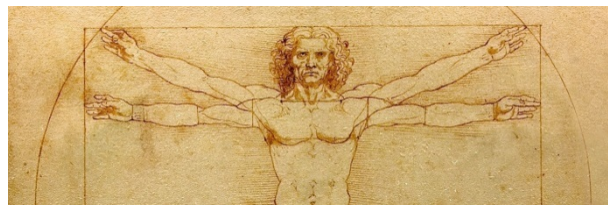


Graduate

Student Handbook

Master of Science in Kinesiology



Humboldt State University

Arcata, CA 95521

Students are responsible for following the Department of Kinesiology and Recreation Administration policies and procedures for the Master's in Kinesiology Program as described in this handbook. Students should read this document at the beginning of their graduate program and use it as a reference during the program. Graduate students should review all forms and resources on the Graduate Programs website.

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Applying to the Kinesiology Graduate program

Two admission options are available:

1. Traditional Graduate Student: Students enter with a bachelor's degree completed and complete a program of study, generally a two year period.
2. As an undergraduate to the 4+1 pathway: In the 4+1 pathway undergraduates apply to the graduate program in their junior year and enroll in graduate courses in their senior (4th) year with undergraduate standing. Once accepted into the graduate program, students complete the remaining coursework in a 5th year.

How to apply to the Kinesiology Graduate Program

Apply online through CSUMentor https://secure.csumentor.edu/admissionapp/grad_apply.asp
Application deadlines are posted on CSUMentor and are subject to change.

Application Review Process

The Office of Enrollment Management reviews application materials and then forwards them to the Department of Kinesiology and Recreation Administration Graduate Coordinator. The Graduate Coordinator in consultation with the faculty of Dept. of Kinesiology and Recreation administration reviews the application and recommends either admission, conditional admission, or denial of admission, to the Graduate Studies Office. The department will then send a letter notifying the student as to his or her admission status and identifying an academic advisor.

- Conditionally Classified ~ A conditionally classified graduate student has been admitted to the university, but has not yet satisfied all program admission requirements.
- Classified Graduate Standing ~ A classified graduate student has been admitted to the university and fulfilled all program admission requirements.

General Admission Requirements

The Kinesiology MS Program requires:

1. Grade point average (GPA) of 2.75 in the last 60 units of undergraduate work (with a 3.0 GPA preferred) at time application is submitted.
2. Completion of the Graduate Record Examination (GRE) with scores submitted as part of the application (i.e. prior to admission).
 - a. Typical scores for those accepted into the graduate program include Verbal = ≥ 150 , Quantitative ≥ 150 , Writing ≥ 3.7
3. Submission of the following, addressed to the Department's Graduate Coordinator:
 - a. Three letters of recommendation
 - b. Statement of Purpose discussing the applicant's interest and goals as they relate to a graduate degree in Kinesiology.

Admissions for Students with Majors Other than Kinesiology

Students with an undergraduate degree in a field unrelated to Kinesiology must have taken human anatomy, human physiology, structural kinesiology, exercise physiology, motor learning/development and exercise and sport psychology prior to enrolling in graduate coursework, and prior to classification. Alternatively, students may consult with individual faculty to test out of a particular class requirement. It is expected that all students entering the Master's Program in Kinesiology will have an understanding and appreciation of the value of participation in physical activity.

For students with undergraduate degrees in other areas apart from kinesiology, the following shall apply:

1. A student applying for admission to the Graduate Program in Kinesiology shall not be denied admission on the basis of existing coursework deficiencies.
2. Prior to beginning graduate coursework, students must complete prerequisite course work as described above. Each prerequisite course must be completed with a grade of "B-" or better.
3. The department Graduate Coordinator shall be responsible for evaluating the transcripts and background of each entering graduate student and determining in what area(s) the student is deficient. A written contract listing any deficiencies shall be maintained in the student's file, with a copy given to the student and the assigned advisor.
4. Students shall not be classified until all deficiencies have been satisfied.

Admissions for International Students

All international students must meet the requirements for admission stated above and have a minimum TOEFL score of 550 (213 on computer-based test; 80 on internet-based test).

Admission as a Graduate Student

Students with BS degrees from HSU and other institutions enroll in the Master's Program with graduate student status. Students who pursue the Master's degree with a BS from another institution or who are HSU students and apply in their senior year, will complete a 2 year program of study.

Admission to the 4 +1 Pathway

Eligibility for the Master's of Kinesiology 4+1 Pathway

In order to apply to the Master's of Kinesiology 4+1 Pathway, you must apply during your junior year for admittance during your senior year. Eligibility for the 4+1 Pathway will depend in part on the total number of units you have completed as an undergraduate and how many units you have remaining to complete your undergraduate degree. Eligibility will be determined by the graduate faculty.

How do you know if you are eligible for the Master's of Kinesiology 4+1 Pathway?

Answer the following questions:

- 1) Have you completed at least 24 units toward your undergraduate course work in kinesiology?
- 2) Will you have completed ~96 units toward undergraduate degree (Kinesiology + all other coursework) by the end of your Junior Year?
- 3) Will you have completed no more than 108 units toward your undergraduate degree (Kinesiology + all other coursework) by the end of your Junior year?
- 4) Will you be able to complete all lower division requirements (GE, Major, Institutions) for your undergraduate degree by the time you reach 120 total units?

If you answer YES to ALL the questions above, you may be eligible to participate in the Master's of Kinesiology 4+1 Pathway.

It is important to note that candidates for the **Master's** of Kinesiology "4+1 Pathway" must also meet the other eligibility requirements of the Kinesiology Master's program, including:

1. Grade point average (GPA) of 3.25 in the last 60 units of undergraduate work with a 3.25 GPA preferred (determined at the time student applies to the graduate program).
2. Completion of the Graduate Record Examination (GRE) with scores submitted as part of the application (i.e. prior to admission).

Process for Applying to the Master's of Kinesiology 4+1 Pathway

To apply for admission to Master's of Kinesiology "4+1 Pathway," please visit CSU Mentor at www.csumentor.edu. For the 4+1 pathway, you must submit a completed PDF application to the Graduate Coordinator of the Department of Kinesiology and Recreation Administration. You may obtain an application by downloading a PDF file from the CSU Mentor website. Applications into the 4+1 pathway will only be considered for Fall admissions. Applications for the 4+1 pathway are accepted beginning October 1. The deadline for submitting the graduate application is February 1.

