

2018-2019

Kinesiology Graduate Program Handbook



College of Public Health
and Human Sciences



Oregon State
University



Oregon State University

College of Public Health and Human Sciences

Our Vision

Lifelong health and well-being for every person, every family, every community in Oregon and beyond

Our Mission

Through integrated education, research and outreach, we advance scientific discovery and implementation of ideas to improve population health and prepare the next generation of globally minded public health and human sciences professionals. As part of a land grant university, we connect our science to the policies and practices in communities to increase people's quality of life and capacity to thrive.

Our Values

We share [the values that guide](#) Oregon State University: **Accountability, Diversity, Integrity, Respect,** and **Social responsibility.** To these values, we add our dedication to:

- **Equity:** We are committed to advancing lifelong health and well-being for all.
- **Care and Compassion:** With compassion and understanding, we commit to caring for ourselves and others.
- **Innovation:** We embrace innovative approaches to addressing challenges and opportunities.
- **Continuous Improvement:** We continually strive toward high standards by optimizing individual and collective strengths.
- **Collaboration:** We promote a supportive, collegial and inclusive learning and work environment.

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Overview of the Graduate Program in Kinesiology

General College and Program Information

The College

In 2014, the College of Public Health and Human Sciences (CPHHS) received accreditation from the Council on Education for Public Health (CEPH). As Oregon's first accredited College of Public Health and Human Sciences, we take on our greatest challenges to health, using science and community engagement to ensure health and well-being for individuals, families and communities in Oregon and beyond.

We're also growing. Since 2009, we have added more than 40 new faculty members, who train the next generation of public health and human sciences professionals and advance science through teaching, research, scholarship and creativity. These faculty, including 12 who are endowed, support a growing student body in a world in which three times the number of current public health graduates is needed to meet the needs of the future.

In addition to its growth and interdisciplinary focus on health across the lifespan, the college is a standout among other schools and colleges of public health because outreach – in the form of the OSU Extension Service – is built in. In addition to being one of only a handful of schools of public health at a land grant institution, it is one of only a select few with this level of connection to communities.

Mission

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.

The Kinesiology Graduate Program and Degrees

The Kinesiology (KIN) Graduate Program is housed in the School of Biological and Population Health Sciences within CPHHS. Our program offers [Doctor of Philosophy](#) (PhD) and [Master of Science](#) (MS) degree programs. In addition, a **Master of Interdisciplinary Studies** (MAIS) degree is offered in coordination with the Graduate School. Graduate students 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.

Graduate students majoring in Kinesiology select from one of two areas of academic concentration: **Biophysical Kinesiology** (concentrating in areas such as biomechanics, exercise physiology, and/or motor control) or **Psychosocial Kinesiology** (concentrating in areas such as motor development, sport and exercise psychology, and/or sociology of sport).

While the area of concentration determines the focus of a student's academic preparation, our program values the benefit that interdisciplinary scholarship can have on addressing many of the complex, multifactorial issues associated with the promotion of optimal health and disease prevention. Accordingly, graduate students in Kinesiology apply the specific skills and knowledge that they gain in their coursework to projects conducted under the direction of faculty members with whom they share research interests.

Faculty contact information and a detailed description of the research being conducted by each laboratory may be found on the following webpages.

[Children & Youth with Disabilities Lab](#)

[Human Performance Laboratory](#)

[Neuromechanics Laboratory](#)

[Physical Activity and Public Health Laboratory](#)

[Social Mobility Laboratory](#)

[Sport and Exercise Psychology Laboratory](#)

[Sports Injury Prevention Research Group](#)

[Translational Metabolism Research Laboratory](#)

Also offered through the KIN Graduate Program is an [Option in Adapted Physical Activity](#). An option is a distinct aggregation of courses within a major that focus on an area of study designed to provide a student with specialized knowledge, competence, and skills while sharing a minimum core of courses and is transcript visible. This graduate option is focused on the development of leadership personnel in the area of disability and will build competencies to serve individuals with disabilities as effective teachers, scholars, and advocates.

The KIN Graduate Program requires competence in a variety of areas and assesses these competencies at various stages in the degree program.

PhD Program Competencies

Upon satisfactory completion of the **PhD in Kinesiology**, 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.

MS Program Competencies

Upon satisfactory completion of the **MS in Kinesiology**, 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.

General University Information and Resources

OSU Graduate School Information and Resources

This handbook describes the degree requirements for the PhD and MS degrees in Kinesiology as well as the Option in Adapted Physical Activity, and is periodically updated by the faculty. Other documents on the OSU Graduate School website contain important information about [regulations and deadlines](#). It is the student's responsibility to be aware of and comply with all requirements, rules, policies, procedures, and deadlines in these documents, and to refer to the OSU Graduate Catalog for information regarding [official graduate education policy and procedures](#). All graduate students are encouraged to make use of the following resources.

OSU Graduate School website: gradschool.oregonstate.edu/

[New Graduate Student Guide](#) (available online at the OSU Graduate School's website). This guide contains essential information and resources from the OSU Graduate School and its partners to support students in their graduate studies.

