



Master of Health Education

Project and Thesis Guidelines

***Division of Health Sciences
Kasiska School of Health Professions
Health Education***

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PROJECT/THESIS

Goals and General Procedures

Goal

The MHE Project/Thesis is intended to serve as the CAPSTONE or culminating academic experience. It should demonstrate the student's skills in a variety of areas including: formal academic/technical writing, the research process, and the ability to apply Health Education content in a realistic, practical, and professional manner. The end result of an MHE Project/Thesis is for graduate students, under the advisement of their project committees, to produce creative and scholarly work for submission to a funding agency and/or peer-reviewed journal.

General Project/Thesis Procedures

1. The project should be completed in the final semester. The thesis should be completed during the final semesters after the completion of the majority of your coursework.
2. There will be a Project or Thesis Topic Approval meeting to discuss, and clarify the proposed topic. The meeting will include the graduate student, the project or thesis faculty advisor, and the second program faculty member. The Project Topic Approval meeting must occur before work can start on the project or thesis.
3. Discussion of Graduate Faculty Representative (GFR) with department committee members. Go through the appropriate process of requesting and contacting a GFR.
4. The TOPIC APPROVAL FORM – must be signed by the student's MAJOR ADVISOR, the MHE PROGRAM DIRECTOR, and the STUDENT before starting work on the project or thesis proposal.
5. The student must submit a copy of the signed TOPIC APPROVAL FORM to the GRADUATE CLERK who will place it in the student's official file before work can start on the project.
6. Work with major advisor to create an individual project or thesis completion timeline. A complete draft (close to final form) of the formal paper must be submitted to the MAJOR ADVISOR at least four weeks BEFORE the scheduled proposal or oral examination. There needs to be appropriate turnaround time for revision. If revisions cannot be completed at least 2 weeks prior to the scheduled defense, the defense will be postponed.
7. The final hard copy of the paper MUST BE SUBMITTED to ALL MEMBERS of the student's committee a minimum of two weeks before the scheduled proposal or oral defense.

8. Successfully complete a proposal or oral defense of project or thesis and complete suggested revisions.
9. Submit manuscript or grant application.
10. For the project, provide the Health Education program with 3 Comb or Velo bound copies. These can be printed on regular white paper and bound at the ISU copy center. For the thesis, follow the Graduate School printing and binding guidelines.

General Style Instructions

All chapters and references should be in APA format, according to the most recent edition of the APA manual. Exceptions to APA formatting guidelines, when preparing a thesis, are described in this document and in the graduate school Instructions for Preparing Theses, Dissertations, Doctor of Arts Papers, and Professional Projects

General Format Directions

1. Double Spaced (everything, including between paragraphs)
2. Running Header (50 or less characters)
3. Page numbers
 - a) Upper right
 - b) 1/2 inch from the top and right margins
 - c) Same font as text
4. Margins
 - a) Left 1.5 inches
 - b) Top, Right, Bottom 1 inch
5. Writing Style
 - a) Projects and Thesis Proposals should be written in future tense
 - b) Final thesis should be written in past tense
 - c) No widow/orphans

PROJECT GUIDELINES

Project Description

Each project is expected to be written and presented in a professional manner. The type of project and expected format is illustrated later in this document. Chapter 1 is an overview or summary of the entire project and must contain the appropriate headings and content. All projects are required to have a thorough review of the relevant literature in Chapter 2. Chapter 3 will be slightly different for each type of project, but generally contains the program description, implementation strategies and an evaluation plan. The final step in the project process is to summarize or alter Chapters 1-3 to create a journal or submission ready document of a grant proposal, program description, teaching practice or research related article or review. This submission ready manuscript will be the last appendix of your entire project document. It is important to make sure you get approval for a specific publication from your committee chair and to follow the submission guidelines provided by the publisher when creating the submission ready document.