In addition to a CSU graduate application and all college transcripts (official), applicants are required to submit the materials listed under General Admission Requirements to complete their application. This includes:

- Statement of purpose- statement should indicate what faculty member you intend to work with for your thesis/project, or whether you intend to take the comprehensive exam option.
- GRE Scores
- Three letters of recommendation**
- TOFEL Scores (If an international student)

** If you are an HSU Kinesiology undergraduate, you may list kinesiology faculty as a reference without having that reference submit a letter of recommendation. All other HSU faculty and other references need to submit a letter of recommendation.

Getting admitted to the program

All “4+1 Pathway” applications will be considered alongside all regular post baccalaureate applications. Other than the criteria stated above, admission will also be based on a match between student and faculty interests and the willingness of a faculty member to supervise the student’s thesis or project research. For this reason, students should contact the faculty member who they are interested in working with prior to applying.

Undergraduate vs. Graduate Student Classification

Applicants admitted to the 4+1 pathway who meet the minimum requirements for graduate studies may be admitted to the 4+1 pathway as an undergraduate with “conditional” classification. Following the semester that you complete 120 total units and complete ALL lower division requirements for their undergraduate degree, you will be reclassified as a graduate student.

Once classified as a graduate student, even if you still have to complete some coursework for your undergraduate degree, you will pay graduate student tuition and only be eligible for graduate student financial aid.

Once classified as a graduate student, you are eligible to apply to be a teaching associate. To apply for a teaching associate position in the department of Kinesiology and Recreation Administration, go to <http://www2.humboldt.edu/aps/employment/ase.html> and click on the Kinesiology Teaching Associate position (Job # 100) under the Teaching Associate Vacancies.

Program of Study

The MS Program in Kinesiology begins either in a student’s senior year (4+1 program...allowing for completion in a single year after the B.S. degree) or following completion of the B.S. (traditional program....usually requiring two years post-B.S.).

The three paths to obtaining a master’s degree in Kinesiology

1. Thesis
2. Project
3. Comprehensive Exam (Suspended until further notice)

Thesis/Project Comparisons

“A *thesis* is the written product of a systematic study of a significant problem. It identifies the problem, states major assumptions, explains the significance of the undertaking, sets forth sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.”

As an alternative to a thesis, students may choose to complete a professional project. According to the *Culminating Experience for Master's Students at Humboldt State University*,

“A *project* is a significant undertaking appropriate to a professional field. It shows originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. Normally, an oral defense of the project is required.”

The thesis/project policy is relevant to differences summarized below.

	Thesis	Project
Committee Membership	3 faculty members, 2 of whom must be full time members of the department faculty.	2 faculty members. Chair must be a full time member of the department faculty.
Proposal	Committee must approve a formal thesis proposal that typically consists of the first three or four chapters (depending on format) of the proposal in a formal meeting.	Committee must approve and requires a formal proposal meeting.
Final Defense	Committee must approve the final thesis. Student defends the thesis in a formal meeting. After the final defense and any subsequent required revisions, a hard copy (paper) and electronic copy are submitted to the Coordinator for review and evaluation.	Committee must approve with a formal defense meeting. After the final committee approval and any subsequent required revisions, a hard copy (paper) and electronic copy are submitted to the Coordinator for review and evaluation.
Final Form: for information regarding proper format of thesis/project.	See HSU Graduate Handbook for information regarding proper format of thesis.	See HSU Graduate Handbook for information regarding proper format of a project.
Disposition	Submitted to Humboldt Digital Scholar	Submitted to Humboldt Digital Scholar

Coursework Requirements for students following the Thesis/Project path who are starting during their senior year in the 4+1 program

Last semester of Senior Year: Completion of KINS 635 (Research Methods) and/or KINS 610 (Statistics) to facilitate timely completion of the culminating experience (thesis or project). Courses taken in your senior year that count toward your undergraduate degree **cannot** also count toward your graduate degree. However, in the last semester of the senior year, a student may take (in addition to their undergraduate courses) up to 9 units that count toward the required 30 units of the graduate degree.

5th Year (post BS): Completion of remaining upper division or graduate units (30 units minus graduate units taken in last semester of senior year) in Kinesiology or supporting courses as approved by the academic advisor. A minimum of 15 of these units must be at the graduate level (500-600).

*****IMPORTANT:** In order for the graduate course taken in the senior year to count, a student must complete a *Petition For Graduate Credit* (<http://www2.humboldt.edu/forms/node/363>)

Coursework Requirements for students following the Thesis/Project path who start Post-BS

Students complete at least 30 upper division or graduate units in Kinesiology or supporting courses described below or approved by the graduate advisor. A minimum of 15 of these units must be at the graduate level (500-600 courses). Each semester students should meet with their thesis advisor to discuss appropriate courses of study.

Each semester students should meet with their thesis advisor or the graduate coordinator to discuss an appropriate course of study.

REQUIRED COURSEWORK:

KINS 635 Research Methods (3 units). Required in Fall semester of first year

KINS 610 Statistics (3 units). Required in Spring semester of first year

KINS 690 Thesis or Project (6 units)**

KINS 695 Directed Field Experience (1-3 units) OR

KINS 699 Independent Study (1-3 units)

ELECTIVES: 15 units required

OTHER DEGREE REQUIREMENTS

Written and oral defense of Thesis or project proposal

Completion of a written Thesis or Project.

Completion of oral defense of Thesis or project

IMPORTANT NOTES REGARDING ENROLLMENT IN KINS 690

Students must be enrolled in KINS 690 during the semesters that they are writing their thesis/project. Students having selected a thesis advisor and commencing work on the thesis/project are required to be enrolled in KIN 690 during any period in which University resources, including the library, a department laboratory or laboratory equipment, or the thesis advisor's time, are utilized. Students should enroll in KINS 690 through their advisor. Students will work with their advisor to develop a required course contract (see appendix II) no later than the first week of the semester.

For student in 4+1 program:

- Because students do not start taking Thesis writing until the 5th year, students must take two semesters of KINS 690 Thesis/Project writing (3 units each semester) during the 5th year (6 combined units counting toward the required units for the degree).
- Students who do not complete their thesis in the 5th year must maintain continuous enrollment in two units per semester of KINS 690. If a student wishes to work on the thesis during the summer, special approval must first be received from the Thesis Committee Chair and Department Chair.
- Students who have completed all required coursework for their degree but still have not completed writing/defending their thesis may enroll in KINS 693X (via extended education) only if they will defend their thesis prior to week 8 of the semester in which they are enrolled in KINS 693X.
 - Student may only enroll in KINS 693X for one semester. In other words, if a student does not graduate in the semester they are registered for KINS 693X, then they will have to register for KINS 690 (2 units) during any subsequent semester until they graduate.
- Student must be enrolled in KINS 690 or KINS 693X in the semester that they graduate. Although a student may take more than the required 6 units of KINS 690/693X, only 6 units count toward the 30 required units for the degree.

