

## **Nutrition and Exercise Science Master's Program Applied Research Project and Graduate Forms Guidelines**

The following outline is designed to assist graduate students in HES as they manage the requirements for graduation. The **Graduate Bulletin** should be obtained and read along with **APA or AMA Publications Manual**. The University Course Schedule printed each semester contains deadlines and course enrollment information that must be followed. It is the graduate student's responsibility to be informed and to meet deadlines. The graduate advisors in HES are dedicated to assisting and advising you as you work through the process. The non-thesis paper is considered to be a scholarly work. Although the non-thesis paper is not a thesis, it will require similar time, effort and expertise as that of a thesis. The non-thesis paper will be utilized only in special circumstances. The Department Chair must agree to a graduate student choosing the non-thesis paper alternative. The Master's Final Comprehensive Examination is required of students completing a non-thesis paper.

1. After being accepted into the graduate school, contact the graduate advisor and complete the INITIAL STUDY PLAN.
2. After finishing 18 hours of course work, complete the APPLICATION FOR CANDIDACY with the graduate advisor and submit it to the Graduate School.
3. Prior to starting work on the non-thesis paper, complete the required Research Methods course. The Research Methods course should be taken during the last semester of coursework.
4. Toward the completion of all coursework, contact your graduate advisor to discuss a general topic for the non-thesis paper and to begin intensive reading on the topic.
5. After a preliminary reading is completed, schedule a second appointment with the graduate advisor in order to select a topic and compose the title. At this time, select the second and third members for the non-thesis paper and confirm their agreement to serve in this role. All members must have graduate faculty status and should represent the departments of Human Environmental Science and Health, Human Performance and Recreation.
6. Submit a prospectus to the committee for approval and schedule a meeting for discussion. The prospectus should consist of a brief introduction and literature review of the proposed topic. Application for Candidacy (<http://www.semo.edu/gradschool/forms/student.htm>) and Applied Research approval form should also be completed at this time. Submit the Application for Candidacy to the Graduate School.
7. Obtain approval from the Department Chair regarding the non-thesis paper title, study and the selection of the second reader.
8. If additional hours are required for graduation, a graduate level independent study course can be taken that reflects the non-thesis paper topic. Please note the limitation on the number of

hours in independent study courses. The INDEPENDENT STUDY APPROVAL FORM must be filed with the Graduate School.

9. An application for HUMAN SUBJECTS APPROVAL may be required for the non-thesis paper. The form must be submitted to the College of Health and Human Services (CHHS) Human Subjects Committee. Committee approval must be given before proceeding with data collection. This form can be accessed at the CHHS web site [www..semo.edu/hhs](http://www.semo.edu/hhs). Requests must be submitted two weeks prior to the end of the semester if data collection is to begin at the start of the following semester.
10. Upon human subjects approval from CHHS, proceed with the development of the study and the literature review under the guidance of the graduate advisor. Submitting a preliminary copy of the non-thesis paper to the graduate advisor and additional readers is recommended.
11. Complete the non-thesis paper including references. Do not proceed forward without serious proofreading and editing of the non-thesis paper. This process could require a lot of time. Revisions are the rule and not the exception. The standards for the non-thesis paper will parallel those standards required in completing a thesis. The APA or AMA Publication Manual will be used as basis for writing the non-thesis paper.
12. Submit a finished copy of the non-thesis paper to the graduate advisor, additional readers and the Department Chairperson at least **two weeks** prior to taking the Master's Final Comprehensive Exam (Exam). The non-thesis paper must be accepted prior to taking the Exam. Submit the NON-THESIS PAPER ACCEPTANCE FORM to the Graduate School.
13. Complete all recommended changes to the non-thesis paper prior to the end of the semester.
14. Present a copy of the non-thesis paper to the graduate advisor and a copy to the additional readers upon request. The student will bear the cost of the printing and binding.