

**SECTION IV: GRADUATE PROGRAM POLICIES ON WRITTEN WORK AND GUIDELINES FOR CULMINATING ACTIVITY**

**NURSING DEPARTMENT STYLE FOR WRITTEN ASSIGNMENTS**

All papers will be typed unless expressly excused by individual faculty.

1. The Department of Nursing has adopted the APA guidelines as a standard for all written work. The APA Manual is available for purchase from the university bookstore and is a required textbook for each theory course.
2. Use the APA guidelines for grammar, format, and style. No handwritten formal papers. Nursing Process Plans may be handwritten with permission of the instructor.
3. Citations —use APA guidelines or points will be docked.
4. When references are required, use citation format according to APA guidelines.
5. Required references on all papers are to be included, and listed as indicated in the APA guidelines.
6. Punctuation, spelling, grammar, and neatness count on all papers and will be considered as part of the overall grade in Nursing course written requirements. No work in pencil is permitted unless expressly stated by individual faculty.
7. Faculty have the responsibility for promoting academic honesty in written assignments. Refer to: University Catalog; document by Mary Allen on Plagiarism; Nursing Department Policy on APA; APA Publication Manual (newest edition).
8. Faculty have access to plagiarism detection software.
9. Faculty who identify inadequate referencing/plagiarism will complete a plagiarism/theory course warning, obtain student signature during conference, and place the documents in the student file.

## **NURSING DEPARTMENT POLICY ON APA PUBLICATION MANUAL**

The CSUB Department of Nursing requires that student papers, thesis, and reports with citations be prepared according to the American Psychological Association *Publication Manual*. Students are required to use the latest version of the manual. The Department of Nursing and individual faculty members will advise students of any accepted variations from the manual.

The following check list is adapted from the APA *Publication Manual* (2001, pp. 379-383; 175-176; 201).

### General Information

#### Format

- Typed on 8 1/2 x 11 inch white bond paper (5.01).
- Entire paper, including quotations, references, figure captions, and all part of tables, double-spaced (5.03). (Exception to this is that narratives from qualitative interviews longer than 40 words will be set off as a block quote and single-spaced without quotation marks. Block quotes of citations must be double-spaced.)
- Pages numbered in sequence, starting with the title page (5.05).
- Title of 10 to 12 words (1.06) on title page (all caps—see below).
- Title page includes institution, California State University, Bakersfield (1.06).
- Title page is counted as page #i, but the “i” is not printed on the page (CSUB policy).
- Abstract of 100 to 120 words for empirical studies or 75 to 100 words for review of theoretical articles (1.07).
- Paragraph length -- longer than one sentence but not longer than one manuscript page (2.03).
- Levels of heading that accurately reflect the organization of the paper (1.05, 3.30). Level headings at the same level are consistent in format (3.30). Thesis/Project: The chapter title is the first level of heading considered in determining the number of heading levels in the paper.
- Abbreviations are only used when necessary, and when used for the first time in the paper, are explained (3.20, 3.21).
- Abbreviations in tables and figures are explained in the table note and figure captions (3.21).
- All non-Greek letters that are used as statistical symbols or algebraic variables are italicized (3.58).
- Metric equivalents are provided for all nonmetric units (3.50).
- All metric and nonmetric units with numeric values (except some measurements of time) are abbreviated (3.25, 3.51).
- Page numbers must be provided in text for all quotations (3.39).
- Seriation in a sentence has a specific format (5.12).
- Direct quotation for all citations from another source (5.13, 3.34-3.41).
- Margins on all pages at least 1” (5.04). Left margin 1-1/4” for thesis and project for bindings.

- No running head or page header on papers for specific courses, thesis, or project (CSUB Nursing Departmental Policy).
- Capital letters – the title on the title page of thesis/project; TABLE OF CONTENTS and each chapter heading within the TABLE OF CONTENTS. Follow capitalization rules for chapter titles in the paper based on number of heading levels in the paper. Do not present with all capital letters the List of Tables, Abstract, Acknowledgements, nor Appendix (plural is Appendixes, not Appendices).

### References

- Citations in the text appear on the reference list (4.01), conversely, the reference list will include only references cited in the text.
- Text citations and reference list entries agree for spelling, dates of references (4.01), and correct presentation of multiple authors.
- Journal titles in the reference list are fully spelled out (4.11).
- References are ordered alphabetically by the author's surname (3.99, 4.04).
- Page numbers for all articles or chapters in books are provided in the reference list (4.11, 4.13).
- Hanging indent is to be used for reference page (CSUB, Nursing Department requirement and APA 5.18).
- See Reference Chapter, Section I, for electronic media referencing (pp. 268-281).

### Tables

- Every table column must have a heading (3.67).
- Written permission must be obtained to reproduce or adapt all or part of a table from a copyrighted source (8.08).
- Any reproduced table must give credit to the copyright holder (8.08).
- Remove all vertical table rules (3.71).
- The table is double-spaced, including the title headings and notes (3.74).
- All comparable tables in the manuscript are consistent in presentation (3.74).
- A brief but explanatory title for each table (3.74).
- Probability level values are correctly identified and the probability level assigned the same number of asterisks if it appears in more than one table (3.74).
- Each table must be referred to in the text (3.74).
- Table follows the page where it is cited in the text (3.63; Thesis, p. 325).
- Table X – Title italicized (Example p. 149).

### Figures

Any illustration other than a table is considered a figure. This includes charts, graphs, photographs, drawings, and other artistic representations.

- Elements of the figure must be large enough to remain legible (3.80).
- Lettering in the figure can vary by no more than 4 point sizes of type (3.80).
- Each figure must be referred to in the text (3.83).

- Figures must be presented in a simple and clean manner that is free of extraneous detail (3.86).
- Data must be plotted accurately (3.80).
- Grid scale must be correctly proportioned (3.86).
- Lettering must be large and dark enough to read (3.80).
- Lettering must be compatible in size with the rest of the figure (3.80).
- All comparable figures in the manuscript are consistent in presentation (3.80).
- All abbreviations and symbols are explained in a figure legend or figure caption (3.80, 3.84).
- Figures are numbered consecutively with Arabic numerals (3.83).
- Written permission must be obtained to reproduce or adapt all or part of a figure from a copyrighted source (3.84, 3.86).
- Any reproduced figure must give credit to the copyright holder (3.84, 3.73).
- A brief but explanatory title for each figure (3.84).
- Figure follows the page where it is cited in the text (3.83).
- Figure caption (title) to be at bottom of figure (CSUB, Department of Nursing requirement).
- Figure X Example on p. 180. Figure and number italicized. Title not italicized.

### Headings

- Organization of Manuscript with Headings (3.30) examples are provided
- Levels of Headings (3.31)
  - CENTERED UPPERCASE (Level 5 Heading)
  - Centered Uppercase and Lowercase (Level 1 Heading)
  - Centered, Italicized, Uppercase and Lowercase* (Level 2 Heading)
  - Flush Left, Italicized, Uppercase and Lowercase* (Level 3 Side Heading)
  - Indented, italicized, lowercase paragraph ending with a period.* (Level 4 heading)
- Selecting the Levels of Heading
  - One level—Use Level 1 Heading
  - Two levels—Use Level 1 and 3 Headings
  - Three levels—Use Level 1, 3, and 4 Headings
  - Four levels—Use Levels 1, 2, 3, and 4 Headings
  - Five levels—Use all the level headings
- The chapter title for thesis/project is treated as a heading in determining the number of headings in the paper.