For student in traditional post-Bachelor's program (2 year Program):

- Students must enroll in a minimum of three semesters of KINS 690 Thesis or Project (2 units each semester) to meet the minimum 6 unit requirement.
- Students who have completed all required coursework except for their thesis must maintain continuous enrollment in minimum of two units per semester of KINS 690. If a student wishes to work on the thesis during the summer, special approval must first be received from the Thesis Committee Chair and Department Chair.
- Students who have completed all required coursework for their degree but still have not completed writing/defending their thesis may enroll in KINS 693X (via extended education) only if they will defend their thesis prior to week 8 of the semester in which they are enrolled in KINS 693X.
 - Students may only enroll in KINS 693X for one semester. In other words, if a student does not graduate in the semester they are registered for KISN 693X, then they will have to register for KINS 690 (2 units) during any subsequent semester until they graduate.

- Students must be enrolled in KINS 690 or KINS 693X in the semester that they graduate. Although a student may take more than the required 6 units of KINS 690/693X, only 6 units count toward the 30 required units for the degree.

Grading

Once the KINS 690 contract is developed, agreed upon and signed by both the student and advisor, it will be used by the advisor to determine the student's course grade for that semester. Based on the amount and quality of work completed by the student, the KINS 690 instructor (usually the advisor) will assign the student a grade for the semester. If a student receives a grade below a B, they will be put on academic probation. If a student receives less than a passing grade for two semesters of thesis work (KINS 690 or KINS 693X), their progress in the program will be evaluated by the graduate faculty and a determination of status will be made. In such cases, a student may be disqualified from the program or required to take a comprehensive exam as their culminating experience.

In the semester in which the thesis is being completed, the final KINS 690 grade is not recorded on the student's permanent record until the thesis, accompanied by an approval form signed by all committee members, has been submitted to the Office of Graduate Studies.

Enrolling in KINS 693X (Extended Education thesis course) as substitute for KINS 690.

Students who have completed all 30 units of required coursework may enroll in KINS 693X via extended education only if it is their last semester (semester when thesis is defended and student graduates). Students can ONLY enroll in KINS 693X for 1 semester. If the student does not graduate in the semester they are enrolled in KINS 693X, they are required to enroll in the traditional KINS 690 course (2 units) for any subsequent semesters until they graduate.

A Note Regarding KINS 690 (Thesis Writing)

Students must enroll in 6 units of Thesis/Project writing (KINS 690- 2units X 3 semesters). This should be taken as a 2 unit course over three semester. If approved by advisor, graduate coordinator AND Department Chair, a student may take Thesis writing (KINS 690) for 1-6 units. However for the degree, the total units must equal EXACTLY 6 units (not 7 units...not 8 units)

A Note Regarding KINS 695 and KINS 699 Courses

Students must enroll in a minimum of 3 units of Directed Field Experience (KINS 695) or Independent study (KINS 699). Although students may enroll in more than 3 units of KINS 695 or KINS 699 during their time as a graduate student, only 3 units of KINS 695 or KINS 699 can count toward the 30 units required toward your degree.

Thesis/Project

Forming a Thesis/Project Committee

1. Each Thesis/Project Committee will be composed of three members, two of whom must be full-time members of the KRA Department (or those who are normally full-time but are serving part-time in other units). The Thesis/Project Committee Chair must be a full-time member of the KRA Department. If a third member is chosen from outside the KRA Department, this member must have the appropriate graduate degree and the approval of the Thesis/Project Chair. (Lecturers are not eligible to act as the Thesis/Project Chair).
2. It is the responsibility of the student to identify a Thesis/Project Committee Chair interested in the thesis/project topic. In consultation with the Chair, other potential members of the thesis committee are to be identified.
3. The student bears the final responsibility for all aspects of the thesis/project.
4. The Thesis/Project Chair is responsible for making sure the student has the necessary tools and skills to complete the thesis/project. For a thesis this includes performing the data analysis and interpreting the results of the chosen research project. The student is responsible for understanding all aspects of the research, including the statistics and computer methods. In the thesis proposal, the design and statistical analysis should be presented in detail. The student will be expected to demonstrate understanding of these matters at the final oral Defense.
5. The full Thesis/Project Committee should have an opportunity to react to the thesis/project proposal

as early as possible in the development of the research plans, when, in the judgment of the Chair, the proposal is sufficiently formulated to warrant further examination and input.

6. Generally speaking, the Thesis project should be discussed with all committee members early as a way to help direct the student to the literature relevant to the study. However, only the Committee Chair usually reads the proposal multiple times (2-4 times) prior to the thesis/project proposal. Other thesis/project committee members generally should be only expected to read the final thesis/project proposal and or complete thesis/project once prior to the oral defense.
7. Under the direction of the thesis committee, the candidate completes his/her project, writes the thesis and files it with the Graduate Studies Office in digital form. The student is responsible for meeting the published University deadlines ([LINK](#)).
8. The culminating experience for the Master's degree in Kinesiology consists of the planning and conducting of a Thesis or professional project. The HSU Guidelines for Thesis/Projects should be consulted for formatting guidelines.

Thesis/Project Proposal

The proposal is intended to serve as a sounding board for the ideas and procedures outlined by the candidate in the initial thesis/project proposal. Questions and suggestions shall be posed by those in attendance, and the candidate should understand that the proposal may be modified as a result of the issues or problems raised.

Procedures:

1. The thesis committee shall be constituted prior to the proposal meeting.
2. Actual thesis data collection shall commence only after the proposal meeting has been conducted and the proposal has been approved by the thesis committee and by the Human Subjects Committee, or the Institutional Animal Care and Use Committee as appropriate.
3. After selection of a thesis committee, the student should prepare for the oral presentation the proposed thesis plan.
5. The proposal meeting must be attended by faculty members who have agreed to serve on the thesis committee.
6. The proposal meeting shall be scheduled by the thesis advisor at a time convenient to the candidate and committee, and at a time conducive to attracting student and faculty participation. The Graduate Coordinator shall be informed of the time and place.
7. Students should create Announcement poster for their proposal using the Thesis/Project Announcement Template. Announcement should include the Title, Location, date, and time of presentation and a 150-200 word abstract. Announcements shall be posted at least one week prior to the colloquium. All interested faculty and students shall be invited to attend.
8. The thesis advisor shall conduct the proposal meeting and assures that all recommendations from the committee are incorporated into the final proposal.
9. After the proposal meeting approval by the Human Subjects or Animal Use committee must be received before research can begin and a copy of the approval provided to the Graduate Coordinator.

