

**Graduate Handbook**  
**for**  
**Graduate Students and Faculty**  
**in the**  
**Department of Kinesiology**

*Approved by Kinesiology Graduate Faculty (August 2008)*

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# Graduate Handbook

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## General Information about the Graduate Program

### ***Purpose of the Handbook***

The intent of this handbook is to provide a ready reference for graduate students and faculty on issues related to the graduate program in the Department of Kinesiology. It supplements, but does not replace, information provided by the Graduate College of Iowa State University; for consistency, some of the material presented here is excerpted from the *Graduate College Handbook* published by the Graduate College. Nevertheless, it is very strongly recommended that readers of this departmental handbook read the *Handbook* and spend some time reviewing the Graduate College's websites. Moreover, all policies and procedures outlined in this handbook are subject to those of the Graduate College. In other words, if the policies described here are at odds with those espoused by the Graduate College, the latter takes precedence. Websites of interest are provided below and were current as of July 2008.

### **The Graduate College (<http://www.grad-college.iastate.edu/>)**

All students should spend some time becoming familiar with the resources and information available on the Graduate College website. Many questions can be addressed by referring to these resources. Note there is a *Graduate College Handbook* that has many rules and guidelines for graduate students. You can access this under "Prospective Students" and "Current Students." This is a great first resource if the question pertains to university-wide policies and procedures. There are other pages under "Current Students" regarding **deadlines, forms, awards**, as well as the **thesis website**.

### **Additional helpful websites:**

**Iowa State University Catalog**     <http://www.iastate.edu/~catalog/>

**Iowa State University Schedule of Classes**     <http://classes.iastate.edu/>

**ISU Policy Library** (links to University-wide policies)     <http://policy.iastate.edu/>

### ***Degree Options within Kinesiology***

At the time of admission, graduate students are admitted into one of the two degree tracks offered by the department, a Master of Science (M.S.) or a Doctorate of Philosophy (Ph.D.) and at completion attain a one of these degrees with a **major in Kinesiology**.

The purpose of the M.S. degree in Kinesiology is to offer advance study in the science of human physical activity particularly as movement, exercise, and sport apply to health promotion and disease prevention. It is intended for students who may wish to continue their education in a doctoral program or in a professional school such as medicine or physical therapy, or who simply want to learn more about the scientific process. The M.S. is offered with a choice between a thesis and a non-thesis option (in which the student completes a creative component). The **M.S. with a thesis** is for those who wish to engage in research and are considering or planning on pursuing a Ph.D. (Note that nearly all Ph.D. programs require completion of a master's thesis.) The **non-thesis M.S. option** is to prepare people for professional jobs by equipping them with knowledge and providing them with an appreciation for the research process so they can be a consumer of research. You should specify your choice in these two options when you apply. You may change options during your graduate work, but only with the approval of your Major Professor.

The focus of the Ph.D. program is on the study of the biological and behavioral bases of human physical activity. We not only expect our Ph.D. students to have a clear and focused program of research that allows success in university, college, health, business, or industry settings, but to also be broadly prepared by identifying a secondary area with Kinesiology. We also expect our Ph.D. students develop teaching expertise both in a primary and a secondary area of teaching.

We have several **areas of emphasis** from which both M.S. and Ph.D. students may choose. They are: *exercise physiology* (including metabolic, cardiovascular, and immunology), *exercise psychology*, *biomechanics*, *motor control*, *physical activity and health promotion*, *pedagogy*, or *sociology of sport and exercise*. Many students relate more to their **area of emphasis** and commonly refer to this area as their major. However, it is important to remember the distinctions between your major and your area of emphasis. The **major (Kinesiology)** appears on your diploma and transcript, while the **area of emphasis** is only an informal title used inside the department to align you with appropriate faculty mentors. The area of emphasis is not documented on any official form or document so it is **important to refer to your major when describing your degree** on Iowa State University or Kinesiology forms or correspondence.

If a Kinesiology graduate student desires a minor (such as in gerontology, neuroscience, immunobiology, engineering, nutrition, etc.) please refer to that program's requirements for a minor. The minor may include up to four additional hours for doctoral preliminary exams.

## ***Answers to Common Questions about the Graduate Program***

### **How does graduate school differ from undergraduate school?**

In undergraduate programs, most of the emphasis is on knowledge acquisition and application, i.e., learning about the outcomes of the research of others. This process continues at a higher level in our graduate program but also incorporates a heavy emphasis on graduate students developing the skills needed to discover new knowledge. These skills are developed through evaluating and conducting scientific research. Towards that end, both Iowa State University and Kinesiology faculty members expect graduate students to have a more mature approach and a greater commitment to their academic development than is expected of undergraduates.

Thus, the expectations faculty members have for graduate students are considerably higher than those placed upon undergraduate students. The Iowa State University *Graduate College Handbook* indicates that graduate students are expected to be able and willing to study long hours, do the work needed to acquire needed technical and language skills, and take primary responsibility for their learning. Graduate school thus requires a structured lifestyle and a personal commitment to advancing your own education. Greater autonomy and responsibility are required of graduate students and this is the expectation of the faculty in Kinesiology as well as other departments.

These higher expectations are appropriate for several reasons. First, out of a substantial pool of applicants, you were *selected* by Kinesiology faculty members to be allowed to enroll in our graduate program based on your academic performance to date. The fact that you have been admitted into the program indicates that you have the potential to succeed in graduate school;

personal effort and motivation are critical to allow you to make full use of your potential. Second, many graduate students receive funding directly from the Department of Kinesiology (either from teaching or research grants). This support carries with it the understanding that you will devote considerable effort and energy to doing your best for the Department and the University.

### **What is the difference between an M.S. with or without a thesis?**

What is in common for all M.S. students is that they complete nine credits in a focused area in Kinesiology, 3 elective credits outside Kinesiology, Kin 501 (Research Methods), and Stats 401. All M.S. students complete a final written product and an oral defense of their project (thesis or creative component). The differences are:

#### Thesis option

a minimum of 30 credits  
a minimum of 6 credits of 699  
5 additional elective credits

#### Non-thesis option

a minimum of 33 credits  
a minimum of 2 credits of 599  
12 additional KIN electives

### **Who are my Graduate Advisor, my Major Professor, and my Program of Study Committee?**

The answer to this question depends on whether you are a master's degree student or a doctoral student (for additional information specific to the doctoral program see the section written specifically for doctoral students). Students are assigned a *Graduate Advisor* when you are accepted for graduate study in Kinesiology. The Graduate Advisor is a faculty member who teaches or does research in an area relevant to your major and area of emphasis. This professor will advise you on issues related to coursework, your Program of Study, career goals, etc. In other words, if you have a question you cannot determine the answer to, you should contact your Graduate Advisor.

Your *Major Professor* is the professor who agrees to supervise your thesis, dissertation, or "culminating project" and ideally is the same person as your Graduate Advisor (in specific circumstances for master's students they may differ). Doctoral students are assigned a professor based on conversations prior to admittance; that professor functions as both your Major Professor and Graduate Advisor. The Departmental Graduate Executive Committee tries to match master's students with major professors when admitted, but, after you begin study in Kinesiology, you may find another faculty member who is a better fit in terms of your research interests. In that case you may change if you ask the professor and this professor agrees to function as your Major Professor. (in other words, you must initiate this change). Changing to a different Major Professor is done no later than the beginning of the second semester of your graduate study (e.g., spring semester of your first year). Your Major Professor is your advisor for the duration of this project (and typically, will also function as your Graduate Advisor.). For example, if you are working towards an M.S. degree, then your Major Professor will supervise your thesis research and will typically serve as the chairperson of your Program of Studies committee.

After you have identified a Major Professor, you and he/she identify your *Program of Study* (POS) committee, faculty members who are willing to assist you in guiding your coursework and thesis/dissertation/creative component. The Program of Studies committee for the Masters consists of at least three faculty members (two within Kinesiology and the third either in or outside the Department; if within the department, then in an area of emphasis outside your primary area of emphasis that provides breadth). The Program of Studies for the doctoral program consists of five

graduate faculty members (three within the Department, one outside the Department, and the fifth either inside or outside Department; if within the department, then in an area outside your primary and secondary areas of emphasis, thereby providing breadth.)

You should have your Program of Studies committee identified no later than the summer between the first and second years of graduate study. Program of Study committee membership and the Program of Study must be approved by the Department of Kinesiology's Director of Graduate Education (DOGE) prior to submission to the Graduate College for approval. (Typically the Program of Studies for coursework is the same Program of Studies for the research project, but this is not always true. If you change members, you will need to file a change in Program of Studies committee membership.)

As outlined in the *Graduate College Handbook*, some duties of this committee are to advise you during the development and evaluation of your thesis, dissertation (or culminating project); consider and approve your Program of Studies and any changes in the Program of Studies; and conduct the preliminary oral examination (for Ph.D. candidates) and the final oral examination (for master's and Ph.D. candidates). At the request of the Graduate Executive Committee, the Program of Studies committee may also periodically review your progress.

You are strongly encouraged to consult with your Program of Studies committee as you develop your thesis, dissertation, or non-thesis culminating project proposal. Although most of the preliminary planning is done with your Major Professor, you need to avoid the situation where the project is essentially signed, sealed, and delivered by the time the Program of Studies committee sees it. This scenario leaves the Program of Studies committee with no opportunity to suggest changes in design or analysis. The worst-case scenario would be that the Program of Studies committee rejects your proposed (but already completed) project and you have to start all over. Therefore, involve them in the process. While there are situations when not much can be changed (e.g., your thesis was part of research done within a funded study), try whenever possible to involve the committee in planning both the design and analysis of your research project. The committee must approve a proposal even if it is part of a funded project.

### **What is my Program of Study (POS)?**

Your POS is the coursework you intend to take while at ISU. The POS should be designed to strengthen areas of academic weakness, allow study in areas of interest to you and avoid repetition in areas in which you are well prepared. The individual courses are set initially by consultation with your Graduate Advisor, and later with your Major Professor and POS committee. In order to graduate in a timely manner, it is critical that you determine early in your matriculation the courses you need to take and when they are offered. Not all courses are offered every semester. To facilitate your developing an appropriate POS, you should meet with your Graduate Advisor as soon as you arrive at ISU.

