

Planning Your Graduate Studies

- **Selecting an Academic Advisor**

Prior to enrollment for any coursework, students should arrange to meet with the Kinesiology Graduate Coordinator (Dr. Ted Butryn; YUH 11; 924-3068) for an orientation to the program. Following that meeting, students should select a faculty member to serve as their academic advisor. The academic advisor is the faculty member that students will consult with throughout their studies regarding selection of your coursework and progression towards the Master of Arts degree. While it is recommended that the academic advisor be the person who will eventually be the thesis or project advisor, it is not required. A proposed program for the graduate emphasis selected by the student should be developed as early as possible in consultation with the academic advisor. The proposed program, as outlined on the Candidacy Form, will eventually be submitted for approval to the University Graduate Studies and Research Office. Upon approval at all levels, the student will be considered a candidate for the Master of Arts degree.

- **Selecting a Program**

Students may choose from many areas of study. It is essential that students select a program early to facilitate efficient planning with the academic advisor. Each program requires completion of two core courses (KIN 250, and KIN 251), a total of 30 units, and written competency demonstrated by successful completion (B or above) of KIN 250 or KIN 251. A *maximum* of 9 units of SJSU credit may be taken outside of the department. The areas of study include:

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| •Adapted Physical Activity | • Sport History |
| •Athletic Training | • Sport Management |
| •Biomechanics | • Sport Philosophy |
| •Exercise Physiology | • Sport Psychology |
| •Measurement | • Sport Sociology |
| •Motor Development | • Interdisciplinary Programs |
| •Motor Learning | |

- **Selecting a Plan**

There are two basic plans for completing your master's degree, and the biggest distinction between the two plans involves what is called the "culminating experience," or the final intensive endeavor that students complete before they are eligible for graduation. Plan A involves the completion of a 6-unit Thesis, and Plan B involves the completion of a 3-unit Project. Because the Thesis option is 6-units and the Project option is 3-units, students selecting Plan B will be required to take an additional 3-units of coursework so that they obtain the required 30 units.

academic advisor, with approval of the Graduate Coordinator, as indicated on the KIN 298 form/contract (See ‘Department of Kinesiology Request for Individual Study-KIN 298’ form located in the Appendix.) The signed Plan B-KIN 298 form/contract will be placed in student’s permanent departmental file. Graduate students *must* complete at least 21 units prior to their KIN 298 enrollment. Finally, if the student chooses the option to do the 298 Project over the course of two semesters, the final credit unit must involve the final Poster Session defense.

| | Plan A Thesis | Plan B Project |
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| Reasons for pursuing | <ul style="list-style-type: none"> • The thesis option gives students an opportunity to conduct an in-depth research study, and to directly contribute to the base of knowledge in the field. • In some cases, the thesis may yield a conference presentation and/or a journal publication. • For students planning on pursuing a doctoral degree, the thesis option is a solid base for the future completion of the doctoral dissertation. | <ul style="list-style-type: none"> • The project option is generally more flexible, in terms of the types of topics and methods that would be acceptable. • Like the thesis, the project allows students to focus on a particular topic of interest within Kinesiology. • The project often yields a finished project that has a direct applicability to students’ career choice (e.g., manual, website, business plan) |

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| Reasons to consider other option | <ul style="list-style-type: none"> • The thesis, with a 6-unit requirement, takes longer than the Plan B project. • Students may not be able to find faculty members to serve on his or her committee, or faculty that can work within the student’s desired timeline. • The thesis generally requires a high proficiency in both research methodology and writing, and students with weaker skills in these areas may have a difficult time meeting the committee’s demands. | <ul style="list-style-type: none"> • It may be difficult for students conducting research-intensive projects to gain IRB approval for their research in a timely manner, which could delay their progress. • Students may not be able to easily find faculty members to spend the amount of time necessary due to other obligation (e.g., serving on other thesis committees, professional committees, etc.) • Students who plan on pursuing a doctoral degree may be at a disadvantage when applying to quality Ph.D. programs. |
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3c: What are the advantages and disadvantages of the Plan A Thesis and the Plan B Project options?

The question of whether a student should complete a thesis or project as the culminating experience of their KIN masters experience is an important one! There is no correct answer, but the choice to do a thesis or project may depend on many factors, including the type of student, and what goals a student has. In general, the following are some reasons to take on both options, as well as some factors that might dissuade a student from choosing a particular option. In general, students should choose the option that best suits their particular interests and goals in their larger journey towards their degree.

