



Department of Kinesiology Graduate Student Handbook



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Updated 3/16 – K. Patton

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Overview of the Graduate Program in Kinesiology

The mission of the graduate program in Kinesiology at Chico State is to provide students the opportunity to gain an in-depth understanding of the theoretical basis of human movement and to develop the skills, knowledge and research experience to become leaders in education and research. An outstanding graduate faculty and state of the art laboratories enhance graduate student learning in Kinesiology at Chico State. The graduate core curriculum gives students a cross-disciplinary exposure to the study of human movement. Along with classroom studies, involvement in original laboratory and field research constitutes a major means by which students gain a broad understanding of their specialty area.

The Master of Arts degree program in Kinesiology is oriented toward professional training for those interested in obtaining terminal degrees with areas such as teaching, coaching, adult fitness, athletic training and rehabilitation. The program emphasizes a common core/knowledge base, the interdisciplinary nature of Kinesiology, a focus on applied professionals, and a culminating experience that is individualized to meet each student's professional needs and interests.

Upon completion of the Master's degree in Kinesiology at Chico State, students should be able to:

- Demonstrate knowledge of basic principles and an understanding of the current research in the field of Kinesiology;
- Apply critical thinking, writing, reading, oral communication, quantitative and qualitative analysis, and information management skills to movement-related questions;
- Understand the scientific method and other systematic ways of knowing relative to research and scholarship in human movement;
- Develop a sense of responsibility to and for the profession and be professionally involved at the local, state and/or regional levels;
- Engage in informed dialogue regarding kinesiology principles and practices.

The MA in Kinesiology

The Department of Kinesiology offers a Master's of Arts in Kinesiology. The department offers a wide variety of graduate courses in biomechanical analysis, outdoor education, teacher education, exercise physiology, coaching psychology and statistical analysis, which will guide graduates to become leaders, teachers and researchers. Students will complete a culminating experience of a Thesis/Project or Comprehensive Exams in an area of their study.

The department requires students to complete three core courses for 9 units:

- KINE 600: Seminar in Physical Education
- KINE 601: Statistical Methods in Kinesiology Research
- KINE 602: Research Design in Kinesiology

The above courses are combined with an additional 21 units of course work selected by the student and approved by dean of graduate studies and graduate committee in Kinesiology for a

total of 30 course units (or equivalent). Course descriptions are located in the catalog found at <http://catalog.csuchico.edu/viewer/home> or at the AS Bookstore in hard copy. Students may apply up to 9 transfer and/or CSUC open university units toward the completion of their Degree. A minimum of 18 units must be completed within the Department of Kinesiology, with 21 units coming from 600-level course work. Students taking the comprehensive exams will complete 30 units of course work, while students completing a Thesis/Project will complete 24/27 units, respectively of course work and enroll in 6/3 Thesis/Project units. Courses will be selected by students and approved by the Graduate Coordinator to complete one of the following courses of study:

- Adapted Physical Education
- Athletic Training Education
- Biomechanics
- Exercise Physiology
- Coaching and Administration
- Pedagogy

Core Courses

Upon successful completion of **KINE 600**, students will be able to:

1. Read qualitative and quantitative research literature.
2. Constructively criticize research literature.
3. Construct a 12- step summary of a research report.
4. Communicate orally a summary of a research report.
5. Recognize various technical writing styles.
6. Write in a scholarly style (APA) about research concepts.
7. Specifically write an abstract, introduction and methods sections of a research report.

Upon successful completion of **KINE 601**, students will be able to:

1. Apply and interpret descriptive statistics.
2. Understand sampling from, and inference to, an appropriate population.
3. Describe the role of standard error in statistical inference.
4. Select appropriate statistical procedures for a specific situation
5. Master EXCEL and VASSAR Stats for computing statistical tests.
6. Design appropriate sample size for new experimental studies.
7. Read and interpret Kinesiology literature with respect to statistical procedures.

Upon successful completion of **KINE 602**, students will be able to:

1. Communicate using research terminology.
2. Understand sampling from, and inference to, an appropriate population.
3. Describe treats to validity.
4. Utilize survey research.
5. Contrast qualitative with quantitative research
6. Design appropriate sample size for new experimental studies.
7. Interpret and communicate Kinesiology research literature.
8. Critique the research literature with the idea of designing the “next” design.

