

# GRADUATE STUDENT GUIDELINES M.S. Human Movement and Performance

## KINESIOLOGY AND PHYSICAL EDUCATION PROGRAM

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*DEPARTMENT OF PHYSICAL EDUCATION, HEALTH, AND RECREATION*

*WESTERN WASHINGTON UNIVERSITY*

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# Expectations for Graduate Students

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1. The student must take the initiative for all required procedures within the Graduate School and in the Physical Education, Health, and Recreation Department graduate program (see the Summary of Procedure).
  - a. All graduate school guidelines and forms can be found on the Graduate School website at <http://www.wvu.edu/gradschool/>. Forms commonly used include the:
    - i. Plan of Study (<http://www.wvu.edu/gradschool/pdfs/PlanOfStudy.pdf>),
    - ii. Amendment to the Plan of Study ([http://www.wvu.edu/gradschool/pdfs/Plan\\_Of\\_Study\\_Amend.pdf](http://www.wvu.edu/gradschool/pdfs/Plan_Of_Study_Amend.pdf)),
    - iii. Application for Degree ([https://esign.wvu.edu/admcs/process/forms/Grad\\_School/Masters\\_Degree\\_Application\\_blue2.aspx?valid=true](https://esign.wvu.edu/admcs/process/forms/Grad_School/Masters_Degree_Application_blue2.aspx?valid=true)),
    - iv. Oral Defense Form ([https://esign.wvu.edu/admcs/process/forms/Grad\\_School/Oral\\_Defense.aspx?valid=true](https://esign.wvu.edu/admcs/process/forms/Grad_School/Oral_Defense.aspx?valid=true)).
2. It is imperative that the student keeps their thesis advisor updated as they progress through the program. This factor becomes especially critical if the student leaves campus, yet still must complete course work and/or thesis or field project activities.
3. It is the student's responsibility to submit items on time to the Graduate School and to the graduate faculty. It is not the faculty's responsibility to rush evaluation of a document because of deadlines that the student must meet.
  - a. It is reasonable to expect the faculty member to take two weeks to review any submitted work, especially in consideration of the workload associated with the quarter system instructional activities and allowing for the depth of analysis that the graduate students work requires. The student must be prepared for a critical analysis of their material and there may be a number of re-writes that are required. Rewriting material can be quite time consuming and the student should take this fact into consideration when planning timelines.
4. Students are reminded that they should not consider "due dates" to be deadlines. The work should be finished well in advance of any due dates. Failure to comply in a timely manner with procedures may result in the student not achieving their expectations.

# Application to the Graduate Program in Human Movement and Performance

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## Application Process

Applications are submitted electronically to the Graduate School. Specific information on the application process can be found at <http://www.wvu.edu/gradschool/admissions/index.shtml>. Once the application is **complete**, it is distributed to the Kinesiology and Physical Education Program faculty for review. Program faculty will review application materials on a rolling basis (For Sport Psychology, it will be after February 1) and will continue to review materials until the enrollment is reached or June 1, whichever comes first. Because maximum student enrollment in the Exercise Science and Sport Psychology options is limited, all applicants are strongly encouraged to submit application materials by February 1 for Fall admission. The Exercise Science area accepts students every year; and, potentially in any academic term. For Sport Psychology, 3-5 applicants are accepted only in the Fall quarter of odd-numbered years.

Applicants to the Sport Psychology option are admitted based on specific qualifications shown on the next page.

## **Sport Psychology Admission Criteria**

**Background:** Entry to the Sport Psychology graduate option is competitive based on qualifications. A cohort student group is admitted on an alternate year basis and is comprised of 3-5 students.

### **Admission Prerequisites (WWU catalog)**

- "Kinesiology/Physical education major/minor or equivalent courses from exercise science, socio-cultural and professional activity areas are required prerequisites for the graduate program."
- "Students applying for the sport psychology program must have a minimum of 15 credits in undergraduate psychology courses."

**Admission Criteria:** GPA, GRE, Recommendations, Letter of Intent, KIN/PE Faculty Recommendations, and undergraduate degree (major)

**Admission Qualification Categories in Rank Order:** Students with category 1 and 2 qualifications are preferred. If these two categories do not yield the desired number of students for the entering class (no more than 5) then additional students can be selected from the categories 3, 4, and the provisional pool in order to meet the desired enrollments for an incoming cohort group.

1. ***Kinesiology/Physical education major/minor with 15 credits of undergraduate psychology.*** A sport psychology undergraduate course is preferred.
  - 1a. ***Kinesiology/Physical education major/minor without 15 credits of undergraduate psychology.*** A sport psychology undergraduate course is preferred.
2. ***Psychology major with a kinesiology/physical education or sport psychology minor.*** A sport psychology undergraduate course is preferred.
  - 2a. ***Psychology major without a kinesiology/physical education or sport psychology minor.*** A sport psychology undergraduate course is preferred.
3. ***Any major with a background in kinesiology/physical education and/or psychology.*** A sport psychology undergraduate course is preferred.
4. ***Applicants with no background in kinesiology/physical education and/or psychology.*** A sport psychology undergraduate course is preferred.

