

GRADUATE STUDENT GUIDELINES

M.S. Kinesiology

Kinesiology and Physical Education Program

Health and Human Development Department

WESTERN WASHINGTON UNIVERSITY



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Expectations for Graduate Students

1. The student must take the initiative for all required procedures within the Graduate School and in the Health and Human Development Department graduate program (see the Summary of Procedures).
 - a. All graduate school guidelines and forms are on the [Graduate School website \(see Graduate School > Students > Academics\)](#). Forms/systems commonly used include the:
 - i. Degree Works ([see guide](#)) for Plan of Study [Exercise Science](#) option or [Sport and Exercise Psychology](#) option (see advisor for amendments to the original plan of study)
 - ii. [Thesis Topic Approval](#)
 - iii. [Graduate School Manuscript Guidelines and Template](#)
 - iv. [Human Subjects Forms](#)
 - v. [Oral Defense Schedule Form](#) (at least two weeks prior to the defense)
 - vi. [Application for Degree](#) (submit the term before anticipated graduation)
 - vii. [Degree Recommendation](#) (thesis option)
 - viii. [Create CEDAR Account and Submit Research](#)
2. It is imperative that the student keeps their thesis advisor updated as they progress through the program. This factor becomes especially critical if the student leaves campus yet must complete coursework and/or thesis or field project activities. It is recommended that you use a [timeline](#) of intended completion dates to stay on track for thesis completion.
3. It is the student's responsibility to submit items [on time](#) to the Graduate School and to the graduate faculty. It is not the faculty's responsibility to rush evaluation of a document because of deadlines that the student must meet. It is reasonable to expect the faculty member to take [two weeks](#) to review any submitted work, especially in consideration of the workload associated with the quarter system instructional activities and allowing for the depth of analysis that the graduate students' work requires. The student must be prepared for a critical analysis of their material and there may be a number of re-writes that are required. Rewriting material can be quite time consuming and the student should consider this fact when planning timelines.
4. Students are reminded that they should not consider "due dates" to be deadlines. The work should be finished well in advance of any due dates. Failure to comply in a timely manner with procedures may result in the student not achieving their expectations.

Application to the Graduate Program in Kinesiology

Application Process

Applications are submitted electronically to the Graduate School. Specific information on the application process can be found at the [Graduate School Admissions](#) page (note: there are different requirements for the [Exercise Science](#) and [Sport and Exercise Psychology](#) options). Once the application is **complete**, the Graduate School notifies the Kinesiology and Physical Education Program faculty for review. Program faculty will begin reviewing application materials and will continue to review materials until the enrollment is reached, January 15 (program deadline) or June 1 (Graduate School deadline for Fall admission), whichever comes first. Because maximum student enrollment in the Exercise Science and Sport and Exercise Psychology options are limited, all applicants are strongly encouraged to submit application materials well in advance of January 15th. The Exercise Science area accepts students every year. For Sport and Exercise Psychology, 3-5 applicants are accepted for the fall quarter of odd-numbered years.

Requirements for BOTH the Exercise Science and Sport and Exercise Psychology Specializations:

1. All applicants must have taken an introductory statistics course (MATH 240 or equivalent). This course may be taken concurrently with graduate courses but must be completed before enrolling in KIN 506. Equivalent courses taken at other institutions may be applied.
2. Kinesiology (or equivalent) undergraduate courses from the exercise science, behavioral and cultural, and activity areas are required prerequisites for the graduate program.
 - a. An applicant to the Exercise Science option who does not have a major or minor in kinesiology must take the following equivalency courses: three courses from the exercise science area (KIN 311, 312, 410, 413, 416), one behavioral and cultural foundations course (KIN 320, 321, 419, 421), and two credits from the 100-level activity courses.
 - b. An applicant to the Sport and Exercise Psychology option who does not have the following must take two courses from the exercise science area (KIN 311, 312, 410, 413, 416), two behavioral and cultural foundations courses (KIN 320, 321), and two credits from the 100-level activity courses. Admitted students without three additional undergraduate psychology courses will need to satisfy any specific prerequisites prior to enrolling in any graduate psychology course electives.

See additional requirements for applicants to the [sport and exercise psychology](#) program and exercise science.

Additional Sport and Exercise Psychology Option Application Information

(Note: Revised criteria starting in Fall 2020)

Admission: Program faculty will review application materials on January 15th and will continue to review materials until the enrollment is reached or June 1st, whichever comes first for fall quarter admission in odd-numbered years.

Entry to the Sport and Exercise Psychology graduate program option is competitive based on qualifications. A cohort student group is admitted on an alternate year basis in the fall quarter of odd-numbered years and is comprised of 3-5 students.

Students from all undergraduate majors are eligible to apply to the program. A sport psychology course, a statistics course, and three additional psychology courses are preferred at the time of application. Applicants without an undergraduate sport psychology course who are admitted to the program must complete one three-credit sport psychology undergraduate course prior to enrollment. Admitted students without a statistics course must complete this prerequisite by the end of their first year. Admitted students without the additional three undergraduate psychology courses will need to satisfy any specific prerequisites prior to enrolling in any graduate psychology course electives. See [criteria](#) for other prerequisites.

After the initial screening of applications, the faculty will select individuals to invite for video conferencing interviews.

