

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

*Approved by Kinesiology graduate faculty (August 2008)  
(Most recent update: August 2017)*

## Graduate Handbook Table of Contents

<b>General Information about the Graduate Program</b> .....	<b>3</b>
<b>Purpose of the Handbook</b> .....	<b>3</b>
<b>Degree Options within Kinesiology</b> .....	<b>3</b>
How graduate school differs from undergraduate school.....	4
Differences between an M.S. with or without a thesis .....	5
Major Professor and Program of Study committee .....	5
Program of Study (POS) .....	6
Master’s thesis.....	7
Master’s creative component .....	7
Project proposal and oral defense .....	7
Meeting academic requirements to graduate on time .....	8
Provisional status .....	9
Graduate school funding .....	9
Satisfactory progress in the program .....	10
Annual graduate student review.....	12
<b>Scholarships and Awards Available to Graduate Students in Kinesiology</b> .....	<b>14</b>
<b>Graduation Checklist for the Department of Kinesiology</b> .....	<b>15</b>
<b>Information about the Doctoral Program</b> .....	<b>17</b>
<b>Earning the Ph.D. in Kinesiology: An Overview</b> .....	<b>17</b>
Applying for admission.....	17
Major Professor requirements .....	18
Doctoral student funding.....	18
Doctoral POS committee.....	18
POS requirements .....	19
Sequence of matriculation.....	19
Research expectations for Ph.D. students .....	20
Ph.D. student teaching .....	21
The preliminary examination, the dissertation proposal, and the final oral examination ....	22
Earning a Ph.D. in another department with a Major Professor in Kinesiology .....	25
Ph.D. students who did not complete a thesis project as part of a Master’s degree .....	25
Doctoral student annual evaluation.....	26
<b>Appendix A - Requirements for M.S. in Kinesiology</b> .....	<b>27</b>
<b>Appendix B – M.S. Degree Milestones and Annual Evaluation</b> .....	<b>28</b>
<b>Appendix C – Department POS Forms for M.S. Degree</b> .....	<b>31</b>
<b>Appendix D – M.S. Degree Worksheet and POS Form Example</b> .....	<b>33</b>
<b>Appendix E - Requirements for Ph.D. in Kinesiology</b> .....	<b>35</b>
<b>Appendix F – Ph.D. Degree Milestones and Annual Evaluation</b> .....	<b>36</b>
<b>Appendix G – Department POS Form for Ph.D. Degree</b> .....	<b>39</b>
<b>Appendix H – Ph.D. Degree Worksheet and POS Form Example</b> .....	<b>40</b>

## 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 strongly recommended that readers of this departmental handbook read the *Graduate College 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 August 2017.

### The Graduate College ([www.grad-college.iastate.edu](http://www.grad-college.iastate.edu))

All students should become 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 by clicking "Current Students". This is a great first resource if the question pertains to university-wide policies and procedures. There are other links under "Current Students", including Dates & Deadlines, Student Forms, Graduation, and Thesis.

### Additional helpful websites:

**Iowa State University Catalog** ([catalog.iastate.edu](http://catalog.iastate.edu))

**Iowa State University Schedule of Classes** ([classes.iastate.edu](http://classes.iastate.edu))

**ISU Policy Library** (links to University-wide policies) ([www.policy.iastate.edu](http://www.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 advanced 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 with the goal to continue their education in a doctoral program or with professional goals that require further research experience. 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 the majority Ph.D. programs require completion of a master's thesis). The **non-thesis M.S. option** is to prepare students for professional jobs by equipping them with knowledge and providing them with an appreciation for the scientific process so they can be a consumer of research. You should specify your choice of 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 research area within Kinesiology.

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/health promotion** (including epidemiology), and **pedagogy**. 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 at Iowa State University, on Kinesiology forms, or on correspondence.

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

### **How graduate school differs from undergraduate school**

In undergraduate programs, most of the emphasis is on knowledge acquisition and application, such as 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 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 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, but personal effort and motivation are critical to make full use of your potential. Second, most graduate students receive teaching, research, and/or graduate assistantships from the Department of Kinesiology. 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.

### **Differences between an M.S. with or without a thesis**

All M.S. students complete nine Kinesiology specialization credits, 3 elective credits outside Kinesiology, KIN 501 (Research Methods in Physical Activity), and STAT 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

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

#### Non-thesis option

minimum of 33 credits  
minimum of 2 KIN 599 credits  
12 additional elective credits

### **Major Professor and Program of Study committee**

Students are assigned a **Major Professor** when they are accepted for graduate study in Kinesiology. A Major Professor is a graduate faculty member who teaches and/or performs 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, your Major Professor is your initial contact when you have questions about your research area. Your Major Professor supervises your thesis, creative component, or dissertation.

Graduate students are usually assigned a Major Professor based on conversations prior to admittance that confirm similar research interests. The Director of Graduate Education and the Graduate Executive Committee try to facilitate the best match of graduate students with Major Professors during the admissions process. However, after you begin study in Kinesiology, you may find another graduate faculty member who is a better fit in terms of your research interests. In that case, you may change if you ask the graduate faculty member and this individual agrees to serve as your Major Professor (in other words, you must initiate this change). Changing to a different Major Professor is done as early as possible during your graduate studies, preferably no later than the beginning of your second semester in the M.S. or Ph.D. program.

You will work with your Major Professor to identify your **Program of Study (POS) Committee**. Your POS committee consists of faculty members who are willing to assist you in planning your coursework and thesis/dissertation/creative component. The POS committee for the M.S. program consists of at least three graduate faculty members (two within Kinesiology and the third either outside the department or within the department, but outside your primary area of emphasis to provide breadth). The POS committee for the Ph.D. program consists of five graduate faculty members (three within the department, one outside the department, and the fifth either outside the department or within the department, but outside your primary and secondary areas of emphasis to provide breadth).

It is recommended that you have your POS committee identified by the end of the first year of your graduate study and no later than the beginning of your third semester of graduate study. POS committee membership and POS coursework are submitted for approval through the online Program of Study and Committee (POSC) form available through AccessPlus. The online POSC is approved by your Major Professor, your POS committee, the Department of Kinesiology's Director of Graduate Education, and the Graduate College. For M.S. students, the online POSC form must be approved the term prior to taking the final oral examination. For Ph.D. students, the online POSC form must be approved the term prior to taking preliminary examinations.

As outlined in the *Graduate College Handbook*, duties of the POS committee include: 1) reviewing and approving your POS coursework and any changes in POS coursework; 2) advising you during the development of your thesis, dissertation, or creative component; 3) conducting the preliminary written and oral examinations (for Ph.D. students); and 4) evaluating your thesis, dissertation, or creative component during the final oral examination.

You will meet and consult with your POS committee to discuss your thesis, dissertation, or creative component proposal. Although most of the preliminary planning is done with your Major Professor, you need to avoid the situation where a project is essentially completed by the time the POS committee meets to discuss your proposal. This scenario leaves the POS committee with no opportunity to suggest changes in design or analysis. The worst-case scenario would be that the POS committee rejects your proposed (but already completed) project, and you have to start all over. While there are situations where an experimental protocol has been established (e.g., your project is part of research done within a funded study), the POS committee needs to be involved in reviewing the design and analysis of your research project. For M.S. students, the research proposal meeting to discuss your thesis project with your POS committee should occur at the end of your first year or beginning of your second year. For Ph.D. students, the research proposal meeting to discuss your initial dissertation project with your POS committee should occur at the end of your first year or beginning of your second year and as needed for multiple projects. In addition, Ph.D. students are required to conduct a formal dissertation proposal meeting to discuss your final project with your POS committee. This meeting should occur sometime during your third year of study.

### **Program of Study (POS)**

Your POS is the coursework you intend to take while at Iowa State University. 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 Major Professor and POS committee. In order to graduate in a timely manner, it is critical that you determine early in your studies 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 Major Professor as soon as you arrive at ISU.

