

School of Biological and Population Health Sciences
College of Public Health and Human Sciences
Oregon State University

KINESIOLOGY

GRADUATE STUDENT HANDBOOK

(Revised Summer, 2016)

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GRADUATE PROGRAM IN KINESIOLOGY

MISSION OF THE KINESIOLOGY PROGRAM

The mission of the Kinesiology (KIN) program is to improve human health and wellness through the study and application of physical activity across the lifespan in all populations. This is achieved by generating new knowledge, translating knowledge into practice, and developing exceptional professionals.

KIN PROGRAM COMPETENCIES

Upon satisfactory completion of the **MS in KIN** students will be able to:

- a. Understand and recognize how human sciences, social and behavioral factors and the environment influence public health;
- b. Understand the fundamental epidemiological methods used in public health practice and research;
- c. Demonstrate knowledge of key principles in their field of study;
- d. Comprehend and critically evaluate research; and
- e. Conduct, interpret and communicate a thesis or project in accordance with acceptable ethical standards.

Upon satisfactory completion of the **PhD in KIN** students will be able to:

- a. Understand and recognize how human sciences, social and behavioral factors and the environment influence public health;
- b. Understand the fundamental epidemiological methods used in public health practice and research;
- c. Synthesize and communicate knowledge in their field of study;
- d. Identify central issues, problems and research priorities in their field of study;
- e. Design, conduct, interpret and communicate original research; and
- f. Demonstrate ethical behavior related to responsible conduct of research.

OVERVIEW OF THE KIN PROGRAM

Kinesiology is housed in the School of Biological and Population Health Sciences within the College of Public Health and Human Sciences at Oregon State University. Graduate programs in Kinesiology focus on the theoretical and practical study of physical activity (including exercise and sport) for the promotion of optimal health and disease prevention. Students who major in Kinesiology select an area of concentration in one of the following fields: Biophysical Kinesiology (encompassing Exercise Physiology, Movement Studies in Disability, and Neuromechanics) or Psychosocial Kinesiology (encompassing Movement Studies in Disability, Physical Activity and Public Health, and Sport and Exercise Psychology). A detailed description of the various labs associated with the areas of concentration is available online at <http://health.oregonstate.edu/degrees/graduate/kinesiology>.

The Master of Science and the Doctor of Philosophy degrees are offered in Kinesiology. In addition, a Master of Interdisciplinary Studies (MAIS) degree is offered in coordination with the Graduate School.

FUNDING OPPORTUNITIES

Graduate assistantships are available in teaching and research to highly qualified candidates. Teaching assistantships are awarded by the School, while research assistantships are determined by individual faculty members who have research grant funding. Graduate assistantship support varies based on assignment and also includes a waiver of graduate tuition. Application forms and deadlines can be found online at <http://health.oregonstate.edu/degrees/graduate/kinesiology/apply>. Students can also apply for competitive fellowships awarded each year to select graduate students in the College. Details and deadlines for the various fellowships are available at <http://health.oregonstate.edu/students/current/graduate/fellowships>. In addition, funds have been set aside to be used to support thesis or dissertation research by graduate students in Kinesiology. Contact the School Head's Office regarding student eligibility and the application process. The amount of money available is limited; typically support will not exceed \$400.

**PROGRAM OF STUDY
MS: KINESIOLOGY**

	Minimum Credits
Research Core: One graduate-level statistics course (3 credit-hours), KIN 573, and KIN 575. For students in some of the areas of concentration, alternative statistics/research courses may be utilized. This decision, based on individual student needs, will be made by the advisor after consultation with a School Head.	09
Area of Concentration: Students are required to complete a minimum of 9 credit-hours of courses identified within an area of concentration (may include coursework outside KIN).	09
Discipline Requirement: Students are required to take a minimum of 6 hours of graduate-level kinesiology courses excluding research core, area of concentration, and seminar requirements. Program courses taken to fulfill the requirements for a minor may be used to satisfy the discipline requirement.	06
Seminar: MS students are required to complete one term of the program seminar (KIN 507). ¹	01/00
Project*/Thesis: Students enrolled in the MS in Kinesiology program are required to complete either 6-12 thesis credits or 6 project credits. Students should be aware that the non-thesis option might place them at a disadvantage if they apply for admission to doctoral programs. Virtually all doctoral programs require prior research experience for admission, or they may require an in-lieu-of thesis once admitted.	06
Minimum Total Program Credit-hour Requirements:	31/30

College Requirement:

H 523 Foundations of Public Health (4 credits)	
H 525 Principles and Practice of Epidemiology (4 credits) ¹	08/04

Additional graduate courses to bring total credits hours to the University minimum of 45.

