

## **DEPARTMENT OF HEALTH, LEISURE, AND EXERCISE SCIENCE**

### **THESIS COMPLETION PROCEDURES**

#### **A STUDENT MUST FOLLOW ALL PROCEDURES AND GUIDELINES ESTABLISHED IN THE UWF THESIS GUIDE.**

1. All members of the tenure-track may serve on a thesis committee.
2. Student selects Committee Chair.
3. Student signs Departmental Thesis/Special Problem Agreement, and is given a copy for their records.
4. Committee Chair, in consultation with student, selects 2 other Committee members; at least 1 member must be within the department.
5. Department Chair signs Departmental Thesis Committee/Topic Approval Form which is filed with the attached Departmental Thesis/Special Problem Agreement signed by the student.
6. Student writes draft thesis proposal and also drafts first three chapters of thesis (Problem Statement, Literature Review, Methodology) in consultation with Committee Chair.
7. Student schedules Committee meeting and sends drafts thesis proposal and draft chapters to all Committee members and to the Department Chair two weeks prior to scheduled meeting.
8. Student presents thesis proposal in formal meeting of the Committee. Department Chair invited to attend.
9. Committee Chair meets with Committee after thesis proposal presentation (student absent) to discuss proposal. Department Chair invited to attend.
10. Student revises thesis proposal in consultation with the Committee Chair.
11. Revised thesis proposal sent to Committee members and approved.
12. Thesis proposal sent to Institutional Review Board if humans or other animals are involved in the research; no data collection will occur until approved in writing from the Board.
13. Student conducts investigation and writes thesis in consultation with Committee Chair and Committee members.
14. Student schedules thesis defense. Committee members and Department Chair send completed draft copies of thesis two weeks prior to thesis defense.
15. Student presents and defends thesis to Committee. Department Chair invited to attend. Interested Faculty and students are also invited to attend in a posted announcement.

16. Committee meets after thesis defense (student and faculty guests absent) to discuss thesis and vote.
17. Student revises thesis in consultation with Committee Chair.
18. Revised thesis is returned to committee for approval before it is forwarded to the University Reader.
19. Student addresses corrections indicated by the University reader and gives thesis to committee for final review.
20. Committee approves and signs thesis. Department Chair approves and signs thesis. At least a two week period will be provided for review of thesis.
21. Student follows guidelines supplied by the Office of Graduate Studies.

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**Thesis Committee and Topic Approval Form**

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

Thesis Topic: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Committee Chair: \_\_\_\_\_

Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Departmental Approval: \_\_\_\_\_

Dr. John Todorovich, Chair  
Health, Leisure, and Exercise Science

**DEPARTMENT OF HEALTH, LEISURE, AND EXERCISE SCIENCE  
UNIVERSITY OF WEST FLORIDA**

Thesis/Special Problem Agreement

The graduate student must gain permission from a professor in the Department for the purpose of directing a research project. It is expected that the major professor (director of thesis or special problem) and the graduate student's committee will guide the student in every aspect of the research project.

The research project should be viewed as an opportunity for personal development and inquiry into a subject in which the student has great interest. This experience will provide an opportunity for the student to become familiar with related literature, research design, statistical analysis, and the form and style for technical written required by APA and The Graduate School of the University of West Florida.

Another important aspect of any research project is making the results public. Therefore, the graduate student researcher is expected to present the results of the thesis or special problem at a regional or national meeting of an appropriate professional organization (i.e. ACSM, AAHPERD, NATA, AERA, etc.). Also, the research findings should be prepared and submitted for publication in a refereed journal.

The major professor will share credits as junior co-author with the graduate student in both of the above activities. If the graduate student does not present the findings or submit for publication within one calendar year from the time the degree is awarded, then the major professor and committee members may perform those responsibilities with the graduate student sharing the credits as a junior co-author.

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Graduate Student Date

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UWF Student ID Number

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Major Professor Date