GRADUATE STUDENT GUIDELINES
M.S. Kinesiology

Kinesiology and Physical Education Program

Health and Human Development Department

WESTERN WASHINGTON UNIVERSITY

Make waves

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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 section on Timeline of Procedures and Required Forms for Master's Degree) for completing the degree.
2. It is imperative that the student keeps their thesis chair updated as they progress through the program. Communication becomes especially critical if the student is no longer a full-time student, yet they must complete outstanding coursework and/or thesis requirements. It is recommended that students 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.
4. Regarding thesis writing, 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 thesis work, especially in consideration of the workload associated with the quarter system instructional activities and allowing for the depth of analysis that 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.
5. 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 expected graduation date.

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 on January 15th and will continue to review materials until enrollment capacity is reached, with all admission decisions completed by June 1 (Graduate School deadline for Fall admission). Because student enrollment in the Exercise Science and Sport and Exercise Psychology options is limited, all applicants are strongly encouraged to submit application materials in advance of January 15th. The Exercise Science area accepts students every year. For Sport and Exercise Psychology, applicants are accepted for the fall quarter of odd-numbered years.

Prospective students should consult the catalog for the program they plan to apply for (Exercise Science or Sport and Exercise Psychology) to understand pre-requisites.

Graduate Awards and Financial Aid

A. Graduate Assistantships

A Graduate Assistant (GA) position 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, which carry a stipend but no tuition waiver. Those GAs are described in B. Departmental Awards. Click here for current stipend compensation levels.

1. Graduate School information on Teaching Assistantships can be found here.
2. Applicants 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. Current students will be invited annually to apply for TAs, GAs, and other departmental awards. The TA application form, linked here, must be completed by January 15th to provide specific qualifications and preferences in GAs or other departmental awards.
4. All graduate students, except for those with provisional status, may apply for a TA 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 students, 1st year students, and then 3rd year students (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: 2026-27

Fall	Winter	Spring
Biomechanics: **KIN 311** (*class at 12 p.m., lab T/R at 11am and 1pm)* ▪ 4 hr/week lab ▪ 5 hr/ week office hr ▪ 4 hr/ week prep and lab assessment **KIN 416** ▪ 1-2 hr/week lab ▪ 2 hr/week assessment and prep	**KIN 312** *(class at 1pm, labs on T/R at 11am & 12 p.m.)* ▪ 4 hr/week lab ▪ 5 hr/week office hr ▪ 5 hr/week prep and lab assessment ***KIN 416 (10 a.m.)*** ▪ 1-2 hr/week lab ▪ 2 hr/week assessment and prep 20	**KIN 311** ▪ 4 hr/week lab ▪ 5 hr/ week office hr ▪ 4 hr/ week prep and lab assessment **KIN 416** ▪ 1-2 hr/week lab ▪ 2 hr/week assessment and prep 19
Fall	**Winter**	**Spring**
Neuromotor: **KIN 311** *(class at 11 a.m., lab T/Th at 10am and 12pm)* ▪ 4 hr/week lab ▪ 5 hr/ week office hr ▪ 4 hr/ week prep and lab assessment **KIN 414** ▪ 4 hr/week	**KIN 311** ▪ 4 hr/week lab ▪ 5 hr/ week office hr ▪ 4 hr/ week prep and lab assessment **KIN 416** (9am) ▪ 1-2 hr/week lab ▪ 4 hr/week assessment and prep	**KIN 413** *(class 10 a.m., lab T 8am, Th 12pm)* ▪ 4 hr/week lab ▪ 2 hr/week lap prep ▪ 2 hr/week office hr ▪ 4.5 hr/week (reading of labs) **KIN 410 (2 sections)** 4 hr/week