Also available at the OSU Graduate School Website:

- Online thesis guide
- Guide to graduate student funding
- Campus Resources
- Information for International Students

Email and Online Account Resources

OSU, the OSU Graduate School, and the KIN Program will communicate with students about school and student matters through official OSU network email addresses. For information on signing up for your OSU network (ONID) account, go to: oregonstate.edu/helpdocs/onid/getting-started/sign-instructions

Library Information & Research Assistance

Uta Hussong-Christian is the OSU Valley Library's liaison to CPHHS. She is available to give personal assistance with library research by appointment. Contact her at uta.hussong-christian@oregonstate.edu or via the link on the Reference Services/Ask a Librarian page: osulibrary.oregonstate.edu/reference/.

Select Graduate School Policies

Residence Requirement

Students must meet the [residence requirement](#) for the masters or doctoral degree, respectively, as described by the OSU Graduate School.

For the doctoral degree, the requirement consists of two parts:

1. a minimum of 36 graduate Oregon State University credits must be completed; and
2. the student must spend at least three terms of full-time graduate academic work (at least 9 credits per term) on campus or at an off-campus site approved by the Graduate School. The latter requirement of three terms of full-time enrollment does not have to take place in consecutive terms.

For the master's degree, the requirement is 30 graduate Oregon State University credits after admission as a degree-seeking graduate student. These 30 graduate credits must appear on the master's degree program. (This does not include graduate credits taken as a postbaccalaureate or graduate nondegree-seeking student, nor transfer courses.)

Adequate fulfillment of the residence requirement is determined by the OSU Graduate School.

Continuous Enrollment Policy

1. Minimum Registration

Unless on approved leave of absence (see Section II), all graduate students in graduate degree programs must register continuously for a minimum of 3 graduate credits until their degree is granted or until their status as a credential-seeking graduate student is terminated. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g., facilities, equipment, computing and library services, or faculty or staff time) during any given term, regardless of the student's location. If degree requirements are completed between terms, the student must have been registered during the preceding term.

Graduate students who have successfully completed all course and noncourse requirements in accordance with diploma deadlines (see the

[Graduate School website](#)) are not required to register during the subsequent term.

Non-thesis master's degree students who complete all degree requirements during a term for which they are registered will not be required to register for the subsequent term.

Doctoral and thesis master's students who fail to meet all deadlines and complete all course and non-course requirements during the term will be required to register for a minimum of 3 graduate credits during the subsequent term. However, only if library copies of the thesis have been submitted to the Graduate School within the first two weeks of the subsequent term and the thesis is the only outstanding requirement remaining for certification of the student's graduate degree may an exception to this rule be considered.

Graduate students who use facilities or faculty/staff time during summer session to engage in academic or research activities in support of their thesis/pursuit of degree are required to register for a minimum of 3 credits during the summer session. Graduate students who use facilities or faculty staff time during summer session purely in service to the university and not to engage in academic or research activities in support of their thesis/pursuit of degree are not required to register during the summer session.

Graduate students do not need to submit a Leave of Absence/Intent to Resume Graduate Study form if they do not enroll in summer term.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

2. Leave of Absence

On-leave status is available to students who need to suspend their program of study for good cause. Students who desire a leave of absence will work with their major professor, program administrator, and the Graduate School to arrange authorized leave. Students understand that while on leave they will not use university resources. Graduate faculty members are students' most important resource at the university and will work closely with graduate

students to ensure timely completion of academic goals, understanding of the continuous graduate enrollment policy, and that graduate students enroll each term other than when they are on authorized leave. The Graduate School will assist graduate students and graduate faculty members with administrative procedures related to the continuous graduate enrollment policy. The Graduate School recognizes the diverse circumstances and unpredictability of graduate students' lives and will work in partnership with the graduate community in arranging leaves and responding to unanticipated situations.

A graduate student intending to resume active graduate student status following interruption of his or her study program for one or more terms, excluding summer session, must apply for leave of absence to maintain graduate student standing in his or her degree program. (See Section IV below). [Leave of Absence](#) form must be received by the Graduate School at least 15 working days prior to the first day of the term involved. The time the student spends in approved on-leave status will be included in any time limits relevant to the degree (See Sections C.1. and C.2. below). Students in on-leave status may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University.

a. **Eligibility**

Only graduate students in good standing are eligible for leave of absence.

b. **Leave of Absence Categories**

- i. **Regular.** Regular leave of absence is granted on a term-by-term basis in cases where the student demonstrates good cause (e.g., illness, temporary departure from the university for employment, family issues, financial need, personal circumstances). Students who request a leave of absence must:
 1. be in good standing
 2. submit the [Leave of Absence](#) form indicating each term for which leave is requested, and
 3. complete all degree requirements within the time limits established in this catalog.
- ii. **Family and Medical Leave.** This leave is different from regular leave in that it is for 12 continuous weeks that may span multiple terms and must meet FMLA leave requirements as determined by the Office of Human Resources. See policy at <http://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/imce/progress/graduate-student-family-and-medical-leave-policy.pdf>.

c. **Limits**

- i. **Regular Leave of Absence** is granted for a specified time period that may not exceed three terms, excluding summer session.
- ii. Time spent in on-leave status will be included in all time limits pertaining to the student's degree program.
- iii. Students who matriculate fall term 2016 or later may use unlimited leaves as long as time to degree constraints are met (7 years for master's degrees and graduate certificates; 9 years for doctoral degrees). Leaves of absence may be approved for up to three terms at a time, but must be renewed to retain student status. Failure to renew the leave of absence or register will result in the loss of student status.

