

MPH Research Thesis / Graduate Project Course Contract

Advisor: Dr. Oralia Loza, UTEP CHS Department of Public Health Sciences

Office Location: HSN 405

Email: oloza@utep.edu

Student Name: _____ **UTEP ID:** _____

Pronouns (e.g., she/her, he/his, they/them): _____

Term: _____ **Course** (e.g., Thesis I) **with CRN:** _____

Weekly Meeting Days/Times: _____

Project Title: _____

Conditions: The student is required to meet with the advisor weekly to discuss progress on the thesis/graduate project. Student is required to save all related documents in a shared Dropbox folder. Documents that require review, must be shared with the advisor at least 3 working days prior for brief items and 10 working days for full drafts.

As the student develops these documents, they bring the following to all meetings.

- timeline
- outline
- draft
- questionnaire or instrument
- dataset / data file

Required Certification:

[CITI Program Certificates](#)

Must make UTEP affiliated account with CITI first

CITI Social Behavioral Researchers (SBR)

CITI Research Involving Human Subjects (RCR Basic)

Required Hardware:

- Laptop or desktop computer that is password protected
- External hard drive for weekly back-up of files

Required Software:

- Microsoft Office
 - Download Microsoft Office programs (including Word, Excel, PowerPoint) for free via UTEP at [Microsoft Office 365](#).
- [EndNote](#) Reference Manager
 - Buy a version that is compatible with the Microsoft Office Word version you have.
- SPSS for data management and statistical analysis software
 - Download SPSS for free via UTEP at [SPSS IBM](#). Any version.
- [Grammarly](#)
 - You can link it to Microsoft Office Word.
- [Dropbox](#)

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- You can download the app to your computer. We will not use the web-based version.

Campus Resources:

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in-person on campus.
- [UTEP Library](#): Access resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.

Suggested Textbook:

Publication Manual of the American Psychological Association, Sixth Edition (APA 6th Edition)

By American Psychological Association; ISBN: 978-1-4338-0561-5

<http://www.apa.org/pubs/books/4200066.aspx>

Attendance Policy: It is a university policy that all students attend **ALL** scheduled meetings. If a student has been chronically late or absent, the instructor may drop the student.

Attendance Reporting on Bb Collaborate Ultra: Late after 10 minutes. Must be present for at least 90% of the session running time or they're marked as absent.

Policy on Electronic Devices: Use of electronic devices (i.e., laptops, mobile phones) is not permitted during our meetings unless instructed to use them.

Academic Integrity: Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. "Scholastic dishonesty includes but is not limited to *cheating, plagiarism, collusion*, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another student, any act designed to give unfair advantage to a student or the attempt to commit such acts." University policies on scholastic dishonesty will be strictly enforced. For more information, see the [Handbook of Operating Procedures \(HOOP\)](#).

Cheating includes:

1. Copying from the homework, in-class work or exam paper of another student, engaging in written, oral, or any other means of communication with another student during an exam or homework assignment, or giving aid to or seeking aid from another student during a test;
2. Possession and/or use during an exam or home test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed "crib notes";
3. Using, obtaining, or attempting to obtain by any means the whole or any part of non-administered test, test key, homework solution, or computer program; using a test that has been administered in prior classes or semesters but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor permission;
4. Collaborating with or seeking aid from another student for an assignment without authority;
5. Substituting for another person, or permitting another person to substitute for one's self, to take a test;
6. Falsifying research data, laboratory reports, and/or other records or academic work offered for credit.

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Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors. NOTE: This includes cutting-and-pasting and photocopying from online and other material.

Collusion means the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

Grading:

P = Progress: Student met at least 80% of objectives and completed all deliverables by the deadlines.

U = unsatisfactory: Student met less than 80% of objectives and completed all deliverables by the deadlines.

Please note that you will be awarded a grade of a U if you have three (3) cancellations and/or arrive unprepared to meetings.

Please note that earning an **unsatisfactory** grade indicates I will no longer be serving as your mentor.

Course Contract:

I understand the conditions and course requirements indicated above.

Student's Signature

Date

Advisor's Signature

Date

UTEP email address: _____

Alternate email address: _____

Mobile number: _____