Your POS committee should be involved in the process of developing your POS and not just signing the POS form. Although our department does not require a meeting to review and approve a POS, some faculty and some departments on campus do require such a meeting. The advantage of having a POS review meeting is that all members of the POS committee have an opportunity to provide input on the selection of courses (of course this implies that the POS committee is selected early in your graduate studies). If your Major Professor chooses not to have such a meeting, then you

need to meet with each of your committee members to get their input on the selection of classes, not simply to get their signature. Faculty members have the right to ask you to leave the POS with them so they have time to evaluate it and also to suggest additional or alternate course work. They can also request a meeting of the full POS committee to discuss your POS.

The Department of Kinesiology has specific requirements for the POS. (The requirements for the Masters degree are provided in Appendix A and the requirement for a doctoral degree are explained in the Ph.D. section of this Handbook.) An M.S. degree requires a minimum of 30 credits for the thesis option and 33 in the non-thesis option. A Ph.D. requires at least 72 credits past a baccalaureate degree. These are the *minimum* number of credits. Since one purpose of the POS is to correct deficiencies in your academic preparation, your POS committee may require more of you. These credit requirements also do not include any courses you need to complete to make up any academic deficiencies you may have. Parenthetically, undergraduate coursework you take to make up deficiencies are listed as **Z courses** on the POS form and are included in your graduate grade point average. You formalize in writing both your POS committee and your POS. Forms for doing so are available on the web (see URLs near the beginning of this handbook) or from the department's graduate secretary.

### **What constitutes a thesis?**

A thesis should be a well planned and executed research study (meta-analysis is included) based on solid scientific principles. The Thesis Committee is typically the POS Committee but can be changed. The paper from the thesis must meet all requirements of the Graduate College as well as expectations of the Department of Kinesiology including:

1. The Thesis Committee must approve the plan for the research prior to its beginning;
2. Research is of the quality for publication in a scholarly journal;
3. It is recommended that preparation of the thesis paper be in the format for a scholarly journal; the alternative is to use the traditional five-chapter format; and
4. A final oral exam on the thesis (thesis defense) must be passed.

### **What constitutes a creative component?**

The non-thesis option includes 2-credit Creative Component. The topic/approach must be approved by their POS committee. At the end of their program the written document is submitted to the committee and then orally defended. The over-arching purpose of the creative component is to relate research to professional practice. Thus, the student identifies an area of professional practice in which they plan to engage, then relates research findings to best practice in that professional focus. This process is a capstone experience to further develop the student as a consumer of research.

### **What does "proposal" and "oral defense" mean?**

All graduate students in the Department of Kinesiology must complete a culminating experience prior to graduation. For the MS students it is either the thesis or the creative component. Doctoral students complete an independent research project called a dissertation.

Thesis/Dissertation. The student works under the guidance of his/her Major Professor for the thesis/dissertation project. The student writes a proposal wherein he/she describes the hypothesis to be tested, the justification for doing so, the methods to be used, and the relevant extant research. This proposal is disseminated to the POS committee for review. No earlier than one week later, the

student makes an oral presentation, or proposal defense, to the committee reiterating the need for the study. The POS committee and student discuss the proposal with the goal of ‘trouble-shooting’ the project *before* data are collected. (Note that for the Ph.D. student, a prior meeting is likely to have occurred in which the general direction of the series of studies have been discussion and approved by the POS committee.) Once approved by the POS committee, the student completes the research project, analyzes the data resulting from the project, and then makes conclusions as to the acceptability of the initial hypothesis. This process is put in writing and, using the proposal as an initial framework, results in the student’s thesis. The POS committee has the expectation that what was proposed was actually done for the thesis. Occasionally, substantial changes to this project are deemed necessary as the project is completed. When this situation occurs, the committee should be informed and allowed to approve (or disapprove) those changes. For both M.S. and Ph.D. students, a data meeting is sometimes helpful. At a data meeting the POS committee has the chance to see the results and suggest additional or replacement analyses. The data meeting may be a presentation of the results section of the thesis or a less formal look at the data and preliminary analyses.

The thesis is then submitted to the POS committee for review and, two weeks later, the student defends the results in a “thesis defense” or “Final Oral Examination.” This defense includes an oral presentation of the study with the student fielding questions about the project. All POS committee members must be present. Assuming the student passes the Final Oral Examination and after making whatever changes are indicated to the thesis, you will submit your thesis/dissertation electronically to the Graduate College (for instructions go to the web site that is specified near the beginning of this Handbook).

You will also need to **give two hard copies** of your thesis to the Department of Kinesiology’s graduate secretary (Lesley Hawkins). Your student fees cover binding costs for these two copies. Students should also determine if members of the POS committee would like a bound copy. If you need extra copies you may either give additional hard copies to the Kinesiology graduate secretary to be bound, or you may go elsewhere to have them bound. If you go through the graduate secretary, then the fees will be turned in to the graduate secretary. (Note: having the extra copies bound through the Department is probably the most inexpensive method you will find.)

More details on this process can be found in **Chapter 7 of the *Graduate College Handbook***. The Graduate College imposes deadlines for virtually every step of this process and you must be mindful of them.

### **How do I ensure that I meet all the academic requirements to graduate on time?**

First and foremost, meet regularly with your Graduate Advisor and, thereafter, your Major Professor. Worksheets have been developed to help guide this process. A flowchart provided in the *Graduate College Handbook* is included in **Appendix B**. It describes the different stages you should follow from the beginning of your study to the end. The page numbers in this flowchart refer to those in the *Handbook*. It is designed specifically for students pursuing an M.S. degree.

Planning worksheets are included in **Appendix C** to help plan your program of study. Bring these worksheets with you when you meet with your Graduate Advisor. This form does *not* substitute for the official Graduate College POS form; it is an aid to help you determine your POS.

An example of a Program of Study for a student with an exercise physiology area of emphasis is provided in Appendix D. A program of study is individualized based on the needs and interests of the student and the particular recommendations of the Major Professor. Finally, Appendix E has copies of forms used by the Department of Kinesiology to track your progress towards your degree, whether as a Master's or doctoral student.

### **I am a provisional graduate student. What does that mean?**

The Department of Kinesiology frequently receives applications for admission into graduate programs from students who may have received their undergraduate degree from a discipline outside of Kinesiology. Although these students may have excellent backgrounds in related fields and are otherwise well qualified for our graduate program, they need some additional course work either before or during their graduate program. Consequently, we require all graduate students to have *at least three* of these five courses (or courses with similar content) in their undergraduate program:

<b>Kin 360</b>	Sociology of Sport and Physical Activity	<b>Kin 355</b>	Biomechanics
<b>Kin 365/366</b>	Sport Psychology <b>OR</b> Exercise Psychology	<b>Kin 358</b>	Physiology of Exercise
<b>Kin 372</b>	Motor Control and Learning across the Lifespan		

These courses (or their equivalents) may be taken before applying for graduate admission, or they can be taken during the graduate program while being admitted under the "Provisional Admit" status. All Master's degree students must take these courses at the undergraduate level and earn a B grade or better. These credits will not count towards the total graduate credit requirement for the degree but will affect your GPA. Ph.D. students may take these courses at either the undergraduate or graduate level (with permission of the professor; note that the professor may require some prerequisite reading to be complete). If a Ph.D. student takes any of these courses at the graduate level, the credits will count towards fulfilling the credit requirement of the Ph.D. degree.

### **How is graduate school funded?**

Graduate assistantships are available and are the primary way students fund their graduate education. Graduate assistants are not employees in the traditional sense, since meeting the responsibilities of an assistantship is as much a part of their educational experiences as is their class work. Several types of assistantships are available (see the *Graduate College Handbook* for details). Virtually all of Kinesiology's graduate assistantships are either graduate research (RA) or graduate teaching assistantships (TA). An RA and a TA differ in their responsibilities. In general, an RA provides technical support for a funded research project, working under the direct supervision of a faculty member. The RA's work may or may not lead to a suitable thesis project; that decision rests with the POS committee. A TA provides teaching support for classes within the Department of Kinesiology and works under the supervision of one or more faculty members. In general, graduate assistantships awarded to Master's students are TAs. Doctoral students usually are awarded an assistantship that combines RA and TA responsibilities. The intent is to introduce doctoral students to the responsibilities placed on most faculty members, which typically include both research and teaching. (Note that one may not receive a GA if their GPA is below 2.8; to receive a tuition scholarship the GA must be 3.0 or higher.)

The official University guideline for an assistantship is 20 hours per week for halftime service. ISU's *Graduate College Handbook* indicates that, realistically, this guideline should be viewed as minimal for a research assistantship and maximal for a teaching assistantship. The course load for a TA in Kinesiology varies depending on the level

(freshman vs. majors course), complexity (lecture vs. lab) and out-of-class requirements (e.g., no substantive grading vs. grading numerous lab reports) of the courses to which the TA is assigned. The intent is to balance these course demands such that two TAs with different teaching loads, but who both have half-time assistantships, will devote similar amounts of time and work to meeting their assistantship responsibilities.

An assistantship is not guaranteed from year-to-year. A graduate student who does a poor job meeting the expectations of their assistantship in their first year may not be reappointed in their second year. On the other hand, satisfactory completion of the GA and satisfactory academic performance makes a student eligible for reappointment. A decision not to reappoint a graduate assistant is made in consultation with the Graduate Executive Committee. Below are Kinesiology policies for graduate assistantships and tuition scholarships.

- A. Students must show satisfactory progress in the degree program (i.e., completing courses, maintaining minimum GPA of 3.0) to hold graduate assistantships and tuition scholarships.
- B. Students may not receive a GA if their GPA is below 2.8; to receive a tuition scholarship the GA must be 3.0 or higher
- C. Students on graduate assistantship must complete a minimum of 9 credit hours each fall and spring semester with at least 18 credit hours per academic year (including summer).
- D. To count towards the minimum credit requirement, all incomplete grades must be resolved before the start of the next semester, with the exception of research credits (Kin 699).
- E. Students who do not complete at least 15 credits with at least a 3.0 GPA in an academic year will not be eligible for graduate assistantship in the following year.
- F. Masters students may receive graduate assistantships for four semesters (summer appointment contingent on departmental need and will not count against the four semester limit).
- G. Assuming acceptable progress toward degree and performance as a teaching or research assistant, Ph.D. students will receive graduate assistantships and tuition scholarships for 8 semesters (see more details in the section on doctoral study).

In addition to the funding provided by the assistantships, the Graduate College may pay a tuition scholarship covering a portion of the resident tuition for each eligible graduate assistant. The Graduate College tuition scholarships are not paid directly to the student but are applied to the student's tuition bill. The scholarship awards are equal to 1/2 of full resident tuition per semester for each student on an assistantship appointment of 1/2-time or more or 1/4 of full resident tuition per semester for each student on an assistantship appointment of 1/4-time or more, but less than 1/2-time. Finally, a graduate assistant is considered a full-time student and must be enrolled in at least 1.0 credit of course work during any semester that a GA is received. (Note that students will be charged for 6 credits (as a full time student) even if you take 1 credit.)