Written Thesis/Project Proposal Format:

1. The thesis advisor shall review the proposal ~2-3 times prior to its distribution to the thesis committee.
2. The final draft of the thesis/project proposal should be sent electronically to all committee members and the student should also provide each committee member a paper copy of the proposal at least 1- week prior to the proposal presentation.
3. The written thesis/project proposal should include:
 - Brief introduction of topic that highlights the significance of the problem
 - Background/ review of literature that concisely describes the logic leading to the purpose of the study and the hypothesis.
 - Statement of the purpose and or hypothesis
 - Description of overall experimental design.
 - Description of subjects including details of subject characteristics and prior determination of subject size (power analysis).
 - Description of measurements taken including sufficient detail to indicate that the measures are the most appropriate to answer the question/address the purpose/test the hypothesis.
 - Description of how the data will be analyzed
 - Description of the statistical methods used identifying the independent and dependent variables.
 - Description of the assumptions, limitation, and delimitations of the study.
 - Bibliography
4. The student should work with the advisor to determine how the proposal should be formatted. The default proposal format is APA.

Oral Thesis/Project Proposal Format:

1. The thesis advisor shall introduce the candidate to those assembled.
2. The candidate shall make a 15-20 minute presentation of the thesis proposal. A thesis/project proposal should include:
 - Brief introduction of topic that highlights the significance of the problem
 - Background/ review of literature that concisely outlines the logic leading to the purpose of the study and the hypothesis.
 - Statement of the purpose and or hypothesis
 - Description of overall experimental design
 - Description of subjects including details of subject characteristics and prior determination of subject size (power analysis).
 - Description of measurements taken including sufficient detail to indicate that the measures are the most appropriate to answer the question/address the purpose/test the hypothesis.
 - Description of how the data will be analyzed
 - Description of the statistical methods used identifying the independent and dependent variables.
 - Description of the assumptions, limitation, and delimitations of the study.
 - Showing of any preliminary results based on pilot data.

3. The thesis advisor shall determine the format of the question/answer session. All those present shall be given the opportunity to ask questions and/or to raise relevant issues or problems.
4. Following the question/answer session the assembled group shall be dismissed and the committee convened to discuss any appropriate changes in the proposed thesis procedures.
5. The student will be directed to incorporate any agreed-upon changes into the thesis proposal and the committee will sign the thesis/project planning form.
6. Student should bring [advancement to candidacy](#) paperwork with them to proposal hearing to obtain committee approval of coursework and signatures. The student is responsible for submitting all advancement to candidacy paperwork to the graduate studies office.

Thesis/Project Defense

The oral defense is undertaken to assess the quality of the candidate's culminating experience for the Master's Degree. The candidate should be prepared to answer questions related to the purpose and design of the study, the laboratory, statistical, and/or other procedures utilized, the results of the study and their implications and applications.

Procedures

1. When all departmental requirements for the degree are completed, the student in consultation with the thesis/project advisor and committee will schedule a final oral defense. This defense should be held at least 2 weeks prior to thesis submission date.
2. The final oral defense shall be scheduled by the thesis advisor at a time convenient to the candidate and committee, and at a time conducive to attracting student and faculty participation. The Graduate Coordinator shall be informed of the time and place.
3. Student should create Announcement poster for their Thesis/project defense using the Thesis/Project Announcement Template. Announcement should include the Title, Location, date, and time of presentation and a 150-300 word abstract. Announcements shall be posted at least one week prior to the colloquium. All interested faculty and students shall be invited to attend.
4. The thesis advisor shall conduct the final oral defense. Questions posed to the candidate during the thesis oral shall relate primarily to the thesis/project and related review of literature, research design, statistical procedures, and interpretation of the results.
5. The thesis signature page should be signed by the thesis committee upon successful completion of the final oral defense, unless additional re-writes are required.

Thesis Defense Format:

1. The thesis advisor shall introduce the candidate to those assembled.

2. The candidate shall make a 20-25 minute presentation of the thesis/project.
 - Brief introduction of topic that highlights the significance of the problem
 - Background/ review of literature that concisely outlines the logic leading to the purpose of the study and the hypothesis.
 - Statement of the purpose and or hypothesis
 - Description of overall experimental design
 - Description of subjects including details of subject characteristics and apriori determination of subject size (power analysis).
 - Description of measurements taken including how they answer the question/address the purpose/test the hypothesis.
 - Description of how the data was analyzed.
 - Description of the statistical methods used identifying the independent and dependent variables.
 - Description of the assumptions, limitation, and delimitations of the study.
 - Description of results.
 - Interpretation of results including how results relate to prior related research, mechanisms that may explain results, limitations of the study, and future directions
 - Conclusions of the study.
3. The thesis advisor shall determine the format of the question/answer session. All those present shall be given the opportunity to ask questions and/or to raise relevant issues or concerns.
4. Following the question/answer session, the assembled group shall be dismissed and the committee convened to discuss the candidate's performance in addressing the questions posed.
5. If the student's performance is deemed satisfactory, the committee will sign the thesis signature (approval) page, and then approve the final written draft.

Timeline to Graduation

These are important benchmarks that will help you reach your goal. First, take the time to familiarize yourself with:

- Kinesiology [Graduate Student Handbook](#)
- HSU's [Graduate Student Handbook](#)

First Semester Benchmarks

1. **Form your graduate committee.**
2. **Develop a tentative graduate course list** with your advisor.
3. **Develop a graduate research thesis or project proposal.** Consult with your major advisor and committee members.

