

# *Kinesiology Master's Program*

## **Graduate Student Handbook**

**2016-2017**

**Department of Kinesiology  
Texas Woman's University**

## Table of Contents

<b>PHILOSOPHY STATEMENT .....</b>	<b>3</b>
<b>MISSION STATEMENT .....</b>	<b>3</b>
<b>INTRODUCTION.....</b>	<b>3</b>
Admissions Policy.....	4
Certification and Students .....	4
<b>GRADUATE DEGREES OFFERED.....</b>	<b>5</b>
<b>ADVISORY COMMITTEE.....</b>	<b>5</b>
<b>GRADE CHANGE.....</b>	<b>6</b>
<b>CHANGE IN EVALUATION FOR ORAL EXAMINATION .....</b>	<b>6</b>
<b>CULMINATING EXPERIENCE POLICIES.....</b>	<b>6</b>
Professional paper/culmination experience and thesis, faculty review policies: .....	7
<b>GRADUATION POLICIES .....</b>	<b>8</b>
<b>SCIENTIFIC DISHONESTY AND FRAUD.....</b>	<b>8</b>
<b>Appendix .....</b>	<b>10</b>
Adapted Physical Education.....	11
Biomechanics .....	13
Coaching - General.....	14
Coaching - Softball.....	15
Exercise Physiology .....	16
Sport Management .....	17
Policies and Procedures for the Development and Completion of the Thesis .....	18
Masters Students Portfolio Procedures .....	22
Graduate Rotation .....	23

## **PHILOSOPHY STATEMENT**

The faculty of the Department of Kinesiology believes it is essential to provide opportunities for its students to gain a rich and varied philosophical, educational, and scientific background to guide their work as professionals and their contributions as world citizens. Central to this philosophy is assisting students in developing their critical thinking and problem solving capabilities through studies related to the science of human movement. The faculty further believes it has the responsibility to provide academic advisement to students and facilitate satisfactory completion of their program requirements.

## **MISSION STATEMENT**

Develop professionals to teach, use research, and apply knowledge within the Kinesiology disciplines of Adapted Physical Activity, Biomechanics, Coaching, Exercise Physiology, and Sport Management.

## **INTRODUCTION**

Texas Woman's University is a comprehensive public university, primarily for women. A teaching and research institution, the University emphasizes the liberal arts and specialized or professional studies. TWU is accredited by the Commission in Colleges of the Southern Association of Colleges and Schools.

The Department of Kinesiology is one of six departments in the College of Health Sciences. The College of Health Sciences also consists of the School of Physical Therapy, the School of Occupational Therapy, and the Institute for Women's Health. The mission of the College of Health Sciences is as follows:

*The mission of the College of Health Sciences is to promote health and well-being. To achieve this mission, the College, acting upon the highest professional standards:*

- *Offers outstanding transdisciplinary, professional training programs*
- *Provides quality services that benefit the University, the community and the profession*
- *Promotes collaboration among faculty, students, and professionals within the community*
- *Promotes scholarly activities*
- *Models and fosters life-long learning, critical thinking, the acquisition of leadership skills, and the acceptance of social and ethical responsibility*

The chair of the department and faculty members designated to serve as graduate faculty teach and advise graduate students. Faculty are dedicated to working closely with students in advising, teaching, and research roles.

Pioneer Hall, the home of Kinesiology contains the Kitty Magee Arena, an indoor swimming pool, classrooms, aerobic studios, indoor track, racquetball courts, weight room, training room, fully integrated computer classrooms and labs, faculty offices and research and teaching laboratories. The major laboratories are the biomechanics laboratory, exercise physiology laboratory, the motor

behavior laboratory, and the teacher analysis laboratory. These research and teaching laboratories are state-of-the-art facilities in which graduate students experience research type activities.

For more information about graduate studies visit the website of the Graduate School at <http://www.twu.edu/gradschool/> or see the graduate catalog online at <http://catalog.twu.edu/graduate/>

A limited number of graduate teaching assistantships and scholarships are available for qualified students. Both assistantships and scholarships are awarded for the academic year (fall and spring) and decisions are made the preceding spring, some as early as March 1. For those students who desire an assistantship, an application for an assistantship (available at <http://www.twu.edu/gradschool/graduate-assistants/applying-for-graduate-assistantships/>), along with the accompanying “Activity Preference” form (available at <http://www.twu.edu/kinesiology/masters-programs.asp>) must be submitted to the graduate coordinator prior to April 15. Although students can apply for an assistantship or scholarship at any time, you **must be** admitted to the graduate program before any type of assistantship or other financial aid can officially be awarded.

The application, transcripts, and application fees are submitted to the Graduate Admissions Office. The remaining written materials to be presented by the doctoral degree-seeking individuals are to be submitted to the Graduate Coordinator of the Department of Kinesiology.

Students who have applied for the non-degree seeking admission **may not** apply more than **12 semester credit hours** toward a degree. If a student has the status of non-degree seeking and wishes to continue and pursue a degree it is advised that the student complete the admission process before completing 12 semester credit hours. Under no circumstances will semester credit hours taken after twelve (12) be counted toward the doctoral degree.