Fall	Winter	Spring
Exercise Physiology*:** ***KIN 413 ▪ 4 hr/week lab ▪ 2 hr/week prep ▪ 4.5 hr/week average (reading labs) **KIN 306** (2pm section) ▪ 5 hr/week **Office Hours:** ▪ 4 hr/week (combined for 413 and/or 306 students)	***KIN 413*** ▪ 4 hr/week lab ▪ 2 hr/week prep ▪ 4.5 hr/week average (reading labs) **KIN 415** ▪ 4 hr/week lab ▪ 1 hr/week prep **Office Hours:** ▪ 4 hr/week (combined for 413 and/or 415 students)	***KIN 413*** *(class 9 a.m., lab Th 8am, 10am)* ▪ 4 hr/week lab ▪ 2 hr/week prep ▪ 4.5 hr/week average (reading labs) **KIN 415** ▪ 4 hr/week lab ▪ 1 hr/week prep **Office Hours:** ▪ 4 hr/week (combined for 413 and/or 415 students)
Fall	**Winter**	**Spring**
Functional Anatomy: **KIN 312** ▪ 4 hr/week lab ▪ 5 hr/week office hr ▪ 5 hr/week prep and lab assessment ▪ Attend 312 lectures **Other duties as assigned**	**KIN 312** *(class at 9 a.m., labs at T 10am and Th 12pm)* ▪ 4 hr/week lab ▪ 5 hr/week office hr ▪ 5 hr/week prep and lab assessment **KIN 414** ▪ 4 hrs a week	**KIN 312** ▪ 4 hr/week lab ▪ 5 hr/week office hr ▪ 5 hr/week prep and lab assessment **KIN 412** ▪ 4 hr/week

Fall	Winter	Spring
Sport & Exercise Psychology/CPE TA **KIN 320 (x2), 321, 421** (12 hrs) ▪ 3 hrs per course/week ▪ Monitor/lead group discussions and lab assignments ▪ Process and review select assignments ▪ Assist students in exam preparation **Office Hours** (2 hrs/week) ▪ Shared between classes **Center for Performance Excellence** (5 hr/week) ▪ Prepare educational materials ▪ Coordinate CPE client services and office management ▪ Marketing ▪ Website maintenance and web/social media presence **Other duties as assigned**	**KIN 320, 321, 420** (10 hrs) ▪ 3-4 hrs per course/week ▪ Monitor/lead group discussions and lab assignments ▪ Process and review select assignments ▪ Assist students in exam preparation **Office Hours** (2 hrs/week) ▪ Shared between classes **Center for Performance Excellence** (7 hr/week) ▪ Prepare educational materials ▪ Coordinate CPE client services and office management ▪ Marketing ▪ Website maintenance and web/social media presence **Other duties as assigned**	**KIN 320, 421, 419** (12 hrs) ▪ 3-4 hrs per course/week ▪ Monitor/lead group discussions and lab assignments ▪ Process and review select assignments ▪ Assist students in exam preparation **Office Hours** (2 hrs/week) ▪ Shared between classes **Center for Performance Excellence** (5 hrs/week) ▪ Prepare educational materials ▪ Coordinate CPE client services and office management ▪ Marketing ▪ Website maintenance and web/social media presence **Other duties as assigned**

Fall	Winter	Spring
Professional-Technical Activities: **KIN 306** (*10am section)* ▪ 5 hr/week **KIN 422** ▪ 5 hr/week **Office Hours:** ▪ 5 hr/week *(combined for 306 and/422 students)* **Other duties as assigned**	**KIN 306** ▪ 4 hr/week **KIN 422** *(2 sections)* ▪ 5 hr/week per course **Office Hours:** ▪ 5 hr/week *(combined for 306 and 422 students)* **Other duties as assigned**	**KIN 306** 4 hr/week **KIN 422** *(2 sections)* ▪ 5 hr/week per course **Office Hours:** ▪ 5 hr/week *(combined for 306 and/or 422 students)* **Other duties as assigned**