Supporting Materials:

- Three (3) Letters of Reference. Two letters must be from faculty. Please inform the professors who are writing your letters that they should comment specifically on your writing ability within their letter on your behalf.
- Please submit a detailed statement of purpose (1-2 single-spaced pages) outlining the reasons you are seeking a graduate degree in sport and exercise psychology; in addition, explain why you applied to WWU's Kinesiology graduate program specifically. Your statement is also an opportunity to introduce yourself beyond your other application materials and may include the following: your goals while in the program; your transferrable strengths from academic, professional, and personal experiences; and unique background experiences that may be relevant.
- GPA and transcripts from all undergraduate and graduate institutions
- Undergraduate degree (major)

Additional Exercise Science Option Application Information

Admission: Applications are due by January 15th (for Fall enrollment) every year. Entry to the Exercise Science graduate program option is competitive based on qualifications.

Students from all undergraduate majors are eligible to apply to the program. See [criteria](#) for pre-requisites.

After the initial screening of applications, the faculty will select individuals to invite for video conferencing interviews.

Supporting Materials:

- Three (3) Letters of Reference, which must include at least two letters from faculty who can comment on academic abilities and potential for success in graduate studies.
- Please submit a detailed statement of purpose (1-2 single-spaced pages) outlining the reasons you are seeking a graduate degree in exercise science; in addition, explain why you applied to WWU's Kinesiology graduate program specifically. Your statement is also an opportunity to introduce yourself beyond your application materials and may include the following: your goals while in the program; your transferrable strengths from academic, professional, and personal experiences; and unique background experiences that may be relevant. Applicants are encouraged to contact faculty mentors in exercise science whose research aligns with your interests before submitting your application.
- GPA and transcripts from all undergraduate and graduate institutions
- Undergraduate degree (major)

Graduate Awards and Financial Aid

A. Graduate Assistant

A Graduate Assistant (GA) is awarded through the Graduate School in the form of teaching assistants (TAs) or research assistants (RAs). See the Funding & Support tab on the graduate school [website](#). Typically, in the Health and Human Development Department, most GAs are teaching assistants (TAs), which includes both a quarterly stipend (Fall/Winter/Spring only) and tuition waiver. Each year, the Department is allocated a set number of GAs. The duties for each GA position are described in the following pages. Also, there are a limited number of GAs that are available through specific programs affiliated with the Health and Human Development Department; they carry a stipend but no tuition waiver. Those GAs are described in B. Departmental Awards. See [here](#) for current stipend compensation levels.

1. Graduate School information on Teaching Assistantships can be found [here](#).
2. New students must indicate their interest in applying for a graduate assistantship on their graduate school application or via the email link found on the above Graduate School web site.
3. Fully admitted students will be invited annually to apply for TAs, GAs, and other departmental awards. The <https://www.applyweb.com/fixie/form/s/T3G115u> should be completed to identify specific qualifications and preferences in GAs or other departmental awards.
4. All graduate students, except for provisional status, may apply for a competitive position.
5. The Kinesiology and Physical Education Program faculty notifies students of GA awards in winter term for the following academic year based on qualifications and interests of the candidates.
6. Priority order is given to 2nd year, 1st year, and 3rd year (if they were supported for only one year).
7. No student will receive a GA for more than two years (six full-time quarters).
8. When a student has a GA, the requirement is that the student must be registered for a minimum of 8 credits each quarter the appointment has been awarded with a few exceptions. See [Teaching Assistantship FAQs](#) from the Graduate school for specific policies.
9. Having an award in the first year of the program is no guarantee that the student will receive the award in the second year: degree progress, qualifications, performance of duties, and potential supervisor's recommendations are some of the items considered in making awards. Each TA/GA/RA must apply every year for continued funding.

Additional TA opportunities

Extra-departmental awards are available in consultation with other departments. An example would be TA positions with Biology in courses such as BIOL 348 and 349, as well as the 200-series. These will be announced as they become available.

GA Duties: 2024-25

Fall	Winter	Spring
<p><i>Biomechanics:</i></p> <p><u>KIN 311 (12 p.m.)</u> 4 hr/week lab 5 hr/ week office hr 4 hr/ week prep and lab assessment</p> <p><u>KIN 416</u> 1-2 hr/week lab 2 hr/week assessment and prep</p>	<p><u>KIN 312 (12 p.m.)</u> 4 hr/week lab 5 hr/week office hr 5 hr/week prep and lab assessment</p> <p><u>KIN 416 (10 a.m.)</u> 1-2 hr/week lab 2 hr/week assessment and prep</p>	<p><u>KIN 311</u> 4 hr/week lab 5 hr/ week office hr 4 hr/ week prep and lab assessment</p> <p><u>KIN 416</u> 1-2 hr/week lab 2 hr/week assessment and prep</p>
Fall	Winter	Spring
<p><i>Neuromotor:</i></p> <p><u>KIN 311 (11 a.m.)</u> 4 hr/week lab 5 hr/ week office hr 4 hr/ week prep and lab assessment</p> <p><u>KIN 410</u> 4 hr/week</p>	<p><u>KIN 311</u> 4 hr/week lab 5 hr/ week office hr 4 hr/ week prep and lab assessment</p> <p><u>KIN 416</u> 1-2 hr/week lab 2 hr/week assessment and prep</p>	<p><u>KIN 413 (10 a.m.)</u> 4 hr/week lab 2 hr/week office hr 2 hr/week prep 4.5 hr/weeks (reading of labs)</p> <p><u>KIN 410 (2 sections)</u> 4 hr/week</p>