### Admissions Policy

A student can receive either UNCONDITIONAL or PROVISIONAL admission to the graduate program in Kinesiology. Unconditional admission indicates the student meet all necessary conditions for admission including GPA and necessary undergraduate coursework. A provisional admission indicates a student did not meet the required GPA or lacked background in the discipline (Biomechanics, Exercise Physiology). The admission letter from the Graduate School will specify what if any provisions must be met to move to unconditional admission status. It is the **student’s responsibility** to satisfy all prerequisites required to remove the provisional admission status. Once the provisional requirements are complete the student must provide evidence of that and inform the graduate coordinator of the Department of Kinesiology. All provisional requirements must be cleared before a student is permitted to enroll in thesis/professional paper or sit for the comprehensive exam.

### Certification and Students

Certification-only students are classified under the nondegree-seeking status and, therefore, are not required to submit letters of reference. (They still have to meet other requirements applying to certification students.)

## GRADUATE DEGREES OFFERED

The Department of Kinesiology offers a Master of Science Degree in Kinesiology, with emphases available in Adapted Physical Education, Biomechanics, Coaching, Exercise Physiology, Pedagogy, and Sport Management. An interdisciplinary MS degree in Exercise and Sports Nutrition is offered in conjunction with the Department of Nutrition and Food Sciences

Program options for each emphasis area are available in the Appendix. To ensure high standards across programs all Master of Science students need to:

- 1) Maintain a “B” or above average on all coursework
- 2) Successfully complete the 6 hrs of core courses:
  - KINS 5023 Methods of Research
  - KINS 5033 Applied Statistical Principles
- 3) Complete and file the degree plan with the Graduate School within the first 15 hours of the program
- 4) Pass a final experience depending on the option chosen:
  - Thesis
  - Professional Paper/Action research project
  - Culminating Internship (only for students in Sport Management)
  - Comprehensive Exam
  - National Certification Exam

**Time Limit for Degree** – no absolute time period exists within which to complete a master’s degree, but credit hours older than 6 years will not apply toward any master’s degree.

**Credit by Transfer** – There is no automatic transfer of graduate credit. However, a student’s advisory committee may recommend and the Dean of the Graduate School may approve specific courses for transfer credit. Up to **6 semester hours** may be transferred in a 30 to 38-hr program. Only graduate courses in which the grade of B or better is earned from an accredited school may be considered for transfer credit. The rule governing the time limit for master's degree credit applies, to transfer credit: **Credit hours older than 6 years will not be accepted for transfer to a student’s program.** Transfer credits are not accepted until the student has satisfactorily completed graduate work at Texas Woman’s University. Consequently credit hours may become ineligible for transfer while the student is enrolled at TWU.

## ADVISORY COMMITTEE

When a student is accepted into the Department of Kinesiology, the Graduate Coordinator will initially act as an academic advisor. The graduate coordinator will be responsible for the student’s program until a permanent advisor is selected.

After completion of 9 – 12 hours, the student in consultation with the Graduate Coordinator, will select an advisor of her/his choice and develop a degree plan with the advisor. Only graduate faculty members whose

major appointment (half time or more) is in the Department of Kinesiology qualify to serve as advisors. Non-tenure track faculty who are associate graduate faculty may serve as members on advisory and research committees. Master's students and their advisor will determine the number of faculty on their program committee. When the advisor and student agree on which faculty should make up the advisory committee, the student then formally asks each faculty member if he/she would be willing to serve. The total make-up of the committee shall include a majority of faculty members from the Department of Kinesiology. This committee shall have authority to review the student's course work and to evaluate it through written and/or oral examinations with respect to the student's program. The student's advisor chairs the advisory committee and administers this authority. When a student presents a minor, a faculty member from the minor department must approve the proposed program through a signature on the degree plan.

It is the student's responsibility to work with the advisor to develop the degree plan. The degree plan must be forwarded through the department's chairperson to the Dean of the Graduate School **before completion of 15 semester hrs** for the master's degree. The form for the degree plan is online at <http://www.twu.edu/gradschool/forms/>. In no case will a student be allowed to enroll for internship, professional paper, or thesis before submission of the degree plan to the Graduate School.

\*\*\*\*\*

### **GRADE CHANGE**

No grade, except I or #, may be removed from a student's record once properly recorded. After thirty (30) days from the time of recording the grade with the Registrar's Office, no change will be permitted except to correct clerical errors.

Request for error correction should be made immediately after the close of the semester for which the grade is given but no later than one (1) year from the date of issuance of the grade.

### **CHANGE IN EVALUATION FOR ORAL EXAMINATION**

The evaluation of a written or oral examination for the Master's degree may not be changed after thirty (30) days from the date of the examination. A request for a change of the evaluation must be directed, in writing, by the faculty member through the appropriate academic channels to the Dean of the College or School in which the faculty resides. The Dean of the College or School will forward the recommendation to the Dean of the Graduate School. The faculty member who evaluated the examination must give specific reasons, in writing, for changing the evaluation.