### **Provisional Pool:**

- Action based on qualifications (categories 1-4), GPA, GRE scores, Recommendations, Letter of Intent, and KIN/PE faculty recommendations:

## Other Requirements for both the Exercise Science and Sport Psychology Specializations:

1. Specific Test Requirements: Graduate Record Exam, General Test; applicants with advanced degrees are not required to submit GRE scores.
2. All applicants must have taken an introductory statistics course. These courses may be taken concurrently with graduate courses but must be completed before submitting a thesis proposal. Equivalent courses taken at other institutions may be applied.
3. Kinesiology major/minor or equivalent courses from the exercise science, behavioral and cultural and professional activity areas are required prerequisites for the graduate program.
  - a. An applicant to the Exercise Science specialization who does not have a major or minor must take the following equivalency courses: three courses from the exercise science area (KIN 306, 308, 309, 311, 312, 410, 413, 416), one behavioral and cultural foundations course (KIN 320, 321, 323), and two credits from the PE 100-level activity courses.
  - b. An applicant to the Sport Psychology specialization who does not have a major or minor must take the following equivalency courses: two courses from the exercise science area (KIN 306, 308, 309, 311, 312, 410, 413, 416), two behavioral and cultural foundations courses (KIN 320, 321, 323), and two credits from the PE 100-level activity courses. Students applying to the sport psychology program must have a minimum of 15 credits in undergraduate psychology courses.

# Graduate Awards and Financial Aid

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## A. Graduate Assistant

A Graduate Assistant (GA) is awarded through the Graduate School to teaching assistants (TAs) or research assistants (RAs). Typically, in the PEHR Department, most GAs are teaching assistants (TAs). Each year, the Department is allocated a set number of GAs by the Graduate School and for 2011-12, there are 3.5 GA awards, supplemented to a total of four by the College of Humanities and Social Sciences. The duties for each GA position are described in the following pages.

1. Graduate School information on Graduate Assistantships can be found at [http://www.wvu.edu/gradschool/funding/graduate\\_assistantships.shtml](http://www.wvu.edu/gradschool/funding/graduate_assistantships.shtml).
2. New students must indicate their interest in applying for a graduate assistantship on their graduate school application or via the email link found on the above Graduate School web site.
3. Continuing students will be invited annually to apply for GAs and other departmental awards.
4. After interest areas are identified by the students, the Kinesiology and Physical Education faculty will email an additional form to identify interests in GAs or other departmental awards.
5. All graduate students, except for provisional status, may apply for a competitive position.
6. The Kinesiology and Physical Education Program faculty awards the positions in spring for the following academic year based on qualifications and interests of the candidates.
7. Priority order is given to 2<sup>nd</sup> year, 1<sup>st</sup> year, and 3<sup>rd</sup> year (if they were previously supported for only one year).
8. No student will receive a GA for more than two years (six full-time quarters).
9. Having a GA, the student must be registered for a minimum of 8 credits each quarter the appointment has been awarded.
  - a. EXCEPTION: "Graduate assistants who have registered for, and completed, all courses on their approved graduate plan of study with the exception of their thesis (690) or other research (691), are allowed to register for a minimum of 2 credits each quarter. These credits must be thesis, research, or continuous enrollment. Generally, only second year students in their 5th or 6th quarter of study will be eligible for registration of less than 8 credits per quarter." See Conditions of Employment, Appointment and Evaluation [http://www.wvu.edu/gradschool/pdfs/TA\\_Description.pdf](http://www.wvu.edu/gradschool/pdfs/TA_Description.pdf)
10. Having an award in the first year of the program is no guarantee that the student will receive the award in the second year: degree progress, qualifications, performance of

duties, and potential supervisor's recommendations are some of the items considered in making awards.

### GA Duties: 2011-12

Fall	Winter	Spring
<p><b><i>Biomechanics:</i></b></p> <p><u><i>KIN 311</i></u></p> <p>4 hr/week lab</p> <p>5 hr/ week office hr</p> <p>6 hr/ week prep and lab assessment</p> <p>Mature Adult program</p> <p>4 hr/ week</p>	<p><u><i>KIN 311</i></u></p> <p>4 hr/week lab</p> <p>5 hr/ week office hr</p> <p>6 hr/ week prep and lab assessment</p> <p>Mature Adult Program</p> <p>4 hr/week</p>	<p><u><i>KIN 311</i></u></p> <p>4 hr/week lab</p> <p>5 hr/ week office hr</p> <p>6 hr/ week prep and lab assessment</p> <p><u><i>KIN 416</i></u></p> <p>1-2 hr/week lab</p> <p>2-3 hr/week assessment and prep</p> <p>1 hr/week office hr</p>
<p><b><i>Functional Anatomy:</i></b></p> <p><u><i>KIN 312</i></u></p> <p>4 hr/week lab</p> <p>5 hr/week office hr</p> <p>5 hr/week prep and lab assessment</p> <p><u><i>KIN 416</i></u></p> <p>1-2 hr/week lab</p> <p>2-3 hr/week assessment and prep</p> <p>1 hr/week office hr</p>	<p><u><i>KIN 312</i></u></p> <p>4 hr/week lab</p> <p>5 hr/week office hr</p> <p>5 hr/week prep and lab assessment</p> <p><u><i>100s</i></u></p> <p>Support contributions to the PE 100s physical activity program</p>	<p><u><i>KIN 312</i></u></p> <p>4 hr/week lab</p> <p>5 hr/week office hr</p> <p>5 hr/week prep and lab assessment</p> <p><u><i>KIN 416</i></u></p> <p>1-2 hr/week lab</p> <p>2-3 hr/week assessment and prep</p> <p>1 hr/week office hr</p>

