which your research is built by summarizing the present state of knowledge about the topic and indicating how your study will build upon and extend the previous knowledge. Your review of the literature should be a comprehensive discussion of research related to that aspect of the field which you will study. Explain what is known about the specific topic you are studying and what knowledge is needed. Use quotes sparingly. You should paraphrase except in situations in which you feel the flavor and color of the original language are necessary. You may also wish to use a direct quote when you want to make a comment about that specific quote.
3. The summary of your review of the literature is very important. You should conclude with a synthesis of what you have learned from the review. Your ending should show a strong relationship between that body of research which you have summarized and your study.

C. Chapter 3: Methodology

1. Design

- a. Overview of Study: It may seem redundant, but begin your chapter with a brief statement about the purpose of your study. Be careful that you use the same wording as in your original purpose statement. Also let the reader know how the chapter will be organized.
- b. Hypotheses or research question(s): State your hypotheses or research question(s) to provide the background for this chapter.
- c. Variables: In discussing the hypotheses or research questions, variables should be clearly identified and method of measurement identified.
- d. Research method or design: Clearly explain the research methodology to be used. Relate the method you have selected to the problem under study. Provide a thorough, clearly defensible rationale for selecting the particular research method selected.

2. Description of Setting

This section of your proposal/thesis should inform the reader of the context in which you will conduct the study. Consider the following questions as you write this section. What are the important characteristics of the place? Why have you selected that place as the site for your study? How representative was the situation in which the research was conducted? How might the setting affect the outcome of the study? Description of the setting should be appropriate to your problem and design which you have selected. For example, a mailed survey would not require the same depth of explanation of setting as would an experimental design for a client-care intervention.

3. Sample

- a. Sample source: Identify the population of the study and the sampling frame from which subjects were selected.
- b. Criteria for sample selection: Discuss specific characteristics which subject must have in order to be considered for participation in the study. Identify the demographic characteristics necessary for subject participation.
- c. Sampling plan: Identify the specific sampling method used. Provide a clear rationale for use of the sampling method selected.
- d. Sample Size: Discuss the number of subjects needed for the study. In the final thesis you should identify the number of subjects needed for the study. In the final thesis you should identify the number of subject selected, the number who consented to participation, and the number who completed the study. Explain any mortality and describe any significant differences between subjects who completed and subjects who withdrew from the study.
- e. Human Subjects Protection: Discuss all steps taken to obtain informed consent and to protect the rights of human subjects. In this discussion you should include information regarding Human Subjects Committee approval, agency consent for participation, and individual subject consent. Examples of the actual consent forms and/or letters requesting and granting permission to conduct the study should be included as appendices. You should also discuss protection of subjects' right, such as measures to provide anonymity or confidentiality, risks and benefits involved means of withdrawing participation.

4. Data Collection

- a. Method: Identify the data collection methodology to be used (i.e. interview, observation, biological measurements). Provide a rationale for selecting this method of data collection over other possible methods.
- b. Instruments: Identify the data collection instruments, their origin and development, and the concepts measured in the instruments. If you use a tool developed by another researcher, you must indicate that permission was obtained for its use and provide that permission in the appendices. If you modify a preexisting tool, provide evidence of permission to do so, discuss the modifications made, and provide rationale for modification. If you develop your own tool for measurement, you must describe the concepts included in the tool, sources of information used in developing the tool, and steps taken to test the tool prior to its use in the actual study. Levels of measurement should be identifiable.
- c. Reliability and validity: If you use a tool developed by another researcher, discuss the reported reliability and validity measures. If you modify a preexisting instrument, discuss reported reliability and validity and the effect your modification will have on

reliability and validity. If you develop your own tool, discuss any steps you have taken to determine reliability and validity.

- d. Procedure: Provide a step-by-step discussion of the procedure used in collecting data. The reader should have all the information necessary to use the data collection instrument(s) in the same way you did. Provide rationale for the procedures as needed. Provide information on time periods used.

5. Proposed Statistical Analysis*

Describe what steps will be taken to complete a statistical analysis of the data obtained. Include an explanation of how data from individual subjects will be handled (i.e., submitted scores derived), and how the group data will be handled. What statistical measures will be used to test hypothesis (es)? Provide a rationale for selected methods of analysis, including the level of measurement obtained from the data. Indicate the accepted level of significance.

If a qualitative study is undertaken, indicate how the qualitative data will be extracted, grouped, analyzed and synthesized.

D. Chapter 4: Results**

1. Introduction: Once again the chapter begins with some repetition. Restate the problem in brief, summary form and then orient the reader to the purpose and organization of this chapter.
2. Description of Sample: Briefly summarize sampling plan and criteria for selection, then present demographic data which describes your actual sample, if obtained.
3. Statistical Analysis: Present the hypotheses being tested and the type of test used. Present the obtained data and levels of significance. Present the results only. Do not discuss the meaning of the results other than in terms of whether the hypotheses were supported or rejected. Discussion of the meaning of the results will be presented in the next chapter.

You will be presenting figures and tables in this section to facilitate the reader's understanding of your data. Titles should be developed carefully so that they clearly describe the information presented in "picture" format. The title should be self-explanatory, labels of rows and columns should be clear and the type of data presented (percentages, number of subjects, type of statistics, level of significance) should be indicated clearly. The reader should have all the information necessary to interpret the table from reading the title, headings, data and table footnotes. Even though the table is completely self-explanatory, you must include a narrative which describes information presented in tabular form. Tables should be placed as close to their narrative explanation as possible.

E. Chapter 5: Discussion**

1. Summary of Major Findings

Again introduce the topic of study, the problem statement, methodology, and briefly summarize the results presented in the preceding chapter. State your findings in general terms--which hypotheses were supported. Then develop the discussion of these results more specifically. The reader should be able to read just this chapter and

understand your study. However, do not present all the detailed results you wrote in Chapter 4.

2. Discussion

The discussion presents your interpretation of the findings and implications of those findings. This is the point at which you explain your findings. The discussion should answer the following questions: What principles, relationships and generalizations do your results suggest? How do your findings relate to previous research findings? What are the theoretical implications of your findings? What are the practical implications of your findings for Public health? What implications are there for further research? In the discussion you should also discuss any methodological problems of your study or any unanticipated results. Acknowledge any limitations to the generalization ability of your findings.

3. Summary

Provide a brief summary of your study--method, results, and implications.

4. Appendices

5. References

*Proposal only **Thesis only

Please note: The proposal presents plans for research and should therefore use verbs in the future tense. The thesis presents the end results after completion of the research and uses the past tense.