Second Semester Benchmarks

1. **Send your research proposal** to your graduate committee *2-3 weeks prior to meeting with them.*
1. **Present and defend your Thesis/Project Proposal.** Meet with your graduate committee to review your Thesis Proposal. You need to meet with your graduate committee to have your Thesis Proposal reviewed before you can submit Advancement to Candidacy form. **Thesis Proposal defense deadline**
 - **Fall Semester – December 16th**
 - **Spring semester – May 12th**

2. **Submit your revised thesis proposal to your advisor.** Once reviewed and approved by thesis advisor, get all required signatures for the Advancement to Candidacy Form and then submit form to graduate studies office. **Thesis proposal submission to Grad Coordinator Deadlines:**
 - o **Fall Semester – December 19th**
 - o **Spring semester – May 17^h**
3. **Meet with your graduate committee** to review your proposal and proposed coursework. You need to meet with your graduate committee to have your proposal reviewed before you can begin your research. At this same time you should have your committee review and approve your proposed coursework for your degree (use the [Advancement to Candidacy](#) form).
4. **Advance to Candidacy & Apply for Graduation.** You should fill out the [Application for Advancement to Candidacy and Graduation](#) prior to your final 9 units of academic work being completed.
5. Complete the IRB forms if you plan to do research involving [human subjects](#).

Third Semester Benchmarks

Meet with your advisor and graduate committee members regularly to update them on your progress and to get advice and help.

1. Conduct your thesis research.
2. Create a working outline of your written thesis

Fourth Semester Benchmarks

Complete your thesis rough draft early in the semester.

3. Review HSU's Graduate Studies [Thesis and Project Format Requirements](#).
4. **Submit thesis draft to your major advisor** for review.
5. **Submit thesis draft to your graduate committee 2-3 weeks prior to your defense.** Your thesis defense should take place after your thesis draft has been reviewed by each of your committee members. See your advisor to make room arrangements for your defense and make sure you bring the following form with you to your defense:
 - o [Thesis Project Approval Form](#)
6. **Present and defend your Thesis/Project.** Meet with your graduate committee to review your Thesis. You need to meet with your graduate committee to have your Thesis reviewed before you can submit it to the Graduate Coordinator and Graduate Studies office. **Thesis Presentation/defense deadline**
 - o Fall Semester – December 2nd
 - o Spring semester – May 5th
7. **Submit your revised thesis to the KRA Graduate Coordinator** for final review. Bring your signed Thesis Review & Defense Form and Thesis Project Approval Form and a printed copy of your thesis to KA336. **Thesis submission to Grad Coordinator Deadlines:**
 - o **Fall Semester – December 9th**
 - o **Spring semester – May 12th**
8. **Submit your final thesis to Graduate Studies.** For information please refer to HSU [Graduate Studies website](#). Forms documenting satisfactory completion of comprehensive examinations are due in the

Academic Programs/Graduate Studies office by 5 p.m. on the relevant deadline, as are master's theses and projects, in final format and accompanied by an approval form signed by all committee members. **Thesis submission to Graduate Studies Office Deadlines:**

- **Fall Semester – December 12th**
- **Spring semester – May 12th**
- **Summer- July 25th ** Only allowed by permission from all member of thesis committee and graduate coordinator.**

Comprehensive Exams

(Suspended until further notice)

In order to successfully complete the M.S. in Kinesiology, students must complete their coursework with a GPA of 3.0 or higher and complete a capstone experience (i.e. Thesis or Comprehensive exam). The purpose of the comprehensive exam is to test the student's knowledge and application of the content that has been presented during his or her master's degree coursework within the Department of Kinesiology. Students must successfully pass the comprehensive exam to graduate.

Student Guidelines

A student is eligible enroll in KINS 602 Comprehensive Exam during or any time after his or her last semester of coursework. Students must have successfully completed at least 27 credit hours and 3 of the 4 directed electives prior to enrolling in KINS 698. Those students in the last semester of courses should consider whether the appropriate content selected for the exam has been covered in the completed courses. Students **MUST** enroll in KINS 698 for 3 credits prior to the end of the open registration period in the semester (Fall, Spring or Summer) they plan to complete the exam.

Coursework Requirements for Comprehensive Exam path.

Students must complete at least 30 upper division or graduate units in Kinesiology or supporting courses described below or approved by the graduate advisor. A minimum of 15 of these units must be at the graduate level (500-600 courses). Each semester students should meet with their thesis advisor to discuss appropriate courses of study.

REQUIRED COURSEWORK (9 UNITS):

- KINS 635 Research Methods (3 units). Required in Fall first semester of first year
- KINS 610 Statistics (3 units). Required in Spring semester of first year
- KINS 698 (3 units)- Can be taken only after completing first 27 units of degree.

IN-DEPTH AREA COURSES (12 UNIT)- These are related courses that focus on a specific area of kinesiology study such as Exercise Physiology, Strength and Conditioning, Health Promotion and Wellness (see adviser).

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ELECTIVES (9 UNITS)- These are course from related areas of kinesiology that provide breadth of knowledge and thus support the students In-Depth area of study.

OTHER DEGREE REQUIREMENTS- Written comprehensive exam

Content of the Exam

Student's questions will be based upon their individual degree plan that reflects courses taken and/or in progress

Students will have a question set from the following areas:

- 1) **Research Methods and Statistics**
- 2) **In-depth study area**
 - a) These questions will be specific to courses and the area of emphasis that the student has chosen to specialize.
- 3) **Directed elective courses area**
 - a) These questions will be from the different courses students have taken within the Kinesiology directed elective courses and students. Students will be asked to demonstrate strong foundational knowledge of the Kinesiology discipline.
 - b) *STUDENT NOTE –students need to be prepared for a question from each of the four directed elective courses that they have completed. The question set they receive will only focus on content from one of the courses. Selection of the question set for the directed electives will be done randomly and the students will not find out until the morning of the exam which course the question set will come from.*

Dates for Comprehensive Exams

The official dates for the comprehensive exam will be the *first Friday in November for the Fall Semester, first Friday in April of the Spring semester, and the second Friday in July of the Summer term*. If a second attempt is needed it will be completed on the last Friday of November in the Fall semester, the last Friday in April of the Spring semester, and the last Friday in July of the Summer session. Those students who do take comps in the summer will still have to pay university fees, but will not pay tuition because KINS 602 is a "0" credit course.

Registering for the Comprehensive Exam

The semester prior to taking the exam, students need to complete the Request for Examination Form (see attached). This form is the official record for request to take the comprehensive exam, and the form should be saved in the student's graduate file. Form should be completed and given to the graduate coordinator no later than 6 weeks prior to the end of the semester prior to taking the comprehensive exam (Feb 1, May 1, September 1). The graduate coordinator will discuss with the student the Request for Examination Form prior to approving the

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request. Once approval has been gained, students must register for KIN 602 for the following semester. Registration will require permission from the graduate coordinator, this will be given once the request has been approved. Students who fail to register for the course prior to the end of open registration will not be eligible to take the comprehensive exam.