Ethics Requirement: Complete ethical research training to meet the learning outcome that students are able to conduct scholarly or professional activities in an ethical manner. Meeting the learning outcome can be accomplished in a variety of ways, such as (but not limited to) a course on the responsible conduct of research, completing an online responsible conduct of research module, a course in the student's major, instruction in a research group, and direct mentoring by a major professor.

Minor (optional): A minor is an academic area that clearly supports the major. If a minor is included in the program, it must contain at least 15 credits. The minor may be from a different major, from a different area of concentration within KIN, or an integrated minor (courses from two or more departments). Courses satisfying the Discipline Requirement can be applied towards a minor within KIN or an integrated minor. If an integrated minor is designed, KIN courses cannot comprise more than half of the credits and an KIN faculty member cannot serve as the minor professor.

Background Coursework: Prior to, or during, the first term of admission, each major professor will meet with any incoming graduate student advisee to discuss and evaluate her/his academic background in KIN. At that time, the major professor may require that the student take undergraduate prerequisite courses in KIN necessary to meet the goals of the defined program of study.

***Master's Degree Project Option:** Students who are not completing a thesis as part of their master's degree requirements have the option of completing a master's project. A project is a significant work of scholarship, often of an applied nature, which may or may not involve formal research data collection. In general, a project usually focuses on solving a problem while a thesis aims to answer a specific research question.

¹ Professional (as opposed to academic) areas of concentration are exempt from this requirement.

**KINESIOLOGY
DOCTORAL PROGRAM OF STUDY**

	Minimum Credits
Courses included in the program of study are to be selected in consultation with the major professor and doctoral committee. The following requirements must be met:	
Research Core: At least 12 credit hours in graduate-level research design, qualitative methods, and/or statistics courses.	12
Area of Concentration: At least 18 credit hours of coursework in one area of concentration (may include coursework outside KIN).	18
Seminar: KIN 607 Academic Writing Seminar (1 credit), KIN 607 Research Seminar (1 credit), and KIN 607 Professional Development Seminar (1 credit).	3
Pedagogy: KIN 699 Special Topics - Teaching in the College Classroom. Note that this requirement can be waived if a student completes AHE 553 Adult Learning and Development <u>and</u> AHE 547 Instructional Strategies for Adult Learners.	3/0
Ethics: GRAD 520 Responsible Conduct of Research (1 credit).	1
Public Health: H 523 Foundations of Public Health (4 credits) and H 525 Principles and Practice of Epidemiology (4 credits). Note that this requirement can be waived if a student completes a graduate certificate in public health from OSU or a graduate degree in public health. This requirement can also be waived for one or both courses in the case of students receiving a minor in public health if approval is obtained from instructors responsible for teaching the courses that an equivalent experience has been achieved.	8/0
Preliminary Examination Research Project: KIN 601 Research (6 credits). Students complete a student-led research project as well as accompanying ready-for-publication manuscript.	6
Thesis: Students are expected to devote at least one year of full-time study (minimum of 36 credits) to research for the thesis.	36
Minimum Total Program Credit-hour Requirement:	87/76

At least 15 credit hours of graduate-level coursework that is graded on a standard basis (A-F) must be within the kinesiology discipline, and at least 15 credits on the program of study (excluding blanket-numbered courses) must have been completed since admission to the doctoral degree. Hours from the master's degree can be transferred into a doctoral program, where Graduate School regulations require that the transfer credits have a grade of B or better. OSU master's thesis credits can be included in a doctoral program (they are not transfer credits), but ungraded thesis credits from other institutions cannot be included. The program of study must satisfy all requirements of the Graduate School; additional, more specific, requirements may apply for selected areas of concentration.

Additional graduate courses to bring total credit hours to the University minimum of 108.

Minor (optional): A minor is an academic area that clearly supports the major and is transcript visible. The minor may be from a different major, from a different area of concentration within KIN, or an integrated minor (courses from two or more departments). If a minor is included in the Ph.D. program, it must contain at least 18 credits, unless it is an integrated minor, which has a 15-credit minimum. If an integrated minor is designed, KIN courses cannot comprise the majority of the credits and KIN graduate faculty member cannot serve as the minor professor.