### **CULMINATING EXPERIENCE POLICIES**

The culminating experience is evaluated by either the advisory committee or the research committee, depending on the option chosen. The culminating internship, comprehensive exam, or national certification exam will be evaluated by the student's advisory committee. The thesis or professional paper is to be evaluated by the student's research committee. Procedures for the establishment of the research committee are the same as those for the advisory committee (see above) except that the Research Committee consists

of not fewer than three voting members of the graduate faculty, at least two of whom represent the Department of Kinesiology.

Upon satisfactory completion of a graduate research methods course (KINS 5023), the student may enroll in Professional Paper (KINS 5973) or Thesis 1 (KINS 5983). It is the graduate student's responsibility to recommend the membership of the Research Committee. If the student has a minor, one member of the committee should be a faculty member from the minor area. This committee has authority with respect to the student's thesis, professional paper, or culminating experience; the committee chair administers this authority. This committee also examines the student on the thesis, professional paper, or culminating experience during the final oral examination. This examination must cover the candidate's thesis, professional paper, or other culminating experience. The examination may also cover major or minor fields. A person selected to serve on a master's committee must hold a master's degree or higher. Exceptions to committee membership may be made at the discretion of the Dean of the Graduate School. Associate members of the graduate faculty, at the Department's discretion, may serve as chairs of master's professional paper committee. The student will ask faculty to serve on the committee.

Professional paper/culmination experience and thesis, faculty review policies:

1. The research or culminating experience committee chair and the student are responsible for APA style, references, form or any standards of written presentation.
2. Committee members are responsible for reacting to the global view of the paper, project, or experience.
3. Committee members are to return the paper to the Chair (without reviewing it) if they discover the APA style, references, or form are incorrect.
4. Committee members are to communicate their concerns about a final experience to the committee chair, not the student.
5. Committee members will indicate written approval or disapproval when returning any section of a manuscript. If approval is indicated, it means the faculty member will request no further content changes. If disapproval is indicated, the faculty member wishes to read the section again after specified changes have been made.
6. Faculty require a **2-week** reading timeline for each portion of the thesis, professional paper, comprehensive exam, or culminating presentation they are given to read. This holds true during the fall, spring, and summer sessions. **DO NOT** ask for special consideration.
7. Thesis only students: Students are required to prepare chapters one through three prior to the proposal meeting. After the proposal is approved, a 10-page prospectus will be prepared and submitted to the Dean of the Graduate School. See the appendix for details
8. No committee meetings (research or advisory) may be scheduled during the last **2 weeks of any semester**. These 2 weeks are to be considered "dead weeks".
9. Committee members who will serve during the summer must be appointed before spring graduation. After that time, requests for changes in committee makeup must be accompanied by a written resignation from the faculty member who is being replaced.
10. Students wanting to complete their thesis, professional paper or comprehensive exam during the summer must verify that their committee members are available to read and meet for the final examination. When committee members are not available during the summer, the student must notify the Department Graduate Coordinator prior to May 1 that a committee member has agreed to be

replaced and an appropriate substitute has agreed to serve. The Department Graduate Coordinator has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.

11. At the discretion of the major professor, edits and reviews between the major professor and the student may be done electronically. However, for the prospectus meeting and the thesis or professional paper defense, the student must distribute hard copies of the paper to the committee in accordance with the established deadlines.

## GRADUATION POLICIES

Graduate students must be enrolled in the University during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester. Students are urged to consult the graduate school website for proper forms, procedures **and deadlines** at least one semester prior to the anticipated semester of graduation. (<http://www.twu.edu/gradschool/degree-completion/>).

If a student fails to meet the deadline for graduation established by the Graduate School in a given semester, but completes all requirements by the close of that semester, the Dean of the Graduate School will write a letter to that effect to the student's employer. The letter is paramount to the awarding of the degree.

Students in the department who wish to qualify for August graduation should be aware of the following:

1. The first three chapters must be completed and approved prior to spring semester dead week.
2. Students wanting to complete their dissertation during the summer must verify that their committee members are available to read and meet for the final defense. When committee members are not available during the summer, the student must notify the department chair prior to **May 1** that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The Department Chair has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
3. The final examination (oral defense if required) must be scheduled when the research committee chair is available. None of the committee members may be absent during the defense. If a committee member cannot attend the defense meeting a competent substitute must be found.

The procedure for graduation can be found on the Graduate School website: <http://www.twu.edu/gradschool/degree-completion/> and the Registrar's office (<http://www.twu.edu/registrar/graduation.asp>). The application for graduation must be submitted by the 12<sup>th</sup> day of classes of the semester of graduation. For application deadline dates see <http://www.twu.edu/registrar/graduation-application-deadlines.asp>

## SCIENTIFIC DISHONESTY AND FRAUD

Scientific dishonesty involves some form of fraudulent behavior that entails an act of deception whereby one's work or the work of others is misrepresented. Fraud is distinguished from honest error and from ambiguities of interpretation that are inherent in the scientific process. Further, fraud or serious misconduct involves significant breaches of research integrity that may take numerous forms such as (but not limited to) those outlined below:

1. Falsification of data:  
Fabrication, deceptive reporting, omission of conflicting data.
2. Improprieties of authorship:  
Plagiarism, improper assignment of credit, including individuals on a submission without their knowledge, publishing the same material in multiple journals.
3. Misappropriation of other's ideas:  
Improper use of information gained by privileged access on, for example peer review panels, editorial boards, etc..
4. Violation of generally accepted research practices:  
Improper manipulation of an experiment to obtain biased results, improper statistical or analytical manipulations.
5. Violation of federal, state, or institutional rules governing research:  
Improper/illegal use of funds, care of animal and human subjects, etc..
6. Inappropriate behavior in relation to misconduct:  
Inappropriate accusation of misconduct, failure to report known or suspected misconduct, destruction of information relative to misconduct, retaliation.