### Sample Papers

The *Publication Manual* (5<sup>th</sup> edition) provides sample papers and examples of references in (Chapter 5, pp. 306-320).

### Technical and Writing Errors

Carefully proofread for:

- it's and its
- there, their, and they're
- use of citation in the paper but not on the reference list
- correct use of numbering, underlining, and lines in tables and figures
- single sentence paragraph
- very long paragraphs
- overuse of the same word in a sentence or throughout a paragraph
- use of a numerical figure when a number starts a sentence
- consistent use of “%” symbol or word “percent”
- consistent use of same tense within a sentence and whenever possible within a paragraph
- use past tense for results based on completed studies
- avoid use of first person unless it is necessary

### Examples of Statistical Reporting

1.  $(M = 46.24, SD = 4.09)$

2.  $\chi^2(4, N=90) = 10.51, p = .05$

3.  $r(24) = -.43, p = .05$

4.  $t(60) = 1.99, p = .05$

5.  $F(2,116) = 2.80, p = .05$

(Note that the number following the statistical abbreviation is *not* italicized but the abbreviation *is*.)

### Other Helps

1. Damrosch, S., & Damrosch, G.D. (1996). Avoiding common mistakes in APA style: The briefest of guidelines. *Nursing Research*, 45(6), 331-333.
2. Internet addresses for websites with more APA information:
  - <http://www.apastyle.org>
  - <http://methods.fullerton.edu/appa.html>
  - <http://www.refman.com>.
  - <http://www.apa.org/journals/webref.html>
  - <http://www.uwsp.edu/psych/apa4b.htm>
3. A website which gives examples of how to cite the Internet is located on the library page of North Western Missouri University. This website address is <http://www.nwmissouri.edu/library//citing/citing.htm>

Approved by the Faculty Committee 6/96; Revised 6/98; Updated 4/07

### **STYLE CONFORMATION FOR THESIS**

Style conformation is a matter of carefully observing an accepted form of scholarly writing. In the CSUB Department of Nursing, theses are to be finished according to the specific requirements noted and illustrated in the *Publication Manual of the American Psychological Association* (latest edition) notation system. Exceptions to APA style by the CSUB Department of Nursing are noted within this manual.

Proper style should be observed at the time the student submits what is considered to be a “finished” or “final” DRAFT of the paper to the thesis committee for critical reading. The committee members will indicate acceptance or rejection. Thesis Committee members may set conferences with the candidate to discuss rejection or acceptance of the manuscript. Drafts which do not conform to accepted standards will be returned by the committee chair to the candidate. If the manuscript draft is accepted for content and style by the Thesis Committee and the Graduate Coordinator and appropriate signatures are obtained, only then should the student have the amended manuscript typed in finished form.

If the Graduate Program Coordinator finds problems of style, he/she will notify the chair of the student’s thesis committee and ask for corrections of those sections of the manuscript which are in question. The manuscript will then be approved for style only after the Graduate Program Coordinator certifies that the matters of deficient style have been corrected.

After the finished FINAL typing is completed and submitted to the CSUB Graduate Studies and Research Office, the manuscript is again reviewed for full, accurate style conformation. If the candidate’s final typed copy does not conform to style regulations or meet other specifications required by the University, the manuscript will have to be resubmitted in order to conform to the established guidelines.

Paper Stock and Copies. Please see the Graduate Studies Office for specific instructions on paper stock and copies. It is the student’s responsibility to have the latest version of the University requirements for the thesis.

Pagination. Preliminary pages carry lower case Roman numerals at the center bottom. Page numbers on the first page of chapters are at the bottom and all other page numbers are in the upper right-hand corner of the margin. Page numbers continue throughout the appendix and references.

Running Head. The Department of Nursing has decided not to have a running head appear on the completed thesis.

The University policy for academic dishonesty will be followed for plagiarism and other forms of academic misconduct. The University policy is found in the University Catalog posted on the web at <http://www.csub.edu>

### **CONFIDENTIALITY OF RESEARCH AT HEALTHCARE AGENCIES**

Any or all healthcare agencies where data may be collected deserve the same protection of confidentiality, informed consent, etc., as the researcher would accord a single individual subject. Prior to collection of any data in an agency, at least verbal clearance from the Director or Vice President of Nursing must be obtained. The Director or Vice President may require submission of the Problem statement or in some instances the complete research proposal before final clearance to collect data in the agency is given. In some instances, the researcher may be required to submit the research proposal to the Agency Institutional Review Board before final clearance is obtained.

### **LIBRARY ACCESS TO PREVIOUS NURSING MASTER'S THESES**

To access a copy of a completed CSUB Nursing thesis in the library, the student can enter the CSUB library webpage, select CSUB library catalog and type in: Bakersfield Masters thesis nursing (1 space between words). Change the "title/subject" selection to "entire record," and hit the "search now" button. This will bring up the list of all Master's in Nursing theses on file in the library.

### **PREPARATION OF THESIS PROPOSAL**

Planning for a thesis begins in N625, Nursing Research. The basic form for such a proposal is indicated by the Graduate Program Committee of the Department of Nursing.

All manuscripts of thesis are to be prepared by the graduate student through direct and periodic consultation with the members of the thesis committee. Furthermore, manuscripts of thesis "evolve" under the guidance of the Thesis Chair, and typically go through multiple drafts before being considered a final manuscript. A graduate student should not expect acceptance by his/her Thesis Chair of an initial draft of a proposal or thesis regardless of how well typed, well worked, or voluminous the document. The student can regard the Thesis Chair as tutor as well as evaluator of the thesis.

The research proposal must be approved by the Thesis Committee before human subjects review and data collection can begin.

### **OUTLINE FOR THESIS PROPOSAL**

## Guidelines:

The thesis proposal is a well-reasoned, fully-documented development of the rationale for the research. The proposal must indicate that the research is worthwhile, rational, and feasible. The proposal must conform to the format and stylistic convention of the current edition of the *Publication Manual of the American Psychological Association*. Adhere to the margin requirements for binding, and there will be less revision required at the completion of the project (1 inch all around, except 1.25 inches on left side to allow for binding). The proposal is written in future tense as it is a description of what you will do in conducting the research.

The thesis proposal is organized into three major areas: introduction and statement of the problem; review of the literature; and methodology. Students should use the major headings as chapter headings.

### I. Introduction and Statement of the Problem

- A. Introduction - overview of the proposal.
- B. Background and Significance of Study - briefly describe your interest in the problem area. Citations that establish the background and significance of the problem to nursing and indicate the current “state of the art.”
- C. Statement of Problem - a concise, researchable statement of the problem.
- D. Purpose - explain what you plan to accomplish by this study.
- E. Conceptual/Theoretical Framework - identify the conceptual or theoretical framework for the proposed study.
- F. Research Question/Hypothesis - list the research question(s) and/or research hypothesis. The statistical approach should be clear from the wording of the question/hypothesis.
- G. Definitions - provide operational definitions pertinent to the research. How will each of the key concepts be measured in this study?
- H. Assumptions - identify the assumptions of the proposed study.
- I. Limitations - identify the limitations of the proposed study.

### II. Review of Literature

Review of the literature guided by the research questions and/or hypotheses of the study.

The review should:

- A. Discuss and critique relevant research studies. (Provide a description of how the literature search was conducted, including databases used, relevant search terms, and the number of articles meeting the search criteria.)
- B. Identify and define key concepts and variables from previous research.