Fall	Winter	Spring
Physical Education/Activity TA **Class support: 100 Level PA/PE* Activity Classes, HHD faculty equipment support** *(up to 14 hrs)* ▪ Set up and take down Volleyball, Badminton, and Pickleball poles/nets (must be able to lift 60lbs) ▪ Lock and Unlock Gyms and closets in A, B & C, Room 111B closet for class equipment when needed ▪ Check Gym A audio to ensure that it is working ▪ Oversee and facilitate locker and lock assignments to students ▪ Inventory supply and equipment needs **KPE major-related courses only* **Carver 181 & 280 – Human Performance Lab &Pedagogy Lab** (1-3 hrs/week) ▪ Support faculty with research equipment setup ▪ Maintain and monitor exercise equipment for class use ▪ Collect towels for laundry and replenish them with clean towels **HLED 202 (2 hrs/week)** ▪ Assist with grading **Other duties as assigned**	**Class support: 100 Level PA/PE* Activity Classes, HHD faculty equipment support** *(up to 13 hrs)* ▪ Set up and take down Volleyball, Badminton, and Pickleball poles/nets (must be able to lift 60lbs) ▪ Lock and Unlock Gyms and closets in A, B & C, Room 111B closet for class equipment when needed ▪ Check Gym A audio to ensure that it is working ▪ Oversee and facilitate locker and lock assignments to students ▪ Inventory supply and equipment needs **KPE major-related courses only* **Carver 181 & 280 – Human Performance Lab &Pedagogy Lab** (1-3 hrs/week) ▪ Support faculty with research equipment setup ▪ Maintain and monitor exercise equipment for class use ▪ Collect towels for laundry and replenish them with clean towels **HLED 335: Environmental Health (3 hrs/week)** ▪ Assist with grading **Other duties as assigned**	**Class support: 100 Level PA/PE* Activity Classes, HHD faculty equipment support** *(up to 14 hrs)* ▪ Set up and take down Volleyball, Badminton, and Pickleball poles/nets (must be able to lift 60lbs) ▪ Lock and Unlock Gyms and closets in A, B & C, Room 111B closet for class equipment when needed ▪ Check Gym A audio to ensure that it is working ▪ Oversee and facilitate locker and lock assignments to students ▪ Inventory supply and equipment needs **KPE major-related courses only* **Carver 181 & 280 – Human Performance Lab &Pedagogy Lab** (1-3 hrs/week) ▪ Support faculty with research equipment setup ▪ Maintain and monitor exercise equipment for class use ▪ Collect towels for laundry and replenish them with clean towels **HLED 202 (2 hrs/week)** ▪ Assist with grading **Other duties as assigned**

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 and the Wade King Student Recreation Center (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 are 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 direct students to complete 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 inter-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 an inter-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.

Fitness Training Supervision (Wade King Student Rec Center) ***(*currently suspended)***	**Program Assistant (Wade King Student Rec Center)** ***(*currently suspended)***
• *Duties:* 19 hrs/week coordinating and supervising all aspects of the group fitness (noncredit courses) and personal training programs and any related special events. • *Compensation: Wade King Student Recreation Center Department Award (Quarterly stipend for Fall/Winter/Spring only; NO TUITION WAIVER)*	• *Duties:* 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. • *Compensation: Wade King Student Recreation Center Department Award (Quarterly stipend for Fall/Winter/Spring only; NO TUITION WAIVER)*
Research Assistant (as available from sponsored research)	**Strength and Conditioning (Athletics Department)**
• *Duties:* 10-19 hrs/week (half or full time) coordinating and supervising aspects of the research project. • *Compensation:* grant specific (approximately $13,000-14,000/year; NO TUITION WAIVER*)*	• *Duties:* 19 hrs/week assisting the head strength and conditioning coach (must be a certified strength and conditioning coach) • *Compensation: 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 Thesis Chair Procedures

In the first quarter of students' time in the program, a Kinesiology faculty member will be assigned to serve as faculty advisor to help the student develop a Plan of Study, which must be filed with the graduate program coordinator before the end of the first quarter.

During the first and second quarters of the program, Kinesiology faculty will share their areas of research expertise with students. The faculty will then consult to determine appropriate matching of students with thesis chairs. The faculty advisor may then become the thesis chair, in which case they will also assist with the development of the thesis research topic and determining who will serve on the thesis committee.

The following faculty can serve as academic advisors, thesis chairs, and thesis committee members:

Faculty	Area of Expertise
Dr. Jessyca Arthur-Cameselle	Sport and Exercise Psychology
Dr. Linda Keeler	Sport and Exercise Psychology
Dr. Nathan Robey	Exercise Physiology/Injury Prevention & Rehabilitation
Dr. Jun San Juan	Applied Biomechanics/Injury Prevention & Rehabilitation
Dr. Dave Suprak	Biomechanics/Strength & Conditioning
Dr. Nicole Wood	Exercise Physiology

The following faculty members can serve as thesis committee members:

Faculty	Area of Expertise
Dr. Gordon Chalmers	Motor Control/Learning
Dr. Hillary Robey	Physical Education and Health Teacher Education
Dr. Nick Washburn	Physical Education and Health Teacher Education

Program Requirements

Master of Science – Kinesiology

EXERCISE SCIENCE OPTION (47-50 credits)

Required Courses (33-36 Credits):		**Credits**
KIN 505	Proposal Preparation in Human Movement and Performance	2
KIN 506	Research Statistical Methods 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**	1-5
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 (maximum 10 credits).

