

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
SCHOOL OF EDUCATION

**KINESIOLOGY GRADUATE
STUDENT HANDBOOK**

CONTENTS

Goals of Graduate Student Learning	3
Graduate Program in Kinesiology	4
General Academic Policies and Standards	5-6
Graduate Student Conduct Code	7
Research and Travel Grants for Graduate Students	8
The Writing Center	9
Application for Graduation	10-11
Graduate Student Request Form	12-13
KIN Comprehensive Final Examinations	14
SIUE Thesis Requirements and Guidelines	15
KIN Master's Thesis Requirements	16-17
Timeline for Completion of Thesis	18
KIN Thesis Proposal Approval Form	19
Registration of Thesis Title	20
Summary of Completion Scheduling Form	21
Graduate School Thesis Approval Form	22
KHE Independent Study Approval Form	23

Goals of Graduate Student Learning

The purpose of graduate education at SIUE is to provide students with the intellectual ability to understand, create, integrate, and apply sophisticated discipline specific knowledge. Because knowledge is dynamic, students are additionally expected to learn the intellectual system of the discipline, that is the discipline's system of thinking, knowing, and acting, in order to acquire and evaluate future knowledge. Toward those ends, the Graduate Council adopts the following goals for graduate student learning.

Demonstrate breadth and depth of knowledge in the discipline

Graduate students should understand the current and historical theories, concepts, and models of the discipline. They should possess the ability to access and evaluate the literature of the discipline and understand the major issues in the current state of knowledge. In addition to knowing the specific content of the discipline, students should be able to understand and appropriately use the methods and techniques of advancing knowledge in the field of study.

Effectively communicate knowledge in the discipline

Graduate students should possess the ability to write and speak about the current issues of the discipline to peers, practitioners, and the public. They should be able to articulate and demonstrate knowledge of the discipline and write and present scholarship to professionals.

Demonstrate an ability for analytical thinking in the discipline

Graduate students should be able to identify and understand critical issues in the discipline. They should possess the ability to challenge and evaluate information, as well as to synthesize and integrate knowledge in the discipline.

Exhibit the best practices, values, and ethics of the profession

Graduate students should understand and exhibit the professional standards for responsible conduct of research in the discipline and understand the values and ethics of practicing the profession in society.

Apply knowledge of the discipline

Graduate students should possess the ability to apply knowledge in the discipline to solve sophisticated problems and to interpret technical issues.

Graduate Program in Kinesiology

The graduate program in Kinesiology consists of a single major (Kinesiology) and the following specializations:

Exercise Physiology. This option prepares students for careers in community-based exercise, fitness, and wellness settings such as corporations, hospitals and rehabilitation centers, and community fitness facilities.

Faculty – Dr. Erik Kirk, Dr. Jeff Herrick, Dr. Kay Covington

Sport & Exercise Behavior. This option is designed for individuals interested in the relationship between psychosocial variables and physical activity and will appeal to those wishing to pursue careers in teaching, coaching, fitness/wellness, and rehabilitation.

Faculty – Dr. Curt Lox

Sport Management. This option prepares students for careers as administrators in athletics programs, physical education departments, community recreation programs, and management positions in the burgeoning sport industry.

Faculty – Dr. Anastasios Kaburakis

Pedagogy. This option is designed for students interested in the analytic study of teaching and curriculum development in physical education and features a largely online curriculum serving those teachers wishing to pursue advanced study to enhance their teaching qualifications.

Faculty – Dr. Bill Vogler, Dr. David Cluphf, Dr. Karen Lux

Learning Objectives for the Graduate Program in Kinesiology

The learning objectives for the graduate program in Kinesiology are as follows:

- (1) Students will have knowledge of concepts, research design, and statistical methods of data analysis
- (2) Students will possess a knowledge base and skills appropriate to their area of emphasis
- (3) Students will have developed competence in written and oral communications
- (4) Students will have enhanced interpersonal competencies that contribute toward professional growth and development
- (5) Students will have improved their ability to think logically and critically

Graduate Assistantships

Application forms for Graduate Teaching/Research Assistantships may be found on the Department of Kinesiology and Health Education website.