Your POS committee should be involved in the process of developing your POS and not just approving the online POSC form. The POS is often reviewed when meeting with your POS committee to discuss your thesis, creative component, or first dissertation project. The advantage of reviewing the POS at this time is that all members of the POS committee have an opportunity to provide input on the selection of courses. It is helpful to provide your POS committee with a copy of your departmental POS form to illustrate how the courses you have chosen fulfill department graduation requirements (see Appendices C and G). POS committee members have the right to ask for additional information to evaluate your POS and also to suggest additional or alternate coursework. The Department of Kinesiology has specific requirements for the POS. The requirements for the M.S. degree with thesis and non-thesis (creative component) are provided in Appendix A, and the requirements for a Ph.D. degree are provided in Appendix E.

An M.S. degree requires a minimum of 30 credits beyond the Bachelor's degree for the thesis option and a minimum of 33 credits beyond the Bachelor's degree for the non-thesis option. A Ph.D. degree requires a minimum of 72 credits beyond the Bachelor's degree, with at least 36 credits completed at Iowa State University. These credit requirements do not include any courses you need to complete to make up any academic deficiencies that you may have. Deficiency courses are required for graduate students who did not take three courses in Kinesiology advanced core areas during their undergraduate studies (biomechanics, exercise physiology, exercise/sport psychology, motor control, and sport sociology). Deficiencies are not listed on your online POSC form, but are included in your graduate grade point average.

### **Master's thesis**

A thesis should be a well planned and executed research study or meta-analysis that is based on solid scientific principles. The POS committee reviews and evaluates the thesis. The thesis must meet all requirements of the Graduate College as well as expectations of the Department of Kinesiology:

1. The POS Committee must approve the plan for the research
2. Research is of the quality for publication in a scholarly journal
3. It is recommended that the thesis include at least a literature review and a manuscript formatted for submission to a scholarly journal
4. A final oral exam on the thesis (thesis defense) must be passed

### **Master's creative component**

The non-thesis option includes a creative component. The topic/approach must be approved by your POS committee. At the end of your 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, you will identify an area of professional practice in which you plan to engage, then relate research findings to best practices in that professional focus. This process is a capstone experience to further develop your skills as a consumer of research.

### **Project proposal and oral defense**

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

You will work under the guidance of your Major Professor for the thesis or dissertation project. As part of your thesis or dissertation, you will write a project proposal wherein you describe the hypothesis to be tested, the justification for doing so, the methods to be used, and a review of literature. This project proposal is disseminated to the POS committee for review at least one week before the meeting. You will make an oral presentation of your project proposal to the POS committee reiterating the need for the study. The POS committee will discuss the project proposal with the goal of 'trouble-shooting' the project *before* data are collected. Note that for Ph.D. students, several meetings are likely to occur in which a series of projects have been discussed and approved by the POS committee leading up to the formal dissertation meeting to discuss the final project.

Once approved by your POS committee, you will complete the research project, analyze the data resulting from the project, and then make conclusions. This process is put in writing and, using the proposal as an initial framework, results in your thesis or a manuscript chapter of the dissertation. Your POS committee has the expectation that what was proposed was actually completed for the thesis or dissertation. Occasionally, substantial changes to a project are deemed necessary after pilot data are collected. When this situation occurs, your POS committee should be informed and allowed to review and approve those changes. For both M.S. and Ph.D. students, intermediate data meetings are sometimes helpful. The data meeting may be an initial presentation of the project results or a less formal look at preliminary data where your POS committee has the opportunity to suggest modified analyses if needed.

The student defends the results of the thesis or dissertation in a “final defense” or “Final Oral Examination.” A Request for Final Oral Examination form must be submitted to the Graduate College at least three weeks before the final defense. It is considered common courtesy to allow the POS two weeks to review your thesis or dissertation. The final defense includes an oral presentation of the thesis or dissertation results with the student fielding questions from the POS committee. All POS committee members must be present unless a Preliminary or Final Oral Examination with Committee Member at a Distance form has been submitted and approved. Assuming the student passes the Final Oral Examination and after making whatever changes are indicated to the thesis, the student will submit the thesis/dissertation electronically to ProQuest/UMI.

Guidelines for preparation and submission of the thesis/dissertation can be found at: [www.grad-college.iastate.edu/thesis/](http://www.grad-college.iastate.edu/thesis/). More details on ‘Finishing Up’ 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 these deadlines.

### **Meeting academic requirements to graduate on time**

First and foremost, meet regularly with your Major Professor. Worksheets have been developed to help guide this process. A timeline for M.S. student milestones appears in **Appendix B**, and a timeline for Ph.D. student milestones appears in **Appendix I**. These timelines describe the different stages you should follow from the beginning of your study to the end.

The department POS forms for M.S. thesis and M.S. non-thesis students appear in **Appendix C**, and the department POS for Ph.D. students appears in **Appendix G**. The department POS forms are helpful for planning classes that will meet department and Graduate College graduation requirements. A blank chronological schedule form for M.S. students appears in **Appendix D**, and a blank chronological schedule form for Ph.D. students appears in **Appendix H**. It is recommended that you bring the department POS form and chronological schedule when meeting with your Major Professor and POS committee about your program of study. These forms do *not* substitute for the official online Graduate College POSC form, but are simply aids to help you determine your program of study.

A program of study is individualized based on the needs and interests of the student and the specific recommendations of the Major Professor. An example of a program of study for a M.S. thesis student with a biomechanics area of emphasis is provided in Appendix D.

### **Provisional status**

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 background coursework 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 to be admitted as “Full” graduate student status:

**KIN 355** Biomechanics

**KIN 358** Physiology of Exercise

**KIN 360** Sociology of Sport and Exercise

**KIN 365/366** Sport Psychology **OR** Exercise Psychology

**KIN 372** Motor Control and Learning across the Lifespan

If these courses (or their equivalent) have not been taken as an undergraduate student and are to be taken during the graduate program, then the student will be admitted under the “Provisional” graduate student status. Provisional M.S. students take up to three ‘deficiency’ courses at the undergraduate level and must earn a C 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 deficiency courses at either the undergraduate or graduate level (with permission of the professor, who may require some prerequisite reading). If a Ph.D. student takes any deficiency courses at the graduate level, then the credits will count towards fulfilling the credit requirement of the Ph.D. degree, but not the Kinesiology specialization requirement.

### **Graduate school funding**

Graduate assistantships 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 the educational experience as class work. Several types of assistantships are available (see the *Graduate College Handbook* for details). The majority of Kinesiology’s graduate assistantships are either research assistantships (RA) or teaching assistantships (TA). Other graduate assistantships may be associated with the Exercise Clinic, Recreation Services, or learning communities. 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 as approved by the Major Professor and the POS committee. A TA provides teaching support for classes mostly within the Department of Kinesiology and works under the supervision of one or more faculty members. Graduate assistantships may be a combination of RA, TA, and other assignments. Graduate students must maintain a minimum GPA of 3.0 to be eligible for a graduate assistantship and the associated graduate tuition scholarship.

The official Graduate College guideline for an assistantship is 20 hours per week for a half-time (1/2) appointment, although this expectation may vary depending on the assistantship. The course load for a TA in Kinesiology is based on the level (upper vs. lower level course), complexity (lecture vs. physical activity), and out-of-class requirements (e.g., amount of grading, lecture preparation) of the courses to which the TA is assigned. The intent is to balance these course demands such that two TAs with different teaching assignments, but who both have half-time assistantships, will devote similar amounts of time to meeting their assistantship responsibilities.

In general, M.S. students on assistantship will receive 2 years of support, while Ph.D. students will receive 4 years of support. Satisfactory completion of the assistantship and satisfactory academic performance makes a student eligible for reappointment. However, a graduate student who does a poor job meeting the expectations of the assistantship is not guaranteed reappointment for the next year. A decision not to renew an assistantship is made in consultation with the Major Professor, the Director of Graduate Education, and 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 required courses) and assistantship (i.e., completing assigned responsibilities).
- B. Students must maintain a GPA of 3.0 or higher to hold a graduate assistantship and tuition scholarship.
- C. The Graduate College requires that graduate assistants register for a minimum of 1 credit each semester that they hold an appointment. The Kinesiology Department recommendation is that students on graduate assistantship register for a minimum of 9 credit hours each semester. If a graduate assistant does not need to take 9 credits of coursework in a particular semester to meet graduation requirements, then the expectation is the remaining credits will be taken as KIN 699 (thesis/dissertation research, up to 6 credits per semester) or KIN 599 (creative component research, up to 3 credits per semester). Note that graduate assistants are charged the same tuition amount regardless of how many credits they take.
- F. M.S. students can receive graduate assistantships and tuition scholarships for 4 semesters (not including summer appointments). Extension of this support may be requested by the Major Professor and may be granted on a case-by-case basis.
- G. Ph.D. students can receive graduate assistantships and tuition scholarships for 8 semesters (not including summer appointments). Extension of this support may be requested by the Major Professor and may be granted on a case-by-case basis.