Fall	Winter	Spring
<p><i>Exercise Physiology:</i></p> <p><u>KIN 413</u> 4 hr/week lab 2 hr/week prep 4.5 hr/week average (reading labs)</p> <p><u>KIN 422</u> 5 hr/week/section</p> <p><u>Office Hours:</u> 4 hr/week (combined for 413 and/or 422 students)</p>	<p><u>KIN 413</u> 4 hr/week lab 2 hr/week prep 4.5 hr/week average (reading labs)</p> <p><u>KIN 415 (10 a.m.)</u> 4 hr/week lab 1 hr/week prep</p> <p><u>Office Hours:</u> 4 hr/week (combined for 413 and/or 415 students)</p>	<p><u>KIN 413 (8 a.m.)</u> 4 hr/week lab 2 hr/week prep 4.5 hr/week average (reading labs)</p> <p><u>KIN 422</u> 5 hr/week</p> <p><u>Office Hours:</u> 4 hr/week (combined for 413 and/or 422 students)</p>
Fall	Winter	Spring
<p><i>Functional Anatomy:</i></p> <p><u>KIN 312</u> 4 hr/week lab 5 hr/week office hr 5 hr/week prep and lab assessment</p>	<p><u>KIN 312 (9 a.m.)</u> 4 hr/week lab 5 hr/week office hr 5 hr/week prep and lab assessment</p> <p><u>KIN 415 (10 a.m.)</u> 4 hr/week lab 1 hr/week office hr 1 hr/week prep</p>	<p><u>KIN 312</u> 4 hr/week lab 5 hr/week office hr 5 hr/week prep and lab assessment</p> <p><u>KIN 412</u> 4 hr/week</p>

Fall (Year B)	Winter (Year B)	Spring (Year B)
<p><i>Sport and Exercise Psychology/CPE TA</i></p> <p><u>Classes (up to 12hrs): KIN 320 (2x), 321, 421</u> 3-4 hrs per course/week</p> <p>Monitor/lead group discussions</p> <p>Process and review select assignments</p> <p>Reference/format checks for papers</p> <p>Assist students in exam preparation</p> <p><u>Office Hours (2 hrs/week)</u></p> <p><u>Center for Performance Excellence (5 hr/week)</u></p> <p>Prepare educational materials</p> <p>Coordinate CPE client services</p> <p>Marketing</p> <p>Website maintenance and web/social media presence</p> <p>CPE office management</p> <p><u>Other duties as assigned</u></p>	<p><u>Classes (up to 10 hrs): KIN 320, 321, 420</u> 3-4 hrs per course/week</p> <p>Monitor/lead group discussions</p> <p>Process and review select assignments</p> <p>Reference/format checks for research papers</p> <p>Assist students in exam preparation</p> <p><u>Office Hours (2 hrs/week)</u></p> <p><u>Center for Performance Excellence (5 hr/week)</u></p> <p>Prepare educational materials</p> <p>Coordinate CPE client services</p> <p>Marketing</p> <p>Website maintenance and web/social media presence</p> <p>CPE office management</p> <p><u>SEP Research Coordinator (2 hrs/week)</u></p> <p>Maintenance of SEP lab research participant plan</p> <p>Assist with Human Subjects applications</p> <p>Assist with data collection, data entry, processing, and dissemination</p> <p><u>Other duties as assigned</u></p>	<p><u>Class (up to 9 hrs): KIN 320 (2x), 421</u> 3-4 hrs per course/week</p> <p>Monitor/lead group discussions</p> <p>Process and review select assignments</p> <p>Reference/format checks for research papers</p> <p>Assist students in exam preparation</p> <p><u>Office Hours (2 hrs/week)</u></p> <p><u>Center for Performance Excellence (5 hrs/week)</u></p> <p>Prepare educational materials</p> <p>Coordinate CPE client services</p> <p>Marketing</p> <p>Website maintenance and web/social media presence</p> <p>CPE office management</p> <p><u>SEP Research Coordinator (3 hrs/week)</u></p> <p>Maintenance of SEP lab research participant plan</p> <p>Assist with Human Subjects applications</p> <p>Assist with data collection, data entry, processing, and dissemination</p> <p><u>Other duties as assigned</u></p>

Fall	Winter	Spring
<p><i>Professional-Technical Activities:</i></p> <p><u>KIN 306</u> (2 sections) 4 hr/week/section</p> <p><u>KIN 422</u> 5 hr/week/sections</p> <p><i>Office Hours: 5 hr/week (combined for 306 and/or 422 students)</i></p>	<p><u>KIN 306</u> 4 hr/week</p> <p><u>KIN 422</u> 5 hr/week</p> <p><i>Office Hours: 5 hr/week (combined for 306 and/or 422 students)</i></p> <p><u>KIN 410</u> 4 hr/week</p>	<p><u>KIN 306</u> 4 hr/week</p> <p><u>KIN 422</u> 5 hr/week</p> <p><i>Office Hours: 5 hr/week (combined for 306 and/or 422 students)</i></p>

A. Inter-Departmental Awards

The Kinesiology and Physical Education faculty also have inter-departmental awards to allocate to graduate students. These awards can vary from year to year and have been funded from a variety of sources including the Health and Human Development Department, the Wade King Student Recreation Center, and WWU Athletic Training (note: Graduate student coaching positions with specific athletic teams requires direct inquiry with the coaching staff for each team and are not awarded through the HHD department). Depending on faculty-sponsored research, research assistant positions may be available. The duties and compensation for each departmental award is described on the next page.

1. Once the student has identified interest in a GA as a new or continuing student, the Kinesiology and Physical Education faculty will email an additional form to identify qualifications and preferences in GAs or other departmental awards.
2. All graduate students, except for provisional status, may apply for departmental awards.
3. The Kinesiology and Physical Education Program faculty make recommendations for awards and the student is notified during the Winter term for the following academic year based on qualifications and interests of the candidates.
4. No student will receive a Departmental Award for more than two years (six full-time quarters).
5. When a student has a GA, the requirement is that the student must be registered for a minimum of 8 credits each quarter the appointment has been awarded with a few exceptions. See [Teaching Assistantship FAQs](#) from the Graduate school for specific policies.
6. Having an award in the first year of the program is no guarantee that the student will receive the award in the second year: degree progress, qualifications, performance of duties, and potential supervisor's recommendations are some of the items considered in making awards.

