

**FLORIDA GULF COAST UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DIVISION OF HEALTH SCIENCES**



**MASTER OF SCIENCE PROGRAM
Health Science**

**Guidebook for
HSC 6975 HEALTH PROFESSIONS THESIS**

Effective Fall 2006

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**Guidebook for
HSC 6975 Health Professions Thesis**

SCHEDULED MEETINGS: By arrangement

FACULTY CONTACT INFORMATION

<u>Name</u>	<u>E-mail</u>	<u>Telephone</u>
Dr. Michelle Angeletti	mangelet@fgcu.edu	(239) 590-7499
Professor Tony Burkett	tburkett@fgcu.edu	(239) 590-7500
Professor Joan Faris	jfaris@fgcu.edu	(239) 590-7501
Dr. Joan Glacken	jglacken@fgcu.edu	(239) 590-7498
Dr. Denise Heinemann	deniseh@fgcu.edu	(239)590-7511
Professor Karen Landy	klandy@fgcu.edu	(239) 590-7463

COURSE DESCRIPTION

HSC 6975 Health Professions Thesis (1 – 6 hours)

This thesis experience is based on student consultations with a faculty advisor to focus on a health professions research endeavor related to the student's career concentration. The course is recommended for all students who desire to pursue a doctoral degree or a research oriented career. Prerequisites: IHS 6112, HSC 6734

PURPOSE OF A THESIS

The primary purpose of a thesis is to train the student in the processes of scholarly research and writing under the direction of members of the graduate faculty. After the student has graduated and the thesis is published or presented it serves as a contribution to human knowledge, useful to other scholars and perhaps a more general audience.

OUTCOMES

The following outcomes of the course are as outlined below:

1. Identify a thesis topic and hypotheses/questions that are relevant to and have practical application to the student's career concentration.
2. Complete and submit a thesis proposal (See Attachments A, B, C) and gain approval of the proposal.
3. Complete a literature review.
4. Complete the thesis.
5. Submit the written thesis in the approved format (See Attachment D, E, F, G).
6. Defend the thesis.
7. Complete Thesis Binding Request Form (See Attachment H).
8. Submit two copies of the thesis to the library for binding: one for the university archives and one for the circulating collection.

THESIS CHAIR AND THESIS COMMITTEE MEMBERS

Students identify a full-time faculty member from the Division of Health Sciences listed above to serve as their thesis chair, advocate and resource. The student first asks the faculty member of his/her interest in serving as their thesis chair prior to formally requesting that the faculty member serves in that capacity. The student's first choice of faculty mentor/thesis chair is not always feasible and hence not always approved due to faculty workload or interest. The student then submits a written request to the faculty member.

Students select a thesis committee composed of a thesis chair and two faculty members. Preferably two faculty members will be from the Division of Health Sciences and one faculty member will be selected from another Division. One faculty will have expertise specific to the concentration area related to the thesis. The chair of the committee will be a full-time faculty member of the Division of Health Sciences.

Responsibilities of the Thesis Chair

The thesis chair is responsible for the following:

1. Serve as the student's advocate, mentor, and division, college and university representative.
2. Provide the student with an orientation to the process for progressing and successfully completing the thesis, and notifying students of division, college, and university policies or guidelines related to the thesis.
3. Meet with the student on a regular basis to monitor the student's progress.
4. Assist the student in leading meetings related to the thesis.
5. Supervise the preparation of formal thesis documents including those related to the Institutional Review Board for Involvement of Human Subjects or Animals when appropriate, and presentations.
6. Submit grades for each semester that the student is registered for the course HSC 6975.
7. Perform other faculty duties related to the thesis.

Responsibilities of the Thesis Committee Members

The responsibility of each thesis committee member is to:

1. Serve as the student's advocate.
2. Be a resource and provide the student with feedback and advice related to the thesis.
3. Participate in meetings with the student and thesis committee.
4. Submit input to the thesis chair regarding grades for each semester of the thesis, that is, for each semester that the student is registered for the course HSC 6975.
5. Perform other faculty duties related to the thesis.

Student's Responsibilities to the Thesis Chair and Committee

Students are responsible for the following:

1. Scheduling and holding regular meetings and maintaining ongoing communication with the thesis chair.

2. Completing their thesis goals and meeting all deadlines.
3. Submitting drafts to the thesis chair and committee members at least one week in advance of scheduled meetings.
4. Complying with all FGCU thesis guidelines.