- iv. **Family and Medical Leave** is available for 12 continuous weeks that may span multiple terms and must meet FMLA leave requirements as determined by the Office of Human Resources. These absences will not be included in all time limits pertaining to the student's degree program. Contact the Graduate School for additional details.

d. **Approval**

Approval of the major professor, department/program chair, and graduate dean are required.

3. **Student Fees**

Students with approved on-leave status are not required to pay tuition or fees. However, students who must register as per section I, "Minimum Registration," must pay both tuition and student fees.

4. **Unauthorized Break in Registration**

A graduate student who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain regular or planned leave of absence will relinquish his or her graduate standing in the university. Students who wish to have their graduate standing reinstated will be required to file an Application for Graduate Readmission and pay the readmission fee. The readmission application must be approved by the student's major professor, department/school/program chair, and graduate dean. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. The petitioner for readmission will be required to meet university and departmental admission requirements and degree completion requirements that are in effect on the date of

readmission. Review of the Application for Graduate Readmission may also result in a change of residency status from resident to nonresident.

5. Appeal

In the case of extraordinarily extenuating circumstances, students may appeal the provisions of the continuous graduate enrollment policy by submitting a detailed request in writing to the dean of the Graduate School.

Implementation of Continuous Enrollment Policy

All graduate students, excluding certificate-only students, including those enrolled prior to fall 2002, are subject to this policy.

All graduate students should be enrolled for a reasonable number of credits sufficient to represent their use of university space, facilities or faculty time.

Kinesiology Program Regulations and Policies

Definition of Satisfactory Academic Progress

Progress of graduate students in the Kinesiology Program is formally evaluated on an annual basis. The annual progress review is intended as a formative process whose purpose is to reflect on what has been achieved, identify strengths, make recommendations to improve academic progress, and, if necessary, document requirements to reestablish satisfactory progress toward completion of the degree program. Graduate students that fail to reestablish satisfactory academic progress under the terms identified in the annual progress review are subject to possible dismissal from the program in accordance with the Graduate School's Policy on Dismissal from Graduate School.

Satisfactory progress toward completing a graduate degree in Kinesiology requires:

- An annual written assessment documenting that the student is making satisfactory progress in completing coursework, the components of the doctoral portfolio[†], and/or their thesis/dissertation
- Maintaining a cumulative GPA of 3.0 or better for all courses taken as a graduate student,
- Successfully passing relevant exams outlined by the Graduate School and Program, and
- Timely[‡] compliance with all Graduate School and Program benchmarks for academic milestones and form submission.

†Doctor of Philosophy students only

‡Students with overdue program benchmarks may not be eligible for funding opportunities such as Graduate Teaching Assistantships or Fellowships and Scholarships. Students who are restricted from full course loads may negotiate a longer time frame in consultation with the graduate program coordinator and their major professor.

Plan for Assessment of Graduate Student Satisfactory Academic Progress

- During their first term of enrollment in the Kinesiology graduate program, students will collaborate with their major professor to establish standards and expectations of satisfactory progress for that student's program, and identify specific goals to be achieved during the first year of study. The results of this collaboration will be recorded on the [Incoming Graduate Student Goals and Expectations](#) form which will be signed by the student and major professor. Students are responsible for submitting the completed form to the School of Biological and Population Health Sciences (BioPop) office no later than the beginning of the student's second term in the program.
- Student progress will be assessed annually. An assessment of student academic progress is made by the student, the student's major professor and, if

requested, by other members of the student’s graduate committee. If desired, any member of the committee may complete an evaluation of student progress for inclusion in the assessment packet.

- It is the responsibility of the student to write a self-assessment narrative, arrange to meet with their major professor to review academic progress, and to submit the assessment packet to the BioPop office no later than June 15th of the academic year in which the assessment was conducted. The [assessment packet](#) consists of the **Completion of Milestones, Major Professor Assessment of Satisfactory Academic Progress, Self-Assessment Narrative, Signature Sheet**, and any additional documentation the major professor, committee members, or student wishes to include. Students should contact the Graduate Coordinator with any concerns they may in meeting this deadline.