Thesis/Project Plan of Study

Students electing to complete a Thesis or Project are required to complete the core courses (KINE 600, 601, 602) and 15/18 additional graduate level course units. Student, along with a committee will select a topic and must obtain required signatures (Thesis Committee and Graduate Studies Coordinator) in order to enroll in Thesis units (KINE 699T). Students who are completing a Master’s Project will complete the same course work, however will be enrolled in Master’s Project Units (KINE 699P). A minimum of 18 units of the Thesis or Project Plan must be taken in the Kinesiology department.

Upon completion of course work, a final semester will be dedicated toward your thesis. During this semester you will enroll in 6 units (KINE 699T). Approval must be granted before enrolling in units. Similarly, for a project option the same requirements are needed, but students will enroll in KINE 699P. Consult the Graduate Coordinator for more information about project topics and processes.

Comprehensive Exam Plan of Study

Students will complete the core courses (KINE 600, 601, 602) as well as 21 additional graduate level course units that will meet the university minimum requirement of 30 units for a Graduate Degree. Students will form a committee (Kinesiology faculty) that will work with the student to decide on a focus area for the Comprehensive exam. Students will take a comprehensive exam covering material from Reading and Understanding Research, Statistics, Research Design, and literature from your focus area. All components of the exam must receive a grade of “pass” for the degree to be awarded. A failing grade will prohibit the student from continuing graduate work until the comprehensives are passed. Exams may normally be repeated only once, at the discretion of the committee, no later than the following semester. The committee may allow partial rewriting of the exam, but only once. A second failure will result in termination of the student’s course of study.

MA Plan of Study for Kinesiology

Thesis	Project	Comprehensive Exams
600	600	600
601	601	601
602	602	602
699T (6 units)	699P (3 units)	21 units additional graduate courses
15 units additional graduate courses	18 units additional graduate courses	

Graduate School Faculty

The descriptions of the faculty include the year that they began teaching at CSU Chico, current position, highest degree, university from which they completed Doctoral work, and primary research/teaching specialty.

Jack Azevedo (1999). Professor, Ph.D., University of California, Berkley, Exercise Biochemistry.

Craig Buschner (1989). Professor, Ph.D., Oklahoma State University, Physical Education Teacher Education.

Traci Ciapponi (1999). Assistant Professor, Ed.D, U Virginia, Motor Learning & Motor Control

Reid Cross (2001). Associate Professor, Ph.D., University of Northern Colorado, Outdoor Education.

Feng He (2015). Assistant Professor, Ph.D., Purdue University, Exercise Physiology.

Tom Fahey (1982). Professor, Ph.D., University of California, Berkley, Exercise Physiology.

Cathrine Himberg (2002). Professor, Ph. D., Virginia Tech., Physical Education Teacher Education.

Chengtu Hsieh (2005). Associate Professor, Ph.D., University of Northern Colorado, Biomechanics.

Rebecca Lytle (1999). Professor, Department Chair, Ph.D. Oregon State University, Adapted Physical Education.

Melissa Mache (2010). Assistant Professor. Ph. D., Oregon State University, Biomechanics.

Aubrey Newland (2015). Assistant Professor. Ph.D., University of Utah, Sport and Exercise Psychology.

Kevin Patton (2008). Professor. Ph. D., University of Massachusetts, Physical Education Teacher Education.

Scott Roberts (2001). Professor. Ph.D., FAACVPR, FACSM, University of New Mexico. Exercise Physiology.

Michael Smith (2014). Assistant Professor, Ph. D., The Ohio State University. Exercise Physiology.

David Swanson (1989). Professor, Ph. D., Stanford University. Exercise Physiology, Epidemiology, Exercise in Aging, Research Statistics.
 Joshua M. Trout (2003). Professor, PhD., U Illinois, Physical Education Teacher Education

Forming a Graduate Advisory Committee

Responsibilities of a Graduate Coordinator and Committee Chair

During your graduate study program the graduate coordinator will work with you to answer questions regarding scheduling, research, Thesis/Project approval and program changes. Your graduate experience will be driven by a specific area of interest and professional development which you will work hand in hand with a faculty member(s) who specializes in your specific area.

During the time that you are looking for a Graduate Advisory Committee, the Graduate Coordinator will be of service in helping find a committee, research related questions, scheduling and progression towards your degree completion. Once a Graduate Advisory Committee has been established, one faculty member will become the Graduate Advisory Committee Chair and he or she will assume further responsibilities towards your degree completion. A Master's Degree Program Plan will be signed by Graduate Coordinator, Graduate Committee Chair and Graduate Committee Member(s). Upon signing of the plan your Graduate Committee Chair will answer questions regarding your specific area and the Graduate Coordinator will continue to answer questions regarding progression of degree completion.

