

**DEPARTMENT OF KINESIOLOGY
GRADUATE STUDENT HANDBOOK**

**MASTER OF SCIENCE DEGREE PROGRAM IN
KINESIOLOGY**



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Department Of Kinesiology Mission

The mission of the Department of Kinesiology is to engage in the generation, dissemination, integration, and application of knowledge specific to human movement in various contexts. These contexts comprise health promotion, maintenance, habilitation and rehabilitation in professional settings ranging from health care to education to sport to industry.

Department Of Kinesiology Vision

We aspire to be a Kinesiology Department internationally recognized for our integrative research and academic programs that prepare transformational leaders who positively impact our diverse communities.

MS Kinesiology Program Vision

Using the vehicle of research as a learning tool, the vision of the MS Kinesiology Program is to graduate critical thinkers who observe, reflect and make decisions, and to support continued personal and professional development in Kinesiology.

MS Kinesiology Program Student Learning Objectives

Upon successful completion of the MS Kinesiology program, students in the will be able to:

1. Demonstrate extensive knowledge of foundational sciences related to the study of Kinesiology with particular emerging expertise in a selected area.
2. Generate and apply findings from primary research to advance the understanding of Kinesiology.
3. Develop research and/or clinical questions grounded in previous literature, and justified by the scientific or practical need for such knowledge.
4. Communicate (oral and written) effectively to a variety of populations.
5. Conduct an independent, original project from the generation of the idea through to written and oral presentation of the project (Both are committee driven).

INTRODUCTION

This handbook has been compiled as a source of information for KIN MS Kinesiology students (prospective and current) and MS Kinesiology faculty advisors and mentors. The handbook contains description of MS Kinesiology program policies and procedures, all forms that must be completed and submitted within the course of study, suggested formats for annotated bibliographies and thesis outlines. The most up-to-date information as well as “fill-able” forms can be found on our website:

<http://uwm.edu/healthsciences/academics/masters-kinesiology/>

Additional information regarding Master of Science study at the University of Wisconsin-Milwaukee may be found in the following sources:

Graduate School Requirements for Master’s Students

<http://uwm.edu/graduateschool/masters-toolbox/>

Master’s Thesis Format Requirements

<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>

Schedule of Classes

www.uwm.edu/schedule

UWM Email Account

All graduate students are automatically assigned a UWM email account. Students should receive a letter from University Information Technology Services (UITS) informing them of their assigned email addresses and passwords. The UITS helpline number is 229-4040. The Graduate School and the College of Health Sciences will periodically provide graduate students with information via email.

Student Mailboxes and Building keys

Student mailboxes and building keys will be available to funded students as needed. In general, your mailbox will be located in the building in which your office space is allocated. Mailboxes can be found in Enderis 411 and PAV 353/355.

Kinesiology Graduate Faculty

(updated information can be found at: <http://uwm.edu/healthsciences/academics/masters-kinesiology/>)

Name	MS Kinesiology Program Disciplinary Area	Office	Office Phone (229-)	Lab	Lab Phone (229-)	e-mail @uwm.edu)
Monna Arvinen-Barrow, PhD	Sport Psychology	PAV	3360	PAV 375	3364	Arvinenb
Stephen Cobb, PhD, ATC	Biomechanics	END 491	3369	USR 283	5147	cobbsc
Jennifer Earl, PhD, LAT ATEP Program Director	Biomechanics	PAV 367	3227	END 132	5147	jearl
Kyle Ebersole, PhD, LAT	Exercise Physiology	PAV 364	6717	PAV 365	3362	ebersole
Christy Greenleaf, PhD	Psychosocial Aspects of Health Behavior	END 419	5341	END 466	3162	cgreenl
Wendy Huddleston, PhD, PT Interim Physical Therapy Program Director	Motor Behavior	PAV 361	3360	PAV 365A	3366	huddlest
Kevin Keenan, PhD Department Chair	Motor Behavior	END 421	2336	END 136	5147	keenan
Lori Klos, PhD, RD	Psychosocial Aspects of Health Behavior	END 455	6080	END 466	3162	neighbol
Barbara Meyer, PhD	Sport Psychology	PAV369	3360	PAV 375	3364	bbmeyer
Victoria Moerchen, PhD, PT	Motor Behavior	PAV 366	2449	PAV 356B	3366	moerchev
Kris O'Connor, PhD	Biomechanics	END 492	6080	END 132	5147	krisocon
Scott Strath, PhD	Exercise Physiology	END 449	7313	END 434	5676	sstrath
Ann Swartz, PhD	Exercise Physiology	END 453	4242	END 434	5676	aswartz
Jinsung Wang, PhD MS Kinesiology Program Director PhD Kinesiology Program Director	Motor Behavior	END 491	6080	END 136	5147	wang34