GENERAL ACADEMIC POLICIES AND STANDARDS

Grading System

Grades are recorded by the letters A, B, C, D, and F (A=4.0, F=0.0). No credit is allowed toward a graduate degree for courses in which a grade below C is earned. Other grades used at the graduate level at SIUE include:

W – Withdrawal

WP – Withdrew Passing

WF – Withdrew Failing. Calculated as an F.

UW – Unauthorized Withdrawal. Calculated as an F.

WR – Withdrawal per Instructor. Assigned on recommendation of instructor during weeks 3-10. Undergraduates only.

I – Incomplete. An Incomplete grade that is not completed within one year will automatically be changed to an F. If an instructor specifies a shorter period of time, the instructor must communicate it in writing to the student at the time the Incomplete is granted. Students and their advisers will be notified of outstanding Incomplete grades and of the due date on which each Incomplete would revert to an F. Exceptions to this policy require the approval of the Graduate Dean. Degree candidates cannot graduate with any Incomplete grades in graduate level courses.

DE – Deferred. Used for graduate courses of a continuing nature such as thesis, dissertation, or research.

S – Satisfactory. Used for thesis, internship, or practicum at program's discretion.

U – Unsatisfactory. Used for thesis, internship, or practicum at program's discretion.

AU – Audit. No grade or credit hours earned.

P/NC – This option may be used only by classified graduate students and is restricted to courses outside a student's degree program. P reflects passing work (A through C). NC indicates no credit is awarded.

Academic Probation and Retention

The standing of any graduate student whose cumulative grade point average falls below the required minimum 3.0 will be reviewed by the Graduate Dean and the student's program director. If a graduate student fails to meet this minimum GPA after 15 semester hours, the Graduate Dean may drop the student from the Graduate School. In extraordinary circumstances, the Graduate Dean may approve the retention of any such students upon the recommendation of the graduate program director. If the student is permitted to continue, the conditions for continuance will be put in writing by the student's program director and, upon concurrence of the Graduate Dean, communicated to the student. A student dropped from the Graduate School is ordinarily not admissible to another degree program. However, a student who is dropped from a degree program may apply for admission in non-degree status as an unclassified student.

Course Repeat Policy

Students shall have the right to repeat a course under the following conditions and restrictions:

When a student first repeats a course previously taken at SIUE, only the grade earned in the more recent attempt will be used in computing the student's grade point average. Both grades will appear on the transcript.

The grades for second and all subsequent repeats of the same SIUE course will appear on the student's transcript and will be used in computing the student's grade point average.

Credits earned for any course will be applied only once toward degree requirements, no matter how often the course is repeated.

Students will not be permitted to repeat for credit a course that is a prerequisite for a course the student has already successfully completed.

Unclassified graduate students are expected to complete courses and to maintain the minimum grade point average of 3.0. If, after 9 semester hours of graduate level courses, an unclassified graduate student has a grade point average for these courses below 3.0, the student's performance will be reviewed by Graduate Records, and action may be taken to drop the student from the Graduate School.

Independent Research, Independent Study, and Independent Reading Coursework

The usage of independent research, independent study, and independent reading courses are limited to specific circumstances. Students may only enroll in these courses following (a) consultation with the academic advisor, and (b) completed and signed Independent Study Approval Form.

Second Specializations

A student may complete two or more specializations within a major by: (1) completing all the requirements for the major and for each specialization; (2) applying to the Graduate School and the appropriate department for admission into the additional specializations. Students must complete all the requirements for the additional specialization(s), except they do not have to repeat courses in common among the specializations as long as the student completes two-thirds of the total hours required for the additional specialization(s) except a thesis or final project.

Graduate Student Conduct Code

Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with the Student Conduct Code and the Student Academic Code. These documents describe the University's expectations for student social and academic conduct, the process utilized for adjudicating alleged violations, and sanctions that may be imposed for violation of the standards.

The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is defined as including, without limitations, the act of representing the work of another as one's own. It may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgment or consent of the source or presenting oral, electronic, or written material prepared by another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of citations.

Instructors may impose sanctions for academic cheating in accordance with the Student Academic Code. Sanctions, which may be imposed for violation of the Student Academic Code, range from a failing grade on an individual assignment through separation from the University. Students who have questions relative to academic ethics and academic misconduct should consult with their advisers or instructors.

Copies of the Student Conduct Code and Student Academic Code are available in the Office of the Vice Chancellor for Student Affairs, the Office of the Provost and Vice Chancellor for Academic Affairs, the offices of Graduate Studies and Research and Admissions and Records, and the Office of the Dean in the School of Dental Medicine.