Timeline of Academic Milestones for Satisfactory Academic Progress

Clear communication about expectations for student progress is paramount. Accordingly, the KIN Graduate Faculty have adopted the following benchmarks for academic milestones to provide students and faculty guidance for understanding expectations for timely academic progress.

| MILESTONE | GRADUATE SCHOOL [†] OR PROGRAM [‡] BENCHMARKS ¹ |
|---|---|
| SUBMIT INCOMING GRADUATE STUDENT GOALS AND EXPECTATIONS FORM TO THE PROGRAM | <ul style="list-style-type: none"> • PHD, MS, & MAIS: Before the start of student's second term in the program[†] |
| FORM GRADUATE COMMITTEE | <ul style="list-style-type: none"> • PHD: Before completing 5 terms[†] • MS & MAIS: Before completing 18 credits of coursework[†] |
| CONDUCT PROGRAM OF STUDY MEETING | <ul style="list-style-type: none"> • PHD: Before completing 5 terms[†] • MAIS ONLY: Before completing 18 credits of coursework[†] |
| SUBMIT PROGRAM OF STUDY TO THE GRADUATE SCHOOL | <ul style="list-style-type: none"> • PHD: Before completing 5 terms[†] • MS & MAIS: Before completing 18 credits of coursework[†] |
| COMPLETE DOCTORAL PORTFOLIO ASSESSMENT | <ul style="list-style-type: none"> • PHD: Before completing 7 terms[†] |
| COMPLETE PRELIMINARY ORAL EXAMINATION ^{2,3} | <ul style="list-style-type: none"> • PHD: Within 1 month of successful doctoral portfolio evaluation[†] |
| COMPLETE THESIS/DISSERTATION PROPOSAL ³ | <ul style="list-style-type: none"> • PHD: Before completing 12 terms[†] • MS & MAIS: Before completing 4 terms[†] |
| COMPLETE THESIS/DISSERTATION DEFENSE/ FINAL ORAL EXAMINATION ^{2,3} | <ul style="list-style-type: none"> • PHD: Before completing 15 terms[†] • MS & MAIS: Before completing 6 terms[†] |

¹Excludes summer terms ²Must be scheduled with the Graduate School ³Must complete and submit Program Event form

Grievance Procedures

A student who has a grievance or does not agree with a decision that has been made by a member of the College faculty or staff should first discuss the issue with the person perceived to be responsible for the action, if possible and appropriate. If this discussion fails to resolve the grievance, the student should make an appointment with the Head of the School of Biological and Population Health Sciences. If this review does not resolve the matter, the student may choose to initiate a formal grievance or complaint, following the policy and process described on the College [website](#). Concerns or questions about programmatic issues can be directed to the KIN Program Director; if that discussion does not satisfy the student, the concerns or questions can be brought to the School Head.

Graduate Committees

Members of the graduate committee will be chosen by the student in consultation and agreement with the major professor. The major professor is the committee member who serves as the primary academic and thesis/dissertation advisor. The major professor also serves as chair of the graduate committee. Graduate committee composition must adhere to the following [guidelines](#) laid out by the Graduate School:

- PhD: A minimum of five members of the Graduate Faculty, including two from the major department/program, one from each declared minor field, and a Graduate Council Representative are required. The major professor is one of the two members representing the major department/program.
- MS (Thesis): The examining committee consists of at least four members of the graduate faculty—two in the major field, one in the minor field if a minor is included, and a Graduate Council representative. When a minor is not included, the fourth member may be from the graduate faculty at large.
- MS (Non-Thesis): The examining committee consists of three members of the graduate faculty—two in the major field and one in the minor field if a minor is included. When a minor is not included, the third member may be from the graduate faculty at large.

Remote Participation

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.

Change in Program Area or Major Professor

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.

Funding Opportunities

Graduate Assistantships

Graduate teaching and research assistantships are available to highly qualified candidates. Though the amount of support varies based on assignment, graduate assistantships include a waiver of graduate tuition and other collectively bargained benefits. For details, please see <http://hr.oregonstate.edu/policies-procedures/administrators/graduate-employee-cge-contract-resources>.

Application forms and deadlines can be found online at:
<http://health.oregonstate.edu/degrees/graduate/kinesiology/apply>.

All graduate assistants are required:

- To perform the full duties of service as determined by their contract;
- To be **enrolled in a minimum of 12 credit hours** each term of their appointment during the academic year (3 credits during the summer);
- To be making satisfactory progress toward an advanced degree.

Teaching Assistantships

Students with these awards assist faculty in a variety of ways to prepare for, teach, and/or manage courses. Graduate teaching assistantship (GTA) appointments are made annually on a competitive basis by the School Heads in coordination with program faculty and there is no guarantee of reappointment. Reappointment to a GTA position is contingent on a number of factors including but not limited to the performance evaluations by the faculty, academic performance, progress in the graduate program, and availability of financial resources. To be considered for reappointment, students must submit their request for reappointment by January 31st. In general, GTA appointments are used to provide up to two years of support for master's students and up to four years of support for doctoral students.

Research Assistantships

Students with these awards assist faculty in all aspects of their research program. Graduate research assistantship (GRA) appointments are made annually by individual faculty in consultation with the School Heads as grant funding or other faculty-directed resources allow. Reappointment to a GRA position is contingent on a number of factors including but not limited to the performance evaluations by the faculty, academic performance, progress in the graduate program, and availability of financial resources.