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

**Maximum of 5 credits of KIN 502 allowed to count toward degree requirements

Master of Science – Kinesiology

SPORT AND EXERCISE PSYCHOLOGY OPTION (46-49 credits)

Required Courses (35-38 Credits):		**Credit**
KIN 505	Proposal Preparation in Human Movement and Performance	2
KIN 506	Research Statistical Methods 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 516	Advanced Conditioning Principles and Practices	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	

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

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*Thesis allotment is 6 credits; the extra 3 credits are available for a pilot study
**Maximum of 5 credits of KIN 502 allowed to count toward degree requirements

Health and Human Development Department Cycle of Graduate Courses

Fall 2026 KIN 505 KIN 507 KIN 510	**Winter 2027** KIN 513 KIN 555	**Spring 2027** KIN 506 KIN 543
Fall 2027 KIN 505 KIN 510 KIN 541	**Winter 2028** KIN 540 KIN 544 KIN 551	**Spring 2028** KIN 506 KIN 516 PSY 564
Fall 2028 KIN 505 KIN 507 KIN 510	**Winter 2029** KIN 513 KIN 555	**Spring 2029** KIN 506 KIN 543
Fall 2029 KIN 505 KIN510 KIN 541	**Winter 2030** KIN 540 KIN 544 KIN 551	**Spring 2030** KIN 506 KIN 516 PSY 564

****Note: KIN 502, 520, 552, 592, 690 are offered each term.*

Entry to Sport and Exercise Psychology Program is in alternate years (e.g., 2027 and 2029)

THESIS GUIDELINES

1. **Developing a Thesis Topic.** A student develops the thesis topic with the assistance of the thesis chair. 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 chair is the primary mentor on the topic and should give the final approval before initiating the proposal procedures. The thesis chair can request that the advisee complete a timeline contract for the thesis (sample included). It is not unusual for the thesis data collection and analysis to take nine months to a year to complete. Students are strongly advised to collect their data while still enrolled in classes full-time to complete the thesis in a timely manner.
2. Generally, the thesis involves some type of experimental design, which utilizes sampling procedures wherever possible.
3. A graduate student must have attained graduate status (not provisional status) before beginning any thesis. The student must also complete any prerequisite requirements, such as undergraduate deficiencies, before proposing the thesis.
4. **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 an application to the Human Research Protections Program (HRPP).
5. **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 included 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.
6. **Thesis Committee.** The student and thesis chair work together to determine the make-up of the thesis committee. 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. Members who are not faculty at WWU must be approved to serve on the committee by the WWU graduate school; the thesis chair can send an email to the graduate school to have the member added. Please consider that the union collective bargaining agreement (CBA) dictates that faculty are not required to be available in summer to assist students with their thesis, unless contracted to do specific duties.

7. **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

    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 that meets the suggested recommendations of the committee members. Once the advisor has reviewed the changes, the online e-form can be initiated. Any committee member can withhold their approval upon review of the final written proposal.

8. **Data Collection.** Data collection can begin after the Thesis Topic Approval e-form has been sent to the Graduate School and after the proposal has been approved by the University's Human Research Protections Program. The student initiates the study, collects the data, and analyzes the data for the thesis, under the supervision of the thesis committee chairperson.

9. **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 graduate school guidelines.

10. **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 the 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.

    Follow hard copy printing requirements posted on the graduate school website. The digital library copy must be submitted by uploading the complete thesis via the CEDAR master's thesis collection.

