

Nutrition and Exercise Science Master's Program Thesis and Graduate Forms Guidelines

The following outline is designed to assist graduate students in NES as they manage the requirements for graduation. The **Graduate Bulletin** should be obtained and read along with the **Graduate School Thesis Guidelines and APA or AMA Publications Manual**. The 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 NES are dedicated to assisting and advising you as you work through the process.

1. After being accepted into the graduate school, you should contact your graduate advisor and together complete the INITIAL STUDY PLAN.
2. After finishing 18 hours of course work, complete the APPLICATION FOR CANDIDACY form with the graduate advisor and submit it to the Graduate School.
3. Prior to starting work on the thesis, students should take the required Research Methods course.
4. Upon completion of 18 hours and the required Research Methods course, students should contact their thesis advisors to discuss a general topic for the thesis research and to begin intensive reading on the topic.
5. After a preliminary reading is completed, schedule a second appointment with the thesis advisor in order to narrow, select a topic and compose the thesis title. At this time, select the second and third members for the 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.
 - January 31 deadline for Fall data collection, September 30 deadline for Spring data collection.
 - The prospectus should consist of a brief introduction and literature review of the proposed topic (a condensed version of the first three chapters developed in the Research Methods course can be used at this meeting).
 - The purpose of this committee is to review your plans for the research study and to make recommendations regarding methodology and analysis.
 - Application for Candidacy and Thesis Topic Approval form should also be completed and then submitted to the Graduate School at this time.
(<http://www.semo.edu/gradschool/forms/student.htm>)

7. Proposal Defense (This section will consist of the Introduction, Review of Literature, and Methodology.)
 - a. 1st draft must be submitted to the committee chair at least 4 weeks prior to defense date. (Committee chair will edit draft within 2 weeks)
 - b. 2nd draft must be submitted to all committee members at least 2 weeks prior to defense date. (Committee members will edit draft prior to defense)
 - c. Committee members reserve the right to request additional drafts prior to agreeing to a defense date.
8. Submit an application for HUMAN SUBJECTS APPROVAL to the College of Health and Human Services (CHHS) Human Subjects Committee. Approval by the committee must be granted before you proceed with data collection. This form can be accessed at the CHHS Web site 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.
9. After successfully defending the Proposal and obtaining human subjects approval, students can enroll in HE 694 or HE 695. Only one course can be taken in a semester. The requirement for thesis hours is a minimum of 3 hours and a maximum of 6 hours.
10. Complete the research, data collection, analysis and thesis along with the appendices and references. Do not proceed forward without serious proofreading and editing of the thesis. This process could require a lot of time. Schedule a Master's Oral Exam meeting observing the deadlines posted in the University Course Schedule for that semester. A copy of the thesis should be delivered to each of the committee members **two weeks** prior to the Master's Oral Exam meeting. During this semester, you must enroll in GR 699 Master's Oral Examination.
11. The Master's Oral Exam meeting will give you the opportunity to review the study you have designed and completed. A formal presentation of the findings and significant aspects of the research is appropriate. Refer to the attached Departmental Guidelines for Master's Oral Exam. Questions are posed by the thesis committee regarding your research and findings. This meeting usually lasts about one hour. Upon approval by the committee of your thesis, the THESIS ACCEPTANCE FORM (available on Graduate School web site) is signed by all committee members. The thesis and the THESIS ACCEPTANCE FORM are submitted to the Department Chair for approval and a signature. The THESIS ACCEPTANCE FORM is submitted to the Graduate School.
12. Complete all additional recommended changes to the thesis after the Master's Oral Exam meeting and submit the final clean copy of the thesis to the Graduate School prior to the end of the semester.
13. Present a hardbound copy of the thesis to the thesis advisor and spiral bound copies to the other committee members upon request.