Fellowships and Scholarships

There are numerous fellowship and scholarship awards available to both continuing graduate students and students being recruited into the program. These awards are highly competitive and support graduate student coursework and/or research. Awards administered by the Graduate School can be found at <http://gradschool.oregonstate.edu/awards> and students are encouraged to discuss awards for which they would like to be considered with their major professor. Students can also apply directly for competitive fellowships awarded each year to select graduate students in the College. Details and deadlines for College awards are available at <http://health.oregonstate.edu/students/current/graduate/fellowships>.

Policy on Funding Length

It is expected that during the course of their graduate degree programs, students may be financially supported using a combination of the sources described above. However, regardless of the source of support, graduate students in the Kinesiology program will generally not be provided more than 2 academic years of financial support at the master's level or 5 academic years of financial support at the doctoral level.

Policy on Priority Graduate Teaching Assistantship Funding

Annually, the KIN Graduate Faculty convenes a Graduate Teaching Assistantship (GTA) Review Committee to provide recommendations to the Head of the School of Biological and Population Health Sciences regarding faculty requests for new GTA appointments and student requests for GTA reappointments. The following guidelines to be used by the committee when recommending GTA appointments were adopted by the faculty on November 17, 2016.

- Prioritize recommending reappointments of KIN students currently on a GTA over new GTA appointments provided that: 1) the student's Annual Progress Report indicates satisfactory progress, 2) the reappointment would generally not provide financial support beyond two years for master's students, and 3) the reappointment would generally not provide a 5th year of GTA support or financial support beyond five years for doctoral students.
- Prioritize recommending current doctoral students over incoming doctoral students and master's students for new GTA appointments.
- Prioritize recommending incoming doctoral students over master's students for new GTA appointments.
- Prioritize recommending at least one new GTA appointment for faculty whose responsibilities include "conducting and directing research, seeking extramural funding, and mentoring graduate students" provided that: 1) without this new appointment the faculty member would not have any GTA-supported students

during the next academic year; and 2) the recommendation does not conflict with the previous guidelines.

- Consider how a student's background and expertise align with KIN, HHS, and PAC teaching needs.
- To the extent possible, recommend an equitable distribution of GTA appointments to the Psychosocial and Biophysical areas of concentration.
- If necessary, additional factors such as alignment with College and University goals of increasing student diversity, and faculty scholarship FTE and current levels of GTA support will be considered when making recommendations.

Facilities

An office workspace and desk are available for all active graduate teaching assistants. Research space is provided for research assistants per faculty member requests. Students should contact the School of Biological and Population Health Sciences office in Milam 101 to be assigned a desk.

Policy on Student Award Nominations

The OSU Graduate School and other internal and external entities often solicit nominations of graduate students for awards, scholarships, and fellowships. In the event that the award, scholarship, or fellowship limits the Kinesiology program to the nomination of a single student, the following process will apply to select the program's student nominee:

- The potential student nominee or a faculty member must notify the KIN Graduate Program Director in writing that they wish to be considered for the forward award, scholarship, or fellowship no later than 21 days before the application deadline. Include in the notification a description of the opportunity and application instructions.
- Should multiple students express interest in the opportunity, the KIN Graduate Program Director will communicate with the major advisors of the interested students so that the major advisors may deliberate and reach consensus about which student to nominate. The decision of the major advisors should be communicated to the students and the KIN Graduate Program Director no later than 14 days before the application deadline.
- Graduate students chosen to serve as the program's nominee should provide their completed application to the party responsible for submitting the application no later than 3 days before the application deadline to allow sufficient time for review, approval, and signatures, if necessary.

Program of Study

The student formulates a program of courses representing the major and, if chosen, minor area(s) of study in consultation with their committee members. For MS students, a formal committee meeting to approve the program is optional. PhD students must have a formal program meeting. See the [master's](#) or [doctoral](#) checklists for important deadlines and procedures for completing your program of study.

Students in the MS program are expected develop and submit their program of study to the OSU Graduate School before completing 18 credits of coursework. Please be aware that this submission timeline is a more stringent expectation than the deadline imposed by the Graduate School (15 weeks before you Final Oral Examination). The program of study must be approved by the student's entire graduate committee, then signed by the Head of the School of Biological and Population Health Sciences and submitted to the OSU Graduate School. A copy of the signed program of study should also be filed in the School of Biological and Population Health Sciences office. Should you make any changes to the program of study during your time at OSU, an updated version of the approved program of study reflecting completed coursework must be submitted to the OSU Graduate School at least 15 weeks before the final oral examination.

The PhD program of study must be submitted to the OSU Graduate School before completing the fifth term after starting the doctoral degree program. The program of study must be approved by the student's entire graduate committee, then signed by the Head of the School of Biological and Population Health Sciences and submitted to the OSU Graduate School. A copy of the signed program of study should also be filed in the School of Biological and Population Health Sciences office. Should you make any changes to the program of study during your time at OSU, an updated version of the approved program of study reflecting completed coursework must be submitted to the OSU Graduate School.

