**Graduate Handbook for**

**Graduate Students and Faculty in the**

**Department of Kinesiology**

*Most recent update: August 2023*

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# **General Information about the Graduate Program**

## **Purpose of the Handbook**

The intent of this handbook is to provide a reference for graduate students and faculty on issues related to the graduate program in the Department of Kinesiology. It supplements, but does not replace, information provided by the Graduate College of Iowa State University. For consistency, some of the material presented here is excerpted from the *Graduate College Handbook*. Nevertheless, it is strongly recommended that readers of this departmental handbook read the *Graduate College Handbook* and spend some time reviewing the Graduate College’s websites. Moreover, all policies and procedures outlined in this handbook are subject to those of the Graduate College. In other words, if the policies described here are at odds with those espoused by the Graduate College, the latter takes precedence. Websites of interest are provided below and were current as of August 2023.

**The Graduate College** (<https://www.grad-college.iastate.edu/>)

All students should become familiar with the resources and information available on the Graduate College website. Many questions can be addressed by referring to these resources. Note that the *Graduate College Handbook*contains many rules and guidelines for graduate students. You can access this under “Current Students” and then “Academic Information”. This is a great first resource if the question pertains to university-wide policies and procedures. There are other links under “Academic Information”, including Events & Deadlines, Graduation, and Theses & Dissertations. Another useful link under “Current Students” is “Student Forms”.

**Additional helpful websites:**

**Iowa State University Catalog** (<https://catalog.iastate.edu/>)

**Iowa State University Schedule of Classes** (<https://classes.iastate.edu/>)

## **Degree Options within Kinesiology**

Graduate students are admitted into one of the two degree tracks offered by the department, a Master of Science (M.S.) or a Doctorate of Philosophy (Ph.D.). At completion, students earn an M.S. or Ph.D. degree with a **major in Kinesiology**.

The purpose of the M.S. degree in Kinesiology is to offer advanced study in the science of human physical activity, particularly as movement and exercise apply to health promotion and disease prevention. It is intended for students with the goal to continue their education in a doctoral program or with professional goals that require further research experience. The M.S. is offered with a choice between a thesis and a non-thesis option (in which the student completes a creative component). The **M.S. with a thesis** is for those who wish to engage in research in their future professional job or are planning on pursuing a Ph.D. The **non-thesis M.S. option** is to prepare students for professional careers by providing them with an appreciation for the scientific process to be an informed consumer of research. You should specify your choice of these two options when you apply. You may change options during your graduate work, but only with the approval of your major professor.

The focus of the Ph.D. program is on the study of the biological and behavioral bases of human physical activity. We not only expect our Ph.D. students to have a clear and focused program of research that allows success in university, college, health, or industry settings, but to also be broadly prepared by participating in a secondary research experience within Kinesiology.

There are several areas of emphasisfrom which both M.S. and Ph.D. students may choose. They are: **exercise physiology**(including metabolic, cardiovascular, and immunology), **exercise psychology**, **biomechanics**, **motor control**, and **physical activity/health promotion**(including epidemiology). Many students relate more to their area of emphasisand commonly refer to this area as their major. However, it is important to remember the distinctions between your major and your area of emphasis. The major **(Kinesiology)** appears on your diploma and transcript, while the area of emphasisis only an informal title used inside the department to align you with appropriate faculty mentors. The area of emphasis is not documented on any official form or document, so it is important to refer to your major when describing your degree at Iowa State University or on correspondence.

If a Kinesiology graduate student desires a minor (such as Computer Science, Industrial Engineering, or Psychology), please refer to that program’s specific requirements. The minor may include up to four additional hours for doctoral preliminary exams.

### **How graduate school differs from undergraduate school**

In undergraduate programs, most of the emphasis is on knowledge acquisition and application, such as learning about the outcomes of the research of others. This process continues at a higher level in our graduate program, but also incorporates a heavy emphasis on graduate students developing the skills needed to discover new knowledge. These skills are developed through evaluating and conducting scientific research. Towards that end, Kinesiology faculty members expect a more mature approach and a greater commitment to academic development from graduate students than is expected of undergraduates.

Thus, faculty expectations for graduate students are considerably higher than those placed upon undergraduate students. The Iowa State University *Graduate College Handbook* indicates that graduate students are expected to demonstrate a commitment to their academic endeavors, to make steady progress toward academic milestones and goals, and to demonstrate ethical practices at all times. Graduate school thus requires a structured lifestyle and a personal commitment to advancing your own education. Greater autonomy and responsibility are required of graduate students and this is the expectation of the faculty in Kinesiology as well as other departments.

These higher expectations are appropriate for several reasons. First, out of a substantial pool of applicants, you were selectedby Kinesiology faculty members to enroll in our graduate program based on your academic performance to date. The fact that you have been admitted into the program indicates your potential to succeed in graduate school, but personal effort and motivation are critical to make full use of your potential. Second, most graduate students receive teaching, research, and/or graduate assistantships from the Department of Kinesiology. This support carries with it the understanding that you will devote considerable effort and energy to doing your best for the Department and the University.

### **Differences between an M.S. with or without a thesis**

All M.S. students complete 9 Kinesiology specialization credits, 3 elective credits outside Kinesiology, KIN 501 (Research Methods in Physical Activity), and STAT 587 (Statistical Methods for Research Workers). All M.S. students complete a final written product and an oral defense of their project (thesis or creative component). The differences are:

Thesis option Non-thesis option

minimum of 30 credits minimum of 33 credits

minimum of 6 KIN 699 credits minimum of 2 KIN 599 credits

8 elective credits 15 elective credits

### **Major professor and Program of Study committee**

Students are assigned a **major professor**when they are accepted for graduate study in Kinesiology. A major professor is a graduate faculty member who teaches and/or performs research in an area relevant to your major and area of emphasis. This professor will advise you on issues related to coursework, your Program of Study, and career goals. In other words, your major professor is your initial contact when you have questions about your research area. Your major professor supervises your thesis, creative component, or dissertation.