Background Coursework: Prior to, or during, the first term of admission, each incoming graduate student will meet with his or her major professor to discuss and evaluate the student's academic background. At that time, the major professor may require that the student take undergraduate prerequisite courses needed to meet the goals of the expected program of study.

KINESIOLOGY
GRADUATE REGULATIONS AND POLICIES

Policy Governing Completion of In-Lieu-Of Thesis (Adopted 1994)

1. The in-lieu-of thesis project is required of doctoral students who did not complete a thesis in his/her master's program. Data collection, analysis and interpretation will be under the direction of the major professor with assistance, when necessary and appropriate, from the doctoral committee members.
2. The student will make a formal oral and written proposal. A copy of the written proposal containing statement of problem, brief literature review, hypotheses, and methods will be distributed to all committee members at least two weeks prior to the proposal meeting.
3. The final in-lieu-of thesis will be in the form of a manuscript suitable for submission to a peer-reviewed journal to be distributed to all committee members at least one week prior to the oral presentation of results. Submission to a journal will be at the discretion of the advisor in consultation with the student.
4. Presentations will be attended by departmental committee members with invitations extended to the minor professor and graduate council representative. Both meetings will also be announced to departmental faculty and graduate students at least one week prior to each meeting.
5. The in-lieu-of thesis must be completed prior to taking written preliminary exams.

Kinesiology Program
Doctoral Comprehensive Examination
Policies and Procedures for the Portfolio Assessment System

Approved by vote of the Kinesiology Graduate Faculty
January 23, 2014

Section 1 – The Portfolio System

This document describes the policies and procedures for the portfolio assessment system for the doctoral comprehensive examination in the Kinesiology (KIN) program in the School of Biological and Population Health Sciences at Oregon State University. The statements in this document are subject to future revision but as of the above date represent the official rules and regulations regarding the portfolio assessment system for KIN.

Objectives of Portfolio Assessment System

The overarching goal of the portfolio system is to provide each student with an opportunity to demonstrate his/her ability or readiness to successfully engage in professional activities encountered in typical employment opportunities for which the KIN doctoral program is training graduates. These opportunities include, but are not limited to, post-doctoral positions, tenure-track academic positions, research scientists, and oversight positions such as project manager within public or private organizations.

Passing the program portfolio assessment is required to advance to candidacy in the doctoral program. Failure to pass this assessment leads to termination from the doctoral program.

Implementation Timeline

The portfolio assessment system is designed to replace the current doctoral comprehensive examination that consists of a written 8-hour portion and an oral defense portion. Students who have enrolled in the KIN doctoral program prior to the Fall 2014 term will be given a choice of whether they want to be assessed under the old comprehensive examination system or the new portfolio assessment system. Students who are admitted for the fall of 2014 or thereafter will be assessed exclusively using the new portfolio assessment system.

Evaluation of the Portfolio

Students are required to demonstrate minimum competence for each of the components as described in Section 2 of this document. This evaluation is implemented using holistic evaluations of the work products submitted for each of the portfolio components. The evaluation of the portfolio involves two steps:

1. Review of portfolio documents, and
2. An oral exam following portfolio review.

Both of these steps in the evaluation are conducted by the student's Program Committee. After an evaluation of the portfolio documents by the Committee, if one or more components of the portfolio are considered incomplete or unsatisfactory then the Committee will provide explicit feedback along with a request for additional required materials and a timeline for the creation of a revised portfolio. In the case of no more than one dissenting vote to "pass" the student, the student will then advance to the oral exam.

The oral exam will be scheduled within one month of a successful (passing) portfolio evaluation. The oral exam is two hours in duration and designed to determine the student's understanding of his or her major and minor (where applicable) fields and also to assess the student's capability for research. It is expected that the oral exam will be a combination of questioning derived directly from the portfolio and questioning designed to ascertain a satisfactory comprehension of knowledge pertinent to the student's specific field of study.

At the end of the oral exam, the Committee will vote on the performance of the student, where no more than one dissenting vote is permitted for a passing grade. If the vote results in a "pass" for the oral component of the evaluation, the student will have "passed" the doctoral comprehensive examination. If the vote is a "fail," the student will be given clear instructions on how to prepare for a second oral exam. Should the student fail the oral exam during the second attempt, the student will be terminated from the doctoral program.