<p><b><i>Exercise Physiology:</i></b></p> <p><u><i>KIN 413</i></u></p> <p>4 hr/week lab</p> <p>2 hr/week office hr</p> <p>2 hr/week prep</p> <p>15 hrs x 2 wks (1<sup>st</sup> reading of labs)</p> <p><u><i>Adult Fitness Program</i></u></p> <p>Direct intern supervision</p> <p>3 hr/week classes</p> <p>5 hr/qtr testing (0.1 hr/wk)</p> <p>10 hr/qtr administration (1 hr/week: PSAs, schedules, laundry, etc.)</p> <p><u><i>Center for Fitness Evaluation</i></u></p> <p>10-15 hr/qtr testing</p>	<p><u><i>KIN 413</i></u></p> <p>4 hr/week lab</p> <p>2 hr/week office hr</p> <p>2 hr/week prep</p> <p>15 hrs x 2 wks (1<sup>st</sup> reading of labs)</p> <p><u><i>KIN 415</i></u></p> <p>3 hr/qtr; Fit-Steps testing while KIN 415 students in lecture</p> <p>2 hr/week office hr</p> <p><u><i>Adult Fitness Program</i></u></p> <p>Direct intern supervision</p> <p>3 hr/week classes</p> <p>5 hr/qtr testing (0.1 hr/wk)</p> <p>10 hr/qtr administration (1 hr/week: PSAs, schedules, laundry, etc.)</p> <p><u><i>Center for Fitness Evaluation</i></u></p> <p>10-15 hr/qtr testing</p>	<p><u><i>KIN 413</i></u></p> <p>4 hr/week lab</p> <p>2 hr/week office hr</p> <p>2 hr/week prep</p> <p>15 hrs x 2 wks (1<sup>st</sup> reading of labs)</p> <p><u><i>Adult Fitness Program</i></u></p> <p>Direct intern supervision</p> <p>3 hr/week classes</p> <p>5 hr/qtr testing (0.1 hr/wk)</p> <p>10 hr/qtr administration (1 hr/week: PSAs, schedules, laundry, etc.)</p> <p><u><i>Center for Fitness Evaluation</i></u></p> <p>10-15 hr/qtr testing</p>
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***Sport Psychology:***

*KIN 301*

8.5 hr/week

+20 hr/qtr for SLS

+20 hr/qtr for paper

*KIN 320*

*2 hrs/week*

Monitor/lead group discussions

Process and review un-graded assignments (self-improvement papers, etc.)

Reference checks for research papers

Assist students in exam preparation

*100s*

Support contributions to the PE 100s physical activity program

*KIN 301*

8.5 hr/week

+20 hr/qtr for SLS

+20 hr/qtr for paper

*KIN 321/420*

2hrs/week

Class prep (set up biofeedback, etc.)

Monitor/lead group discussions;  
Process and review un-graded assignments (position papers, etc.)

Reference checks for research papers

Assist students in exam preparation

*100s*

Support contributions to the PE 100s physical activity program

*KIN 320 /KIN 323*

*6 hrs/week*

Monitor/lead group discussions

Process and review un-graded assignments (self-improvement papers, etc.)

Class prep

Reference checks for research papers

Assist students in exam preparation

*100s*

Support contributions to the PE 100s physical activity program

**KIN 301 TA Responsibilities**

Responsibilities:	Hrs/wk	Hrs/term		
KIN 301 1) Attend class, manage attendance records, and moderate debates	3			
2) Hold scheduled office hours each week	3		# students	hrs/paper
3) Assist in grading the term papers	2.0	19.8	60	0.33
4) Administer non-running fitness test if needed	0.15	1.5	# teams	hrs/team
5) Meet with each debate team prior to debate	0.25	2.5	10	0.25
6) Enter assignment & attendance grades into record book	0.1	1		
Total hours/wk	<hr/>			
	8.5			

Note: Tasks 3-6 are not done on a weekly basis, but the time spent on the job during the term is converted into a weekly time to allow calculation of average weekly workload.

## B. Department Awards

The Kinesiology and Physical Education faculty also have departmental awards to allocate to graduate students. These awards can vary from year to year and have been funded from a variety of sources including the Department of Physical Education, Health and Recreation, the Wade King Student Recreation Center, and WWU Athletics. The duties and compensation for each departmental award is described on the next page. In the case of the Activities I Coordinator position, a two year commitment is required.

1. After interest areas are identified by the students, as a new or continuing student, the Kinesiology and Physical Education faculty will email an additional form to identify interests in GAs or other departmental awards.
2. All graduate students, except for provisional status, may apply for departmental awards.
3. The Kinesiology and Physical Education Program faculty awards the positions in spring for the following academic year based on qualifications and interests of the candidates.
4. No student will receive a Departmental Award for more than two years (six full-time quarters).
5. When you have a Departmental Award, you must be registered for a minimum of 8 credits each quarter the appointment has been awarded.
  - a. EXCEPTION: "Graduate assistants who have registered for, and completed, all courses on their approved graduate plan of study with the exception of their thesis (690) or other research (691), are allowed to register for a minimum of 2 credits each quarter. These credits must be thesis, research, or continuous enrollment. Generally, only second year students in their 5th or 6th quarter of study will be eligible for registration of less than 8 credits per quarter."
6. Having an award in the first year of the program is no guarantee that the student will receive the award in the second year: degree progress, qualifications, performance of duties, and potential supervisor's recommendations are some of the items considered in making awards.

