Instructor: Dr. Sukho Lee  
Class time & Location: By appointment  
E-mail & Phone: slee@tamusa.edu & 210-784-2537  
Office Hours: Mon/Wed 12:00 - 02:00 & Tue 01:00-05:00  
Office Location: STEM 142A  


Recommended Textbooks: NA  

Course Description: This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Prerequisite: Departmental approval and completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis  

Graduate Class Policies  
A student has the right to expect competent, well-organized instruction for the full number of clock hours allotted for a course; to sufficient written assignments, graded fairly and with reasonable promptness to show the student's academic standing in the course at least before mid-semester; to have ample opportunity to confer with the instructor at published office hours and to review graded written work; to freedom from ridicule, discrimination, harassment or accusations in the presence of other students or faculty members; and to an avenue for appealing to higher academic authority in case of alleged unfairness by an instructor.  

Student Rights and Responsibilities  
As members of the University community, all enrolled students assume full responsibility for adhering to the university's values and goals. Students are held responsible for staying abreast of their rights as students and for being cognizant on what is deemed proper conduct as outlined in the Student Handbook. The Student Handbook is available through the Student Rights and Responsibilities webpage: http://www.tamusa.edu/uploadFile/folders/fcestrad/Pdf/Pdf-635767864704349879-10.100.150.124.pdf
**Cheating and Plagiarism**

Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and college dean to the provost and vice president for Academic Affairs for disciplinary action. Expulsion from the University is a normal penalty for such offenses. Plagiarism is a serious violation of academic integrity, and students who engage in plagiarism are subject to disciplinary action. The type of disciplinary action will depend on the severity of the plagiarism but may ultimately lead to the student’s expulsion from the program and/or revocation of a student’s degree, if the student has already graduated. Please review the Student Handbook for a complete description of the process.

**Class Attendance**

A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the Provost and Vice President for Academic Affairs.

**Absences for Religious Holidays**

The university will allow students who are absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, that student has notified the instructor of each class to be missed. The instructor may appropriately respond if a student fails to complete the assignment or examination within a reasonable time after the absence.

**Research on Human Subjects**

Any research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects at A&M-San Antonio prior to any data collection. Specific forms, instructions, and additional information are provided online:
http://www.tamusa.edu/graduatestudiesandresearch/irb/irbforms.html.

**Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. Disability Support Services (DSS) provides services, auxiliary aids and accommodations for students at Texas A&M University-San Antonio (A&M-SA) who have self-identified, registered and provided DSS with documentation supporting their disability. Students may access additional information on the Disability Support Services webpage:
http://www.tamusa.edu/studentengagementsuccess/dss/AccessDSS/index.html
**Incompletes**
The spirit of the “Incomplete” is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances: 1. 70% of the class has been completed and student is passing with a “C” or better 2. The circumstance for which the “I” is requested is supported with documentation 3. Student has been attending class on a regular basis Incompletes are not to be used to remedy excessive absences. Unforeseen circumstances precipitating the request for an “I”, should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an “I”, a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If the contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All “I”s will automatically revert to an “F” after one year.

**Dropping a Course**
Each student is responsible for knowing the drop date for any given semester. Professors are not responsible, under any circumstances, for “dropping” a student from a course. Please be aware that if you do not formally drop a course and fail to fulfill the academic requirements, the professor will submit the earned grade.

**Grading Policy**
**A = All of the following are present:**
- All deadlines, including progress reports, are met throughout the semester.
- Project has the characteristics of high-caliber Master’s-level research carried out by a new researcher. That is, the project clearly answers a research question with appropriate data collection methodology and subsequent reduction, analysis, and interpretation of these data.
- The resulting written presentation of the research is prepared according to guidelines set forth by the College of Graduate Studies, the APA (6th ed), and the research supervisor. NOTE: This includes the 40/40 requirement for peer-reviewed articles.
- Findings from the project clearly have the potential for dissemination via presentation at a learned society meeting and/or via publication of the manuscript in a peer-reviewed journal.

**B = All of the following are present:**
- Final submission deadline, and a significant majority of the other deadlines including progress reports, are met throughout the semester.
- Project has the characteristics of Master’s-level research carried out by a new researcher. That is, the project answers a research question with appropriate data collection methodology and subsequent reduction, analysis, and interpretation of these data.
- The resulting written presentation of the research is prepared according to guidelines set forth by the College of Graduate Studies, the APA (6th ed), and the research supervisor. NOTE: This includes the 40/40 requirement.