<p>Fitness Training Supervision (Wade King Student Rec Center) <i>(*currently suspended)</i></p>	<p>Program Assistant (Wade King Student Rec Center) <i>(*currently suspended)</i></p>	<p>Athletic Training Room Positions (Athletics Department) <i>(*currently suspended)</i></p>
<ul style="list-style-type: none"> • <i>Duties:</i> 19 hrs/week coordinating and supervising all aspects of the group fitness (noncredit courses) and personal training programs and any related special events. • <i>Compensation:</i> Wade King Student Recreation Center Department Award (Quarterly stipend for Fall/Winter/Spring only; NO TUITION WAIVER) 	<ul style="list-style-type: none"> • <i>Duties:</i> 19 hrs/week coordinating and supervising aspects of the functional training (Exercise is Medicine) and assisting with other Rec Center programs and any related special events. • <i>Compensation:</i> Wade King Student Recreation Center Department Award (Quarterly stipend for Fall/Winter/Spring only; NO TUITION WAIVER) 	<ul style="list-style-type: none"> • <i>Duties:</i> 19 hrs/week assisting either in the athletic training room (must be a certified athletic trainer) • <i>Compensation:</i> Athletics Department Award (stipend only)
<p>Research Assistant (as available from sponsored research)</p>	<p>Strength and Conditioning (Athletics Department)</p>	
<ul style="list-style-type: none"> • <i>Duties:</i> 10-19 hrs/week (half or full time) coordinating and supervising aspects of the research project. • <i>Compensation:</i> grant specific (approximately \$13,000-14,000/year; NO TUITION WAIVER) 	<ul style="list-style-type: none"> • <i>Duties:</i> 19 hrs/week assisting the head strength and conditioning coach (must be a certified strength and conditioning coach) • <i>Compensation:</i> Athletics Department Award (stipend only) 	

B. Tuition Fee Waiver Scholarships - \$1000

The Graduate School has provided annual funding through the Graduate Tuition Fee Waiver Scholarship program to deserving graduate students. The Kinesiology and Physical Education Program is allocated a set number for the year.

The criteria and procedures are:

1. Students must be fully, not provisionally, admitted to on-campus programs.
2. Students must be U.S. citizens or resident aliens, not international students.
3. Students must maintain an enrollment of at least 8 credits during the quarter(s) they receive the scholarship, unless other arrangements are made with the Graduate School (Generally second year students are not required to enroll in 8 credits).
4. Students must maintain a 3.0 GPA during quarter(s) award is received and must not be on probation from a previous quarter.
5. Students must be making satisfactory progress toward their degree and maintain degree related enrollment in the quarter they receive this award.
6. Teaching assistants, full or half, are not eligible. *If a student later receives a TA, the GTFWS will be cancelled for the specific quarter the student received the TA.*
7. Preference is given to meritorious students with clear need.

C. Financial Aid

Financial Aid is available for graduate students and students can receive financial aid as long as the student is enrolled in the required graduate credits as identified in the aid package. If work-study is part of the package, there are research positions available with program faculty. Information on applying for graduate financial aid can be obtained at the [Financial Aid Office](#) and on the Graduate School [web site](#). The Graduate School publishes a brochure with comprehensive information for graduate students.

D. Scholarships

Information for WWU departmental and non-departmental scholarships can be found [here](#). Please check individual scholarship requirements for eligibility.

Advising and the Development of the Plan of Study

It is important to arrange for a faculty advisor in the first quarter of enrollment in the graduate program. The student can self-select a faculty advisor based on area of interests or one can be assigned by the Graduate Program Coordinator. The faculty advisor will work with you to develop a Plan of Study which must be filed at the end of the first quarter. The faculty advisor may also become the thesis advisor where they will assist with the development of the thesis research topic.

Program requirements for both the Exercise Science and the Sport and Exercise Psychology programs can be found on the following pages. Additionally, the schedule of the courses is also provided. Courses are offered on a two-year rotating schedule.

The following advisors are available in the areas listed:

Faculty	Area of Expertise
Dr. Jessyca Arthur-Cameselle	Sport and Exercise Psychology
Dr. Lorrie Brilla	Exercise Physiology/Nutrition
Dr. Gordon Chalmers	Motor Control/Learning
Dr. Linda Keeler	Sport and Exercise Psychology
Dr. Jun San Juan	Applied Biomechanics/Injury Prevention & Rehabilitation
Dr. Hillary Robey	Physical Education and Health Teacher Education
Dr. Nathan Robey	Exercise Physiology/Injury Prevention & Rehabilitation
Dr. Dave Suprak	Biomechanics/Strength & Conditioning
Dr. Nick Washburn	Physical Education and Health Teacher Education

Program Requirements

Master of Science – Kinesiology EXERCISE SCIENCE (47-50 credits)

Required Courses (33-36 Credits):		Credits
KIN 505	Proposal Preparation in Human Movement and Performance	2
KIN 506	Research Design in Human Movement and Performance	2
KIN 510	Laboratory Techniques in Exercise Science	4
KIN 513	Exercise Prescription and Programming	4
KIN 520	Readings in Human Movement and Performance	3
KIN 540	Applied Exercise Physiology	4
KIN 543	Biomechanical Analysis of Human Movement	4
KIN 544	Biomechanics of the Musculoskeletal System	4
KIN 690	Thesis*	6-9
Electives (Select 14 Credits):		
KIN 502	Research Topics in Human Movement and Performance	1-10
KIN 507	Motor Control	3
KIN 514	Applied Nutrition and Physical Activity	3
KIN 516	Advanced Conditioning Principles and Practice	3
KIN 541	Foundations and Ethics of Sport Psychology	4
KIN 592	Internship	1-6