Kinesiology Staff

Name	Position	Office	Office Phone (229-)	e-mail @uwm.edu
Pam Akers	Academic Department Specialist (END)	END 413	2645	pama
Carlynn Alt, PhD	Clinical Associate Professor	PAV 362	3360	altc
Brenda Brown	Assoc Adm Specialist (END)	END 411	6080	brownbj
Susan Cashin, PhD	Clinical Professor	END 819	3303	scashin
Ann Dietrich, MSPT Director, Clinical Education- Physical Therapy	Clinical Associate Professor	PAV 363	2822	dietrica
Hayley Ericksen, PhD, ATC MS AT Clinical Education Coordinator	Clinical Assistant Professor	PAV 368	5761	erickseh
Yeeilianna Hamilton	University Services Program Associate (PAV)	PAV 350	3360	hamiltoy
Susan Kundrat, MS, RD, CSSD Director, Nutritional Sciences Program	Clinical Associate Professor	END 415	5597	kundrat
Renee Mazurek, PT, DPT Academic Clinical Education Coordinator	Clinical Assistant Professor	PAV 350	1741	mazurekr
Renee Reckelberg, MS, LAT	Clinical Instructor	PAV 250	6572	manofsky
Laura Rooney, PhD	Clinical Associate Professor	END	6694	lrooney
Lori Woodburn	University Services Program Associate (PAV)	PAV 350	3360	woodburn

MS KINESIOLOGY PROGRAM POLICIES & PROCEDURES

Student Admission

Applications for the M.S. Kinesiology Graduate Degree program can be found at: <http://uwm.edu/apply/>. Please refer to the “Guide to the MS Kinesiology Application Process” in the “Important Documents” section on our website (<http://uwm.edu/healthsciences/academics/masters-kinesiology/>) for details on the application process.

An applicant must meet UWM Graduate School requirements plus these departmental requirements to be considered for admission to the program:

- A bachelor's degree in kinesiology, biology, nursing, occupational therapy, physical education, psychology, sociology, physical therapy, zoology or equivalent preparation.
- Undergraduate coursework in the primary focus area selected by the student as indicated in the application/personal statement.
- Submission of scores on the General Test of the Graduate Record Examination.
- Submission of two letters of recommendation.

All materials must be received by January 15th for full consideration for the following fall, or by Nov 1 for consideration for the following spring.

All applications will be reviewed by the MS Kinesiology Program Director. She/he will prepare a “Graduate Student Application Data Summary” form for each application. All applications and Graduate Student Application Data Summary forms will be circulated among the members of the Graduate Faculty within the appropriate primary focus area. Each member within the appropriate primary focus area will vote to admit, not admit or discuss each applicant. Admission decisions are based on the applicant’s credentials and the availability of faculty advisors.

Admission with Course Deficiencies

Applicants may be admitted with specific program-defined course deficiencies. The student is expected to satisfy deficiency requirements within three enrolled semesters. No course credits earned in making up deficiencies may be counted as program credits required for the degree. Applicants with undergraduate majors in areas other than those noted in this section may be admitted on a similar basis.

Designation of Major Professor

The Graduate School requires that each student have a major professor to advise, supervise and approve the program of study before registering for courses. The MS Kinesiology Program Director, in conjunction with Graduate Faculty members, will assign each newly admitted student to a primary area advisor based on the new student’s statement of preference and availability of advisor for area(s) of study in his/her application.

Students may initiate change of area(s) of study and/or advisor(s) at any time. The change of primary advisor or area of study is contingent upon review by the Graduate Faculty. A petition form (see “Change of Advisor and/or Primary Area of Study Form” in the “Important Documents” section on our website (<http://uwm.edu/healthsciences/academics/masters-kinesiology/>)) must be completed and submitted to the MS Kinesiology Program Director.