When to form a Graduate Committee

Your Graduate Advisory Committee should be formed by the 8th week of your second semester (for a three semester progress plan, adjusted if attending less than full time). Generally, after your first semester and part of your second semester you will have an idea of the discipline area you are interested in Kinesiology. It is now a time to talk with faculty members of the same discipline about your culminating experience (Thesis/Project or Comprehensive exams). It is imperative that you form a committee to address any questions regarding your progression, ***floating from class to class with no area focus will delay progress towards your degree.*** You may not know exactly what your final research will be on, but you should have a working thesis question/statement in which you can begin further in-depth research. Your Graduate Committee Chair will take over at this point for research related questions.

Master's Program Plan

It is crucial to understand that your program plan can be changed throughout the duration of your studies in the Kinesiology program. Your Master's Program Plan is a contract between you and the department of the coursework you will complete. Generally completed (for the first

time) by the 12th week of the first semester (for full time students). The Master's Program Plan form can be found at: [Masters Degree Program Plan](#)

Once you have completed your Master's Program Plan your Committee becomes official with the signing of your Plan. Once this form is completed it should be turned in to the Graduate Coordinator for a final signature before turning into the Graduate Studies office. Often time's courses you will plan to take may not be offered and a Change of Plan form will need to be filled out and signed by the Graduate Program Coordinator. If this is the case students will fill out an Interdisciplinary Studies Program Change

Form found at: [Interdisciplinary Studies Program Change Form](#)

Selecting Your Graduate Advisory Committee

It is important to select your graduate advisory committee as early on into your program as possible. The selection of committee members can be made in consultation with the Department Graduate Advisor or Graduate Committee Chair.

Qualifications for the Graduate Advisory Committee Chair

A Graduate Advisory Committee Chair must be a tenured or on the tenure track faculty member who is willing to "volunteer" their time. Committee Chair should have expertise in the academic area, work well and communicate with other faculty in the department. It is recommended that Committee members do not have a conflict of interest with the student (e.g., related, marriage, personal relationship, or living arrangement).

Qualifications for the Graduate Advisory Committee

Graduate Advisory Committee Members must be a tenured or tenure track faculty who are willing to "volunteer" their time. Committee members should have expertise in the academic area work well and communicate with other faculty in the department. It is recommended that Committee members not have a conflict of interest with the student (e.g., related, marriage, personal relationship, or living arrangement).

Changes in Your Graduate Committee

If for any reason you need to make a change to your Graduate Committee, is up to you to notify the Department Graduate Advisor and inform them of who you plan to replace and the name of the faculty member you plan to have added.

Progress in the Program

Posting Deadlines

It is up to you and your Graduate Committee to come up with deadlines for the completion of your graduate coursework. Deadlines should be reasonable and turned in to the Graduate Advisory Committee when submitting your Master's Degree Program Plan. Your graduate committee will make suggestions to areas in need of revising to successfully meet deadlines.

Satisfactory Progress

Both the University and the Kinesiology department require that students maintain a 3.0 GPA in all coursework during their Master's Degree Work. Students who fall below the 3.0 requirement will be placed on academic probation and given one semester to redeem grades. If GPA does not improve the student will be disqualified from the Master's program. In the case of disqualification, the student may not re-enroll in any University courses for at least one year and the student must re-apply and be admitted to the program.

Students wishing to peruse a master's degree must enroll each semester until completion of their degree. Students who do not maintain enrollment status may be required to re-apply to the program and may be under new requirements for completing the degree they are pursuing. Students must complete all Master's Degree requirements no later than five or seven years from the end of the semester of enrollment in the oldest course on the approved program. In rare circumstances, an extension may be granted for students, but limited to University policy of two years. If this is the case, new courses may be required and previous courses may be dropped and replaced to meet any changed requirements.

Incompletes/Repeating Courses

Students who do not complete the required course work during the semester and the designated course instructor conclude that the reason is legitimate, an incomplete (I) may be assigned for the course. Students receiving an (I) will have one year to complete the required course work, in which the (I) will be replaced with the earned letter grade.

