

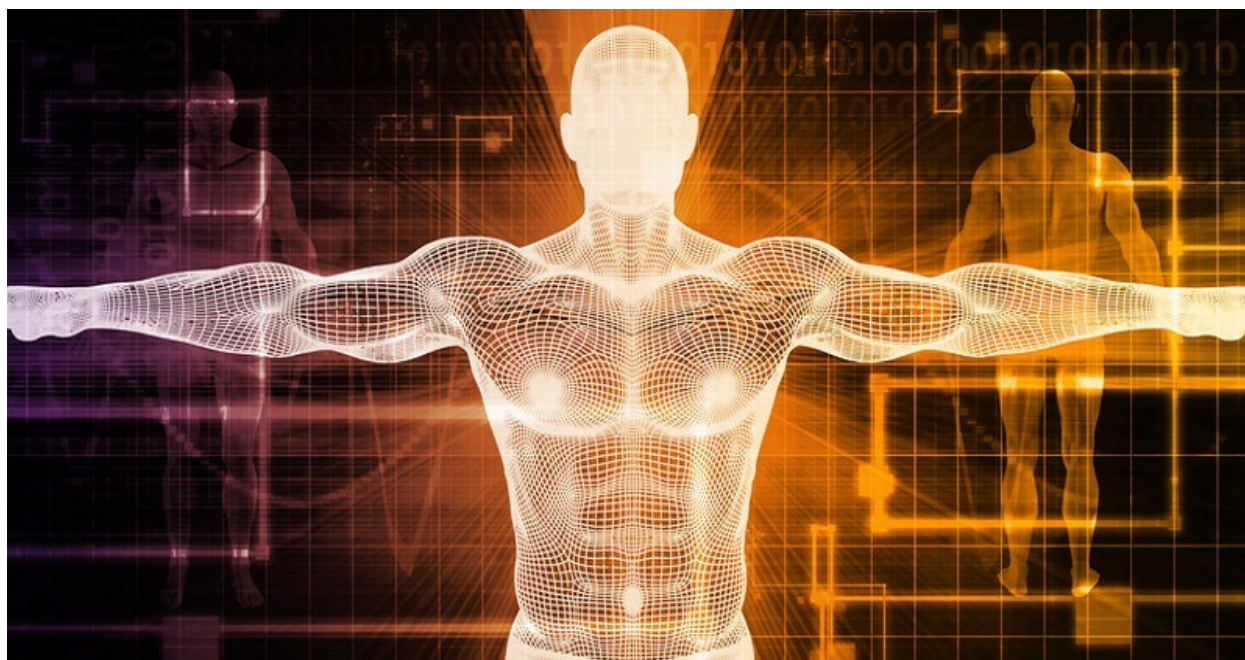


College of Education

KINESIOLOGY

GRADUATE PROGRAM

2021-2022



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Welcome from the Program Director to the Students

The Kinesiology faculty have worked hard to develop a graduate program to match WSU's Drive to 25 – a program that will train graduates to trust the scientific process, but by doing so, question outdated myths and current practices surrounding health and wellness. Of course, not all current practices lack scientific backing. As a graduate student in this program, you will learn to discern the facts from the overwhelming amount of hype, fads and untested practices that too many people risk their health and lives believing. You will also learn to develop and communicate new practices with scientific backing to promote health and wellness.

This is an exciting time. What I loved most about graduate school was the focus on the things I loved to learn. Your depth of kinesiology knowledge will grow significantly. However, it was not until I was in my first job after grad school that I really appreciated the breadth of knowledge I learned as an undergrad. Some part of you appreciates learning for its own sake by embarking on a graduate degree. Take advantage of your opportunity to take classes outside of Kinesiology. We have included a broad list later in this document, but also keep your eye open for new classes, lectures, seminars, brown bags, and invited talks around campus.

If you have any questions concerning any area of your graduate life here at WSU, you'll find I am quick with my email replies, and would love to sit down with you over a cup of coffee. My aim is to ensure your time here is productive. The same can be said of your advisor's role. Your advisor will forever be one of your best sources of knowledge, advice, and networking. Sixteen years later, I still talk with my advisor every six months. Take advantage of any opportunity your advisor gives you to learn, whether it is a review of a manuscript, writing a grant, or helping on another student's project. It might not be immediately apparent how it helps you, but your advisor knows. But also don't be afraid to have an honest and polite discussion with your advisor about your time concerns. However, to be productive, you must put in the effort and enjoy your work.

~ Robert Catena, Graduate Director

Introduction

Kinesiology is the study of human movement. The Kinesiology graduate program was designed to provide advanced education in human movement and to provide foundational research skills that can be applied to its understanding. Whether students choose WSU to become researchers, technicians, educators, or practitioners, all students will be trained to ask important questions, find the answers to those questions, and understand the broader implications of the question and answer. We hope that students will leave our graduate program with an appreciation for the abilities of the human body and science in general. (See specific SLOs below)

It is important that you read this handbook very carefully. In this document, you will find the guidelines for the Kinesiology graduate program. While the guidelines may change over time, you are considered to be directed by the guidelines for the year you submit your program of study (POS). Keep in mind that the College of Education (COE) and the WSU Graduate School additionally have guidelines for graduate study. Kinesiology guidelines do not supersede these, but instead build upon them. If you ever find guidelines to be contradictory, please bring it to the attention of your advisor or the graduate director. Faculty, advisors, and the graduate director will be here to provide you additional specific direction and advice. However, they may also need to consult with this handbook from time to time, and they are expected to follow the guidelines of WSU, COE, and the Kinesiology program. However, don't think of this handbook or these guidelines as boundaries for your education. They are meant to provide you a path toward the best possible graduate education. Our expectation is that you will bring unique perspectives to our student body and advance our program as much as we will advance your education.

Program Overview

The overarching theme within the missions of WSU, the College of Education, and the Kinesiology and Educational Psychology (KEP) department involves generating research opportunities for students and faculty to create scholars who advance their fields globally. The Kinesiology Graduate Program focuses on research, knowledge acquisition, and knowledge application. It will provide a clear path for students and faculty to advance knowledge, become leaders in their respective fields of study, and apply their knowledge in a way that enhances the lives of others within their communities.

To help you navigate through our organizational structure:

- Board of Regents to College of Education - <https://president.wsu.edu/org-chart/>
- College of Education - <https://education.wsu.edu/college/org/>
- Kinesiology and Educational Psychology Department - <https://education.wsu.edu/college/kep/>
- Kinesiology Graduate Program - <https://education.wsu.edu/kinesiology-graduate-program/>

Mission

The mission of the Kinesiology Graduate Program is to provide a strong scientific foundation promoting critical thinking that will enhance health, productivity, and quality of life.

Indigenous Land Acknowledgement

WSU Pullman is located on the ancestral homelands of the Palus people and on the ceded lands of the Nimípuu (Nez Perce) Tribe.

Student Learning Outcomes (SLOs)

1. Ability to think critically, evaluate, understand, apply, and communicate scientific research.
2. Demonstrate advanced kinesiology knowledge in the chosen area of focus.
3. Ability to understand and apply research principles.
4. Awareness and understanding of how diversity issues, special and protected populations influence research and practice.
5. Development of professional identity appropriate for future career plans.

Program Content

Students may earn a Master of Science (M.S.) in Kinesiology by pursuing either a thesis or a non-thesis program of study. Both options should be expected to take two years to complete. The two options differ in the culminating product and the typical career path. A thesis is expected to be personally conducted research following scientific principles. Students will typically choose a thesis path if they plan for a career in research or teaching in higher education, or plan for further higher education (e.g., PT, medical school). A non-thesis option may be personal research (without formal writing submitted to the graduate school), but could also be a community project, literature review, or internship experience. Students will typically choose a non-thesis path if they plan for a non-research industry career like in healthcare or coaching.

Entering students should possess sufficient (for their program of study) fundamental knowledge in core curricular areas (e.g., biology, physiology, health). Ideally, applicants will have a strong background in kinesiology areas of study (e.g., biomechanics, sport psychology, exercise prescription, motor control), however, we consider students from a broad range of educational backgrounds. Students admitted with identified background deficiencies may be required to complete undergraduate coursework prior to enrolling in graduate coursework in the identified areas.

Master of Science in Kinesiology (thesis option)

The thesis option requires a total of 34 semester hours, consisting of a minimum of 21 graded semester hours of approved coursework, 4 semester hours of seminar, and a minimum of 9 semester hours of KINES

700 (Master's Research, Thesis, and/or Examination) for the thesis to be defended in an oral examination.

Master of Science in Kinesiology (non-thesis option)

The non-thesis option requires a total of 34 semester hours, consisting of a minimum of 27 graded semester hours of approved coursework, 4 semester hours of seminar, and a minimum of 3 semester hours of KINES 702 (Master's Special Problems, Directed Study, and/or Examination) for the final project.

Course Requirements

The following tables summarize the courses and credit hours required to obtain a graduate degree in Kinesiology.

| |
|-------------------------|
| M.S. Kinesiology |
|-------------------------|

| Thesis Credit Overview (see below for details) | Credits |
|---|----------------|
| Research Core | 10 |
| Didactic | 6 |
| Electives | 9 |
| Thesis credits (KINES 700) | 9 |
| Total Credits | 34 |

| Non-Thesis Credit Overview (see below for details) | Credits |
|---|----------------|
| Research Core | 10 |
| Didactic Core | 12 |
| Electives | 9 |
| Non-Thesis credits (KINES 702) | 3 * |
| Total Credits | 34 |

* As of 2020, academic regulations state this to be a minimum of 4 <https://gradschool.wsu.edu/academic-regulations/>, but since our degree was approved with 3 credits of 702, that is what our program requires.

Academic & Degree Requirements, Policies, and Procedures

Academic Standing and Annual Review

Minimum grade point average (GPA) policy and academic probation status are described in [Chapter 6C of the WSU Graduate School Policies and Procedures](#) manual.