The following actions remain the prerogative of the Committee at all times:

1. The Committee may ask for additional evidence documenting the claim for primary responsibility for the work;
2. The Committee may ask for clarification regarding the nature and extent of the work; and
3. The Committee may request multiple clarifications for portfolio components.

Section 2 - Composition of the Portfolio

The portfolio consists of the following 10 components, which are described in more detail below:

1. Personal statement
2. Curriculum vitae
3. Official program of study
4. Ethics training
5. Grant writing training
6. Research manuscript
7. Teaching philosophy
8. Presentation
9. Grant proposal or Research plan
10. Course proposal or Review of a scholarly article.

Importantly, the work that is submitted in fulfillment of these components has to be done independently by the student, except in the accepted ways noted below. Prior to the formal submission of the portfolio to the examination Committee, the student's major advisor should work with the student on selecting and compiling the portfolio components to meet the expectations set out in this document. The Committee should be given a minimum of two weeks to review the portfolio materials.

In general, the context in which a student has acquired the requisite skills that underlie the creation of the portfolio components is less important than his/her contribution to them. In other words, a student can submit original or revised work that was done as part of a class project or independent study.

The following considerations are generally important for creating an effective style of communication with each component of the portfolio:

- a) language is grammatically correct;
- b) language is linguistically appropriate for formal academic American English;
- c) the organization is logical and supports the general line of reasoning;
- d) figures and tables are used only when necessary to support the general line of reasoning;
- e) supporting evidence for each claim is provided when such claims are made;
- f) work by other scholars is cited appropriately; and
- g) there is no evidence of plagiarism of any kind.

I. Personal Statement

The student needs to write a personal statement, not to exceed three pages, that includes the following elements:

- (a) a brief summary of his/her trajectory through the KIN program and any relevant professional experience in the field;
- (b) a brief description of his/her professional plans upon completion of the program;
- (c) a brief overview of the portfolio components; and
- (d) a critical self-assessment of the perceived areas of strength and weakness relevant to those targeted by the portfolio.

II. Curriculum Vitae

The student needs to include a current curriculum vitae. It needs to include his/her educational post-secondary background, professional presentations, publications, grant proposals, teaching experiences, service roles, awards, and certificates, as well as other work that is relevant to the education received in the KIN program and the targeted career of the student.

III. Official Program of Study

The student needs to submit a copy of his/her program of doctoral study that has been approved by the Graduate School. The program should include the credit hours for each course as well as the grades received for each course that has been completed. In the case of incomplete grades, a description of why the incomplete was received and when this work will be completed needs to be provided. A proposed timeline for finishing the courses that have yet to be taken should also be included.

IV. Ethics Training

The student needs to submit documentation that verifies he/she has completed the necessary ethical training to conduct research as dictated by the OSU Research Office. The type and extent of training will vary depending on the nature of research conducted in a student's field of study. Students conducting research with humans will complete either the Collaborative Institutional Training Initiative (CITI) or National Institutes of Health (NIH) course and provide a copy of the certificate obtained upon completion of the training. Students conducting research with live vertebrate animals will provide documentation they have completed the required training on the regulations and principles of animal use in research.

V. Grant Writing Training

The student needs to submit documentation that verifies he/she has completed the Basics of Grant Writing, which is an Open Access training in the basics of grant writing offered through Ecampus at Oregon State University. Students will receive a certificate of completion after successfully meeting the learning outcomes associated with each of the online modules.

VI. Research Manuscript

The student needs to provide a copy of a manuscript that has been submitted or is ready to submit to a peer-reviewed scholarly journal. If the manuscript has already been submitted for peer review, a negative peer review does not automatically preclude a positive evaluation as part of the portfolio assessment system. Similarly, a positive peer review does not necessarily guarantee a positive evaluation as part of the portfolio assessment. Any feedback received as part of the peer-review process should be included along with the manuscript.

The manuscript must be a substantive piece and therefore cannot be a brief note or letter to the editor. The manuscript will report the background, purpose, methods, results, and discussion of an empirical investigation led by the student that was initiated after starting the doctoral program at OSU and approved by committee members. The student must obtain approval from his/her major advisor for the topic and journal to which he/she will submit the manuscript. Student-led projects may include investigations that are part of larger projects or developed in conjunction with the major advisor. The manuscript does not need to be the independent work of the student, but the student contributions must meet the professional expectations for first authorship. The student must document the contributions of each author to the manuscript.