The Proposed Program of Graduate Study

Each student, in conjunction with his/her primary focus area advisor, will complete a “M.S. Kinesiology Proposed Program of Study” form (see “Program of Study Form” in the “Important Documents” section on our website (<http://uwm.edu/healthsciences/academics/masters-kinesiology/>)). The form must be signed by the student and the primary focus area advisor then submitted to the MS Kinesiology Program Director for review and approval prior to applying for graduation.

The minimum degree requirement is 33 graduate credits for the thesis and capstone options. All students must complete a 9 graduate credits (capstone project) or 12 graduate credits (thesis) of Core Coursework, a minimum of 9 graduate credits in their primary focus area, and a minimum of 12 (thesis) or 15 (capstone project) credits Specialization Coursework. Students are encouraged to take supplemental graduate courses in other UWM graduate programs.

It is expected that students will periodically meet with their advisors throughout their coursework, prior to each registration period, and at any other time deemed necessary.

Thesis Option

Of the 33 graduate credits required, students must successfully complete the following core classes:

KIN-702 Statistical Analysis in Health Sciences (3)

KIN-703 Survey of Research in the Human Movement Sciences (3) or an equivalent three credit research methods course)

KIN-895 Research and Thesis (6)

- Each student is responsible for identifying a major professor and a thesis committee before completing 12 graduate credits. The thesis committee should consist of a minimum of three members. The major professor from the student's primary focus area will serve as the committee chair. The remaining members may be UWM Graduate Faculty or individuals from outside the UWM Graduate Faculty that hold a doctorate and are actively engaged in scholarly inquiry in the field, or related field, associated with the thesis topic. An individual who is not a member of the UWM Graduate Faculty will be required to file a curriculum vita with the MS Kinesiology Program Director and be approved by the Kinesiology Graduate Faculty prior to serving as a committee member.
- Initial enrollment in KIN 895 (2-3 credits) should result in the student identifying a specific thesis topic and reviewing a substantial portion of the literature pertinent to the topic. Depending on the topic of the thesis and its integrative nature, an independent study with an additional committee member may be warranted. Subsequent enrollment in KIN 895 (up to a total of 6 credits) should be divided to accommodate the time periods of data collection/analysis and thesis writing/defense.
- Students will complete the first three chapters of the thesis proposal (Introduction, Review of Literature, and Methodology) following the "Required Proposal/Suggested Thesis Format" guidelines.
- The thesis committee approves a program of study designed to lead the student into the thesis research area. To make subsequent changes, the student must petition the departmental Graduate Faculty Committee prior to any intended change.
- Students will submit a completed and committee-approved (signed cover page) thesis proposal (with documentation of IRB approval) to the MS Kinesiology Graduate Program Director prior to student's collection of thesis data.
- It is strongly recommended that each thesis student, in conjunction with his/her advisor, complete a "Thesis/Project Deadline Form" prior to the start of their thesis. This form can be found in this handbook and on our website.
- Copies of the thesis will be made available to committee members at least 10 working days prior to the scheduled defense date.
- Scheduling of the defense will be no less than one week prior to The Graduate School's final thesis submission deadline.

- The student's thesis committee, by majority vote, will judge the outcome of the oral defense as "pass" or "fail".
- In the event a student does not pass his/her oral defense, it may be repeated once after consultation with his/her thesis committee.
- The thesis must comply with the Graduate School "Master's Thesis and Doctoral Dissertation Format Requirements" (<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>) and will be written using American Psychological Association (APA) format.
- All thesis students must submit an electronic copy of their approved thesis with the Graduate School. Please see <http://uwm.edu/graduateschool/thesis-dissertation-formatting/> for more information on electronic submission. Additionally, this page contains information on how to order hard bound copies of your thesis
- A hard bound copy and a PDF copy of the final approved thesis document should also be filed with the Exercise Science and Health Promotion Chair and each member of the thesis committee

Capstone Experience/Project (approved May 18, 2012)

Of the 33 graduate credits required, students must successfully complete the following core classes:

KIN-702 Statistical Analysis in Health Sciences (3)

KIN-703 (3) or an equivalent three credit research methods course

KIN-890 Capstone Project (3)

The Capstone Experience must reflect the cumulative knowledge of the student's educational and practical/laboratory experiences and build upon a literature base. The purpose of the capstone experience should be to further enhance the learning experience of the student, provide some independence in developing and managing the project, and should be in line with the student's career goals. 3 credits, repeatable to a maximum of 6 credits.