Sitting for the Exam

After registering for KIN 602, students will receive further information about the exam process, including identification of the faculty who will be writing questions within each of their assigned testing areas. Several weeks prior to the exam, students are encouraged to meet with identified faculty in each of their assigned testing areas for guidance and advisement about preparing for comprehensive exams. During this meeting, the faculty members will provide the student with guidelines and suggestions about how to study for their respective portion of the exam. Students are highly encouraged to talk with faculty early in the semester so that they have sufficient time to prepare for the exam.

Test location/site

The test will be taken in the Kinesiology and Athletics building, room TBA. Specific information about the test site will be provided by the Graduate Coordinator at least one week prior to the exam date.

Test time

The exam will be administered on the designated Friday mornings from 8:30 am – 12:30 pm. Students should arrive by 8:15 am to check in and get their space set up for the exam. During the exam time students will be allowed a 10- 15 minute break in the middle of the exam. The exam will be proctored by Graduate Coordinator(s), members of the graduate committee, and/or Department Chair

Materials/Technology needed

Students will use computers that are available within the room where the exams are being proctored. Internet access will be turned off for the entire testing period. The Kinesiology Department will provide each student with a USB drive that will contain the exam question sets and room for the student to write their responses. Students will have the option to petition to hand write the exam, however this request must be approved by the committee of readers for the exam. Students who are handwriting the exam must write on the front side of the paper. Hand written exams must be legible in order to be graded.

Exam writing process

Students will be provided all of the questions at the beginning of the day in written and electronic formats from the proctor for the exam. Students will need to resave (using "SAVE AS") each of the question set files and are encouraged repeatedly

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save their work throughout the exam process. Responses should be created and saved as a separate word (.doc or .docx) file. File names must include the student's last name, the topic area of the question (research and stats) and the date of the file (i.e. Wigglesworth research7-20-11.docx).

Students who are handwriting their responses will need to identify the question in some manner (i.e. question number, title of area, or write the question out). Page numbering should be used for the question sets.

After the completion of all question sets, the student will return all materials and handwritten responses to the envelope provided. Also, all materials used should be put back into the folder provided and returned to the proctor of the exam before leaving the room.

Exam Results

Faculty reading and grading

Blinded student responses to the question sets will be provided to the appropriate faculty. Faculty will have one week to review the student responses to the question and determine a "pass" or "fail" for the question set. Students must "pass" all three question set areas to successfully complete the comprehensive exam capstone. The attached rubric will be used to evaluate responses. Responses are evaluated on a Pass/Fail basis with a score of 70% or higher in each area required to pass.

Need for second attempt

For each question set receiving a "Fail", students must sign up to rewrite it. The retake exam will cover similar content contained on the first attempt, however, the question set will be different. Students failing a "directed elective" question set will receive a different question set from the same area.

It is highly recommended that students set up to meet with the faculty prior to completing the second attempt so that they can receive feedback to better prepare for the second exam. The same procedures will be followed for the rewrite as the initial sitting for the exam process.

Failing second attempt

Those students who do not pass the comprehensive exam on the second attempt will receive an "I" (incomplete) for KIN 602 and graduation will be delayed. The student will need to complete a remediation plan prior to petitioning the graduate committee for permission for a 3rd retake. The remediation will require the student to register for KIN 699 (Independent study) for 1 credit every semester (fall, spring and summer) until the successful completion of the comprehensive exam.

The remediation process will be matched specifically to the student's area(s) of need. The remediation plan will consist of a series of learning activities and assignments designed to assist the student demonstrate the needed content knowledge. Upon successful completion of the remediation plan, the faculty member will notify the Graduate Coordinator that the student is eligible to sit for the exam. The retesting will be completed during subsequent Spring, Summer, or Fall semesters respectively. Retakes will be scheduled only during the times for

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comprehensive exams (i.e. November, April and July). At the successfully completion of the 3rd attempt the “I” that was earned in KIN 602 will be changed to an “S” and the student will be eligible to graduate.

Policies

Thesis/Independent Study and Fieldwork Courses

California State University requirements allow students to count only 6 units of thesis/project (690) toward the 30 unit requirement and to count only 9 combined units of thesis/project (690), field experience (495 or 695), and independent study (499 or 699) toward the 30 unit requirement.

Special topics courses are not included in this category.

Grading

Grading symbols are interpreted the same for graduate students as for undergraduate student (Please see Catalog for details) with the following exceptions

Students who receive a grade of Incomplete (I) in courses should complete course requirements and have instructors change their grades as soon as possible. A university policy changes all "I" grades to "F"s" if coursework is not completed in one year.

A grade of Report in Progress (RP) is used in conjunction with thesis, project, and other courses where work assigned extends beyond one academic term. The RP indicates that work is in progress but that assignment of a final grade must await completion of additional work. RP is not included in your grade point average. Work is to be completed in one year except for master's thesis courses. Master's thesis courses with an RP grade must be completed within seven years for the end of the term in which it was assigned. If you do not complete your additional work within one year (or seven years for thesis/project courses), the RP grade will be administratively changed to a grade of F (Failure) or NC (No Credit) depending on the grade mode of the course.

Required GPA

Students must maintain a B (3.0) average in all courses taken to satisfy your degree requirements. Courses in which no letter grade is assigned are not used in computing GPA. Graduate students, including those who are classified or conditionally classified, and credential seeking students will be placed on academic probation if their Humboldt State cumulative grade point average falls below a 3.0 (B grade average). A graduate coordinator may also notify a student of academic probation or disqualification for failure to maintain a GPA of 3.0 or better in all courses taken to satisfy the requirements of the degree. Graduate students may be placed on probation and/or disqualified for failure to make adequate progress in the program, as defined by the requirements and policies of individual programs, by recommendation of the program faculty and graduate coordinator, and action of the graduate dean. While on academic probation if a graduate student or a credential student's cumulative GPA at Humboldt State is below a 3.0 for a second consecutive term, the student will be academically disqualified.

Graduate students may be placed on probation and/or disqualified for failure to make adequate progress in the program, as defined by the requirements and policies of kinesiology program, by recommendation of the program faculty and graduate coordinator, and action of the graduate dean. For example, a student who receives a grade of B- or lower in KINS 690 for 2 or more consecutive semesters will have their academic progress reviewed by a panel of graduate faculty and may be disqualified or required to take a comprehensive exam as the culminating experience.