As a rule, students are required to maintain a 3.0 cumulative GPA in their graduate program. A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. **Probationary status is only available to students immediately following their first semester of graduate study and is not available to students who have been provisionally admitted.**

The enrollment of a graduate student will be terminated under any one of the following conditions:

- The student has a cumulative GPA below 2.75 at the end of the first semester of study.
- The student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- The student fails to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study.
- The student has failed a preliminary or final exam for a second time.
- The student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative; in such cases, the Dean of the Graduate School will review the case and make the final determination.
- The student has earned a U (Unsatisfactory) grade for research credits (700, 701, 702, 800) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. **Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.**

When a student's enrollment is subject to termination due to a low GPA and/or the receipt of "U" grades in research credits (KINES 700/702), the program director may, after consultation with the student and other program faculty members, petition the Graduate School for the student's reinstatement.

Kinesiology faculty shall conduct annual reviews of students' progress in the program. In each year of enrollment, students are asked to meet with their advisor/committee chair to complete and sign the annual review form (Appendix A). Recommendations for discontinuing enrollment shall be consistent with the criteria listed above. Students must complete the graduate degree within six years from the beginning date of the earliest course applied toward the degree. Petitions for extensions to this time limit must conform to the procedures described in Chapter 6F of the Graduate School Policies and Procedures.

Mandatory Research Training

All graduate students are required to complete the Responsible Conduct of Research through the CITI online training module. This is a web-based training <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to complete this training as soon as possible. Students will not be eligible for an assistantship or be able to conduct research until the training is completed. The student will receive email

confirmation upon successful completion of the module. Please forward this email to the College of Education (COE) Office of Graduate Education (gradstudies@wsu.edu) as well as the department through which you have received an assistantship, if applicable. Delay in the completion of this training could delay students' progression through their graduate programs. The training needs to be renewed every five years.

Questions regarding the training can be answered by the Office of Research Assurances at 509-335-7183 or irb@wsu.edu.

Temporary/Permanent Advisor and Committee

The admission letter from the COE Office of Graduate Education identifies a student's temporary advisor. The temporary advisor assists the student with the initial selection of coursework. It is the student's responsibility to contact the temporary advisor as soon as possible after admission to the program. The temporary advisor works with the student during their first year of the program. By the end of the student's first academic year, they meet to discuss whether the temporary advisor shall become the student's permanent advisor or another faculty member might better meet the student's needs. If a student wishes to change temporary advisors prior to submitting their Program of Study (POS), they shall submit a Change of Temporary Advisor form found at <https://education.wsu.edu/documents/2015/09/change-of-temporary-advisor.pdf>.

Graduate committees must consist of at least three WSU graduate faculty members, at least two of which must have Graduate Faculty status within the Kinesiology program. The Chair of the committee must be a faculty member with Graduate Faculty status from the Kinesiology program (see faculty list near the end of this handbook). A tenure-track faculty member can chair either a thesis or non-thesis committee and a career-track faculty can chair a non-thesis committee. However, a career-track faculty can chair a thesis committee only after vote and approval of the graduate faculty on a case-by-case basis. If the desired third committee member is from outside the Kinesiology program, their inclusion must be approved by the committee chair and the graduate program director for eligibility. All graduate committee members must have a degree equivalent to or higher than the degree being sought by the student.

Students shall work with their committee and chair to develop an appropriate program of study. Thesis students identify and approach potential committee members in consultation with the advisor. Typically, committees include program faculty with graduate status whose area of expertise overlaps with the student's research area. In some cases, students identify an additional committee member from another program or department who can provide unique knowledge or insight beneficial to the student's research. Please note that faculty may decline or be unavailable to sit on committees.

Thesis students

Thesis students must select a permanent advisor/committee no later than the end of the second semester and are encouraged to do so as soon as possible following their admission to the program. Students should meet with their temporary advisor and desired permanent advisor to discuss the switch and acquire the permanent advisor's commitment before submitting the necessary forms to the Office of Graduate Education. A permanent advisor is appointed through the submission of a completed Program of Study (see below). Once you have a permanent advisor, work closely with that advisor to help form your thesis committee. The advisor will have the most knowledge of your research topic and potential committee members.

Non-thesis Students

Except for instances in which the student formally requests to change advisors, the student's temporary advisor will become their permanent advisor upon submission of the Program of Study (see below). Additionally, non-thesis students are assigned a committee by the program to evaluate the comprehensive project. If you have potential committee members in mind, once you have a permanent advisor, work

closely with that advisor to help form your thesis committee. The advisor will have the most knowledge of potential committee members.

Developing and Submitting the Program of Study (POS)

The Program of Study Request form (<https://gradschool.wsu.edu/facultystaff-resources/18-2/>) lists a student's committee chair and other committee members (typically two), as well as the courses that comprise a student's program of study. The permanent advisor/committee chair, in collaboration with other members of the student's committee, helps a student identify the appropriate coursework and research activities for their program of study. The courses are then listed on the Program of Study form. Committee members sign the form to indicate their acceptance of committee membership and approval of a student's program of study.

A program of study shall include a minimum of 34 semester hours of graded course work. The spreadsheets later in this document identify required and elective courses.

All graded coursework shall be included in the "COURSEWORK: Graded (A-F)" section on page 3 of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the program of study.

A committee may approve up to six (6) credits of undergraduate-level credit (300- or 400-level courses at WSU) for a thesis master's degree, and up to nine (9) credits of undergraduate-level credit (300- or 400-level courses at WSU) for a non-thesis degree.

Students seeking to transfer graded graduate-level coursework from another accredited institution may not transfer courses taken towards a completed graduate degree (see [section G.2.e of Chapter Six](#) of the Graduate School Policies and Procedures manual).

Seniors who have at least a 3.0 GPA in the last 60 semester hours of graded undergraduate work at WSU may reserve up to six (6) semester hours for a thesis master's program, and nine (9) hours for a non-thesis master's program, providing the student earns a grade of "B" (3.0) or better in the course(s). The approval of the Dean of the Graduate School is required prior to registering for the course(s). The student must complete a [Reservation of Graduate Credit](#) form before term start of course(s), and obtain the appropriate signatures before submitting it to the Office of Graduate Education (gradstudies@wsu.edu) who will forward it to the Graduate School for final approval.

Any course included in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course. Such courses cannot be repeated on an S/F (satisfactory/fail) basis nor may they be dropped from a student's Program of Study.

Non-graded coursework, including any Special Projects or Independent Study work (KINES 600), shall be included in the "COURSEWORK: Non-Graded (S/F)" section on page 3 of the form. When listing such coursework, be sure to include a course prefix, number, and the **total number of credits for each course**. Courses graded S/F cannot be used to fulfill core program requirements nor do they count towards the total required credit hours (21 graded credits for thesis, 26 for non-thesis).

Research or final examination credits shall be included in the "Research Credits" section of the form on page 3. Non-thesis students shall list KINES 702 (Master's Special Problem, Directed Study and/or Examination) while thesis students shall list KINES 700 (Master's Research, Thesis, and/or Examination) credits. Students must complete satisfactorily at least 3 non-thesis research credits (KINES 702) or 9 thesis research credits (KINES 700) to graduate.

Full-time thesis students must enroll in at least one (1) research credit (KINES 700) every semester of full-time enrollment. Both thesis and non-thesis students need at least two (2) research credits in the semester they complete their studies (turning in a non-thesis project or defending a thesis). Students shall schedule a meeting with their advisor each semester to discuss goals and complete an [Independent Study Form](#) upon enrollment in any amount of research credits. The completed and signed form shall be submitted to the department office (Cleveland Hall 351) *before* the 10th day of classes.

The [Program of Study](#) is submitted through a student's myWSU account. The electronic routing for Graduate School forms may be found in a student's myWSU account under Profile > Service Requests. A student's upload and subsequent approvals by committee members and department chair count as ink signatures and become binding for all. When the program of study is approved by the Graduate School, an email is sent both to the student and the COE Office of Graduate Education. The approved program becomes a part of the requirements for the degree and becomes a "contract" between the Graduate School, the academic program, and the student. *Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits.* Students are held to the master's program requirements in effect at the date of their admission, provided they submit a Program of Study and have it approved by the Graduate School within one year of the admission date. Otherwise, they will be held to the program requirements in effect at the time of approval of their Program of Study.

After the Program of Study has been approved by the Graduate School, it can be changed by completing [Change of Program](#) or [Change of Committee](#) forms. Forms are uploaded by the student through myWSU > Profile > Service Request for electronic approvals.

Switching between thesis and non-thesis tracks

Students who wish to switch between thesis and non-thesis tracks must submit a [Plan and Degree Level Change Form](#). If a Program of Study has already been submitted, students must also complete a [Program Change](#) form to switch KINES 700 (Master's Research, Thesis, and/or Examination) credits and KINES 702 (Master's Special Problem, Directed Study and/or Examination) credits, as well as any other courses to meet program and graduate school requirements. In case of such a switch, the student still needs to satisfactorily complete the appropriate number of research credits (e.g., 3 credits of KINES 702 in case of a switch to the non-thesis track).

Students should keep copies of all submitted paperwork for their reference.

Deadlines

Students should refer to the Graduate School's [Deadlines and Procedures for Master's Degree](#) for current information about procedures and due dates that affect them.

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of two (2) graduate credits per semester (excluding the summer). For further information regarding the [Continuous Enrollment policy](#) visit the Graduate School Policy and Procedures at <https://gradschool.wsu.edu/policies-procedures/>.

Leave from the program

Students who decide that a leave of absence is necessary must file the official [Graduate Leave form](#). The student must obtain the advisor's signature before submitting the form to the COE Office of Graduate Education, which will then submit the form to the department chair for approval and ultimately to the WSU Graduate School. The form is due BEFORE the beginning of the term in which the student will be taking a leave. If approved, students may be granted only one leave during their time in the program.