**C = All of the following are present:**
- Final submission deadline is met.
• Project that lacks some of the characteristics of Master's-level research carried out by a new researcher.
• The resulting written presentation of the research is prepared according to guidelines set forth by the College of Graduate Studies, the APA (6th ed), and the research supervisor.

*F = One or more of the following are present:
• Final submission deadline is not met.
• A project that lacks most of the characteristics of Master's-level research carried out by a new researcher.
• The resulting written presentation of the research is not prepared according to guidelines set forth by the College of Graduate Studies, the APA (6th ed), and the research supervisor.

Course Requirements
Progress Reports
Students are responsible for scheduling these face-to-face or telephone meetings with the Committee Chair if the need arises.

Students are encouraged to schedule a meeting with the Committee Chair whenever they need direction or feedback throughout the semester. That is, students do not have to wait until their next scheduled progress report to meet with the Committee Chair.

Thesis Committee:
It is the student’s responsibility to recommend the membership of the Thesis Committee. The Thesis Committee consists of not fewer than three voting members of the graduate faculty, at least two of whom represent the Health & Kinesiology Program. One member of the committee should be a faculty member from the minor or resource area.

This committee has authority with respect to the student’s thesis, professional paper, or culminating experience; the committee chair administers this authority. This committee also examines the student on the thesis, professional paper, or culminating experience during the final oral examination. This examination must cover the candidate’s thesis, professional paper, or other culminating experience. The examination may also cover major or minor fields. A person selected to serve on a master’s committee must hold a master’s degree or higher. Exceptions to committee membership may be made at the discretion of the Dean of the Graduate School. Associate members of the graduate faculty, at the Department’s discretion, may serve as chairs of master’s professional paper committee. The student will ask faculty to serve on the committee, then complete (typed) the Request for Appointment of Thesis Committee form (note: double click on boxes in this form to check them)

Thesis Policies:
1. The thesis committee chair and the student are responsible for APA style, references, form or any standards of written presentation.
2. Committee members are responsible for reacting to the global view of the paper, project, or experience.
3. Committee members are to return the paper to the Chair (without reviewing it) if they discover the APA style, references, or form are incorrect.
4. Committee members are to communicate their concerns about a final experience to the committee chair, not the student.
5. Committee members will indicate written approval or disapproval when returning any section of a manuscript. If approval is indicated, it means the faculty member will request no further content changes. If disapproval is indicated, the faculty member wishes to read the section again after specified changes have been made.
6. Faculty require a 2-week reading timeline for each portion of the thesis, professional paper or culminating presentation they are given to read. This holds true during the fall, spring, and summer sessions. DO NOT ask for special consideration. Once a section of GRP has been submitted for grading (see due dates), a grade will be assigned for that section but revisions may still be needed for that section until it is acceptable.
7. Thesis only students: Students are required to prepare chapters one through three prior to the proposal meeting. After the proposal is approved, the prospectus will be prepared and submitted to the Dean of the Graduate School.
8. No committee meetings (research or advisory) may be scheduled during the last 2 weeks of any semester. These 2 weeks are to be considered “dead weeks”.
9. Committee members who will serve during the summer must be appointed before spring graduation. After that time, requests for changes in committee makeup must be accompanied by a written resignation from the faculty member who is being replaced.
10. Students wanting to complete their thesis, professional paper or culminating presentation during the summer must verify that their committee members are available to read and meet for the final manuscript and presentation. When committee members are not available during the summer, the student must notify the Department Graduate Coordinator prior to May 1 that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The Department Graduate Coordinator has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
11. At the discretion of the major professor, edits and reviews between the major professor and the student may be done electronically. However, for the prospectus meeting and the thesis or professional paper defense, the student must distribute hard copies of the paper to the committee in accordance with the established deadlines.