Graduate students are assigned a major professor based on conversations prior to admittance that confirm similar research interests. The Director of Graduate Education and the Graduate Executive Committee try to facilitate the best match of graduate students with major professors during the admissions process. However, after you begin study in Kinesiology, you may find another graduate faculty member who is a better fit for your research interests. In that case, you may change if you ask the graduate faculty member and this individual agrees to serve as your major professor (in other words, you must initiate this change). Changing to a different major professor is done as early as possible during your graduate studies, preferably no later than the beginning of your second semester in the M.S. or Ph.D. program.

You will work with your major professor to identify your **Program of Study (POS) Committee**. Your POS committee consists of faculty members who are willing to assist in planning your coursework and thesis/dissertation/creative component. The POS committee for the M.S. program consists of at least three graduate faculty members. Two faculty members must be within Kinesiology and the third either outside the department or within the department, but outside your primary area of emphasis to provide breadth. The POS committee for the Ph.D. program consists of five graduate faculty members: three within the department, one outside the department, and the fifth either outside or within the department. One of the POS committee members from within the department must be outside your primary area of interest.

It is recommended that you identify your POS committee by the end of the first year of graduate study and no later than the beginning of the third semester of graduate study. POS committee membership and POS coursework are submitted for approval through the online Program of Study and Committee (POSC) form available through AccessPlus. The online POSC is approved by your major professor, your POS committee, the Department of Kinesiology’s Director of Graduate Education, and the Graduate College. For M.S. students, the online POSC form must be approved the semester prior to taking the final oral examination. For Ph.D. students, the online POSC form must be approved three months prior to taking preliminary examinations.

As outlined in the *Graduate College Handbook,* duties of the POS committee include: 1) reviewing periodically your progress; 2) advising you during the development of your dissertation, thesis, or creative component; 3) verifying that the POS meets the major’s requirements; 4) reading your thesis, dissertation, or creative component critically and suggesting corrections; and 5) conducting the preliminary written and oral examinations (for Ph.D. students) and the final oral examination (for M.S. and Ph.D. students).

You will meet and consult with your POS committee to discuss your thesis, dissertation, or creative component proposal. Although most of the preliminary planning is with your major professor, you need to avoid the situation where a project is essentially completed before the POS committee meets to discuss your proposal. This scenario leaves the POS committee with no opportunity to suggest changes in design or analysis. The worst-case scenario would be that the POS committee rejects your proposed (but already completed) project, and you start all over. While there are situations where an experimental protocol is established (e.g., a funded study), the POS committee needs to be involved in reviewing the design and analysis of your research project. For M.S. students, the research proposal meeting to discuss your thesis project with your POS committee should occur at the end of your first year or beginning of your second year. For Ph.D. students, the research proposal meeting to discuss your initial dissertation project with your POS committee should occur at the end of your first year or beginning of your second year. You will then meet again with your POS committee as needed for multiple projects. In addition, Ph.D. students are required to conduct a formal dissertation proposal meeting to discuss your final project with your POS committee. This meeting should occur sometime during your third year of study.

### **Program of Study (POS)**

Your POS is the coursework you intend to take while at Iowa State University. The POS should be designed to strengthen areas of academic weakness, promote study in areas of interest to you, and avoid repetition in areas in which you are well prepared. The individual courses are set initially by consultation with your major professor and POS committee. In order to graduate in a timely manner, it is critical that you determine early in your studies the courses you need to take and when they are offered. Not all courses are offered every semester. To facilitate your developing an appropriate POS, you should meet with your major professor as soon as you arrive at ISU.

Your POS committee should be involved in the process of developing your POS and not just approving the online POSC form. The POS is often reviewed when meeting with your POS committee to discuss your thesis, creative component, or first dissertation project. The advantage of reviewing the POS at this time is that it gives all members of the POS committee the opportunity to provide input on the selection of courses. It is helpful to provide your POS committee with a copy of your departmental POS form to illustrate how the courses fulfill department graduation requirements (see Appendices C, G). POS committee members may ask for additional information to evaluate your POS and suggest additional or alternate coursework. There are specific POS requirements for the Department of Kinesiology. The requirements for the M.S. degree with thesis and non-thesis (creative component) are provided in Appendix A, and the requirements for a Ph.D. degree are provided in Appendix E.

An M.S. degree requires a minimum of 30 credits beyond the Bachelor’s degree for the thesis option and a minimum of 33 credits beyond the Bachelor’s degree for the non-thesis option. A Ph.D. degree requires a minimum of 72 credits beyond the Bachelor’s degree, with at least 36 credits completed at Iowa State University. Graduate students may need additional background courses beyond those listed on the POS. For example, graduate students with undergraduate degrees from areas outside Kinesiology may take classes in advanced core areas such as KIN 355 (Biomechanics), KIN 358 (Exercise Physiology), KIN 366 (Exercise Psychology), and/or KIN 372 (Motor Control and Learning Across the Lifespan). Kinesiology courses at the 300-level are not listed on your online POSC form, but are included in your graduate grade point average.

### **Master’s thesis**

A thesis should be a well planned and executed research study or meta-analysis that is based on solid scientific principles. The POS committee reviews and evaluates the thesis. The thesis must meet all requirements of the Graduate College as well as expectations of the Department of Kinesiology:

1. The POS Committee must approve the plan for the research

2. Research is of the quality for publication in a scholarly journal

3. It is recommended that the thesis include at least a literature review and a manuscript formatted for submission to a scholarly journal

4. A final oral exam where the thesis research is presented (thesis defense) must be passed

### **Master’s creative component**

The Master’s non-thesis option includes a creative component. The topic/approach must be approved by your POS committee. At the end of your program, the written document is submitted to the committee and then orally defended. The over-arching purpose of the creative component is to relate research to professional practice. Thus, you will identify an area of professional practice in which you plan to engage, then relate research findings to best practices in that professional focus. This process is a capstone experience to further develop your skills as a consumer of research.

### **Project proposal and oral defense**

All graduate students in the Department of Kinesiology must complete a culminating experience prior to graduation. For M.S. students, it is either a thesis or a creative component. Ph.D. students complete an independent research project called a dissertation.

You will work under the guidance of your major professor for the thesis or dissertation project. As part of your thesis or dissertation, you will write a project proposal wherein you describe the hypothesis to be tested, the justification for doing so, the methods to be used, and a review of literature. This project proposal is disseminated to the POS committee for review at least one week before the meeting. You will make an oral presentation of your project proposal to the POS committee reiterating the need for the study and describing your experimental protocol. The POS committee will discuss the project proposal with the goal of ‘trouble-shooting’ the project *before* data are collected. Note that for Ph.D. students, several meetings should occur in which a series of projects are approved by the POS committee leading up to the formal dissertation meeting to discuss the final project.