- C. Show how these concepts and variables are tied together in a theoretical framework.
- D. Provide justification for the study. This should be a natural conclusion to your review of literature. How will your study build on previous research and overcome limitations of previous work? Include sufficient studies to support the need for your research, and to provide thorough coverage of the topics to be addressed.
- E. Citation and sources should be ample and should observe proper citation style.
- F. Use of headings and subheadings facilitates the organization and reading of the review of the literature.

### III. Methodology

- A. Research Design - what research design do you propose and why is this design appropriate?
- B. Sample and Setting - type of sample, procedure, size, sampling issues, access to subjects, control of confounding variables, criteria for subject selection. Describe where you plan to do the data collection.
- C. Instrumentation - how will key concepts/variables be operationalized? Address reliability and validity of instruments. Describe each instrument and any subscales of the instrument. Describe instrument scoring. Include a copy of instrument(s) in the appendix. Obtain all approvals from the author and/or copyright holder to use and/or publish the instrument in your thesis.
- D. Protection of Human Subjects: Describe protection of human subjects (confidentiality, risks). Consent form and cover letter to subject, agency or other person requiring approval are to be included in the appendix.
- E. Data Collection Procedure - describe the method and procedures to be used and the time framework.
- F. Data Analysis - describes preliminary analysis strategy. For each research question/hypothesis, describe the planned statistical analysis. State assumptions and limitations of the data you will generate.
- G. Reliability and Validity for quantitative studies and Trustworthiness for qualitative studies - Describe measures to assure validity/reliability or trustworthiness of data.

### IV. References

All references used in the thesis must be cited on the reference page. The citation on the reference page must follow the APA format. All references on the reference page must be cited in the paper.

V. Abstract

An abstract is written to summarize the proposal and thus is written after all sections of the proposal are written. The abstract will be in the preface section of the proposal, before the introduction.

While this section is organized in outline format, the Thesis does not include Roman numerals or outline features for titles of chapters or subsection headings. APA format describes the appropriate use of headings and subheadings.

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**DEPARTMENT OF NURSING**  
**Checklist for MSN Candidates Entering Thesis/Project Phase**

**Student's Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_ **Members:** \_\_\_\_\_

Circle One:	Thesis	Project
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<u>Tracking Criteria</u>	<u>Time Frame</u>	<u>Date</u>
1. Advanced to Candidacy (Prior to registering in Thesis/Project Course)	_____	_____
2. Approval of Thesis/Project Committee	_____	_____
3. Work with the Committee Chair on Development of Proposal*	_____	_____
4. Meeting with Committee Members to Present Proposal (Must have approval prior to submitting proposal to IRB and prior to data collection)	_____	_____
5. Submission of Proposal to IRB	_____	_____
6. IRB Approval Received	_____	_____
7. Data Collection Phase (Work with the Committee Chair)	_____	_____
8. Data Analysis Phase (Work with the Committee Chair)	_____	_____
9. Preparation of Report (Work with the Committee Chair)	_____	_____
10. Schedule of Defense (Work with the Committee Chair)	_____	_____
11. Submit Revised Thesis/project to the Graduate Coordinator for Final Approval	_____	_____
12. Thesis Submitted to Graduate Office and Project Submitted to the Graduate Coordinator	_____	_____
13. Chair's Receipt of Thesis/Project Report-Graduation	_____	_____

\*The Committee Chair will let you know when it will be ready to distribute to other Committee Members.

### **PRELIMINARY THESIS/PROJECT COMMITTEE CONSIDERATIONS**

Students receive guidance about selecting their Committee during N625. The roles of various members are discussed during class time. As students begin preparing problem statements and proposals, the faculty teaching N625 will suggest various nursing and other faculty and healthcare providers as possible choices for committee members. A student may select committee members on the basis of the member's clinical interest, research expertise or interest, or knowledge of a particular conceptual framework or research instrument.

### **SELECTION OF A THESIS/PROJECT COMMITTEE**

With the advice, assistance, and consent of the candidate's thesis/project chair, the student requests and selects his/her Thesis/Project Committee members with the following understanding:

1. Each Thesis/Project Committee shall consist of a minimum of three members;
2. The Chair and at least one other member of the Committee shall be from the Department of Nursing or from off campus. Any off campus member must submit a Curriculum Vita to be attached to the signed committee approval form;
3. Thesis Committee Chair is to be a Doctorally prepared Nursing faculty member. Project Committee Chair may be a Master's or Doctorally prepared Nursing faculty member;
4. No more than one member may be from the regular faculty in other CSUB departments, or from part-time faculty holding an appointment in the Department of Nursing;
5. Any faculty member requested to serve on a committee who holds only an MA or MS degree must be specifically approved by the Graduate Program Committee of the Department of Nursing before serving on the committee;
6. Upon approval by the Graduate Program Committee, one regular faculty member with special expertise from another accredited institution of higher learning may be included on the Committee;
7. As each individual agrees to be a member, ask him/her to sign the Thesis/Project Approval Form.
8. To accommodate unusual circumstances, committee changes may be made at the request of the student with the approval of the Committee Chair. A new Thesis/Project Approval Form with signatures should be submitted to the Graduate Program Coordinator. Notice of the changes shall be given to all concerned by the Graduate Program Coordinator.
9. Students can utilize any other CSUB faculty or healthcare professionals as consultants with approval of the Committee Chair.

**GUIDELINES FOR STUDENTS AND FACULTY MEMBERS OF THESIS/PROJECT COMMITTEES**

1. The student will ask a prospective committee member to serve on the committee. The prospective committee member may accept or decline based on their interest in the proposal, available time, or number of other committees on which they are currently serving.
2. The student rarely has a complete committee selected by the time of completion of N625, but they will often have selected their Chair.
3. Once the student has a Chair and at least two other members agree to be on the committee the Chair assumes the major guiding role for the committee. Students must have been “Advanced to Candidacy Status” before beginning work on their thesis/project (see Advancement to Candidacy Status in a separate section of this handbook).
4. One major responsibility of the thesis committee Chair will be to assist the student, with input from other committee members, in guiding the proposal through the Institutional Review Board (IRB) process. Students will not have completed this step during N625.
5. It is the responsibility of the Chair of the Committee to see that the thesis/project does not get expanded into dissertation quality research, but also that it will be a respectable quality thesis or project. The final thesis/project must be approved by the Committee, though it may not necessarily be published.
6. The Chair of the Committee may not recommend that every member see every draft every time. There may be minor editorial corrections that the student and the Chair can carry out without taking the time to get input from the other members. At two points, all members must approve the thesis research/project: (1) the proposal (first three chapters, written in the future tense – what will be done) before going to the IRB and before implementing the study, a pilot study, or the project; and (2) the final draft (all five chapters, written in past tense – what was done) which is signed by all committee members before the student is eligible for graduation.
7. The Chair may deem it unnecessary that the committee meet as a group very often if input from other members is returned to the student in a timely manner.
8. If faculty agree to be on a student’s thesis/project committee they are to ask the student when each draft needs to be returned.
9. Students have the responsibility to assure that Committee members have enough time to properly review and critique drafts (2 weeks minimum).
10. If there is not a consensus of viewpoints among committee members on an aspect of the thesis/project guidance, the Chair will initiate a dialogue in an effort to gain consensus from all committee members. If the situation cannot be resolved, then the student and the Chair of the committee will make the decision.

### **THESIS/PROJECT APPROVAL FORM**

These procedures are to be followed by students who wish to begin their thesis/project and register for thesis/project credit. As a student, you must have been advanced to candidacy.