In addition to the stipend provided by the assistantship, the Graduate College provides a tuition scholarship for teaching assistantships and certain types of internally funded assistantships. For other types of assistantships, the funding agency provides an equivalent amount of tuition support. M.S. students on a half-time appointment receive a tuition scholarship funding half of tuition per semester, while M.S. students on a quarter-time appointment (but less than half-time) receive a tuition scholarship funding a quarter of tuition per semester. Ph.D. students on a half-time appointment receive a tuition scholarship funding full tuition per semester.

### **Satisfactory progress 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 at Iowa State University. 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 “satisfactory progress” 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 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). Faculty can assign grades of A, B, C, D, I, S, or F. A grade of F in a Satisfactory/Fail (S/F) graded course is included in your GPA, but an S grade is not. A grade of I indicates an incomplete in the course and must be resolved in one calendar year or by the deadline for completion of the Graduate Student Approval Form for graduation.

Assistantship success is more difficult to quantify. Most teaching assistantships entail instructional responsibilities within the department and many are within the department's physical activity program. You are expected to be knowledgeable in the subject matter, to disseminate information in an effective manner, to facilitate learning, and to assess student performance in a reasonable manner. For a new instructor, this necessitates spending extra time 'behind the scenes' preparing for the class. There are other types of assistantships provided by the department, such as research assistantships or graduate 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 expression, respecting confidentiality of the instructor-student relationship, avoiding exploitation of one's position for personal gain, and observing university regulations regarding projects conducted at the university.

Faculty members in the Department expect students to make timely progress towards their degree. For full-time students, an M.S. degree typically takes 2 years to complete. To meet this timeline, students usually need to be enrolled in 9 credits in each semester. If an M.S. student has multiple background deficiency courses to take and/or pursues a graduate minor, then 9-12 credits per semester and/or summer enrollment may be necessary to complete the degree in two years. M.S. students usually complete most of their course requirements during the first year, then increasingly shift their time to their thesis/creative component in the second year. M.S. students typically make timely progress toward completing their 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.

A Ph.D. in Kinesiology usually takes four years to achieve. Some students may earn their Ph.D. degree in three years, although that is unusual. Some students may earn their Ph.D. degree in five years (or more), particularly those with a co-major. 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 Ph.D. students to complete 72 credits past the bachelor's degree, with 36 of those credits and all dissertation research credits 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 transfer course must have been taken for graduate credit at the host university.

The Kinesiology Department expects M.S. degree students to complete the degree program within three 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 a Master's degree is expected to complete the program within seven years. If warranted, the student's major professor and the program's Director of Graduate Education may request by letter that the Dean of the Graduate College extend the seven year time limit. 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 POS of coursework that is beyond the seven year 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 expectations, it is important to remember that the Kinesiology Department will usually fund a M.S. student for no more than four semesters and a Ph.D. student for no more than eight semesters. These limitations apply directly to departmental funding. Exceptions may be made if a student has also been funded through other avenues, such as an external research grant. An appeal for extended funding should be submitted by the student's Major Professor to the Director of Graduate Education, in which the reasons for the need for additional funding and the student's 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, and ethnic harassment; avoiding conflicts of interest, being professionally ethical, and conducting research in a morally and legally appropriate way. Chapter 9 of the *Graduate College 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.

### **Annual graduate student review**

In order to ensure that you are adequately aware of your progress, you will have an annual review meeting with your Major Professor no later than May 1 of each year. Prior to this meeting, you will complete the Student Self-Evaluation section of the annual review form (see **Appendix B** for the M.S. Student Evaluation, **Appendix F** for the Ph.D. Student Evaluation). You will then give the annual review form to your Major Professor by April 15. Your Major Professor will complete the Major Professor Evaluation of Student. At the annual review meeting, you will discuss the evaluations, resolve any discrepancies between the two evaluations, and determine mutually agreed upon student goals for the coming year.

Both you and your Major Professor will sign the completed student evaluation, and you both are encouraged to retain copies. Student evaluation forms may be downloaded from the Kinesiology graduate program web page, and the signed original is returned to the Director of Graduate Education after the meeting. Primary responsibility for scheduling this meeting rests with you. The Director of Graduate Education and Graduate Executive Committee will review the graduate student evaluations and schedule a meeting with you and/or your Major Professor if there are concerns that need to be addressed.

If the Major Professor recommends that the graduate student either be placed on department probation or be dismissed, then a meeting will be convened of the Graduate Executive Committee, the Major Professor, and the graduate student. The Department Chair 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, then the Director of Graduate Education will summarize the recommendations coming from the meeting and provide the student with written notification. 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 improvement deadline has passed, a student evaluation form will be completed as previously described and submitted to the Director of Graduate Education. The Graduate Executive Committee, the Major Professor, graduate student, and Department Chair 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 will likely be dismissed. If the Graduate Executive Committee decides 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 graduate student is dismissed from the department, the Director of Graduate Education 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. Graduate students may appeal this dismissal following the procedures outlined in the *Graduate College Handbook*.

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

The Kinesiology Department has scholarships to support new and returning M.S. and Ph.D. students based on merit. We also offer the Pease Family Doctoral Research Award to meritorious Ph.D. students to help pay for the cost of conducting dissertation research. The Kinesiology Department has funding available to support M.S. and Ph.D. students through the Keenan Fund to help cover travel expenses to conferences. Below is a list of scholarships and awards available for Kinesiology graduate students. College of Human Sciences Scholarships are available to help support travel and/or research expenses for M.S. and Ph.D. students. New students are automatically considered for scholarships through the graduate admissions process. Returning students apply for department and College of Human Sciences Scholarships by submitting a CV, abstract, budget, application form, and support memo to the Director of Graduate Education.

### **M.S. Scholarships and Awards:**

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

Purpose: to help recruit an outstanding incoming Master's graduate student in Kinesiology

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

Purpose: to help support or recruit an outstanding female Master's graduate student focusing on behavioral aspects of Kinesiology

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

Purpose: to recognize outstanding work in teaching and/or research by a Master's student

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

Purpose: to help support research and/or travel expenses for meritorious graduate students

### **Doctoral Scholarship and Awards:**

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

Purpose: to support or recruit an outstanding doctoral student in Kinesiology

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

Purpose: to recruit an outstanding doctoral student to Kinesiology

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

Purpose: to support doctoral students' dissertation research

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

Purpose: to recognize outstanding dissertation research by a graduating doctoral candidate

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

Purpose: to recognize outstanding teaching by a graduate assistant pursuing a doctoral degree

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

Purpose: to help support research and/or travel expenses for meritorious graduate students

## Graduation Checklist for the Department of Kinesiology

Refer to the flow charts in Appendix B and Appendix F for an outline of progression to graduation, including submission of thesis. The purpose of this checklist is to help with the final months of your program.