- **Admission to Candidacy:** One of the most important steps that graduate students make is obtaining admission to candidacy. The form, commonly known as the “Candidacy Form,” contains demographic information, as well as all of the classes the student is using towards his or her graduate degree. Foundation coursework cannot be used on the graduate student’s candidacy form. The candidacy form must be completed approximately a semester and a half prior to anticipated graduation, although it is recommended that students turn in their candidacy forms as early as possible after they have completed at least 12 units towards their 30-unit masters program. Students should consult regularly with their curriculum advisor to ensure that they are on the correct path towards graduation, and that the admission to candidacy form is submitted in a timely manner. The admission to candidacy process includes the following:

University Requirements. Students who have matriculated (been admitted to the university and enrolled in classes) and received Classified standing in a Master’s degree curriculum must next be admitted to candidacy for the degree. The following qualifications and procedures are necessary:

- At the time the student applies for admission to candidacy for the Master’s degree, the grade point average for all courses taken at SJSU as a graduate student must be at least 3.0. In addition, the GPA for all courses taken which are to be included as part of the 30-unit program for the Master’s degree must be at least 3.0. A student is not

admitted to candidacy until the nine units of graded work (100 or 200 level course acceptable to the college and department in which the degree is sought) are completed as a graduate student at SJSU.

Submitting proposed program. After satisfactory completion of any required examinations and attainment of the scholarship criteria noted above, the graduate student, in consultation with the academic advisor, initiates an official Department request for approval of candidacy form (available in the KIN main office; see Appendix G). The candidacy form, which serves as the student's formal request, must list all courses and other requirements that the student must fulfill to receive the degree. The proposed program must:

- contain *exactly* 30 units. KIN requires that at 15 units must be from 200 level courses and minimum of 60 percent must be letter-graded coursework with a grade of at least a C.
- be chosen from within the offerings of the major department, or it may include combinations of offerings drawn from other fields acceptable to the major advisor.
- have at least 80% of the coursework listed for the degree completed in residence (i.e. a maximum of six units may be transferred in from other institutions).
- not contain any basic skills courses, foundation coursework, student teaching, 300 level residence, 400 level extension courses taken at SJSU or extension/correspondence courses taken at other institutions, or any credit by examination courses.
- contain no more than six semester units of credit for the thesis units (KIN 299)
- contain no more than three semester units of credit for KIN 298 if Plan B.

* The proposed program must then be approved by the departmental Graduate Coordinator and by the Associate Academic Vice President of Graduate Studies and Research. The student will be notified by letter (from the Graduate Studies and Research Office) of the actions taken on the proposed program.

Plan A: Thesis Guidelines

- **Selecting a Thesis Advisor and Committee Members**

Any tenured or tenure-track “Graduate Faculty” from the Department of Kinesiology may serve as the chair of a thesis committee. The selection is the responsibility of the student. Students should select this thesis advisor prior to the time they intend to initiate any work towards the thesis. To facilitate smooth and efficient progress toward completion of a thesis, students should work closely with this faculty member throughout the process.

A thesis (Plan A) committee shall be composed of no fewer than three voting members who must have at least a Masters Degree or equivalent. Any qualified individual – including part time temporary faculty, faculty on partial retirement, or others with expertise related to the thesis topic – may serve as a committee member, however, the majority of the committee members must be tenured or tenure track SJSU faculty members. In addition, persons with expertise useful to designing and completing the project may serve as consultant to the committee and/or student. Current students may not serve as voting members of the committee. Committee members should be selected in consultation with the thesis advisor and serve as relevant sources of input and advice.

The thesis will be worth a total of *six units*. How the units are scheduled into a student’s program is a decision made between the thesis advisor and the student. The following is an example of a generally accepted breakdown of KIN 299 units:

- 3 units – Choose topic, choose advisor, write chapters 1, 2 and 3; Proposal meeting
- 3 units-Human Subjects Institutional Review Board (IRB) approval, collect and analyze data, write chapters 4 and 5; Oral defense

The graduate student *must complete* the oral proposal to obtain the third thesis credit. The student *must complete* the oral defense to obtain the sixth thesis credit.