Research Grants for Graduate Students (RGGS)

The Graduate School offers an award called the Research Grants for Graduate Students (RGGS) Award. This award offers small grants on a competitive basis to support research initiated and conducted by students to enhance their academic progress. To be eligible, you must be a classified (degree seeking) graduate student and must have successfully completed more than 6 semester hours of graduate credit.

Although faculty advisors oversee the research, the purpose of this program is to support student research, particularly as it relates to the thesis or final project. The maximum award is \$500. Students may receive no more than one RGGS award. The Graduate School provides workshops to help with the RGGS application process.

Guidelines and application forms, program deadlines, and a listing of workshop times and locations are posted on the Graduate Studies and Research website.

Graduate Student Travel Support

The Graduate School offers a graduate student travel support program that provides you with funding to support travel for major paper presentations and for certain eligible exhibits and performances.

To be eligible, you must be a classified (degree seeking) graduate student who is in good academic standing and who is currently enrolled at SIUE.

There are no application deadlines for this program. Applications may be submitted to the Graduate School anytime during the year.

Go to the Graduate Studies and Research website to obtain a copy of the guidelines and application form.

The Writing Center

The Writing Center provides individual assistance with papers, reports, and theses. Self-instructional materials are also available on a wide variety of writing-related topics, such as organization, paragraphing, grammar, and English as a second language. Appointments are recommended for assistance with papers. The Writing Center is located in Peck Hall, room 1419, and is open for daytime, evening, and weekend use. For more information contact the Center at (618) 650-2045 or wcenter@siue.edu or visit the Writing Center web site.

GRADUATION APPLICATION INSTRUCTIONS

1. **Application Deadline.** Applications for Graduation are due on the first day of the term in which you expect to complete degree requirements.
2. **Changes to Graduation Term.** Once the graduation application has been submitted, you must report any changes in the anticipated graduation term in writing to the Service Center, Rendleman Hall Room 1309 or by fax to (618) 650-3332 no later than the first day of the term you plan to graduate.
3. **Submitting the Application.** The graduation fee of \$35 must be paid at the Office of the Bursar, Rendleman Hall Room 1101 at the time of application. The application may be submitted to the Service Center, Rendleman Hall Room 1309, or you may mail the application with payment of the \$35 graduation fee by check or money order payable to SIUE, to the Service Center, Box 1080, SIUE, Edwardsville, IL 62026.
4. **Waiver of Application Fee.** If you are attending under the following Illinois Legislative Scholarships, you are not required to pay the graduation fee: Teacher Special Education Scholarship; General Assembly Scholarship; Illinois ROTC Scholarship; POW/MIA Scholarship; Illinois Veterans Grant; and Illinois National Guard Grant. You should have your graduation application validated in the Office of Student Financial Aid, Rendleman Hall Room 2308. If you are a participant in the Chancellor's Scholars Program, you also are exempt from the graduation fee and should have your graduation application validated in the Office of the Provost and Vice Chancellor for Academic Affairs, Rendleman Hall Room 3102.
5. **Application for more than one degree.** Students wishing to receive two degrees must submit two graduation applications and pay the graduation fee twice. Undergraduate students completing two degrees must complete a minimum of 154 semester hours. Undergraduate students with a double major who do not wish to receive two degrees must complete a minimum of 124 semester hours and submit only one graduation application. Graduate students completing two degrees or a double major may consult with the adviser or Graduate Records for additional information.
6. **Transfer Credit.** Undergraduate students with credit to be transferred from another school to meet graduation requirements (major/minor) should obtain approval in advance from the program adviser to ensure the credit is applicable. Undergraduate students can verify General Education or elective credit by contacting Steve Zika at Credit Articulation and Degree Audit, Rendleman Hall Room 2215, at (618) 650-5699 or by e-mail at szika@siue.edu. Graduate students who have credit to be transferred from either unclassified status or from another institution should use the Graduate Student Request Form available at the Service Center, Rendleman Hall Room 1309, or online at www.siue.edu/GRADUATE to request approval to transfer credit. Official transcripts reflecting successful completion of course work needed to fulfill degree requirements must be on file by the last day of the term in which you plan to graduate.
7. **Career Development Center.** Students are encouraged to register with the Career Development Center for resumé referral and other services at Founders Hall Room 3126 or online at www.careers.siue.edu.
8. **Commencement.** Commencement is held at the end of each term. Students are eligible, pending adviser approval, to participate in the Commencement held at the end of the term in which degree requirements will be completed. Graduation staff will notify you if your adviser has determined you are not eligible to participate in commencement. Students may not participate in more than one Commencement for the same degree. Arrangements can be made in the University Bookstore for caps and gowns and graduation announcements approximately six weeks before Commencement. Participation in a Commencement does not guarantee that your degree requirements have been completed.
9. **Failure to Complete Degree Requirements.** Students who are unable to satisfy degree requirements during the initial application term will be considered for the following two consecutive terms without re-applying or paying an additional fee. However, students who fail to meet graduation requirements within three consecutive terms, beginning with the initial application term, will be required to re-apply and pay an additional \$35 fee by the first day of the term in which requirements will be completed.
10. **Diplomas.** Diplomas will be sent to your mailing address approximately four months after all graduation requirements have been completed. Please note that it is important to keep your address information up to date. Addresses can be changed by contacting the Service Center or online by accessing CougarNet. Your diploma will not be mailed if you have an outstanding financial obligation to the University. If you have questions about your account, please contact the Office of the Bursar at (618) 650-3128.



SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
APPLICATION FOR GRADUATION
GRADUATE STUDENTS

OFFICE USE ONLY
Date:
Matric:
MRT:
Coded By:
Post Date:

Application Deadline:

Applications for graduation from graduate students are due no later than the first day of the term in which you expect to complete all degree requirements.

Student Identification Number: _____ - _____ - _____

Please print the name (First / Middle / Last) you wish to appear on your diploma. Please limit to 30 characters, including periods or other punctuation, in the spaces provided below.

Grid of 30 boxes for name entry

Expected completion of degree requirements: Fall (Dec.) 20 ____ Spring (May) 20 ____ Summer (Aug.)20 ____
(If you do not complete degree requirements by the term checked, your file will be placed on inactive status until you notify the Graduation staff of the Office of the Registrar, in writing, of when and how you expect to complete degree requirements.)

Please complete the following degree information. If unsure, please check with your adviser or Graduate Records.

Degree Sought: _____

College / School (please check one): [] Arts and Sciences [] Business [] Education [] Engineering [] Nursing

Degree Major (include specialization): _____

Second Major (if applicable): _____

Are you in the process of completing a teacher education program to be certified to teach? [] YES [] NO

Do if you have any additional credits to be transferred, either from SIUE Unclassified status or from another source, BEFORE GRADUATION: [] YES [] NO If yes, from what institution/s?: _____

Student's Signature: _____ Date: _____

Student's Printed Name (if different than diploma name): _____

Student's E-Mail Address or Daytime Telephone Number: _____

Your diploma will be sent to your mailing address on file with the Office of the Registrar. In order to receive your diploma and other University correspondence, you must keep your mailing address current.

Graduation Fees Received by Bursar:

Date Application Received in Registrar's Office:



GRADUATE STUDENT REQUEST FORM

Use for all special requests except for Request for Extended Thesis Credit and Overload/Underload for Graduate Assistants and Awardees

_____	_____	_____
<i>Name</i>	<i>Social Security Number</i>	<i>Phone Number</i>
_____	_____	_____
<i>Street</i>	<i>City</i>	<i>State Zip Code</i>
_____	_____	
<i>Graduate Program</i>	<i>Graduate Degree Sought</i>	

Request: _____

_____	_____	_____	_____
<i>Student's Signature</i>	<i>Date</i>	<i>Instructor's Signature</i>	<i>Date</i>
		<i>NOTE: Required for permission for an undergraduate to enroll in a graduate-level course</i>	

<i>Email Address</i>			

RECOMMENDATIONS

Graduate Major Advisor: _____

_____	_____
<i>Signature</i>	<i>Date</i>

Graduate Program Director (if different) _____

_____	_____
<i>Signature</i>	<i>Date</i>

Associate Dean (School of Education requests only) _____

_____	_____
<i>Signature</i>	<i>Date</i>

Registrar's Response _____

_____	_____
<i>Signature</i>	<i>Date</i>

GRADUATE STUDENT REQUEST FORM INSTRUCTIONS

This form is for the filing of requests to transfer credit, apply credit older than the time limit for your degree program, or enroll in graduate-level courses for graduate credit while you are an undergraduate. For any of these requests, please explain why you are making the request and obtain the recommendations and signatures of appropriate faculty personnel **before** submitting the form to Graduate Records, located in the Service Center, Rendleman Hall, Room 1309.