- 1) The Program of Study Committee online form needs to be submitted through AccessPlus and approved by the end of the semester before graduation for M.S. students and the semester before preliminary exams for Ph.D. students.
- 2) Early in the semester you intend to graduate, you need to submit an **Application for Graduation** through AccessPlus. NOTE: this application MUST be submitted the semester you graduate. If you submit this application and then do not graduate that semester, you must re-submit this form the next semester.
- 3) At least 1 month prior to the final defense, establish the date, time, and schedule a room for your thesis/creative component/dissertation final defense with your Major Professor and POS committee. An online **Request for Final Oral Examination** needs to be submitted to the Graduate College at least 3 weeks prior to the defense date. Upon receiving this request, the Graduate College checks to make sure your records indicate all requirements are complete.
- 4) Two weeks prior to your defense, email your **thesis/creative component/dissertation** to your POS committee. If less than 2 weeks, then the shorter review time must be requested by the graduate student and approved by all POS committee members.
- 5) One week prior to your final defense, **email the title, abstract, room, and time to the Director of Graduate Education** so that an announcement of final defense can be sent out to the Kinesiology Department. Make sure the abstract is approved by your Major Professor.
- 6) Open your thesis/dissertation account with ProQuest (not needed for creative component). You or your Major Professor should bring the **Report of Final Oral Examination** and the **Graduate Student Approval Form** to the final defense.
- 7) Defend your thesis/creative component/dissertation. Your Major Professor will have the POS committee members sign the **Report of Final Oral Examination**, and you will submit that form to the Graduate College. You will retain the **Graduate Student Approval Form** after your final defense until you have finished revising your thesis/dissertation.
- 8) **Edit** your thesis/creative component/dissertation to meet any requirements requested by your POS committee.
- 9) After your revisions are accepted by your Major Professor, submit the **Graduate Student Approval Form** to the Graduate College.

10) **Upload and submit your thesis/dissertation** to ProQuest/UMI. The thesis/dissertation will go through an approval process by the Graduate College.

11) Attend Commencement Ceremony and enjoy!\*

12) If you haven't already, get thesis/dissertation published!

\*Iowa State University does not hold a summer university commencement ceremony. Students who plan to complete degree requirements during the summer term have the option of attending either the spring or fall university commencement ceremony. Commencement ceremony attendance is indicated through AccessPlus by clicking on the student tab and then selecting Graduation and Diploma/Ceremony from the menu.

## **Information about the Doctoral Program**

### **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 Ph.D. POS committee to develop an in-depth program of research and study. A research program includes the development of theoretical and content knowledge, laboratory and/or field research skills, methodological and analysis skills, and ethical behavior. Many graduates of our Ph.D. 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 pursuing a Ph.D. degree 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 laboratory and/or 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 Major Professor in everyday aspects of academic life,
- behaving ethically in research and teaching, and
- demonstrating characteristics of good academic and professional citizens.

We expect all incoming Ph.D. students to be full-time students. To enable this, the Department of Kinesiology provides financial support for students in the form of assistantships, fellowships, and scholarships during the fall and spring semesters. These types of financial support are from departmental, college, and university resources or from external grant/contract resources. With sufficient progress toward degree, funding is provided to Ph.D. students throughout the completion of their program. However, we monitor progress throughout the program and funding may be withdrawn if a student is not making good progress. Such a decision is made using the previously described process. Summer funding may also be provided for Ph.D. students depending on availability of research/teaching assistantships and scholarships/fellowships.

### **Applying for admission**

Students applying to the Ph.D. program in Kinesiology are required to complete the Iowa State University online application process. Additional requirements include the departmental Graduate Program Information Sheet, Application for Graduate Assistantship, and an optional statement of purpose if you would like to expand on what you wrote as part of the application form to Iowa State University. When submitting the departmental Graduate Program Information Sheet, you will be required to name the graduate faculty member that you would like to have as Major Professor. This choice should be made based on prior contact with the graduate faculty member to explore mutual research and professional interests.

To receive full consideration for Fall admission, your Iowa State University online application should be submitted by January 1, and all materials (transcripts, GRE scores, letters of recommendation, department forms) need to be received by February 1. Applications may be considered after these deadlines on a space-available basis. The Graduate Executive Committee will serve as the application screening body. Admission will require a simple majority vote by the Graduate Executive Committee.

### **Major Professor requirements**

To direct and advise the work of a Ph.D. student, a faculty member must have an appointment in Kinesiology and have graduate faculty membership. From the *Graduate College Handbook*, membership on the graduate faculty is granted to an individual who:

- holds a tenure-track appointment with the academic rank of Assistant Professor or above at Iowa State University and
- has demonstrated competence for pursuing creative work by completing a Ph.D. or highest graduate degree appropriate to the discipline from an accredited or internationally recognized institution.

An Assistant Professor must also have a member of the student's POS committee who is an Associate Professor or a Professor who is willing to serve as the student's Major Professor if the untenured faculty member is no longer able to do so.

### **Doctoral student funding**

As previously mentioned, we expect all incoming Ph.D. students to be full-time students. Consequently, all incoming 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 Ph.D. student for only *four years*. This does not necessarily mean that a student is ineligible for an assistantship after four years have passed. Assistantship funding beyond four years can be requested by having the Ph.D. student's Major Professor describe the need for extended funding to the Director of Graduate Education.

The decision on whether or not to extend assistantship funding to the Ph.D. student will depend upon progress toward degree, individual circumstances, and sources of available funding. A Ph.D. student is more likely to receive extended assistantship funding if external research funding is available for future funding and/or the student has previously been supported by external research funding. In these cases, less departmental resources would be and/or have been utilized to support the Ph.D. student than a student who is requesting future teaching assistantship funding and/or has been previously supported by teaching assistantship funding.

### **Doctoral POS committee**

The POS 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 from or outside the Department of Kinesiology. If the Major Professor is an Assistant Professor, then the POS committee must include at least one Associate Professor or Professor from the department 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. The POS committee members are approved by the Director of Graduate Education and the Graduate College during the online POSC application.

Only faculty who are approved for graduate faculty membership may serve as outside members of the POS committee. Individuals outside Iowa State University may serve on POS committees when their special expertise is needed and when they have applied for and been approved for graduate faculty membership.

### **POS requirements**

Doctoral students identify a primary area of emphasis and a secondary area of emphasis within Kinesiology, and a focus area outside the department. The secondary area of emphasis is used to identify breadth coursework and guide selection of the secondary research experience.

Minimum requirements on all Programs of Study (POS) include 72 credit hours beyond the bachelor's degree, with at least 36 hours completed at Iowa State University. Additional requirements may be determined at the discretion of the POS committee.

1. **Kinesiology Primary Specialization** - 9 credits in a focused area
2. **Kinesiology Secondary Specialization** - 6 credits that provide breadth beyond the student's primary area of emphasis
3. **Focus Area Outside Department** - 9 credits in area related to, but outside Kinesiology. These 9 credits do not need to be from the same department. Examples include courses in Human Computer Interaction, Statistics, Engineering Mechanics, Gerontology, Psychology, Industrial Engineering, Human Development & Family Studies, Food Science & Human Nutrition, etc.
4. **Statistics** - 9 credits in statistics and advanced research methods, including KIN 620 (or equivalent). STAT 401 and 402 are basic graduate-level courses, but courses such as STAT 404, 407 may be more appropriate depending upon the student's background and interests
5. **Ph.D. Seminar** - 1 credit each semester in the Ph.D. seminar during full-time enrollment (6 credits minimum)
6. **Ethics** - 1 credit in research ethics course that has been approved for Responsible Conduct of Research training. GR ST 565 is a recommended course.
7. **Dissertation** - 21 credits of KIN 699. A minimum of 9 credits are required prior to prelims (credits may be concurrent) and a minimum of 9 credits after prelims. The additional 3 credits can be taken before or after prelims.
10. **Secondary area of research** – Students are encouraged to take 1-3 credits of KIN 590 to document their secondary research experience if their time was not supported by a research assistantship.

The department POS form and a blank chronological form are provided in **Appendices H and G** to help in planning your POS. These worksheets are only for planning. They do *not* substitute for the official ISU online POS form.

### **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.
7. Form POS committee and conduct initial POS committee meeting to approve POS and discuss initial dissertation project during end of first year or beginning of second year. At this meeting, inform POS committee regarding proposed dissertation line of research and any pilot work conducted.
8. Hold additional POS committee meetings to keep committee members informed and receive their feedback as further studies are planned and conducted.
9. Send dissertation proposal to POS committee and conduct formal dissertation proposal meeting to discuss final project. At this meeting, present results from previous studies as applicable and propose methodology for culminating research study. *This meeting may occur before or after preliminary exams.*
10. Complete POS coursework. Topics that will be tested on preliminary exams should be completed prior to or during third year.
11. Complete written and oral preliminary examinations to qualify as a Ph.D. candidate. These exams are usually completed during the third year. The oral preliminary exam must be completed at least six months before final defense.
12. Secondary research experience can be completed at any point when appropriate, but must be done prior to final oral examination.
13. Optional primary and secondary teaching experiences can be completed at any point when appropriate.
14. Conduct final study (studies) and complete dissertation.
15. Final oral examination (final defense) is completed.
16. Graduation. Ph.D. students are responsible for asking their Major Professor or another faculty member to present them at the graduation ceremony.