Misconduct and Non-compliance

Students are expected to act in a professional and ethical manner. Students who engage in non-professional behavior shall be subject to review by the KINS Graduate Program faculty and possible disqualification.

Readmission/Reinstatement

Disqualified graduate students will not be allowed to register unless they are formally reinstated and/or readmitted to the university. Regularly enrolled students who are academically disqualified from HSU are not eligible to enroll in coursework through Extended Education

First DQ: Students may be immediately reinstated to the university given a positive recommendation from the graduate program including an agreement by a graduate faculty member to serve as the student's advisor submitted to the Graduate Studies Office.

Second DQ: Student must take a minimum of one semester off before reapplying. Students may be required to take additional time off. Students may be readmitted to the university given a positive recommendation from the graduate program including an agreement by a graduate faculty member to serve as the student's advisor. Students will be required to provide a letter with a statement describing the reasons for the academic probation and a plan to address the underlying problems in order to increase the likelihood of success. Both documents will be forwarded to the Graduate Studies Office for processing. After the absence period, an admission application is required for reinstatement consideration. Humboldt State reserves the right to accept applications for disqualified students during specified application terms only. Please contact the Admissions Office for more information.

Third DQ: No option to reapply to HSU. May complete coursework elsewhere and reapply to a different CSU campus.

Requirements to Change Status to Advance to Candidacy

In order to change student status from conditional to unconditional, all of the prerequisites of the program must have been completed.

Students advance to candidacy only when they have completed all of the required prerequisites for this program, obtained an Institutional Review Board (IRB) or IACUC approval if applicable, and are in the process of completing required graduate coursework (before or during your last 9 units).

Intellectual Property

Students should consult the HSU Policy on Intellectual Property. Faculty and students should discuss and agree upon ownership of the intellectual property and develop a written agreement outlining dissemination of the work.

Thesis/Project Research Costs

In some cases students may elect to purchase equipment and supplies that are needed for a specialized research project. Requests for reimbursement of these costs must be approved in advance by the advisor, Graduate Coordinator, and Department Chair. Items that contribute to the overall department inventory will be considered. Students are responsible for the cost of disposable supplies such as electrodes, video tapes, athletic tape etc.

Continuous Enrollment

Students admitted to master's degree programs are expected to enroll for two (spring and fall) semesters each academic year until their degree requirements are completed. Registration must be completed by the end of the fourth week of the semester (the University Census date).

All students working on MS theses/projects must be enrolled in KINS 690 (2 units minimum) for every semester during which work is being conducted.

Master's degree students who do not maintain continuous enrollment (spring and fall semesters each academic year), or who have not been granted a leave of absence (see below), are required to reapply for admission to the university and to the graduate program. Thus, students will be subject to any new admission or degree requirements.

Leave of Absence

A student may request an educational leave from the university in order to pursue other educationally related activities or to clarify his/her educational goals. A student may also request a leave for extraordinary personal circumstances (e.g., serious illness, financial difficulty). You must attend at least one term prior to requesting a leave of absence. The request must be signed by the major professor, the committee members, the graduate coordinator and the graduate dean.

A leave of absence is normally granted for one semester, or for one academic year. A request for an extension (no more than one additional year) must be justified and supported (when possible) with appropriate documentation. A student is not permitted to be on leave of absence for more than a total of two years while working toward a master's degree. Leaves of absence cannot be used to extend the seven year time limit available for completing the master's degree. After the expiration of the period of time for which the leave (and any extension) has been granted, the student is expected to enroll in the next regular semester (excluding summer). If the student does not enroll for the next semester following expiration of the leave of absence, he/she will need to reapply for admission to the university and the department before enrolling in a subsequent semester. Under no circumstances will a student on leave of absence be allowed to use HSU laboratory and field facilities, library and computer resources, and faculty supervision.

Submit your request to the Office of Academic Programs by the published deadline. Please refer to the Calendar of Activities and Deadlines for last day to file Educational Leave. The student is required to submit an Educational Leave Agreement form. The form is available in the Office for Graduate Studies, or at: <http://www.humboldt.edu/~gradst/forms.php>.

Seven Year Limit on Degree Completion

Master's students are allowed seven years to complete their graduate program (Title 5, California Code of Regulations). As such, graduate students in the Kinesiology MS Program are expected to complete their degree program within the seven-year time limit. Effective with this document, exceptions to this limit will be granted only under the following conditions:

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- A petition to extend the time limit must be made to the Graduate Coordinator prior to the end of the seven-year limit. No petitions for extension will be granted ex post facto.
- Petitions for extension will only be granted for serious and compelling reasons and will be judged on an individual basis. The petition for extension must be unanimously approved by the thesis advisor, the graduate committee, and the Graduate Advisory Council (see Section 10).
- A petition for extension will be granted only after the candidate has demonstrated current knowledge in the subject matter of all courses listed on the advancement to candidacy form that will be more than seven years old at the declared date of graduation. Currency can best be demonstrated by completing a comprehensive written examination provided by the instructor of record (or a designee approved by the department chair). A complete record of the examination (questions, the student's answers, and a signed evaluation of the examination) must be filed in the program office for a minimum of five years after the student has completed the degree (Title 5, California Code of Regulations). The instructor of record may request that the course be repeated in lieu of offering the student an exam.
- Petitions for extension will be granted if the data supporting the thesis are sufficiently current such that the research remains a contribution to the discipline. This criterion shall also be used to assess the currency of 690, 695, and 699 courses.

If granted, petitions for extension will be for one calendar year from the date of approval. Only one such petition will be granted.

Students who are beyond the seven-year limit at the effective date of this policy may petition the Graduate Advisory Council for an extension. Petitions for extensions will be granted only under conditions listed above

Graduate Program Forms

All forms are available through Graduate Studies at
<http://www.humboldt.edu/academicprograms/gradstudies/gradstudentforms.html>

Forms must be typed. Hand written forms will not be accepted.

[Graduate Student Checklist](#) (pdf)

[Apply for Advancement to Candidacy and Graduation](#) (pdf) **NEW** Do not use this form to apply for graduation if you have already advanced to candidacy.

[Master's Degree Application for Graduation](#) (pdf) for students who advanced to candidacy prior to the new combination form.