### **How do I know if I'm "doing OK" in the program?**

As outlined in chapter 9 of the *Graduate College Handbook*, the Department of Kinesiology is responsible for creating an environment that leads to a reasonable expectation of your succeeding here. We take this responsibility very seriously. Chapter 9 also outlines the procedures for

responding to situations where this expectation is unrealized. We also take these situations very seriously.

The phrase “doing OK” can encompass a multitude of issues. In addition to the issues described in Chapter 9, your success in Kinesiology’s graduate program may be broadly categorized into four general areas: academic success, assistantship success, timely progress towards your degree, and good departmental citizenship. Again, Chapter 9 of the *Handbook* outlines the procedures that will be followed when success is not achieved.

At the minimum, academic success can be defined as maintaining a cumulative grade point average (GPA) of 3.0 or better. Failure to maintain a cumulative GPA of 3.0 can have significant consequences, ranging from being placed on academic probation and a possible loss of assistantship funding to dismissal from ISU. Remember that your GPA includes grades from all courses taken as a graduate student (including undergraduate courses) but not grades associated with research or creative component experiences (Kin 599, 699). For the latter courses, faculty can assign grades of A, B, C, D, I, S, or F. A grade of F in an S/F graded course is included in the GPA but an S grade is not. P/NP graded courses are not included in the GPA and cannot be included on a POS.

Assistantship success is more difficult to quantify. Most graduate assistantships entail teaching responsibilities within the Department and most of these responsibilities are within the Department’s Basic Activity Program. Performance expectations and evaluation criteria are outlined in the associated departmental Teaching Assistant Handbook. Regardless of the nature of the courses taught, you are expected to come to class knowledgeable in the subject matter, prepared to disseminate that information in an effective manner, do your best to facilitate learning by the students in that course and assess student performance in a reasonable manner. For a new instructor, this necessitates spending some time ‘behind the scenes’ preparing for the class, especially if the instructor has never taught that course or if the course is in an area that is not familiar to the instructor. There are some other types of assistantships provided by the Department, e.g., research assistantships or exercise leader assistantships within The Exercise Clinic. The faculty members funding these assistantships develop the expectations for them. Additional expectations within the Department parallel those espoused in the *Graduate College Handbook*, such as maintaining an atmosphere of free inquiry and free expression, respecting confidentiality of instructor-student relationship, avoiding exploitation of one’s positions for personal or financial gain, and observing university regulations regarding projects and work conducted at the university.

Faculty members in the Department expect students to make timely progress towards their degree. For full-time students, a Master’s degree typically takes 24 months or so to complete. To meet this timeline, students usually need to be enrolled in 9-12 credits in each semester of their first year, be enrolled in the summer session between their two full academic years and spend a goodly amount of time on their culminating project, e.g., thesis, in the second year. Masters students typically make timely progress in the first year of their program, since they register and complete academic courses. However, some students have difficulty maintaining this timely progress in their second year, when they have to focus on completing their thesis. Please recognize that failure to make timely progress towards a degree can be the basis for academic dismissal from the department.

Unlike Master's students, doctoral students must be full-time students. A Ph.D. in Kinesiology usually takes four years to achieve. Some students may earn their degree in three years, although that is unusual; most students require four years, and some more than four. A number of factors affect this timeline but a primary one is the academic preparation of the student prior to matriculating at ISU. Iowa State University requires doctoral students to complete 72 credits past the baccalaureate; 36 of those credits and all dissertation research credits must be completed at ISU. Students with extensive, relevant academic coursework may be able to transfer many credits from their Master's degree while other students may not. The acceptability of transfer credits rests first with the POS committee. At the minimum, a grade of B or better must have been earned and the course must have been acceptable for an advanced degree at the host university.

Iowa State University expects Master's degree students to complete the degree program within five years. A student beginning a Ph.D. degree program at ISU with a master's degree is expected to complete the program within five years. A student beginning a Ph.D. degree program without the Master's degree is expected to complete the program within seven years. If warranted, the student's major professor and the program's DOGE may request by letter that the Dean of the Graduate College extend these time limits. (Cases in which the student leaves ISU during his or her graduate career and later returns are dealt with individually by the POS committee and the Graduate College. The inclusion in the program of study of course work that is beyond the time limit ("over-age" courses) must be justified by the POS committee in a statement accompanying the submission of the program of study.)

Regardless of these ISU expectations, it is important to remember that the Department will usually fund a Masters student for no more than 4 semesters and a Ph.D. student for no more than 8. These limitations apply directly to Departmental funding. Exceptions may be made if a student has also been funded through other avenues, such as a research grant. An appeal for extended funding should be submitted by the student's Major Professor to the DOGE, in which the reasons for the need for additional funding and the students progress to degree is clearly described. The Graduate Executive Committee (with input from the Department Chair) will take action on the appeal.

Finally, good departmental citizenship minimally includes adhering to ISU's student conduct code, avoiding academic misconduct, being sensitive to the appearance of and avoiding sexual, racial, ethnic harassment, avoiding conflicts of interest, being professionally ethical, and conducting research in a morally and legally appropriate way. Chapter 9 of the *Handbook* outlines these issues. The Department of Kinesiology prides itself on providing a helpful and nurturing environment for students, faculty and staff. It is expected that you will contribute to this pleasant environment.

### **What happens if I do not perform adequately in the program?**

In order to ensure that graduate students are adequately aware of their progress, i.e. are "doing OK," students will meet with their graduate advisor or Major Professor no later than April 15 of each year. Prior to this meeting, the student will complete the Student Self-Evaluation section of the Graduate Program Worksheet (see **Appendix E** for Master's students, **Appendix F** for doctoral students). Doctoral students should supplement this Self-Evaluation with a written summary of the previous year's work. The student then gives the worksheet to their advisor. He/she will complete the Advisor's Evaluation and Advisor's Recommendation sections. At the meeting, they will discuss the evaluations, resolve any discrepancies between the two evaluations, and determine mutually

agreed upon student goals for the coming year. Both will sign the completed Graduate Program Worksheet and both may keep copies. These forms may be obtained from the Kinesiology graduate secretary and the signed original is returned to the secretary after this meeting. Primary responsibility for scheduling this meeting rests with the student.

The Major Professor will provide a copy of the completed Worksheet to the Graduate Executive Committee and include a written summary of the student's performance. The Committee will evaluate these materials and provide specific feedback to both the doctoral student and Major Professor.

If the advisor recommends that the student either be placed on department probation or be dismissed, then a meeting will be convened of the Graduate Executive Committee, the graduate advisor and the student. The Department chairperson will moderate the meeting and serve in an *ex officio* capacity. The purpose of this conference is to resolve the matter as best as possible between all parties. This may include clarifying perceived shortcomings, identifying steps to resolve shortcomings, and determining any deadlines that may apply. If the student is placed on department probation, the Director of Graduate Education (DOGE) will summarize the recommendations coming from the meeting and provide the student with written notification of the aforementioned. In other words, the student will be formally informed of what areas warrant improvement, steps to follow in making this improvement, criteria used to define "improvement," and deadlines for doing so. Reasonable time, usually a semester, will be given to make these improvements.

When this deadline has passed, a Graduate Program Worksheet will be completed as described and forwarded to the DOGE. The Graduate Executive Committee, the Major Professor, student and Department chairperson will again meet to discuss the student's progress. If the student's progress is insufficient to remove the student from department probation, the Graduate Executive Committee has the responsibility of deciding whether department probation should be extended another semester or the student should be dismissed from the department. Students failing to make acceptable progress after two academic semesters on departmental probation can be dismissed. If the Graduate Executive Committee thinks that a student should be dismissed, the student's POS committee will be consulted to see if the latter supports this recommendation. However, final authority for this decision rests with the Graduate Executive Committee.

If the student is dismissed from the department, the DOGE shall notify the student of this dismissal in writing. The notification shall include a clear statement of the reasons for dismissal and the effective date of the dismissal. Students may appeal this dismissal following the procedures outlined in the *Graduate College Handbook*.

## **Scholarships and Awards Available to Graduate Students in Kinesiology**

In addition to the scholarships available to support graduate students, we offer a research award to our doctoral students to help pay for the cost of conducting dissertation research and have monies available for support of meritorious Master's theses. We also have monies available to support graduate students (both Master's and doctoral) for travel to conferences when presenting research findings. Below is a list of scholarship and awards available for Kinesiology graduate students. For additional information regarding qualifications and procedures go to Kinesiology Graduate web page and select the link for Graduate Student Scholarships and Awards. You may also go to the Graduate College web page and select the link for Awards to access university awards.

### **Masters Scholarships and Awards**

#### **Mark and Nancy Dyslin Masters Scholarship**

Purpose: to help recruit an outstanding incoming Masters graduate student in Kinesiology

#### **Sharon Mathes Graduate Scholarship**

Purpose: to help support or recruit an outstanding female Masters graduate student in Kinesiology (preference given to an incoming student)

#### **Kinesiology Outstanding Masters Student Award**

Purpose: to recognize outstanding work in teaching and/or research by a Masters student

#### **College of Human Sciences Scholarship**

Purpose: to assist meritorious Master's students in thesis expenses and/or travel expenses to a professional conference at which they present research

### **Doctoral Scholarship and Awards**

#### **Barbara Forker Graduate Scholarship**

Purpose: awarded annually to support and/or recruit an outstanding doctoral student in Kinesiology

#### **Pease Family Doctoral Scholarship**

Purpose: awarded annually to recruit an outstanding doctoral student to Kinesiology

#### **Pease Family Doctoral Research Award**

Purpose: awarded to support doctoral candidate's dissertation research

#### **Kinesiology Doctoral Research Award**

Purpose: awarded during final year to recognize outstanding dissertation research by a graduating doctoral student

#### **Kinesiology Doctoral Teaching Award**

Purpose: awarded to recognize outstanding teaching by a doctoral student

#### **College of Human Sciences Scholarship**

Purpose: to assist meritorious doctoral students in travel expenses to a professional conference at which they present research

## Graduation Checklist for the Department of Kinesiology

Refer to the Flow Chart at the end of this document for overall flow, including submission of thesis. The purpose of this checklist is to help with the final months of your program.