Project General Timeline

- ✓ Be aware of graduate school deadlines
- ✓ Complete CITI Training
- ✓ Discuss a topic with advisor
- ✓ Topic approval meeting
- ✓ Topic Approval Form signed and submitted to graduate clerk
- ✓ Ongoing work and dialogue with committee
- ✓ Work with committee chair to set up oral defense date and inform Graduate Clerk
- ✓ Final rough draft to committee chair four weeks before defense date
- ✓ Final paper copy to all committee members two weeks before defense date
- ✓ Successful oral defense
- ✓ Make revisions
- ✓ Submit manuscript (*Program description, teaching practice or research related article or review*)
- ✓ Submit grant (*As determined by committee*)
- ✓ Provide Health Education program with three Comb or Velo bound copies

Project Types

MHE Project ideas fall under one of the following categories:

- Grant Proposal
- Program Creation
- Teaching practice
- Research Related Article or Review

Grant Proposal. This type of project will require three chapters. The first step is to locate and identify a fundable health related grant. Obtain the author guidelines and then obtain major advisor approval. Chapter 3 should contain a detailed description of a needs assessment, program goals/objectives, the program, the proposed implementation and evaluation process. It is important to include a theoretical model, time line, budget items, key personnel, and staffing requirements. The actual testing instruments should be included in an appendix, if possible. The entire written grant proposal with appropriate references will be the last appendix.

Program Creation. This type of project will require three chapters. Chapter 3 should contain a detailed description of a needs assessment, program goals/objectives, the program, the proposed implementation and evaluation process. The actual testing instruments should be included in an appendix, if possible. It is important to include a theoretical model, time line, budget items, key personnel, and staffing. A journal ready article with appropriate references will be the last appendix.

Teaching Practice. This type of project will require three chapters and is specific to a teaching practice. Chapter 3 should include all components of a teaching unit or application of health related topic in a classroom or school environment, a detailed description of the proposed implementation and evaluation process. The actual testing instruments should be included in an appendix, if possible. It is important to include a theoretical model, time line, budget items, key personnel, and staffing. A journal ready article with appropriate references will be the last appendix.

Research Related Article or Review. This type of project will require 3 chapters. There are many types of scholarly articles that are not primary research. This project type is a written scholarly article. The following are examples: review article, theoretical article, case study or a critical review. A major advisor could approve other types of scholarly articles. Chapter 1 and 2 will be the preparation or written support for the article. Chapter 3 should contain a detailed description of your methods. How are you going to analyze or conduct your review? This is similar to the research methodology of a thesis. The journal ready article with appropriate references will be the last appendix.

Project Order (*similar to a thesis*)

1. Title Page
2. Committee Approval page
3. Dedication (*if appropriate*)
4. Acknowledgment page/s (*if appropriate*)
5. Table of Contents
6. List of Illustrations (*if appropriate*)
7. List of Figures (*if appropriate*)

8. List of Tables (*if appropriate*)
9. List of Abbreviations (*if appropriate*)
10. Abstract (*word limit of 250 words*)
11. Text of Project (*see description*)
12. References (*APA*)
13. Appendices
 - a) *As needed for your project type and content*
 - b) Last appendix is the complete journal ready manuscript or grant application
 - i) Should contain all content and formatting needed to conform to the author guidelines of a pre-determined journal, including references

Project Text and Template (*description*)

The final text of the project should include, at a minimum, the following chapters and subheadings. The format should be utilized as a working template. Additional heading may be required by your major advisor. Instructions are provided in italics and do not constitute official headings. The heading template is located on the next page.

CHAPTER 1

Introduction

Project Background

Project Significance

Definition of Terms

Project Relevance to NCHEC Responsibilities and Competencies

Other as required by your Major Advisor

CHAPTER 2

Literature Review

Introduction *(To the chapter)*

Supporting material for the contents of chapter 3

Conclusion

CHAPTER 3

Project Description

Introduction *(To the content of this chapter)*

Theoretical Framework *(Behavior change theory or Program strategy or Best practice)*

Program

This section is the final creation of a program or teaching practice. The format should reflect the accepted content of each product. (See Project Types)

Implementation

This section is a detailed description of how you are going to implement the described program or teaching practice described. What would need to be done before an effort would begin? This should include a theoretical model, timeline, and budget if appropriate.

Evaluation

This section is a detailed description of the evaluation process of the described program or teaching practice. How is success defined and measured? The actual testing instruments should be in the appendix, if possible.

REFERENCES

All references within this section need to be in APA style.

APPENDIX

Larger graphs or testing instruments should be discussed in the respective chapter, but should be included as an appendix. The final Appendix should be the submission ready document of the grant proposal, program description, teaching practice or research related article or review.