The paper needs to meet the following criteria:

- a) the research aims/hypotheses/questions are clearly articulated and logically emerge from the review of literature provided in the introduction;
- b) the study design is appropriate for addressing the purpose of the study;
- c) the data-analytic methods are appropriate for the structure of the data and conducted correctly;
- d) the interpretations that are drawn from the findings are accurate and defensible;
- e) the limitations of the work and future directions are clearly and thoughtfully addressed; and
- f) the paper is written effectively for communicating these ideas.

VII. Teaching Philosophy

The student will submit a statement, no longer than two pages, of his/her personal philosophy of teaching. A metaphor or model can be helpful in designing and explaining one's personal philosophy and students are free to include one in their philosophy statements. The statement should address each of the following:

- a) a statement about the importance of having a personal philosophy of adult education;
- b) a discussion of the philosophy(ies) of adult learning that drive the student's personal philosophy;
- c) a description of the principles or core beliefs about adult learning that drive the student's personal practice;
- d) a description of strategies for facilitating adult learning that operationalize the student's principles or core beliefs; and
- e) a brief overview of how the student will assess his/her effectiveness as a teacher.

VIII. Presentation

The student must submit a copy of a presentation prepared and delivered by the student on a topic that is relevant to the student's field of study. The presentation may represent a collaborative effort and, as such, the student does not have to be the first author. Oral and poster presentations as well as research-oriented and service-oriented presentations are acceptable. Students will provide a handout of the slides, poster, or script used in the presentation. The key is to demonstrate having disseminated knowledge to an audience and in the process having utilized oral communication skills. Presentations are not permissible if completed as part of the course requirements for a class in which the student is enrolled, with the exception of seminar courses.

The presentation must be accompanied by a summary statement that is a maximum of two double-spaced pages in length and describes:

- a) the audience for the presentation;
- b) the context in which it was given;
- c) the length of time for the presentation;
- d) whether any discussions followed the presentations; and
- e) what the student would change in the future to further enhance the presentation.

IXa. Grant Proposal
(Select either IXa or IXb)

The student must submit an original research proposal that has been submitted or could be submitted to a fellowship application or grant application. The proposal will be consistent with the grant funding agency's requirement for such a submission. The call for proposal should be attached and the submission requirements should be highlighted.

The document may be written with input from others, but it must be clear that the student took the primary responsibility for the intellectual ideas and creation process. The student must document the contribution of each author to the proposal. If the proposal has already been submitted for peer review, a negative peer review does not automatically preclude a positive evaluation as part of the portfolio assessment system. Similarly, a positive peer review does not necessarily guarantee a positive evaluation as part of the portfolio assessment. Any feedback received as part of the peer-review process should be included along with the grant proposal.

In addition to representing a persuasive argument for the proposed research, the document needs to meet the following additional criteria:

- a) the research questions/objectives of the project are clearly articulated;
- b) the methodology or the study plan is appropriate for achieving these objectives;
- c) the methodology or the study plan is realistic/actionable;
- d) the implications of the work for research and/or practice are clearly articulated; and
- e) the paper is written effectively for communicating these ideas.

IXb. Research Plan
(Select either IXa or IXb)

The student must develop a 5-year research plan based on his/her area of specialization. The purpose of this aspect of the portfolio is for the student to create a coherent and focused research plan that addresses a significant issue and highlights his/her strength with research design and analyses. The plan should be presented in essay format, no more than 10 pages in length, and include the following components:

1. An introductory paragraph outlining the key issues/questions in the student's area of interest. Why is it important to know the answer to these questions?
2. Description and design of a minimum of three specific studies that will directly address the key issues and questions identified in the opening paragraph. Some points for consideration include:
 - a) Why is the study important? (i.e., what is the motivation for this project within your research theme?)
 - b) What are the main hypotheses or questions?
 - c) What are the specific aims?
 - d) What research methodology/analyses will be used?
 - e) What results may be expected?
 - f) How will this project contribute to scientific understanding?
3. A short summary paragraph, which succinctly restates what is proposed and the contributions to scientific understanding that will result from the studies. Clearly state what is especially compelling about the research plan and consider:
 - Does the project challenge existing paradigms or standard practice?
 - Does it address a critical barrier to progress in the field?
 - Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

Xa. Course Proposal
(Select either Xa or Xb)

The student must submit materials that pertain to teaching one academic university course in the student's major field of study. Materials will be developed for a 15-week semester course that meets for three hours each week. The course is to be designed by the student and include the following components:

- a) course title;
- b) course description;
- c) student learning outcomes;
- d) evaluation and grading strategies;
- e) outline of topics to be covered each week;
- f) list of any learning resources (e.g., articles, texts, lab manuals, web sites); and
- g) at least one fully developed assignment and associated grading rubric.