For more information on scientific dishonesty and fraud see the Texas Woman's University policy on scientific dishonesty available in the Office of Research and Grants or the Department of Kinesiology office.

# Appendix

## *Adapted Physical Education*

The purpose of the Master of Science degree in Kinesiology with an emphasis in APE is to prepare students for positions as teachers, supervisors, and coordinators of physical education/adapted physical activity in schools and colleges and/or in public/private agencies.

### **Recommendations:**

1. For admission to the program a GPA of 3.0 on the last 60 hours of the Bachelor's degree is required. Submission of GRE scores is not required, but is recommended.
2. Information throughout this program will be used as artifacts in a Live-text e-portfolio and matched with the general departmental, Adapted Physical Education emphasis, and suggested national APE competencies (Kelly, 2006).

### **Course of Study**

There are 3 program options the student can select: course-work only, professional paper or project, and thesis option. All students, no matter which option is chosen, are required to develop an academic electronic portfolio. The development of portfolios will be a continual process that will be evaluated through the students' academic program in specific Kinesiology courses. The completed portfolio will be evaluated just prior to graduation by the student's research committee.

The following is a short description of each option:

#### **Coursework Only Option**

This option is designed for students who want to sit for the Adapted Physical Activity National Examination (APENS) as their culminating experience. Students must successfully pass 36 hours of required coursework and pass APENS to graduate with this option.

#### **Kinesiology Core Requirements (6 semester hours)**

KINS 5033 Applied Statistical Principles  
KINS 5023 Methods of Research

#### **APE Core (15 – 18 semester hours)**

KINS 5123 Professional Affiliation in Adapted Physical Education  
KINS 5603 Growth and Perceptual Motor Development  
KINS 5793 Enhancing Behavior and Performance in Physical Education Environments  
KINS 5843 Issues in Adapted Physical Education  
KINS 5853 Assessment in Adapted Physical Education  
KINS 5873 Aquatics for Special Populations  
KINS 5883 Disability and Sport  
KINS 5903 Pedagogy in Adapted Physical Education  
KINS 5923 Administration and Service Delivery in Public School APE

#### **Related Area (12 hours)**

Students with the advice of the faculty can select a maximum of 12 hours for a minor. These courses can be within or outside the department but no more than 9 hours can be outside the department. Most students choose to take courses from the Special Education department.

#### **Professional Paper Option**

Students with this option can select one of two approaches to meet this requirement. With either choice, the student must successfully pass the 36-hour program of study (3 hours of which are KINS 5793, Professional Paper). The following is a short description of each approach:

1. Students can select a project which will be a direct extension of knowledge derived from their APE courses. Illustrative past projects are: Adapted Aquatic Administrative Program Guide for Denton ISD, Adapted Physical Education Guide for Irving ISD, Role of Adapted Aquatics Programs in Public Schools in the United States, Programming in Adapted Aquatics in the United States.
2. Students can select to successfully complete a long-term internship (120-hour minimum) that includes the development of a power-point presentation to your research committee when near graduation. These internships must be an extension of information obtained from one or more courses within the APE core. Two illustrations of an internship would be to attend Camp Abilities or the Paralympics.

### **Thesis Option**

#### **Kinesiology Core Requirements (6 semester hours)**

KINS 5033 Applied Statistical Principles  
KINS 5023 Methods of Research

#### **APE Core (minimum of 12 semester hours)**

KINS 5123 Professional Affiliation in Adapted Physical Education  
KINS 5603 Growth and Perceptual Motor Development  
KINS 5793 Enhancing Behavior and Performance in Physical Education Environments  
KINS 5843 Issues in Adapted Physical Education  
KINS 5853 Assessment in Adapted Physical Education  
KINS 5873 Aquatics for Special Populations  
KINS 5883 Disability and Sport  
KINS 5903 Pedagogy in Adapted Physical Education  
KINS 5923 Administration and Service Delivery in Public School APE

#### **Related Area (6 hours)**

Students with the advice of the faculty can select a maximum of 6 hours for a related area. These courses are taken outside the department. Most students choose to take courses from the Special Education department.

#### **Thesis**

Students will select a research project with the assistance of their research committee. See pages 10-14 of this handbook for thesis requirements.

## *Biomechanics*

### **General Requirements**

Submission of GRE scores is highly recommended but not required.

### **Pre-Requisites**

- Anatomy (Functional Anatomy)
- Kinesiology & Biomechanics
- Exercise Physiology

Pre-requisite courses may be taken during the program but will not be counted toward the degree.