Transfers & Waivers

Students may transfer up to 15 credits toward their MS degree with approval their graduate committee and the OSU Graduate School. There is no limit on transfer credit toward the doctoral degree as long as the doctoral residence requirement is satisfied. The KIN program abides by the regulations governing transfer credit listed in the OSU Graduate School [catalog](#).

Shared Credits across PhD and MPH Degree Programs

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.

Grades

KIN graduate students are required to maintaining a cumulative GPA of 3.0 or better for all courses taken as a graduate student.

Incomplete grades are required to be resolved in less than one year. To see complete rules and regulations pertaining to the OSU Incomplete Grade Policy, please go to: <http://oregonstate.edu/registrar/incomplete-grade-policy>.

Policies Governing Preparation of a Thesis/Dissertation

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.

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 Program Director, 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.

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.

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 Program Director, and the College Assessment Manager.

Thesis/Dissertation Copies

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.

Notes:

- 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.

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.

Specific Degree Information and Requirements

Minor

Requirements for the Minor in Kinesiology

The Kinesiology Minor is available to graduate students across OSU. A minor is an academic area that clearly supports the major area of study. The Kinesiology Minor requires 15 credits for master's students and 18 credits for doctoral students.

Option

Requirements for the Option in Adapted Physical Activity

An option is a distinct aggregation of courses within a major that focus on an area of study designed to provide a student with specialized knowledge, competence, and skills while sharing a minimum core of courses and is transcript visible. This graduate option is focused on the development of leadership personnel in the area of disability and will build competencies to serve individuals with disabilities as effective teachers, scholars, and advocates. If added to a major program of study, the following coursework must be completed:

1. Prerequisite Course: KIN 544. Advanced Adapted Physical Activity (3) or equivalent courses
2. A minimum of 9 credits from the following courses:
KIN 547. Inclusion in Physical Activity (3)
KIN 548. Assessment and Programming for Special Populations (3)
KIN 549. Physical Activity for Persons with Severe Disabilities (3)
KIN 550. Health Promotion for People with Disabilities (3)
KIN 647. Current Topics and Research in Adapted Physical Activity (3)
3. KIN 610. Professional Internship: Adapted Physical Activity (1,1,1)
Note: This requires graduate students to be in residence for 1 year.
The major faculty advisor(s) and a faculty member from Adapted Physical Activity must approve the option in Adapted Physical Activity.

Master's Degree

Requirements for the MS in Kinesiology

Academic Coursework

The KIN Graduate Program requires completion of 35/34 credit hours of program specific requirements as outlined below. In addition, students must complete additional graduate courses to bring total credits hours to the University minimum of 45.

| Program Requirement | Description | 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. | 9 |
| 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). | 9 |
| 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. | 6 |
| Seminar | MS students are required to complete one term of the program seminar (KIN 507). ¹ | 1/0 |
| Thesis/Project | Students enrolled in the MS in Kinesiology program are required to complete either 6-12 thesis credits or 6 project credits. | 6 |
| Public Health: | H 523 Foundations of Public Health (4 credits). | 4 |
| | Minimum Total Program Credit-hour Requirements | 35/34 |
| | | |

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

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.

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.

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 a KIN faculty member cannot serve as the minor professor.

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. Examples include, but are not limited to, the following: a synthesis or research paper, CD-ROM, notebook, manual, curriculum development project, or professional portfolio.

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.

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.

Checklist for the MS Degree in Kinesiology

(see also [MS Flowchart](#) from the Graduate School)

Annually

Before the start of each term:

- Meet and discuss previous and upcoming term with major professor
- Register for classes as determined by student and major professor

Every Spring:

- Complete [Annual Academic Progress Assessment](#) and submit the assessment packet to the BioPop office no later than June 15th

Academic Milestones

Complete [Incoming Graduate Student Goals and Expectations](#)

- Meet with your advisor to go over your goals and expectations and submit the signed form to the BioPop office

BENCHMARK: Before the start of your second term² in the program

Form Graduate Committee

- Identify and gain commitments from faculty to serve on your graduate committee (give yourself plenty of time to find a Graduate Council Representative to be on your committee)

BENCHMARK: Before completing 18 credits of coursework

Submit Program of Study

- Obtain signatures from your committee and Head of the School of Biological and Population Health Sciences
- Submit original form to the Graduate School and copy of the signed form to the BioPop office

BENCHMARK: Before completing 18 credits of coursework

² All benchmarks referencing the number of terms exclude summer

Complete Thesis Proposal

- Schedule this meeting at least two weeks in advance, but you do not need to schedule this meeting with the Graduate School
- Provide your committee with a written proposal document and hold an oral proposal meeting in accordance with the [Policies Governing Preparation of a Thesis/Dissertation](#)
- Obtain signatures from your committee on the [MS Thesis Proposal Event Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office. Make sure that the original form is returned to the CPHHS' Director of Assessment and Accreditation.