- 1) Prior to applying for graduation you should have **Full Status** (not Provisional Status, so if you were provisional, make sure you've completed all Z courses (undergraduate prerequisites) and make sure your Major Professor has informed the Graduate College.
- 2) The first week of the semester you intend to graduate fill out the **Application for Graduation** (on Graduate College webpage) and give it to Lesley. (NOTE: this **MUST** be submitted the semester you graduate. If you submit this and then do not graduate that semester, you must re-submit this form the next semester.)
- 3) At least 1 month prior to defense, establish the date and time for Thesis/Creative Component/Dissertation Defense with Major Professor and POS committee and notify Lesley. She will schedule a room and fill out the **Request for Final Oral Examination** form to Graduate College. She must submit this form to the Graduate College at least 3 weeks prior to defense date so make sure you inform her with plenty of time for her to complete the form and get it to the Graduate College. Upon receiving this form the Graduate College checks to make sure your records indicate all requirements are complete.
- 4) Two weeks prior to your defense give your **Thesis/Creative Component/Dissertation** to POS committee (or if less than 2 weeks, the time must be approved by all POS committee members).
- 5) One week prior to your defense, **send title, abstract, room and time to DOGE** to send out announcement of defense (make sure abstract is approved by Major Professor).
- 6) On the day of your defense your Major Professor should pick up three forms from Lesley (the **Report of Final Oral Exam**, the **Graduate Student Approval Slip for Graduation** and the **Thesis/Dissertation Submission** form (latter form not necessary for creative component)).
- 7) Defend your thesis/creative component/dissertation. Major Professor will have POS committee members sign the **Report of Final Oral Examination** and he/she will give that form to Lesley to submit to the Graduate College. You will receive the **Graduate Student Approval Slip for Graduation** and the **Thesis/Dissertation Submission** form after your oral defense and you should keep them until your Major Professor has signed off on your revised thesis/dissertation.
- 8) **Edit** Thesis/Creative Component/Dissertation Defense and complete any requirements requested by POS committee.
- 9) After approval by your Major Professor submit **Graduate Student Approval Slip for Graduation** and the **Thesis/Dissertation Submission** forms to Graduate College.

- 10) **Electronically submit thesis/dissertation** to Graduate College preferably at least 2 days prior to deadline in case there are format issues, in which case you will need to revise and re-submit prior to the deadline.
- 11) **Submit 2 copies of your thesis/dissertation to Lesley** for the Department and your Major Professor (Dept pays for these); additional copies may be given to Lesley for your other POS committee members and any personal copies. You must submit hard copies (not electronic or on CD). Each copy is \$7.60.
- 12) Attend\* Commencement Ceremony and Enjoy! (And get thesis/dissertation published!)

\*If you have your defense scheduled for the summer (#3 above), but have not met all graduation requirements for spring graduation, you may still walk in the spring commencement with permission from your Major Professor. However, you must have the **Request for Final Oral Examination** submitted to the Graduate College in order to walk and you must also fill out and submit to Lesley the **Request to Attend Graduate College Spring or Fall Commencement Ceremony** form.

Note that you do not need to find DOGE to sign forms. Give forms to Lesley and she will get them to DOGE for signature.

**INFORMATION SPECIFICALLY FOR THE DOCTORAL  
PROGRAM IN KINESIOLOGY**

## ***Earning the Ph.D. in Kinesiology: An Overview***

Earning a Ph.D. in Kinesiology represents the achievement of expertise in the study of physical activity and its relationship to health. Expertise in Kinesiology means that the individual has worked with a mentor (Major Professor) and doctoral POS committee to develop an in-depth program of research and study that is balanced with pedagogical knowledge and skills. A research program includes the development of theoretical and content knowledge, laboratory and field research skills, methodological and analysis skills, and ethical behavior. Pedagogical knowledge and skills means the development of effective teaching to enhance student learning within the area of study. Thus, graduates of our program are trained as both researchers and teachers.

Iowa State University imposes very few requirements for earning a Ph.D. other than 72 credits beyond the bachelor's degree. The requirements for students matriculating in the Department of Kinesiology are outlined on subsequent pages. However, earning a Ph.D. is not based on how many courses are taken or how long one has been enrolled. The Ph.D. in Kinesiology is awarded based on achieving a satisfactory level of expertise as judged by the Major Professor and POS committee. Markers typically associated with expertise include presentation of research papers, publication of research papers, and demonstrated teaching skills. Ph.D. students are expected to behave as academic and professional scholars. They demonstrate this behavior by:

- working hard and effectively with others,
- participating with their advisor in everyday aspects of academic life,
- behaving ethically in research and teaching, and
- demonstrating characteristics of good academic and professional citizens.

We expect Ph.D. students to be full-time students from initial enrollment to graduation and to have a strong focus on their academic endeavors. To enable this, the Department of Kinesiology provides financial support for students in the form of assistantships, fellowships, and scholarships. These are from Departmental, College and University resources or from grant/contract resources. These opportunities are provided for all Ph.D. students throughout the completion of their program. We also provide summer funding for Ph.D. students whenever possible because we consider Ph.D. study a year-round activity. However, we monitor progress throughout the program and resources may be withdrawn if a student is not making good progress. Such a decision is made using the previously described process.

## ***Answers to Specific Questions about the Ph.D. Program***

### **How do I apply for admission?**

Students applying to the Ph.D. program in Kinesiology are required to complete the Graduate College application procedures. Additional requirements include the departmental application for Graduate Assistantship; a personal statement of educational, research, and professional goals; and submission of current GRE scores. When submitting the departmental application (Kinesiology Information Sheet), the student will be required to name the faculty member they would like to have as Major Professor. This choice should be made based on prior contact with the faculty member to explore mutual research and professional interests. Applications must be received by October 1 for full consideration for Spring admission and by January 1 for full consideration for Fall admission. Applications may be considered after these deadlines on a space-available basis. The full Ph.D.

Executive Committee will serve as the application screening body. Admission will require a simple majority vote by the Ph.D. Executive Committee.

### **Who may serve as my Major Professor?**

To direct and advise the work of a Ph.D. student, the faculty member must have an appointment in Kinesiology, have graduate faculty membership, and be approved as a Major Professor by simple majority vote of the Ph.D. Executive Committee. The committee will use the faculty member's curriculum vita on file in the departmental office for evaluation. Such evaluation will occur every five years for those faculty members who wish to serve as Major Professor for doctoral students. An untenured faculty member (Assistant Professor) may serve as a Major Professor. However, a member of the student's POS committee who is an Associate Professor or a Professor must also agree to serve as the student's Co-major Professor. The Co-major Professor must be willing and able to become the student's Major Professor if the untenured faculty member is no longer able to do so.

Approval as a Major Professor is dependent on having scholarly expertise in research as follows:

- tenured or tenure-track faculty,
- an on-going research program reflected by at least 3 data-based refereed publications during the past 5 years, and
- experience mentoring Master's students or serving on Master's or doctoral committees.

### **How is doctoral study funded?**

As previously mentioned, doctoral students are expected to be full-time students. Consequently, all Ph.D. students receive a graduate assistantship. However, to insure that students make timely progress towards completing their degree, the Department of Kinesiology will guarantee an assistantship to a doctoral student for only *four years*. This does not necessarily mean that a student is ineligible for an assistantship after four years have passed. The four years of funding is from the Department; if a student is also funded by a grant or contract, then the Department funding can be prorated over a longer period of time.

Here is an example to illustrate: A doctoral student receives an assistantship from the Department during the first year of study. In the second year of study, the doctoral student is funded through a research grant awarded to this student's Major Professor. The student is then placed on a Departmental assistantship in the third and fourth years of study. If a fifth year is needed to complete the Ph.D. requirements, one year of eligibility for Departmental funding remains. Thus, four years of Departmental funding was received over five years of matriculation.

### **How does the POS committee for doctoral students differ from that of a Master's student?**

The committee must have at least five members, with at least three members from Kinesiology and one from outside the department; the fifth committee member may be in or outside the Department of Kinesiology, but should provide breadth on the committee (outside your primary area of emphasis). The POS committee must include at least one associate or full professor from the department, and at least one member who has sufficient expertise in the student's research area to

take over the duties of Major Professor if the student's current Major Professor leaves ISU. Ph.D. committee membership and the Program of Study must be approved by the DOGE prior to submission to the Graduate College for approval.

Only faculty who are approved for Graduate Faculty Membership may serve as outside members of the POS committee. In addition to the required five POS committee members, individuals outside the University may serve on Ph.D. students committees when their special expertise is needed and they are approved by the DOGE and the Dean of the Graduate College.

### **What are the requirements of the POS for doctoral students?**

Doctoral students identify a primary area of emphasis and a secondary area of emphasis within Kinesiology, and a cognate area outside Kinesiology. The secondary area of emphasis is used to identify breadth coursework and guide selection of the secondary teaching experience and secondary research experience. Minimum requirements on all Programs of Study include 72 hours beyond the bachelor's degree, with at least 36 hours completed at ISU. These requirements may be exceeded at the discretion of the POS committee.

1. **Kinesiology** - 9 credits in a focused area
2. **Kinesiology** - 6 credits that provide breadth, typically from the student's secondary area of emphasis (must be outside student's primary area of emphasis)
3. **Cognate** - 9 credits in area related to but outside Kinesiology (may include courses in departments such as FSHN, Biochemistry & Biophysics, Biomedical Sciences, Biomedical Engineering, Psychology, Sociology, Neuroscience, Physics, and Zoology & Genetics)
4. **Statistics** - 9 credits in statistics and advanced research methods (typically including KIN 620). This will generally include both STAT 401 and 402, but a course in multivariate methods such as STAT 407 is recommended for some areas
5. **PhD Seminar** - 1 credit each semester in the Ph.D. seminar during full-time enrollment, (minimum of 6, no maximum)
6. **Ethics** - 1 credit in research ethics fulfilled through the 1-credit Iowa State "ethics" seminars that have been approved by NIH and NSF.
7. **Dissertation** - 21 credits of 699. No fewer than 9 credits should be taken prior to prelims (Master's thesis may be considered for 3 credits) and no fewer than 9 credits after prelims; the additional 3 can be taken before or after.
8. **Primary area of teaching** – TA an academic course in which student has full responsibility to conduct the class.
9. **Secondary area of teaching** - 3 credits of 590 or a ¼ time TA in the student's secondary area of emphasis
10. **Secondary area of research** - 3 credits of 590 or a ¼ time RA focused on a research experience outside the student's primary research lab

Worksheets are provided in **Appendix G** to help in planning your POS. These worksheets are only for planning. They do *not* substitute for the official ISU POS form. Charts in Appendix H will help you plan courses and experiences to satisfy the specific program requirements and will help you stay on track.