1. Schedule an appointment with your nursing faculty advisor to discuss your final program and the selection of your thesis/project committee.
2. Obtain a Thesis/Project Approval Form from the Department of Nursing office.
3. Select a chair for your thesis/project committee. Obtain that person's approval to serve as chair. Thesis Committee Chair must be a Doctorally prepared Nursing faculty member. Project Committee Chairs may be either a Master's or Doctorally prepared Nursing faculty member.
4. Discuss the selection of two additional individuals as potential committee members with your committee chair. As each individual agrees to be a member, ask him/her to sign the Thesis/Project Approval Form.
5. Complete and return this form to the Graduate Program Coordinator prior to registering for the thesis/project, as the committee composition requires the Graduate Program Committee approval.

### **REGISTRATION FOR THESIS/PROJECT COURSE/UNITS**

Register for thesis/project hours for the quarter in which you plan to begin working on it. Continuous enrollment is required for each succeeding quarter that the thesis/project is successfully in progress. Students register for N690 thesis with the thesis chair as the faculty. Students who choose the non-thesis project option must register for N691 Master's project with the project chair as the faculty, and the student must complete an independent study form obtained from the Nursing Office. The number of N690 or N691 hours each quarter is arranged between the student and the committee chair. As a guideline, 1 to 2 Independent Study units maximum should be for preparation and IRB approval process; remainder of units should be for completion of thesis/project. Each student needs a total of 5 units of N690 or N691 for graduation. Once the student has completed 9 units of N690 or N691 as a regularly enrolled student in the University, then the student can maintain continuous enrollment by registering through Extended University. The extended studies course must be taken with the chair as the designated faculty. The student must be enrolled as either a regularly enrolled student in N690 or N691 or through continuous enrollment in Extended University during the quarter he/she plans to graduate.

The completed Independent Study form (signed by the Committee Chair) must be taken to the Dean's office where a CRN will be assigned and the student will be registered. (Example on next two pages.)

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**Department of Nursing**

**Guidelines for Submission of Independent Study Forms**

**Please Read Carefully**

1. The Independent Study Form must be completed in its entirety prior to submission to the Dean's Office.
2. It is your responsibility to obtain the required signatures listed on the form in the order they are listed.
3. Please **DO NOT** fill in the space for the CRN number. This number will be assigned by the Dean's Office.
4. The last signature required is the Dean of Natural Sciences & Mathematics. That office is located in SCI 104. Please give the forms to the secretary. Your copy will be placed in your mailbox.

**Additional Instructions for N690 Nursing Thesis units  
and N691 Master's Project units**

1. Contact your thesis/project chair regarding the appropriate number of units for which you should register for each quarter prior to completing this form.
2. A new Independent Study Form must be submitted each quarter as additional Master's thesis/project units are needed.
3. A total of 9 units of N690 or N691 may be taken through the Nursing department. Any units beyond 9 must be taken through Extended University.

**You are responsible for returning the Independent Study Form  
to the Dean's Office.**

**You are not officially registered in the class until you do.**

**NOTE: Add Slips are no longer needed.**



# Petition for Course by Individual Study

Sample N690: Thesis

Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print) Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Degree Objective MS Nursing Class Level N/A

Major Nursing Cal State Bakersfield GPA \_\_\_\_\_

Minor \_\_\_\_\_

Credential Objective \_\_\_\_\_

In accordance with university regulations, as stated in the University Catalog, I hereby petition for the following course by individual study. I understand that the completion of this form **DOES NOT** enroll me in the course. It is my responsibility to officially register and pay the required fees.

Student's Signature \_\_\_\_\_

leave blank

This form does not automatically enroll you in the course. Proper registration is required.

Usually 1 or 2 units - whatever you + your committee chair decide

CRN #	Department	Course #	Course Title	Units	Term & Year
	Nsg	N690	Nursing Research: Thesis		

Description of Course: N690: Independent Study and research in nursing with faculty supervision. <sup>fill in</sup>

Justification of Petition: Thesis units required for master's degree

Approved: Advisor's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_

Approved: Instructor's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_ Instructor Code \_\_\_\_\_

Approved: Dept. Chairman's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_

Approved: School Dean's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Note: Students must complete this section

# Petition for Course by Individual Study



Sample N691: Project

Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print) Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Degree Objective MS Nursing Class Level N/A

Major Nursing Cal State Bakersfield GPA \_\_\_\_\_

Minor -

Credential Objective \_\_\_\_\_

In accordance with university regulations, as stated in the University Catalog, I hereby petition for the following course by individual study. I understand that the completion of this form **DOES NOT** enroll me in the course. It is my responsibility to officially register and pay the required fees.

Student's Signature \_\_\_\_\_

This form does not automatically enroll you in the course. Proper registration is required.

leave blank  
CRN # ↓

usually for 2 decision between you + committee chair

CRN #	Department	Course #	Course Title	Units	Term & Year
	Nsg	691	Master's Project		

Description of Course:

N691: Nursing project aimed at solving a practical/clinical/educational/or administrative problem with faculty supervision.

fill in ↑

Justification of Petition:

To allow for work on project units required for master's degree

Approved: Advisor's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_

Approved: Instructor's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_ Instructor Code \_\_\_\_\_

Approved: Dept. Chairman's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_

Approved: School Dean's Name \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date \_\_\_\_\_

Phone # \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Note: Students must complete this section

## **APPROVAL OF THESIS/PROJECT PROPOSAL**

The process of approving thesis proposals is subject to committee consensus. The student may discuss and receive advice and counsel from each committee member, regarding the proposed study. It is the thesis committee chair's responsibility to inform the student of the decision as to the acceptance of a study proposal.

### **HUMAN SUBJECTS REVIEW: CSUB INSTITUTIONAL REVIEW BOARD (IRB) FOR HUMAN SUBJECTS RESEARCH (HSR)**

Once the student has obtained approval of their thesis proposal by their committee, the student should begin the process of Human Subjects Review. Appropriate procedures should be followed for Human Subjects Review at all institutions and agencies utilized for data collection. Directions for determining the type of review required and the forms are available through the Office of Grants, Research and Sponsored Programs on the web at <http://www.csub.edu/grasp>. This site provides instructions, definitions, templates for submission of materials to the IRB for approval, and examples of protocols and consent forms.

All theses **and** projects must have approval from the CSUB Institutional Review Board. If a project is not deemed by the IRB to be considered research, a clearance letter will be issued stating that the project is not research and therefore does not require approval. Projects involving vulnerable subjects will require a full standard review with presentation of the proposed research before the formal IRB Committee at one of the quarterly meetings. Because these meetings are held only four times in an academic year (approximately two weeks into each new quarter, and at the end of the academic year), the student should become aware of the dates, and plan accordingly to submit materials prior to the deadlines. All materials submitted to the IRB must be reviewed by the thesis/project committee chair prior to submission.

Students must also be aware that the IRB has a policy for retention of signed consents: "Any signed consent must be retained for at least three years to enable research compliance monitoring and in case of concerns by research participants. Consent forms may be stored longer at the discretion of the principal investigator {PI}. The PI is responsible for retaining consent forms. If the PI is a student, the faculty supervisor is responsible for the consent forms. The consent forms must be stored so that only the authorized investigators or representative of the IRB have access. At the end of the retention period the consent forms must be destroyed [not recycled or thrown away]. Please destroy any audio tapes after scoring" (IRB Meeting Minutes, June 2006).

### **HUMAN SUBJECTS PROTECTION TRAINING**

All persons conducting research at CSUB must first receive training in Human Subjects Protection. The testing modules can be accessed on the web at <http://www.csub.edu/grasp/irbhsr/>. For those successfully passing the examination, a receipt email will be sent indicating mastery of the content, and eligibility to apply for IRB approval to conduct research.