BENCHMARK: Before completing 4 terms

Complete Thesis Defense

- Schedule this meeting at least two weeks in advance through the Graduate School
- Provide your committee with a written defense document and hold an oral defense meeting in accordance with the [Policies Governing Preparation of a Thesis/Dissertation](#)
- Obtain signatures from your committee on the Graduate School forms sent to your GCR by the Graduate School. Make two copies of these signed forms. Keep one for your records and submit the other to the BioPop office. Make sure that the original forms are returned to the Graduate School.
- Obtain signatures from your committee on the [MS Thesis Defense Event Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office. Make sure that the original form is returned to the CPHHS' Director of Assessment and Accreditation.

BENCHMARK: Before completing 6 terms

Complete Additional [Graduate School Requirements for Degree Completion and Commencement](#)

- The Graduate School requires several additional steps for degree completion and/or participation in commencement. You are responsible for being aware of and completing these requirements.

Doctoral Degree

Requirements for the PhD in Kinesiology

Academic Coursework

The KIN Graduate Program requires completion of 83/79 credit hours of program specific requirements. 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. The program of study must satisfy all requirements of the Graduate School; additional, more specific, requirements may apply for selected areas of concentration.

Courses included in the program of study are to be selected in consultation with the major professor and doctoral committee. In addition to the requirements outlined below, students must complete additional graduate courses to bring total credits hours to the University minimum of 108.

| Program Requirement | Description | Minimum Credits |
|------------------------------|--|------------------------|
| 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 | GRAD 561: Course Design and Methods for College and University Teaching | 3 |
| Ethics | GRAD 520 Responsible Conduct of Research | 1 |

| Program Requirement | Description | Minimum Credits |
|---|--|------------------------|
| Public Health | H 523 Foundations of Public Health. 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 in the case of students receiving a minor in public health if approval is obtained from an instructor responsible for teaching the course that an equivalent experience has been achieved. | 4/0 |
| 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 Requirements | 83/79 |

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.

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 a KIN faculty member cannot serve as the minor professor.

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 section 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. The student needs to provide

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.

Checklist for the PhD Degree in Kinesiology

(see also [PhD Flowchart](#) from the Graduate School)

Annually

Before the start of each term:

- Meet and discuss previous and upcoming term with major professor
- Register for classes as determined by student and major professor

Every Spring:

- Complete [Annual Academic Progress Assessment](#) and submit the assessment packet to the BioPop office no later than June 15th

Academic Milestones

Complete [Incoming Graduate Student Goals and Expectations](#)

- Meet with your advisor to go over your goals and expectations and submit the signed form to the BioPop office

BENCHMARK: Before the start of your second term³ in the program

Form Graduate Committee

- Identify and gain commitments from faculty to serve on your graduate committee (give yourself plenty of time to find a Graduate Council Representative to be on your committee)

BENCHMARK: Before completing 5 terms

Conduct Program of Study Meeting

- Conduct meeting with your entire committee, but you do not need to schedule this meeting with the Graduate School

BENCHMARK: Before completing 5 terms

³ All benchmarks referencing the number of terms exclude summer

Submit Program of Study

- Obtain signatures from your committee and Head of the School of Biological and Population Health Sciences
- Submit original form to the Graduate School and copy of the signed form to the BioPop office

BENCHMARK: Before completing 5 terms

Complete [Doctoral Portfolio Assessment](#)

- Submit completed portfolio to your entire committee

BENCHMARK: Before completing 7 terms

Complete Preliminary Oral Examination

- Schedule this meeting at least two weeks in advance through the Graduate School
- Obtain signatures from your committee on the Graduate School forms sent to your GCR by the Graduate School. Make two copies of these signed forms. Keep one for your records and submit the other to the BioPop office. Make sure that the original forms are returned to the Graduate School.
- Obtain signatures from your committee on the [PhD Preliminary Examination Event Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office. Make sure that the original form is returned to the CPHHS' Director of Assessment and Accreditation.

BENCHMARK: Within 1 month of successful doctoral portfolio evaluation

Complete Dissertation Proposal

- Schedule this meeting at least two weeks in advance, but you do not need to schedule this meeting with the Graduate School
- Provide your committee with a written proposal document and hold an oral proposal meeting in accordance with the [Policies Governing Preparation of a Thesis/Dissertation](#)
- Obtain signatures from your committee on the [PhD Dissertation Proposal Event Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office. Make sure that the original form is returned to the CPHHS' Director of Assessment and Accreditation.

BENCHMARK: Before completing 12 terms

Complete Dissertation Defense

- Schedule this meeting at least two weeks in advance through the Graduate School
- Provide your committee with a written defense document and hold an oral defense meeting in accordance with the [Policies Governing Preparation of a Thesis/Dissertation](#)
- Obtain signatures from your committee on the Graduate School forms sent to your GCR by the Graduate School. Make two copies of these signed forms. Keep one for your records and submit the other to the BioPop office. Make sure that the original forms are returned to the Graduate School.
- Obtain signatures from your committee on the [PhD Dissertation Defense Event Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office. Make sure that the original form is returned to the CPHHS' Director of Assessment and Accreditation.