[Thesis / Project Approval Form](#) (pdf) **NEW**

(Replaces the signature page)

[Humboldt Digital Scholar Non-Exclusive Distribution License](#) (pdf)

[Formatting Checklist](#) (pdf) **NEW**

[Documentation of Examination for Currency for Extension of the Seven-Year Limit](#) (pdf)

[Request for Program Variation or Waiver](#) (pdf)

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Addendum to Advancement to Candidacy

Educational Leave Agreement (pdf)

Graduation Date Change Request (pdf)

Petition for Graduate Credit to be Earned in Final Semester of Senior Year (pdf)

Graduate Continuous Enrollment Authorization

Documents

In addition to this Handbook, there are two important documents on the Office for Graduate Studies webpage (<http://www.humboldt.edu/~gradst/index.php>) that you should download and read at the beginning of your graduate program and keep for future reference. These documents are listed below along with links to online copies:

POLICY HANDBOOK FOR MASTER'S STUDENTS at:

<http://www2.humboldt.edu/gradprograms/handbook>

THE CULMINATING EXPERIENCE FOR MASTER'S STUDENTS at:

<http://www2.humboldt.edu/gradprograms/node/17>

Funding Sources

There are several sources of funding available to students enrolled in the program. A full list of grants, fellowships, and scholarships is available at <http://www2.humboldt.edu/gradprograms/scholarships>.

The list below includes those most commonly received by graduate students.

- A. Student Travel Awards: Up to \$450 for students presenting research at a professional conference. The College of Professional Studies website has information on this opportunity.
- B. Woolford-Hegy Rotary Fellowships, \$1000 Fellowship, awarded in Spring semester.
- D. California Pre-Doctoral Program. For students interested in pursuing Ph.D. studies, this grant (\$3000) will pay for travel to conferences, university visits, application costs. Students must apply with a faculty sponsor. Note: Every student interested in Ph.D. studies should apply.

KINESIOLOGY FACULTY AND RESEARCH INTERESTS

The list below reflects faculty affiliated with the KINS Graduate Program and their research interests.

Rock Braithwaite, Ph.D., Physical Education/ Pedagogy

Tina Manos, Ph.D., Exercise Science

Justus Ortega, Ph.D., Biomechanics

Sheila Kelly, Ph.D., Psychological Aspects of Physical Activity and Sport

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Chris Hopper, Ph.D., Adapted Physical Education

Young Sub Kwon, Ph.D., Exercise Physiology

Taylor Bloeden, Ph.D., Nutrition

Sean Healy, Ph.D., Adapted Physical Education

Graduate Contract for KINS 690 Thesis Writing

Semester: FALL / SPRING Year: _____

Name: _____

Thesis/Project Title: _____

Advisor: _____

Performance Benchmarks to be Completed in Semester

By 3rd Week:

Evidence of progress:

By 6th Week:

Evidence of progress:

By Midterm (8th Week):

Evidence of progress:

By 9th Week: Results

Evidence of progress:

By 10th Week:

Evidence of progress:

By 11th Week:

Evidence of progress:

By 12th Week:

Evidence of progress:

By 13th Week:

Evidence of progress:

By 14th Week:

Evidence of progress:

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By End of Semester:
Evidence of progress:

Based on the amount and quality of work completed by the student, the KINS 690 instructor (usually the advisor) will assign the student a grade for the semester. I fully understand the terms of this agreement and agree to these terms.

Student Signature: _____ Date: _____

Instructor/Advisor Signature: _____ Date: _____

KINS 695/699

Independent Academic Work Agreement

Student's Name _____.

Instructor: _____ Department: _____ KRA _____.

Course Number: _____ Type of course (directed/independent/field etc.): _____

Title of course/project: _____.

Number of Units (circle): 1 2 3

1. Describe the project/research to be undertaken, including the goal or outcomes of the course and the scope of work for achieving the goal. Describe the culminating activity, such as a paper or presentation. If the coursework extends beyond one semester, please articulate expectations for student work for each semester.

Students will be working on Performing clinical services.
 Research project titled: (_____
_____).

At the completion of this course it is desired that each student be able to:

2. Describe the grading criteria.
3. How often and in what form (in-person, email, phone) will the instructor and student be in contact. (A minimum of three student/faculty consultations are expected each semester. Faculty may require more contacts as necessary.)

4. Expected number of hours of student work ___ for each unit of credit (In general, it is expected that the successful student will spend a minimum of three hours of preparation per week for each unit earned.) Faculty may call for more hours as required to meet the objectives of the course.

Independent Academic Work Agreement 1 Independent Academic Work Agreement 2

5. Additional considerations (mark all that apply).

- ___ Requires additional fees.
 ___ Involves Human Subjects and requires IRB approval.
 ___ Involves animal subjects and requires IACUC.
 ___ Other: _____

Request to Complete Comprehensive Exam

Desired Semester of Exam: **Fall** **Spring** **Year:**

Student _____ ID# _____

Email address _____ Current phone _____

Hours	
Credit hours EARNED to date*	
Credit hours currently enrolled	

**must have successfully completed at least 24 credit hours and 3 of the 4 directed electives prior to semester taking comprehensive exam*

Exam will be completed on a computer. Do you wish to handwrite your exam? NO YES

If yes, provide rationale: _____

Any need for special accommodations to complete the exam? NO YES

If yes, please describe _____

Coursework Summary

Content area		
Research and Statistics	Semester taken <i>(circle the appropriate semester and identify the year)</i>	
Research Methods	Fall	Spring
Statistics	Fall	Spring
In Depth Area	Semester Taken	

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	<i>(circle the appropriate semester and identify the year)</i>	
Course	Fall	Spring
Course	Fall	Spring
Course	Fall	Spring
Course	Fall	Spring
Directed Elective Courses		
Course	Fall	Spring
Course	Fall	Spring
Course	Fall	Spring
Course	Fall	Spring

Student Signature _____ Date _____

Graduate Coordinator Signature _____ Date _____

Kinesiology Graduate Program Grading of Comprehensive Exams

Student: _____

Faculty: _____

Students complete three sets of questions (total of 9 questions) in 4 hours.

Scoring Summary for Question Sets							
Part #1		Earned	Possible	Part #2		Earned	Possible
	RS Area		100		DE Area		100
	RS Area		100		DE Area		100
	RS Area		100		DE Area		100
Percentage score for Part 1 _____				Percentage score for Part 2 _____			
		Earned	Possible				
Part #3	ID Area		100				
	ID Area		100				
	ID Area		100				
Percentage score for Part 3 _____							
				Student Outcome for Exam:			
				PASS		FAIL	

Scoring System:

80% is passing for each set of questions.

A question specific rubric will be established to delineate points associated with content.