**Department of Nursing**

**RESEARCH/PROJECT CONFIDENTIALITY STATEMENT**

My signature indicates that I am aware that I may/will have access to confidential/ sensitive information on participants/agencies involved in this research/project as an essential aspect of my role in data transcription and/or data entry. I understand that the researcher will make every effort to maintain confidentiality by using pseudonyms and/or identification numbers wherever possible, but that I will have access to taped interviews and may recognize situations or voices. I will not reveal any information about the research in general or about individuals during the data transcription/entry period or afterwards.

I have discussed the implications of the study/results/confidentiality with [researcher's name] and understand my obligation to maintain confidentiality.

I have received a copy of this signed statement.

---

Transcription/Data Entry Assistant's Signature Date

---

Researcher's Signature Date

**California State University, Bakersfield  
Department of Nursing**

**Instructions for Transcription of Qualitative Research Interviews**

Preparation of the typed transcript of the verbal narrative obtained during an interview should be prepared in the following manner for ease of analysis:

1. Have the transcriptionist type the transcript single spaced with a one-half inch margin on the left, top and bottom, and a 2 inch margin on the right (to allow room for coding) using the same software program that you will be using.
2. Have a header placed at the top right of the page with the pseudonym and/or the identification number, and the date of the interview.
3. Insert page numbers, preferably in the header so that you have all the information needed should the pages become shuffled with those of another interview.
4. For the body of the narrative, have the transcriptionist use the abbreviations "I:" for Interviewer, and "P:" for Participant at each change in speaker so that it is clear in reading the written transcript who was speaking on the tape.

Example:

I: How did you feel at the time that .....

P: Well, at first I thought I would not be able to handle the .....

Others attending the interview (this should be a rare occurrence), would have another appropriate abbreviation used. In a couple of cases I had the husband of the participant in attendance at the interview session, so used "H" to indicate anything he might have added during the interview. Others I have used are "S1" and "S2" for two sisters interviewed at the same time, and "M" and "S" for a mother and sister who had cared for their son/brother.

5. Ask the transcriptionist for both a hardcopy printout of the transcript and for the transcript on disk. The reason for this is that frequently a transcriptionist can't understand a particular word on the tape, so will use a string of Xs in the written narrative to indicate words that are missing. In this way you can fill in the corrections on the disk from your memory of the interview (you were, after all, there at the time!). You will want to do this as soon as possible after obtaining the transcript from the transcriptionist to assure accurate retrieval of information from memory. In addition, you will want the transcript on disk for ease in analysis (such as using the word search feature), and for inserting verbatim sections of narrative into the written report.

Charges for transcription vary from an hourly fee to a set charge per page. Use the yellow pages in the telephone directory, or contact the medical records department of acute care agencies to ask if anyone knows of a free-lance transcriptionist.

## **GUIDELINES FOR THESIS/PROJECT COMPARISON**

### **Thesis/Project Requirements for the Master of Science in Nursing:**

The Master of Science degree in Nursing requires completion of either 58 (School Nurse), 60 (Clinical Nurse Leader), or 67 (FNP option) quarter units of required and elective courses with a grade point average of at least 3.0 (B) that includes an approved Master's thesis or project. Both the thesis and the project require a minimum of five quarter units. The general differences between a thesis and a project are summarized in the following:

	<b><u>THESIS</u></b>	<b><u>PROJECT</u></b>
Purpose:	Production of new knowledge or validation of existing knowledge.	Reorganization, application, analysis, synthesis of existing knowledge.
Intent:	Aimed at providing a training experience in the conduct of research.	Aimed at solving a practical or clinical problem, or meeting an educational or administrative need in a service or academic setting.
Process:	Initiate, conduct, and report independent research relevant to nursing.	Design, implement, and evaluate a project for innovative nursing intervention, a change, administrative, or educational program.
Product:	A comprehensive written report consistent with the Department of Nursing Thesis Guidelines and APA format.	A comprehensive written report of the problem solving process, the evaluation of product (research), as well as the product of the process using the APA format. Also submitted is a copy of the product. Examples include: grant, educational program, quality assurance program, or administrative project for an agency.

Both the thesis and the project require IRB approval which includes documentation of the student's successful completion of the Human Subjects Protection (HSP) training modules through the Institutional Review Board for Human Subjects Research (IRB/HSR). The training modules can be accessed on-line at <http://www.CSUB.edu/grasp/irbhsr/>

## OUTLINE FOR COMPLETED THESIS

Students writing the MS thesis should follow the outline below exactly when arranging the elements of a thesis for submission to a Thesis Committee. Any variation from this format must be approved in writing by the candidate's Thesis Committee acting as a whole. The completed thesis is written primarily in the past tense since it is completed research.

Preliminary Pages (page numbers in lower case Roman numerals, i.e., i, ii, iii, iv, centered at the bottom of the page). All pages in this order:

- End sheet(s)
- Title Page (page number i is counted but not printed on the page; title all in caps)
- Approval/Signature Sheet page ii is counted but not printed on the page)
- Acknowledgment Sheet (optional) (page iii printed at bottom of page)
- Table of Contents (with appropriate subheadings) (page iii or iv at bottom of page) (Note: The Table of Contents begins with "List of Tables" not pages prior to this)
- List of Tables (appropriate lower case Roman numeral at the bottom of page)
- List of Figures (appropriate lower case Roman numeral at the bottom of page)
- Abstract (appropriate lower case Roman numeral at the bottom of page)

Chapter 1 – Introduction (The first page of each chapter is numbered at the bottom center of the page; all other pages in the chapter are numbered in the top right-hand corner.)

Introduction, Background and Significance

Statement of the problem

Purpose

Conceptual/theoretical framework

Research questions/hypotheses

Definitions

Assumptions

\*Limitations

Summary

Chapter 2 - Review of Literature

Summary

(list subheadings)

Chapter 3 - Methods of the Study/or Methodology

Research Design (to include the overarching Research Question and hypotheses or research questions)

Sample and Setting

Instrumentation

Protection of Human Subjects

Data collection procedure

## Data Analysis

Measures to assure validity/reliability (quantitative studies) or trustworthiness (qualitative studies) of data must also be in this section.

## Summary

### \*\*Chapter 4 - Results and Discussion

(list subheadings, if any. These will be different based on the findings of your study. In this section you should also revisit the literature and discuss how your findings differ/support/are similar to the findings of others. This may include any recent literature published since you completed the literature review for the proposal, although discussion of recent literature may also appear in chapter 2.)

## Summary

### Chapter 5 - Conclusions and Recommendations

Conclusions (Summary of findings in 1-2 paragraphs)

\*Limitations of the study (if not in Chapter 1)

Assumptions from Chapter 1 (refuted or supported?)

The Model Revisited – (how does your study fit? support? refute the model?)

## Recommendations

Implications – for future research, practice, education and Theory Development (if applicable). Each of these implications may have a separate section and heading.

## References

Appendixes (The order of Appendixes is not as listed here. Appendixes are labeled alphabetically in the order in which they are referred to in the paper). (Appendixes must all adhere to the rule about margins 1” all around except 1.25 inches on the left for binding. In some cases the Appendixes will need to be shrunk to fit. This includes the IRB approval letter).

- Consent Form
- IRB Approval
- Study Instrument(s) (if any) (If not in the public domain, the approval to use also needs to be included)
- Raw data tables (if needed)
- Additional addenda (discretionary)

(For “finalizing” your copy, use APA Style Manual, latest edition.)