Ph.D. student milestones and evaluation form are provided in Appendix F.

### **Research expectations for Ph.D. students**

Someone with a Ph.D. is expected to have expertise in performing research. To that end, Ph.D. 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 Ph.D. students are expected to spend considerable time assisting with the Major Professor's research. In effect, the Ph.D. student is an "apprentice" to the "expert" researcher. As the Ph.D. student develops his/her own set of research skills and interests, this relationship changes. Over time, the Ph.D. 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" (ISU Catalog). However, the Major Professor still plays an important role and supervises the dissertation research from inception to defense of the final draft at the final oral examination.

In addition, Ph.D. 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.

### **Ph.D. student teaching**

A Ph.D. is a research-intensive degree. However, our doctoral program in Kinesiology is also designed to prepare Ph.D. students with career goals that will involve teaching in the institutions where they are employed. Consequently, we strongly encourage Ph.D. students to develop their teaching résumé along with their research skills. For this reason, Ph.D. students are given the opportunity to teach, usually with the support of a teaching assistantship. In making teaching assistantship assignments, the department balances both the needs of the department and the chosen focus areas of the Ph.D. student. In addition, the department expects faculty to mentor Ph.D. students in their teaching in much the same way that faculty mentors Ph.D. students in their research.

As part of their teaching experiences, Ph.D. students are encouraged to develop primary and secondary areas of teaching expertise with input from the Major Professor and POS committee. The primary teaching area is likely aligned with the student's primary area of specialization. For example, if a Ph.D. student's primary area of specialization is 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 specialization. Thus, if a biomechanics student chose to complete 6 graduate credits in exercise physiology as a secondary area of specialization, then the student would likely choose exercise physiology as the secondary teaching area.

The department expects appropriate faculty members to supervise and mentor the student during these teaching endeavors. Moreover, the Ph.D. student and the Major Professor need to plan the student's POS carefully to complete background coursework in the primary and potentially secondary area prior to teaching. To help reach these goals, the following principles guide the assignment of teaching duties for our Ph.D. students:

First year: In their first year, Ph.D. students will be assigned to teach mainly in laboratory sections, 100- and 200-level courses, and 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 Kinesiology classes. Such teaching practice 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, if the Ph.D. student's professional goals include an academic position with multiple teaching areas, faculty should work with the undergraduate coordinator to provide some opportunity to gain additional teaching experience in a secondary 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. Ultimately the timing of teaching experiences in the primary and secondary areas will depend upon the academic background of the Ph.D. student, previous teaching experience of the Ph.D. student, and the teaching needs of the department.

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 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 general department teaching assistantship. Developing teaching expertise is an ongoing process, so these two are intertwined. If a student is the primary instructor in a primary or secondary area course, then the student most likely will be compensated via a teaching assistantship. If the student is training to be a primary instructor and is not supported by a teaching assistantship, then the student should receive academic credit (KIN 592, Practicum in College Teaching, 1-3 credits) for doing so. The distinguishing characteristic between these two circumstances is the extent to which the student is being mentored. In the former situation, the student has developed competency in teaching the class independently, while in the latter situation, the student is still learning how to teach the class and therefore needs extensive mentoring. Under no circumstances should a Ph.D. student be required to teach a 3-credit upper-level Kinesiology 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 Director of Undergraduate Education, and the Director of Graduate Education is critical to ensure that both departmental and student needs are being met.

### **The preliminary examination, the dissertation proposal, and the final oral examination**

Each of these three represents a significant milestone in the matriculation of a Ph.D. student. Each must be passed to progress towards the Ph.D. degree. The preliminary exam and dissertation proposal are completed first, followed by the final oral examination, a.k.a. the dissertation defense or final defense.

The **preliminary examination** is taken as you near completion of your Ph.D. coursework. The written and oral preliminary exams are under the jurisdiction of the Major Professor and the POS committee. You must have completed the coursework that you will be tested on during the exam. Thus, the preliminary examination 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 POSC online form
- passed the English requirement (for non-native English speakers),
- completed either a Master's thesis or equivalent research project,
- not be on academic probation, and
- submit an online "Preliminary Exam Request" at least 2 weeks before the exam is scheduled.

The purpose of the examination is to test the depth of knowledge in your primary area of emphasis, the breadth of knowledge in your secondary area of emphasis, and the requisite supporting knowledge based on coursework taken outside the department. As such, the written preliminary exam should be scheduled after the completion of coursework in these areas.

There are written and oral components to the preliminary examination. For the written component, your Major Professor will solicit questions from each member of the POS committee. 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 protocols; 3) demonstrate a depth of knowledge related to the your primary area of emphasis; 4) have a broad understanding in your secondary area; and 5) understand relevant content outside kinesiology. The Major Professor has authority over the content of the exam. Prior to the examination, you should consult with each of your 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. In general, exams will consist of 5-6 hours of writing in your primary area, 2 hours of writing in your secondary area, and 3-4 hours of writing on questions submitted by other members of the POS committee. The written examinations will be taken over 2 or 3 days (the days need not be consecutive). You will write your answers on a departmental laptop computer and may include hand drawn figures. If the you are 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” and are completed at a particular time and place within Forker. However, the POS committee may make exceptions as deemed appropriate. Written exams are typically “closed book”, but may be open book for particular questions dependent on approval by the 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. You 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 exams, 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 you and develop a remedial plan. This plan 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. If you fail the preliminary exam, you 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 your termination from the program.

The **dissertation proposal meeting** is held later during coursework, but can be held before or after preliminary examinations, as determined by you and your Major Professor. Prior to the meeting, you should prepare a *dissertation proposal* that includes an **introduction, a review of literature, and methods for the capstone doctoral study or studies**. If applicable, the proposal should also include a summary of what has been found in previous studies leading to the capstone study or studies. The proposal should be given to the POS committee two weeks prior to the meeting.

You should begin research work early in your 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 your previous research program is reviewed, and the upcoming capstone research plan for the dissertation is presented to the POS committee. You are expected to make a presentation about previous and upcoming research at this meeting. Approval of this plan represents an agreement between you and your POS committee 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 examination** or dissertation defense represents the final review 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.

In general, the format for the dissertation is a multiple study format in which there is an introduction chapter, one chapter for each dissertation study, and a conclusion chapter. Other formats may be used with the approval of the POS committee. 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 dissertation proposal is included either as a chapter or in an appendix. Any research that is included in the dissertation has to be approved by the POS committee prior to conducting the research.

You need to submit a copy of the dissertation to each POS committee member at least two weeks before the final oral exam. A “Request for Final Examination” needs to be submitted online at least 3 weeks before your proposed defense date. All members of the POS committee must attend the final defense unless prior approval is obtained from the Graduate College. At least one week before the final defense, you need to email the Director of Graduate Education with your defense date, time, location, and dissertation abstract. An email will be sent to Kinesiology faculty members and graduate students announcing the final defense and inviting them to attend.

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

- a. You are expected to make a formal presentation of your research at this meeting followed by general questions from the audience;
- b. The Major Professor asks everyone to leave except you and the POS committee followed by additional questioning;
- c. The Major Professor asks you to leave and the POS committee discusses your 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 was sent to the Kinesiology office after you submitted the online “Request of Final Examination.”

Following the discussion, you are invited back to the room, and the outcome is discussed. If the pass is “Conditional”, then the conditions will be thoroughly explained and noted on the form. If the decision is to “Fail” with opportunity to retake, this will be carefully explained including where the problems are, how to correct them, and when the exam may be retaken. Once you have completed revisions of your dissertation, the Graduate Approval Form will be signed, and you will upload your dissertation to ProQuest/UMI.