- All students who elect to complete the Capstone Experience, must enroll in KIN 890 (Capstone Project) with their primary advisor during their last semester in the program. Within the KIN 890 (Capstone Project) course, the advisor and student will identify a specific project to complete. Examples could include: proposal for an exercise program, a proposal for a hospital program, a review of literature on a clinical question that results in a clinical recommendation, systematic review, policy statement, or a small scale/pilot research project.
- After a capstone experience is agreed upon by the student and the advisor, a syllabus with student learning outcomes and specific products will be drafted and approved by the student and advisor. This syllabus will serve as a contract between the student and the advisor.
- Upon completion of the capstone experience, all students will offer an oral presentation of their capstone experience. This oral presentation will open (and advertised) to all members of the Department, College, University, and any other interested parties from outside the University.
- In the event that the student fails the capstone experience, the student and advisor will meet and discuss the unsatisfactory outcomes of the capstone experience. Suggestions for improvement will be offered and a revised due date will be set for completion of the capstone experience. If the student fails the second opportunity for the capstone experience, he/she will receive a grade of "F" in KIN 890 and automatically be dismissed from the MS Kinesiology degree program.

- All completed capstone experience syllabi and outcomes or products (whether passed or failed) shall be filed in the student's folder with the MS Kinesiology Program Director, and a cover memo indicating the letter grade assigned for the KIN 890 course.

Courses

A list of courses currently being offered can be found in the UWM timetable:

<http://www4.uwm.edu/schedule/>

A list of all courses offered by the Department of Kinesiology can be found at:

<https://catalog.uwm.edu/courses/kin/>

Grade Definitions

From the Graduate School Policies (<http://uwm.edu/graduateschool/academic-policies-procedures/>)

A: Superior work

B: Satisfactory, but undistinguished work

C: Work below the standard expected of graduate students

D/F: Unsatisfactory work

"Grades recorded as D+, D, D-, F+, F, E, I, PI, NC, U, W, and WR may not be used toward meeting degree requirements, however, they will be used in calculation of GPA".

Graduation

To be eligible for graduation with a MS Kinesiology degree, students must earn a cumulative 3.0 grade point average in the courses outlined on their approved program of study.

Students must be registered for at least one graduate credit during the semester the degree is awarded. If you have completed all required academic work, including successful defense of a thesis, or reached the limit of the number of credits allowed in your program, you may enroll in course KIN 888, "Candidate for Degree." Enrollment in KIN 888 is allowed only if you take no other courses that semester. See [the Graduation page on the Graduate School website](http://uwm.edu/graduateschool/masters-graduation/) (<http://uwm.edu/graduateschool/masters-graduation/>) for further details.

Time Limit

The student must complete all requirements for the MS Kinesiology degree within seven years from the date of initial enrollment in the program.

Graduate Student Misconduct Policy

Students enrolled in the MS Kinesiology program are expected to comply fully with UWM's policies regarding academic and non-academic integrity. Academic misconduct is defined as "...an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts." (http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm)

The following text from UWM's Office of Student Life provides examples of Academic Misconduct. This text and more information on academic misconduct can be found at: <https://uwm.edu/graduateschool/academic-misconduct/>

“UWM expects each student to be honest in academic performance. Failure to do so may result in discipline under rules published by the Board of Regents (UWS 14). The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes:

- *Submitting material that is not yours as part of your course performance, such as copying from another student's exam, allowing a student to copy from your exam; or,*
- *Using information or devices that are not allowed by the faculty; such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam; or,*
- *Obtaining and using unauthorized material, such as a copy of an examination before it is given; or,*
- *Fabricating information, such as data for a lab report; or,*
- *Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or,*
- *Collaborating with others on assignments without the faculty's consent; or;*
- *Cooperating with or helping another student to cheat; or,*
- *Other forms of dishonest behavior, such as having another person take an examination in your place; or, altering exam answers and requesting the exam be re-graded; or, communicating with any person during an exam, other than the exam proctor or faculty.*

Plagiarism includes:

- *Directly quoting the words of others without using quotation marks or indented format to identify them; or,*
- *Using sources of information (published or unpublished) without identifying them; or,*
- *Paraphrasing materials or ideas of others without identifying the sources.*

Academic Integrity means honesty concerning all aspects of academic work. Students are encouraged to consult with faculty to develop:

- *Correct procedures for citing sources of information, words and ideas.*
- *Ways to properly credit collaborative work with project team or study group members.*
- *Strategies for planning and preparing for exams, papers, projects and presentations.*
- *Alternative procedures for quiz/exam conditions in classroom environment where cheating has been observed.*

If a student is charged with academic misconduct, there are specific procedures, including the right of appeal, which must be followed by UWM. Sanctions imposed by the university in response to academic misconduct range from reprimands to expulsion.”

The UWM Academic Misconduct Procedures are outlined by the University and posted on the University website (http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm) will be followed if any academic misconduct is suspected.

The UWM Non-Academic Misconduct Procedures are outlined by the University and posted on the University website (https://uwm.edu/deanofstudents/conduct/conduct_procedures/non-academic-misconduct/) will be followed if any academic misconduct is suspected.

Student enrolled in or admitted to the Kinesiology' Graduate Kinesiology Program are expected to maintain the highest ethical standards. The Department will investigate any allegations of academic or non-academic misconduct according to UWM Academic Misconduct Procedures outlined by the University.

Student's Right to Appeal – Any student suspended from the Kinesiology' Graduate Kinesiology Program has the right to appeal. The Graduate School Scholastic Appeals Committee (SAC) serves as the academic misconduct appeals hearing committee for all graduate students. Please see <https://uwm.edu/graduateschool/appeals-exceptions/> for more information.

Graduate Student Appeals Procedure

Graduate students who wish to appeal an academic decision must comply with the procedures listed in the current Graduate School Bulletin (<https://uwm.edu/graduateschool/academic-appeals-procedure/>).

For purposes of appeals to the Department of Kinesiology Graduate Faculty Committee, the following definitions apply to terms used in the Bulletin (<http://uwm.edu/graduateschool/academic-policies-procedures/>)

- “Graduate Student” is defined as any student enrolled for graduate credit in the Department and registered as a graduate student at the University of Wisconsin-Milwaukee.
- “Appropriate Authority within the Department Faculty Body” and “Graduate Faculty of the Program Concerned” are defined as the Department Graduate Faculty Committee members who are present at the meeting during which an appeal is heard; the Department does not have a separate standing appeals committee.
- Graduate programs include non-degree as well as degree, and non-certificate as well as certificate, courses of study.

In order that the Department Graduate Faculty Committee may make an informed and impartial ruling on Step 2 Appeals (see current Graduate Bulletin: “Standards, Regulations, and Requirements”), the following procedures will be followed:

1. Appeals must be made in writing and submitted to the Department Graduate Program Director (or to the Department Chair if the Program Director is directly involved) and must include the following:
 - a. A description of the action that prompted the appeal.
 - b. The rationale for claiming that the action was inappropriate.
 - c. The specific remedy sought.
 - d. A rationale explaining why the remedy sought is appropriate.
2. The appeals meeting will have both evidentiary and deliberation portions:
 - a. Students may be accompanied by individual of their choice for personal support or advice, but this individual may not be a witness in the matter and may not actively represent or participate in the appeal. Students may present witnesses and evidence in support of their appeals during the evidentiary portion.

- b. The evidentiary portion can be closed where the provisions of Wisconsin Statutes 19.85 (1) (f) are met and an appropriate closed session motion is passed.
 - c. The deliberation portion of the meeting can be closed where the provisions of Wisconsin Statutes 19.85 (1)(a) or sec. 19.85(1)(f) are met and an appropriate closed session motion is passed.
3. The Graduate Faculty Committee's action will be determined by a majority vote of the members present and voting.
 4. In most cases, student appeals will be placed on the agenda of the next regular Graduate Faculty Committee meeting. Special meetings to hear student appeals will be scheduled when a majority of those present and voting at a regular meeting of the Committee vote to do so.

Updated May 2009

Graduate Teaching Assistantships

A number of Graduate Assistantships (GAs) may be awarded annually. The number of positions and areas of responsibility vary with enrollment and faculty funding. Assistantships may be Teaching (TA), Research (RA), or Project (PA).