    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 that is 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 3-5 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 necessary background research.
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.
   b. 1-2 months - Experiment Set Up. This activity involves equipment set up, conducting a pilot run of the data collection, and obtaining consent for the research from the HRPP.
   c. 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.
   d. 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. 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 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[@]	Title Page[@] Signature page[@] Acknowledgment page[@] Copyright page[@]
Table of contents[@^^]	Table of contents[@] List of tables[#] List of figures[#]
Literature Review[@§] Last paragraph states purpose/hypotheses^^	Literature Review[@§]
Manuscript (List Journal Name) [@] Introduction*^ *A brief 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. Last paragraph states purpose and hypotheses[#^]* Methods* *Includes [#] participants/sampling, instrumentation, experimental protocol, data analysis, statistical analysis* References	Manuscript (List Journal Name) [@] Abstract* Introduction* *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). Last paragraph states purpose and hypothesis[#]* Methods* *Includes [#] participants /sampling, instrumentation, experimental protocol, data analysis, statistical analysis* Results* Discussion* *Includes[#] relationship to other literature, conclusions, limitations, applications.* References Tables* Figures*
Appendices[@] Journal guidelines to authors, use link to Journal website Instruments[#] Training Procedures[#]	Appendices[@] Journal guidelines to authors, use link to Journal website WWU HRPP notification Instruments[#] Training Procedures[#] Data[#]

* 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
^This section required only for Exercise Science option students
^^ This paragraph required only for Sport and Exercise Psychology option students
[§]Alternatively, the literature review may be placed after the manuscript to facilitate reference numbering depending on the selected journal guidelines

Timeline Contract for Thesis

NAME: _____ **DATE:** _____

Activity	Completion Date	Completed (Y or N)	Comments
1st Draft of Proposal			
2nd Draft of Proposal			
Additional Drafts			
*Proposal Meeting			
Human Subjects			
Data Collection			
Data Analysis			
Statistics Completed			
1st Draft of Thesis			
2nd 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 guidelines, the Human Research Protections Program (HRPP) implemented procedural items regarding review and approval of research protocols using human subjects. Requirements for application and review processes are detailed on the HRPP website.

The *HRPP 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, read the timeline information on the HRPP website closely to ensure that your project is reviewed within the timeframe needed for your study. Each investigator submitting a research protocol must pass a required ethics training, which is explained and linked on the HRPP website. Make sure to use the most updated HRPP forms when submitting your application and follow the most up to date ethics course completion requirements.

The ethics course/exam process typically takes approximately two-three hours. The certificate you receive at the end of the program is evidence of knowledge of human subject protections. A copy of this certificate should accompany each research protocol submitted to the HRPP. Be aware that all persons involved in direct data collection and analysis need to complete the course. Their certificates should also be submitted to the HRPP

Timeline of Procedures and Required Forms for Master's Degree

Students have five years to complete all degree requirements. Below is a general timeline of steps toward the degree. Many steps in the process require e-forms. Students are expected to initiate all e-forms, typically forwarding them next to their thesis advisor. All e-forms are located on the graduate school website on either the Thesis and Dissertation page or the Policies and Forms page.

Procedure	When	Responsibility	Required e-Forms	Notes
First Quarter Registration	Prior to fall quarter, Yr 1	**Student** consults with **KIN Graduate Coordinator** to set fall quarter 1 schedule.		Consider taking undergraduate "deficiencies" in fall, year 1
Plan of Study	Before end of fall quarter, Yr 1	**Student** meets with temporary **faculty advisor** to create plan in Degreeworks. **Faculty advisor** notifies graduate coordinator to lock plan.		The Plan of Study can be edited; student or advisor must contact graduate coordinator to unlock the plan to edit it.
Selection of Thesis Chair	During first year in the program	**KIN faculty** will share their research expertise with first year students to facilitate matching students & thesis chairs.		Thesis chair will assume role of advisor for students remaining time in the program.
Thesis Timeline	During first year in the program	**Student** and **Thesis Chair** set thesis completion timeline and select committee members.		Note: Student cannot register for KIN 690 credits in summer.
Thesis Proposal Meeting	After approval of proposal draft by thesis advisor	**Student** initiates Topic Approval Form and sends to **thesis chair**; **thesis committee, grad coordinator** (called program advisor) and **dept chair** sign.	Thesis Topic Approval Form	Student cannot begin data collection without this form (and HRPP approval).
Human Subjects Review	After Topic Approval form	**Student** completes and submits HRPP forms after **Thesis Chair** reviews and approves them.	HRPP e-Forms	Student cannot begin data collection without HRPP approval/exemption.
Registration for thesis credits	After Topic Approval form	**Student** requests override from **thesis advisor** and then **graduate school.**		Student needs override from grad school each quarter. Cannot register for KIN690 until after thesis topic form approved; cannot register for KIN 690 in summer.