### What is the normal sequence of matriculation?

1. Prospective student accepted by graduate faculty member who will serve as Major Professor.
2. Student accepted for admission by Kinesiology Ph.D. Executive Committee and ISU Graduate College.
3. Major Professor provides initial advising until POS committee is formed.
4. Students for whom English is a second language must take the English Placement test during their first semester.
5. Get involved in Major Professor's research during first semester.
6. Conduct pilot work for dissertation line of research in second year.
7. Form POS committee during first year and hold meeting during second year to approve POS. At this meeting inform committee regarding proposed dissertation line of research and any pilot work conducted. Keep committee members informed and receive their feedback as studies are planned and conducted.
8. Dissertation proposal sent to committee and a proposal meeting conducted; present results from previous study (studies) and culminating research study (studies). *This meeting may occur before or after preliminary exams.*
9. Complete course work in Ph.D. No more than 6 course credits should remain when sitting for preliminary exams.
10. Complete preliminary examinations to qualify for candidacy. (Usually after second year in the doctoral program.)
11. Conduct final study (studies) and complete dissertation.
12. The independent teaching and secondary teaching and research experiences can be completed at any point when appropriate, but must be done prior to final oral examination.
10. Final oral examination is given. (A minimum of 6 months must elapse between preliminary examination and final oral examination.)
11. Graduation. Doctoral students are responsible for asking their Major Professor or another faculty member to present them at the graduation ceremony.

The timeline developed by ISU's Graduate College is provided in Appendix I.

### What research expectations are there for doctoral students?

Someone with a Ph.D. is expected to have expertise in performing research. To that end, doctoral students should be heavily engaged in the research process throughout their matriculation. The nature and extent of this engagement is dependent on the student's interests and previous experiences. However, the Major Professor and the POS committee play critical roles in that they provide expert guidance, direction and tutelage. In general, first year doctoral students are expected to spend considerable time assisting the Major Professor in the latter's research. In effect, the doctoral student is an "apprentice" to the "expert" researcher. As the doctoral student develops his/her own set of research skills and interests, this relationship changes. Over time, the doctoral student functions more and more independently of the Major Professor. This process culminates in the student's dissertation, which "is a significant contribution to knowledge and which shows independent and creative thought and work" (2007-09 ISU Catalog, p. 109)." However, the Major Professor still plays an important role in the latter stages of the student's doctoral work since the Major Professor supervises the dissertation work from inception to defense of the final draft at the Final Oral Exam.

In addition, doctoral students work with another professor to complete a secondary research experience. The purpose of this experience is to broaden exposure of the student to other methods and questions. Typically this research experience is in the student's secondary area of emphasis, but this constraint is not required.

### **What are the teaching requirements for doctoral students?**

A Ph.D. is a research-intensive degree. However, our Ph.D. program in Kinesiology is designed to prepare doctoral students for careers that will involve some level of teaching in the institutions where they are employed. Consequently, one of the core values of our program is that Ph.D. students need to develop their teaching résumé along with their research skills. For this reason, all Ph.D. students who are supported on departmental assistantship funds will be assigned teaching duties. In making these assignments, the department balances both the needs of the department and the chosen focus areas of the doctoral students. In addition, the department expects faculty to mentor the Ph.D. students in their teaching in much the same way that faculty mentor the doctoral students in their research. Doctoral students who are not supported on departmental assistantship funds are still expected to teach in preparation to teach at the university level.

As part of their educational experiences, doctoral students shall develop primary and secondary areas of teaching expertise. The student, Major Professor, and POS committee mutually agree upon these areas. The primary area is likely the one most aligned with the student's area of emphasis. For example, if a doctoral student's area of study were biomechanics, then the primary teaching area would likely also be biomechanics. The purpose of the secondary teaching experience is to give the student breadth in teaching and is usually associated with the student's secondary area of emphasis (although is not required). So, if a biomechanics student chose to complete 6 graduate credits in exercise physiology, then the student would likely choose exercise physiology as the secondary teaching area. The student should be engaged in teaching and grading (and labs if a part of the course) and should be involved across the semester; it may be as a TA for a lab or 590 credits in which they assist in teaching labs and/or lectures.

The department expects appropriate faculty members to supervise and mentor the student during these teaching endeavors. Moreover, the doctoral student and the major professor need to plan the student's POS carefully to ensure that these teaching requirements are met during the student's matriculation. To help reach these goals, the following principles guide the assignment of teaching duties for our doctoral students:

First year: In their first year, doctoral students will be assigned to teach mainly in laboratory sections, 100 and 200 level non-major courses, and in some classes in Kinesiology's Basic Activity Program. It is hoped that the student's Major Professor will also involve the student in observation and perhaps occasional lecturing in upper division lecture sections. Such practice teaching should be scheduled in advance so the student can prepare appropriately, be observed by the supervising faculty member, and feedback given to the student to help them develop their teaching skills.

Second year: During the second year, attempts will be made to shift more of the teaching into the student's chosen focus area so that increased exposure to teaching in upper division courses can be accomplished. At this stage, the supervising faculty member should make increasing opportunities available to the student to do some supervised teaching in the upper division lecture

section. In addition, because our program requires students to develop a second area of preparation, faculty should work with the undergraduate coordinator to provide some opportunity to gain additional teaching experience in the second area. For example, a Ph.D. student concentrating in exercise physiology might want to begin doing some teaching in biomechanics or motor control, depending on which is their secondary area. Depending on the student's involvement with their primary area, however, teaching in the secondary area may sometimes be reserved for their third year, particularly if the student is ready in their second year to start teaching alone in their primary area.

Third Year: The level of involvement in teaching an upper division course should increase further at this stage and the student should be ready to be assigned to teach one of these classes on his or her own. This can be accomplished by splitting off a smaller section of a large lecture course, or perhaps assigning the student to teach the course during a summer session when fewer students are enrolled. It is important at this stage that the faculty member provides continuing mentoring of the teaching even though the student may be assigned as the instructor of the course.

It may be difficult to distinguish between teaching activities that are completed as part of professional development (i.e., primary and secondary areas) and those that are completed as part of a department teaching assistantship. Developing teaching expertise is an ongoing process so these two are intertwined. In general, if the student is teaching a course to fulfill the requirements of developing primary or secondary areas of teaching expertise *while being mentored by a faculty member with expertise in this area*, then the student should receive academic credit (i.e., KIN 590 Special Topics) for doing so. If the student is teaching a course but is no longer being mentored by a faculty member, the student should not receive academic credit but should be compensated via a graduate assistantship. The distinguishing characteristic between these two circumstances is the extent to which the student is being mentored: in the former situation, the student is learning how to teach the class and therefore needs to be mentored, while in the latter, the student has developed competency in teaching the class and no longer needs to be mentored. Under no circumstances should a doctoral student be required to teach a 3-credit Kinesiology majors course for the first time without being adequately mentored by a faculty member with expertise in this area. Communication between the student's major professor, the department's teaching coordinator and, if need be, the Director of Graduate Education is critical to ensuring that both departmental and student needs are being met.

### **What are the Preliminary Examination, the Dissertation Proposal, and the Final Oral Examination?**

Each of these three represents significant milestones in the matriculation of a doctoral student. Each must be passed to progress towards the Ph.D. degree. The Preliminary Exam is completed first, followed by the Dissertation Proposal and meeting, and then the Final Oral Exam, a.k.a., the Dissertation Examination or Dissertation Defense.

The **Preliminary Examination** is taken as you near completion of your doctoral coursework. The written and oral preliminary exams are under the jurisdiction of the Major Professor and the POS committee. You must be within 6 credits of completion of all coursework except for research credits. Thus, it is usually taken in the third year of study, if matriculation is expected to require four years. You must have met the following requirements *prior* to sitting for the exam:

- full admission status,
- an approved Recommendation of Committee Appointment form,
- an approved POS,
- the English requirement,
- completed either a Masters thesis or equivalent,
- not be on academic probation, and
- obtained the “Request of Preliminary Examination” from the Kinesiology office and completed/submitted it at least 2 weeks before the Exam is scheduled.

The purpose of the examination is to test the breadth of knowledge in your secondary area of emphasis, the depth of knowledge in your area of emphasis, history of kinesiology, and the requisite supporting knowledge based on coursework taken outside the department. Ideally, the written preliminary exam will be scheduled after the completion of coursework.

There are written and oral components to the examination. For the written component, your Major Professor will solicit questions from each member of the POS committee after explaining the guidelines contained herein, and will provide a synopsis of your academic history to facilitate formulation of the questions. It is the responsibility of the Major Professor to ensure that the preliminary exam provides a fair and representative evaluation of your ability to: 1) read and interpret research papers; 2) formulate research questions and design research to answer those questions; 3) demonstrate a depth of knowledge related to the student’s area of emphasis; 4) have a broad understanding in student’s secondary area of emphasis; 5) understand relevant content outside kinesiology and 6) be able to discuss historical issues in kinesiology. The Major Professor has authority over the content of the exam. Prior to the examination, you should consult with each of the POS committee members to discuss the scope and depth of the examination. At this time POS members may supply you with reading lists where appropriate.

A maximum of 12 clock hours will be allotted for the preliminary exam. Generally, examinations will consist of 5-6 hours of writing in your primary emphasis area, 2 hours of writing in your secondary emphasis area, 3-4 hours of writing on questions submitted by other members of the POS committee, and 1 hour on history. The written examinations will be taken over 2 or 3 days (if three days, they need not be consecutive, so a student may take one day “off” if desired). Students will write the Examinations on the departmental laptop computer, and may include hand drawn figures where appropriate. If the student is acquiring a minor, 2 to 4 additional hours addressing content of the minor will be added. It is generally the practice that questions are not “take home,” i.e., they are completed at a particular time and place within Forker. However, the POS committee may make exceptions as deemed appropriate. Also, prelim written exams are typically “closed book,” but may be open book for particular questions, again dependent on approval by POS committee.

The preliminary oral examination will take place at least one week, and no more than three weeks, after the written exam. Following the written exam, the Major Professor will distribute copies of the examination questions and your answers to each member of the POS committee. The student being tested may not discuss their written examination with any member of the POS committee prior to the oral examination.