In addition, a rationale must be included that is a maximum of two pages in length that explains the basis for selecting the identified learning outcomes, topics, assignment/s, grading strategies, and resources.

Xb. Review of a Scholarly Article
(Select either Xa or Xb)

The student needs to adopt the role of a reviewer for a scholarly journal and submit a point-by-point critique of a peer-reviewed article that describes an empirical investigation. The article will be selected by the major advisor who has the option of using an unpublished manuscript if that is preferred. The review must address relevant issues centered on the importance of the topic, contribution to knowledge, and quality of the writing. It is expected that the review will address whether: there is sufficient rationale provided for the study; the methods and analyses were appropriate; and, the results were interpreted correctly and substantiate the conclusions. In writing the review the student should offer alternatives in the form of constructive criticism where appropriate that will demonstrate what he/she would do differently to strengthen the manuscript. The student will include a final recommendation to accept, conditionally accept subject to minor revisions, resubmit after major revisions, or reject the manuscript.

The critique needs to meet the following criteria:

- a) be objective;
- b) identify strengths and weaknesses of the reviewed work;
- c) provide specific recommendations for improving the work; and
- d) be written effectively for communicating these ideas.

Master of Science Project Option

Students who are not completing a thesis as part of their master's degree requirements have the option of completing a master's project.¹ A project is a significant work of scholarship, often of an applied nature, which may or may not involve formal research data collection. In general, a project usually focuses on solving a problem while a thesis aims to answer a specific research question. Examples include, but are not limited to, the following: a synthesis or research paper, CD-ROM, notebook, manual, curriculum development project, or professional portfolio.

Policies governing the preparation of a master's project:

1. A written proposal for the master's project shall be developed by the student in consultation with the student's major professor. The format for the project must be specified in the proposal (see examples given above).
2. The project proposal must contain the following:
 - Background and Significance
 - Rationale: To include overall goals (including the rationale for the format chosen)
 - Methods or steps to be followed to achieve the project goals
 - References
 Appendices may include complete literature review (where appropriate) or other
3. The proposal must be presented to and approved by the student's committee.
4. At least 14 days prior to the formal committee proposal meeting, a copy of the written proposal shall be submitted to each committee member. The major professor shall provide adequate notice of the proposal meeting to faculty and graduate students (e.g., via email).
5. The master's project will be presented and defended to the student's committee in accordance with the KIN Program and Graduate School policies regarding the master's degree final exam.
6. A final copy of the completed project, including the approved written proposal and a discussion of the project outcomes, shall be left with the major professor.

¹ Students should be aware that the non-thesis option (project or comprehensive exam) might place them at a disadvantage if they apply for admission to doctoral programs. Doctoral programs may require prior research experience for admission, or they may require an in-lieu-of thesis once admitted.

KIN Policies Governing Preparation of a Thesis/Dissertation (Revised 2015)

A. Written Proposal Document

1. A written proposal for the thesis/dissertation shall be required of all students planning to conduct a thesis or dissertation.
2. The thesis/dissertation will result in at least one scholarly manuscript prepared for a peer-reviewed journal. When a thesis/dissertation contains more than one manuscript, an introduction will provide the overview of the topic and a conclusion will summarize the manuscripts. The OSU Thesis Guide, available on the Graduate School website, outlines a *manuscript document format* for a thesis/dissertation comprised of several scholarly manuscripts that are related or address a common theme. There is no KIN program requirement for more than one manuscript for a thesis/dissertation. The number of manuscripts resulting from a thesis/dissertation will be decided upon by the major advisor and the student in consultation with committee members. The OSU Thesis Guide outlines a *standard document format* for a thesis/dissertation comprised of one manuscript. In this case, the manuscript would be incorporated into the mandatory elements of pretext pages, introduction, conclusion, and bibliography, along with as many additional chapters as deemed appropriate.
3. The written proposal document will generally consist of all required elements up to and including the method section(s) of the single manuscript or multiple manuscripts, as well as references. However, the final components and format of the thesis/dissertation proposal document may vary at the discretion of the major professor in consultation with committee members.
4. The written proposal must be presented to and approved by the student's committee to allow sufficient opportunity for feedback. This does not preclude the collection of data in a pilot study.
5. At least 14 days prior to the committee proposal meeting, a copy of the written proposal shall be distributed to each committee member.
6. The student's major professor should request notification from committee members prior to the oral proposal meeting if committee members perceive major problems with the written document, especially those of sufficient magnitude to warrant postponement of the oral presentation.