Once approved by your POS committee, you will complete the research project, analyze the data resulting from the project, and then make conclusions. Using the proposal as an initial framework, this process is put in writing and results in your thesis or a manuscript chapter of the dissertation. Your POS committee will expect that what was proposed was actually completed for the thesis, creative component, or dissertation. Occasionally, substantial changes to a project are deemed necessary after pilot data are collected. When this situation occurs, your POS committee should be informed and allowed to review and approve those changes. For both M.S. and Ph.D. students, intermediate data meetings are sometimes helpful. The data meeting may be an initial presentation of the project results or a less formal look at preliminary data that provides the opportunity for your POS committee to suggest modified analyses if needed.

The student defends the results of the thesis, creative component, or dissertation in a “final defense” or “Final Oral Exam”. A Final Oral Exam Request form must be submitted to the Graduate College at least three weeks before the final defense. The student, in consultation with the POS committee, will decide on the exam modality (in person, remote, or hybrid). It is considered common courtesy to allow the POS committee two weeks to review your thesis, creative component, or dissertation. The final defense includes an oral presentation of the thesis, creative component, or dissertation results with the student fielding questions from the POS committee. The major professor will submit the Report of Final Oral Exam in consultation with the POS committee and the Graduate Student Approval Form when the thesis, dissertation, or creative component is ready to be submitted. After completing revisions, the student will submit the thesis/dissertation to ProQuest/UMI or creative component to the ISU Library.

Guidelines for preparation and submission of the thesis/dissertation can be found at: https://www.grad-college.iastate.edu/thesis/. More details on ‘Finishing Up’ can be found in Chapter 7 of the *Graduate College Handbook*. The Graduate College imposes deadlines for the steps toward graduation, and you must be mindful of these deadlines.

### **Meeting academic requirements to graduate on time**

First and foremost, meet regularly with your major professor. Worksheets can be a useful tool to help guide this process. A timeline for M.S. student milestones appears in **Appendix B**, and a timeline for Ph.D. student milestones appears in **Appendix F**. These timelines describe the different stages you should follow from the beginning of your study to the end.

The department POS forms for M.S. thesis and M.S. non-thesis students appear in **Appendix C**, and the department POS for Ph.D. students appears in **Appendix G**. Department POS forms are helpful for planning classes that will meet department and Graduate College graduation requirements. A blank chronological schedule form for M.S. students appears in **Appendix D**, and a blank chronological schedule form for Ph.D. students appears in **Appendix H.** It is recommended that you bring the department POS form and chronological schedule when meeting with your major professor and POS committee. These forms do *not* substitute for the official online Graduate College POSC form, but are simply aids to help determine your POS.

A POS is individualized based on needs and interests of the student and recommendations of the major professor. An example of a POS for an M.S. thesis student is provided in **Appendix D** and an example of a POS for a Ph.D. student is provided in **Appendix H**.

### **Undergraduate courses taken as a graduate student**

With the approval of your major professor and POS committee, you are permitted to take undergraduate courses as part of your POS under the following restrictions:

* No 100- or 200-level courses may be included on your POS
* All 300- and 400-level courses from outside the Kinesiology Department are eligible
* All 400-level courses from within the Kinesiology Department are eligible
* A limit of 9 total credits of 300- and 400-level courses may be included on your POS
* A limit of 3 credits of 300-level courses may be included on your POS

As mentioned previously, graduate students with undergraduate degrees from areas outside Kinesiology may take classes in advanced core areas. Examples include KIN 355 (Biomechanics), KIN 358 (Exercise Physiology), KIN 366 (Exercise Psychology), and KIN 372 (Motor Control and Learning Across the Lifespan). Kinesiology courses at the 300-level are not listed on your online POSC form or count toward graduate requirements, but are included in your graduate grade point average.

### **Graduate school funding**

Graduate assistantships are the primary way students fund their graduate education. Graduate assistants are not employees in the traditional sense, since meeting the responsibilities of an assistantship is as much a part of the educational experience as class work. Several types of assistantships are available (see the *Graduate College Handbook* for details). The majority of Kinesiology’s graduate assistantships are either research assistantships (RA) or teaching assistantships (TA). Other graduate assistantships (GA) may be associated with the Exercise Clinic, Recreation Services, or Multicultural Programs. An RA and a TA differ in their responsibilities. In general, an RA provides technical support for a funded research project, working under the direct supervision of a faculty member. The RA’s work may or may not lead to a suitable thesis project as approved by the major professor and the POS committee. A TA provides teaching support for classes mostly within the Department of Kinesiology and works under the supervision of one or more faculty members. Graduate assistantships may be a combination of RA, TA, and/or GA. Graduate students must maintain a minimum GPA of 3.0 to be eligible for a graduate assistantship and the associated graduate tuition scholarship.

The official Graduate College guideline for an assistantship is 20 hours per week for a half-time (1/2) appointment, although this expectation may vary depending on the assistantship. The course load for a TA in Kinesiology is based on level (upper vs. lower), complexity (lecture vs. physical activity), and out-of-class requirements (amount of grading, lecture preparation). The intent is to balance course demands such that TAs with different teaching assignments will devote similar amounts of time to meeting their assistantship responsibilities. The Director of Undergraduate Education coordinates teaching assignments.

In general, M.S. students on assistantship will receive 2 years of support, while Ph.D. students will receive 4 years of support. Satisfactory completion of the assistantship and satisfactory academic performance makes a student eligible for reappointment. However, a graduate student who does a poor job meeting the expectations of the assistantship is not guaranteed reappointment for the next year. A decision not to renew an assistantship is made in consultation with the major professor, the Director of Graduate Education, and the Graduate Executive Committee. Kinesiology policies for graduate assistantships and tuition scholarships are listed below:

A. Students must show satisfactory progress in the degree program (i.e., completing required courses) and assistantship (i.e., completing assigned responsibilities).