- **Thesis Formats: Standard or Manuscript**

Students have the choice of completing their Master’s theses in one of two formats. The *standard format* is chosen by the majority of KIN students, and it involves the completion of a five chapter document consisting of the following: 1) Introduction, 2) Literature Review, 3) Methodology, 4) Results, and 5) Discussion and Conclusions. In some cases, it may be appropriate to include “Recommendations: in the title of chapter 5. The *manuscript format* consists of three sections, one of which is a journal article written in the format of the journal being targeted for submission. Thus, the sections of the manuscript format thesis are: 1) Introduction, 2) Journal Article, and 3) Full support materials (i.e. Entire contents of Chapters 1, 2, and 3). Students may check out previous Master’s theses from the main office (SPX 56) for review. Students will receive information on the Standard Thesis Format in the KIN 250 research Methods course, and the guidelines for the Manuscript Format may be found on the departmental website, as well as in Appendix D of the graduate handbook.

- **Proposal Meeting**

Following approval of a topic by the thesis advisor, students should prepare a first draft of the introduction, review of literature and methods sections of their thesis proposal. Upon approval of this work by the thesis advisor [likely to occur only after revision(s)], other committee members should be asked to review the work. After feedback is obtained, a proposal meeting should be planned. Graduate students should allow *at least 10 days* for committee members' review of their thesis proposal before scheduling the proposal defense meeting. Students are responsible for maKINg all meeting arrangements, including the reservation of a meeting room (usually SPX 107; Contact Carol Bare at 924-3046 to reserve room & equipment). At that time, students formally propose their research and committee members provide specific direction for future work if the proposal is accepted. Once accepted by the thesis committee, students may then submit their work to the Graduate Studies and Research office for approval by the Human Subjects Institutional Review Board (HS-IRB).

The presentation requirements/guidelines for the thesis proposal and defense meetings are as follows:

- Students submit proposal to committee members at least 10 days in advance for oral proposal or defense; Faculty have the right to request additional time if the 10-day period is not adhered to;
- Twenty minute maximum presentation time limit by the student;
- Forty to sixty minute question and answer time limit;
- Student and all guests leave room for faculty evaluation of presentation/paper;
- Pass/Pass with Modification/Fail determined by committee. (Secret ballot may be requested at the Committee Chair's discretion).

- **Human Subjects Institutional Review Board (HS-IRB)**

Federal and California State statutes as well as University policy require investigators conducting research involving human subjects to be knowledgeable about and to comply with regulations for the protection of human subjects in research. The Institutional Review Board exists to insure that the rights of participating subjects are protected and to provide the oversight necessary to assure that all policies regarding the use of human subjects are adhered to. Instructions and forms which need to be completed are available from the Graduate Studies and Research Office (Student Services Center) or on-line (<http://www.sjsu.edu/gradstudies/Research/irb.html>)

All investigators conducting any research using human subjects **must**, in accordance with SJSU policy:

- Obtain HS-IRB approval *prior to soliciting subjects or collecting data*. This includes projects that require HS-IRB approval and/or approval of requests for exemption from review (including pilot studies).
- Provide potential subjects with information necessary to make an informed decision regarding participation in the study.
- Protect the confidentiality of all subjects participating in research and all data that may be collected from the subjects.
- Provide special safety procedures, as needed, to avoid any harm to subjects.

- **Defense of Thesis**

When the research is completed and in final written form students formally present their work to their thesis committee for approval. The focus of the presentation at this point is on the results observed and the conclusions drawn. The thesis is then (a) accepted, (b) accepted with required revisions, or (c) rejected. If revisions are required they must be completed and approved by the committee before the thesis can be submitted to the Graduate Studies and Research Office.

Due to established University deadlines for graduation, students must establish, in consultation with their thesis advisor, reasonable timelines for completion of the thesis. These timelines must take into consideration the time committee members need to review and comment on written work, the time needed for the HS-IRB to conduct its review, and the time students need to revise and rewrite large and small portions of the thesis following critiques from the thesis advisor and committee members. Students and their advisors should regularly consult and make note of deadlines for submitting completed theses for review to Graduate Studies.

(http://www.sjsu.edu/gradstudies/Current/Grad_File_Dates.html)

- **Graduate Studies and Research Review**

An original manuscript with committee signatures must be submitted to the graduate Studies and Research office for review and university approval. The Graduate Studies office reserves the right to require whatever additional work is needed to ensure that the thesis is representative of the highest quality work from SJSU. Theses must have *no more than* 15 total errors to be accepted by the office of Graduate Studies and Research, so students are encouraged to carefully adhere to the SJSU thesis guidelines. They can be downloaded at:

http://www.sjsu.edu/gradstudies/Current/Completing_Masters.html#thesis Please click on #7, Thesis and Projects Requirements. Then, download the guide in pdf format.