Leave Guidelines (appointed on an assistantship – TA, RA or SA)

During the term of their appointments, all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held), with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published online at <https://policies.wsu.edu/prf/index/manuals/60-00-personnel/60-76-wsu-holidays/>. Graduate students on appointment do not earn annual leave or sick leave.

Grade Point Average (GPA)

Students are required to earn a minimum 3.0 cumulative and 3.0 program GPA to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a master's degree with a grade of C- or below must be repeated, and the course cannot be repeated on an S/U (satisfactory/unsatisfactory) basis.

Registration and Credit Load

Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours (of 300 level or higher courses) to maintain full-time enrollment status in the fall and spring semesters. All full-time thesis students must register for at least one (1) 700-level (master's) research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of two (2) credit hours and no more than nine (9) credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy, go to the Graduate School Policy and Procedures at <https://gradschool.wsu.edu/policies-procedures/>.

Transfer Credit and Credit Restrictions

The program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a master's program is subject to departmental recommendation and final approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward a student's graduate degree program pending approval by the committee chair and members, as well as by the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a personal enrichment student, may be included in the number of prior credits allowed as long as they are reserved. The total of such credits (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit.

All proposals regarding transfer credits should first be discussed with the chair of the student's graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to the committee chair, members, program director, and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs.

Professionalism

Kinesiology graduate students are expected to display accountability, altruism, caring, integrity, and social responsibility. These areas will serve as a guide for the evaluation of student professionalism in the Kinesiology graduate program.

Accountability

Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of kinesiologists including self-regulation and other behaviors that positively influence the profession and the health and wellness of society.

Sample indicators include:

- Seeking and responding to feedback from multiple sources.
- Acknowledging and accepting consequences of his/her actions.
- Assuming responsibility for learning and change.
- Carefully reading this Handbook.
- Adhering to the guidelines set out in this handbook.
- Communicating accurately and honestly with faculty, staff, and other students.
- Seeking continuous improvement in quality of course-work.

Altruism

Altruism is the primary regard for or devotion to the interest of others, thus assuming the fiduciary responsibility of placing the needs of others ahead of self-interest.

Sample indicators include:

- Participating in additional volunteer activities.
- Seeking ways to place the needs of the class or group above his/her needs.
- Working together with classmates for the common good of the program.
- Mentoring fellow students to realize their potential

Caring

Caring is the concern, empathy, and consideration for the needs and values of others.

Sample indicators include:

- Understanding the socio-cultural, economic, and psychological influences on the life of other students, faculty, and staff.
- Understanding faculty perspectives on given situations.
- Communicating effectively, both verbally and non-verbally, with others taking into consideration individual differences in learning styles, language, and cognitive abilities, etc.
- Recognizing and refraining from acting on one's social, cultural, age, gender, and sexual biases.
- Attending to the needs and comforts of others.
- Demonstrating respect for faculty, staff, and other students in all interactions and considers others as unique and of value.
- Being an advocate for the needs of classmates.
- Respecting the rights and needs of all individuals

Integrity

Integrity is steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and “speaking forth” about why you do what you do.

Sample indicators include:

- Being trustworthy
- Recognizing the limits of his/her expertise when dealing with clinicians, faculty, patients, and clients.
- Acting based on professional values even when the results of the behavior may place oneself in opposition to popular opinions.

Social Responsibility

Social responsibility is the promotion of mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

Sample indicators include:

- Advocating for the health and wellness needs of society.
- Promoting cultural competence within the program and the University.
- Advocating for changes in laws, regulations, standards, and guidelines that affect health and wellness within our society.
- Understanding of current community-wide, nationwide, and worldwide issues and how they impact society’s health and well-being.

Kinesiology – Graduate Program Coursework

The WSU catalog has the most current course offerings and may be accessed here <https://catalog.wsu.edu/Pullman/Courses> or through your myWSU account.

Course Rotation

There are three required didactic courses in the Kinesiology graduate program (Ed Psych 505, 508, and Kines 590). Kines 590 is a seminar course that is taken each semester. Your course rotation for Ed Psych 505 and 508 should be planned with your advisor and considering your other courses. A standing College committee determines when and how Ed Psych 505 and 508 are offered each year to meet the needs of several College of Education programs. Note that their offerings may occasionally change. Ed Psych 505 is recommended to be taken before Ed Psych 508. Thesis students are required to enroll in at least 1 credit of Kines 700 each semester. All students are required to enroll for at least 2 research credits (Kines 700 or 702) in the semester they plan to present their final thesis or non-thesis work (usually their final semester).

Current KINES course rotation

Fall courses: KINES 513, 545, 560, 580

Spring courses: KINES 514, 550, 561, 563

Both semesters: KINES 590, 600, 700, 702

* Didactic KINES courses not listed above have not been scheduled to regularly occur each year. Talk with your advisor or graduate director about the next available occurrence of these courses.

KINES 600 Independent Study

Independent study provides a student with the opportunity to investigate topics of personal interest for exploratory purposes (e.g., investigate possibilities for a thesis topic), or complete supporting coursework that is not offered during a semester that accommodates a student's schedule. In either case, the student is required to develop an agreement with the independent study sponsor (mentor) about the activities and goals for the semester. If the student wishes to undertake an independent study for the explicit purpose of developing a thesis, this contract should specify in detail what activities and outcomes can be expected for that semester. **KINES 600 credits cannot be counted toward the 34-credit minimum.**

Existing KINES courses for didactic core or elective core

1. Ed Psych 505 *Research Methods*. Research methods; literature review; design, implementation, and interpretation of results.
2. Ed Psych 508 *Educational Statistics*. Introductory course for graduate students in applied statistics for the behavioral sciences.
3. Kines 513 *Advanced Psychology of Physical Activity*. This class provides an advanced exploration of foundational topics in sport and exercise psychology. Students will explore social and psychological factors that impact behavior and performance in sport and physical activity settings.
4. Kines 514 *Motivation Theories*. Antecedents, consequences, and processes of motivated behavior examined from theoretical, empirical, and applied perspectives.
5. Kines 515 *Etiology of Obesity*. This course provides an in-depth analysis and study of the latest research on the causes and contributors to obesity.
6. Kines 525 *Aging Across the Lifespan*. This course examines aspects of aging as a process across the lifespan including physical, mental, and emotional changes that occur throughout this process.
7. Kines 545 *Leadership Philosophy, Programming, and Marketing Physical Activity*. Planning, development, assessment of recreation, physical activity, and sport-based

- programming, implementation of health and physical activity marketing techniques with emphasis in leadership and practical application.
8. Kines 550 *Life Course Physical Activity*. Explores the impacts of physical activity on health and quality of life at specific life course phases.
 9. Kines 560 *Neuromuscular Physiology*. Understand and solve problems related to the design and function of the human nervous system that produces voluntary movement.
 10. Kines 561 *Motor Control Theory*. The mechanisms and principles governing motor control and learning, as well as the research methods commonly used in motor behavior.
 11. Kines 562 *Biomechanical Measurement Techniques*. The daily operational use and maintenance of biomechanics lab equipment. The processing and analyses of biomechanics lab data.
 12. Kines 563 *Balance, Gait and Running*. The biomechanical analysis and literature of balance, gait, and running.
 13. Kines 580 *Applied Experiences in Exercise Physiology*. Systematic review of human physiological responses to exercise. Review of current evaluative methods for cardiorespiratory function, body composition, energy expenditure, and human athletic performance. **this course is similar to one offered through NEP in Spokane and students could potentially take the NEP course over AMS – however the hands-on components would need to be delivered face-to-face on the Pullman campus.*
 14. Kines 584 *Exercise Prescription*. Designed to provide principles of testing and prescription based on current practices in movement education, for healthy individuals and special populations.
 15. Kines 590 *Kinesiology Seminar*. Experience in presentation and discussion of scientific data broadly within kinesiology.
 16. Kines 600 *Independent Study*
 17. Kines 700 *Master's Research, Thesis, and/or Examination*
 18. Kines 702 *Master's Special Problems, Directed Study and/or Examination*

WSU supporting courses as possible electives

Note that other courses may also fulfill elective requirements and should be considered with your advisor.

| | |
|-----------------------|--|
| Bioengineering | 525 Biomechanics 3 Methods for analysis of rigid body and deformable mechanics; application to biological tissue, especially bone, cartilage, ligaments, tendon and muscle. |
| | 541 Systems Bioengineering 3 Physiological systems emphasizing the cardiovascular, pulmonary, renal, endocrine, musculoskeletal, nervous and sensory systems. |
| Biology | 579 Mathematical Modeling in the Biological and Health Sciences 3 Techniques, theory, and current literature in mathematical modeling in the biological and health sciences, including computational simulation. Cross listed with MATH 579. |
| | 582 Professional Communication in Biology - Grant Writing 2 Mechanics and style of publishing biological research and findings; adaptation of writing to various venues and audiences with emphasis on grant writing. |
| Communications | 514 Health Communication Theories and Campaigns 3 Health communication theories with a focus on campaign construction and evaluation. |
| | 516 Health Communication and Society 3 3 Reviews, critiques and applications of research regarding the impact of social and cultural environments on health communication. |
| | 541 Science Communication 3 Introduction to the role of communication in the formation of attitudes, opinions, and knowledge about important science issues. |