BENCHMARK: Before completing 15 terms

Complete Additional [Graduate School Requirements for Degree Completion and Commencement](#)

- The Graduate School requires several additional steps for degree completion and/or participation in commencement. You are responsible for being aware of and completing these requirements.

[In-Lieu-Of Thesis Checklist \(If Necessary\)](#)

Complete In-Lieu-Of Thesis Proposal

- Schedule this meeting at least two weeks in advance, but you do not need to schedule this meeting with the Graduate School
- Provide your committee with a written proposal document and hold an oral proposal meeting in accordance with the [Policy Governing Completion of In-Lieu-Of-Thesis](#)
- Obtain signatures from your committee on the [PhD In-Lieu-Of Thesis Proposal Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office.

BENCHMARK: Before completing 4 terms

☐ Complete In-Lieu-Of Thesis Defense

- Schedule this meeting at least two weeks in advance, but you do not need to schedule this meeting with the Graduate School
- Provide your committee with a written defense document and hold an oral defense meeting in accordance with the [Policy Governing Completion of In-Lieu-Of-Thesis](#)
- Obtain signatures from your committee on the [PhD In-Lieu-Of Thesis Defense Form](#). Make two copies of this signed form. Keep one for your records and submit the other to the BioPop office.

BENCHMARK: Before completing 6 terms

Appendix A

Links to Kinesiology Graduate Program Forms

[Incoming Graduate Student Goals and Expectations](#)

[Annual Academic Progress Assessment](#)

[MS Thesis Proposal Event Form](#)

[MS Thesis Defense Event Form](#)

[PhD Preliminary Examination Event Form](#)

[PhD Dissertation Proposal Event Form](#)

[PhD Dissertation Defense Event Form](#)

[PhD In-Lieu-Of Thesis Proposal Form](#)

[PhD In-Lieu-Of Thesis Defense Form](#)

Appendix B

Kinesiology Graduate Program Graduate Teaching Assistantship (GTA) Review Committee Policy

Originally Approved: November 17, 2016 / Re-Approved: November 2017

Function

- Provide recommendations to the Heads of the School of Biological and Population Health Sciences regarding faculty requests for new GTA appointments and student requests for GTA reappointments

Composition

- Kinesiology Graduate Program Coordinator (Chair)
- Kinesiology Undergraduate Program Coordinator
- Two additional Kinesiology Graduate Program faculty members
 - Elected annually during the Fall term by faculty from within their area of concentration such that the committee has an equal representation from the Biophysical and Psychosocial areas of concentration.
- HHS Program Director
- PAC Program Director (non-voting ex officio member)

Procedures

The following information is to be provided to the committee for use in its review no later than January 31st. Requests for GTA support made after the deadline or requests that are submitted without the necessary supporting documents will only be considered after the initial review of requests if funding permits.

For faculty requesting a new GTA appointment for incoming students or students not currently on a GTA appointment:

1. [Kinesiology Faculty Request for New GTA Appointment \(Appendix A\)](#)
2. In cases where a faculty member is requesting new GTA support for a current Kinesiology student, the faculty member should provide a copy of the current year's Annual Progress Report Form.

For students requesting a GTA reappointment:

1. [Kinesiology Student Request for GTA Reappointment \(Appendix B\)](#)
2. Copy of the current year's Annual Progress Report Form
3. Curriculum Vitae
4. In cases where a master's or doctoral student is requesting a 3rd or 5th year, respectively, of GTA support, the student and major professor should independently provide written justifications for continued GTA support.

The committee will provide a summary recommendation for GTA appointments to the School Heads after reviewing the submitted materials and the projected teaching needs of KIN, HHS, and PAC courses. The following guidelines will be used by the committee when recommending GTA appointments.

- Prioritize recommending reappointments of KIN students currently on a GTA over new GTA appointments provided that: 1) the student's Annual Progress Report indicates satisfactory progress, 2) the reappointment would generally not provide financial support beyond two years for master's students, and 3) the reappointment would generally not provide a 5th year of GTA support or financial support beyond five years for doctoral students.
- Prioritize recommending current doctoral students over incoming doctoral students and master's students for new GTA appointments.
- Prioritize recommending incoming doctoral students over master's students for new GTA appointments.
- Prioritize recommending at least one new GTA appointment for faculty whose responsibilities include "conducting and directing research, seeking extramural funding, and mentoring graduate students" provided that: 1) without this new appointment the faculty member would not have any GTA-supported students during the next academic year; and 2) the recommendation does not conflict with the previous guidelines.
- Consider how a student's background and expertise align with KIN, HHS, and PAC teaching needs.
- To the extent possible, recommend an equitable distribution of GTA appointments to the Psychosocial and Biophysical areas of concentration.
- If necessary, additional factors such as alignment with College and University goals of increasing student diversity, and faculty scholarship FTE and current levels of GTA support will be considered when making recommendations.

Annual Review

This policy is to be reviewed annually by the entire Kinesiology Graduate Faculty.