Plan B Guidelines

Graduate Program Approval

Students wishing to complete the Plan B Master's Degree program should confer with their academic advisor and file a program to obtain approval by the departmental Graduate Coordinator. The approved program must be on file before submitting an application for the KIN 298 project. When the Grad Coordinator signs the form, the current administrative coordinator (Winston Kwong) will give the student an add code to register for their 298 units

Selecting a Plan B (KIN 298) Advisor

Any tenured or tenure-track faculty member from the Kinesiology Department on duty during the full academic year may serve as the advisor of a KIN 298 project. The selection is the responsibility of the student. Students should select this advisor prior to the time they intend to initiate any work towards the KIN 298 project.

KIN 298 Projects

KIN 298 is the three-unit project with rigor consistent with graduate work (not less than 100 hours), where the culminating experience is a poster presentation. The following are the presentation guidelines for the KIN 298 poster presentation (see also Plan B Poster Presentation link/download on the Department of Kinesiology website):

- Students submit abstract to committee members at least 10 days in advance.
 - Faculty evaluations will occur following all student poster presentations
 - Pass/Incomplete/Fail determined by panel majority vote (Secret ballot can be requested at the Plan B Committee Chair's discretion). Panel is comprised of all KIN 298 advisors for that particular semester.
 - Abstracts will be placed in a Plan B binder in the KIN office for student reference. The abstract guidelines are 250 words (APA format), including a section on content, purpose, process, and outcome. Complete Plan B abstract guidelines are found on the KIN website.
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- Graduate students must complete at least 21 units prior to their KIN 298 enrollment.

Panel Evaluation of KIN 298 Projects

The KIN 298 project is intended to be a culminating experience for Plan B graduate students. The students formally present their project work in the form of a poster presentation to a KIN 298 panel for its approval. Based on the filed abstract and presentation by the student, the KIN 298 project is evaluated by the panel as: (a) passed; (b) incomplete (must resubmit the following semester); or (c) failed.

Awards/Grants/Assistantships

College of Applied Sciences and Arts

The College of Applied Sciences and Arts periodically solicits small grant proposals for funds to conduct research. Unless otherwise notes, graduate students are eligible to compete for these funds. Most notably, every Fall semester, calls are issued for Lottery Grant proposals (maximum funding of \$2,500) that may enable students to conduct research, or travel to conferences to network or present their own research. For more information on grants, and the associated requirements and deadlines, students should contact the department's representative to the CASA Research and Faculty Development Committee, Dr. Ted Butryn (924-3068).

Kinesiology Department

Graduate Alumni Award: Graduate students can apply for a Graduate Alumni Award of up to \$250.00. The award must be pertaining to a research-related project that has been approved by appropriate Kinesiology faculty members. The criteria for the award include:

- Financial need
- Successful completion of at least 9 units of graduate work
- KIN GPA of at least 3.0
- Proposed use of funds must be related to the completion of the M.A. degree.

Interested students should submit a brief proposal summarizing the research-related project to the Graduate Coordinator in the Fall.

Mary Bowman Fellowship: The Mary Bowman Fellowship is an endowed fellowship granted a graduate student or upper division undergraduate student by the Department of Kinesiology. Students may be continuing students or new applicants, and must be full time students for the academic year in which the endowment is awarded (i.e., 6 units/semester for graduate students). Upon acceptance of the fellowship (\$500), the student will serve the department by engaging in a service oriented project that will be designed to support the department. Applications will be available during the month of March in the office of Kinesiology (SPX 56). Requirements are mentioned on the application form.

Joyce Malone Memorial Scholarship: The Joyce Malone Memorial Scholarship is awarded to a graduate or undergraduate student majoring in Kinesiology in the Department of Kinesiology and associated with the Division of Intercollegiate Athletics. Scholarship is renewable up to 4 years, if the student continues to meet selection criteria. Check for full amount of the scholarship will be given to student at the beginning of the Fall semester upon verification of enrollment.