B. Students must maintain a GPA of 3.0 or higher to hold a graduate assistantship and tuition scholarship.

C. The Graduate College requires that graduate assistants register for a minimum of 1 credit each semester that they hold an appointment. The Kinesiology Department recommendation is that students on graduate assistantship register for a minimum of 9 credit hours each semester. If a graduate assistant does not need to take 9 credits of coursework in a particular semester to meet graduation requirements, then the expectation is the remaining credits will be taken as KIN 699 (thesis/dissertation research, up to 6 credits per semester) or KIN 599 (creative component research, up to 3 credits per semester). Note that graduate assistants are charged the same tuition amount regardless of how many credits they take in a semester.

D. M.S. students can receive graduate assistantships and tuition scholarships for 4 semesters (not including summer appointments). Extension of this support can be requested by the major professor and may be granted on a case-by-case basis.

E. Ph.D. students can receive graduate assistantships and tuition scholarships for 8 semesters (not including summer appointments). Extension of this support can be requested by the major professor and may be granted on a case-by-case basis.

In addition to the assistantship stipend, the Graduate College provides a tuition scholarship for teaching assistantships and certain types of internally funded assistantships. For other types of assistantships, the funding agency provides an equivalent amount of tuition support. M.S. students on a half-time appointment receive a tuition scholarship funding 50% of tuition, while M.S. students on a quarter-time appointment receive a tuition scholarship for 25% of tuition. Ph.D. students on a half-time appointment receive a tuition scholarship funding 100% of tuition, and Ph.D. student on a quarter-time appointment receive a tuition scholarship for 50% of tuition.

### **Satisfactory progress in the program**

As outlined in chapter 9 of the *Graduate College Handbook,* the Department of Kinesiology is responsible for creating an environment that leads to a reasonable expectation of graduate student success. We take this responsibility very seriously. Chapter 9 also outlines the procedures for responding to situations where this expectation is unrealized. We also take these situations very seriously. The order of discussing concerns about your graduate program experiences is with 1) your major professor, 2) the Kinesiology Director of Graduate Education, 3) the Kinesiology Department Chair, 4) the College of Human Sciences Associate Dean for Research and Graduate Education, and 5) the Graduate College Associate Dean for Student & Scholar Success.

The phrase “satisfactory progress” encompasses a multitude of expectations. In addition to the responsibilities described in Chapter 9, your success in Kinesiology’s graduate program may be broadly categorized into four general areas: academic success, assistantship success, timely progress towards your degree, and good departmental citizenship. Again, Chapter 9 of the *Handbook* outlines the procedures that will be followed if there is not satisfactory progress.

At the minimum, academic success can be defined as maintaining a cumulative grade point average (GPA) of 3.0 or better. Failure to maintain a cumulative GPA of 3.0 places a student on academic probation, which can result in a loss of assistantship and tuition funding and even dismissal from Iowa State University. Remember that your GPA includes grades from all courses taken as a graduate student (including undergraduate courses), but not grades for research or creative component (KIN 599, 699). Faculty can assign grades of A, B, C, D, I, S, or F. A grade of F in a Satisfactory/Fail (S/F) graded course is included in your GPA, but an S grade is not. A grade of I indicates an incomplete in the course and must be resolved in one calendar year or by the deadline for completion of the Graduate Student Approval Form for graduation.

Assistantship success is more difficult to quantify. Most teaching assistantships entail instructional responsibilities within the department and many are within the department’s physical activity program. You are expected to be knowledgeable in the subject matter, to disseminate information in an effective manner, to facilitate learning, and to assess student performance in a reasonable manner. For a new instructor, this necessitates spending extra time ‘behind the scenes’ preparing for the class. There are other types of assistantships provided by the department, such as research assistantships or graduate assistantships within the Exercise Clinic. The faculty members funding these assistantships develop the expectations for them. Additional expectations within the department parallel those espoused in the *Graduate College Handbook*. Expectations include encouraging an atmosphere of free expression, respecting confidentiality of the instructor-student relationship, following the student code of conduct, and maintaining the highest ethical standards for academics and research.

Faculty members in the department expect students to make timely progress towards their degree. For full-time students, an M.S. degree typically takes 2 years to complete. To meet this timeline, students usually need to be enrolled in 9 credits in each semester. If an M.S. student needs to take background courses and/or pursues a graduate minor, then 12 credits per semester and/or summer enrollment may be necessary to complete the degree in two years. M.S. students usually complete most of their course requirements during the first year, then increasingly shift their time to their thesis/creative component in the second year. M.S. students typically make timely progress toward completing their academic courses. However, some students encounter difficulties maintaining this timely progress in their second year, when they need to focus on completing their thesis or creative component. Please recognize that failure to make timely progress towards a degree can be the basis for academic dismissal from the department.

A Ph.D. in Kinesiology usually takes four years to achieve. Some students may earn their Ph.D. degree in three years, although that is unusual. Some students may earn their Ph.D. degree in five years (or more), particularly those with a co-major. A number of factors affect this timeline, with one factor being the academic preparation of the student prior to matriculating at Iowa State University. Ph.D. students are required to complete 72 credits past the Bachelor’s degree, with 36 of those credits and all dissertation research credits completed at ISU. Students with extensive, relevant academic coursework may be able to transfer credits from their Master’s degree, while other students may not. The acceptability of transfer credits rests first with the major professor and POS committee. At the minimum, a grade of B or better must be earned for a course to transfer and the course must be taken for graduate credit at the previous university.

The Kinesiology Department expects M.S. degree students to complete the degree program within three years. A student beginning a Ph.D. degree program with a Master’s degree is expected to complete the program within five years. A student beginning a Ph.D. degree program without a Master’s degree is expected to complete the program within six years. If warranted, the student’s major professor and the program’s Director of Graduate Education may request by letter that the Dean of the Graduate College extend the seven year time limit. Cases in which the student leaves Iowa State University during his or her graduate career and later returns are individually considered by the major professor, POS committee, and the Graduate College. Inclusion of POS coursework that is beyond the expired time limits outlined in the *Graduate College Handbook* must be approved by the Graduate College by submitting an Expired Course Petition.