Based on your performance on both written and oral examinations, the POS committee will assign a ranking of your performance as either “Unconditional Pass”, “Conditional Pass”, or “Fail”. This ranking will be based on the consensus of the committee, although individual members may file a dissenting opinion. If you receive a full pass, you will be admitted to full candidacy. In the event of a conditional pass, the committee will provide specific comments to the student and develop a remedial plan. The plan is the purview of the committee and may include additional course work and readings. You will be admitted to full candidacy when the POS committee determines that the plan requirements have been met. A student who fails the preliminary exam will be allowed to take a second preliminary exam at least one semester, and no more than one year, after the initial preliminary exam. Failure of the second exam will result in termination of the student from the program.

The **Dissertation Proposal Meeting** is held later during coursework, but can be held before or after preliminary examinations, as determined by the graduate student and the Major Professor. Prior to the meeting the student should prepare a *dissertation proposal* that includes an **introduction, a review of literature** (similar in depth to published reviews of literature) and **methods for the capstone doctoral study or studies**. The proposal should be given to the POS committee two weeks prior to the meeting. (It should also include a summary of what has been found in previous studies leading to the capstone study or studies).

Students should begin research work early in their program and the dissertation is expected to be a continuation of the program of research. However, a formal Dissertation Proposal Meeting must be held in which the student’s previous research program is reviewed and the upcoming capstone research plan for the dissertation is presented to the POS committee. The student is expected to make a presentation about previous and upcoming research at this meeting. Approval of this plan represents an agreement between the POS committee and the student that if the research is completed and written appropriately as described, it will be acceptable for the Ph.D. The POS committee must approve any major modifications in the research plan.

The **Final Oral (Dissertation) Examination** or dissertation defense represents the final examination of your Ph.D. research. It cannot occur until 6 months after the Preliminary Exam. All course work must be completed or in progress before the Final Oral Exam is scheduled.

The format for the dissertation may be traditional (five chapters for one study) or the multiple study format in which there is an introduction chapter, one chapter for each dissertation study, and a conclusion chapter. Each study should be written for submission to a specific journal (possibly already submitted or even published). The extensive review of literature completed at the proposal is included either as Chapter Two or in the Appendix. (Any research that is included in the dissertation has to be approved by the POS committee prior to conducting the research.)

The student must submit a copy of the dissertation to each POS committee member at least two weeks before the Final Oral Exam. A copy of the complete dissertation must also be submitted to ISU’s Thesis Office no later than two weeks before the Final Oral Exam, or the first submission deadline of the semester in which the final oral exam is scheduled, whichever comes first. A “Request for Final Examination” must be obtained from the Kinesiology office and completed/submitted at least 3 weeks prior to the scheduled meeting. All members of the POS

committee must be there. At least two weeks before this meeting, a memo or email sent to all Kinesiology faculty members and graduate students announcing the meeting and inviting them to attend. This memo must include an abstract of the research.

**The Final Oral Exam meeting should generally follow the format:**

- a. The Ph.D. student is expected to make a formal presentation of her/his research at this meeting followed by general questions from the audience;
- b. The advisor asks everyone to leave except the POS committee and the student; questioning continues;
- c. The advisor asks the student to leave and the POS committee discusses the research and presentation. A decision is made of “Pass,” “Conditional Pass,” “Not Pass” with opportunity to retake, or “Not Pass” degree denied. This decision is noted on the “*Report of the Final Oral Exam*” that is sent to the Kinesiology office following completion of the “*Request of Final Examination*.”

Following the discussion, the student is invited back to the room and the outcome is discussed. If the pass is “Conditional”, the conditions should be thoroughly explained and noted on the form. If the decision is to “Fail” with opportunity to retake, this should be carefully explained including where the problems are, how to correct them, and when the exam may be retaken.

**What are the policies if I am earning a Ph.D. in another department but my Major Professor is in Kinesiology?**

Some Kinesiology professors have appointments in other departments allowing them to serve as Major Professor for students in that other department. Although we in Kinesiology want to encourage that kind of collaboration, we must make sure such activities do not negatively impact the Kinesiology Ph.D. program. As such, we have developed the following policies for supervising students enrolled in other departments:

1. Departmental Ph.D. students are defined as those who are enrolled in the Kinesiology Ph.D. program. Non-departmental are those enrolled in another program even if a Kinesiology faculty member is the Major Professor. Kinesiology encourages this kind of cross-department collaboration but not at the expense of our own program.
2. Departmental Ph.D. students have priority on office space, desk space, and scheduling lab use or equipment.
3. Kinesiology will provide office or desk space as long as it is available and not needed for a departmental Ph.D. student.
4. Kinesiology will not provide supplies or other things that cost Kinesiology money (reagents, computer disks, etc.) unless the sponsoring faculty member provides that out of their own grant account.
5. The non-departmental Ph.D. student should not expect secretarial support except as common courtesy. If something needs to be done for the faculty member’s research program, the faculty member should be the one to request the work.

The policies differ if the student is earning a degree in an interdepartmental program, such as Gerontology, Immunobiology, or Neurobiology. By definition, these programs are not housed within one department but are collaborative arrangements spanning several departments. In this case, if

his/her Major Professor is a Kinesiology faculty member, then the student is treated as if they were a Kinesiology student.

### **I did not complete a thesis project for my Master's degree; do I have to do a thesis now?**

Occasionally, the Ph.D. Executive Committee may choose to admit a student to the Ph.D. program who either does not have a Master's degree or did not complete a research project, i.e., a thesis, as the culminating work of his/her Master's degree. In both cases, the admitted student must complete the equivalent to a Master's thesis along the route to the Ph.D. but *before* the Ph.D. Preliminary Examination. This research should be under the supervision of the Ph.D. major professor and at least two other faculty members. Ideally, these two faculty members will be members of the student's POS committee. A written research paper should be completed and submitted for approval to the advisor and these two other faculty members. A public presentation of this research must also be done but should follow the final review of the written paper. A presentation at a national conference or published paper in an appropriate research journal with the student as first author is preferred. However, presenting at the Kinesiology Ph.D. seminar or another appropriate venue is allowable if agreed to by the major professor and the two faculty members.

Regardless of how the project is disseminated, the following procedures and order of procedures need to be adhered to:

- 1) Convene a committee of 3 faculty (the major professor and two faculty members)
- 2) Present to them the research project they propose (i.e. a "proposal defense"). The form of this presentation needs to be approved by the committee a priori but could be written, written and oral, or oral.
- 3) Adjust the proposed research project following input from this committee.
- 4) Complete the research project. It is desired that the 3 faculty members be kept up-to-date throughout the project.
- 5) Present to the committee the results (ie. a "thesis defense"). Again, the form of this presentation is up to the committee. The project needs to be approved ("signed off") by the committee. The form for doing so is in Appendix E of this Handbook.
- 6) Publicly disseminate the results of the research project.

### **Are doctoral students evaluated annually, as described for Master's students?**

Yes, as with Master's students, doctoral students are evaluated annually. If student progress is unacceptable, doctoral students can also be placed on department probation or dismissed from the department. Since doctoral work represents an even larger commitment on the part of a student and professor than does earning a Master's degree, the expectations for acceptable performance by a doctoral student are higher. The form for tracking academic progress is provided in Appendix G. Doctoral students should supplement this Self-Evaluation with a written summary of the previous year's work. This summary should accompany the Self-Evaluation.

**Acknowledgement**

*(to be signed by the student and witnessed by the DOGE)*

I, \_\_\_\_\_ (print name), acknowledge that I have read this document thoroughly. I understand that, as described in the section entitled **The Purpose of this Handbook**, this document supplements, but does not replace, information provided by the Graduate College of Iowa State University. All policies and procedures outlined in this handbook are subject to those of the Graduate College. I acknowledge that I should also read the *Graduate College Handbook* published by the Graduate College.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DOGE signature

\_\_\_\_\_  
Date

# Appendices

## Appendix A - Requirements for Master's Program

### Requirements for M.S. in Kinesiology

M.S. with thesis: 30 credit minimum

M.S. without a thesis (with a creative component), 33 credit minimum

*Specialization Content (9 credit hours required, two in area of emphasis, one outside)*

*Research Core (13 hours required for thesis option, 9 hours for non-thesis option)*

Statistics 401 – Statistical Methods for Research Workers (4)

KIN 501 – Research Methods in Exercise and Sport Science (3)

KIN 699 – Thesis Research (6 minimum), includes final oral defense OR

KIN 599 – Non-thesis option (2 minimum), includes final oral exam

Students should enroll in KIN 501 in the fall of their first semester at Iowa State. They should register for 1 credit of KIN 699 (or 599 for non-thesis) in the spring, during which time they will work with a faculty member developing their thesis or creative component proposal.

*Elective Courses.* Students in thesis option take 8 credits of electives; student in the non-thesis option take 15 credits of electives. All students must take 3 of these electives OUTSIDE Kinesiology.