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|-------------------------------|---|
| Educational Psychology | 572 Introduction to Systematic Literature Reviews and Meta-Analyses 3 Course Prerequisite: ED PSYCH 505 or 508. Introduction to the steps involved in conduction systematic reviews and meta-analyses. |
| | 575 Multilevel Modeling 3 Course Prerequisite: ED PSYCH 565. Introduction to multilevel modeling techniques; examines the use of these techniques in the social sciences. Recommended preparation: ED PSYCH 569. |
| Health Communication | 570 Health Communication and Behavior Change 3 Application of behavior change theories to construction and evaluation of health communication campaigns. |
| | 571 Communicating Health in Practice 3 Health communication and promotion across a variety of settings and mediums, from interpersonal to promotional campaigns. |
| | 572 Communicating Health to Specialized Populations 3 Literature and theory of cross-cultural communication and cultural aspects of health. |
| | 573 Communicating Health in a Digital Landscape 3 Development and implementation of health-related content through a variety of digital platforms. |
| | 574 Health Message Design and Effectiveness 3 Behavior change theories as they relate to health communication message design and evaluation. |
| Math | 540 Applied Mathematics I 3 Partial differential equations; Fourier series and integrals; Bessel functions; calculus of variations; vector calculus; applications. Credit not granted for both MATH 440 and MATH 540. Required preparation must include differential equations. |
| | 541 Applied Mathematics II 3 Complex variable theory including analytic functions, infinite series, residues, and conformal mapping; Laplace transforms; applications. Credit not granted for both MATH 441 and MATH 541. Required preparation must include differential equations. |
| | 579 Mathematical Modeling in the Biological and Health Sciences 3 Techniques, theory, and current literature in mathematical modeling in the biological and health sciences, including computational simulation. Cross-listed with Biology 579. |
| Mechanical Engineering | 530 Elasticity 3 Theory of kinematics of solid deformable bodies; conservation laws applied to an elastic continuum; generalized linear stress-strain behavior with applications. |
| | 531 Theory of Plasticity 3 The fundamentals of the theory of plasticity; the classical theory of plasticity; the classical theory and modern continuum theories of large elasto-plastic deformations. |
| | 532 Finite Elements 3 Theory of finite elements; applications to general engineering systems considered as assemblages of discrete elements. |
| Material Science | 506 Biomaterials 3 Overview of the different types of materials used in biomedical applications such as implants and medical devices. |
| Neuroscience | 540 Special Topics in Integrative Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience involving integrative properties of cell systems. Cooperative: Open to UI degree-seeking students. |
| | 541 Special Topics in Cellular and Molecular Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience that involve nerve cell function and regulation. Cooperative: Open to UI degree-seeking students. |
| | 542 Special Topics in Interdisciplinary Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience that revolve around traditional approaches to nervous system study. Cooperative: Open to UI degree-seeking students. |

| | |
|--|---|
| | 543 Special Topics in Behavioral/Clinical Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience that involve normal and pathological aspects of behavior. Cooperative: Open to UI degree-seeking students. |
| Nutrition and Exercise Physiology | 526 Nutritional Epidemiology 3 The relationship between nutritional status, diet, and disease at the community and population level. |
| | 573 Nutrition in the Community 2 Public health from a nutrition perspective including current issues in nutrition healthcare, overview of existing programs and assessment of program planning. |
| Prevention Science | 508 Longitudinal Structural Equation Modeling 3 Longitudinal structural equation modeling and the use of Mplus statistical software to perform and interpret a broad range of longitudinal structural equation models. Recommended preparation: ED PSYCH 576, PSYCH 514, PSYCH 516, or previous knowledge of multivariate analysis and factor analysis. |
| | 510 Multilevel Modeling II: Advanced Multilevel Models for Longitudinal Data 3 Advanced applications of the general linear mixed model (aka multilevel model, hierarchical linear model, latent growth curve model, random coefficients model) used to analyze data from longitudinal, repeated measures designs; conduct cumulative steps in a longitudinal multilevel analysis, including setting up data file and coding variables, evaluating fixed and random effects and interpreting covariance structures, predicting between- and within-person variation using time-invariant and time-varying covariates, and interpreting empirical findings. Recommended preparation: ED PSYCH 575 or previous knowledge of multivariate analysis and multilevel modeling. |
| | 512 Finite and Growth Mixture Modeling 3 Introduction to a specific type of latent variable statistical models, commonly referred to as finite mixture models, which include several distinct subtypes including latent class analysis, latent profile analysis, latent transition analysis, and latent class growth analysis; conceptual background for models and application of models in practice. Recommended preparation: ED PSYCH 514 and ED PSYCH 576, or knowledge of multivariate analysis and psychometrics. |
| | 513 Research Methods in Prevention Science 3 Introduction to process of research and methods in prevention science; techniques of research, data collection, and data analysis procedures. |
| | 535 Effective Prevention Strategies I 3 Community mobilization and problem analysis; program selection, implementation, and management; grant writing. |
| | 540 Effective Prevention Strategies II 3 Evaluation of prevention science programs. |
| | |
| Psychology | 514 Psychometrics 3 Course Prerequisite: PSYCH 512. Scientific construction of behavioral assessment instruments, including validation and reliability; types of scales and responses; statistical scaling; test theory issues. |
| | 516 Applied Structural Equation Modeling with Current Software 3 Course Prerequisite: PSYCH 512; PSYCH 514. Confirmatory factor analysis, path analysis, structural regression analysis, multilevel analysis and latent growth analysis with current software. |
| Special Education | 589 Seminar in Disability Studies. Explore the meaning, and lived experiences of disability to better examine disability as a social, cultural and political phenomenon. |
| | 592 Single Subject Research Design and Methods. Explore objective behavior through experimental manipulation and control, which includes collecting highly structured data on a small number of individuals, and analyzing those data quantitatively. |

| | |
|--|--|
| | 593 Diversity Issues in Special Education: Theory Research and Practice. Explore issues of diversity and equity and special education, including but limited to assessment practices, educational interventions and services, diversity of the workforce, and cultural competence among professionals. |
|--|--|

Course substitutions and petitions

Students may petition to have another course substitute for a specific course in their curriculum. On occasion, a student may transfer in credits taken at another university to count as credit in the Kinesiology graduate program. These may even substitute for certain curriculum requirements. Transfer credits will not be accepted if they were/are being used to obtain another degree (i.e. “double-dipping”).

The process to make course substitutions and petitions:

1. The student needs to talk with their advisor/committee chair to make sure they agree and there is good justification
2. The student will fill out the “course substitution form” (Advisor: see Forms folder in Dropbox)
3. The student must get all the appropriate signatures
4. The advisor will return it to the graduate program director for final approval
5. The advisor will make the corresponding change on the POS form, or amend the already submitted POS and refile

General Considerations:

1. Is the course substitution an equivalent number of credits? e.g. semester to semester or will it be quarter to semester credits?
 - a. If quarter to semester credits – does the student still have enough credits to graduate?
2. If an undergraduate course, there are a few caveats:
 - a. The course must be a graded (A,B,C) scheme (no P/F, S/F or S/U courses) and the student must get a B or better in the course,
 - b. The course may only be transferred from WSU undergraduate courses while the student is enrolled as a graduate student. No work taken as an undergraduate during their bachelor’s career can be transferred (can’t double dip on credits).
 - c. Students are only allowed up to 9 credits of 300 or 400 on their graduate program of study,
 - d. The Graduate School might ask for a syllabus, students should be prepared to supply one just in case.
3. If the course is a graduate level course from another university:
 - a. Students may not have used the course in an awarded other degree from that university, ok if degree not awarded,
 - b. Course must be graduate level and the student earned a B (3.0) or better in the course (no P/F, S/F or S/U courses),
 - c. Students must supply a syllabus,
 - d. An official transcript from that university must be on file in the Graduate School.
4. If the course is a graduate level course from another WSU department – then the student’s committee merely agrees and the appropriate substitution is made (graded for graded) and the student maintains a B (3.0) or better.
 - a. A note on these – students are being awarded a Kinesiology degree so the POS should not be all courses from another program.
 - b. It is best to try to keep these to the elective courses and not core program courses to maintain the integrity of the Kinesiology degree.
5. From there it’s a matter of does the committee agree the knowledge is needed in order to conduct research?
6. The student will list it on their Program of Study (degree requirements) and with the committee’s approval of this form in myWSU they agree to this request.

- a. If the student already has an approved or submitted Program of Study (POS), then they amend the POS with a Program Change form (course/add drop from requirements). Again, with the approval of this form in myWSU the committee agrees to this substitution.

Kinesiology – Master of Science – Thesis track

Program of Study Total Credits: (Minimum required: 34 credits, 21 of which must be graded)

Check-sheet of Requirements

| | Thesis option courses (credits) |
|---|--|
| Research core | Ed Psych 505 (3) – research methods Ed Psych 508 (3) – stats Kines 590 (4) – seminar |
| Didactic core (tailored to the student’s area of emphasis) | Kines 4xx or 5xx (3) Kines 4xx or 5xx (3) |
| Project/Thesis | Kines 700 (9) |
| Electives (to support student’s emphasis) | _____ 5xx (9) |
| Required number of credits | 34 |

Sample schedule for full-time thesis option (10 credits / semester for full-time)

| Fall year 1 | | Spring year 1 | | Fall year 2 | | Spring year 2 | |
|-------------|---------------|---------------|---------------|-------------|--------------|---------------|-----------|
| Credits | Class | Credits | Class | Credits | Class | Credits | Class |
| 3 | Ed Psych 505 | 1 | Kines 590 | 3 | Ed Psych 508 | 1 | Kines 590 |
| 1 | Kines 590 | 3 | Didactic core | 1 | Kines 590 | 3 | Elective |
| 3 | Didactic core | 3 | Elective | | | | |
| 3 | Elective | | | | | | |
| 1 | Kines 700 | 3 | Kines 700 | 6 | Kines 700 | 6 | Kines 700 |
| 11 | | 10 | | 10 | | 10 | |

This is just a sample. Your advisor/committee chair may suggest an alternative schedule.