Change of Thesis Chair and Thesis Committee Members

In the event that a thesis chair or thesis committee member is unable to fulfill his/her commitment due to professional conflict or other extenuating circumstances, changes will be made using the procedure outlined above in the *Thesis Chair and Thesis Committee Members* section.

INSTITUTIONAL REVIEW BOARD FOR INVOLVEMENT OF HUMAN SUBJECTS OR ANIMALS

Information on the Institutional Review Board for Involvement of Human Subjects or Animals is available as appropriate through the thesis chair.

MEETING SCHEDULE AND PROJECT TIMELINE

The student and thesis chair will arrange regular meeting dates. Prior to beginning the thesis, the student will formulate proposed timelines for project progression and completion, with guidance from the faculty mentor.

COURSE PROGRESSION

Students must complete the requirements for each of the course sequences in HSC 6975 Health Professions Thesis and gain approval from the faculty mentor to progress. Students who demonstrate satisfactory progress toward the outcomes will receive a Z grade and must continue to register in consecutive semesters for HSC 6975 until the final outcomes are met. Students must complete the required course outcomes over a maximum of five semesters.

GRADING POLICY

Grades are assigned as Z (continuing registration), Satisfactory (S), or Unsatisfactory (U). A grade of Z is assigned when the student is progressing adequately but has not completed all objectives for the HSC 6975 six credit requirements. Upon completion of the project the grade of Z is changed to a grade of S. The grade of U is assigned if progress is unsatisfactory. A grade of U is considered failing and can result in dismissal from the program in congruence with the grading policy stated in the Division of Health Sciences Student Guidebook.

ACADEMIC HONESTY

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. Plagiarism whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that

such work is the student's own, shall result in academic and/or disciplinary action, which may include dismissal from the program, college, and/or university. Any student failing to properly credit ideas or materials taken from another is plagiarizing.

CONTINUOUS REGISTRATION AND TIME LIMIT

HSC 6975 Health Professions Thesis may be taken in increments of a minimum of one to four credits in a given semester, with a minimum of six credits necessary for completion of the thesis requirements. Students must be registered and enrolled in HSC 6975 for credits in the semesters in which the thesis is in progress and defended.

The thesis is to be completed within the time during which the student is registered for the course. Students are expected to complete work with reasonable continuity and are expected to complete the thesis over a maximum of five consecutive semesters.

THESIS ORIENTATION AND ADVISING

The thesis chair will provide an orientation to students upon their initial enrollment in the thesis. Students will also seek guidance from their project thesis chair on matters concerning their thesis.

COPYRIGHT

Master of Science in Health Science candidates may register the copyright on original project materials or thesis. For copyright information visit the following website: www.copyright.gov.

PUBLICATION AND PRESENTATION AT PROFESSIONAL MEETINGS

Students are challenged to produce work that could result in publication and presentation. Students are encouraged to submit articles related to their thesis for publication in a refereed or other journal, and abstracts for presentations at a professional conference at the local, state, regional or national level. Faculty advisors, thesis committee members, or the academic coordinator are available to provide students with guidance in this area.

SUBMISSION OF THESIS DOCUMENT

After the thesis is successfully defended, students submit a final, revised, clean copy that follows the specifications outlined in the FGCU Thesis Guidelines. Students must complete a Thesis Binding Request Form and submit two copies of the thesis to the library for binding: one for the university archives and one for the circulating collection. Students may bind as many additional personal copies as they wish. All binding costs are borne by the student. A final grade for the thesis is entered in the student's grading record once the final copies are submitted.

ATTACHMENT A: PROPOSAL GUIDELINES

PROPOSAL SUMMARY

A proposal summary is requested by your thesis chair to be used as preliminary information and introduction to your thesis, and as the basis for your initial discussion with your thesis committee. Typically, this summary is **presented within the first two weeks of the first semester** in which you are registered for HSC 6975 Health Professions Thesis.

The proposal summary is a narrative, which describes the thesis in one to two pages. It further defines the problem, purpose, and scope of your task and indicates how it applies and bears significance to your discipline. It should also include the questions and hypotheses to be addressed in the thesis as well as a succinct description of your method or process. Specific elements of your plan to complete the project/thesis should be included. The summary should be 12-point font, double-spaced and formatted following APA (5th edition) guidelines. More information on the APA format may be found at the following web-site: <http://www.psywww.com/resource/apacrib.htm>

PROPOSAL GUIDELINES AND FORMAT

The thesis proposal is your map from where you are as you begin HSC 6975 Health Professions Thesis to the point of completion of your thesis. It defines the path and presents your plan to get from the beginning to the end of your thesis. You must gain approval of the proposal from your thesis committee before beginning the thesis.