Each of the first four chapters should conclude with a summary to both summarize/synthesize the contents of the chapter and to introduce the reader to the next chapter.

\*Limitations may be included in Chapter 5 after completion of the study. Please check with your advisor.

\*\*Discussion may be included in Chapter 5 as a separate section. Please check with your advisor.

## **OUTLINE FOR THE PROJECT PROPOSAL AND FINAL REPORT**

Students who choose the Master's Project should follow the outline below exactly when writing up the final report for the Project Committee. Any variation from this format must be approved in writing by the candidate's Project Committee acting as a whole. The completed project is written primarily in the past tense since the project has already been completed by the student.

Preliminary Pages (page numbers in lower case Roman numerals, i.e., i, ii, iii, iv, centered at the bottom of the page). All pages in this order:

- End sheet(s)
- Title Page (counted as i, but number is not printed on the page)
- Approval/Signature Sheet (counted as ii, but number is not printed on the page)
- Acknowledgment Sheet (optional) (iii at the bottom of the page, if included)
- Table of Contents (with appropriate subheadings) (appropriate number at the bottom of the page)
- List of Tables (appropriate number at the bottom of the page)
- List of Figures (appropriate number at the bottom of the page)
- Abstract (appropriate number at the bottom of the page)

Chapter 1 - Introduction, Background and Significance. (The first page of each chapter is numbered at the bottom center of the page.)

- Statement of the problem
- Purpose of the project
- Goals and objectives
- Significance of the project to nursing
- Background and support of project based on brief review of the literature
- Theoretical/Conceptual framework
- Operational definitions
- Summary

Chapter 2 - Review of Literature

- Background and support of the project based on extensive review of the literature
- Summary

Chapter 3 - Methodology for Project Implementation

- Target population/setting
- Clearly defined procedures
- Evidence of human subject protection and adherence to legal guidelines
- Evidence of measurement of intervention (tool)
- Summary

Chapter 4 - Evaluation

- Evaluation of project - methodology
- Summary of findings and interpretation
- Impact of project implementation
- Summary

## Chapter 5 - Conclusions and Recommendations

Implications for research, practice, education and theory development

### References

Appendixes (The order of Appendixes is not as listed in the thesis outline above. Appendixes are labeled alphabetically in the order in which they are referred to in the paper). (Appendixes must all adhere to the rule about margins 1” all around except 1.25 inches on the left for binding. In some cases the Appendixes will need to be shrunk to fit. This includes the IRB approval letter).

- Project instruments
- Additional addenda

### **PREPARING FOR DEFENSES OF THESIS/PROJECT DRAFTS (Proposal and Final)**

The committee as a whole must meet together only twice: for the proposal defense and the final draft defense, unless there is a specific reason for the whole committee to come together for problem solving.

**Proposal Defense:** After completion of N625, and selection of a thesis/project committee, you will work closely with the committee chair to ready the proposal for defense. Do not distribute copies of drafts to committee members until directed by the committee chair to distribute the “proposal defense draft.” (1) As directed, distribute the proposal defense draft, and schedule a defense date/time/location a minimum of two weeks in advance (allow 1-1.5 hours for the meeting). (2) Prepare a 20 minute PowerPoint presentation summarizing the proposed research. After your presentation, committee members will have questions, corrections, and suggestions for improvement of the paper/proposed research methodology. This meeting can be viewed as both a problem-solving and “contract” session in which you and the committee agree as to the exact procedure/process for your thesis/project.

**Writing:** After the proposal defense, you will work closely with the committee chair, and may on occasion work with individual committee members for assistance with specific sections of the paper (example: you might work with the committee member most familiar with the research approach you are using, or the member with the highest content expertise in the topic under review). (1) The first task after defending your proposal will be to make the changes suggested by the committee, and change from future tense (what you will do) to past tense (what you did) in these first three chapters. This will save you time writing the defense draft. (2) While conducting the research, you will meet with your chair on a schedule, to discuss your progress. On occasion, you will need to enlist the help of a statistician, and this can require some outlay of money. Qualitative studies may require investing in the services of a transcriptionist. (3) When you start writing chapters 4 and 5, there will be many revisions (read 7 or 8!). In some cases the chair may suggest that you acquire an editor to assist with the writing. While writing chapter 4, implications for future research, education, practice and theory development will occur to you based on the questions/problems you encounter. Write these out for discussion in chapter 5. (4)

Front pages and abstract need to be written and approved by the chair for inclusion with the “final defense draft.” (5) Purchase cotton rag paper for printing of final binding of thesis copies. The signature pages for the final thesis defense will need to be on the rag paper. See previous section on thesis binding for more information. Cotton rag paper is not needed for final the report of a project. Project final reports can be printed on printer/copier paper and spiral bound.

**Defense of (Almost) Final Draft (more commonly known as the Defense Draft, because there will be changes!):** Deadline dates will come up quickly (“Drop Deadlines” for spring will be distributed by the Graduate Coordinator during winter quarter). (1) The Abstract is the last segment you write, but must be completed for the defense draft. (2) With the chair’s approval distribute copies of the defense draft to all committee members. Schedule a time convenient for all committee members for the final defense (minimum of two week notice). (3) Prepare and post a flyer in the Department of Nursing announcing the defense date. (4) Prepare a 20 minute (maximum of 15-20 slides) PowerPoint presentation. Limit discussion of the first three chapters, focus heavily on your findings and conclusions. Be sure to bring to the defense session the signature pages on the appropriate paper. Be prepared for questions, and be assured that there will be changes to the paper based on the defense. After the defense, make the changes as directed by your chair. The chair will determine when the paper is ready for submission to the Graduate Coordinator for determination of appropriate formatting. Expect multiple draft revisions.

(12 lines)

TITLE

(14 lines)

by

Student Name, Credentials

(14 lines)

A THESIS  
or  
A PROJECT

Submitted to the Department of Nursing  
in the School of Natural Sciences & Mathematics  
California State University, Bakersfield  
in Partial Fulfillment  
of the Requirements for the Degree of

MASTER OF SCIENCE IN NURSING

Month, Year

(12 lines)

**APPROVAL/SIGNATURE SHEET TEMPLATE FOR THESIS OR PROJECT**

APPROVED BY:

---

(Professor's Name and Credentials), Chair

---

(Professor's Name and Credentials)

---

(Professor's Name and Credentials)

---

Graduate Program Coordinator

**Instructions:** It is usual for the student to type in the names of each committee member and have this sheet ready for signatures with final approval of the thesis or project. The student can obtain original signatures on the appropriate paper. This original can then be copied for additional copies of the thesis or project. Or, the student can ask committee members to sign multiple approval/signature sheets (on the appropriate paper) at the time the thesis or project is approved.

### **APPROVAL OF FINISHED THESIS OR PROJECT MANUSCRIPT**

The final manuscript must be approved by all members of the Thesis or Project Committee. The thesis or project chair is the final arbiter in situations where committee members disagree. The Graduate Program Coordinator in Nursing will not see any manuscript until it has been reviewed by the student's thesis committee and approved for final typing. The Thesis or Project Committee members will sign the signature page of the thesis. The Thesis or Project Chair will award a grade only after the Thesis or Project Committee and the Coordinator of Graduate Studies have agreed that the manuscript meets all requirements of style.