### **Earning a Ph.D. in another department with a Major Professor in Kinesiology**

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

1. Departmental Ph.D. students are defined as those who are enrolled in the Kinesiology Ph.D. program or are an interdepartmental student with Kinesiology as their home department. Non-departmental Ph.D. students are those whose home department is not Kinesiology.
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 research expense support (reagents, computer software, etc.) unless the sponsoring faculty member provides their own funding.
5. The non-departmental Ph.D. student should not expect secretarial support, except as a common courtesy.

The policies differ if the student is earning a degree in an interdepartmental program, such as Gerontology, Immunobiology, or Neuroscience. By definition, these programs are not housed within one department, but are collaborative arrangements spanning several departments. In this case, if the student's Major Professor is a Kinesiology faculty member and the student's home department is Kinesiology, then the student is treated as if they were a Kinesiology student.

### **Ph.D. students who did not complete a thesis project as part of a Master's degree**

Occasionally, the Graduate 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-based thesis. In both cases, the admitted student must complete the equivalent to a Master's thesis project along the route to the Ph.D., but *before* the Ph.D. preliminary examination. This research will be under the supervision of the Ph.D. Major Professor and at least two other faculty members. Ideally, these two faculty members will also be members of the student's POS committee. A written research paper will be completed and submitted for approval to the committee. A public presentation of this research will also be completed. A presentation at a national conference and/or paper submitted to an appropriate research journal with the student as first author are 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. Propose the research project to the committee. With approval from the committee, the proposal may be written, oral, or a combination.
3. Adjust the proposed research project following input from the committee
4. Complete the research project. The committee should be kept up-to-date of any changes.
5. Present the results to the committee. Again, the form of this presentation is up to the committee. The committee then decides whether to approve the project as thesis equivalent.
6. Publicly disseminate the results of the research project.

**Doctoral student annual evaluation**

As mentioned in the general section of this handbook, Ph.D. students are evaluated annually. If student progress is unacceptable, Ph.D. students can be placed on probation or dismissed from the department. Since Ph.D. work represents an even larger commitment on the part of a student and Major Professor than does earning a Master's degree, the expectations for acceptable performance by a Ph.D. student are higher. Ph.D. student milestones and the annual evaluation form are provided in Appendix F.

## Appendix A - Requirements for M.S. in Kinesiology

### Requirements for M.S. in Kinesiology with Thesis

30 credit minimum beyond Bachelor's degree

#### **Kinesiology specialization:** 9 credits minimum

At least two courses in primary area, at least one course in secondary area

#### **Electives:** 8 credits minimum

At least 3 credits outside Kinesiology

#### **Statistics/research methods:** 7 credits minimum

KIN 501 (3 credits) – Research Methods in Physical Activity

STAT 401 (4 credits) – Statistical Methods for Research Workers

#### **Thesis research:** 6 credits minimum

KIN 699 (1-6 credits) - Research

~~~~~

### Requirements for M.S. in Kinesiology Non-Thesis (Creative Component)

33 credit minimum beyond Bachelor's degree

#### **Kinesiology specialization:** 9 credits minimum

At least two courses in primary area, at least one course in secondary area

#### **Electives:** 15 credits minimum

At least 3 credits outside Kinesiology

#### **Statistics/research methods:** 7 credits minimum

KIN 501 (3 credits) – Research Methods in Physical Activity

STAT 401 (4 credits) – Statistical Methods for Research Workers

#### **Creative component research:** 2 credits minimum

KIN 599 (1-3 credits) – Creative Component

~~~~~

**KIN 501:** Students should enroll in KIN 501 in the spring of their second semester at Iowa State.

**Elective courses outside the department:** The selection of appropriate elective courses should be closely related to research interests, projected career plans, and professional goals. The following is a list of some suggested areas where M.S. students have taken elective courses:

Anthropology	Food Science and Human	Physics
Biochemistry, Biophysics, and Molecular Biology	Nutrition	Psychology
Biology	Higher Education	Sociology
Dietetics	Human Development and Family Studies	Statistics
Engineering Mechanics	Industrial Engineering	Toxicology
Gerontology	Marketing	Vet Diagnostic Production Animal Medicine

## Appendix B – M.S. Degree Milestones and Annual Evaluation

### Milestones:

1. If English is a second language, take the English Placement Test during your first semester. Any required English courses must be completed in the first year.
2. If teaching and English is a second language, take the Oral English Certification Test (OECT) during the first year and as needed. The OECT must be passed at Level 1 for you to be a primary instructor in a lecture-based class.
3. Submit your online Program of Study Committee (POSC) form through AccessPlus at the end of the first year or beginning of second year. The POSC must be approved by the end of the semester prior to taking your final defense.
4. Meet with your POS committee to propose and discuss your thesis/creative component research project at the end of the first year or beginning of second year. The POS committee must approve your thesis/creative component project or projects.
5. Complete POS coursework. If you were admitted on a provisional basis, deficiency classes should be completed as early as possible during your studies. Full status must be achieved prior to scheduling your final defense.
6. Submit an Application for Graduation through AccessPlus early in the semester you intend to graduate. If you submit this application and then do not graduate that semester, then you must resubmit this form the next semester.
7. Organize the date, time, and location for your final defense with your POS committee at least one month in advance. An online Request for Final Oral Examination needs to be submitted to the Graduate College at least 3 weeks prior to the defense date.
8. Email your thesis/creative component to your POS committee two weeks prior to your defense. If less than 2 weeks, you need to request a shorter review time for approval by your POS committee.
9. One week prior to your final defense, email your title, abstract, room, and time to the Director of Graduate Education so that an announcement can be sent out to the Kinesiology Department. Make sure your abstract has been approved by your Major Professor.
10. Open your thesis/dissertation account with ProQuest (not needed for creative component). You or your Major Professor should bring the Report of Final Oral Examination and the Graduate Student Approval Form to the final defense.
11. Defend your thesis/creative component. Your Major Professor will have the POS committee members sign the Report of Final Oral Examination, and you will submit that form to the Graduate College.
12. Edit your thesis/creative component to meet any requirements requested by your POS committee. After your revisions are accepted by your Major Professor, submit the Graduate Student Approval Form to the Graduate College.
13. Upload and submit your thesis to ProQuest/UMI. The thesis will go through an approval process by the Graduate College.

A list of degree deadlines and dates can be found on the Graduate College website:

<https://www.grad-college.iastate.edu/calendar/>

**MS Student Evaluation**

The student self-evaluation portion of this form should be completed and submitted to the student’s Major Professor by April 15. The student and Major Professor should then meet to discuss the Major Professor evaluation and mutually agreed upon goals. The completed MS student evaluation form should be submitted to the DOGE by May 1.

**Student Self-Evaluation:**

	<b>Excellent</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>	<b>N/A</b>
<b>Coursework</b>					
<b>Assistantship</b>					
<b>Research</b>					
<b>Progress To Goals</b>					
<b>Progress To Degree</b>					

Were you required to take the English Placement test (yes/no)?

If yes, were you required to take an English course or courses (yes/no)?

If yes, have you completed the English course or courses (yes/no)?

Timeline: First year

Requirement: Required English course or courses must be completed in first year

Were you required to take the Oral English Certification Test (yes/no)?

If yes, have you passed the OECT at Level 1 (yes/no)?

If no, when are you planning on retaking the OECT (date)?

Timeline: First year

Requirement: OECT must be passed at Level 1 to be a primary instructor in a lecture-based class

Were you admitted on a provisional basis (yes/no)?

If yes, have you completed your provisional requirements (yes/no)?

If no, when are you planning to complete your provisional requirements (semester)?

Timeline: First, second years

Requirement: Full status must be achieved prior to scheduling final defense

Have you submitted your online POSC form (yes/no)?

If no, when are you planning to submit your online POSC form (semester)?

Timeline: End of first year, beginning of second year

Requirement: POSC must be approved the term prior to taking final defense

Have you conducted your research proposal meeting to discuss your thesis project (yes/no)?

If no, when are planning to schedule your research proposal meeting (semester)?