### **Credit Hours by Category**

The Kinesiology MS program with emphasis in biomechanics is a 30-hour program:

#### **Kinesiology Core (6 Hours)**

- KINS 5033 Applied Statistical Principles or equivalent (3 Hours)
- KINS 5023 Methods of Research or equivalent (3 Hours)

#### **Biomechanics Requirements and Electives (18 Hours)**

Required (9 Hours):

- KINS 5513 Mechanical Analysis of Human Movement (3 Hours)
- KINS 6523 Advanced Biomechanics (3 Hours)
- KINS 6623 Biomechanical Analysis I or KINS 6643 Biomechanical Analysis II (3 Hours)

Electives (9 Hours):

- KINS 6623 Biomechanical Analysis I (3 Hours)
- KINS 6643 Biomechanical Analysis II (3 Hours)
- KINS 5813 (6813) Advanced Research in Kinesiology (3 Hours; repeatable)
- KINS 5913 Individual Study (3 Hours)
- KINS 5903 (6903) Special Topics (3 Hours)

#### **Thesis (6 Hours)**

- KINS 5983 Thesis I
- KINS 5993 Thesis II

#### **Optional Minor (6 Hours)**

Students pursuing MS with Biomechanics specialization typically do a minor in Math.

## *Coaching - General*

The program is a 36-hour, non thesis option curriculum emphasizing the development of skills techniques, and concepts necessary to become a master coach. The majority of the program is taught online

36 credit-hour program

### Required Kinesiology Core (6 credits)

KINS 5023	Methods of Research*
KINS 5033	Applied Statistical Principles*

### Required Coaching Core (21 credits)

KINS 5203	Theory of Coaching
KINS 5243	Sport Injury Prevention and First Aid
KINS 5253	Organization and Administration for Effective Team Management
KINS 5263	Sport Psychology
KINS 5273	Sport Conditioning and Nutrition
KINS 5293	Technical Skill Analysis
KINS 5303	Coaching Tactical Skills

### Electives (6 credits; electives must be approved by program director)

LS 5533	Internet Research
KINS 5463	Legal Issues in Sport
KINS 5453	Sport Finance
KINS 5433	Sport Promotion & Publicity
KINS 5473	Sport Media & Stake Holder Relations
KINS 5683	Exercise Evaluation and Prescription
KINS 5723	Sport in American Society
KINS 5883	Disability and Sport
KINS 5903	Low Ropes

Other electives are possible – consult your advisor

### Culminating Experience (3 credits)

KINS 5973	Professional Paper or
KINS 5903	Case Analysis in Sport

\*Note. KINS 5023 is offered every Spring and Summer 3 but is 100% online only in Summer 3; during the spring it is a hybrid class and meets 6 times on campus with the rest online. KINS 5033 is offered every Fall, Spring, and Summer 3 but is 100% online only during Summer 3. In the Fall and Spring semesters it is a face-to-face course.

## *Coaching - Softball*

The program is a 36-credit, non-thesis option curriculum emphasizing the development of skills, techniques and concepts necessary to become a master coach. The majority of the program is taught online.

36 credit program

Required Kinesiology Core (6 credits)

KINS 5023	Methods of Research*
KINS 5033	Applied Statistical Principles*

Required Coaching Core (21 credits)

KINS 5203	Theory of Coaching
KINS 5243	Sport Injury Prevention and First Aid
KINS 5253	Organization and Administration for Effective Team Management
KINS 5263	Sport Psychology
KINS 5273	Sport Conditioning and Nutrition
KINS 5293	Technical Skill Analysis
KINS 5303	Coaching Tactical Skills

Electives (3 credits; electives must be approved by program director)

LS 5533	Internet Research
KINS 5463	Legal Issues in Sport
KINS 5453	Sport Finance
KINS 5433	Sport Promotion & Publicity
KINS 5473	Sport Media & Stake Holder Relations
KINS 5683	Exercise Evaluation and Prescription
KINS 5723	Sport in American Society
KINS 5883	Disability and Sport
KINS 5903	Low Ropes

Other electives are possible – consult your advisor

Culminating Experience (3-6 credits)

*National Fast Pitch Coaches Association Workshops*

KINS 5123	Professional Affiliation 1
KINS 5123	Professional Affiliation 2

\*Note. KINS 5023 is offered every Spring and Summer 3 but is 100% online only in Summer 3; during the spring it is a hybrid class and meets 6 times on campus with the rest online. KINS 5033 is offered every Fall, Spring, and Summer 3 but is 100% online only during Summer 3. In the Fall and Spring semesters it is a face-to-face course.

## *Exercise Physiology*

### **General Requirements**

#### **Pre-Requisites**

- Anatomy & Physiology
- Exercise Physiology
- Advanced Exercise Physiology

Pre-requisite courses may be taken during the program but will not be counted toward the degree.

### **Degree Options (Thesis or NonThesis)**

#### Core Requirements (6 hrs):

KINS 5023 Methods of Research

KINS 5033 Applied Statistical Principles

#### Required Exercise Physiology Courses (15 hrs):

KINS 5553 Advanced Exercise Physiology

KINS 5573 Graded Exercise Testing

KINS 5613 Cardiovascular Responses to Exercise

KINS 5683 Exercise Evaluation and Prescription

KINS 5913 Independent Study

#### Elective Courses (3 hours for Thesis Students; 9 hours for Nonthesis)

KINS 5583 Hormonal Responses to Exercise

KINS 5903 Special Topics

KINS 5813 Research in Kinesiology

NFS 5583 Nutrition and Exercise (undergraduate prerequisites may be needed to take this class)

Other options are available – consult your advisor or the Graduate Coordinator

#### Research & Internship – NonThesis students (6 hrs):

Students choosing the nonthesis option must complete 3 hrs of lab-based independent study. This could be inside or outside the Department, contingent upon approval by the Advisory Committee.