B. Oral Proposal Meeting

1. An oral presentation of the thesis/dissertation proposal to the student's committee is required of all students who write a thesis or dissertation.
2. The oral proposal meeting will typically be scheduled for two hours and all committee members are expected to participate in the proposal meeting. If one committee member other than the major professor is absent in extenuating circumstances, the meeting can proceed with the consent of the major professor.

3. It is generally expected that the student and all committee members will be physically present at the oral proposal meeting. However, conditions outlined by the OSU Graduate School and KIN program policies concerning remote participation should be met in those cases where certain individuals will be attending from a remote location. These policies are located in the KIN Graduate Student Handbook.
4. The student presentation of the proposal shall be open to the public. After the student presentation and opportunity for questions from the audience, the remainder of the meeting will be attended by the student and committee members only. The student will typically be asked to leave the room while the committee members deliberate and complete the required paperwork.
5. There is no expectation or obligation for the student to provide refreshments for those attending the oral proposal meeting.
6. A suggested format for the oral presentation meeting is as follows:
 - a. Student presentation of proposal (20-30 minutes);
 - b. Questions from the audience;
 - c. Reaction from the student's committee; and
 - d. Formal written approval/disapproval by the committee.
7. The formal document of approval (Thesis/Dissertation Proposal Event Form) must be signed by all committee members and an electronic copy sent by the major professor to the KIN Graduate Program Administrative Assistant, KIN Graduate Coordinator, and the College Assessment Manager.
8. Changes in the proposal that are implemented after the committee's written approval shall be at the discretion of the major professor in consultation with the committee.
9. At least one week prior to the oral presentation, a written announcement of the presentation including the title of the proposal, student's name, names of committee members, date, time, and location shall be distributed electronically within the School of BPHS to all faculty and graduate students. The announcement will also indicate that an electronic copy of the proposal will be made available by the major professor upon request. Distribution of the announcement shall be the responsibility of the student's major professor.

C. Written Defense Document

1. The written defense document will build upon the written proposal document and add elements such as the results and conclusions of a study or series of studies. The final product should contain all required elements outlined in the OSU Thesis Guide.
2. At least 14 days prior to the oral defense meeting, a copy of the written proposal shall be distributed to each committee member.
3. The student's major professor should request notification from committee members prior to the oral defense meeting if committee members perceive major problems with the written document, especially those of sufficient magnitude to warrant postponement of the oral presentation.

D. Oral Defense Meeting (Final Oral Exam)

1. Prior to scheduling the final oral exam the student must have completed all KIN program and Graduate School requirements.
2. The oral defense meeting shall be scheduled for two hours and the Graduate School must be notified at least two weeks in advance of the meeting.
3. It is generally expected that the student and all committee members will be physically present at the oral proposal meeting. However, conditions outlined by the OSU Graduate School and KIN program policies concerning remote participation should be met in those cases where certain individuals will be attending from a remote location. These policies are located in the KIN Graduate Student Handbook.
4. The student presentation of the thesis/dissertation shall be open to the public. After the student presentation and opportunity for questions from the audience, the remainder of the meeting will be attended by the student and committee members only. The student will be asked to leave the room while the committee members deliberate and complete the required paperwork.
5. There is no expectation or obligation for the student to provide refreshments for those attending the oral defense meeting.
6. Several models for conducting the final oral exam are appropriate. One suggested format is as follows:
 - a) Student presentation of thesis/dissertation (20-30 minutes);
 - b) Questions from the audience;
 - c) Reaction from the student's committee; and
 - d) Formal written approval/disapproval by the committee.
7. At least one week prior to the oral presentation, a written announcement of the presentation including the title of the thesis/dissertation, student's name, names of committee members, date, time, and location shall be distributed electronically within the School of BPHS to all faculty and graduate students. The announcement will also indicate that an electronic copy of the thesis/dissertation will be made available by the major professor upon request. Distribution of the announcement shall be the responsibility of the student's major professor.
8. The formal documents of approval for the Graduate School and the KIN program (Thesis/Dissertation Defense Event Form) must be signed by the student (in the case of forms for the Graduate School) and all committee members. An electronic copy of the Thesis/Dissertation Defense Event Form should be sent by the major professor to KIN Graduate Program Administrative Assistant, KIN Graduate Coordinator, and the College Assessment Manager.