Timeline: End of first year, beginning of second year

Requirement: POS committee approval of thesis project or projects

List any conference presentations/posters from the past year:

List any publications from the past year:

List any honors/awards from the past year:

What do you feel are your strongest areas in your progress toward an MS degree?

What areas could you improve upon?

**Major Professor Evaluation of Student:**

	<b>Excellent</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>	<b>N/A</b>
<b>Coursework</b>					
<b>Assistantship</b>					
<b>Research</b>					
<b>Progress To Goals</b>					
<b>Progress To Degree</b>					

Mutually agreed upon student goals for the coming year:

**Student name:**

**Major Professor name:**

**Student signature:**

**Major Professor signature:**

**Date:**

## Appendix C – Department POS Forms for M.S. Degree

### MS Degree with Thesis Requirements by Category

30 credits minimum beyond Bachelor’s Degree

Name:

#### Kinesiology Specialization

9 credits minimum

At least two courses in primary area

Course	Date	Credit	Grade

At least one course in secondary area

Course	Date	Credit	Grade

#### Electives

8 credits minimum

At least 3 credits outside Kinesiology

Course	Date	Credit	Grade

#### Statistics/Research Methods

7 credits minimum

Course	Date	Credit	Grade
KIN 501		3	
STAT 401		4	

#### Thesis Research

6 credits minimum

Course	Date	Credit	Grade
KIN 699			

#### Minor (optional)

Refer to department offering minor for requirements

Course	Date	Credit	Grade

#### Deficiencies (if provisional status)

Does not count for graduate credit

Course	Date	Credit	Grade
		Z	
		Z	
		Z	

**MS Degree Non-Thesis (Creative Component) Requirements by Category**  
 33 credits minimum beyond Bachelor's Degree

**Name:**

**Kinesiology Specialization**

9 credits minimum

At least two courses in primary area

Course	Date	Credit	Grade

At least one course in secondary area

Course	Date	Credit	Grade

**Electives**

15 credits minimum

At least 3 credits outside Kinesiology

Course	Date	Credit	Grade

**Statistics/Research Methods**

7 credits minimum

Course	Date	Credit	Grade
KIN 501		3	
STAT 401		4	

**Creative Component Research**

2 credits minimum

Course	Date	Credit	Grade
KIN 599			

**Minor (optional)**

Refer to department offering minor for requirements

Course	Date	Credit	Grade

**Deficiencies (if provisional status)**

Does not count for graduate credit

Course	Date	Credit	Grade
		Z	
		Z	
		Z	

# Appendix D – M.S. Degree Worksheet and POS Form Example

## M.S. Degree Planning Worksheet (2 Year Plan)

### Fall – Year 1

Course	Credit

### Spring – Year 1

Course	Credit

### Summer – Year 1

Course	Credit

### Fall – Year 2

Course	Credit

### Spring – Year 2

Course	Credit

### Summer – Year 2

Course	Credit

**Sample Program of Study for M.S. Degree with Thesis in Biomechanics Area of Emphasis**

**MS Degree with Thesis Requirements by Category**

30 credits minimum beyond Bachelor’s Degree

**Name:** Sample MS Student

**Kinesiology Specialization**

9 credits minimum

At least two courses in primary area

Course	Date	Credit	Grade
KIN 515	F17	3	
KIN 516	S18	3	

At least one course in secondary area

Course	Date	Credit	Grade
KIN 572	F18	3	

**Electives**

8 credits minimum

At least 3 credits outside Kinesiology

Course	Date	Credit	Grade
KIN 505	F17	2	
KIN 517	F18	3	
IE 571	S19	3	

**Statistics/Research Methods**

7 credits minimum

Course	Date	Credit	Grade
KIN 501	S18	3	
STAT 401	F17	4	

**Thesis Research**

6 credits minimum

Course	Date	Credit	Grade
KIN 699	S18	3	
KIN 699	F18	3	
KIN 699	S19	6	
KIN 699			

**Minor (optional)**

Refer to department offering minor for requirements

Course	Date	Credit	Grade

**Deficiencies (if provisional status)**

Does not count for graduate credit

Course	Date	Credit	Grade
		Z	
		Z	
		Z	

KIN 501 should be taken during the spring semester of your first year to work on a project proposal for your thesis research. Your Major Professor may also have you take one credit of KIN 699 during the fall semester of your first year to work on a literature review for your thesis topic. Students on assistantship are encouraged to take at least nine credits per semester, which aligns with the C-base tuition assessment. Note that this sample student ends up taking twice as many research credits as required, with the number of class credits taken decreasing and research credits increasing over time. Students who pursue a minor or who have deficiencies may end up taking less research credits and/or taking classes during the summer session.

## Appendix E - Requirements for Ph.D. in Kinesiology

72 credits minimum beyond Bachelor's degree  
At least 36 credits completed at ISU

**Kinesiology specialization:** 15 credits minimum

At least 9 credits in primary area

At least 6 credits in secondary area

**Focus area outside department:** 9 credits minimum

Credits do not need to be in same outside department

**Statistics/Research methods:** 9 credits minimum

KIN 620 (3 credits) – Advanced Research Methods in Physical Activity

**Research ethics and PhD seminar:** 7 credits minimum

GR ST 565 (1 credit) – Responsible Conduct of Research in Science and Engineering

KIN 615 (1 credit, repeatable) – Seminar

**Dissertation research:** 21 credits minimum

9 credits minimum prior to preliminary exams (can be concurrent)

9 credits minimum after preliminary exams (can be concurrent)

**Focus area outside the department:** The selection of appropriate focus area courses should be closely related to research interests, projected career plans, and professional goals. The following is a list of some suggested areas where graduate students have taken elective courses:

Animal Science	Genetics, Development	Physics
Anthropology	and Cell Biology	Psychology
Biochemistry, Biophysics	Gerontology	Sociology
and Molecular Biology	Higher Education	Statistics
Biology	Human Computer	Toxicology
Biomedical Sciences	Interaction	Vet Diagnostic Production
Community and Regional	Human Development and	Animal Medicine
Planning	Family Studies	Veterinary Microbiology
Dietetics	Industrial Engineering	& Preventative Medicine
Economics	Landscape Architecture	Veterinary Pathology
Engineering Mechanics	Marketing	
Food Science and Human	Neuroscience	
Nutrition	Nutritional Sciences	

## Appendix F – Ph.D. Degree Milestones and Annual Evaluation

### Milestones:

1. If English is a second language, take the English Placement Test during your first semester. Any required English courses must be completed in the first year.
2. If teaching and English is a second language, take the Oral English Certification Test (OECT) during the first year and as needed to pass at Level 1 to be a primary instructor.
3. Submit POSC form through AccessPlus at end of the first year or beginning of second year. POSC must be approved by the end of the semester prior to taking your preliminary exams.
4. Meet with POS committee to discuss your initial dissertation project at end of first year or beginning of second year. POS committee must approve your dissertation projects.
5. Hold additional POS committee meetings to keep committee members informed and receive their feedback as further studies are planned and conducted.
6. Send dissertation proposal to POS committee and conduct formal dissertation proposal meeting to discuss final project. This meeting may occur before or after preliminary exams.
7. Complete POS coursework. If you were admitted on a provisional basis, deficiency classes must be completed to achieve full status prior to scheduling your preliminary examinations.
8. Complete written and oral preliminary exams to qualify as Ph.D. candidate, usually during the third year. Oral prelim must be completed at least six months before final defense.
9. Secondary research experience can be completed at any point when appropriate, but must be done prior to final defense.
10. Optional primary and secondary teaching experiences can be completed at any point when appropriate.
11. Submit an Application for Graduation through AccessPlus early in the semester you intend to graduate.
12. Organize final defense with POS committee. An online Request for Final Oral Examination needs to be submitted to the Graduate College at least 3 weeks prior to the defense date.
13. Email your dissertation to your POS committee two weeks prior to your defense. If less than 2 weeks, you need to request a shorter review time for approval by your POS committee.
14. One week prior to your final defense, email your title, abstract, room, and time to the Director of Graduate Education so that an announcement can be sent out to the Kinesiology Department. Make sure your abstract has been approved by your Major Professor.
15. Open your dissertation account with ProQuest. You or your Major Professor should bring the Report of Final Oral Examination and the Graduate Student Approval Form to the final defense.
16. Defend your dissertation. Your Major Professor will have the POS committee members sign the Report of Final Oral Examination, and you will submit that form to the Graduate College.
17. Edit your dissertation to meet any requirements requested by your POS committee. After your revisions are accepted by your Major Professor, submit the Graduate Student Approval Form to the Graduate College.
18. Upload and submit your dissertation to ProQuest/UMI. The dissertation will go through an approval process by the Graduate College.