Students in the Non-Thesis option must also complete one internship (~180 contact hours) in either a clinical or wellness setting. This is arranged individually through the Internship Coordinator and approved by the Advisory Committee. In addition to completing the internship, the student must prepare an Internship Portfolio containing the following items:

- (a) description of the internship site, (b) list of duties and responsibilities, (c) evaluation by on-site supervisor, (d) critical evaluation of the internship site with recommendations for improvement, (e) detailed plan for establishment of your ideal clinical or wellness program.

The Internship Portfolio is presented to the Advisory Committee for review.

#### Thesis Research (6 hrs):

KINS 5983 Thesis I

KINS 5993 Thesis II

## *Sport Management*

### Required Kinesiology Core (6 hours)

- KINS 5023    Methods of Research\*  
 KINS 5033    Applied Statistical Principles\*

In some cases, students may be required to complete provisional hours in Kinesiology per the recommendation of the student's advisory committee.

### Required Sport Management Core (24 hours from the following)

- KINS 5413    Sport Industry  
 KINS 5433    Sport Promotion and Publicity  
 KINS 5453    Sport Finance  
 KINS 5463    Legal Issues in Sport  
 KINS 5473    Sport Media & Stakeholder Relations  
 KINS 5483    Sport Sales, Sponsorship, and Fundraising  
 KINS 5723    Role of Sport in Society or KINS 5263 Sport Psychology  
 KINS 5113    Professional Internship in Sport Management\*\*

### Electives (6 hours from the following)

- KINS 5143    Group Dynamics  
 KINS 5263    Sport Psychology  
 KINS 5723    Role of Sport in Society  
 KINS 6103    Advanced Seminar in Group Dynamics  
 KINS 6113    Seminar in Sport Management: Special Topics  
 BUS 5263    Organization Behavior  
 BUS 5133    Marketing Management  
 KINS 5113    Professional Internship in Sport Management \*\*

\*Note. KINS 5023 is offered every Spring and Summer 3 but is 100% online only in Summer 3; during the spring it is a hybrid class and meets 6 times on campus with the rest online. KINS 5033 is offered every Fall, Spring, and Summer 3 but is 100% online only during Summer 3. In the Fall and Spring semesters it is a face-to-face course.

\*\* (KINS 5113 requires submission and defense of a professional project/paper and may only be repeated as an elective with the approval of the student's advisory committee.)

## Policies and Procedures for the Development and Completion of the Thesis

### Research Project Procedures

A guide to preparation of the dissertation and descriptions are online at

<http://www.twu.edu/gradschool/degree-completion/>

The policy of the Department stipulates that a 2-week reading period be granted to each member of a research committee who receives a prospectus (tentative outline), a portion of a professional paper, a thesis, a dissertation, or an entire manuscript. An outline of the procedure follows.

1. Prepare a draft of a tentative outline of the project. The tentative outline will include the first three chapters of the thesis.
2. Submit the draft of the tentative outline to the advisor for comments, criticisms, etc.
3. Submit the corrected draft to the advisor for approval.
4. After the advisor gives approval, the draft is submitted to all committee members.
5. Schedule a meeting of the committee at which the tentative outline is clarified and defended by the student. At least two members of a master's committee must be present for the meeting to be official.
6. After the Research Committee has approved the proposed topic, a 10-page prospectus will be developed and forwarded to the Graduate School. See item 9 below for what should be included in the 10-page prospectus.
7. Secure permission if needed from the appropriate review board (Institutional Review Board or Institutional Animal Care and Use Committee) to conduct the research as required. Note: IRB or IACUC approval may be obtained prior to the prospectus meeting. If changes to the research are requested at the prospectus meeting then these changes **MUST** be approved by the appropriate review board.
8. Secure permission from any non-university agency which will supply subjects (schools, hospitals, etc.).
9. Revise the tentative outline as suggested by the committee and reduce the length to a maximum of 10 pages. The final copy of the prospectus must include:
  - Tentative title
  - Purpose of the study
  - Statement of the problem
  - Rationale for the study
  - Definitions/explanations
  - Hypotheses and/or research questions
  - Limitations/delimitations
  - Review of literature with no more than 3 to 6 representative references
  - Proposed procedures
  - References (not included in the 10 page limit)
10. Secure committee members' signatures of approval on the prospectus cover sheet (online at <http://www.twu.edu/gradschool/forms/>) and forward the original of the prospectus to the Departmental Chair for approvals and signatures. The Department Chair will forward the approved prospectus to the Graduate School. The original signature sheet, agency permissions, and Review Committee approval must be attached.