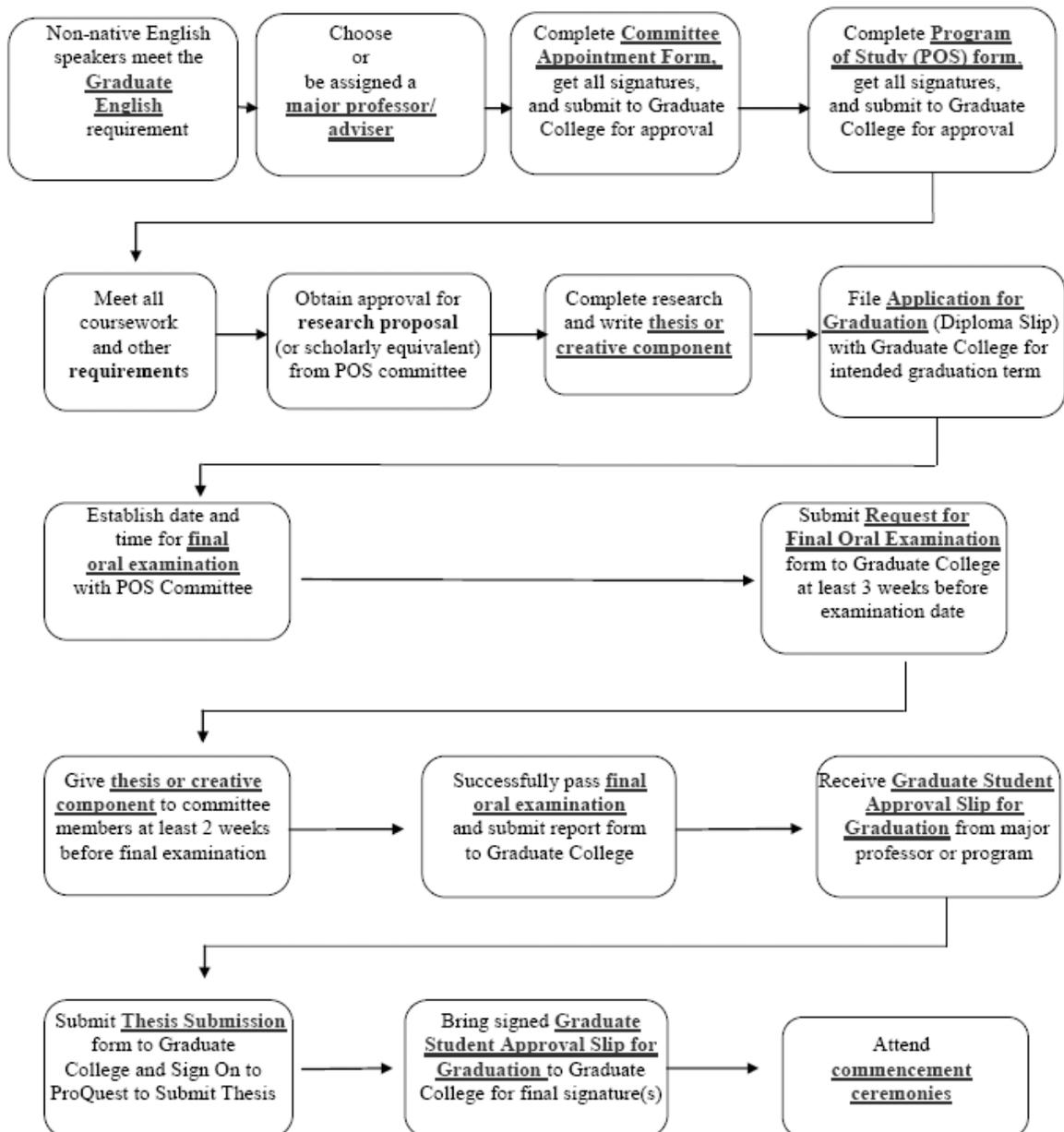
### *Recommended Courses Outside the Department (3 credits)*

The selection of appropriate elective courses should be closely related to research interests, projected career plans, and professional goals, and should be selected in conjunction with your advisor. The following is a list of possible elective course areas, although students may propose courses from other areas.

Educational Administration	Higher Education	Psychology	Gerontology
Sociology	Political Science	Management	Marketing
Counselor Education	Speech Communication	Journalism and Mass Communication	
Food and Nutrition	Biochemistry	Neuroscience	Molecular Biology
Zoology	Immunology	Vet. Med. Epidemiology	

## Appendix B – Flowchart for M.S. Degree (ISU Handbook)

### Procedures for Earning a Master's Degree at Iowa State University



**At the same time you give your thesis or creative component to your committee, you need to provide to the DOGE: 1) the final oral examination date and time and 2) an abstract of your thesis or creative component. E-mail notification is acceptable.**

**Appendix C – Masters Degree Planning Worksheet (2 Year Plan)**

*FALL - YEAR 1*

Course	Date	Credit	Grade

*SPRING - YEAR 1*

Course	Date	Credit	Grade

*SUMMER - YEAR 1*

Course	Date	Credit	Grade

*FALL - YEAR 2*

Course	Date	Credit	Grade

*SPRING - YEAR 2*

Course	Date	Credit	Grade

*SUMMER - YEAR 2*

Course	Date	Credit	Grade

**Appendix D - Sample Programs of Study for M.S. degree with thesis in exercise physiology area of emphasis**

Fall (1 <sup>st</sup> year)		
KIN 501 Research Methods		3
KIN 505 Laboratory Research Techniques		2
KIN 550 Advanced Exercise Physiology I		3
Spring		
KIN 551 Advanced Exercise Physiology II		3
KIN 510 Advanced Medical Aspects of Exercise (if odd yr)		2
KIN 699 (Thesis Proposal class)		1
STAT 401 Statistics		4
Summer		
KIN 699 Research		2
Fall (2 <sup>nd</sup> year)		
KIN 558 Physical Fitness-Principles, Programs... (if odd yr)	3	OR
KIN 521 Advanced Topics in Exercise Psychology (if even yr)	3	
AnSci 549 Advanced Vertebrate Physiology	4	
KIN 699 Research	3	
Spring		
KIN 699 Research		3
KIN 510 Advanced Medical Aspects of Exercise (if even yr)		<u>(2)</u>
Total credits		33

A minimum of 1 credit in KIN 699 is to be taken in the semester following completion of KIN 501. KIN 501 should be taken Fall semester of the first year. The Major Professor may require more than 6 credits in KIN 699 commensurate with the amount of work in research (thesis and other research involvement).

Note: Total credits are greater than the 30-credit minimum, but most students end up taking more than the minimum because of career interests or requirements from POS Committee.

**EXAMPLES OF COURSE WORK for MS with creative component (21 Kinesiology credits)**

These are not prescribed programs, only examples of course work each with a different focus.

Students, with approval by their major professor, may take any combination of Kinesiology courses.

However, a minimum of 6 credits should reflect an area of emphasis.

**1) Exercise Physiology**

Kin 505	(2)	Lab Techniques
Kin 550	(3)	Ex Phys I
Kin 551	(3)	Ex Phys II
Kin 558	(3)	Physical Fitness: Principles, Programs, Evaluation
Kin 567	(3)	Ex Health Behavior Change
Kin 570	(3)	Physical Activity Assessment
Kin 510	(2)	Medical Aspects
Kin elective	(2)	

**2) Motor Control/Biom**

Kin 516	(3)	Quantitative Analysis of Human Movement
Kin 515	(3)	Injury Biomechanics
Kin 560/561	(3)	Motor Control/Learning OR Motor Dev
Kin 572	(3)	Neural Basis of Human Movement
Kin 567	(3)	Exercise Health Behavior Change
Kin 558	(3)	Physical Fitness: Principles, Programs, Evaluation
Kin elective	(3)	

**3) Sport/Education**

Kin 520	(3)	Sociology Analysis of Sport
Kin 567	(3)	Exercise Health Behavior Change
Kin 570	(3)	Physical Activity Assessment
Kin 595	(3)	Adapted Physical Education
Kin 531	(3)	Youth Sport
Kin 560/561	(3)	Motor Control/Learning or Motor Development
Kin elective	(3)	

**Appendix E. Graduate Program Worksheet and other forms – Master’s Student**

Sample of an excel table to facilitate 2-yr plan.

Name	THESIS OPTION								
	fall sem1	spr sem1	sum1	fall sem2	spr sem2	sum2	mins	actual	xtra
Focus/2 <sup>nd</sup> area							9		
Undergr (Z)									
electives				3 outside Kin			8		
R core	501 R Methods (3)	Stats 401 (4)					7		
thesis		699 prop (1)		699 R (3)	699 R (6)		6		
other	590 G (3)	590 G (3)		590 G (3)					
							30		

Name	CREATIVE COMPONENT OPTION								
	fall sem1	spr sem1	sum1	fall sem2	spr sem2	sum2	mins	actual	xtra
Focus/2 <sup>nd</sup> area							9		
Undergr (Z)									
electives				3 outside Kin			15		
R core	501 R Methods (3)	Stats 401 (4)					7		
Creative component		599 (1)			599 (1)		2		
							33		

Name:	Phone Wk.	Phone Hm.
e-mail:	Address:	
When admitted to KINESIOLOGY graduate program: Date: ____/____/____		
Admission Status: ____ Restricted      Date: ____/____/____ ____ Provisional      Date: ____/____/____ (if changed from Restricted) ____ Full                      Date: ____/____/____ (if changed from Provisional)		
<b>The following should be done during the first term at ISU:</b> Program of Study (POS) developed with Graduate Advisor      Date: ____/____/____  <i>For non-native English speaking students only:</i> English Placement exam taken & passed      Date: ____/____/____ SPEAK/TEACH Test taken & passed*      Date: ____/____/____ * must be passed before student can begin teaching responsibilities		
<b>The following should be done during the second term at ISU:</b>  <b>POS Committee Appointment Form</b> completed      Date: ____/____/____		
POS Committee Members		
1.	2.	3.
<b>Proposal</b> meeting with POS Committee  Date: ____/____/____      Approved by POS committee: ____ Yes ____ No Proposed title if M.S. or brief description of culminating non-thesis project.:		
Human Subjects approval: Yes    No    NA Date: ____/____/____		Vertebrate Animals COAC approval: Yes    No    NA Date: ____/____/____
Biohazards Use approval: Yes    No    NA Date: ____/____/____		Radioactive Materials approval: Yes    No    NA Date: ____/____/____
<b>Thesis Defense</b> with POS Committee Date: ____/____/____      Approved by POS committee: ____ Yes ____ No If not thesis,		
Diploma Slip Filed (end of first week of semester):		
Graduation Approval Slip (10 working days before graduation):		
Date Graduated:		

The following student self-evaluation should be completed and reviewed with the student's Graduate Advisor or Major Professor no later than April 15<sup>th</sup> of each year.

**Student Self-evaluation:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Performance in:	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Coursework	( )	( )	( )	( )	( )
Assistantship*	( )	( )	( )	( )	( )
Research	( )	( )	( )	( )	( )
Progress towards goals outlined in previous evaluations	( )	( )	( )	( )	( )
Progress towards degree	( )	( )	( )	( )	( )

For items marked other than "Excellent" or "Satisfactory," please address why and how you will improve on a separate sheet of paper.

**Advisor Evaluation:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Performance in:	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Coursework	( )	( )	( )	( )	( )
Assistantship	( )	( )	( )	( )	( )
Research	( )	( )	( )	( )	( )
Progress towards goals outlined in previous evaluations	( )	( )	( )	( )	( )
Progress towards degree	( )	( )	( )	( )	( )

What is student doing right in terms of progressing towards his/her degree (re: coursework, teaching or other GA responsibilities, research)? What could he/she be doing better?

\*Assistantship evaluation may be provided by the coordinator for the physical activities program if the student is teaching physical activity classes.