A list of degree deadlines and dates can be found on the Graduate College website:

<https://www.grad-college.iastate.edu/calendar/>

**PhD Student Evaluation**

The student self-evaluation portion of this form should be completed and submitted to the student’s Major Professor by April 15. The student and Major Professor should then meet to discuss the Major Professor evaluation and mutually agreed upon goals. The completed PhD student evaluation form should be submitted to the DOGE by May 1.

**Student Self-Evaluation:**

	<b>Excellent</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>	<b>N/A</b>
<b>Coursework</b>					
<b>Assistantship</b>					
<b>Research</b>					
<b>Progress To Goals</b>					
<b>Progress To Degree</b>					

Were you required to take the English Placement test (yes/no)?

If yes, were you required to take an English course or courses (yes/no)?

If yes, have you completed the English course or courses (yes/no)?

Timeline: First year

Requirement: Required English course or courses must be completed in first year

Were you required to take the Oral English Certification Test (yes/no)?

If yes, have you passed the OECT at Level 1 (yes/no)?

If no, when are you planning on retaking the OECT (date)?

Timeline: First year

Requirement: OECT must be passed at Level 1 to be a primary instructor in a lecture-based class

Were you admitted on a provisional basis (yes/no)?

If yes, have you completed your provisional requirements (yes/no)?

If no, when are you planning to complete your provisional requirements (semester)?

Timeline: First, second years

Requirement: Full status must be achieved prior to scheduling preliminary examinations

Have you submitted your online POSC form (yes/no)?

If no, when are you planning to submit your online POSC form (semester)?

Timeline: End of first year, beginning of second year

Requirement: POSC must be approved the term prior to taking preliminary examinations

Have you conducted your initial POS committee meeting to discuss your initial project (yes/no)?

If no, when are you planning to schedule your initial POS committee meeting (semester)?

Timeline: End of first year, beginning of second year, as needed for multiple projects

Requirement: POS committee approval of projects that will be included in dissertation

Have you conducted your dissertation proposal meeting to discuss your final project (yes/no)?

If no, when are planning to schedule your dissertation proposal meeting (semester)?

Timeline: Third year

Requirement: POS committee approval of final dissertation project

Have you completed your written and oral preliminary exams (yes/no)?

If no, when do you plan on completing your written and oral preliminary exams (semester)?

Timeline: Third year

Requirement: Oral prelim exam completed at least six months before final defense

What is your primary research area?

What is your secondary research area (area, supervising professor)?

Have you completed your secondary research experience (yes/no)?

If no, when are you planning to complete your secondary research experience (semester)?

List any conference presentations/posters from the past year:

List any publications from the past year:

List any honors/awards from the past year:

What do you feel are your strongest areas in your progress toward a PhD degree?

What areas could you improve upon?

**Major Professor Evaluation of Student:**

	<b>Excellent</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>	<b>N/A</b>
<b>Coursework</b>					
<b>Assistantship</b>					
<b>Research</b>					
<b>Progress To Goals</b>					
<b>Progress To Degree</b>					

Mutually agreed upon student goals for the coming year:

**Student name:**

**Major Professor name:**

**Student signature:**

**Major Professor signature:**

**Date:**

# Appendix G – Department POS Form for Ph.D. Degree

## PhD Degree Requirements by Category

72 credits minimum beyond Bachelor’s Degree, at least 36 credits completed at ISU

Name:

### Kinesiology Specialization

15 credits minimum

At least 9 credits in primary area

Course	Date	Credit	Grade

At least 6 credits in secondary area

Course	Date	Credit	Grade

### Focus Area Outside Department

9 credits minimum

Course	Date	Credit	Grade

### Statistics/Research Methods

9 credits minimum

Course	Date	Credit	Grade
KIN 620		3	

### Research Ethics and PhD Seminar

Ethics seminar 1 credit minimum

PhD seminar 6 credits minimum

Course	Date	Credit	Grade
GR ST 565		1	
KIN 615		1	

### Dissertation Research

21 credits minimum

9 credits minimum prior to prelims

Course	Date	Credit	Grade
KIN 699			

9 credits minimum after prelims

Course	Date	Credit	Grade
KIN 699			

### Minor (optional)

Refer to department offering minor for requirements

Course	Date	Credit	Grade

### Deficiencies (if provisional status)

Does not count for graduate credit if 300-level

Course	Date	Credit	Grade
		Z	
		Z	
		Z	

### Secondary Research Area

Area	Date

## Appendix H – Ph.D. Degree Worksheet and POS Form Example

### Ph.D. Degree Planning Worksheet (4 Year Plan)

#### Fall – Year 1

Course	Credit

#### Fall – Year 3

Course	Credit

#### Spring – Year 1

Course	Credit

#### Spring – Year 3

Course	Credit

#### Summer – Year 1

Course	Credit

#### Summer – Year 3

Course	Credit

#### Fall – Year 2

Course	Credit

#### Fall – Year 4

Course	Credit

#### Spring – Year 2

Course	Credit

#### Spring – Year 4

Course	Credit

#### Summer – Year 2

Course	Credit

#### Summer – Year 4

Course	Credit

## Sample Program of Study for Ph.D. Degree with Biomechanics Area of Emphasis

### PhD Degree Requirements by Category

72 credits minimum beyond Bachelor's Degree, at least 36 credits completed at ISU

Name: Sample PhD Student

#### Kinesiology Specialization

15 credits minimum

At least 9 credits in primary area

Course	Date	Credit	Grade
KIN 515	F17	3	
KIN 516	S18	3	
KIN 517	F18	3	

At least 6 credits in secondary area

Course	Date	Credit	Grade
KIN 572	F17	3	
KIN 560	S19	3	

#### Focus Area Outside Department

9 credits minimum

Course	Date	Credit	Grade
IE 571	S18	3	
IE 577	F18	3	
IE 671	S19	3	

#### Statistics/Research Methods

9 credits minimum

Course	Date	Credit	Grade
STAT 401	F17	4	
STAT 402	S18	3	
KIN 620	F19	3	

#### Research Ethics and PhD Seminar

Ethics seminar 1 credit minimum

PhD seminar 6 credits minimum

Course	Date	Credit	Grade
GR ST 565	F18	1	
KIN 615	F17	1	
KIN 615	S18	1	
KIN 615	F18	1	

KIN 615	S19	1	
KIN 615	F19	1	
KIN 615	S20	1	
KIN 615	F20	1	
KIN 615	S21	1	

#### Dissertation Research

21 credits minimum

9 credits minimum prior to prelims

Course	Date	Credit	Grade
KIN 699	F18	2	
KIN 699	S19	2	
KIN 699	F19	5	

9 credits minimum after prelims

Course	Date	Credit	Grade
KIN 699	S20	5	
KIN 699	F20	5	
KIN 699	S21	6	

#### Minor (optional)

Refer to minor department for requirements

Course	Date	Credit	Grade

#### Deficiencies (if provisional status)

Does not count for graduate credit if 300-level

Course	Date	Credit	Grade
		z	

#### Secondary Research Area

Area	Date
KIN 590: Motor Control (3 cr.)	S20
KIN 592: Motor Control (3 cr.)	F20

Students on assistantship are encouraged to take at least 9 credits per semester or 6 credits of KIN 699 if all other requirements have been met. The sample student takes more Ph.D. seminar and research credits than required, with the number of class credits decreasing and research credits increasing over time. This student takes KIN 590 and KIN 592 to document secondary research and teaching experiences that are not supported by an assistantship. Students who pursue a minor or who have deficiencies often take less research credits and/or take classes during the summer. Students who transfer credits from their Master's program often take fewer classes and more research credits.