A. For An Undergraduate Seeking to Enroll In Graduate Courses...

1. See Chapter 1 of the Graduate Catalog for details on this policy. Note that when undergraduates take graduate courses, it is intended that such courses be reserved for later application to a graduate degree program at SIUE. ***Courses numbered 500 or above cannot be applied to undergraduate degree programs.***
2. You must have the approval of the instructor of the graduate level course(s) you have listed on this form and the approval of the director of the graduate program to which you have applied.
3. You must be in your last term for completing the baccalaureate and you must have submitted an application for admission to a graduate degree program at SIUE.
4. Ordinarily, permission is not granted to Visiting Students or those in Senior-with-Degree status for this kind of enrollment.
5. Enrollment in graduate-level courses for graduate credit must have **prior** approval from Graduate Records. ***Credit earned without such approval may not later be applicable to a graduate degree program.***

B. For Credit Transfer...

1. You must have on file an official transcript showing completion of courses taken at another university and presented for transfer.
2. List courses by course designation, number, and school, or, if taken at SIUE, by status such as **undergraduate** or **unclassified**.
3. Provide syllabi or other descriptive materials and documentation showing level of performance for courses, as appropriate.
4. Furnish course descriptions for courses taken at other universities and identified by titles such as **Independent Study, Special Topics, and Readings in ...**
5. For a course graded **S, P, or Cr**, you must provide a letter from your instructor evaluating your performance level on an A to F scale.
6. Courses for which you received a grade of **C or lower** are not transferable.
7. No credit is given for courses taken by correspondence.

C. For Time-Limit Extensions...

Time limits vary for master's and specialist programs. Please refer to the Graduate Catalog for descriptions of these programs. When making a request to have lapsed credit apply to your degree, please furnish the following:

1. List courses w/corresponding semester/year.
2. Statement indicating you have retained the substance of the lapsed courses.
3. Statement indicating that the substance of the lapsed course is still effective in your discipline.
4. An explanation of reasons for taking more than the allotted number of years to complete your program.
5. Anticipated date of your graduation.

Evidence of 2 and 3 must be obtained from appropriate faculty members (instructors, adviser, and program director).

SIUE, Graduate Records, Rendleman Hall, Room 1309, Edwardsville, IL 62026-1047
Telephone: (618) 650-3167 Fax: (618) 650-2081

Comprehensive Examination in the Kinesiology Graduate Program

Kinesiology graduate students who are not completing a master's thesis must successfully pass a comprehensive final examination. The procedure for scheduling and completing the comprehensive exam is as follows:

1. For Sport Management students, your first contact should be Dr. Kaburakis. All other students should contact the Kinesiology Graduate Program Director to schedule the exam anytime prior to the deadline for each semester (Fall - December 1; Spring - April 15; Summer – July 15). At this time, the Graduate Program Director will forward via email a list of topics from courses taken by the student which will provide the student direction when preparing for the exam. The actual exam questions will not be provided to the student prior to the exam date. The exam is comprised of questions which cover major rather than minor or trivial aspects of a course. Students should be prepared to answer questions that reflect breadth as well as depth of knowledge in these areas.
2. The Graduate Program Director will send a confirmation email to the student which will also include a web link to a short survey that students are asked to complete at their convenience regarding their graduate education experience. The web address for the survey is **<http://form.fh.siu.edu/survey/gradsurvey.htm>**
3. On the examination day, students will report to the department main office (Room 1034, Vadalabene Center) in order to receive the exam questions and be directed to the examination room where they will have four hours to complete four randomly selected questions. Students will complete the examination on a department-provided computer.
4. Upon completion of the examination, students must:
 - a) save the Microsoft Word file containing responses to all exam questions on the computer's desktop (with student's last name included in the name of the file)
 - b) return the exam questions in the original envelope to the secretary or student worker in the department main office
5. The Graduate Program Director will forward completed questions to the appropriate faculty in the department for evaluation. Faculty will evaluate the responses and report the outcomes to the Graduate Program Director. When all evaluations are received, the Graduate Program Director will notify the student of the outcomes via email, including the name of the evaluator for each question that is not successfully passed.
6. Once students have successfully passed all four questions (with evaluations of either "meets expectations" or "exceeds expectations"), the Graduate Program Director will send the Summary of Completion Form to the Graduate School. A non-passing response (evaluation of "does not meet expectations") to an exam question will necessitate that the student (a) contact the evaluator of that question to determine deficiencies, and (b) reschedule a time with the Graduate Program Director for retaking the question(s). Depending on when the initial examination is scheduled, it is possible that students will be forced to retake the exam the following semester which would also result in the postponement of graduation.