## Department Awards: 2011-12

<u>Activities Coordinator I</u>	<u>Activities Coordinator II</u>	<u>Fitness Training Supervision (Wade King Student Rec Center)</u>
<ul style="list-style-type: none"> <li>• <i>Duties: 19 hrs/wk coordinating, teaching and supervising in the 100 level activity program.</i></li> <li>• <i>Compensation (2011-12 Figures): PEHR Department Award (\$10,0897/year; NO TUITION WAIVER)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Duties: 19 hrs/wk coordinating, teaching and supervising in the 100 level activity program.</i></li> <li>• <i>Compensation (2011-12 Figures): PEHR Department Award (\$10,0897/year; NO TUITION WAIVER)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Duties: 19 hrs/week coordinating and supervising all aspects of the group fitness (noncredit courses) and personal training programs and any related special events.</i></li> <li>• <i>Compensation: Wade King Student Recreation Center Department Award (\$10,396/year; NO TUITION WAIVER)</i></li> </ul>

### C. Tuition Fee Waiver Scholarships - \$1000

The Graduate School has provided annual funding through the Graduate Tuition Fee Waiver Scholarship program to deserving graduate students. The Kinesiology and Physical Education Program is allocated a set number for the year and the faculty make the award along with the GAs and department awards.

The criteria and procedures are:

- a) Students must be fully, not provisionally, admitted to on-campus programs.
- b) Students must be U.S. citizens or resident aliens, not international students.
- c) Students must maintain an enrollment of at least 8 credits during the quarter(s) they receive the scholarship, unless other arrangements are made with the Graduate School. (Generally second year students are not required to enroll in 8 credits.)
- d) Students must maintain a 3.0 GPA during quarter(s) award is received and must not be on probation from a previous quarter.
- e) Students must be making satisfactory progress toward their degree and maintain degree related enrollment in the quarter they receive this award.
- f) Teaching assistants, full or half, are not eligible. *If a student later receives a TA, the GTFWS will be cancelled for the specific quarter the student received the TA.* If possible, faculty will try to update the award to a following quarter within the academic year.
- g) **Preference should be given to meritorious students with clear need.**

### D. Financial Aid

Financial Aid is available for graduate students and a student can receive financial aid as long as are making progress towards their degree, taking a minimum of 4 graduate credits. Some financial aid packages may require more credits. Information on applying for graduate financial aid can be obtained at the Financial Aid Office

[http://www.finaid.wvu.edu/client\\_services/pages/general\\_info/graduate\\_info.php](http://www.finaid.wvu.edu/client_services/pages/general_info/graduate_info.php) and on the Graduate School web site ([http://www.wvu.edu/gradschool/funding/financial\\_aid.shtml](http://www.wvu.edu/gradschool/funding/financial_aid.shtml)). The Graduate School publishes a brochure with comprehensive information for graduate students ([http://www.wvu.edu/gradschool/pdfs/FinAid\\_Brochure%20Current.pdf](http://www.wvu.edu/gradschool/pdfs/FinAid_Brochure%20Current.pdf)).

# Advising and the Development of the Plan of Study

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It is important to arrange for a faculty advisor in the first quarter of enrollment in the graduate program. A student can self-select a faculty advisor based on area of interests or one can be assigned by the Graduate Program Coordinator. The faculty advisor will work with the student to develop a Plan of Study which must be filed at the end of the first quarter. The form can be found at <http://www.wvu.edu/depts/gradschool/pdfs/PlanOfStudy.pdf>. The faculty advisor may also be the thesis advisor, depending on related research endeavors, where they will assist with the development of the student's research topic.

Program requirements for both the Exercise Science and the Sport Psychology specializations can be found on the following pages. Additionally, the schedule of the courses is also provided. Courses are offered on a two year rotating schedule.

The following advisors are available in the areas listed:

<b>Faculty</b>	<b>Area of Expertise</b>
Dr. Lorraine Brilla	Exercise Physiology
Dr. Gordon Chalmers	Motor Control/Learning
Dr. LeaAnn Martin	Pedagogy
Dr. Derrick Mears	Pedagogy
Dr. Brandi Row	Biomechanics
Dr. Dave Suprak	Biomechanics/Strength & Conditioning

# Program Requirements

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## Master of Science - HUMAN MOVEMENT AND PERFORMANCE

### EXERCISE SCIENCE (47-50 credits)

#### Required Courses (33-36 Credits):

##### Credits

KIN 506	Research Design in Human Movement and Performance	4
KIN 510	Laboratory Techniques in Exercise Science	4
KIN 513	Exercise Prescription and Programming	4
KIN 520	Readings in Human Movement and Performance	3
KIN 540	Applied Exercise Physiology	4
KIN 543	Biomechanical Analysis of Human Movement	4
KIN 544	Biomechanics of the Musculoskeletal System	4
KIN 690	Thesis	6-9

#### Electives (Select 14 Credits):

KIN 502	Research Topics in Human Movement and Performance	2-5
KIN 507	Motor Learning: Advanced	3
KIN 511	Physical Activity and Hypokinetic Diseases	3
KIN 533	Cardiovascular Physiology	3
KIN 541	Foundations and Ethics of Sport Psychology	3
KIN 592	Internship	2-6
Psych 512	Correlational Methods and Data Analysis	4
Psych 513	Experimental Methods and Data Analysis	4

