

**POLICIES AND GUIDELINES FOR GRADUATE
APPLIED PROJECT PREPARATION**

First Edition



**University of Michigan, Flint
Department of Public Health and Health Sciences
MSHE Program**

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General Overview

Purpose:

The purpose of the Applied Project for the Master of Science in Health Education at the University of Michigan-Flint is to provide an opportunity for students to apply health education knowledge, skills, and methods to identify and address a significant health issue, or gap in service in a “real-world” setting. The focus of the Applied Project must be specific to the field of Health Education and should demonstrate that the student has a capacity for conducting professional research utilizing Health Education concepts, theories and strategies. The student is expected to demonstrate the ability to organize materials and facility in the use of language, formulate recommendations, and draw conclusions. It is expected that the quality of the problem or issue selected and the level of investigation and application of concepts, skills, strategies, and techniques should be at the master's level.

The Applied Project has 2 major components. One component is the actual development of a product; the second is an extensive paper carefully documenting the development of the product. Both of these components are described in more detail in these guidelines.

Topics or Ideas for Applied Project:

Since the program offers a variety of options to fit individual students’ needs and interests, it is anticipated that Applied Projects will vary considerably in focus and method of investigation. Therefore, there are a variety of categories for acceptable Applied Projects which include, but are not limited to: needs assessments, program evaluation, intervention, survey or grant proposal development, health risk appraisals, analysis of local program data, health promotion literacy workshops, or development of multimedia products; e.g., health related computer programs, CD ROMs, brochures and pamphlets.

The selection of the focus of the Applied Project and the resultant product will depend on what is determined to be the best strategy to address the issue or problem.

Submitting Drafts:

As the preparation of an Applied Project is an iterative process, you will undoubtedly prepare multiple drafts of each of the three core manuscript components (concept paper, proposal, and Applied Project final paper and product). Submission of draft manuscripts should be either on paper or electronic (with prior approval of faculty readers). Your readers are responsible for providing guidance in the research process and content expertise. They are not responsible for identifying editing errors. A draft submitted that is not adequately edited will be returned prior to review.

Format and Appearance

The formatting of the Applied Project for the MSHE program will follow APA GUIDELINES (see suggested style manual). These guidelines will apply to all aspects of the paper (excluding the title page) including margins, use of headings, page number and header placement, table of contents, treatment of tables and figures, and citation of references. It is imperative that all submitted drafts are formatted appropriately, thoroughly edited, and proofread.

Description of Concept Paper, Applied Project Proposal and Final Applied Project

You are required to submit 3 manuscripts as part of the applied project preparation and completion process. These are the Concept Paper, Applied Project Proposal, and Applied Project final paper. Each of these manuscripts must follow APA GUIDELINES. The purpose of each of these three documents is outlined below. The arrangement of contents of each is on the attached pages as indicated.

Concept Paper

The purpose of the concept paper is to document your initial thoughts and ideas along with a brief sense of the scientific merit of the concept. The concept paper should briefly describe a practical application of health education strategies as they pertain to addressing the health problem or issue. This paper should be approximately 2-4 pages in length. The paper should include 6 components listed on p. 15.

Applied Project Proposal

The Applied Project proposal constitutes the first three chapters of the Applied Project final paper and should be submitted according to the procedures described and arranged in the order presented on p. 16.

Applied Project Final Paper

This is the final product and must be submitted according to the procedures described in the following section of these guidelines (see arrangement of contents on p. 17).

Procedures for Applied Project Development, Approval and Deposit

Procedures:

The following procedures must be followed in preparing and depositing your Applied Project. (Also see the *Steps to Writing Your Applied Project* on pp. 20-21).

1. You may begin work on your Applied Project after completion of at least eighteen (18) credit hours of core coursework in the MSHE curriculum; however, possible topics of interest might be identified earlier.