400 level courses selected under advisement

*Thesis allotment is 6 credits; the extra 3 credits are available for a prepared journal manuscript

Master of Science – Kinesiology
SPORT AND EXERCISE PSYCHOLOGY (46-49 credits)

Required Courses (35-38 Credits):		Credit
KIN 505	Proposal Preparation in Human Movement and Performance	2
KIN 506	Research Design in Human Movement and Performance	2
KIN 520	Readings in Human Movement and Performance	3
KIN 541	Foundations and Ethics of Sport Psychology	4
KIN 551	Applied Sport and Exercise Psychology	4
KIN 552	Sport and Exercise Psychology Practicum	6
KIN 555	Professional Ethics in Sport and Exercise Psychology	4
KIN 690	Thesis*	6-9
PSY 564	Individual Counseling Techniques	4

Electives 11 credits (at least one course required from psychology):

KIN 419	Mental Health Topics in Kinesiology	3
KIN 421	Psychology of Exercise	3
KIN 502	Research Topics in Human Movement and Performance	1-5
KIN 507	Motor Control	3
KIN 513	Exercise Prescription and Programming	4
KIN 514	Applied Nutrition and Physical Activity	3
KIN 540	Applied Exercise Physiology	4
KIN 543	Biomechanical Analysis of Human Movement	4
KIN 544	Biomechanics of the Musculoskeletal System	4
PSY 502	Adult Psychopathology	5
PSY 503	Cognition	5
PSY 504	Lifespan Psychological Development	5
PSY 505	Social Psychology	5
PSY 512	Correlational Methods and Data Analysis	5
PSY 532	Cross-Cultural Counseling	4

400 level courses selected under departmental advisement (maximum 10 credits).

*Thesis allotment is 6 credits; the extra 3 credits are available for a pilot study

Health and Human Development Department Cycle of Graduate Courses

Fall 2024 KIN 505 KIN 506 KIN 510	Winter 2025 KIN 513 KIN 543 KIN 555	Spring 2025 KIN 507
Fall 2025 KIN 505 KIN 506 KIN 514 KIN 541	Winter 2026 KIN 540 KIN 544 KIN 551	Spring 2026 KIN 516 PSY 564
Fall 2026 KIN 505 KIN 506 KIN 510	Winter 2027 KIN 513 KIN 543 KIN 555	Spring 2027 KIN 507
Fall 2027 KIN 505 KIN 506 KIN 514 KIN 541	Winter 2028 KIN 540 KIN 544 KIN 551	Spring 2028 KIN 516 PSY 564

***Note: KIN 502, 520, 552, 592, 690, offered each term. SEP students can review their yearly course [timetable](#) for the schedule of graduate psychology courses.

Entry to Sport and Exercise Psychology Program in alternate years 2025 and 2027

THESIS GUIDELINES

1. **Thesis Advisor.** A student asks a faculty member if he/she is interested in being his/her thesis advisor. The thesis advisor is oftentimes the faculty advisor.
2. **Developing a Thesis Topic.** A student develops the thesis topic with the assistance of his/her thesis advisor. The topic should be developed early in the program, allowing significant time for the formation and development of the final topic. Other graduate faculty may be consulted for advice on the thesis topic, but the thesis advisor is the primary mentor on the topic and should give the final approval before initiating the proposal procedures. The thesis advisor can request that the advisee complete a timeline contract for the thesis (sample included). It is not unusual for the thesis to take six to nine months to complete. If the student leaves campus before the thesis is completed, it takes a considerably longer time to develop the finished product.
3. Generally, the thesis involves some type of experimental design, which utilizes sampling procedures wherever possible. The number of subjects, the design, and the sampling plan are all important factors in a thesis.
4. A graduate student must have attained graduate status (not provisional status) before beginning any thesis. The student must complete any prerequisite requirements.
5. **Human Subjects.** If human subjects are going to be used in the research, a [Human Subjects Research application](#) must be submitted and approved prior to the initiation of the thesis. The proposal must be approved by the student's thesis committee prior to submitting a Human Subjects' review request.
6. **Thesis Proposal.** The written proposal for a thesis should use the outline published in this document (see **Thesis Manuscript Format**). It is expected that all sections of the proposal outline will be addressed in the written proposal, unless the sections are not appropriate. An example of omission of a section would be the deletion of the hypothesis in the case of descriptive or case study projects. The proposal and the final thesis must be written using the Guidelines for Submission format from the selected journal (see **Thesis Manuscript Format**). The thesis project proposal is written with review and input by the thesis project chairperson. After the chairperson has contributed the final editorial comments and given approval, the proposal can be distributed to the committee members. Reaching the point of proposal distribution may involve several editorial revisions with the chairperson.
7. **Thesis Committee.** The student is responsible for selecting his/her thesis committee. It is expected that the thesis advisor assumes the responsibility for the chairmanship of the thesis. Committee membership for theses should include at least three members, two of which must be graduate faculty from the Health and Human Development Department. Students are encouraged to invite faculty from other departments to serve as a third member. Outside members can also be considered depending on their area of expertise. Please consider that the union collective bargaining agreement (CBA) dictates that faculty are not required to be available in summer, unless contracted to do specific duties.