400 level courses selected under advisement

Master of Science - HUMAN MOVEMENT AND PERFORMANCE

**SPORT PSYCHOLOGY (45-48 credits)**

<b>Required Courses (29-32 Credits):</b>		<b><u>Credit</u></b>
KIN 506	Research Design in Human Movement and Performance	4
KIN 520	Readings in Human Movement and Performance	3
KIN 541	Foundations and Ethics of Sport Psychology	3
KIN 542	Sociology of Sport	3
KIN 551	Applied Sport and Exercise Psychology	4
KIN 592	Internship	6
KIN 690	Thesis	6-9

**Electives (Select 16 Credits, 6 Credits must be from Psychology):**

KIN 502	Research Topics in Human Movement and Performance	2-5
KIN 507	Motor Learning: Advanced	3
KIN 511	Physical Activity and Hypokinetic Diseases	3
KIN 513	Exercise Prescription and Programming	4
KIN 533	Cardiovascular Physiology	3
KIN 540	Applied Exercise Physiology	4
KIN 543	Biomechanical Analysis of Human Movement	4
KIN 544	Biomechanics of the Musculoskeletal System	4
PSY 502	Personality and Psychopathology	4
PSY 503	Cognition	4
PSY 504	Life Span & Psychological Development	4
PSY 505	Social Psychology	4
Psych 512	Correlational Methods and Data Analysis	4
Psych 543	Seminar in Cognition	3
Psych 544	Seminar in Developmental Psychology	3

Psych 546	Seminar in Social Psychology	3
Psych 554	Standardized Tests	4
400 level courses selected under advisement		

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# PEHR Department Graduate Course Schedule

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<b>Fall 2011</b> KIN 506  KIN 540  KIN 541	<b>Winter 2012</b> KIN 511  KIN 544  KIN 551	<b>Spring 2012</b> KIN 516  KIN 533  KIN 414
<b>Fall 2012</b> KIN 506  KIN 507  KIN 513  KIN 542	<b>Winter 2013</b> KIN 510	<b>Spring 2013</b> KIN 543  KIN 414
<b>Fall 2013</b> KIN 506  KIN 540  KIN 541	<b>Winter 2014</b> KIN 511  KIN 544  KIN 551	<b>Spring 2014</b> KIN 516  KIN 533  KIN 414
<b>Fall 2014</b> KIN 507  KIN 513  KIN 542	<b>Winter 2015</b> KIN 510	<b>Spring 2015</b> KIN 543  KIN 414

*\*\*\*KIN 502, 520, 592, 690a, 690b offered each term*

Entry to Sport Psychology on Alternate Years 2013 and 2015; courses specific to this specialization (KIN 541, 542, 551) are in moratorium status until a tenure track faculty member joins the faculty

# THESIS GUIDELINES

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1. **Thesis Advisor.** A student asks a faculty member if he/she is interested in being his/her thesis advisor. The thesis advisor is often times the faculty advisor.
2. **Developing a Thesis Topic.** A student develops the thesis topic with the assistance of his/her thesis advisor. The topic should be developed early in the program, allowing significant time for the formation and development of the final topic. Other graduate faculty may be consulted for advice on the thesis topic, but the thesis advisor is the primary mentor on the topic, and should give the final approval before initiating the proposal procedures. The thesis advisor can request that the student complete a timeline contract for the thesis (sample included). It is not unusual for the thesis to take six to nine months to complete. If the student leaves campus before the thesis is completed, it takes a considerably longer time to develop the finished product.
3. Generally, the thesis involves some type of experimental design, which utilizes sampling procedures wherever possible. The number of subjects, the design, and the sampling plan are all important factors in a thesis.
4. A graduate student must have attained graduate status (not provisional status) before beginning any thesis. The student must complete any prerequisite requirements.
5. **Human Subjects.** If human subjects are going to be used in the research, a Human Subjects Research application must be submitted and approved prior to the initiation of the thesis. Guidelines and forms can be found at <http://www.wvu.edu/depts/rsp/human.html>.
  - a. The application for human subject research approval should include a subject or parent consent form and answer the form questions. The proposal must be approved by the student's thesis committee *prior to* submitting a Human Subjects' review request.
6. **Thesis Proposal.** The written proposal for a thesis should be written using the outline published in this document (see **Proposal Format**). It is expected that all sections of the proposal outline will be addressed in the written proposal, unless the sections are not appropriate. An example of omission of a section would be the deletion of the hypothesis in the case of descriptive or case study projects. The proposal and the final thesis must be written using American Psychological Association (APA) style. It is suggested that students purchase the APA manual for reference.
  - a. The thesis project proposal is written with review and input by the thesis project chairperson. After the chairperson has contributed the final editorial comments and given approval, the proposal can be distributed to the committee members. Reaching the point of proposal distribution may involve several editorial revisions with the chairperson.

