

## MPH Thesis I / II Course Contract

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

**Office Location:** HSN 405

**Email:** [oloza@utep.edu](mailto:oloza@utep.edu)

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

**Term:** Spring Semester 2014

**Project Title:** \_\_\_\_\_

**Weekly Meeting Time:** \_\_\_\_\_

### Conditions:

The student is required to meet with Dr. Oralia Loza on a weekly basis to discuss progress on the thesis project. Student is required to email Dr. Loza or save in the shared Dropbox folder all required material prior to the scheduled weekly meeting date. If review is needed, must provide document to Dr. Loza at least 3 days prior. Attendance to weekly meetings is mandatory.

As the student develops these documents, they bring the following with them to all meetings, printed and electronically on laptop, memory stick, or shared Dropbox folder.

- thesis timeline
- thesis outline
- thesis draft
- questionnaire or instrument
- database

### Required Hardware:

- Laptop or Computer that is password protected
- External hard drive and back-up system to Back up your thesis material weekly

### Required Software:

- Microsoft Office
- SPSS for data management and statistical analysis software
- Endnote or other reference manager

### Suggested Textbook:

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

By American Psychological Association

ISBN: 978-1-4338-0561-5

Format: Spiral Bound

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

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**Attendance Policy:** It is a university policy that all students attend **ALL** scheduled classes. If a student has been chronically absent, the instructor may drop the student. A student absent from a test during the semester is graded zero.

**Policy on Electronic Devices In Class:** Use of electronic devices (i.e., laptops, mobile phones, Smartphones, tablets, MP3 players) 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 (HOP)* available at <http://admin.utep.edu/Default.aspx?tabid=71782>

**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.

**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 on-line 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.

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**Grading (U= unsatisfactory; P=Progress):**

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

**U** 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 (within 24 hrs) and/or arrive unprepared to meetings.

Please note, this will also indicate that I will not longer be serving as your mentor.

I understand the conditions and course requirements indicated above.

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Student's Signature

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Advisor's Signature

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Date

Best email to reach you: \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_