The following format is used in preparing your thesis proposal. Proposals are to be typed, using a 12-point font, and double-spaced. The formatting style as outlined in the "Publication Manual of the American Psychological Association – Fifth Edition" (APA) is the preferred formatting style. More information on the APA format may be found at the following web-site: <http://www.psywww.com/resource/apacrib.htm>

TITLE PAGE

The title page will include the following: author's full legal name; full title of the thesis; name of the university and administrative unit; and year in which the thesis was approved. The title page must be formatted as shown in attachment B.

APPROVAL PAGE

The approval page will include signature lines of the student, committee chair, and committee members. Once the proposal is successfully defended, the student, committee chair, and committee members sign the approval page. The approval page must be structured as shown in attachment C.

PROBLEM

This section is the introduction to your proposal. State as succinctly as possible the nature of the problem as you perceive it, why you consider it important, and how you hope to contribute to its solution. Do not present the specific questions or objectives yet; rather, write about your sense of the problem and where it appears in a whole view of your professional field. Anyone reading this section will understand the broad frame for your problem, why it is significant, and how your approach is new. This section should be brief, no more than a few pages.

Questions to be answered in the Problem:

1. Where does the problem identified for the project/thesis fit into the general area of your profession?
 - Why is your project/thesis important?
 - To whom is it important other than you?
 - Importance of the project/thesis as a whole, not the importance of the problem.
2. What are the boundaries of your topic?
3. Why is this problem worth scholarly attention?
 - What do you hope to accomplish regarding the problem by carrying out your project/thesis?
 - Will you change something, understand something, or interpret something differently?

BACKGROUND

The background of the proposal elaborates, extends, and informs the frame begun in the problem statement by introducing the historical, social and theoretical contexts or sources of your topic. This section offers brief data about the genesis and development of the problem, tracing its evolution as an idea or question of importance. Include opinions regarding the problem's importance and the need to study it, together with some general facts about the nature, extent, and seriousness of the problem. It may be necessary to explain relevant theories or present data of other researchers. The material comes from the literature review and generally will not exceed two or three pages.

Questions to be answered in the Background:

1. How has my problem evolved over time?
2. What are its contexts: historical, social, theoretical?
3. What theories guide your approach to this task?

LITERATURE REVIEW

This section consists of a preliminary literature review, which contains a list of the topics your in-depth review will cover. Include two or three studies that support your view that the problem is important as well as some studies using similar and dissimilar methods to the method you propose to use. This must be a selective, critical, and analytical summary of important publications, not a comprehensive review, or merely a litany of citations. The literature review should shed light on the logic and line of inquiry that supports your questions or objectives. The

literature summary should clearly demonstrate: (a) integration of the appropriate theory/ies from the literature with the proposed project, and (b) relevance of the theory/ies to the proposed topic/project.

Questions to be answered in the Literature Review:

1. What is the essential literature on this topic?
2. What modes or patterns of inquiry are present in the literature?
3. How does my inquiry and my project logically follow these?

The literature review is a vital part of your study. An informed approach to your task is required, and that approach is on display here. Moreover, until the pertinent literature is thoroughly known, you will not be able to present your questions. By the time you prepare your proposal, your familiarity with the literature should be complete, though the written review brief. The literature review discusses and explains the pertinent documents and analyses of previous inquirers. Controversies, ambiguities, and patterns of inquiry in this area of study should be documented here. A resource to assist you in writing your literature review is *Writing Literature Reviews (3rd Edition)* by Jose L. Galvan (Pyrzczak Publishing – ISBN 1884585663).

QUESTIONS OR HYPOTHESES

This section is intended to articulate and define the problem discussed. Begin by describing your purpose. Then, in an appropriate sequence, number and list your questions or hypotheses. These are the center of your thesis. If you use questions, state them in the form of an interrogative sentence that asks the relationship between two or more concepts, variables, phenomena, events, or things. If you use objectives, put them in measurable terms. Great care and thought should be given to phrasing this initial proposition, which will determine the thrust of your project efforts and point you firmly in the right direction.

Questions to be answered in this section of your proposal:

1. What are the exact guiding questions or hypotheses of my thesis?
2. What terms or concepts must be defined?
3. Is my language precise?

METHOD/PLAN

Once the problem is defined and clarified for the thesis, it is necessary to identify the most appropriate methods to gather data and initiate a plan to complete your thesis. The status of knowledge or theory in the field, the nature of the problem, and the kind of new knowledge sought will also dictate the specific methods to be employed.