It is important to remember that the Kinesiology Department does not guarantee funding for an M.S. student beyond four semesters and a Ph.D. student beyond eight semesters. These limitations apply directly to departmental funding such as teaching assistantships. Graduate students who are funded through external sources such as research grants may continue to be funded at the discretion of the principal investigator. An appeal for extended departmental funding should be submitted by the student’s major professor to the Director of Graduate Education. The appeal should include reasons why the extended funding is merited and a description of the student’s progress to degree. The Graduate Executive Committee (with input from the Department Chair) will take action on the appeal.

Departmental citizenship includes adhering to the student conduct of code. Behaviors not permitted include: academic misconduct, abuse of controlled substances, assault or threat of assault, bribery, contempt, disruption of the rights of others, violation of fire or safety regulations, endangerment, gambling, harassment, hazing, misuse of computers, false identification, misuse of keys, sexual abuse, theft, threat of harm, unlawful entry, possession of weapons, and violation of law. Chapter 9 of the *Graduate College Handbook* outlines these expectations. The Department of Kinesiology prides itself on providing a helpful and nurturing environment for students, faculty, and staff. It is expected that you will contribute to this positive environment.

### **Annual graduate student review**

In order to ensure that you are adequately aware of your progress, you will participate in an annual review meeting with your major professor no later than May 1 of each year. Prior to this meeting, you will complete the Student Self-Evaluation section of the annual review form (see **Appendix B** for the M.S. Student Evaluation, **Appendix F** for the Ph.D. Student Evaluation). You will then share the annual review form with your major professor by April 15. Your major professor will complete the Major Professor Evaluation of Student. At the annual review meeting, you will discuss the evaluations, resolve any discrepancies between the two evaluations, and determine mutually agreed upon student goals for the coming year.

Both you and your major professor will sign the completed student evaluation, and you both are encouraged to retain copies. Student evaluation forms may be downloaded using links in **Appendix B** and **Appendix F**. A signed copy is emailed to the Director of Graduate Education after the meeting. Primary responsibility for scheduling this meeting rests with you. The Director of Graduate Education will review the graduate student evaluations and schedule a meeting with you and/or your major professor if there are concerns that need to be addressed.

If a major professor recommends that a graduate student be placed on department probation, then a meeting will be held with the Graduate Executive Committee, major professor, and graduate student. The Department Chair will moderate the meeting and serve in an *ex officio* capacity. The purpose of this conference is to resolve the matter as best as possible between all parties. This may include clarifying perceived shortcomings, identifying steps to resolve shortcomings, and determining any deadlines for resolution. If the student is placed on department probation, then the Director of Graduate Education will summarize the recommendations coming from the meeting and provide the student with written notification. The student will be formally notified of what areas warrant improvement, steps to follow in making this improvement, criteria used to define improvement, and deadlines for improvement. Reasonable time, usually a semester, will be given to make these improvements.

When this improvement deadline has passed, a student evaluation form will be completed as previously described and submitted to the Director of Graduate Education. The Graduate Executive Committee, the major professor, graduate student, and Department Chair will again meet to discuss the student’s progress. If the student’s progress is insufficient to remove the student from department probation, then Graduate Executive Committee has the responsibility of determining a recommendation. The most likely recommendations are that department probation should be extended another semester or that the student should be dismissed from the department. Students failing to make acceptable progress after two academic semesters on departmental probation will likely be dismissed. If the Graduate Executive Committee decides that a student should be dismissed, the student’s POS committee will be consulted to see if they support this recommendation. However, final authority for this decision rests with the Graduate Executive Committee.

If the graduate student is dismissed from the department, the Director of Graduate Education will notify the student of this dismissal in writing. The notification will include a clear statement of the reasons for dismissal and the effective date of the dismissal. Graduate students may appeal this dismissal following the procedures outlined in the *Graduate College Handbook.*

## **Scholarships and Awards Available to Graduate Students in Kinesiology**

The Kinesiology Department provides scholarships to help financially support and awards to recognize achievements of graduate students. In addition, the Kinesiology Department helps cover travel expenses to conferences for graduate students through department funding. College of Human Sciences Scholarships are also available based on merit for graduate students. New graduate students are automatically considered for department scholarships through the graduate admissions process. Returning graduate students apply for department scholarships by emailing their CV to the Director of Graduate Education. New and returning graduate students apply for College of Human Sciences Scholarships by emailing their CV to the Director of Graduate Education and filling out the online CHS Scholarship Application form. Below is a list of scholarships and awards available for Kinesiology graduate students.

**Scholarships and Awards:**

**Aspiring Health Professionals Scholarship in Human Sciences**

Purpose: to support students pursuing careers in medical fields, personal training, and/or helping individuals as they age

**Barbara Forker Graduate Scholarship**

Purpose: to support or recruit an outstanding doctoral student in Kinesiology

**College of Human Sciences Scholarship**

Purpose: to help support or recruit an outstanding Master’s or Ph.D. student

**Mark and Nancy Dyslin Masters Scholarship**

Purpose: to help support and/or recruit an outstanding Master’s graduate student

**Pease Family Doctoral Scholarship**

Purpose: to recruit an outstanding doctoral student to Kinesiology

**Sharon Mathes Graduate Scholarship**

Purpose: to help support or recruit an outstanding female Master’s graduate student focusing on behavioral aspects of Kinesiology

**Awards:**

**Kinesiology Doctoral Research Award**

Purpose: to recognize outstanding dissertation research by a graduating doctoral student

**Kinesiology Doctoral Teaching Award**

Purpose: to recognize outstanding teaching by a doctoral student

**Kinesiology Outstanding Masters Student Award**

Purpose: to recognize outstanding work in teaching and/or research by a Master’s student

## **Graduation Checklist for the Department of Kinesiology**

Refer to the flow charts in **Appendix B** and **Appendix F** for an outline of progression to graduation, including submission of thesis or dissertation. The purpose of this checklist is to help with the final months of your program.