### **GRADING OF THESIS/PROJECTS**

Final grade assignments of thesis/projects should be made according to the consensus of the committee; however, the final recorded grade is the decision and responsibility of the committee chair. Students receive notification of grade assignments through the Department of Nursing. In the event of question or dispute of grade, the committee chair should be contacted immediately. Student grievances are processed according to the University grievance procedure with the committee chair standing as instructor of record. Individual thesis/project hours (N690 or N691) are assigned RP (Report in Progress) as the thesis/project grade each quarter as the work continues. Grades for Extended University are credit or no credit. The final thesis/project grade will be assigned a letter grade. This letter grade requires the committee chair to change all N690 or N691 grades for RP (Report in Progress) to the assigned letter grade. This is used for courses in which assigned work extends beyond a single academic term. This must be done prior to the University deadline for posting of grades.

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**Department of Nursing**  
**Evaluation of the Thesis**

**Student's Name:** \_\_\_\_\_

<b>Written Report:</b>	<b>Yes</b>	<b>No</b>
1. Does the research have the potential to solve a problem that is within the domain of nursing?	_____	_____
2. Did the research methodology section:		
a. include appropriate observations?	_____	_____
b. present information in a systematic fashion?	_____	_____
c. describe theoretical or statistical generalizability?	_____	_____
d. clearly report relevant research findings?	_____	_____
e. if there was a modification in the methodology, was an adequate explanation given?	_____	_____
f. describe measures used to assure validity/reliability or trustworthiness of data	_____	_____
3. Are clinically relevant propositions discovered/clarified or validated/verified by the research?	_____	_____
4. Do the findings of the research have relevance to nursing practice?	_____	_____
5. Were appropriate ethical guidelines followed in the conduct and reporting of the research?	_____	_____
6. Were the references cited (current/classics) representative of the state of science?	_____	_____
7. Was the American Psychological Association format followed in the written report?	_____	_____

**Oral Presentation:**

1. Were concepts/ideas communicated clearly and persuasively?	_____	_____
2. Did the student demonstrate the ability to synthesize and illuminate the connections between the findings of the research and other bodies of knowledge?	_____	_____
3. Did the student share significant insights gained from the research and articulated implications of the findings for nursing practice and research?	_____	_____
4. Were audiovisual materials appropriate for the presentation?	_____	_____

**Thesis Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **TRUNCATED TITLE FOR THESIS**

Instructions for writing a truncated (shortened) title must be obtained from the Library. The completed form must accompany the “original” copies of the thesis report at the time the thesis is filed. The form and directions come together in one pdf file, and are called “Master’s Thesis General Information and Guidelines” and “Application for Submission of Master’s Thesis.” The form can also be downloaded from the internet at the following:

[http://www.csub.edu/GradStudies/PDF/Masters\\_Thesis.pdf](http://www.csub.edu/GradStudies/PDF/Masters_Thesis.pdf)

### **FILING OF THESIS**

The Master’s degree candidate will submit the “original” typescript copy plus other clean copies, and a receipt for payment of binding fees to the designated person in the Library. The librarian, and/or Director of Libraries, retains the right to inspect the copies for their acceptability. Upon receiving a validated receipt from the Library that the thesis has been submitted, the Graduate Coordinator will then notify the Evaluations Office in Admissions and Records that the candidate’s Master’s thesis has been filed.

The original thesis typescript is bound and retained by the library. This must have the original signatures on the thesis signature approval page. One copy is housed loose-leaf in the archives of the library. One bound copy is given to the Department of Nursing. The student may pay the Cashier/Accounting office to have this copy bound. If the student desires to have any other bound copy, then additional copies are provided to the Library after the Cashier/Accounting office is paid accordingly. The Department of Nursing office notifies the student when the bound copy or copies are available.

It is the candidate’s responsibility to meet all requirements of the degree including the filing of a thesis by the deadline date for graduation.

### **BINDING OF THESIS**

The filed copies of the thesis will be sent to a commercial bindery for binding. One bound copy, after cataloging, will go into the circulating collection of the library. Candidates may make and have bound as many personal copies as they wish, but must be responsible for all appropriate costs. Present regulations authorize a student binding fee for a thesis to cover costs of handling and binding. MS candidates are required to pay the fee for only one bound copy (library’s copy), unless personal copies are submitted for binding. It is a courtesy to have a copy bound for the Department of Nursing.

### **THESIS OR PROJECT COMMITTEE MANUSCRIPTS**

Students should provide a final copy of the thesis or project manuscript to their thesis or project chair, and offer a copy to their committee members. There are local office supply and copy retailers that can provide a soft binding on regular copier paper for these manuscripts at a reasonable cost. Some items of a project may not be appropriate to include in the manuscript provided to the project chair or committee members.

**TIMETABLE FOR COMPLETING THE MASTER'S PROJECT**

Timeframe	Step
<b><u>BEGIN PHASE 1</u></b>	
Conception through Proposal Approval	
Anytime or while enrolled in N625, Research	1. Decide on a project topic.
<b>Completion minus 45 weeks:</b>	2. Prepare a 1-2 page mini-proposal. Include: <ol style="list-style-type: none"> <li>a. <u>what</u> you want to do or find out;</li> <li>b. <u>why</u> you want to do it and why it will benefit nursing and patient care;</li> <li>c. <u>how, when, and where</u> you plan to carry out your project</li> </ol>
<b>Completion minus 44 weeks:</b>	3. Submit your mini-proposal to your advisor or potential committee chair and make an appointment to discuss it. Note: Allow one to two weeks between submission to faculty member and subsequent appointments.
<b>Completion minus 43 weeks:</b>	4. Meet with your advisor/potential committee chair to: <ol style="list-style-type: none"> <li>a. discuss your project area;</li> <li>b. identify several faculty members who might be able to help you and/or serve on your committee;</li> </ol>
<b>Completion minus 42 weeks:</b> Usually takes 1-2 weeks depending on how well/fast you write and how much time you have to devote to the task.	5. Revise your mini-proposal as needed based on the discussion with your advisor/potential committee chair.
<b>Completion minus 40 weeks:</b> It will take 2-3 weeks for you to schedule appointments and meet with everyone.	6. Contact each prospective committee member to discuss the proposal and determine whether they: <ol style="list-style-type: none"> <li>a. are interested in helping with your project;</li> <li>b. have experience in working with related projects;</li> <li>c. work well with others;</li> <li>d. would be willing or able to chair the</li> </ol>

- committee
- e. are planning any leaves (sabbatical, maternity, summer) that might interfere with your projected completion date.
- Completion minus 38 weeks:**  
Usually takes 1 week.
- Completion minus 37 weeks:**  
usually takes 1 week.
- Completion minus 36 weeks:**  
Usually takes 1 week.
- Completion minus 35 weeks:**  
usually takes 2 weeks depending on your work habits and time.
- Completion minus 33 weeks:**  
Usually takes 1-2 weeks depending on your writing skills and work habits.
7. After you have visited with all potential committee members, decide who would be the best chair and who you would like as members.
  8. Meet with your choice of chair. Obtain formal commitment. Discuss:
    - a. committee composition;
    - b. projected time frames for meetings;
    - c. projected completion, oral presentation, and graduation dates;
  9. Formally confirm membership and obtain signatures from the other committee members. Notify faculty you consulted of your final decision so no one is left wondering about committee selection.
  10. Conduct a thorough literature search. If needed, arrange an appointment with a librarian for orientation. In this early search, look for published reviews of research in your area and use them to guide and direct you. If the topic seems too broad, think of approaches to limit the topic.
  11. Based on your review of the literature, expand your mini-proposal. In your new, improved proposal include the following sections:
    - a. Introduction
    - b. Statement of the Problem
    - c. Purpose of the Project
    - d. Goals and Objectives of the Project
    - e. Significance of the Project to Nursing
    - f. Background

(review of related literature; what has been done and how; what further work, research, or development is needed)

- g. Methods to be Used  
(including analysis)

**Completion minus 31 weeks:**

Usually takes 1-2 weeks.