An articulate description of your approach should reflect extensive understanding of the methodological literature, and a sensitivity of the ethical aspects of inquiry. You must explain clearly why and how your chosen approach precisely fits the

requirements of your question – why it will yield the data or solutions you require. This discussion of general method should lead to a detailed description of specific techniques for identifying and gathering data and/or materials required for your project/thesis, analyzing data, and outlining a specific plan to complete your project/thesis. The plan and techniques should be described as fully as possible. A basic, detailed description should specify the kinds of data you will seek, where and how you will collect and document these data, and how you will interpret and use them in your plans to complete your project/thesis.

Questions to be answered in the Method:

1. How do I arrive at valid new knowledge about my topic?
2. What are my sources of data?
3. What are my specific techniques for obtaining, analyzing, completing and reporting my thesis?

TIMELINE

Include a timeline with your proposal, which outlines the proposed timeframe over which you expect the various phases of your thesis to be completed. The intent here is to begin a realistic schedule to complete the method outlined and to complete your thesis.

SIGNIFICANCE

In your final, and briefest, proposal section, you should speculate about your anticipated product, the limits of its application, the range of possible outcomes from your thesis and how you might explain them. How do you expect to report the project data and its analysis? What is the unknown? What do you expect to know, irrespective of specific outcomes, as a result of having done this project? What will your inquiry and project mean as a contribution to existing practice and the body of knowledge? How might your work, enlarge, limit, or even demonstrate erroneous existing practice? What meaning will it have for methodology? How might it change practice?

REFERENCE LIST

The reference list for the proposal should be written in the style that will be required for the project (i.e., APA Format). All references cited in the text should be included in the reference list. All references included in the reference listed should be cited in the text.

APPENDICES (Optional)

Include tests, measures, interviews, observation sheets, and other data-gathering instruments; forms to gather subjects' informed consent to participate in the project study if applicable; and any other forms that may be required.

References used to prepare Attachment A:

Shimahara, N. & Carr, D. (1984). The Dissertation Proposal. A paper written under the auspices of the Rutgers University Graduate School of Education Senate Subcommittee on the Improvement of Dissertation Quality.

Bailey, D.M. (1997). Research for the Health Professional: A Practical Guide. Philadelphia, PA: F.A. Davis Company.

Adapted from:

Shimahara, N. & Carr, D. (1984). The Dissertation Proposal. A paper written under the auspices of the Rutgers University Graduate School of Education Senate Subcommittee on the Improvement of Dissertation Quality.

ATTACHMENT B: TITLE PAGE FOR PROPOSAL

CONTENT VALIDATION OF THE THERAPY EFFECTIVENESS EVALUATION FOR
ANIMAL-ASSISTED THERAPY INSTRUMENT

A Thesis Proposal

Presented to

The Faculty of the College of Health Professions

Florida Gulf Coast University

In Partial Fulfillment

Of the Requirement for the Degree of

Master of Science

By

William Q. Student

2005

ATTACHMENT C: APPROVAL PAGE FOR PROPOSAL

APPROVAL SHEET

This thesis proposal is submitted in partial fulfillment of
the requirements for the degree of
Masters of Science

William Q. Student

Approved: January 2005

Ira M. Smart, Ph.D.
Committee Chair / Advisor

Bart S. Brilliant, Ph.D.

Susan S. Bright, Ph.D.

ATTACHMENT D: THESIS FORMAT

Creativity is encouraged to enhance scholarship with the use and application of new technologies and new paradigms. Hence students may propose their thesis in a format or medium that is best suited for the thesis; however, approval of the format is required. The thesis chair provides further guidance on the thesis format. Regardless of the format or medium used, a written report must be submitted that includes the following: abstract, introduction (problem), background, literature review, questions or hypotheses, description of the method and process, results of data analysis, discussion of results, and summary with recommendations. Along with the thesis format information in this attachment, students must follow the FGCU Thesis Guidelines outlined in Attachment E.

The content order of the written document is as follows:

Title Page (See Attachment F)

Approval Page (See Attachment G)

Abstract

Acknowledgments (optional)

Table of Contents

List of Tables

List of Figures

List of Appendices

Text, which includes the following:

Introduction (problem)

Background

Literature Review

Questions or Hypotheses

Description of the Method & Process

Results of Data Analysis

Discussion of Results

Summary with Recommendations

References

Appendices

Vita can be included here if desired

Style

The APA format is preferred and recommended. Refer to the Publication Manual of the American Psychological Association (5th or most current edition) for detailed specifications. More information on the APA format may be found at the following web-site: <http://www.psywww.com/resource/apacrib.htm>

Headings

Use standard headings and subheadings format consistently. Be sure that spacing above and below headings is uniform.