E. Thesis/Dissertation Copies

The thesis/dissertation approval page must have the major professor's signature before it can receive the signature of the School of BPHS Co-Director. Refer to the Graduate School Thesis Guide for specific instructions regarding final copies, approval pages, and the archiving agreement (doctoral students only). In addition to the Graduate School requirements, an electronic copy of the thesis or dissertation in PDF form must be submitted to the KIN Graduate Program Administrative Assistant.

Note:

- The KIN program policies are intended to augment existing university requirements.
- Exceptions to the policies will be at the discretion of the major professor in consultation with the KIN Graduate Coordinator.

Shared credits across PhD and MPH

When doctoral students in the Kinesiology program want to earn a concurrent MPH, the Graduate School will not limit the amount of overlap credit as long as requirements for both degrees are met, including the necessary exams. The students will need to submit the concurrent degree forms and programs of study well before the doctoral degree is completed to allow recording of their intentions.

Policy for Change of Program (Adopted 1992)

On March 10, 1992 the KIN Graduate Faculty adopted the following policy to govern graduate students in KIN (including MAIS students) who decide to change area of specialization and/or graduate advisor after admittance to the program:

1. To be admitted to the KIN graduate program, graduate students must be accepted into an area of specialization within an area of concentration and have an advisor in their area of specialization.
2. Graduate students wishing to change their area of specialization or their advisor have no guarantee that they will (a) be accepted into another area of specialization and/or (b) continue to receive funding.
3. Graduate students wishing to change their area of specialization or advisor must petition to the Graduate Coordinator, or in the event of a conflict, the School Head. The Graduate Coordinator (School Head) will act as a facilitator between the student, the current advisor, and the new advisor. In the event that a new advisor will accept the student, a Change of Program/Advisor Form will be signed by the student, the former advisor, the new advisor, the Graduate Coordinator, and the School Head.
4. If a new advisor cannot be found for the student he/she will be advised to reapply to another area of specialization prior to the admission deadline for all incoming graduate students or to leave the program.

A copy of this policy is to accompany admission materials mailed to all newly admitted graduate students.

OSU Graduate School Policy on Remote Participation at Graduate Committee Meetings:

It is generally expected that all members of graduate committees should be physically present at all required graduate committee meetings (i.e., program meetings, preliminary examinations, and final examinations). However, it is permissible for the student, and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained;
- All participants join in with two-way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection;
- Any visual aids or other materials have been distributed in advance to the remote participants;
- The committee members participate in the complete meeting, discussion, presentation, and evaluation; and
- The student is responsible for making arrangements.

KIN addendum to the Graduate School policy:

For examination-type meetings (i.e., comprehensive exam, proposal and defense), in addition to the Graduate School requirements:

- a. The student must be physically present at the meeting; or
- b. If the student is the remote participant, then one committee member must also be at the student's remote site. In the case of option b, any associated expense with travel for the accompanying faculty member would be the responsibility of the student.

For all other meetings (i.e., annual review, program of study), the Graduate School policy is acceptable.

(May 25, 2010)

LISTING OF GRADUATE FORMS

The following forms are available on the School of Biological and Population shared drive:

KIN ANNUAL PROGRESS REPORT FORM

KIN ANNUAL PROGRESS REPORT FORM FOR INCOMING DOCTORAL STUDENTS

KIN ANNUAL PROGRESS REPORT FORM FOR CONTINUING DOCTORAL STUDENTS

KIN IN-LIEU-OF THESIS PROPOSAL APPROVAL FORM

KIN IN-LIEU-OF THESIS DEFENSE APPROVAL FORM

KIN WRITTEN PRELIMINARY EXAMINATION EVENT FORM

KIN PhD PROPOSAL EVENT FORM

KIN PhD DEFENSE EVENT FORM

KIN THESIS PROPOSAL EVENT FORM

KIN THESIS DEFENSE EVENT FORM