7. **Thesis Committee.** The student is responsible for selecting his/her thesis committee. It is expected that the thesis advisor assumes the responsibility for the chairmanship of the thesis. Committee membership for theses should include at least three members, two of which must be graduate faculty from the Department of Physical Education, Health and Recreation. Students are encouraged to invite faculty from other departments to serve as a third member. Outside members can also be considered depending on their area of expertise.
8. **Thesis Proposal Meeting.** A thesis proposal meeting is scheduled by the student after the committee members have had at least a week to review the written proposal. The proposal meeting is conducted by the chairperson and consists of the following:
  1. After introductions, the graduate student will present their thesis project proposal orally, paying particular attention to the purpose of the study, related literature, design of the study, and procedures of the proposed study, the details of which should be worked out with their chairperson well in advance.
  2. After the oral presentation, the committee members will present questions and discuss the study with the student. The committee will suggest improvements and alterations at the conclusion of the proposal meeting.
  3. If the committee approves the thesis proposal, the student initiates the online Thesis Topic Approval eform.  
[https://esign.wvu.edu/admcs/process/forms/Grad\\_School/Thesis\\_Topic\\_Approval4.aspx?valid=true](https://esign.wvu.edu/admcs/process/forms/Grad_School/Thesis_Topic_Approval4.aspx?valid=true)
  4. If the committee, or individual committee members, will not approve the thesis proposal until revisions are made, the student should work with the chairperson to produce a final written proposal which appears to meet the suggested recommendations of the committee members. Once the advisor has reviewed the changes, the online eform can be initiated. Any committee member can withhold his/her approval upon review of the final written proposal.
9. **Data Collection.** Data collection can begin after the Thesis Topic Approval eform has been sent to the Graduate School and after the proposal has been approved by the University's Human Subjects Review Committee.
  - a. The student initiates the study, collects the data, and analyzes the data for the thesis, under the supervision of the thesis committee chairperson.
10. **Final Thesis.** After the data has been collected and analyzed, the thesis will be written in the final outline format presented in this document (See **Thesis Format**). The final draft should include: Chapters 1-5, references, title pages, an abstract, a table of contents, a list of figures and tables, acknowledgments, and any appendices. The final draft is revised with

editorial input from the chairperson until it is agreed that the manuscript is ready for the thesis defense meeting.

- a. All theses must also meet all of the guidelines of the WWU Graduate School found at [http://www.wvu.edu/gradschool/pdfs/Thesis\\_Guidelines.pdf](http://www.wvu.edu/gradschool/pdfs/Thesis_Guidelines.pdf)

11. **Oral Defense.** The student schedules a final oral defense meeting and distributes copies of the manuscript to each member of his/her committee. A copy is also sent to the Graduate School for dissemination to the Graduate School representative for the defense meeting. Notification of the oral defense should be filed with the Graduate School

[https://esign.wvu.edu/admcs/process/forms/Grad\\_School/Oral\\_Defense.aspx?valid=true](https://esign.wvu.edu/admcs/process/forms/Grad_School/Oral_Defense.aspx?valid=true)

- a. The oral defense should be scheduled to allow two weeks for review of the manuscript by the committee members and the Graduate School representative. The timing of the oral defense is critical and can take place no later than the **fourth week** of the quarter in which the student plans to graduate. Submission dates for each quarter are available at the Graduate School.
- b. The oral defense is a formal presentation of the student's thesis or field project. It is open to all members of the university community. The oral defense is conducted by the chairperson who introduces the student, establishes the ground rules for the defense, and monitors the defense activities. The student will present his/her thesis, summarizing the problem, the hypothesis(es), the design of the study, any related research, methods, results, summary, recommendations, and conclusions. After the presentation of the study, the thesis committee members will submit questions or comments. The Graduate School representative will also be invited to submit questions, although the representative's role is to oversee the oral defense to ensure quality, and to ensure that the student is fairly treated. At the completion of questioning by the committee, the chairperson will open questioning to the audience. At the end of questioning, the chairperson will request that all participants leave the room except for the committee members. Any concerns of the committee members are expressed at this time. The student is then called back into the room by the chairperson to receive notification of the consensus of the committee.
- c. **Final Approval of Thesis.** The committee members provide final approval of the thesis by signing the signature page of the manuscript and by approving the Degree Recommendation eform initiated by the student. This form can be found at: [https://esign.wvu.edu/admcs/process/forms/Grad\\_School/Regular\\_Degree\\_Recommendation.aspx?valid=true](https://esign.wvu.edu/admcs/process/forms/Grad_School/Regular_Degree_Recommendation.aspx?valid=true). If substantive editorial changes are suggested, a committee member may refrain from approving the eform until the manuscript is

- reviewed again. It is the responsibility of the chairperson to see that revisions submitted by the committee are implemented. It is recommended that at least three signature pages be brought to the oral defense so original signatures can be bound with the final copy.
- d. After the student has received final approval from the committee, one revised copy and the signature page is submitted to the Graduate School. The Dean of the Graduate School will sign the thesis or manuscript on the signature page, or return it to the student for additional revisions or corrections. Once the Dean's signature has been obtained, the final bound thesis copies can be made. Hard bound copies are made for the library, the Graduate School, the chairperson, and the student. It is also courteous to produce soft-bound copies for the other members of the committee. See [http://www.wvu.edu/depts/gradschool/pdfs/Thesis\\_Guidelines.pdf](http://www.wvu.edu/depts/gradschool/pdfs/Thesis_Guidelines.pdf) for specific information. Electronic copy is also provided to the Graduate School, in a specific Adobe portable document file writer. The Graduate School will provide assistance to the student, as needed.