The status of an (I) is not granted automatically when a student is unable to complete the course requirements. The student must request from the instructor the grade of an (I) and must have a warranted argument to prove that the request is genuine. If course work is not completed in the allotted time with satisfaction from the instructor the grade (I) will be changed to an F.

Requests for Extensions and Validations of Expired Coursework

Students who do not complete course work and culminating experience in the five year time limit may occasionally apply for an extension. Students MUST apply for an extension and be approved to validate any expired coursework. A petition in writing must be submitted to the Graduate Coordinator, your Graduate Committee and the University Graduate School.

Continuous Enrollment

All Graduate students must maintain continuous enrollment in the master's degree program every spring and fall semester, from the semester of first enrollment through the semester of graduation.

Continuous enrollment can be met either by regular enrollment in California State University, Chico courses, or if the student is not enrolled in any University courses in a semester, by enrolling in GRST 899. This is known as "adjunct enrollment." No credit is earned, but adjunct enrollment allows you to maintain your status in the master's degree program and make use of selected campus resources in the completion of your program. For more information visit: http://www.csuchico.edu/graduatestudies/filing_for_graduation/continuous_enrollment.shtml

Graduate Requirements

Writing Proficiency

University policy requires students graduating to demonstrate their writing competency. Students will demonstrate their writing abilities through KINE 600 (Seminar in Physical Education) with a grade of a B or better.

Grading Requirements

Students must maintain a 3.0 GPA in all course work taken at any accredited institution prior to admission to the master's program, all coursework taken at CSU, Chico prior to admission to the program and all courses on your individualized master's degree program plan.

All courses taken (with the exception of KINE 697 – Independent Study, KINE 696 - Comprehensive Examination, KINE 699T – Master's Thesis and KINE 699P Master's Project) must be taken for a letter grade. Students may enroll in no more than 10 units combined of ABC/No Credit, AB/ No Credit and Credit/No Credit which is to be used on the approved program (including 697, 696, 699P, 699T and courses outside the major).

Faculty standards are individual; however, the University policy is that unsatisfactory grades may be given when student work fails to meet high standards, including high writing standards expected of students in the master's degree program.

Advancement to Candidacy

Students are accepted to the Master's Program as a Classified Status. To become eligible for advancement students must complete the following:

1. Completion at the University of the following courses:
KINE 600
KINE 601
KINE 602
2. Formation of advisory committee.
3. Development of an approved program plan of course work.
4. Approval of selection of a topic for the thesis or project proposal.

Culminating Experience:

Thesis, Project and Comprehensive Examination in Detail

As a graduate student you have the option to complete a Thesis, Project or Comprehensive Exams. Along with the Graduate Advisor and your Graduate Committee Chair, you will work together to agree on your culminating experience. From here you will specify the route you will take and come up with a thesis statement/question, project topic or area of study for the comprehensive exams.

Thesis or Project

Students who wish to go on to a Doctoral program are highly advised to write a Thesis as their culminating experience. Students interested in doing grant writing, future research in academia, interest in growing trends of issues in Kinesiology are encouraged to write a Thesis. Students who wish to develop a program and implement for practical outcome are encouraged to do a project that is equally qualified for a culminating experience.

Students electing to do a Thesis or Project will enroll in 6 units of Master's Thesis KINE 699T or 3 units of Master's Project units KINE 699P. Students must complete a request to enroll in Thesis/Project Units form before registering. This form can be found in the main office of Kinesiology. Signatures of all committee members are required before submission along with the graduate advisor and department chair. If human subjects are being used, approval must be given by the Human Subjects in Research Committee. Applications can be found at: <http://www.csuchico.edu/resp/projadm/form/hsrc/> . Once approval has been granted and consent forms returned with permission contacts with human subjects may begin for research.

Students will give an oral presentation of their thesis proposal to all Committee members. This is a time for feedback and questions from committee members about your plan of study. This is also a time for students to ask questions regarding research design and thesis requirements.

Students will complete a thesis or project as determined by you, your Graduate Advisory Committee, the Graduate Coordinator and the departmental graduate committee. Upon completion of all requirements (Thesis or Project) students will complete an oral defense of their thesis or project to committee members as well as other students and faculty in the department who wish to attend.

Presentation of the Prospectus

Upon completion of initial proposal with Graduate Committee Chair, students will present their thesis proposal to faculty and students.