11. Only after the prospectus has been filed can a student enroll in Thesis II.

As soon as the student is notified of approval of the prospectus by the Graduate School, collection of data may begin. Pilot work may be carried out before approval is received and, in some cases, those data may be deemed acceptable for use in the thesis. A student cannot graduate until copies of the participants signatures of informed consent are submitted to the Office of Research and Sponsored Programs. Only the consent form approved by the IRB can be used to obtain participant signatures.

The graduate faculty adopted the following section headings for theses as suggested by Thomas, Nelson & Silverman's textbook *Research Methods in Physical Activity* (2005). The format of the thesis will be as follows:

#### Preliminary Material

- Title page
- Approval and Submission Form
- Dedication and/or Acknowledgements (optional)
- Abstract - Copyright
- Table of Contents
- List of Tables
- List of Figures

#### Chapter I – INTRODUCTION

- Title
- Introduction
- Problem Statement
- Hypothesis or hypotheses
- Definitions
- Assumptions and limitations
- Significance of the study

#### Chapter II – REVIEW OF THE LITERATURE

This chapter should aim toward contrasting/comparing of similarities and differences in terms of the present study and completed literature. It should represent an exhaustive search of the literature.

#### Chapter III – METHOD

This chapter should minimally include the following sections:

- Participants
- Instruments and/or Apparatus
- Procedures
- Design and Analysis

#### Chapter IV – PRESENTATION OF FINDINGS

The results of the data analysis or analyses will be presented in this section. It should contain information indicated by the title of the thesis or dissertation.

## Chapter V – DISCUSSION, CONCLUSION, AND RECOMMENDATIONS FOR FURTHER STUDY.

### REFERENCES

### APPENDICES

Additional materials as deemed necessary by student and/or advisory committee such as Human Subject Review Committee approvals, results of pilot research, instructions to subjects, computer programs, data reduction procedures, diagrams of equipment, among others. If a manuscript for submission is required, it should also be included in the appendix.

### Manual of Style

In preparing any portion of the thesis (chapters, prospectus, references, etc.) the student is **required** to follow all applicable rules in the most current edition of the Publication Manual of the American Psychological Association. A specified manual of style is required by the Graduate School to ensure uniformity of all formatting, references, and other issues in writing the thesis. It is the student's responsibility to follow APA style; a prospectus or thesis with excessive APA mistakes will be returned to the student without review.

### Preparation of Final Paper

1. Submit the research paper to the director for comments and criticisms per director's schedule and instructions.
2. Resubmit the corrected draft to director until it is finally approved.
3. After the director has given approval, chapters (either individually or together) are submitted to other committee members.
4. Committee members forward errors, omissions, and criticisms to the director within 2 weeks.
5. Director compiles comments deemed appropriate and shares these with student.
6. Student corrects the paper and secures approval from the director for final oral defense.
7. A hard copy of the final draft must be given to the committee members and the Chair of the Department 2 weeks prior to the oral examination.

### Final Oral Examination Procedures

The student schedules a meeting for defense of the research project 2 weeks after distributing the paper and at a time all members will be present.

Two forms (the final examination certification form and the signature page of the thesis) are to be presented by the student at the time of orals (available at <http://www.twu.edu/gradschool/forms/>). At the conclusion of a satisfactory oral examination, the final examination certification form is signed by all committee members and is filed by the director with the Dean of the Graduate School. The signed signature page is submitted with final copy of the dissertation.

### Final Paper Filing Procedures

Paper must be prepared in accordance with regulations outlined in the TWU Graduate School Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers (available at <http://www.twu.edu/gradschool/forms/>). All theses are required to be submitted to the Graduate School electronically. Procedures for electronic filing of the thesis can be found at <http://www.twu.edu/gradschool/degree-completion/>. Note that the Kinesiology department does not require submission of an extra copy on bond paper. However, once the thesis has been finalized for submission to the Graduate School, the PDF of the thesis should be emailed to the Graduate Coordinator.

## **Masters Students Portfolio Procedures**

Note: Not all specializations require a portfolio. Check with your major professor to determine if you are required to complete a portfolio. If you are required to develop a portfolio, listed below are the general requirements and procedures related to the portfolio. All portfolios must be an e-portfolio.

The following procedures will be used to monitor portfolio development:

### **1. Program Meeting**

The student presents the following sections of the portfolio to the program advisory committee at least 2 weeks before the meeting so that each committee member has an opportunity to access the direction and background of the student.

- a) Personal beliefs and the overall student goals and objectives for the study at TWU
- b) Curriculum vitae (professional history, teaching, service, and research experiences)
- c) Transcripts of all graduate work to date plus proposed doctoral degree plan

### **2. Final Examination (Thesis, Professional Paper, or Final Experience Defense)**

The student's research committee will review the portfolio during the 2 weeks preceding the final oral examination to determine the completion of competencies and provide feedback. All information required at the time of the degree plan meeting should be updated to reflect completion of the degree. At this time, documentation required for the degree (see below) should be in the portfolio.

### **3. Exit Interview**

Following the conclusion of the final examination, the student will schedule an exit interview with the Chair of the Department of Kinesiology and share their portfolio with the chairperson.