**Mutually agreed upon student goals for the coming year** (use additional paper, if needed):

**Advisor's recommendation:**

Student continue in the program \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Student be placed on department probation \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Student be dismissed \_\_\_\_\_ Yes \_\_\_\_\_ No

If recommendation is probation or dismissal, please attach a letter justifying why.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

***Appendix F. Graduate Program Worksheet and other forms – Doctoral Student***

Name:	Phone Wk.	Phone Hm.
e-mail:	Address:	
When admitted to Kinesiology graduate program: Date: ____/____/____		
Admission Status: ____ Restricted      Date: ____/____/____ ____ Provisional      Date: ____/____/____ (if changed from Restricted) ____ Full                      Date: ____/____/____ (if changed from Provisional)		
The following should be done during the first term at ISU: <b>POS Committee Appointment Form</b> completed      Date: ____/____/____ <i>For non-native English speaking students only:</i> English Placement exam taken & passed      Date: ____/____/____ SPEAK/TEACH Test taken & passed*      Date: ____/____/____ * must be passed before student can begin teaching responsibilities		
<b>POS Committee Members (identify co-mentor, if required)</b>		
1.	2.	3.
4.	5.	6.
If <i>non-thesis</i> Masters' degree, title of research project (must be completed prior to Ph.D. Preliminary Examinations): Written outcome of research project approved by: Ph.D. Advisor _____ Date: ____/____/____ Supervising Faculty _____ Date: ____/____/____ Supervising Faculty _____ Date: ____/____/____ How and when was this project publicly presented?		
<b>Written Preliminary Exam</b> Date: ____/____/____      Passed: ____ Yes ____ No If failed, date retaken: ____/____/____      Passed: ____ Yes ____ No		
<b>Oral Preliminary Exam</b> Date: ____/____/____      Passed: ____ Yes ____ No If failed, date retaken: ____/____/____      Passed: ____ Yes ____ No		
<b>Dissertation Proposal</b> meeting with POS Committee Date: ____/____/____      Approved by POS committee: ____ Yes ____ No Proposed title:		
Human Subjects approval: Yes    No    NA Date: ____/____/____		Vertebrate Animals COAC approval: Yes    No    NA Date: ____/____/____
Biohazards Use approval: Yes    No    NA Date: ____/____/____		Radioactive Materials approval: Yes    No    NA Date: ____/____/____
<b>Dissertation Examination</b> (no earlier than 6 mos after the Preliminary Exams) Date: ____/____/____      Approved by POS committee: ____ Yes ____ No		
Diploma Slip Filed (end of first week of semester):		
Graduation Approval Slip (10 working days before graduation):		
Date Graduated:		

The following student self-evaluation should be completed and reviewed with the student's Graduate Advisor or Major Professor no later than April 15<sup>th</sup> of each year. A written self-evaluation

**Student Self-evaluation:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Performance in:	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Coursework	( )	( )	( )	( )	( )
Assistantship	( )	( )	( )	( )	( )
Research	( )	( )	( )	( )	( )
Publications	( )	( )	( )	( )	( )
Progress towards goals outlined in previous evaluations	( )	( )	( )	( )	( )
Progress towards degree	( )	( )	( )	( )	( )

*For items marked other than "Excellent" or "Satisfactory," please address why and how you will improve on a separate sheet of paper.*

**Advisor Evaluation:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Performance in:	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Coursework	( )	( )	( )	( )	( )
*Assistantship	( )	( )	( )	( )	( )
Research	( )	( )	( )	( )	( )
Publications	( )	( )	( )	( )	( )
Progress towards goals outlined in previous evaluations	( )	( )	( )	( )	( )
Progress towards degree	( )	( )	( )	( )	( )

*\*Assistantship evaluation may be provided by the coordinator for the physical activities program if the student is teaching physical activity classes.*

**What is student doing right in terms of progressing towards his/her degree (re:coursework, teaching or other GA responsibilities, research, publications)? What could he/she be doing better?**

**Mutually agreed upon student goals for the coming year (use additional paper, if needed):**

**Advisor's recommendation:**

Continue funding this student	_____ Yes	_____ No
Student continue in the program	_____ Yes	_____ No
Student be placed on department probation	_____ Yes	_____ No
Student be dismissed	_____ Yes	_____ No

If recommendation is probation or dismissal, please attach a letter justifying why.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

***Appendix G - Planning Grid for Doctoral POS***

**Ph.D. Degree Requirements by Category (72 credits minimum beyond Bachelor's degree; at least 36 hours completed at Iowa State University)**

Statistics/Research Methods (9 credits minimum).

Course	Date	Credit	Grade
KIN 620x		3	

Elective Credits in focused area outside department (9 credits min.)

Course	Date	Credit	Grade

Ph.D. Seminar (6 credits min.); Ethics Seminar (1)

Course	Date	Credit	Grade
KIN 615		1	
KIN 590 (Ethics)		1	

Research Credits (21 minimum for graduation)  
Prior to Prelims (9 credits min.)

Course	Date	Credit	Grade
KIN 699 or thesis		3	
KIN 699		3	
KIN 699		3	

Kinesiology Credits (15 credits min., w/ at least 6 in secondary area of emphasis)

Course	Date	Credit	Grade

After Prelims (9 credits min.)

Course	Date	Credit	Grade
KIN 699		3	
KIN 699		3	
KIN 699		3	

Provide Date and Brief Description:

Primary Teaching Experience \_\_\_\_\_  
\_\_\_\_\_

Secondary Teaching Experience: \_\_\_\_\_  
\_\_\_\_\_

Secondary Research Experience: \_\_\_\_\_  
\_\_\_\_\_

**Minor** (optional) \_\_\_\_\_  
List credits (12 minimum) \_\_\_\_\_

Primary Area of Emphasis: \_\_\_\_\_

Secondary Area of Emphasis: \_\_\_\_\_

Focus outside Department: \_\_\_\_\_

Provisional status? \_\_\_\_\_ If so, met how?  
\_\_\_\_\_

Line of diss. research approved: (date) \_\_\_\_\_

***Appendix H – Calendar Planning Guides for 4 Year Plan for  
Doctorate***

*FALL - YEAR 1*

Course	Date	Credit	Grade

*SPRING - YEAR 1*

Course	Date	Credit	Grade

*SUMMER - YEAR 1*

Course	Date	Credit	Grade

*FALL - YEAR 2*

Course	Date	Credit	Grade

*SPRING - YEAR 2*

Course	Date	Credit	Grade

*SUMMER - YEAR 2*

Course	Date	Credit	Grade

*FALL - YEAR 3*

Course	Date	Credit	Grade

*SPRING - YEAR 3*

Course	Date	Credit	Grade

*SUMMER - YEAR 3*

Course	Date	Credit	Grade

*FALL - YEAR 4*

Course	Date	Credit	Grade

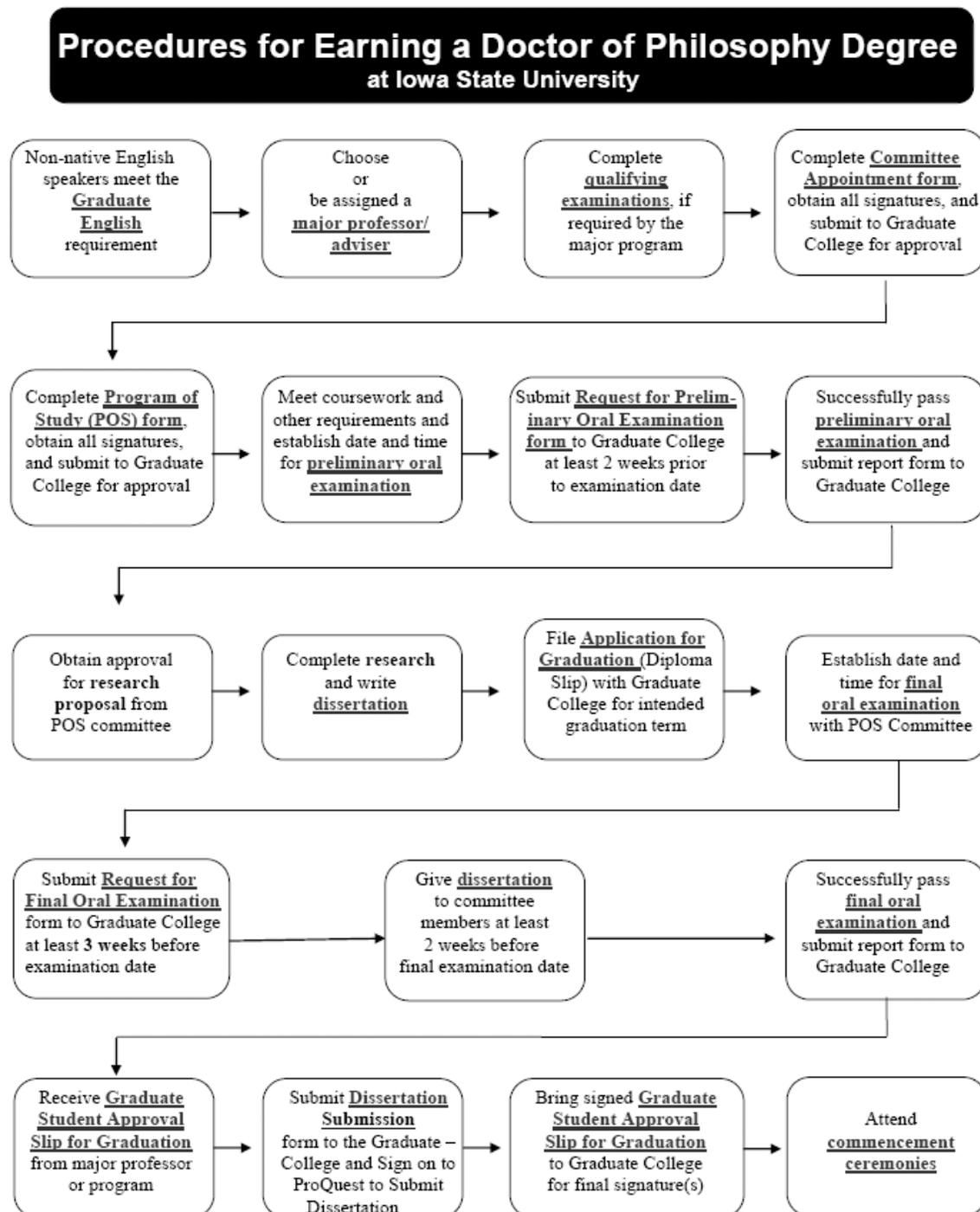
*SPRING - YEAR 4*

Course	Date	Credit	Grade

*SUMMER - YEAR 4*

Course	Date	Credit	Grade

## Appendix I – Flowchart for Ph.D. Program (Graduate Handbook)



At the same time you give your dissertation to your committee (2 weeks prior to defense), you need to provide to the Kinesiology faculty members and graduate students the final oral examination date and time and an abstract of your dissertation. E-mail notification is acceptable.