# SUGGESTIONS FOR THE THESIS

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1. Select a topic which is simple and feasible in terms of cost, time, and equipment needs and availability. Work with the thesis advisor to determine this aspect.
2. Select the topic early! If the student can at least decide on a general interest area, this will facilitate a lead on the compilation of the review of literature.
3. The timeline for a thesis is generally 2-3 quarters. It will require a stringent timeline and an extensive amount of hard independent work to stay on schedule. The review of literature is especially time-consuming due to the systematic literature search work, which is necessary.
4. Establish a timeline with the thesis advisor and try to stick with it! Work very closely with the advisor while proceeding with each stage of the thesis. A typical timeline might be as follows:
  - a. 3-6 months - Writing the Proposal. This activity involves compiling the review of literature and writing the first three chapters of the thesis. The student must expect to rewrite the proposal after editing by the thesis advisor and again after the proposal meeting. Depending on writing style and experience, the student can expect to edit and rewrite sections of the manuscript as many as 3-5 times, or more.
  - b. 1-2 months - Experiment Set Up. This activity involves obtaining consent for the research from the Human Subjects Review Committee, equipment set up, obtaining subjects, and conducting a pilot run of the data collection.
  - c. 1-5 months - Data Collection and Analysis. Studies vary in the time required for data collection. Data input and statistical analysis is a time consuming aspect of this time period. Students may expedite this process by inputting data and setting up files as the data is collected.
  - d. 1-3 months. Completion of Chapters 4 and 5, Oral Defense, and Final Editing. Work closely with the thesis advisor and expect 2-3 rewrites.
5. The thesis is submitted to the Graduate School about midway through the quarter in which they plan to graduate and not at the end of the quarter. The Graduate School sets the deadlines and the deadlines are firm. Therefore, the students should anticipate some final corrections to their paper and should set their Oral Defense as early in the quarter as possible that they intend to finish.

6. Students should follow departmental guidelines, Graduate School guidelines, and utilize APA style format for the thesis. Failure to do so will only require a rewrite, so utilize the format requirements from all three sources initially. Also, be thorough with citations and utilization of references. The most common error cited for correction by the Graduate School is an inconsistency in sources in the text as they relate to the reference list. Examples of theses can be found in the library.
7. All work should be backed up. Failure to do so can be time consuming in regenerating the paper.

# THESIS PROPOSAL FORMAT

1. Cover page containing the title of the proposal.
2. Chapter I - The Problem and Its Scope
  - A. Introduction
  - B. Purpose of the study
  - C. Hypotheses or hypothesis
  - D. Significance of the study
  - E. Limitations of the study
  - F. Definition of terms
3. Chapter II - Review of Literature
  - A. Brief introduction
  - B. Review of pertinent literature
    - group according to commonality of topic or subtopic
    - synthesize and summarize each topic or subtopic
  - C. Summary
4. Chapter III - Methods and Procedures
  - A. Brief introduction
  - B. Description of study population
  - C. Design of study
  - D. Data collection procedures
    1. Instrumentation
    2. Discussion of measurement techniques & procedures
    3. Data processing or training program description (optional)
  - E. Data (Statistical) Analysis

Note: The committee chair may request that a literature review table be constructed to recapitulate sections.

# FINAL THESIS FORMAT

1. Committee signature page
2. Authorization/Copyright page
3. Title page
4. Abstract
5. Acknowledgment
6. Table of contents
7. List of tables
8. List of figures
9. List of appendices
10. Chapter I - The Problem and Its Scope
  - A. Introduction
  - B. Purpose of the study
  - C. Hypotheses
  - D. Significance of the study
  - E. Limitations of the study
  - F. Definition of terms
11. Chapter II- Review of Literature
  - A. Brief introduction
  - B. Review of pertinent literature grouped according to topic
  - C. Summary
12. Chapter III - Methods and Procedures
  - A. Brief introduction
  - B. Description of study population

- C. Design of study
  - D. Data collection procedures
    - 1. Instrumentation
    - 2. Discussion of measurement techniques and procedures
    - 3. Data processing or training protocol (optional)
  - E. Data (statistical) analysis
13. Chapter IV - Results and Discussion
- A. Results
  - B. Discussion
  - C. Summary
14. Chapter V - Summary, Conclusions, and Recommendations
- A. Brief summary of chapters 1-3
  - B. Conclusions
  - C. Recommendations
15. References
16. Appendices

FORMAT: AMERICAN PSYCHOLOGICAL ASSOCIATION

Reference: American Psychological Association, Publication manual of the American Psychological Association, Washington, D.C.

# Timeline Contract for Thesis

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**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Activity	Completion Date	Completed (Y or N)	Comments
1 <sup>st</sup> Draft of Proposal			
2 <sup>nd</sup> Draft of Proposal			
Additional Drafts			
*Proposal Meeting			
Human Subjects			
Data Collection			
Data Analysis			
Statistics Completed			
1 <sup>st</sup> Draft of Ch 4 and 5			
2 <sup>nd</sup> Draft of Ch 4 and 5			
Additional Drafts			
3 <sup>rd</sup> Draft of Ch 1-5			
Final Draft of Thesis			
Thesis Distributed			
*Thesis Defense			
Final Revisions			
Submit Thesis and Card			
Other			

**FACULTY SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

# Review and Approval Procedures for Human Subject Research

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In keeping with national funding guidelines, the Human Subjects Review Committee implemented two procedural changes regarding review and approval of research protocols using human subjects. First, *the Human Subjects Review Committee does not meet during the summer to review protocols requiring full board review. Projects eligible for exemption or for minimal risk (expedited) review procedures are processed during the summer. If the project may require full-board review, please submit the Human Subjects Activity Review form and all materials to the Office of Research and Sponsored Programs by 15<sup>th</sup> May at the latest to ensure processing before the end of Spring Quarter (<http://www.wvu.edu/depts/rsp/human.html>).* Secondly, each investigator submitting a research protocol must provide evidence of his/her knowledge of human subjects' safeguards.