Conducting Research and Writing

Upon approval of initial thesis proposal by the Graduate Committee Chair and committee members, students will begin collecting data under the guidance of their committee. Research data may not be collected unless human subject approval is received and thesis proposal has been approved and publicly presented.

Defense of the Thesis/Project

Upon completion of final thesis work students will present their findings to their Graduate Committee and other faculty and students who wish to be present. The defense must be formally announced and advertised with the Kinesiology office at least one week in advance.

Timeline for Comprehensive Exams

Students electing to take the Comprehensive Exams will enroll in 6 additional units to be determined by the Master's Program Plan of graduate level courses. Students will take a comprehensive written examination in the following areas: 12-step reading and understanding research, Statistical Analysis, Research Design, and a written portion (content area) in your area of study. The following are rubrics for the aforementioned areas.

Fall		Spring	
Beginning of semester to 2nd week of September	Apply to take the Comprehensive Exam. You must be currently finishing course work and have an approved plan of study signed by the graduate coordinator.	Beginning of semester to 2nd week of February	Apply to take the Comprehensive Exam. You must be currently finishing course work and have an approved plan of study signed by the graduate coordinator.
Beginning of semester to 3rd week of September	Meet with your committee (must have at least two members) to establish a contract for a study timeline for the Area of Expertise of the exam. This must consist of reading at least 20 papers from your area of expertise. * e-mail graduate coordinator (kpatton@csuchico.edu) with the contract information	Beginning of semester to 3rd week of February	Meet with your committee (must have at least two members) to establish a contract for a study timeline for the Area of Expertise of the exam. This must consist of reading at least 20 papers from your area of expertise. * e-mail graduate coordinator (kpatton@csuchico.edu) with the contract information
One month prior to exam	APA reference list of 20 selected articles submitted to graduate coordinator (kpatton@csuchico.edu)	One month prior to exam	APA reference list of 20 selected articles submitted to graduate coordinator (kpatton@csuchico.edu)
*TBT (First of second week of November)	Take Comprehensive Exam.	* TBT (First or Second Week of April)	Take the Comprehensive Exam.
One week after exam	Results of Comprehensive Exam are available.	One week after exam	Results of Comprehensive Exam are available.

***Note: Tentative dates; always confirm test date with graduate coordinate.**

The Day of the Comprehensive Exam

- On the exam day, KINE 600, 601 and 602 portions will be offered on day 1 (total of 3.5 hours)
- Your Area of Expertise exam will be on day 2 (3 hours).
- For the KINE 600 portion, be able to complete a '12 steps to Understanding a Research Report' on either a qualitative or quantitative study.
- For the KINE 601 portion, be able to answer statistical questions on a representative paper in our field.
- For the KINE 602 portion, be able to discuss the alternative types of research designs (see KINE 602 text book) and be ready to determine "the next design" as a follow up to a study that will be provided at the time of the exam.
- For the 'Area of Expertise' portion, your committee will write a question to assess your knowledge of the content area (based on the 20 articles you negotiated with committee) as well as all other coursework taken within the program.
- All areas of the comprehensive exam will be assessed independently by two faculty members. See graduate coordinator for assessment rubrics.
- If a student fails any section of the Comprehensive Exam, the student can retake that portion one more time at the next exam offering (typically the next semester).

Academic Honesty

The University is committed to upholding the highest standards of academic honesty. In order to promote a graduate culture that respects the need for academic honesty, professors and graduate coordinators actively discuss with their students the importance of adhering to accepted 17 standards. It is expected that graduate students have knowledge of current practices and policies related to academic honesty and the disciplinary conventions for conducting research and appropriately citing sources. Questions or concerns about these matters should be discussed with the relevant program coordinator.

The Graduate School at CSUC has published and made available the following guidelines regarding academic honesty (<http://www.csuchico.edu/gisp/gs/public/gradline/honesty.html>)

An important component of graduate education is the development of original research, innovative problem solving, and creative expression. Each student must demonstrate and provide evidence of independent thought. The university will employ various methods of auditing graduate student submissions to ensure that they conform to university standards for academic honesty. These will include reviews by professors, thesis/project committee members, and graduate school staff as well as technology-assisted audits of submitted works using the latest anti-plagiarism software and services.

Misconduct

Allegations of misconduct in research, coursework, the culminating activity, or any other instructionally related activity will be referred to the relevant program coordinator. In consultation with the appropriate faculty member(s), the coordinator will determine the merits of the allegation and whether to refer the allegation to the Office of Student Judicial Affairs for possible disciplinary action.