1. The Program of Study Committee online form needs to be submitted through AccessPlus and approved by the end of the semester before graduation for M.S. students and at least three months before the preliminary oral exam for Ph.D. students.
2. Early in the semester you intend to graduate, you need to submit an **Application for Graduation** through AccessPlus. NOTE: this application MUST be submitted for the semester you graduate. If you submit this application and then do not graduate that semester, you must resubmit this form the next semester.
3. At least 1 month prior to the final defense, establish the date, time, and schedule a room for your thesis/creative component/dissertation final defense with your major professor and POS committee. An online **Final Oral Exam Request** needs to be submitted to the Graduate College at least 3 weeks prior to the defense date. Upon receiving this request, the Graduate College checks to make sure your records indicate all requirements are complete.
4. Two weeks prior to your defense, email your **thesis/creative component/dissertation** to your POS committee. If less than 2 weeks, then the shorter review time must be requested by the graduate student and approved by all POS committee members.
5. One week prior to your final defense, **email the title, abstract, room, and time to the Director of Graduate Education** so that an announcement of final defense can be sent out to the Kinesiology Department. Make sure the abstract is approved by your major professor.
6. Open your thesis/dissertation account with ProQuest or creative component account with the ISU Library. Your major professor will coordinate signatures for the **Report of Final Oral Examination** and the **Graduate Student Approval Form**.
7. Defend your thesis/creative component/dissertation. Your major professor and POS committee members will discuss and determine the result of your defense for the **Report of Final Oral Examination** form. The **Graduate Student Approval Form** will be signed when you have finished revising your thesis/dissertation.
8. **Edit** your thesis/creative component/dissertation to meet any requirements requested by your POS committee.
9. After your revisions are accepted by your major professor, the **Graduate Student Approval Form** will be signed by your major professor and the Director of Graduate Education.
10. **Upload and submit your thesis/dissertation** to ProQuest/UMI or creative component to the ISU Library. The thesis/creative component/dissertation will go through an approval process by the Graduate College.
11. Attend Commencement Ceremony and enjoy!\*
12. If you haven’t already, get thesis/dissertation published!

\*Iowa State University does not hold a summer university commencement ceremony. Students who plan to complete degree requirements during the summer term are given the option of attending either the spring or fall university commencement ceremony. Commencement ceremony attendance is indicated through AccessPlus by clicking on the student tab and then selecting Graduation and Diploma/Ceremony from the menu.

# **Information about the Doctoral Program**

## **Earning the Ph.D. in Kinesiology: An Overview**

Earning a Ph.D. in Kinesiology represents the achievement of expertise in the study of physical activity and its relationship to health. Expertise in Kinesiology means that the individual has worked with a mentor (major professor) and Ph.D. POS committee to develop an in-depth program of research and study. A research program includes the development of theoretical and content knowledge, laboratory and/or field research skills, methodological and analysis skills, and ethical behavior. Many graduates of our Ph.D. program are trained as both researchers and teachers.

Iowa State University imposes very few requirements for earning a Ph.D. other than 72 credits beyond the bachelor’s degree. The requirements for students pursuing a Ph.D. degree in the Department of Kinesiology are outlined on subsequent pages. However, earning a Ph.D. is not based on how many courses are taken or how long one has been enrolled. The Ph.D. in Kinesiology is awarded based on achieving a satisfactory level of expertise as judged by the major professor and POS committee. Markers typically associated with expertise include presentation at research conferences, publication of research articles, and demonstrated laboratory and/or teaching skills. Ph.D. students are expected to behave as academic and professional scholars. They demonstrate this behavior by:

* working effectively with others,
* participating with their major professor in everyday aspects of academic life,
* behaving ethically in research and teaching, and
* demonstrating characteristics of good academic and professional citizens.

We expect all incoming Ph.D. students to be full-time students. To enable this, the Department of Kinesiology provides financial support for students in the form of assistantships, fellowships, and scholarships during the fall and spring semesters. These types of financial support are from departmental, college, and university resources or from external grant/contract resources. With sufficient progress toward degree, funding is provided to Ph.D. students throughout the completion of their program. However, we monitor progress throughout the program and funding may be withdrawn if a student is not making good progress. Such a decision is made using the previously described process of annual review. Summer funding may also be provided for Ph.D. students depending on availability of research/teaching assistantships and scholarships/fellowships.

### **Applying for admission**

Undergraduate and non-ISU graduate students applying to the Kinesiology Ph.D. program are required to complete the ISU online application process. Current Master’s students who wish to continue on for a Ph.D. do not need to apply online, but do need to submit updated application materials to the Director of Graduate Education. Kinesiology application requirements include the Graduate Program Information Sheet, Application for Graduate Assistantship, and an optional expanded statement of purpose. When submitting the Graduate Program Information Sheet, you will be asked to name the graduate faculty member that you would like to work with as major professor. This choice should be made based on prior contact with the graduate faculty member to explore mutual research and professional interests.

Your Iowa State University online application should be submitted by January 1 for Fall admission. To receive full consideration, all materials (unofficial transcripts, letters of recommendation, department forms) need to be received by February 1. Applications may be considered after these deadlines on a space-available basis. The Graduate Executive Committee will serve as the application screening body. Admission will require a simple majority vote by the Graduate Executive Committee.

### **Major professor requirements**

To direct and advise the work of a Ph.D. student, a faculty member must have an appointment in Kinesiology and have graduate faculty membership. From the *Graduate College Handbook*, membership on the graduate faculty is granted to an individual who:

* holds a tenure-track appointment with the academic rank of Assistant Professor or above at Iowa State University and
* demonstrates competence for pursuing creative work by completing a Ph.D. or highest graduate degree appropriate to the discipline from an accredited or internationally recognized institution.

An Assistant Professor must also have a member of the student’s POS committee who is an Associate Professor or a Professor. This individual must be willing to serve as the student’s major professor if the untenured faculty member is no longer able to do so.

### **Doctoral student funding**

As previously mentioned, we expect all incoming Ph.D. students to be full-time students. Consequently, all incoming Ph.D. students receive a graduate assistantship. However, to insure that students make timely progress towards completing their degree, the Department of Kinesiology will guarantee an assistantship to a Ph.D. student for only *four years.* This does not necessarily mean that a student is ineligible for an assistantship after four years have passed. Assistantship funding beyond four years can be requested by the Ph.D. student’s major professor with an email to the Director of Graduate Education describing the need for extended funding.

The decision on whether or not to extend assistantship funding to the Ph.D. student will depend upon progress toward degree, individual circumstances, student productivity, and sources of available funding. A Ph.D. student is more likely to receive extended assistantship funding if external research funding is available for future funding. In these cases, less departmental resources would be utilized to support the Ph.D. student than a student who is requesting future teaching assistantship funding.