12. Submit the expanded proposal to the committee chair only and request feedback. Expect a minimum turn around of 1-2 weeks. Expect to receive instructions about:
- what sections to include;
  - what order the sections should be in;
  - grammar and style;
  - which literature to include;
  - changes in the goals and objectives.

If you need to clarify feedback, make an appointment and see him/her in person.

**Completion minus 29 weeks:**

Usually takes 1-2 weeks depending on your writing skills and work habits.

13. Revise the proposal based on the feedback from the chair and resubmit it.

**Completion minus 28-23 weeks:**

Usually takes 1-2 weeks depending on your writing skills and work habits.

14. Expect to revise the proposal several times. Clarify with your chair which drafts he/she would like you to circulate to all members of the committee.

**Completion minus 23 weeks:**

Anticipate that it will be at least 1 week before you find a time when you and all three committee members can get together

15. When the chair indicates the proposal is ready, schedule a one-hour proposal approval meeting with all committee members

**Completion minus 22 weeks:**

At least 1 week before the proposal approval meeting.

16. Circulate the current draft of your proposal to all committee members.

**Completion minus 21 weeks:**

Proposal approval meeting.

17. At the proposal approval meeting:
- expect to present a brief oral summary of your proposal;
  - answer any questions committee members have;
  - discuss time frames to completion. Expect the committee to discuss the

merits of your proposal and to raise new questions. The committee will have some group work to do in order to establish working relationships because this is the first time they have met together to discuss your work. In some cases, this may be the first time they have met each other.

Before the meeting adjourns, gain a clear understanding of:

- a. whether or not you have permission/approval to do the project as planned;
- b. what changes are needed if you do not have their approval and do you need to meet with them again before you proceed;
- c. whether the committee thinks your expected timeframe is reasonable;
- d. whether any committee member is going to be away for an extended period of time that will interfere with your project completion time.

**Completion minus 20 weeks:**

Usually takes 2-3 weeks.

18. Obtain approval of agency personnel where you will implement the project. Must have written approval. Prepare materials needed for implementation of the project.

BEGIN PHASE 2

Approval through Analysis

**Completion minus 18-12 weeks:**

Timeframe varies (1-6 months) depending on the nature of the project and how much time you can devote to the task.

19. Carry out your project. Collect data/information; perform analysis.

**Completion minus 18 weeks:**

At regular intervals - every other week or as your chair directs.

20. Inform your chair of your progress.

BEGIN PHASE 3

Preparation of project written report through completion.

**Completion minus 12 weeks:**

Usually takes 1-2 weeks depending on your writing skills and the amount of time you devote to the project research.

**Completion minus 10 weeks:**

Expect a minimum of 1 week for turn around.

**Completion minus 9-6 weeks:**

Depends on your writing skill, time, and the preference of the chair.

**Completion minus 6 weeks:**

2 weeks must elapse between the time the presentation is set and posted and when the meeting actually occurs.

**Completion minus 5 weeks:**

At least 1 week before the defense meeting.

21. begin writing the final project report by revising your proposal. Change all the verbs from future tense to past tense. Add sections describing the implementation, evaluation, and conclusion and recommendations. If you were not able to follow the methodology that you planned in your proposal, explain what changes you made and why. DO NOT ignore this and hope that no one notices that what you planned and what you did are different.
22. Submit the revised paper to your chair.
23. Expect to revise the final project report several times. Clarify with your chair which draft to circulate to all members of the committee.
24. When the chair indicates the report is ready, schedule an oral presentation meeting with all committee members.
25. Reserve a room in the Department of Nursing where the oral presentation meeting will take place.
26. Post a public notice about the date, time, and location of your oral presentation. You will also need to supply the title of your project and the names of your committee members. Be sure to bring the signature page to the presentation.
27. Circulate the current draft of your final report to all committee members. You should consider this a draft and still expect to make some revisions after the oral presentation meeting.
28. Plan what you will say at the oral presentation. Ask for direction from the

chair. Generally, you will be expected to spend 20-30 minutes explaining what you did and allow another 30 minutes for questions. Audiovisual aids (slides, overheads) will improve your presentation.

**Completion minus 4 weeks:**  
Defense.

29. At the presentation meeting expect to:
- a. present a brief oral summary of your project;
  - b. answer questions committee members have;
  - c. answer questions the audience has.

Expect the committee to discuss the merits of your project and to raise questions they haven't asked before. They will still have some group work to do because this is only the second time they have met face-to-face to consider your work.

Expect the committee to excuse you and the audience while they deliberate about your grade and revisions they would like to see in the final paper.

Before the meeting adjourns, gain a clear understanding of:

- a. whether or not you have adequately presented your project;
- b. what, if any, revisions are needed in the final paper;
- c. who on the committee will read and give final approval to the revisions. This person is usually referred to as the Final Reader.

**Completion minus 3 weeks:**  
usually takes 1-2 weeks depending on the nature of the revisions, your writing skill, and the amount of time you devote to the task.

30. Revise the final report as indicated by your committee.

**Completion minus 2 weeks:**  
Usually 1 week.

31. Submit the revised final report to the project chair and graduate program coordinator.

**Completion minus 1 week:**

Depends on the chair and graduate coordinator approval.

32. When the project chair and graduate program coordinator have given approval, submit one revised bound copy to the Graduate Program Coordinator.

**Completion minus 0 weeks:**

The end!

33. Completion

Curriculum (Graduate) Committee, May 1996

Adapted from the University of Utah, College of Nursing (S.W. Haak, RN, MS)

**GUIDELINES FOR EVALUATION OF MASTER'S PROJECT**

Student: \_\_\_\_\_

Title of Project: \_\_\_\_\_

<b>Written Report Inclusion Criteria</b>	<b>Yes</b>	<b>No</b>
1. Introduction	_____	_____
2. Statement of Problem addressed in the Project	_____	_____
3. Purpose of Project	_____	_____
4. Goals & objectives	_____	_____
5. Significance of Project to Nursing (clinical impact, cost impact, theory vs. replication study)	_____	_____
6. Theoretical framework	_____	_____
7. Inclusion of operational definitions	_____	_____
8. Background & support of project based on extensive Review of the Literature	_____	_____
9. Methodology for Project Implementation	_____	_____
a. target population/setting	_____	_____
b. clearly defined procedures	_____	_____
c. evidence of human subjects protection and adherence to legal guidelines	_____	_____
d. evidence of measurement of intervention	_____	_____
e. describe measures used to assure validity/reliability or trustworthiness of data	_____	_____
10. Evaluation Method	_____	_____
11. Summary of findings/impact of Project implementation	_____	_____
12. Conclusions and Recommendations	_____	_____
13. Adherence to APA Format:	_____	_____
a. inclusion of abstract	_____	_____
b. references	_____	_____
c. adherence to rules re. spelling, grammar, use of headings	_____	_____

**Oral Presentation:**

1. Were concepts/ideas communicated clearly and persuasively?	_____	_____
2. Did the student demonstrate the ability to synthesize and illuminate the connections between the findings of the project evaluation and other bodies of knowledge?	_____	_____
3. Did the student share significant insights gained from the project and articulate implications of the findings for nursing practice and research?	_____	_____
4. Were audiovisual materials appropriate for the presentation?	_____	_____

Thesis Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_