2. After completion of 18 credits, you can enroll in HED 594, Applied Project Preparation Seminar. This one credit seminar will provide an overview to the applied project process culminating in the preparation of an approved concept paper.
3. During HED 594, as you develop your applied project concept, you must also complete and submit the Proposed Applied Project Approval Form (pp. 10-11).
4. If you are able to gain approval of your concept paper without taking HED 594, this seminar may be bypassed.
5. You must submit a concept paper to the PHHS Department and receive departmental approval prior to enrolling in HED 596 (Applied Project Preparation).
6. Following departmental approval of your concept paper, and with faculty consultation, you will select first and second readers whose fields of expertise are appropriate to the Applied Project topic area. The first reader must be a member of the MSHE core faculty.
7. The second reader should be selected for their specific expertise in the content area of your Applied Project and requires the approval of your first reader. If you choose a non PHHS faculty member, you will need to demonstrate that your choice for a second reader brings expertise not currently available within the PHHS Department. Knowledge of research design is desirable, but not essential.
8. After the selection of first and second readers, submit the Intent to Take HED 596 (Applied Project) Form (p. 13) in order to register for HED 596.
9. As part of the requirements for HED 596 and in consultation with the faculty member(s), you will develop a project proposal to be submitted for approval to your first and second readers. Upon approval of your Applied Project Proposal as indicated by completion of Applied Project Proposal Approval Form (p. 14), you can begin the implementation of your project, including data collection, analysis, and interpretation. No work should be initiated on the final Applied Project paper until your proposal is approved.
10. Upon completion of your study, the final Applied Project paper will be developed and submitted for approval. A draft of the completed paper must be approved by both your first and second reader PRIOR to final typing.
11. One copy of the final paper along with the final product as an appendix must be submitted at least two weeks prior to the end of the semester to the PHHS Department. This final paper must be submitted bound with a soft cover. (This may be done at a copy center.) This final paper will remain on file in the PHHS office.
13. The final paper must have the standard title page with signatures of both the first and second readers in the designated areas.

General Policy Issues

Protection of Use of Human Subjects in Research is of paramount importance. UM-Flint policies and application for human subjects approval are found on the UM-Flint Department of Research website (<http://research.umflint.edu/>).

Misuse of copyrighted materials, academic misconduct, plagiarism and/or falsification of data will follow University of Michigan, the Graduate Office and PHHS policies.

Definitions/Descriptions of various components of your Applied Project.

Cover Page

The cover page should include the title, your name, and completion date (See attached).

Table of Contents

The table of contents should include all headings including the abstract, bibliography, and appendices, if any, with page numbers.

Abstract

The abstract should be between 100 and 150 words. It should include a statement about the purpose, the procedures and data used in the study (especially any unique aspect of the data or data gathering), a description of the important results, and a summary of the application of the results to the field of health education.

Statement of Purpose or Rationale

This is a statement of the problem to be investigated and its significance. This section should contain a clear description of the research topic and a discussion of why it is important to address the issue in the research.

Project Background/Literature Review

The literature review should substantiate the problem that is to be addressed and the strategies that will prove effective in addressing the problem. The literature review should include an introduction of the topic, including a historical account of the literature on this topic, especially that literature which addresses the research problem. It is also important to describe how the current research will add to current gaps in the literature or contribute to a lack of data or knowledge in the area of interest. Theories or conceptual frameworks forming the basis of the analysis should also be described in this section. Include descriptions of strategies and techniques that will be used to address the problem, discussing the appropriateness of those strategies for specific populations in addition to the effectiveness of strategies and tools used. This section also includes the proposed application of how the results of the research will be applied to health education.

The Project background should include information orienting the reader to the organization or agency that you are working with to address the health issue. Include their mission and vision, as well as a description of the program and services the organization provides to its clients. This section should also discuss how addressing the problem will impact the organization and the study population including how the research will contribute to that organizations growth and development.

Methodology

The details of the step-by-step process as to what you will do to address the problem. Your methodology should be clearly specified. What strategies and procedures are used? What are the data sources, research tools, and any other methods (e.g., content analysis, questionnaire-interview, secondary data analysis)? If a quantitative analysis is conducted, include a description of the unit of analysis and provide appropriate univariate statistics, and a description of the sample and the study population. A qualitative study is also acceptable and should include a detailed description of the research methodology.