- Every effort will be made to assign GAs to the teaching or research area that is consistent with their primary area of graduate study.
- New TAs will be expected to attend the lecture sections of the undergraduate courses they assist and all orientations.
- GAs represent the Department and the University, and as such will conduct themselves in a professional manner.
- The workload assigned GAs will be consistent with the MGAA contract guidelines.
- To apply for a Teaching, Research or Project Assistantship, please complete the "MS Kinesiology Graduate Assistantship Application". This application can be found in the "Important Documents Section" on the MS Kinesiology website (<https://uwm.edu/healthsciences/academics/masters-kinesiology/>). Return the form to the MS Kinesiology Program Director by January 15th. There are currently fewer positions than students in the program, so selection is competitive.
- To continue in a GA line a student must maintain appropriate grades and meet performance criteria described in specific position descriptions. The College of Health Sciences Policy defining GA in Good Standing is quoted below.
- All TAs will be required to have CPR Certification.
- All TAs will be required to view an online FERPA tutorial and take the online FERPA quiz on a yearly basis. This information is important to understand in order to maintain student privacy rights. The tutorial and online quiz can be found at <https://www4.uwm.edu/DES/apps/ferpaquiz/index.cfm>.

Additional information on Graduate Teaching Assistantships can be found at:

<http://uwm.edu/graduateschool/types-of-funding/>

Graduate School Policies for Teaching Assistants can be found at:

<http://uwm.edu/graduateschool/graduate-assistant-policies-procedures/>

College of Health Sciences Graduate Assistant “In Good Standing” Policy (April 4, 2005)

College of Health Sciences (CHS) Graduate Assistants (GA) must be “in good standing” with their respective departments, the CHS, and the Graduate School. To be “in good standing” GAs must:

- Maintain a minimum current GPA of 3.0
- Be enrolled in the appropriate minimum number of graduate credits for the level of appointment each semester (e.g., 6 credits/semester if 33% or more, 8 credits/semester if less than 33% appointment).
- Demonstrate satisfactory progress in thesis/project, research/research seminar
- Satisfactorily perform and carry out all assigned graduate assistantship duties and responsibilities as demonstrated through evaluations conducted with supervising faculty each semester

College of Health Sciences Honor Code (May 4, 2007)

Preamble

The Honor Code provides a framework for moral, ethical, and professional behavior for all members of the College of Health Sciences, including students, faculty, and staff. With all members of the College committed to upholding and promoting the tenets of the Honor Code, we will continue to work and learn in a supportive and stimulating environment. Commitment to this Honor Code supports the mission of the College of Health Sciences to prepare future health professionals, and conduct nationally recognized research in the health sciences.

Honor Code

As a member of the University of Wisconsin-Milwaukee, College of Health Sciences community of scholars and professionals, I will abide by the following tenets of this honor code:

I will demonstrate respect for the dignity of others by:

- Understanding and respecting that social and cultural differences exist among students, classmates, and colleagues.
- Respecting others expectations of confidentiality and privacy.
- Not engaging in intimidating, harassing, violent, or discriminating behavior or language.

I will demonstrate respect for the rights and property of others by:

- Actively working to promote a positive learning, work, and research environment.
- Allowing other individuals to express their opinions, even if they are different from my own.
- Not committing theft, vandalism, destruction, or desecration of another's physical or intellectual property.

I will take responsibility for my learning, teaching, research, and service by:

- Demonstrating enthusiasm and being prepared for classes, labs, meetings, and other activities.
- Being prompt in completing duties and assignments, and punctual in attending classes, labs, meetings, and other activities.
- Communicating promptly and making suitable arrangements if a scheduled conflict arises.
- Contributing equitably in discussion and group work.
- Providing fair and constructive feedback when asked to evaluate others.

I will practice personal, professional and academic integrity by:

- Being reliable, honest and ethical.
- Following through on commitments.
- Avoiding bias and conflicts of interest.
- Adhering to the policies and procedures of organizations with which I am involved.
- Not misrepresenting or falsifying information and/or actions, including acts of plagiarism.
- Not engaging in self-destructive behavior, such as misuse of alcohol, drugs, or tobacco, that would compromise my learning, teaching, research, and service.