### **Doctoral POS committee**

The POS committee must have at least five members, with at least three members from Kinesiology and one from outside the department. The fifth committee member may be from or outside the Department of Kinesiology. If the major professor is an Assistant Professor, then the POS committee must include at least one Associate Professor or Professor from the department. This individual should possess sufficient expertise in the student’s research area to take over the duties of major professor if the student’s current major professor leaves ISU. The POS committee members are approved by the Director of Graduate Education and the Graduate College during the online POSC application.

Only faculty who are approved for graduate faculty membership may serve as members of the POS committee. Individuals outside Iowa State University may serve on POS committees when their special expertise is needed and when they have applied for and been approved for graduate faculty membership.

### **POS requirements**

Doctoral students identify a primary area of emphasis and a secondary area of emphasis within Kinesiology, and a focus area outside the department. The secondary area of emphasis is used to identify breadth coursework and guide selection of the secondary research experience. Minimum requirements on all Programs of Study (POS) include 72 credit hours beyond the bachelor’s degree, with at least 36 hours completed at Iowa State University. Additional requirements may be determined at the discretion of the POS committee.

1. **Kinesiology Specialization -** 15 credits in a focused area, with a primary and secondary area of emphasis to provide breadth

2. **Focus Area Outside Department** - 9 credits in area related to, but outside Kinesiology. These 9 credits do not need to be from the same department. Examples include courses in Biochemistry, Biophysics, & Molecular Biology; Biology, Biomedical Sciences, Computer Science, Engineering Mechanics, Gerontology, Human Computer Interaction, Human Development & Family Studies, Industrial Engineering, Mathematics, Mechanical Engineering, Neuroscience, Nutritional Sciences, Psychology, Veterinary Diagnostic & Production Animal Medicine, and Veterinary Pathology.

3. **Statistics** - 9 credits in statistics and advanced research methods, including KIN 620. STAT 587 and 571 are basic graduate-level courses, but courses such as STAT 582 or STAT 575 may be more appropriate depending upon the student’s background and interests

4. **Ph.D. Seminar** - 1 credit each semester in the Ph.D. seminar during full-time enrollment (6 credits minimum)

5. **Ethics** - 1 credit in research ethics course that has been approved for Responsible Conduct of Research training. GR ST 565 is a recommended course.

6. **Dissertation** - 21 credits of KIN 699. A minimum of 9 credits are required prior to prelims (credits may be concurrent) and a minimum of 9 credits after prelims. The additional 3 credits can be taken before or after prelims.

7. **Secondary area of research** - Students are encouraged to take 1-3 credits of KIN 590 to document their secondary research experience if their time was not supported by a research assistantship.

The department POS form and a blank chronological form are provided in **Appendices G and H** to help in planning your POS. These worksheets are only for planning. They do *not* substitute for the official ISU online POS form. Ph.D. student milestones and evaluation form are provided in **Appendix F**.

### **Sequence of matriculation**

1. Prospective student accepted by graduate faculty member who will serve as major professor

2. Student accepted for admission by Kinesiology Ph.D. Executive Committee and ISU Graduate College

3. Major professor provides initial advising until POS committee is formed

4. Students for whom English is a second language must take the English Placement Test during their first semester

5. Get involved in major professor’s research during first semester

6. Conduct pilot work for dissertation line of research

7. Form POS committee, conduct initial POS committee meeting to approve POS, and discuss initial dissertation project during end of first year or beginning of second year. At this meeting, inform POS committee regarding proposed dissertation line of research and any pilot work conducted.

8. Hold additional POS committee meetings to keep committee members informed and receive their feedback as further studies are planned and conducted

9. Send dissertation proposal to POS committee and conduct formal dissertation proposal meeting to discuss final project. At this meeting, present results from previous studies as applicable and propose methodology for culminating research study. *This meeting may occur before or after preliminary exams.*

10. Complete POS coursework. Topics that will be tested on preliminary exams should be completed prior to or during third year.

11. Complete written and oral preliminary examinations to qualify as a Ph.D. candidate. These exams are usually completed during the third year. The oral preliminary exam must be completed at least six months before final defense.

12. Secondary research experience can be completed at any point when appropriate, but must be done prior to final oral examination

13. Optional primary and secondary teaching experiences can be completed at any point when appropriate

14. Conduct final study (studies) and complete dissertation

15. Complete final oral examination (final defense)

16. Graduation. Ph.D. students are responsible for asking their major professor or another faculty member to present them at the graduation ceremony.

### **Research expectations for Ph.D. students**

Someone with a Ph.D. is expected to achieve expertise in performing research. To that end, Ph.D. students should be heavily engaged in the research process throughout their matriculation. The nature and extent of this engagement is dependent on the student’s interests and previous experiences. However, the major professor and the POS committee play critical roles in that they provide expert guidance, direction, and tutelage. In general, first year Ph.D. students are expected to spend considerable time assisting with the major professor’s research. In effect, the Ph.D. student is an “apprentice” to the “expert” researcher. As the Ph.D. student develops his/her own set of research skills and interests, this relationship changes. Over time, the Ph.D. student functions more and more independently of the major professor. This process culminates in the student’s dissertation, which “is a significant contribution to knowledge and which shows independent and creative thought and work” (ISU Catalog). However, the major professor still plays an important role and supervises the dissertation research from inception to defense of the final draft at the final oral examination. In addition, Ph.D. students work with another professor to complete a secondary research experience. The purpose of this experience is to broaden exposure of the student to other methods and questions. Typically, this research experience is in the student’s secondary area of emphasis, but this constraint is not required.

### **Ph.D. student teaching**

A Ph.D. is a research-intensive degree. However, our doctoral program in Kinesiology is also designed to prepare Ph.D. students with career goals that will involve teaching in the institutions where they are employed. Consequently, we strongly encourage Ph.D. students to develop their teaching résumé along with their research skills. For this reason, Ph.D. students are given the opportunity to teach, usually with the support of a teaching assistantship. In making teaching assistantship assignments, the department balances both the needs of the department and the chosen focus areas of the Ph.D. student. In addition, the department expects faculty to mentor Ph.D. students in their teaching in much the same way that faculty mentors Ph.D. students in their research.