The student's selection of the methodology and statistical methods used for analysis should be appropriate to the student's knowledge, experience, resource constraints, and the applicability to the research problem or issue.

Presentation of Results

This section should include specific information about the statistical methods used in data analysis. The analysis should be presented in a logical, step-by-step format to explain the analytical processes used and the results of each. Tables, charts, and/or graphs should be used throughout this section to present major findings. In writing this section, it is important to focus on the facts derived from the data, not the interpretations of what the findings mean.

Discussion

This section should focus on the interpretation of what the findings mean, particularly as they relate to practices in the field of health education. Be sure to address how the findings differ from or are similar to other research in the field of health education. In this section, a critique of the study should be included, having subsections on both the strengths and limitations of the study design and implementation. Include any historical significance that may relate to the findings from the project. Discuss the strategy that will be used to communicate results as to who would benefit from the information and how the organization can best utilize the information.

Conclusions

This section should include recommendations on how the findings might influence health educators and how health education strategies could be improved. A general discussion of policy implications and any further recommendations should also be included.

References

A complete listing of all materials cited in the manuscript.

Budget

If Applied Project work is expected to involve expenditures, a budget must be included with the research proposal. Funds up to \$500 may be available to support the research from the Office of Research (530 FH, 762-3180). Note: these are competitive funds, not exclusively for MSHE students.

Recommended Resources and Style Manuals

American Psychological Association. (2001). Publication Manual of the American Psychological Association (Fifth Edition). Washington, DC: American Psychological Association.

APA Publication Manual Web-site (<http://www.apastyle.org/>).

Becker, H.S. (1986). Writing for Social Scientists: How to Start and Finish Your Thesis, Book or Article. Chicago: University of Chicago Press.

Turabian, K.L. (1987). A Manual for Writers of Term Papers (Fifth Edition, revised). Chicago: University of Chicago Press.

Garrard, Judith (1999). Health Sciences Literature Review Made Easy: The Matrix Model. Aspen Publishers, Maryland.

Locke, L.F., Spirduso, W.W., & Silverman, S. (2000). Proposals that work: A Guide for Planning Dissertations and Grant Proposals. 4th ed. Sage Publications.

Faculty/Staff Contact Information

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Proposed Applied Project Approval Form

Student Researcher _____

Proposed Agency for Collaboration _____

Name and Title of Authorized Agency Preceptor

Discuss briefly the following points regarding the proposed Applied Project.

What is the proposed Topic of Interest:

What is the health problem, issue or gap in service to be addressed?

What is the impact on the study population or the advantages for conducting the Applied Project?

What is the Health Education rationale?

Please describe the host agency

STATEMENT OF COLLABORATION

This is to certify that the proposed collaboration between _____ (community agency) and _____ (UM-Flint student investigator) regarding the Applied Project described in this document has been discussed. I am in agreement that this student can work within my agency to implement the Applied Project in order to complete the requirement for a Master of Science in Health Education at the University of Michigan-Flint. I agree to act as the agency Preceptor for the student researcher and facilitate the daily implementation of the research and work with university faculty, as needed, in guiding the student through the completion of the Applied Project.

Signature of Authorized Preceptor _____

Title _____

Date _____

Student Researcher _____

Date _____

Concept Paper Approval Form

This is to certify that the Applied Project concept paper prepared

By _____

Entitled

Complies with departmental regulations and meets the standards of the Public Health & Health Sciences Department and _____ (Community Agency).

For the continued preparation of the Applied Project in partial fulfillment of the requirements

For the degree of _____

Signed by the departmental committee:

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

Signed by Authorized Agency Preceptor

_____	_____
	Date

Intent to Take HED 596 (Applied Project)

This form must be completed and submitted to the PHHS Office in order to register for HED 596: Applied Project Preparation.

A revised form must be completed and submitted, if there is a change in your proposed topic.

Student Name: _____

Semester/Year Taking HED 596: _____

List MSHE completed courses and grade received:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed Topic for Applied Project

Date of Approved Concept Paper: _____

Applied Project Proposal Approval Form

This is to certify that the Applied Project proposal prepared

By _____

Entitled

Complies with departmental regulations and meets the standards of the Public Health & Health Sciences Department.