Thesis (KINES 700)

Approximate timeline in the table below with details following. **Make sure your specific timeline follows your advisor's expectations.**

| Semester | Tasks |
|----------|--|
| 1 | <ul style="list-style-type: none">• Work with the advisor to identify a research topic• Form thesis committee• Complete CITI training if needed (for human subject research)• Discuss the preferred format of the thesis proposal writing with advisor |
| 2 | <ul style="list-style-type: none">• Present a research idea at seminar (KINES 590)• Submit the thesis proposal writing to the advisor, and wait for approval from committee• Thesis proposal presentation meeting• Submit (if needed) and wait for IRB approval (for human subject research)• Start research• Submit program of study |
| 3 | <ul style="list-style-type: none">• Conduct research and start writing• Apply to graduate |
| 4 | <ul style="list-style-type: none">• Register for (at least) the last two credits of KINES 700• Finish and submit thesis writing to advisor<ul style="list-style-type: none">◦ Wait for approval to ensure the committee thinks the student is ready to present their research• Complete "Scheduling Exam Form"• Present project or internship to audience of peers and faculty<ul style="list-style-type: none">◦ Wait for a "Pass" vote from committee (to occur immediately following the presentation)• Submit thesis to school |

Presenting Your Thesis Idea

By halfway through the second semester of coursework, students should have identified preliminary research ideas related to their topic of interest. The next step is to organize these ideas into a cohesive presentation and present it to a professional audience comprising faculty and student peers at the graduate student seminar (KINES 590).

This presentation should include the student's research question(s) (a brief explanation of why it is significant, how it relates to the existing literature and what gap(s) it addresses), the proposed research methods (e.g., study design, measures, participants, procedures) what we will learn from the study.

Writing the Thesis – Thesis Proposal (T1)

The student's program of study will need to be approved before this point to have the student's committee in place to do this milestone (see Program of Study section earlier in this document).

After informally discussing the research idea and solidifying preliminary research question(s) with the advisor, the student writes a thesis proposal. This occurs in the context of an independent study by registering for Master's credit (KINES 700). A proposal includes a careful review of relevant literature, clear research question(s) and/or hypotheses, and complete methods. The proposal should be formatted following a standard style guide in accordance with typical journals from your field. Do keep in mind that your thesis will still need to be in the format of the WSU Libraries look. The student must submit their proposal to their committee and allow two weeks for the advisory committee then review the proposal and

make recommendations for further refinement. At this point, the members of the committee must communicate whether or not the student is ready to propose and schedule the formal proposal meeting.

To give the student enough time to conduct any studies and write the project, it is recommended that the student formally propose their project in their 2nd semester. Earlier may be preferable to some students and advisors. Please consult with your advisor to determine when this should happen.

The project will first be proposed in writing to the committee chair. The exact format and detail needed should be discussed with the chair long before submission as some advisors may prefer a brief abstract and some advisors may prefer a complete literature review and methodology.

The committee (via the committee chair) will provide an approval/disapproval and comments within two weeks of receiving the proposal. It is important whether approved or not, that the student carefully consider all comments.

If approved, move on to the next step.

If not approved, the student must meet in person with the committee chair to discuss changes to the proposal. The student must then submit a new proposal.

Scheduling a Thesis Proposal (T1)

This step should be completed by the end of the 2nd semester. Things to consider when timing this appropriate to your own research:

- IRB approval can take up to a couple of months. Does the research require IRB approval?
- This proposal defense (not to be confused with your thesis defense) should be a committee decision on the research to help guide the student in assessing their knowledge as well as guiding them in their research, so it should allow time for research after.

When the student and the advisory committee determine the student is ready for the formal presentation of the proposal (typically by the end of the student's second semester), the student completes and submits a T1 [Proposal Scheduling Form](#). This includes reserving a room for the presentation (consult with the department staff about scheduling a location). The student must secure the signatures of committee members and submit the T1 Scheduling Form to the COE Office of Graduate Education who then obtains the signature of the department chair and places the form in the student's file. This meeting must be scheduled two weeks ahead of the date of the proposal meeting.

Following the thesis proposal presentation, the student's advisory committee privately meets to recommend acceptance or rejection of the thesis proposal. Often, the committee provides recommendations to the student to improve the proposed research. The student may formally begin the thesis work when the advisory committee has formally approved the proposal and signed the [T1 Approval Form](#). Please return the completed T1 approval form to the Office of Graduate Studies, gradstudies@wsu.edu.

Human Subjects Form and CITI training

Prior to any data collection, students must complete Research Ethics and Compliance training through the CITI Program as noted on their T1 approval form. If the study will involve human subjects, a proposal and all required documents must be submitted to the WSU Institutional Review Board (IRB) for review.

Approval of the study or certification of exemption by the Office of Research Assurances must be obtained and submitted to the committee chair and the College of Education Office of Graduate Education before any data is collected from human subjects. Failure to gain approval or exemption prior to data collection shall result in the rejection of the final thesis and prevent the student from scheduling the final examination.

Human Subject research forms and templates are available at the website of the Office of Research Assurances: <http://www.irb.wsu.edu/>. The application must be signed by the chair of the committee who will act as Principal Investigator, with the student acting as co-investigator.

Final Approval of the Thesis Content

Each member of the student's thesis committee will examine the thesis manuscript and indicate preliminary approval or disapproval, along with comments and suggestions for improvement. Revisions may be (and often are) required before the committee is satisfied that the student is ready for the final oral defense (T2). When all members of the committee have given their preliminary approval, the student submits final copies of the thesis according to the guidelines of the Graduate School and schedules their final exam (thesis defense).

All faculty members are invited to read the thesis before the final examination and attend the examination. Only members of the student's advisory committee are eligible to vote.

Scheduling the Thesis Final Examination (T2 Defense)

The student must register for KINES 700 (minimum of 2 credits or as many as necessary to meet the number of credits listed on the Program of Study) in the semester in which they take the final examination. The student must also [apply to graduate in myWSU](#). The final examination is conducted by the student's advisory committee.

To schedule the examination, the student completes the official university [Scheduling Final Examination form](#). This form is submitted to the COE Office of Graduate Education with a copy of the thesis. The office will then circulate the materials to the department chair for signature and the Graduate School for scheduling the exam and proofing the thesis for formatting issues. The completed form and thesis must be submitted at least a full 15 business days before the scheduled examination date.

At the same time as scheduling, a PDF copy of the thesis draft must be uploaded to the ETD Admin/Proquest site www.dissertations.wsu.edu. Although the Library checks the thesis, this check does not constitute final acceptance as it only scans the document for formatting issues. The actual content is reviewed and approved by the committee. Students must complete the official required formatting check, by uploading to ETD Admin/Proquest BEFORE their exam. This is the official formatting check by the university for the library publication as they want all WSU thesis/dissertations to have a similar look and they want the student to have time to incorporate the corrections. Students will receive a confirmation email with formatting corrections and a final submission link, these corrections must be completed for their thesis/dissertation to be accepted and graduate (see Thesis Submission and Binding below).

Kelly McGovern will continue to offer pre-formatting checks for thesis before students have to submit but ask, they do this when their documents are complete or as close to complete as possible (e.g. no missing chapters please, but they may still be working on their content). Her pre-check is to assist students with common formatting issues and lessen the list of official corrections the student will have to do. Please don't wait on this step seeking her formatting help. Her advise/suggestions will help all make a more uniform document.

The Graduate School schedules the final examination and publicly announces the examination in an appropriate campus-wide publication. The final examination shall be scheduled during regular business hours and only during academic sessions.

Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.

Thesis Final Examination (T2 Defense)

See [Chapter 7D](#) of the Graduate School Policies and Procedures manual for more detailed information about the examination process.

The final oral examination is an official university examination that is open to the public. The examination may not exceed two hours. The chair is responsible for conducting the final examination/defense. While the examination is open to the public, only faculty members may ask questions and vote, assuming they have participated in the assessment of the student's examination work. This is set up this way so as not to have the committee swayed by audience questions and answers. After the faculty ballot, the audience Q&A phase is conducted, time permitting and at the discretion of the committee chair.

The candidate shall "Pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 20 business days in advance of the exam day. Only committee members may vote. The entire committee must be present and vote.

Thesis Submission and Binding

After passing the final oral examination, a final corrected Thesis must be uploaded within five (5) full business days AFTER. The link will be found on the confirmation from ETD Admin/Proquest listing formatting corrections. For information about the format of the thesis, please refer to the [Thesis and Dissertation guidelines and documents](#) found on the Graduate School website.

Additionally, the student must upload to myWSU > Profile > Service Request a PDF copy of the title page, signature page, and abstract page, and a [Hold Harmless Agreement/Copyright Acknowledgement](#) as well through myWSU.

Students are required to submit a copy of the thesis to the committee chair either in electronic format or on paper (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

Do keep in mind that the thesis will need to be in the format of the WSU Libraries look, so it is recommended that you download the thesis template to start your writing. <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.

Thesis Graduation Checklist:

This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for committee members and students planning the thesis defense.

- Program of Study - Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits.
- The semester prior to scheduling the final examination, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the summary at that time allows the student time to complete any deficiencies.
- Retrieve a copy of the [Thesis and Dissertation Formatting and Submission Requirements](#) and [Thesis Word Template](#). These documents include important information about the format of the thesis title page, signature page and abstract; copyright releases; and submission of digital dissertations or thesis.

Verify the coursework on WSU transcripts matches the Program of Study. The Program of Study must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.

[Apply to Graduate](#), ideally in the semester before the final oral examination is planned so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the myWSU student center is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.

Register for KINES 700 (Master's Thesis Examination) (minimum of 2 credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the thesis is to be defended.

Once the advisor approves the thesis, set an appointment with Kelly McGovern in the Office of Graduate Education for a formatting check of the document. Then arrange the T-2 presentation date and time with committee members and reserve a room.

Complete the [Scheduling Exam form](#). Submit the form no later than 15 business days before the exam by uploading it to myWSU > Profile > Service Request for electronic approvals within myWSU. Ballots will be sent directly to the committee for voting.