8. **Thesis Proposal Meeting.** A thesis proposal meeting is scheduled by the student after the committee members have had at least a week to review the written proposal. The proposal meeting is conducted by the chairperson and consists of the following:
1. After introductions, the graduate student will present their thesis project proposal orally, paying particular attention to the purpose of the study, related literature, design of the study, and procedures of the proposed study, the details of which should be finalized with their chairperson well in advance.
 2. After the oral presentation, the committee members will present questions and discuss the study with the student. The committee will suggest improvements and alterations at the conclusion of the proposal meeting.
 3. If the committee approves the thesis proposal, the student initiates the online [Thesis Topic Approval](#) eform.
 4. If the committee, or individual committee members, will not approve the thesis proposal until revisions are made, the student should work with the chairperson to produce a final written proposal which appears to meet the suggested recommendations of the committee members. Once the advisor has reviewed the changes, the online eform can be initiated. Any committee member can withhold his/her approval upon review of the final written proposal.
9. **Data Collection.** Data collection can begin after the Thesis Topic Approval eform has been sent to the Graduate School and after the proposal has been approved by the University's Human Subjects Review Committee. The student initiates the study, collects the data, and analyzes the data for the thesis, under the supervision of the thesis committee chairperson.
10. **Final Thesis.** After the data has been collected and analyzed, the thesis will be written in the final outline format presented in this document (See **Thesis Manuscript Format**). The final draft is revised with editorial input from the chairperson until it is agreed that the manuscript is ready for the thesis defense meeting. All theses must also meet all of the [guidelines of the WWU Graduate School](#).
11. **Oral Defense.** The student schedules a final oral defense meeting and distributes copies of the manuscript to each member of his/her committee. A copy is also sent to the Graduate School for dissemination to the Graduate School representative for the defense meeting, as required. Notification of the [oral defense](#) should be filed with the Graduate School.

The oral defense should be scheduled to allow two weeks for review of the manuscript by the committee members and the Graduate School representative. The timing of the oral defense is critical and can take place no later than the **fourth week** of the quarter in which the student plans to graduate. [Submission dates](#) for each quarter are available at the Graduate School.

The oral defense is a formal presentation of the student's thesis. It is open to all members of the university community. The oral defense is conducted by the chairperson who introduces the student, establishes the ground rules for the defense, and monitors the defense activities. The student will present his/her thesis, summarizing the problem, the hypothesis(es), the design of the study, any related research, methods, results, summary, recommendations, and conclusions. After the presentation of the study, the thesis committee members will submit questions or comments. If present, the Graduate School representative will also be invited to submit questions, although the representative's role is to oversee the oral defense to ensure quality, and to ensure that the student is fairly treated. At the completion of questioning by the committee, the chairperson will open questioning to the audience. At the end of questioning, the chairperson will request that all participants leave the room except for the committee members. Any concerns of the committee members are expressed at this time. The student is then called back into the room by the chairperson to receive notification of the consensus of the committee.

11. **Final Approval of Thesis.** The committee members provide final approval of the thesis by signing the signature page of the manuscript and by approving the [Degree Recommendation](#) eform initiated by the student. If substantive editorial changes are suggested, a committee member may refrain from approving the eform until the manuscript is reviewed again. It is the responsibility of the chairperson to see that revisions submitted by the committee are implemented. It is recommended that at least three signature pages be brought to the oral defense so original signatures can be bound with the final copy.

After the student has received final approval from the committee, provide the signature page and signed library authorization page to the Graduate School for the submission to be complete. The Dean of the Graduate School will sign the thesis on the signature page. Once the Dean's signature has been obtained, the final bound thesis copies can be made. Hard bound copies are made for the thesis chairperson and the student. It is also courteous to produce soft-bound copies for the other members of the committee. The digital library copy must be submitted by uploading the complete thesis via the [CEDAR master's thesis collection](#) web site.

The Graduate School [degree completion deadlines](#) should be reviewed early. The approved [application for degree](#) must be received by the Graduate School the term *before* expected graduation.

SUGGESTIONS FOR THE THESIS

1. Select a topic which is simple and feasible in terms of cost, time, and equipment needs and availability. Work with thesis/academic advisor to determine this aspect.
2. Select the topic early! If, at least, a general interest area is identified, this will allow a head start on the compilation of the review of literature.
3. The timeline for a thesis is generally 2-3 quarters. It will require a stringent timeline and an extensive amount of hard independent work to stay on schedule. The review of literature is especially time-consuming due to the background research, which is necessary.
4. Establish a timeline with the thesis advisor and try to stick with it! Work very closely with the thesis advisor while proceeding with each stage of the thesis. A typical timeline might be as follows:
 - a. 3-6 months - Writing the Proposal. This activity involves compiling the review of literature and writing the proposal for the thesis. Expect to rewrite the proposal after editing by the thesis advisor and again after the proposal meeting. Depending on writing style and experience, expect to edit and rewrite sections of the manuscript as many as 3-6 times.
 - 1-2 months - Experiment Set Up. This activity involves equipment set up, obtaining subjects, conducting a pilot run of the data collection, and obtaining consent for the research from the Human Subjects Review Committee.
 - b. 1-5 months - Data Collection and Analysis. Studies vary in the time required for data collection. Data input and statistical analysis are a time-consuming aspect of this time period. Students may expedite this process by inputting data and setting up files as the data is collected.
 - c. 1-3 months. Completion of thesis writing, oral defense, and final editing. Work closely with the thesis advisor and *minimally* expect 2-3 rewrites.
5. The thesis is submitted to the Graduate School about midway through the quarter in which the student plans to graduate and not at the end of the quarter. The Graduate School sets the deadlines and the deadlines are firm. Therefore, the students should anticipate some final corrections to their paper and should set their oral defense as early in the quarter as possible in which they intend to finish.
6. Students should follow departmental guidelines, Graduate School guidelines, and utilize selected journal format for the thesis. Failure to do so will only require a rewrite, so utilize the format requirements from all three sources initially. Also, be thorough with citations and utilization of references. The most common error cited for correction by the Graduate School is an inconsistency in sources in the text as they relate to the reference list. Examples of prior theses can be found on the library website.
7. All work should be backed up. Failure to do so can be time consuming in regenerating the paper.