Thesis or Final Project

For some graduate programs, the completion of a thesis is an exit requirement, while other programs may require a final project. While working on a thesis or a final project, you will be required to register for a course numbered 599 or an equivalent number, specifically designated for this purpose.

The thesis ordinarily may be counted for not more than 6 but no less than 3 semester hours of credit. Under special circumstances, a student's advisory committee may recommend that a student be permitted to apply for as many as 10 hours of thesis credit toward fulfillment of degree requirements. In such instances, prior approval of the Graduate Dean is required. The request is made on a "Request for Extended Thesis Credit" form, which provides for the written recommendations of all members of the thesis advisory committee. If the thesis or project is not finished after the student has enrolled in the maximum number of credit hours allowable, the student is expected to enroll in UNIV 500 each term until the work is completed. UNIV 500 is a no-credit "course" for which a fee of \$37.50 is charged. This form of enrollment enables the student to maintain access to such resources as faculty, library, computers, and parking.

The master's degree thesis must be supervised by a committee of at least three members of the graduate faculty. Emeritus faculty may serve on thesis committees but may not serve as chair unless the chair position was held prior to retirement. The thesis proposal must be approved by the committee and the title of the thesis registered with Graduate Records. It is recommended that thesis registration (be completed no later than the last day of classes in the term preceding the one in which the student expects to graduate.

In order to comply with federal regulations, proposals that involve human subjects, animals, biohazards, or recombinant DNA must be cleared by the appropriate University committee and approved by the Graduate Dean before data collection begins. Information and guidelines for research with human subjects are available on the Graduate School website.

Approval of the thesis by the student's advisory committee is validated on a thesis approval form. The original and an acceptable copy of the approved thesis must be presented to Graduate Records for review no later than the last day of classes in the term in which graduation is expected. A student's responsibility for fulfilling this requirement does not end until the thesis has been formally accepted in the Graduate Records office.

Complete guidelines for preparation of the thesis and forms for Extended Thesis Credit, Thesis Approval, and Registration of Thesis Title may be found on the Graduate School website.

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
DEPARTMENT OF KINESIOLOGY and HEALTH EDUCATION

MASTER'S THESIS REQUIREMENTS

Graduate students in the Exercise Physiology and Sport & Exercise Behavior areas of emphasis may elect to prepare and submit a master's thesis in lieu of completing comprehensive examinations. The following information and guidelines apply to students opting for the thesis:

1. Register for and complete KIN 515 (Research Methods in Kinesiology) and KIN 499 (Individual Research) prior to registering for KIN 599 (Thesis in Kinesiology). Work completed for KIN 499/515 may be used for KIN 599 as well and KIN 515 **must** precede KIN 499.
2. Register for and complete a total of 6 hours of KIN 599. Note that these hours may be spread across multiple semesters or taken all within the same semester. Students will receive either a pass or fail grade for all thesis hours. Deferred or incomplete grades will be given only when it is demonstrated that progress towards completion of the thesis is being made.
3. Select a thesis committee chair as well as two additional committee members ("readers")
 - a) the chair may or may not be the student's academic advisor but must be on the Kinesiology faculty
 - b) at least one of the two readers must be on the Kinesiology faculty
 - c) the remaining reader may be any SIUE faculty member on campus (including Kinesiology)
 - d) **IMPORTANT NOTE** – students do not have the "right" to conduct thesis research. Students must obtain permission from a kinesiology faculty member who will agree to serve as the chair of the thesis committee.
4. Complete the Registration of Thesis Title Form as soon as the committee is formed and a title has been determined.
5. Submit a written proposal conforming to the guidelines established by the American Psychological Association (5th ed.) to all thesis committee members **at least two weeks prior to the proposal defense**. The proposal should include the following:
 - a) Title page
 - b) Abstract
 - c) Introduction
 - d) Literature Review
 - e) Method (participants, measures, procedures, proposed data analyses)
 - f) References
 - g) Appendices