At the same time the Scheduling Exam form is due, upload your thesis (in PDF format) to the ETD Admin/Proquest site www.dissertations.wsu.edu for the official format checking prior to the ballots being released to the committee. Expect an email detailing any necessary corrections to formatting.

If the thesis research involved human subjects, submit the IRB approval or exemption email confirmation to accompany the Scheduling Exam form being submitted to the Graduate School.

Defend the thesis examination.

W Within five (5) business days after the defense, upload the final thesis to the provided ETD/Proquest link, upload to myWSU > Profile > Service Request a PDF copy of the title page, signature page, and abstract page, and the [Hold Harmless Agreement/Copyright Acknowledgement](#).

Awarding of the Degree

After completing the degree requirements for the master's and the student's account is cleared, the student will receive the diploma approximately 6-8 weeks after the term is completed.

Graduate Student Exit Survey

After completing the final examination, students are strongly encouraged to complete the Graduate Student Exit Survey online. A link to the survey will be sent by the Office of Assessment.

Kinesiology – Master of Science - Non-Thesis track

Program of Study Total Credits: (Minimum requirements: 34 credits, 26 of which must be graded)
Check-sheet of Requirements

| | Non-thesis option courses (credits) |
|---|--|
| Research core | Ed Psych 505 (3) – research methods Ed Psych 508 (3) – stats Kines 590 (4) – seminar |
| Didactic core (tailored to the student’s area of emphasis) | Kines 4xx or 5xx (3) Kines 4xx or 5xx (3) Kines 5xx (3) Kines 5xx (3) |
| Project/Thesis | Kines 702 (3) |
| Electives (to support student’s emphasis) | _____ 5xx (9) |
| Required number of credits | 34 |

Below is a sample schedule for full-time non-thesis students (10 credits per semester for full-time)

| Fall year 1 | | Spring year 1 | | Fall year 2 | | Spring year 2 | |
|-------------|---------------|---------------|---------------|-------------|---------------|---------------|---------------|
| Credits | Class | Credits | Class | Credits | Class | Credits | Class |
| 3 | Ed Psych 505 | 1 | Kines 590 | 3 | Ed Psych 508 | 1 | Kines 590 |
| 1 | Kines 590 | 3 | Didactic core | 1 | Kines 590 | 3 | Didactic core |
| 3 | Didactic core | 3 | Elective | 3 | Didactic core | 3 | Elective |
| 3 | Didactic core | 3 | Kines 600 | 3 | Elective | 3 | Kines 702 |
| 10 | | 10 | | 10 | | 10 | |

Non-Thesis Master’s Comprehensive Final Project/Internship/Exam (KINES 702)

The Non-Thesis KINES 702 course (3 credits) offers three options for students to complete requirements. Option 1 is a Comprehensive Final Project. Option 2 is an Internship experience with a professional agency. Option 3 is a Comprehensive Exam. An approximate timeline of the process is provided in the table below, with details following. **Make sure your specific timeline follows your advisor’s expectations.**

| Semester | Tasks |
|-----------------|--|
| 1 | <ul style="list-style-type: none">• Work with the advisor to identify a project or internship• Form non-thesis committee• Complete CITI training if needed (for human subject research)• Discuss the preferred format of the thesis proposal writing with advisor |
| 2 | <ul style="list-style-type: none">• Present a project or internship idea at seminar (KINES 590)• Submit the formal proposal of the project or internship to the advisor, and wait for approval from committee• Submit (if needed) and wait for IRB approval (for human subject research)• Start work on the project or ensure the details of the internship are in place• Submit program of study |
| 3 | <ul style="list-style-type: none">• Conduct project or internship• Apply to graduate |
| 4 | <ul style="list-style-type: none">• Register for (at least) the last two credits of KINES 702• Finish and submit culminating writing of project or internship<ul style="list-style-type: none">○ Wait for approval to ensure the committee thinks the student is ready to present their project or internship• Complete “Scheduling Exam Form”• Present project or internship to audience of peers and faculty<ul style="list-style-type: none">○ Wait for a “Pass” vote from committee (to occur immediately following the presentation) |

Non-thesis option 1: Project

The Comprehensive Final Project is generally more applied and diverse than a thesis because it can include empirical research (but with a less stringent proposal, writing, defense, and timeline criteria than a thesis), a literature review, grant writing, or community project. This project may be comprised of work and credits over multiple semesters. However, there are graduate school policies to which the student must adhere. See (<https://gradschool.wsu.edu/chapter-seven-d/>). COE does not require that non-thesis students take at least 1 credit of 702 every semester.

The graduate school has a document of deadlines the student should adhere to: https://gradschool.wsu.edu/documents/2015/07/ddlins_proc_masters.pdf/. Consider the timing of events appropriately by planning ahead.

The student’s advisor acts as the committee chair, with the other two members being decided on between the student and advisor considering bylaws for committee membership. This committee will read and evaluate the proposal and final project.

Non-Thesis Proposal

To give the student enough time to conduct the project and produce the culminating writing, it is recommended that the student formally propose their project by the end of their 2nd semester, but no later

than the last day of class in the 3rd semester. The project will first be proposed in writing to the committee chair. The exact format and detail needed should be discussed with the chair long before submission as some advisors may prefer a brief abstract and some advisors may prefer a complete literature review and methodology. The student and committee will then set a proposal meeting within two weeks of receiving the proposal. This meeting is meant for the student to present their project idea and answer any committee questions. The committee (via the committee chair) will privately vote for approval/disapproval and provide comments at the end of this proposal meeting. It is important whether approved or not, that the student carefully consider all comments.

If approved, complete the scheduling form in the checklist below and start the project. **Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.**

If not approved, the student must meet in person with the committee chair to discuss changes to the proposal. The student must then submit a new proposal with the same process.

Non-Thesis submission

The student will submit an electronic version of their project to the committee chair, who will distribute it to the rest of the committee. The committee chair has 30 days upon receipt to respond to the student with the committee's evaluation. 30 days means that the project should be submitted early in the final semester.

Each committee member votes on approval based on an overall assessment of the student's written project.

Evaluation criteria for the project

The final written form of the project is typically expected to:

- Adhere to and expand on the approved proposal from section 1
- Be written in English
- Be approximately 5,000 to 10,000 words of text (Introduction to Discussion), not including citations or legends
- Have a descriptive title (no longer than 100 characters including spaces)
- Have the following sections: Introduction, Methods, Findings, Discussion, References
- Each section (except for References) should be approximately 1,000 to 5,000 words of text
- Have no more than 10 figures, tables, and illustrations
- Have approximately between 15 and 50 different scientific articles cited in-text
- Have proper formatting and citations in a single standard format (e.g. APA) with in-text citations and a References section at the end

Non-thesis presentation

Once the non-thesis writing receives approval, the student is expected to complete the scheduling exam form (see checklist below). Additionally, the student must enroll in at least 2 credits (or as many as necessary to meet the number of credits listed on the Program of Study) of KINES 702 the semester in which plan to present their non-thesis.

The student is then expected to present their project to an open audience of peers and faculty in seminar (KINES 590) or during an alternative time approved by the committee. A balloting meeting directly follows the presentation. The student and audience are not to attend the ballot meeting; however, on-location voting

immediately following the presentation is required for all members of the committee. Only committee members may vote. The entire committee must be present and vote.

The candidate shall “Pass” if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a “Fail”, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second presentation, the scheduling form must be submitted at least 20 business days in advance of the presentation day.

In the event of a “Fail”, the student has the option to appeal (in writing) the decision to the committee chair, then to the Graduate Program Director, then to the Department Chair, then to the Dean of the College of Education. If the appeal process is not started within one week or is denied, then the student fails KINES 702. The student has the option to retake KINES 702 credit once three months have passed. If another project is allowed, the student will work with the committee chair and the Office of Graduate Education to ensure all procedures and deadlines are met. **KINES 702 can only be repeated one time before the student is dismissed from the program.**

Non-thesis option 2: Internship

The internship is intended to provide the student with experience in an agency setting relevant to their professional interest. The exact nature and setting may vary according to the situation. The program is experiential, and the outcomes will vary with the individual. Students are expected to complete a minimum of 3 credit hours (a total of 135 contact hours) on-site with a professional agency and complete intern/work-related duties and tasks. Students will strive to achieve professional goals set and approved by their committee. As part of the internship, the student will create and submit a professional portfolio that represents their knowledge, experience, and professional background.

The internship can be completed with a professional agency/site as appropriate for the individual student. This internship may be comprised of work and credits over multiple semesters. However, there are graduate school policies to which the student must adhere. See (<https://gradschool.wsu.edu/chapter-seven-d/>). COE does not require that non-thesis students take at least 1 credit of 702 every semester.

The graduate school has a document of deadlines the student should adhere to: https://gradschool.wsu.edu/documents/2015/07/ddlns_proc_masters.pdf/. Consider the timing of events appropriately by planning ahead.

The student’s advisor acts as the committee chair, with the other two members being decided on between the student and advisor considering bylaws for committee membership. This committee will read and evaluate the internship proposal and the student’s professional goals.

Non-Thesis Proposal

To give the student enough time to set up the internship and complete the experience, it is recommended that the student formally propose their internship by the end of their 2nd semester, but no later than the last day of class in the 3rd semester. The internship will be proposed in essay format (2-3 pages) to the non-thesis committee chair. The essay must include:

- Identification of a minimum of 3 credits internship (each credit equals 45 hrs) that includes the anticipated semester timeline for completing KINES 702 credits.
- Description of the site, intern expected role, responsibilities, and activities.

- Description of how the internship is connected to the kinesiology program and student's professional development.
- Identified responsibilities in the internship that are beyond novice level and include two or more leadership roles during the internship (e.g., supervising a weekend tournament; developing and conducting a workshop, program, lecture series, etc.) that have been approved, with documented evidence by the internship site itself.
- Provide a list of at least three professional development goals with one objective for each goal, explaining how the goals will be achieved during the internship experience.