THESIS MANUSCRIPT FORMAT

PROPOSAL SECTION HEADINGS	THESIS SECTION HEADINGS
	Title Page [@] Signature page [@] Acknowledgment page [@] Copyright page [@]
	Table of contents [@] List of tables [#] List of figures [#]
Literature Review ^{@§}	Literature Review ^{@§}
<p>Manuscript (List Journal Name) [@]</p> <p style="padding-left: 40px;">Introduction*</p> <p style="padding-left: 80px;"><i>A deductive, synthesized literature review to show rationale for the study (e.g. why is this study important, what is already known, what is not known) consistent with selected journal formats. This literature review is much shorter than the full literature review chapter above</i></p> <p style="padding-left: 80px;"><i>Last paragraph states purpose and hypothesis[#]</i></p> <p style="padding-left: 40px;">Methods*</p> <p style="padding-left: 80px;"><i>Includes [#] participants/sampling, instrumentation, experimental protocol, data analysis, statistical analysis</i></p> <p>References</p>	<p>Manuscript (List Journal Name) [@]</p> <p style="padding-left: 40px;">Abstract*</p> <p style="padding-left: 40px;">Introduction*</p> <p style="padding-left: 80px;"><i>Very brief literature review to show rationale for the study (e.g. why is this study important, what is already known, what is not known).</i></p> <p style="padding-left: 80px;"><i>Last paragraph states purpose and hypothesis[#]</i></p> <p style="padding-left: 40px;">Methods*</p> <p style="padding-left: 80px;"><i>Includes [#] participants /sampling, instrumentation, experimental protocol, data analysis, statistical analysis</i></p> <p style="padding-left: 40px;">Results*</p> <p style="padding-left: 40px;">Discussion*</p> <p style="padding-left: 80px;"><i>Includes[#] relationship to other literature, conclusions, limitations, applications.</i></p> <p>References</p> <p>Tables*</p> <p>Figures*</p>
<p>Appendices[@]</p> <p style="padding-left: 40px;">Journal guidelines to authors, use link to Journal website</p> <p style="padding-left: 40px;">Instruments[#]</p> <p style="padding-left: 40px;">Training Procedures[#]</p>	<p>Appendices[@]</p> <p style="padding-left: 40px;">Journal guidelines to authors, use link to Journal website</p> <p style="padding-left: 40px;">WWU IRB notification</p> <p style="padding-left: 40px;">Instruments[#]</p> <p style="padding-left: 40px;">Training Procedures[#]</p> <p style="padding-left: 40px;">Data[#]</p>
<p>* This heading included only if journal style requires it. [#] This content included if journal style and/or thesis committee requires it. [@] Start on new page [§]Alternatively, The literature review may be placed before the manuscript to facilitate reference numbering depending on the selected journal guidelines</p>	

FINAL THESIS FORMAT

1. Committee signature page
2. Authorization/Copyright page
3. Title page
4. Abstract
5. Acknowledgment
6. Table of contents
7. List of tables
8. List of figures
9. List of appendices
10. Thesis text (see previous page)
11. Full literature review as appendix §see note in table on previous page

Timeline Contract for Thesis

NAME: _____

DATE: _____

Activity	Completion Date	Completed (Y or N)	Comments
1 st Draft of Proposal			
2 nd Draft of Proposal			
Additional Drafts			
*Proposal Meeting			
Human Subjects			
Data Collection			
Data Analysis			
Statistics Completed			
1 st Draft of Thesis			
2 nd Draft of Thesis			
Additional Drafts, as needed			
Final Draft of Thesis			
Thesis Distributed			
*Thesis Presentation			
Final Revisions			
Submit Thesis and Forms			
Other			

FACULTY SIGNATURE: _____

STUDENT SIGNATURE: _____

Review and Approval Procedures for Human Subject Research

In keeping with national funding guidelines, the Human Research Protections Program (HRPP) implemented procedural items regarding review and approval of research protocols using human subjects. The *Institutional Review Board DOES NOT meet during the SUMMER to review protocols requiring full board review*. Projects eligible for exemption or for minimal risk (expedited) review procedures are processed during the summer. If the project requires full-board review, please submit [Human Subjects Activity Review](#) form and all materials to the Office of Research and Sponsored Programs by *May 15th* at the latest to ensure processing before the end of the Spring Quarter. Each investigator submitting a research protocol must provide evidence of his/her knowledge of human subjects' safeguards.

The HRPP asks that all researchers provide such evidence. To facilitate this process for faculty, students and staff, a [link](#) has been provided from RSP's Web page to the CITI Social & Behavioral Research – Basic/Refresher Course. To access the training program, you have to register for CITI training. On this web site, there is a module review of key human subjects' issues followed by an exam for each module. The entire review/exam process takes approximately two-three hours but can be taken and saved in segments. At the successful end of the exam, the program provides a certificate of completion. This certificate is evidence of knowledge of human subject protections. A copy of this certificate should accompany each research protocol submitted to the HRPP. In addition, all persons involved in direct data collection and analysis need to complete the course. Their certificates should also be submitted.