6. Students whose research involves human participants are required to obtain approval from the Institutional Review Board in the Office of Research and Projects in the Graduate School prior to beginning the data collection phase and following committee acceptance of the proposal (thesis proposal approval form).
7. Obtain a majority vote of “pass” from all thesis committee members following the oral defense of the completed thesis. The oral defense should include the following:
 - a) Introduction and Literature Review
 - b) Method
 - c) Results
 - d) Discussion
8. Oral defense procedure:
 - a) Student presentations should be between 15 and 30 minutes in length
 - b) Following the presentation, the audience is allowed to question the student
 - c) Following dismissal of the audience, the thesis committee questions the student
 - d) Following thesis committee questions, the student is temporarily dismissed while the thesis committee determines the outcome of the written and oral versions of the thesis
 - e) The student is immediately notified of the committee’s decision concerning the acceptability of both the written and oral versions of the thesis
9. Students will be expected to dress appropriately and conduct their presentation in a professional manner utilizing the PowerPoint computer program. Students are strongly advised to rehearse their presentations multiple times to ensure adherence to the prescribed time schedule and should avoid “reading” the presentation from notes or screen.
10. Students must obtain signatures from all thesis committee members which indicate their approval of both the oral and written versions of the thesis.
11. In order to orally defend the thesis in a particular semester, the **final** draft of the written thesis must be completed and approved by the thesis chair no later than the 12th week of that semester (fall and spring) or the 5th week of the summer semester.
12. The thesis oral defense must take place no later than the 15th week of the fall or spring semesters (7th week of the summer semester).

TIMELINE FOR COMPLETION OF THESIS

Student _____ Signature _____

Advisor _____ Signature _____

Date of Initial Meeting With Advisor (today's date) _____

	<u>Target Date</u>	<u>Actual Date</u>
Thesis outline (including purpose, hypotheses)	_____	_____
Introduction and literature review complete	_____	_____
Method complete	_____	_____
Proposal meeting	_____	_____
Final draft of proposal approved (form)	_____	_____
Registration of Thesis Title (form)	_____	_____
IRB (Human Subjects) approval (form)	_____	_____
Data collection begin	_____	_____
Data collection complete	_____	_____
Analysis of data complete	_____	_____
Results (including graphs/tables) complete	_____	_____
Discussion complete	_____	_____
References/appendices complete	_____	_____
Final draft of paper approved	_____	_____
Format check (graduate school)	_____	_____
Oral presentation/defense content approved	_____	_____
Final oral examination	_____	_____
Summary of completion (form)	_____	_____
Final Thesis Approval Form (form)	_____	_____

Note: Prior to the oral defense of the paper, the written portion must be completed. If the target dates are not met, this will, in all probability, delay completion of graduation.

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
DEPARTMENT OF KINESIOLOGY AND HEALTH EDUCATION**

THESIS PROPOSAL APPROVAL FORM

Student Name _____

Proposal Title _____

Anticipated Date of Completion _____

Thesis Committee:

Chair _____

Member _____

Member _____

Date Approved _____



Southern Illinois University Edwardsville
 Graduate Records, Campus Box 1047
 Edwardsville, IL 62026-1047
 Telephone: (618) 650-3167
 Fax: (618) 650-2081

REGISTRATION OF THESIS TITLE

Name	Social Security Number	Phone Number	<i>Date</i>
Street	City	<i>State</i>	<i>Zip Code</i>
Graduate Degree Program	Graduate Degree Sought	<i>Expected Graduation (Term/Yr)</i>	

Thesis Title *(please type)*

Nature of Research *(please type; briefly describe information-gathering method and sources to be used)*

Advisory Committee Signatures – **At least three must have Graduate Faculty Status**

1.	<i>printed name</i>	<i>signature</i>
2.	<i>printed name</i>	<i>signature</i>
3.	<i>printed name</i>	<i>signature</i>
4.	<i>printed name</i>	<i>signature</i>

Please complete the appropriate protocols if this research involves the use of (check any involved).....