### **Portfolio documentation Required for the MS in Kinesiology**

1. Students will have a command of the subject matter of Kinesiology as it relates to their specific information and have the ability to integrate this information within their area of specialization. A minimum of two artifacts (class, professional paper, or thesis) that demonstrate his or her ability to infuse knowledge and skills from more than one content area within his/her specialization (e.g. demonstrate an understanding of the Krebs Cycle and the impact on physical performance) should be in the portfolio.
2. Students will design a research project within their Kinesiology specialization with an understanding of the methods, procedures, statistics, and design of the study. The evaluation of this outcome will be made by the 3 faculty master's level evaluation committee. The student will identify two artifacts within his/her portfolio that will provide evidence of reaching this outcome. One artifact will be selected by the committee to be evaluated through the use of the master's level evaluation rubric.
3. Students will conduct and present a research project (may include thesis, professional paper, internship report). Master's students will submit and present a project at the TWU Student Creative Arts and Research Symposium or at a seminar/conference approved by the student's advisor. Participation in these venues requires sponsorship by a mentor (typically the advisor) who will assist the student in making the appropriate choice of venue. For some students nearing graduation the appropriate project will be the thesis, professional paper, internship report, or other major project.

## Graduate Rotation

	Fall 2016	Sp 2017	Sum 1 2017	Sum 2 2017	Sum 3 2017	Fall 2017	Sp 2018	Sum 1 2018	Sum 2 2018	Sum 3 2018	Fall 2018	Sp 2019	Sum 1 2019	Sum 2 2019	Sum 3 2019
5023	Methods of Research		X		X		X			X		X			X
5033	Applied Stat Prin	X	X			X	X	X			X	X	X		X
5113	Internship	X	X		X	X	X		X	X	X	X		X	X
5123	Prof Affiliation	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5203	Theory of Coaching				X				X					X	
5243	Sport Injury Prev & First Aid		X				X					X			
5253	Org & Admin Team Mgmt				X				X					X	
5263	Sport Psychology	X				X					X				
5273	Sport Conditioning and Nutr	X				X					X				
5293	Technical Skill Analysis	X				X					X				
5303	Coaching Tactical Skills		X				X					X			
5413	Sport Industry				X				X					X	
5433	Sport Promotion & Publicity		X				X					X			
5453	Financing the Sport Enterprise		X				X					X			
5463	Legal Issues in Sport	X				X					X				
5473	Sport Media & Stakeholder Rel				X				X					X	
5483	Spt Sales, Sponsor & Fund	X				X					X				
5513	Mech Anal of Human Motion	X									X				
5553	Adv Ex Physiology	X									X				
5573	Graded Exercise Testing					X									
5583	Hormonal Res to Exer						X					X			
5603	Growth & Percep Mtr Develop		X				X					X			
5613	Cardiovascular Exercise Phys	X									X				
5683	Exercise Eval & Prescription					X									
5723	Sport in American Society				X				X					X	
5763	Systematic Observation in Spt														
5783	Lmg Tch Styles PE & Spt														
5793	Enhanc Bev Perf PE & Spt	X				X					X				
5813	Research in Kinesiology	X	X		X	X	X		X	X	X	X		X	X
5843	APA and APENS Theory				X				X					X	
5853	Assessment in APE	X				X					X				
5863	Pedagogy in APE		X				X					X			
5883	Disability and Sport		X				X					X			
5903	Special Topics	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5911	Indep Study (One Hour)	X	X		X	X	X		X	X	X	X		X	X
5913	Indep Study (Three Hour)	X	X		X	X	X		X	X	X	X		X	X
5963	Exercise Prog For Spec Pop	X				X					X				
5973	Profession Paper	X	X		X	X	X		X	X	X	X		X	X
5983	Thesis I	X	X		X	X	X		X	X	X	X		X	X
5993	Thesis II	X	X		X	X	X		X	X	X	X		X	X
6043	Stat Inference		X				X					X			
6113	Seminar	X	X		X	X	X		X	X	X	X		X	X
6113	Seminar on Academic Life		X				X					X			
6133	Prof Adm Intrn	X	X		X	X	X		X	X	X	X		X	X
6143	Res Design Kins	X					X				X				
6413	Res Sem in Spt Management				X				X					X	
6423	Res Sem in Spt Promo & Spon		X									X			
6443	Res Sem in Electronic Spt Info	X					X				X				
6523	Advanced Biomechanics						X					X			
6611	Instructional Design & Delivery	X	X				X	X			X	X			
6623	Biomechanical Analysis I		X												
6643	Biomechanical Analysis II						X				X				
6711	Adv Research in APA	X	X		X	X	X		X	X	X	X		X	X
6821	Research in Ex. Phys	X	X				X	X			X	X			
6813	Adv Res in Kinesiology	X	X		X	X	X		X	X	X	X		X	X
6853	Prac Appr APE	X	X		X	X	X		X	X	X	X		X	X
6903	Special Topics	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6911	Indep Study (One Hour)	X	X		X	X	X		X	X	X	X		X	X
6913	Indep Study (Three Hour)	X	X		X	X	X		X	X	X	X		X	X
6983	Dissertation I	X	X		X	X	X		X	X	X	X		X	X
6993	Dissertation II	X	X		X	X	X		X	X	X	X		X	X