The student and committee will then set a proposal meeting within two weeks of receiving the proposal. This meeting is meant for the student to present their internship idea and answer any committee questions. The committee (via the committee chair) will privately vote for approval/disapproval and provide comments at the end of this proposal meeting. It is important whether approved or not, that the student carefully consider all comments.

If approved, complete the scheduling form in the checklist below and start the internship as planned. **Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.**

If not approved, the student must meet in person with the committee chair to discuss changes to the proposal. The student must then submit a new proposal with the same process.

Submitting the internship professional portfolio

The student will submit an electronic version of their professional portfolio to the committee chair, who will distribute it to the rest of the committee. The committee chair has 30 days upon receipt to respond to the student with the committee's evaluation. 30 days means that the portfolio should be submitted early in the final semester.

Each committee member votes on approval based on an overall assessment of the student's professional portfolio and internship hours confirmation.

Evaluation criteria for the professional portfolio

1. Evidence of the completion of required internship hours.
2. A final written form of the internship portfolio should demonstrate a comprehensive and current professional portfolio for career-related showcasing. Professional Portfolio (current materials/work/evals) will typically have the following format:
 - Table of Contents, hyperlinked to sections
 - Resume and LinkedIn Bio/profile
 - Cover letter (draft for an actual open position, include position announcement)
 - Client and Employer/Intern site feedback/evals, letters, or testimonials (minimum of 3)
 - Site Feedback is mandatory with an affirmation of intern hours completion and summary of internship goals achieved or not.
 - Awards and recognitions & list of trainings
 - Work Sample – Research-based (from KINES MS course)
 - Work Sample – Project-based (from KINES MS course)
 - Proper formatting (APA) citations and appendices as relevant
 - Be written in English

- Be approximately 5,000 to 10,000 words of text (all sections), not including citations or legends

Non-thesis presentation

Once the non-thesis writing receives approval from the student's committee, the student is expected to complete the scheduling exam form (see checklist below). Additionally, the student must enroll in at least 2 credits of KINES 702 the semester in which plan to present their non-thesis.

The student is then expected to present their internship experience to an open audience of peers and faculty in seminar (KINES 590) or during an alternative time approved by the committee. The committee will provide questions to the student to address during their presentation:

Example: Tell us why the internship has progressed your professional development in...

Example: What national organization or accrediting organization informs the practice at your internship site and how? Provide detail into the org.

A balloting meeting directly follows the presentation. The student and audience are not to attend the ballot meeting; however, on-location voting immediately following the presentation is required for all members of the committee. Only committee members may vote. The entire committee must be present and vote.

The candidate shall "Pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a "Fail", a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second presentation, the scheduling form must be submitted at least 20 business days in advance of the presentation day.

In the event of a "Fail", the student has the option to appeal (in writing) the decision to the committee chair, then to the Graduate Program Director, then to the Department Chair, then to the Dean of the College of Education. If the appeal process is not started within one week or is denied, then the student fails KINES 702. The student has the option to retake KINES 702 credit once three months have passed. If another internship is allowed, the student will work with the committee chair and the Office of Graduate Education to ensure all procedures and deadlines are met. **KINES 702 can only be repeated one time before the student is dismissed from the program.**

Non-thesis option 3: Comprehensive exam

The Comprehensive examination consists of questions developed by the student's graduate committee members to assess the student's ability to critically analyze content knowledge in their area of concentration and convey that analysis in written form. Comprehensive examination questions are authored by faculty and subject matter experts from the program. Questions are designed to elicit understanding of the student's content area; the questions are designed as prompts that demand both a comprehensive and specifically detailed response to show what the student has learned during graduate studies, how it connects with a current or future field, and how the student is able to connect theory and research to daily work and practice.

Students registering for the Comprehensive Written Examination (KINES 702) will coordinate with their advisor the timeline for completing the exam.

The comprehensive exam is administrated by the student's advisor/committee chair, consists of exam questions from each committee member, and set for a designated period of time.

The graduate school has a document of deadlines the student should adhere to: https://gradschool.wsu.edu/documents/2015/07/ddlins_proc_masters.pdf/. Consider the timing of events appropriately by planning ahead.

The student's advisor acts as the committee chair, with the other two members being decided on between the student and advisor considering bylaws for committee membership. The committee members will each draft and evaluate an independent question based on the student's professional goals and educational background.

Comprehensive exam application

To give the student enough time to schedule and complete the comprehensive exam, it is recommended that the student formally submit the application and schedule their comprehensive exam by the end of their 3rd semester, but no later than the 2nd week of their 4th semester. The exam application will be submitted to the student's committee chair.

The committee will then set a written exam schedule within two weeks of receiving the comprehensive exam application. The committee (via the committee chair) will each draft one question in a take home format with specific instructions on how the question is to be addressed and providing details to what criteria in length, focus, referencing, etc. that the written response must meet.

The chair will communicate with the student via email the appropriate timeline for completing each take home question and will work with the student to schedule and confirm a start and finish time for submission.

Comprehensive exam submission

The student's committee members write the exam questions and provide an electronic copy of their question and writing instructions to the committee chair by the agreed date. Next, the committee chair will compile questions and send them as attachments to the student via email with the start and end date outlined.

The student will submit an electronic version of their written exam question responses to the committee chair on or before the outlined end date, who will distribute it to the rest of the committee. The committee members have two weeks upon receipt to review and score the student's exam questions. The chair will respond to the student with the committee's evaluation and feedback within one week after the committee's evaluation.

Comprehensive exam scoring and feedback

The committee reads and scores the comprehensive examination using the Comprehensive Examination Rubric. Comprehensive examinations are graded Pass, Pass with Consideration, or Fail. Each committee member votes on approval based on an overall assessment of the student's written exam question response.

If committee members score questions with "Pass with Consideration" or "Fail", they should provide some specific questions and feedback to the student via comments on the grading rubric or an attached sheet. After scoring the exam, committee members return exams to the committee chair. A chair may request for the student to address the committee member's questions and comments before a final evaluation is made (Students are only allowed one opportunity for revision). In this case, the chair will give a deadline for revisions to be made by the student. The chair then determines the final outcome based on the committee evaluation and reports this score to the student and Graduate Office.

If the student receives a final evaluation of “Fail” for the comprehensive exam, then an alternative comprehensive project (option 1) will be required and KINES 702 must be repeated for credit. **KINES 702 can only be repeated one time before the student is dismissed from the program.**

Non-Thesis Graduation Checklist:

This section includes information about the application for the master’s degree, a summary of deadlines and procedures, and information for committee members and students planning final examinations.

- Program of Study - Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits.
- The semester prior to scheduling the final project, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the Summary at that time allows the student time to complete any deficiencies.
- Verify the coursework on WSU transcript matches the Program of Study. The [Program of Study](#) must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final project is submitted so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the myWSU student center is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.
- Register for KINES 702 (Master’s Comprehensive project) (minimum of 2 credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the final project is to be submitted.
- Complete the [Scheduling Exam form](#). Submit the form no later than 15 business days before the exam by uploading it to myWSU account > Profile > Service Request for electronic approvals within myWSU. Ballots will be sent directly to the committee for voting.

Awarding of the Degree

After completing the degree requirements for the master’s and the student’s account is cleared, the student will receive the diploma approximately 6-8 weeks after the term is completed.

Graduate Student Exit Survey

After completing the final project, students are strongly encouraged to complete the Graduate Student Exit Survey online. A link to the survey will be sent by the Office of Assessment.

Kinesiology Program Graduate Faculty

| Faculty | Doctorate Education (emphasis) | Contact Information |
|--|--|--|
| Robert Catena ¹ | University of Oregon – PhD, Human Physiology (biomechanics) | Phone: 509-335-4250 Office: Smith Gym 113F Email: robert.catena@wsu.edu |
| Chris Connolly ¹ | Michigan State University – PhD, Kinesiology (exercise physiology) | Phone: 509-335-7605 Office: Smith Gym 113B Email: c.connolly@wsu.edu |
| Anne Cox ¹ | Purdue University – PhD, Kinesiology (sport and exercise psychology) | Phone: 509-335-7504 Office: Smith Gym 213C Email: anne.cox@wsu.edu |
| Tami Goetz ² | University of Minnesota – PhD, Parks, recreation & leisure studies (outdoor education & youth development) | Phone: 509-335-9827 Office: Smith Gym 113E Email: tami.goetz@wsu.edu |
| Krista Jones ³ | Eastern Washington University – DPT, Doctor of Physical Therapy (geriatric clinical specialist) | Phone: 509-335-4593 Office: PEB 104 Email: krista.jones@wsu.edu |
| Amanda McMahon ² | Washington State University – PhD, Prevention Science | Phone: 509-335-4261 Office: Smith Gym 213A Email: amanda.mcmahon@wsu.edu |
| Phillip Morgan ² | Washington State University – PhD, Education Administration Western States Chiropractic College – DC, Chiropractic Medicine | Phone: 509-335-8838 Office: PEB 108 Email: morganp@wsu.edu |
| Shikha Prashad ¹ | University of Maryland – PhD, Neuroscience (motor learning and control) | Phone: 509-335-5363 Office: Smith Gym 213E Email: s.prashad@wsu.edu |
| Judy Schultz ² | Washington State University – PhD, Interdisciplinary (neuromotor control) | Phone: 509-335-5672 Office: Smith Gym 113D Email: jaschultz@wsu.edu |
| Sarah Ullrich-French ¹ | Purdue University – PhD, Kinesiology (sport and exercise psychology) | Phone: 509-335-6858 Office: Smith Gym 213D Email: sullrich@wsu.edu |

¹ indicates tenured and tenure-track faculty

² indicates career track faculty

³ indicates adjunct or adjoined faculty

Financial Support

Graduate Assistantships

Many departments offer graduate assistantships. These are usually half-time positions (20 hours/week), but that is considered a “full-time” TA position. They come with a tuition waiver, monthly stipend and health benefits. These appointments are renewable, and departments often attempt to support graduate students for more than one year. More information about graduate assistantships can be found at this website: <https://gradschool.wsu.edu/assistantships/>.