Evidence of plagiarism (see below) will be referred to the Office of Student Judicial Affairs, which will act in direct consultation with the student's program coordinator (and thesis or project committee when appropriate). The Office of Student Judicial Affairs will follow university disciplinary policy.

The most likely disciplinary outcome of plagiarism in any completed culminating activity (e.g., thesis, project, comprehensive examination) will be expulsion from the university. Per campus policy, expulsion results in permanent termination of student status without possibility of readmission. Permanent notation of this action is recorded on the transcript and the student is barred from the CSU, Chico campus. Special conditions deemed appropriate by the Coordinator for Student Judicial Affairs may be added.

Evidence of misuse of sources (see below) will be referred to the student's program coordinator. If sources have been misused, in order to receive credit for the work in question, the student will be required to revise until the student's program coordinator and professor(s) are satisfied that all sources are cited and documented appropriately.

Plagiarism Defined

The university, like the Council of Writing Program Administrators, distinguishes between plagiarism and the misuse of sources:

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers.

Plagiarism includes claiming credit for the artistic or creative work of someone else, such as a map, graph, musical composition, photo, electronic image, painting, drawing, sculpture, design, or computer code. Obtaining unauthorized assistance from another person in the writing of a comprehensive examination is also plagiarism.

Misuse of Sources Defined

Carelessly or inadequately citing ideas and words borrowed from another source. [. . .] Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student [has] failed to cite and document sources appropriately. (WPA, 2)

Council of Writing Program Administrators (WPA). (2003). Defining and avoiding plagiarism: The WPA statement on best practices. Retrieved August 28 from <http://www.ilstu.edu/~ddhesse/wpa/positions/WPAplagiarism.pdf>

Participation of Scholarly Activities and Professional Organizations

Graduate students are HIGHLY encouraged to join professional and academic organizations. Memberships are generally discounted and provide students with additional information about news and current trends in the Kinesiology field. To name a few, our faculty, staff and students are often a part of: American Alliance of Health Physical Education, Recreation and Dance (AAHPERD), California Alliance of Health Physical Education, Recreation and Dance (CAHPERD), American College of Sports Medicine (ACSM) and American Society of Exercise Physiologists (ASEP).

Participation in professional organizations is considered to be a scholarly part of your academic study. Attending conferences for various organizations can be a valuable experience to talk to professionals in your field and potential job opportunities.

For more information

A majority of the information found in the handbook were gathered from the 2009-2011 CSU Chico, Catalog and A guide to Graduate Studies: Policies, Procedures and Formats. The most

recent publications can be found at:

http://www.csuchico.edu/graduatestudies/documents/fall_grad_guide.pdf

- A. The CSU Chico Catalog covers information regarding course descriptions, undergraduate and graduate requirements, policies and procedures for graduate students.
- B. A Guide to Graduate Studies can be found at the website above can be purchased at the Graduate School office in Tehama Hall. Students are advised to obtain a hard copy for easy referencing.
- C. Students are highly recommended to purchase the latest version of the Publication Manual of the American Psychology Association. Not only will this come in handy for courses, but thesis work as well.

KINE MA - Student Progress Chart

When	Student	Faculty	Grad Coordinator
Before application deadline	Application: transcripts, GRE, statement of purpose, letters of recommendation		Uses statement to forward application to best fitting faculty (usually 3)
		Consulted faculty recommend admit status (Y, N, Conditional) & remedial coursework; declare if willing or not willing to advise	
	Receives letter	Receives letter	Determines admit status and preliminary advisor
Before classes start	Student and preliminary advisor choose courses for first semester		
By end of first semester	Selection of advisor	Agreement by advisor	Adv. Appointment Form filed
By end of first semester	Program plan (and probable choice of culminating activity) agreed upon		Preliminary Program Plan filed
By 8th wk of second semester	Selection of advisory committee	Agreement by advisor and committee members	Committee Appt. Form filed Prog. Planning (green form) filed
As needed (mos. ahead)	Preparation for culminating activity		
Typically 3rd semester	Advancement to Candidacy		Advan. Candidacy Form filed
	Proposal defense with advisory committee (if thesis or project)		Prop. Def. filed & notice posted
At least 1 week before deadline	Thesis defense with advisory committee (if thesis or project)		Notice posted
			Graduate Clearance Form filed