ATTACHMENT E: FGCU THESIS GUIDELINES

FGCU Graduate Affairs Team Thesis/Dissertation Guidelines

Draft prepared by: Michael Savarese.

Model guidelines were supplied by Danielle Rosenthal and modified by: Michael Savarese, Win Everham, and Jerry Jackson.

Date of draft: January 20, 2005.

Modified & approved by GAT: January 25, 2005.

Modified to reflect adoption of the Thesis Binding Request Form on September 26, 2005.

1. Title Page

- The title page will include:
 - The author's full legal name.
 - The full title of the thesis/dissertation.
 - The name of the university and administrative unit.
 - The year in which the thesis was approved.
- The title page should be structured as shown in the attached sample (See Attachment F).

2. Approval Page

- The approval or signature page should be structured as shown in the attached model (See Attachment G) and must include:
 - Name and signature of the student.
 - Name and signature of each committee member.

3. Paper

- All copies will be printed on acid free paper.
- Paper with punched holes is unacceptable.
- The two library copies should be composed of bonded, 24-lb. weight paper.

4. Margins

- Leave 1½" margin at left for binding. Margins on the top, right, and bottom will be, at least, 1".
- All material to be included in the bound copies (including appendices) must fit within the margins.

5. Text

- Text is to be on one side of each sheet only (binding should be on the left side of the printed pages).
- Text is to be double-spaced and in a standard, 12-point font.

- Page numbers must appear in the upper right, at least 0.5” from the top and right edge of the paper. The numbers should be of the same font size as the text.

6. Graphics (e.g., maps, photographs, spreadsheets, etc.), accompanying materials (e.g., a CD, diskette, microform, etc.), and over-/under-sized materials

- If such materials are integral to the thesis/dissertation, they must accompany each bound copy.
- Such materials will be submitted in a format that complies with all other thesis/dissertation binding requirements.
- Photographs and other illustrative materials will be printed directly on the page.
- Other items may be:
 - Placed in a pocket with the bound thesis/dissertation
 - Folded, if the oversized material cannot be reduced without impairing its legibility.
- Be sure to make the necessary allowances for binding on the left: folded materials should not come closer than ½” at the edge of the regular pages so that the folds will not be cut when the binder trims the manuscript. Folded pages must be prepared on paper durable enough to withstand deterioration.

7. Copies of the Thesis / Dissertation

- Library Services must hold two bound copies of the thesis/dissertation along with applicable accompanying materials for each. One copy is for the general, circulating collection and the other for archival purposes.
- Additional bound copies must be provided to: the student’s principal advisor and the administrative unit housing the graduate program.
- An uneditable electronic copy of the entire document must be submitted to the administrative unit housing the graduate program.

8. Multiple Volumes

- Each subsequent volume will include a title page that duplicates the title page of the first volume.
- Each volume will be identified as Volume I, II, etc.
- The page numbering follows consecutively from one volume to another.

9. Binding

- Students must complete the “Thesis Binding Request Form” available at the Library at the time of submission of the thesis for binding.
- The student is responsible for binding fees.
- The Library will send the thesis/dissertation to the bindery.
- It is recommended that copies be submitted in 8½” x 11” boxes to prevent damage while being shipped to the bindery.

10. Copyright

- Information on copyright registration is available from the U.S. Copyright Office (<http://www.copyright.gov/>).
- The student is responsible for any fees associated with securing a copyright.
- The student is also responsible for inserting the copyright notice on an un-numbered page immediately preceding the title page.

ATTACHMENT F: TITLE PAGE FOR THESIS

CONTENT VALIDATION OF THE THERAPY EFFECTIVENESS EVALUATION FOR
ANIMAL-ASSISTED THERAPY INSTRUMENT

A Thesis

Presented to

The Faculty of the College of Health Professions
Florida Gulf Coast University

In Partial Fulfillment

Of the Requirement for the Degree of
Master of Science

By

William Q. Student

2005

ATTACHMENT G: APPROVAL PAGE FOR THESIS

APPROVAL SHEET

This thesis is submitted in partial fulfillment of
the requirements for the degree of
Masters of Science

William Q. Student

Approved: May 2005

Ira M. Smart, Ph.D.
Committee Chair / Advisor

Bart S. Brilliant, Ph.D.

Susan S. Bright, Ph.D.

ATTACHMENT H: THESIS BINDING REQUEST FORM (See next page)