Thesis I Procedures:
A 2-week reading period is granted to each member of a research committee who receives a prospectus, a portion of a thesis or an entire manuscript. An outline of the procedure follows:
1. Secure committee members’ signatures of approval on the Request for Thesis Committee sheet (note: double click on boxes in this form to check them, be sure to type in form)
2. Prepare a draft of a tentative outline of the project. The tentative outline will include the first three chapters of the thesis.
3. Submit the draft of the tentative outline to the thesis committee chair for comments, criticisms, etc.
4. Submit the corrected draft to the advisor for approval.
5. After the thesis committee chair gives approval, the draft is submitted to all committee members.
6. Schedule a meeting of the committee at which the tentative outline is clarified and defended by the student (prospectus defense). At least two members of a master’s committee must be present for the meeting to be official.
7. After the Research Committee has approved the proposed topic, a prospectus will be developed and forwarded to the Graduate School. The prospectus (proposal) will include the first three chapters of the thesis.
   a. In order to enroll for Thesis II, these first three chapters must be complete.
8. Secure permission if needed from the appropriate review board (Institutional Review Board or Institutional Animal Care and Use Committee) to conduct the research as required.
   a. Note: IRB or IACUC approval may be obtained prior to the prospectus meeting. If changes to the research are requested at the prospectus meeting then these changes MUST be approved by the appropriate review board.
9. Secure permission from any non-university agency which will supply subjects (schools, hospitals, etc.).
10. Revise the tentative outline as suggested by the committee. The final copy of the prospectus must include the first three chapters of the thesis. Only after the prospectus has been filed can a student enroll in Thesis II.

Provided the IRB has approved the application for research, collection of data may begin as soon as the student is notified of approval of the prospectus. Pilot work may be carried out before approval is received and, in some cases, those data may be deemed acceptable for use in the thesis. A student cannot graduate until copies of the participants signatures of informed consent are submitted to the Office of Graduate Studies. Only the consent form approved by the IRB can be used to obtain participant signatures.

Graduate students must be enrolled in the University during the semester in which they graduate.

Students enrolled in Thesis II who wish to qualify for August graduation should be aware of the following:

1. The first three chapters (prospectus) must be completed and approved prior to spring semester dead week.
2. As stated above, students wanting to complete their thesis during the summer must verify that their committee members are available to read and meet for the final defense.
   a. When committee members are not available during the summer, the student must notify the department chairperson prior to May 1st that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve.
   b. The Department Chairperson has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
3. The final presentation (thesis defense) must be scheduled when the thesis committee chair is available. None of the committee members may be absent during the defense. If a committee member cannot attend the defense meeting a competent substitute must be found.

### Schedule of Course Activities

**Tentative Schedule:** Dates in red are NOT subject to change. See the [deadlines for graduate students](#).

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<thead>
<tr>
<th>Week of:</th>
<th>Students Graduating in SP 2020 (Thesis II):</th>
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<tr>
<td>Jan</td>
<td>Course Introduction, Individual Advisement, Data Collection</td>
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<td>Data Reduction and Analysis</td>
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| Mar      | **DUE = Chapter IV to Committee (Dropbox)** Chapter IV will be graded at this time.  
Note: All comments and suggestions in Chpts I-III made by the committee last semester should be addressed and included |
|          | Revisions |
|          | Revisions |
| April    | **DUE = Preliminary Submission of Manuscript to Office of Graduate Studies (Hard Copy)** |
|          | **DUE = Complete Manuscript to Committee (Dropbox)** Chapter V and all else will be graded at this time |
|          | Revisions |
|          | Final Version submitted to the Chair |
| April    | **DUE = Final Submission of Manuscript and Turn-it-in Similarity report to Office of Graduate Studies (and Committee Chair)** |
|          | Competency exams (Presentation of Thesis to faculty) |
|          | **Comprehensive Exam Report (with original signatures) is due to the Office of Graduate Studies** |

*The Final Draft Package consists of (a) two paper copies of the final version of the Thesis (each with the required original signatures on the Approval Page), (b) the first two pages of the Turnitin Similarity Report, (c) a memo from the Student’s Research Advisor interpreting the Similarity Report (a template for the memo is available at the Graduate Studies webpage), (d) a copy of the complete GRP or Thesis in MS Word or
Adobe Acrobat on a CD-ROM (clearly labeled with the student's name, Research Advisor's name, year, and semester), and (e) a copy of the completion report. All materials must be submitted in a manila envelope (also clearly labeled with the Student's name, Research Advisor's name, year, and semester).