- animals
 human subjects
 recombinant DNA
 biohazardous material

Under University assurance with the respective federal regulatory offices, all research involving animals, biohazardous material, human subjects, or recombinant DNA, including student research, carried out on- or off-campus, must comply with government regulations and University policies. Students must complete the required research protocols and receive approval from the appropriate compliance committee *prior to* the commencement of the research. Students should contact the Office of Research and Projects (Rendleman Hall, Room 2202, or visit the website at http://www.siu.edu/ORP/ORP_POL/) for the guidelines and protocols for the use of animals, biohazardous materials, human subjects, or recombinant DNA research.

Reviewed and Approved by the Graduate School:

Chairperson & Title, Appropriate Regulatory Committee

Dean, Graduate Studies and Research



SUMMARY OF COMPLETION OF REQUIREMENTS FOR GRADUATE DEGREE

Southern Illinois University Edwardsville

Student's Name: Michael James Jordan **Degree:** M.S.Ed.

Student Identification No.: 000-00-0000 **Primary Program:** Kinesiology
2nd Program (if appl.):

Final Examination Information

Date: 4-26-07 **Time:** 4:30 p.m. **Place:** Vadalabene Center

DEPARTMENT SECTION Return form to Graduate Records after completing Sections 1, 2, and 3 (below).

1. Final Examination (check one): Passed _____ Failed _____

Signature of Faculty Member Authorizing Exam Results: _____

2. List any **program requirements** which the student must complete. Include any courses NEEDED IN THE STUDENT'S PROGRAM in which the student has Incomplete or Deferred grades or in which the student is currently enrolled.

KIN 552 (Behavioral Analysis of Exercise) - Spring 2007

KIN 599 (Thesis in Kinesiology) - Spring 2007

3. Names of Examining Committee:	Signatures of Examining Committee:
Chair: Phil Jackson	_____
Doug Collins	_____
Red Auerbach	_____

GRADUATE RECORDS SECTION

Grades must be recorded for the following courses for degree completion: _____

Term cleared for graduation: _____

Thesis Title: _____

Certified by Graduate Records: _____ Date: _____

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
GRADUATE STUDIES

We hereby recommend that the thesis submitted by MICHAEL JAMES JORDAN entitled

presented on July 19, 2007, be accepted in partial fulfillment of the requirement for the degree
of MASTER OF SCIENCE IN EDUCATION with a major in KINESIOLOGY.

Thesis Advisory Committee:

Thesis Chair	(Print)	(Signature)	(Date)
Thesis Member	(Print)	(Signature)	(Date)
Thesis Member	(Print)	(Signature)	(Date)
Department Chair	(Print)	(Signature)	(Date)

We certify that, in this thesis, all research involving human subjects complies with the Policies and Procedures for Research Involving Human Subjects, Southern Illinois University Edwardsville, Edwardsville, Illinois.

For theses involving animals or biohazardous material, including recombinant DNA, we certify that the research complies with the applicable policies and procedures established by the Animal Care Committee on the University Committee Biosafety, respectively, of Southern Illinois University Edwardsville, Edwardsville, Illinois.

Department of Kinesiology and Health Education

Independent Study Approval Form

Student name _____ ID# _____

Student email address _____ Term and year you are seeking enrollment:

Fall _____ Spring _____ Summer _____

Course to be substituted (if applicable) _____

Indicate the course for which you seek enrollment as well as the number of credit hours to be earned:

- KIN 480 (Independent Study in Kinesiology) _____ hrs (1-4) (UG/G)
- KIN 580 (Readings in Kinesiology) _____ hrs (1-4)
- KIN 499 (Individual Research in Kinesiology) _____ hrs (1-4) (UG/G)
- KIN 599 (Thesis in Kinesiology) _____ hrs (1-6max)
- HED 489 (Independent Study in Health Education) _____ hrs (1-3)

Briefly describe the study/project you will be completing to earn credit for this course. Included in the description should be purpose/objective(s), criteria for grade, timelines, and person responsible for grade.

Student Signature _____ Date _____

Approvals:

Faculty Sponsor _____ Date Approved _____

Grad Program Dir _____ Date Approved _____

FORWARD ONE COPY TO EACH INDIVIDUAL WHO SIGNS ABOVE