I will follow the Professional Codes of Ethics relevant to my profession by:

- Knowing and upholding the Professional Codes of Ethics that is set forth by my professional governing body.
- Upholding the ethical standards set forth by the professional and governing bodies associated with the performance and dissemination of research.
- Knowing and upholding relevant local, state, and federal laws and regulations.

Administrative Policies

The graduate program in Kinesiology strictly adheres to The Graduate School's "Administrative Policies" as described in the [Graduate School Bulletin](http://uwm.edu/graduateschool/academic-policies-procedures/) on the Graduate School website (<http://uwm.edu/graduateschool/academic-policies-procedures/>). These policies pertain to affirmative action, student conduct, student rights, student responsibility, sexual harassment, policies and programs concerning illicit drugs and alcohol, and discriminatory conduct. Graduate students and faculty should familiarize themselves with this information.

FORMS & GUIDELINES

Quantitative Research Article Summary/Critique Outline

1. Reference Citation (APA Format used for 703/Thesis Proposal)
2. Purpose of the study
3. Rationale for the study
4. Research Hypothesis(es) and/or Research Question
5. Literature Review: Comprehensive, current, critical
6. Method
 - a. Participants
 - 1) Method of Selection, Assignment to groups, Attrition, etc.
 - 2) Characteristics (e.g., ht, wt, age, sex, race, SES)
 - 3) Human subjects considerations (informed consent)
 - b. Instrumentation
 - 1) Measures (scales, validity, reliability, calibration)
 - 2) Procedures (task instructions, test schedule)
 - 3) Data analysis (processing, reduction, etc)
 - c. Statistical Analysis(es)
 - 1) Design/Tests
 - 2) Significance level, Effect size, Power
 - 3) Appropriateness (assumptions met?)
7. Results (appropriate interpretation of statistical results)
8. Conclusions
 - 1) internal validity
 - 2) external validity (generalizability)
 - 3) scientific relevance/significance
 - 3) clinical/professional/practical relevance/significance
9. Important features relevant to your proposed study
 - 1) model description of method or new method introduced
 - 2) specific subject group used
 - 3) weaknesses to be avoided
 - 4) results to extend or refute
 - 5) other...

Qualitative Research Article Summary/Critique Outline

1. Reference Citation (APA Format used for 703/Thesis Proposal)
2. Purpose/goals of the study
3. Rationale for the study
4. Theoretical Perspective (initial and subsequent if appropriate)
5. Research Question
6. Literature review: Comprehensive, current, critical
7. Method
 - a. Study Design and Investigator Role
 - i. Rationale for study design – why naturalistic in general, and why specific method of data collection (e.g., participant-observation, semi-structured interview, etc)
 - ii. Trustworthiness (e.g., credibility, dependability, confirmability, transferability)
 - b. Participants
 - i. Method of selection
 - ii. Basis for inclusion
 - iii. Demographics
 - iv. Human subjects considerations (informed consent)
 - c. Data Collection
 - i. Measures/Instruments
 - ii. Procedures (instructions, schedule)
 - iii. Data analysis (processing, pattern/theme identification, etc)
 - iv. Researcher as “instrument”
 - d. Interpretation/Analysis
 - i. Inductive
 - ii. Emergent design description?
8. Results (appropriate interpretation)
9. Conclusions
 - a. scientific/theoretical relevance/significance
 - b. clinical/professional/practical relevance/significance
10. Important features relevant to your proposed study

11. model description of method or new method introduced
12. specific subject group used
13. weaknesses to be avoided
14. results to extend or refute
15. theoretical perspective
16. other...

Thesis/Project Deadline Form

Target Date

_____	Pilot Data Collection as Necessary
_____	Pilot Data Analysis as Necessary
_____	Secure "Letters of Cooperation" as Necessary
_____	Secure "Parental Approval Letters" as Necessary
_____	Human Subjects Approval at Appropriate Level
_____	Approval of Proposal by Committee
_____	Written Proposal Submitted (first three chapters)
_____	Chapter I: Introduction
_____	Chapter II: Review of Literature
_____	Chapter III: Methods
_____	Identification of Participant Pool
_____	Data Collection
_____	Data Analysis
_____	Resubmission of First Three Chapters and Results/Discussion Chapter
_____	Resubmission of Results or Results and Discussion Chapter
_____	Submission of Discussion or Summary and Conclusions Chapter
_____	Resubmission of Discussion or Summary and Conclusions Chapter
_____	Submission of Thesis
_____	Resubmission of Thesis
_____	Oral Defense
_____	Final Submission of Thesis (incorporating changes made post Oral Defense)
_____	Submit Electronic Thesis to Graduate School
_____	Deposit Bound Thesis Copies and PDF copies w/ Committee, Graduate Program Director