THESIS GUIDELINES

Thesis Description

Each thesis is expected to be written and presented in a professional manner. The type of thesis and expected format is illustrated later in this document. Chapter 1 is an overview or summary of the entire thesis and must contain the appropriate headings and content. Chapter 2 will be a thorough review of the relevant literature. Chapter 3 will be slightly different for each thesis, but generally contains a detailed description of the research design, data collection procedures, human subjects, instrumentation, treatment of the data, and analysis. These three chapters will constitute your research proposal. Once you have officially received committee approval then the study is submitted for ISU Human Subjects Committee (IRB) approval as directed by the committee. Once approved, under the direction of a committee chair, the will be conducted. Chapter 4 is a report of the study results. Chapter 5 is the discussion of the study findings with reference to current literature and must contain the appropriate headings and content.

The final step in the thesis process is to summarize or alter Chapter 1-5 to create a journal or submission ready document. This submission ready manuscript will be the last appendix of the entire thesis document. It is important to make sure to get approval for a specific projected publication from your committee chair and to follow the submission guidelines provided by the publisher when creating the submission ready document.

Thesis General Timeline

- ✓ Be aware of graduate school deadlines
- ✓ Discuss a topic with advisor
- ✓ Topic approval meeting
- ✓ Go through appropriate process to obtain a Graduate Faculty Representative (GFR)
- ✓ Topic Approval Form signed and submitted to graduate clerk
- ✓ Ongoing work and dialogue with committee
- ✓ Work with committee chair and set up proposal date
- ✓ Final rough draft to committee chair four weeks before proposal defense date
- ✓ Final paper copy to all committee members two weeks before proposal defense date
- ✓ Proposal meeting
- ✓ Complete CITI Training (*Could be done earlier in timeline and is required in HE 6640*)
- ✓ Submit to Human Subjects Committee (IRB)
- ✓ Once IRB approved - Conduct study
- ✓ Ongoing work and dialogue with committee
- ✓ Final rough draft of final thesis to committee chair four weeks before defense date
- ✓ Final paper copy delivered to all committee members two weeks before defense date
- ✓ Oral defense
- ✓ Make revisions
- ✓ Submit manuscript
- ✓ Follow the Graduate School printing and binding guidelines

Thesis Order (See Page 5 of the Graduate School Instructions)

1. Photocopy and Use Authorization
2. Title Page
3. Copyright page (*if appropriate*)
4. Committee Approval page
5. Human Subjects committee Approval page
6. Dedication (*if appropriate*)
7. Acknowledgment page/s (*if appropriate*)
8. Table of Contents
9. List of Illustrations (*if appropriate*)
10. List of Figures (*if appropriate*)
11. List of Tables (*if appropriate*)
12. Abstract
13. Text of Thesis (*three chapters for a proposal - five chapters for a completed thesis*)
14. References (APA)
15. Appendixes
 - a) *As needed for your subject type and content*
 - b) The last appendix is the completed journal ready manuscript and should contain all content and formatting needed to conform to the author guidelines of a pre-determined journal, including references.

Thesis Text and Template (*description*)

The final text of the thesis should include, at a minimum, the following chapters and subheadings. Additional headings may be required by your major advisor. Instructions are provided in italics and do not constitute official headings. The heading template is located on the next page.

CHAPTER 1

Introduction

Introduction (*to entire thesis*)
Problem Statement or Purpose Statement
Research Questions or Guiding Questions or Hypotheses
Definition of Terms
Assumptions
Limitations
Delimitations
Significance of the Study

CHAPTER 2

Review of Literature

Introduction (*Introduction to the review of literature*)
Headings as needed for the specific topic
Conclusion

CHAPTER 3

Methodology

Introduction (*Introduction to the methodology*)
Research Design (*Research and process procedures*)
(Headings as needed for the study design)
Theoretical Framework (*if applicable, qualitative paradigm and/or perspective*)
Data Collection Procedures
 Sampling
 Recruitment
Subjects/Participants
Instrumentation
Treatment of the Data
Analysis
Conclusion (*Conclusion to the methodology*)

CHAPTER 4

Results

(Headings as needed)

CHAPTER 5

Discussion

(Discussion of findings with reference to current literature, with appropriate headings)
Health Education Implications or Public Health Implications
Limitations
Future Research

REFERENCES

References should be formatted APA

APPENDIX

Larger graphs or testing instruments should be discussed in the respective chapter, but should be included as an appendix. The final Appendix should be the journal or submission ready document.