The HSRC asks that all researchers provide such evidence. To facilitate this process for faculty, students and staff, a link has been provided from RSP's Web page, <http://www.wvu.edu/depts/rsp/human.html> to the NIH Human Participant Protections Education for Research Teams. To access the NIH certification program, select "Training." On this Web site, there is a five-module review of key human subjects issues followed by an exam for each module. The entire review/exam process takes approximately one hour but can be taken and saved in 10-minute segments. At the successful end of the exam, the NIH program provides a certificate of completion. This certificate is evidence of knowledge of human subject protections. A copy of this certificate should accompany each research protocol submitted to the HSRC. In addition, all persons involved in direct data collection and analysis need to complete the NIH course. Their copied certificates should be kept on file by the principal investigator.

# Summary of the Procedures for the Master's Degree

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<i>Procedure</i>	<i>Responsibility</i>	<i>When</i>
Registration	Student Consult Faculty Advisor	See academic calendar
Plan of Study	Student Faculty advisor	During first quarter of study
Selection of Thesis Advisor	Student Thesis Advisor	During first year in the program
Thesis Timeline	Student Thesis Advisor	During first year in the program
Thesis Proposal Meeting	Student Thesis Committee	After approval of proposal draft by thesis advisor
Human Subjects Review	Student Thesis Advisor Graduate Program Coordinator Department Chair	After Thesis Topic Approval eform has been submitted
Application for Degree	Student Thesis Advisor	Quarter before intended thesis presentation
Thesis Submission	Student	After approval of complete final draft by thesis advisor; copies to grad school and committee
Thesis Presentation	Student Thesis Committee	Two weeks after review of final draft
Recommendation for Degree	Student Thesis committee Graduate Program Advisor	Upon approval of the thesis committee

Notes: 1) The student is ultimately responsible for initiating procedures; 2) The faculty advisor and thesis advisor may be the same person depending on the thesis topic

# GRADUATE STUDENT ACCESS TO THE LABS

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There are two laboratories which are available for extended use by the graduate students. The Biomechanics laboratory is available for computer use and for research in the biomechanics/kinesiology, motor learning, or motor development areas. The Exercise Physiology laboratory is available for research in the exercise physiology area. Access to both laboratories is available to graduate students through a key check out system maintained in the information center near the women's locker room. No lab keys are permanently checked out to graduate students unless they have graduate assistantship duties which are associated with the laboratory facilities.

## **A. Procedures for Access to the EXERCISE PHYSIOLOGY Lab (Carver 210)**

- The names of graduate students will be provided via a quarterly key list that is sent to Karen Schreuder, equipment manager at the Information Desk.
- Students can check the key out during the information desk hours. If the key is checked out and students are not in the lab, they lose their key privileges. Students must lock the door and return the key, even if using the lavatory.
- If students are in the lab outside of the information desk hours, they must get a signed form letter from Dr. Brilla (building access is required if they try to enter after 7 p.m. or before 7 a.m.) which they present to the Information Desk ( see Karen Schreuder) between 2 and 3 p.m.. They are prohibited from being in the lab alone. If they check out the key overnight, they must post a note on the bulletin board outside the lab with their phone number (no name is required); if another group needs access, they will phone the key holder. They must be available to let the other group use the lab but they are still responsible for the key which must be returned the next business day at 7:30 a.m. If they do not adhere to these conditions, they lose their key privileges.
- Students are never to ask someone else for entry so that the lab remains secure.
- The only people who have lab keys assigned to them are lab faculty and the Physiology Lab TA.
- There are rare circumstances during thesis data collection that faculty may request that Becky assign a key to a grad student on a short term basis.

## B. Procedures for Access to the BIOMECHANICS Lab (Carver 146)

- Graduate students can access the biomechanics lab at any time during the week
  - a. Access to the lab is limited in the mornings due to labs.
  - b. Access to the lab is available on most afternoons and no key is required (See schedule on the door)
  - c. A graduate student can stay in the room after the workstudy or graduate student locks the facility at the end of the day. At that time, they are responsible for the facility and must make sure the facility is locked and the lights are off on exiting. The door is not to be propped open at any time and the graduate student cannot allow others to access the lab. Any violation of these requirements will result in a loss of privileges.
  - d. If a graduate student wants to access the lab after hours or on weekends, they must get a signed permission form from Dr. Row or Dr. Suprak. The form is taken to the Information Desk (see Karen Schreuder) for check out by 3 p.m. The key must be returned to the Information Desk by 11 am the next morning. Failure to return the key by the designated time will result in loss of privileges.
    - i. When using the lab after hours or on weekends, the lab must be locked AT ALL TIMES and students should check to see that it is secure on exiting.
- The only people who have lab keys assigned to them are lab faculty and the Biomechanics and the Functional Anatomy Lab TA.
- If a graduate student is working on a research project or a special project for Dr. Row or Dr. Suprak that requires extra hours in the lab, a key can be checked out on a short term basis.

## C. Lost Key and Return Policy

- If a student "loses" a key, they will need to pay the replacement cost.
- All students are required to return the keys at the end of the academic year unless there is some extenuating circumstance supported by a faculty member that requires the student to keep the keys.

# Lab Permission Form

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**Date:**

**Name:**

**Student Number:**

**Phone Number:**

**Lab (check one):**

**Exercise Physiology Lab**

**Biomechanics Lab**

**Purpose of Lab Use:**

I will pick the key up at \_\_\_\_\_ am/pm on \_\_\_\_\_ (date).

I will return the key at \_\_\_\_\_ am/pm on \_\_\_\_\_ (date).

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**FACULTY SIGNATURE**

**DATE**