Required Proposal/Suggested Thesis Format (Quantitative)

- I. Chapter I: Introduction
 - a. Background to the problem/question
 - b. Statement of Purpose
 - c. Scope/delimitations of the study
 - d. Assumptions of the study
 - e. Limitations of the study
 - f. Significance of the study
 - i. Practical
 - ii. Scientific
 1. Integrative
 2. Testing of theoretical position
 3. Replication of past work & extension
 - g. Definition of terms
- II. Chapter II: Review of Literature
 - a. Introduction
 - i. Restatement of problem/purpose
 - ii. What will be reviewed and why
 - iii. Brief statement as to organization of chapter
 - b. Review of Literature
 - i. Sections
 1. Introduction section including organization of section
 2. Sub-sections
 3. Summary of section
 - c. Overall summary of chapter
- III. Chapter III: Methods
 - a. Restatement of problem/purpose
 - b. Subjects/Participants
 - i. Selection procedures
 - ii. Description
 1. age
 2. number
 3. sex
 4. SES
 - iii. Protection of human subjects/IRB documents provided in an appendix
 - c. Design
 - i. Control group; repeated measures; etc.
 - ii. Description of variables and their measurement
 1. Independent variables
 2. Dependent variables
 3. Control variables

Continued on next page

- d. Instrumentation
 - i. Description to include names(s) of instruments, validity, reliability, calibration, etc.
- e. Procedure
 - i. Experimental setting
 - ii. How subjects were brought in
 - iii. What subjects were told
 - iv. How did control and treatment groups differ
 - v. What instructions were given subjects
 - vi. Order of protocol/task
 - vii. Number of experimental sessions, temporal spacing, length of sessions, etc.
 - viii. Debriefing of subjects
- f. Data Analysis
 - i. Quantitative analysis
 - 1. Statistical analyses to be conducted and why
 - ii. Qualitative analyses to be conducted and why
- IV. Chapter IV: Results (or Results and Discussion)
- V. Chapter V: Discussion of Results
- VI. Chapter VI: Summary, Conclusions, Recommendations for Future Study

Required Proposal/Suggested Thesis Format (Qualitative)

- I. Chapter 1: Introduction
 - a. Background to the problem/question
 - b. Statement of purpose/goals
 - c. Study "design" and data sources.... Type of naturalistic inquiry and why
 - d. Scope/delimitations of the study
 - e. Assumptions of the study
 - f. Limitations of the study (including author statement/personal history related to topic)
 - g. Significance of the study
 - i. Practical
 - ii. Scientific
 - iii. Integrative
 - h. Testing of theoretical position
 - i. Replication of past work and extension

- II. Chapter 2: Review of Literature
 - a. Introduction
 - b. Restatement of problem/purpose
 - c. What will be reviewed and why
 - d. Brief statement as to organization of chapter
 - e. Review of Literature
 - f. Sections
 - i. Introduce section, including organization of section
 - ii. Sub-sections
 - iii. Summary of section
 - g. Overall summary of chapter

- III. Chapter 3: Methods
 - a. Restatement of problem/purpose
 - b. Study "design" and researcher role
 - i. Data sources
 - ii. Setting
 - iii. How selected
 - iv. How entry obtained
 - v. How long and regularly involved in setting
 - vi. Participants
 - vii. Demographics
 - viii. How/why participants selected
 - ix. Data collection
 - x. Method(s)

Continued on next page

- xi. Procedures
- xii. Researcher as “instrument” (or, could come above in I.F)
- xiii. Interpretation and analytic strategies
- xiv. Trustworthiness (accuracy)
- xv. Credibility
- xvi. Dependability
- xvii. Confirmability
- xviii. Transferability

IV. Chapter IV: Results and Discussion

V. Chapter V: Summary, Conclusions, Implications for Future Study and Application