For the continued preparation of the Applied Project in partial fulfillment of the requirements

For the degree of _____

Signed by the departmental committee:

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

Signed by Authorized Agency Preceptor

_____	_____
	Date

Concept Paper

Introduction to the health problem or issue

Purpose of Proposed Applied Project

Preliminary Applied Project objectives or outcomes

Rationale (Health Education and scientific)

Brief Review of Literature

References

Applied Project Proposal

A. Preliminaries

1. Title page
2. Table of contents
3. Lists of symbols, abbreviations, glossary etc.

B. Text

1. Introduction
 - a. purposes
 - b. health education (rationale and framework for addressing the gap or health problem)
 - c. definitions
2. Complete Review of Literature
3. Proposed Methodology and Design
 - a. subjects
 - b. variables
 - c. design
 - d. procedures
 - e. data analysis

C. The Reference Material/List of References

D. Appendices

Applied Project Final Paper: Arrangement of Contents

A. Preliminaries

1. Declaration of Applied Project Topic and Selection of Readers
2. Title Page
3. Dedication
4. Acknowledgements
5. Table of contents
6. List of Tables
7. List of Figures
8. Lists of Symbols, Abbreviations, Glossary, etc.
9. Abstract

B. Text

Introduction (or as part of Chapter I)

Chapter I:	Introduction – purposes, hypotheses, significance, definitions
Chapter II:	Project Background and Review of Literature
Chapter III:	Methodology and Design – subjects, variables, procedures, design, analysis
Chapter IV:	Results
Chapter V:	Discussion
	Summary
	Recommendations

Summary and Conclusions (or as part of Chapter V)

Recommendations (or as part of Chapter V)

Notes

C. List of References

D. Appendices

TITLE

BY

Presented to the Health Education Faculty
at the University of Michigan-Flint
in partial fulfillment of the requirements for the
Master of Science in Health Education

Date

First Reader _____

Second Reader _____

TABLE OF CONTENTS

Dedication

Acknowledgements

List of Tables

List of Figures

Lists of Symbols, Abbreviations, Glossary, etc.

Abstract

Chapter I: Introduction

Chapter II: Review of Literature

Chapter III: Methodology and Design

Chapter IV: Results

Chapter V: Discussion

References

Appendices

NAME: _____
DATE: _____

Checklist
Steps to Writing Your Applied Project

- ☐ Consult with faculty member(s) in the Public Health & Health Sciences Dept.
- ☐ Consult with a community agency of interest the type of Applied Project you would like to conduct with that agency or how you may be of assistance to that agency in addressing a practical problem
- ☐ Proposed Applied Project Approval Form with authorized signatures
- ☐ Develop and submit a concept paper.
 - ☐ secure 1st and 2nd reader (in conjunction w/ faculty recommendation)
- ☐ Obtain concept paper approval: Date: _____
- ☐ Develop proposal
 - meet periodically with faculty advisor (1st or 2nd reader) and agency preceptor to discuss the following components
 - ☐ Introduction to health problem or issue
 - ☐ Purpose of the Applied Project (Rationale for addressing the gap or health problem)
 - ☐ Health Education Rationale and Framework for addressing the health problem
 - ☐ Definitions
 - ☐ Project Background and Complete Review of Literature
 - ☐ Methodology and Design (proposed)

Checklist
Steps to Writing Your Applied Project (cont.)

- ☐ Submit proposal for approval by departmental committee and agency preceptor
- ☐ Obtain written approval of proposal: Date: _____
- ☐ Conduct research
 - ☐ Collect data (primary or secondary)
 - ☐ Develop product
 - ☐ Analyze data
 - ☐ Interpret results
- ☐ Write results and discussion
- ☐ Submit draft to readers for review and revisions.
- ☐ Make revisions.
- ☐ Submit final draft complete with appropriate formatting and all appendixes.
- ☐ Obtain final written approval of Applied Project: Date: _____