Summary of the Procedures for the Master's Degree

Procedure	Responsibility	When
Registration	Student Consult Faculty Advisor	See academic calendar
Plan of Study	Student Faculty advisor	During first quarter of study
Selection of Thesis Advisor	Student Thesis Advisor	During first year in the program
Thesis Timeline	Student Thesis Advisor	During first year in the program
Thesis Proposal Meeting	Student Thesis Committee	After approval of proposal draft by thesis advisor
Human Subjects Review	Student Thesis Advisor Graduate Program Coordinator Department Chair	After Thesis Topic Approval eform has been submitted
Application for Degree	Student Thesis Advisor	Term before intended thesis presentation
Thesis Presentation	Student Thesis Committee	Two weeks after review of final draft by thesis advisor
Thesis Submission	Student	After approval of complete final draft by thesis advisor; copies to Grad School and committee, including digital submission
Recommendation for Degree	Student Thesis committee Graduate Program Coordinator	Upon approval of the thesis committee

Notes: 1) The student is ultimately responsible for initiating procedures; 2) The faculty advisor and thesis advisor may be the same person depending on the thesis topic

GRADUATE STUDENT ACCESS TO THE LABS

There are laboratories which are available for extended use by the graduate students. The access to laboratories is available to graduate students through a key check out system. No lab keys are permanently checked out to graduate students unless they have graduate assistantship duties which are associated with the laboratory facilities.

A. Procedures for Access to the Kinesiology Exercise Science Laboratories

1. Graduate students may access the lab during the week, except access is limited due to scheduled classes.
2. If students are in the laboratory outside of regular hours, they must get a signed form letter from a graduate faculty member (building access is required if one tries to enter after 7 p.m. or before 7 a.m.). Students are prohibited from being in the laboratory alone.
3. Students must ensure that all doors are securely locked when they are not in the laboratories.
4. Students are never to ask someone else for entry so that the laboratories remain secure.
5. The only people who have lab keys assigned to them are laboratory faculty and the Exercise Physiology, Biomechanics, Functional Anatomy, and Neuromotor laboratory TAs.
6. There are rare circumstances during thesis data collection that a request may be made for key assignment to a graduate student on a short-term basis.
7. All graduate students are expected to conduct themselves professionally in their office and research laboratories.
8. If students do not adhere to these conditions, they lose their key privileges.

B. Procedures for Access to the Sport and Exercise Psychology Lab

1. Graduate students can access the Center for Performance Excellence (CPE/SEP lab) at any time during the week.
2. Access to the SEP lab will be scheduled via shared calendar.
3. Graduate students are not allowed to share their keys to the SEP lab with anyone else.
4. When leaving the SEP lab:
 - a. Unless given faculty permission, SEP graduate students are not allowed to leave non-SEP graduate students in the CPE unsupervised.
 - b. They must check that all interior doors and outer CV 202 door are securely locked.
5. Any violation of the above policies will result in lost key privileges.

C. Lost Key and Return Policy

1. If a student loses a key, there is a possibility that it will not be replaced.
2. All students are required to return the keys at the end of the academic year unless there is some extenuating circumstance supported by a faculty member that requires the student to keep the keys.

Lab Permission Form

Date:

Name:

Student Number:

Phone Number:

Lab (check one):

Exercise Physiology Lab

Biomechanics Lab

Purpose of Lab Use:

I will pick the key up at _____ am/pm on _____ (date).

I will return the key at _____ am/pm on _____ (date).

**Email the form to the HHD Program Coordinator and Thesis supervisor*

GRADUATE STUDENT ACCESS TO CARVER 314 (Grad Student Lounge) – POLICIES

Access

- Carver (CV) 314 is a dedicated space for all current/active Kinesiology (KIN) graduate students from the Department of Health and Human Development (HHD) to treat as their own professional office and collaboration space.
- Individuals who are not current Kinesiology graduate students are not permitted to be in 314 unaccompanied.
- Please ensure the door is locked when unoccupied.
- Keys: See the HHD Program Coordinator to obtain keys. There is a finite number of keys to KIN 314. New students can check out a key for their first two years and return it at the end of the Spring quarter of their second year. Students actively collecting data beyond that term can be approved by advisors to check out a temporary key through the Program Coordinator. These keys will be due after data collection is complete. Graduate students without keys who are actively working on their thesis may use CV 314 by gaining entry when current students are present. A list of current/active graduate students will be posted each Fall.

Computers/Workstations

- Workstations are shared spaces and are not assigned to individuals. There may be patterns of who tends to use each workstation, and these patterns may continue if students are aware that any desks/workstations can be used at any time, with one exception:
 - Workstations with 2 monitors should be prioritized for TAs to use when they must grade online assignments.
- ALL PC workstations in CV 314 are occasionally wiped clean for updates. Please ensure that you do not save anything on the hard drives.
- Please report any non-working equipment to the Graduate Program Coordinator and Department Manager.

Printer

- The printer located in the room is for graduate students' personal academic use (e.g., homework assignments, etc.), but **ONLY** if the students provide their own paper and ink.
- State tax dollars cannot be used to replenish paper and ink to students for personal use in any of the spaces in Carver (so the paper cannot be taken from CV 102 to resupply the 314 printer and staff will not be providing ink refills).
- Grad students may pool their funds to buy paper and ink for the 314 printer that is there, but students are not required to contribute if they do not want to use it.
- To print on campus, students can use regular procedures and use allocated print funds: <https://atus.wvu.edu/kb/printing-computer-labs-campus>
- The CV 314 printer should not be used for TA work, any printing needed for TA work should go through your faculty mentor or directly to the HHD program coordinator.
- Occasionally, a thesis committee member will request to read your proposal or thesis in hard copy. In these cases, please work with your thesis advisor to get printing.

General

- Share file cabinet/drawer space equally and please do not leave valuables in the file drawers as they cannot be locked.
- Students are encouraged to develop their own group norms for other shared items (e.g., coffee maker, fridge).
- Please report any concerns related to these policies to the Graduate Program Coordinator ASAP.