Kinesiology Assistantships

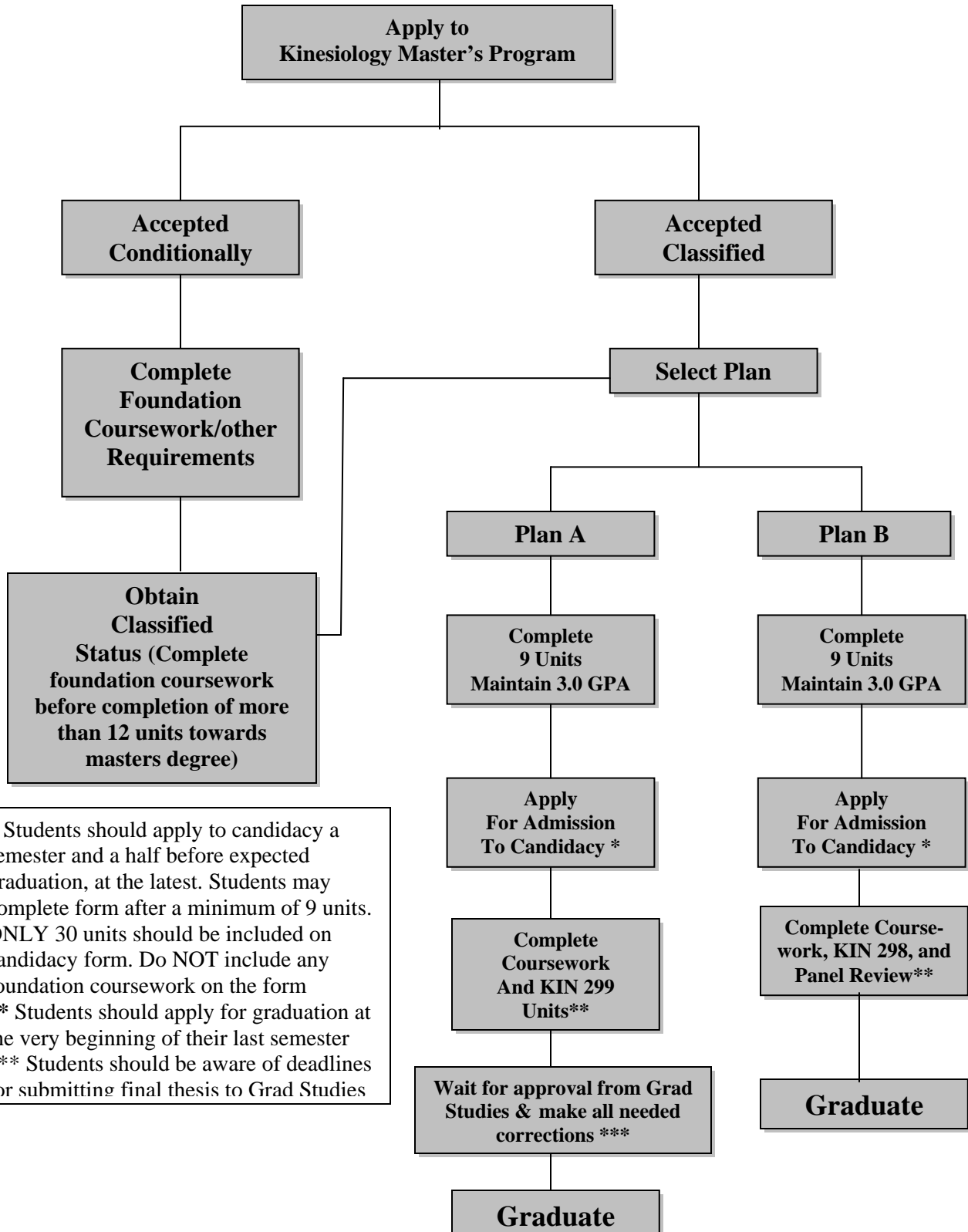
Teaching Associate (TA) and/or Graduate Assistant (GA) positions are available for graduate students pending availability of funds. Students who are interested in applying for one of the positions should contact the KIN department chair, Dr. Shirley Reekie. Students who

obtain TA/GA positions usually teach activity classes and/or laboratory sections of undergraduate theory courses. They are usually assigned three activity classes or laboratory sections each semester. To qualify as a Teaching Associate, students need to (a) be enrolled in classified standing, (b) maintain a GPA of *at least* 3.30, and (c) be enrolled in at least three units of coursework each semester.

Athletic Training assistantships are also available and range between \$10,000 to \$20,000 for an academic year. These assistantships involve working in an athletic training or clinical facilities setting. Students must be NATA certification eligible to become an Athletic Training Graduate Assistant. Information regarding additional qualifications can be obtained from the Director of the Graduate Athletic Training Program.

External graduate assistantships are also available in exercise physiology. Information and applications for these assistantships are available in the Kinesiology main office.

Program Summary



* Students should apply to candidacy a semester and a half before expected graduation, at the latest. Students may complete form after a minimum of 9 units. ONLY 30 units should be included on candidacy form. Do NOT include any foundation coursework on the form

** Students should apply for graduation at the very beginning of their last semester

*** Students should be aware of deadlines for submitting final thesis to Grad Studies