Students should be mindful of their time and should avoid working more than 20 hours per week on a regular basis, regardless of whether it is part of their assistantship or as a result of seeking employment elsewhere. Requests to work more than 20 hours per week in WSU positions must be made through a formal request process to the college administration and the graduate school.

Students are encouraged to contact the departments or individuals for whom they would want to work. When possible, the department assists in identifying possibilities for funding outside of the college. Students who seek assistantships may sign up for the COE Assistantship mailing list at <https://lists.wsu.edu/join.php> (look for the COE GA list in the List Name menu) or visit the Graduate School Assistantship website <https://gradschool.wsu.edu/scholarships-fellowships-awards/> for information. However, it is ultimately the student’s responsibility to secure funding; assistantships are not guaranteed by the program, department, or college.

Teaching and Research Assistantships in the Kinesiology Program

The Kinesiology program hires several graduate students to fill teaching assistant (TA) positions each year. These positions require full-time enrollment (i.e., a minimum of 10 credit hours during the spring and fall terms) and include a tuition waiver, monthly stipend, and health benefits. As with other graduate assistantships, these appointments are renewable, but limited to three years per college policy. The department discourages additional employment while holding a TA appointment.

Teaching assistants are hired to teach, assist with teaching, and/or grading.

Research assistantships (RA) may be available through funded projects. They involve working on research under the direction of a faculty member.

Students funded through teaching or research assistantships are generally expected to be physically present in Pullman throughout the contract period (typically August 16 through May 15). Note that some TA or RA positions may be through the summer also. Exceptions and travel plans should be discussed with supervisors.

College of Education Scholarships

Scholarships are available through the College of Education. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. For more information, visit the website: <https://education.wsu.edu/students/scholarships/>.

Other Financial Aid

For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website: <http://www.financialaid.wsu.edu>.

Business Policies

Checkout/Exit

Before departure from WSU-COE, students must leave a forwarding address with the COE Office of Graduate Education, return all keys and equipment to the main office, and consult with the advisor about the student's research and office space.

College of Education Computer Lab

The College of Education computer lab located in Cleveland Hall, Room 63, is open to all graduate students when it is not being used for instruction. Contact the Information Systems staff to secure access to the lab during non-business hours. There is also a computer lab in the Graduate Lounge (Cleveland Hall 70E) that can be used during weekdays.

Grievances

If grievances arise, the student should discuss the problem with their advisor/committee chair and the program director. If additional consultation is needed, please consult the department chair or, as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195. Please note the difference between [complaint procedures and formal grievance procedures](#).

Keys

To obtain keys for assistantships, teaching, etc., students should check first with their department staff, and then see Jeanne Therrien in PEB 101. There is no initial charge for the keys; however, in the event that they are lost or the student leaves the University without returning them, the student will be billed a \$3.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and classroom doors after regular hours.

Mail

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from the student's private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped and must have the correct departmental return address.

Photocopying

The copy machine in the main office is to be used only for copying materials that are clearly related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. Graduate students may not use the departmental/COE copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult the committee chair or program director. Copy machines available for personal use on campus are located at Cougar Copies in the CUB.

Staff Assistance

Graduate students may request secretarial assistance only in limited situations. Administrative Assistants will not type personal correspondence or similar materials for students. Students may request assistance with mailing or sending courier packages if they are clearly related to faculty-led research work. All requests for staff assistance should come from the student's committee chair.

Travel

For liability and reimbursement purposes, all students must complete a Travel Authorization form for any work-related trip they take outside of Pullman (or any other station for off-campus students). This and other forms can be obtained from staff in Cleveland Hall 351. The form must be submitted, signed by the department chair, and initialed by the student's advisor/committee chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel is eligible for reimbursement.

Students are strongly urged to attend professional meetings; at times, the department may have funds to pay some travel expenses of students. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be obtained from the Graduate School. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles or some faculty members may share travel expenses.

General Information

Department Office

Washington State University-**Pullman**
Department of Kinesiology and Educational Psychology
351 Cleveland Hall
Pullman, WA 99164-2136
Phone: (509) 335-9117
Fax: (509) 335-6961
education@wsu.edu

Office of Graduate Education

College of Education
Cleveland Hall 70
Pullman, WA 99164
Fax: (509) 335-9172
Email: gradstudies@wsu.edu

Kelly McGovern
Director
Cleveland Hall 70C
Email: mcgoverk@wsu.edu
Phone: 509-335-9195

Karen Krier
Academic Coordinator
Cleveland Hall 70B
Email: karen.krier@wsu.edu
Phone: 509-335-7016

Email

Log on to office365.wsu.edu. Log in with your WSU NID and password.

Central Services, Facilities, and Resources

Student Services, including Health and Counseling Services <http://osae.wsu.edu/>

Library: <http://www.wsulibs.wsu.edu/>

Pullman Parking: <http://transportation.wsu.edu/>

Map

Pullman campus: <https://transportation.wsu.edu/parking-maps/> or <http://map.wsu.edu/>

I-9 Forms

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. A list of acceptable documentation may be found here <http://hrs.wsu.edu/wp-content/uploads/2016/05/I9-Acceptable-Documents-9-27-17.pdf>

W4 Forms

U.S. Citizens: <http://www.wsu.edu/payroll/taxes/completeW4.htm>

Non-U.S. Citizens: <http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm>

Tax information

U.S. Citizens: <http://payroll.wsu.edu/>

Non-U.S. Citizens: <https://payroll.wsu.edu/non-u-s-citizens/>

Automatic Payroll Deposit for Student on Half-time GA

<https://payroll.wsu.edu/graduate-student-payroll-deduction/>

Social Security Numbers

Significance and correction of an SSN and application pointers:

<http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>

Appendix A: Annual Review Form

**College of Education
Department of Kinesiology and Educational Psychology
Kinesiology Graduate Student Annual Review**

- The purpose of this form is to provide a tool for student self-evaluation as well as student evaluation by his/her mentors, namely the student's academic advisor.
- During the Winter (late Fall or early Spring semester), Advisors will conduct a performance evaluation of each graduate advisee at the end of the fall semester or beginning of the spring semester. In the process, the advisor may consult with faculty or staff as appropriate. The review should be discussed with the student. A copy of the review (signed by both student and advisor) must be sent to the Graduate Director and Graduate Studies Office by April 1st.
- The annual evaluation of students considered less than satisfactory or deficient must be sent to the Dean of the Graduate School to be placed in the student's official file.
- If the student has been on an assistantship appointment in the academic year for this review, please be sure to have the student certify that the terms of the assistantship have been met. Language is included at the end of this form.

A. To be completed by the student:

1. Student Name: _____
2. Annual Review Year: _____
3. Date of Current Committee Review: _____
 - a. Date of the Previous Graduate Committee Meeting: _____
4. Degree sought: (Circle one)

| | |
|-------------|-----------------|
| M.S. Thesis | M.S. non-Thesis |
|-------------|-----------------|
5. Degree Status: (Circle one)

| | | |
|--------|------------|----------|
| Active | Non-Active | Deferred |
|--------|------------|----------|
6. Year/term Studies Begin: _____
7. Has Program of Study been approved by committee and filed? Yes No
 - a. If no, anticipated date to file is: _____
8. List Graduate Advisory Committee
Advisor/Chair: _____
Co-Chair: _____
Member 1: _____
Member 2: _____

9. For thesis track students:
- a. Anticipated Proposal Defense Date: _____
 - b. Anticipated Thesis Defense Date: _____
 - c. Research progress since last review (or since admittance):

For non-thesis track students:

- a. Anticipated Proposal Date: _____
- b. Anticipated Non-thesis project/internship/exam completion date: _____
- c. Progress since last review (or since admittance):

10. Academic progress since last review (include):
- Cumulative GPA in the graduate program

11. Professional activities (include):

- A. Awards or scholarships since last review
- B. Meetings attended
- C. Abstracts/papers published
- D. Presentations given
- E. Academic courses taught (course and semester)
- F. Skill development/Training(s)/Certificate(s) completed

12. Strengths and areas for improvement:

B. To be completed by Academic Advisor:

| Category | Rating | | | | | |
|--|-----------|------|---------|------|-------|----|
| | Excellent | Good | Average | Fair | Poor* | NA |
| Academic Performance | | | | | | |
| Research Performance | | | | | | |
| Work Habits | | | | | | |
| Technical Skills | | | | | | |
| Rate of Progress | | | | | | |
| Communication Skills | | | | | | |
| Teaching Performance | | | | | | |
| Accountability | | | | | | |
| Altruism | | | | | | |
| Caring | | | | | | |
| Integrity | | | | | | |
| Social Responsibility | | | | | | |
| Overall Rating | | | | | | |
| <i>* If poor or unsatisfactory, the committee chair will meet with the thesis or dissertation committee to develop formal written recommendations.</i> | | | | | | |

1. Specific conditions or expectations that must be fulfilled prior to next review. Identify strengths and areas of improvement:

2. Enrollment should be continued _____ or discontinued _____

C. This assessment should be shared with your student, and then signed and dated by both of you prior to submission to the COE Office of Graduate Education.

Signatures:

Academic Advisor: _____ Date: _____

Student: this evaluation has been discussed with me.

Student's signature: _____ Date: _____

Comments on review by student (optional):

D. Certification of Assistantship Duties (if applicable):

If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's supervisor.

Student: The graduate assistantship position that you have held during this past year and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (circle all that apply: fall / spring / summer / year: _____):

- I remained enrolled full time (at least 10 credits as defined in Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment.
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

Student Sign/Date

Supervisor Sign/Date