Continuous Enrollment	Required if student is not registered for other courses	**Student** must request an override from the **graduate school** for GRAD 699.		Students who have not completed degree requirements and are not registered for any courses are required to register for GRAD 699, Continuous Enrollment, every quarter (excluding summers).
Application for Degree	Term before intended thesis defense	**Student** meets with **Thesis Chair** to confirm that all degree requirements will be met by graduation date. Then, **studen**t initiates form and sends to **faculty advisor**, who sends to **grad coordinator**.	Application for Degree Form	Check graduate school site for required dates for this form to be eligible to walk in graduation.
Oral Defense Notification	Defense must be announced at least 2 weeks prior to defense meeting	**Student** schedules oral defense with committee and completes oral defense form to send to graduate school. **Thesis Chair** sends announcement about thesis date/time to all HHD faculty.	Oral Defense Schedule Form	Student should book room for thesis defense. Graduate coordinator will attempt to attend all thesis defenses; to facilitate attendance, please provide the date/time as early as possible.
Thesis Defense Meeting	~2 weeks after final draft to committee	If student passes, **student** initiates form and **thesis committee, graduate coordinator,** and **department chair** sign it. **Thesis chair** facilitates thesis rubric form completion.		Students must defend thesis at least two weeks before the thesis is due to the graduate school. Check graduate school deadlines.
Submission of Final Version of Thesis	After approval of final draft by thesis advisor.	**Student** follows procedures on graduate school website for submitting the final version of the thesis to cedar and ordering hard copy.		
Recommendation for Degree	Upon approval of the thesis committee	**Student** initiates form; sends to **thesis chair,** then on to thesis **committee,** and **graduate coordinator** (called program advisor on form)	Degree Recommendation Form	

Notes: 1) The student is ultimately responsible for initiating procedures; 2) Students who need extensions to complete their degree should follow requirements for requesting extensions on the graduate school website.

GRADUATE STUDENT ACCESS TO THE LABS

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

A. Procedures for Access to the Kinesiology Exercise Science Laboratories (Rooms 304, 305, 306)

1. Graduate students may access the labs (304, 305, 306) during the week, though access is limited due to scheduled classes.
2. Students do not have default access to CV 181 or CV 280, but can request it for research purposes from their thesis chair.
3. If students need access to the laboratory outside of regular hours, they must get approval from their thesis chair via email and register the planned activity with the department program coordinator (building access is required if one tries to enter after 7 p.m. or before 7 a.m.).
4. Under no circumstances are students to remain in the labs past 10:00pm.
5. Students must ensure that all doors are securely locked when they are not in the laboratories.
6. If the student breaks or finds that any technology or equipment are not working, they must reach out to the Laboratory Technician immediately to report the issue.
7. Students are never to ask someone else for entry so that the laboratories remain secure.
8. The only people who have lab keys assigned to them are laboratory faculty and the Exercise Physiology, Biomechanics, Functional Anatomy, and Neuromotor laboratory TAs.
9. 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.
10. All graduate students are expected to conduct themselves professionally in their office and research laboratories.
11. Graduate students are not permitted to bring people into the laboratories who are not approved by the department to be in the labs. Only graduate students, research participants, and students in Kinesiology courses (who are there for lab sessions or office hours) are permitted in the labs.
12. If students do not adhere to these conditions, they lose their key privileges.

Procedures for Access to the Sport and Exercise Psychology Lab (Rooms 202, 202b, 202c, 202d)

1. Graduate students can access the Center for Performance Excellence (CPE/SEP lab) up until 10pm.
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, nor are they allowed to bring people into the SEP lab who are not approved by faculty to be there.
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. Students do not have default access to CV 181 or CV 280, but can request it for research purposes from their thesis chair.
6. Any violation of the above policies will result in lost key privileges.

B. 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.

CARVER 314 (Grad Student Office) 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 CV 314 unaccompanied.
- Please ensure the door is locked when the room is unoccupied.
- **Keys**: See the HHD Program Coordinator to obtain keys. There are 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.

Office Hours

- Students who are TAs and need to hold office hours, should do so outside of CV 314 so as to keep noise levels down in CV 314. The CV 315 classroom space is a location to hold office hours' conversations.
- Non-lab TAs should check with the program coordinator prior to the start of each quarter to determine when CV 315 is available for use for office hours.

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.wwu.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.