As part of their teaching experiences, Ph.D. students are encouraged to develop primary and secondary areas of teaching expertise with input from the major professor and POS committee. The primary teaching area is likely aligned with the student’s primary area of specialization. For example, if a Ph.D. student’s primary area of specialization is biomechanics, then the primary teaching area would likely also be biomechanics. The purpose of the secondary teaching experience is to give the student breadth in teaching and is usually associated with the student’s secondary area of specialization. Thus, if a biomechanics student choses motor control as a secondary area of specialization, then the student would likely choose motor control as the secondary teaching area.

The department expects appropriate faculty members to supervise and mentor the student during these teaching endeavors. Moreover, the Ph.D. student and the major professor need to plan the student’s POS carefully to complete background coursework in the primary and potentially secondary area prior to teaching. To help reach these goals, the following principles guide the assignment of teaching duties for our Ph.D. students:

First year: In their first year, Ph.D. students will be assigned to teach mainly in laboratory sections, 100- and 200-level courses, and classes in Kinesiology’s physical activity program. It is hoped that the student’s major professor will also involve the student in observation and perhaps occasional lecturing in upper division Kinesiology classes. Such teaching practice should be scheduled in advance so the student can prepare, be observed by the supervising faculty member, and be given feedback to help them develop their teaching skills.

Second year: During the second year, attempts will be made to shift more of the teaching into the student’s chosen focus area so that increased exposure to teaching in upper division courses can be accomplished. At this stage, the supervising faculty member should make increasing opportunities available to the student to do some supervised teaching in upper level lecture sections. A Ph.D. student’s professional goals may include an academic position with multiple teaching areas. In this case, the major professor should work with the Director of Undergraduate Education to provide opportunities to gain additional teaching experience. For example, a Ph.D. student concentrating in biomechanics might also want experience teaching in motor control and exercise physiology lectures and/or labs. Ultimately the timing of teaching experiences in the primary and secondary areas will depend upon the academic background and previous teaching experience of the Ph.D. student. In addition, teaching opportunities will be dependent upon the course coverage needs of the department.

Third Year: The level of involvement in teaching an upper division course should increase further at this stage, and the student should be ready to be assigned to teach one of these classes on his or her own. This can be accomplished by splitting off a smaller section of a large lecture course or assigning the student to teach the course during a summer session when fewer students are enrolled. It is important at this stage that the faculty member provides continuing mentoring of the teaching even though the student may be assigned as the instructor of the course.

It may be difficult to distinguish between teaching activities that are completed as part of professional development and those that are completed as part of a teaching assistantship. Developing teaching expertise is an ongoing process, so these two are intertwined. If a student is the primary instructor in a primary or secondary area course, then the student most likely will be compensated via a teaching assistantship. If the student is training to be an instructor and is not supported by a teaching assistantship, then the student should receive academic credit (KIN 592, Practicum in College Teaching, 1-3 credits). The distinguishing characteristic between these two circumstances is the extent to which the student is being mentored. As a primary instructor, the student has developed competency in teaching the class independently. If training to be a primary instructor, the student is still learning how to teach the class and therefore needs extensive mentoring. Under no circumstances should a student be required to teach an upper-level Kinesiology course without being adequately mentored by a faculty member with expertise in this area. Communication between the student’s major professor, the Director of Undergraduate Education, and the DOGE is critical to ensure that both departmental and student needs are being met.

### **The preliminary examination, the dissertation proposal, and the final oral examination**

Each of these three represents a significant milestone in the matriculation of a Ph.D. student. Each must be passed to progress towards the Ph.D. degree. The preliminary exam and dissertation proposal are completed first, followed by the final oral examination, also known as the dissertation defense or final defense.

The **preliminary examination** is taken as you near completion of your Ph.D. coursework. The written and oral preliminary exams are under the jurisdiction of the major professor and the POS committee. You must complete the coursework that you will be tested on prior to the exam. Thus, the preliminary examination is usually taken in the third year of study, if matriculation is expected to require four years. You must meet the following requirements *prior* to sitting for the exam:

* an approved POSC online form,
* passed the English requirement (for non-native English speakers),
* completed either a Master’s thesis or equivalent research project,
* not be on academic probation, and
* submit an online Preliminary Oral Exam Request at least 2 weeks before the exam.

The purpose of the examination is to test the depth of knowledge in your primary area of emphasis and the breadth of knowledge in your secondary area and focus area outside the department. As such, the written preliminary exam should be scheduled after the completion of coursework in these areas.

There are written and oral components to the preliminary examination. For the written component, your major professor will solicit questions from each member of the POS committee. It is the responsibility of your major professor to ensure that the preliminary exam provides a fair and representative evaluation of your ability to: 1) read and interpret research papers; 2) formulate research questions and design research protocols; 3) demonstrate a depth of knowledge related to the your primary area of emphasis; 4) have a broad understanding in your secondary area; and 5) understand relevant content outside kinesiology. The major professor coordinates the content of the exam. Prior to the examination, you should consult with each of your POS committee members to discuss the scope and depth of the examination. At this time, POS committee members may supply you with reading lists where appropriate.

A maximum of 12 clock hours will be allotted for the preliminary exam. In general, exams will consist of 5-6 hours of writing in your primary area, 2 hours of writing in your secondary area, and 3-4 hours of writing on other questions submitted by the POS committee. The written examinations will be taken over 2 or 3 days (the days need not be consecutive). You will write your answers on a departmental laptop computer and may include hand drawn figures. If you are acquiring a minor, 2 to 4 additional hours addressing content of the minor will be added. It is generally the practice that questions are not “take home” and are completed at a particular time and place within the Forker Building. However, the POS committee may make exceptions as deemed appropriate. Written exams are typically “closed book”, but may be open book for particular questions dependent on approval by the POS committee.

The preliminary oral examination will take place at least one week, and no more than three weeks, after the written exam. Following the written exam, the major professor will distribute copies of the examination questions and your answers to you and to each member of the POS committee. You may not discuss your written examination with any member of the POS committee prior to the oral examination.

Based on your performance on both written and oral exams, the POS committee will assign a ranking of your performance as either “Unconditional Pass”, “Conditional Pass”, or “Fail”. This ranking will be based on the consensus of the committee, although individual members may file a dissenting opinion. If you receive a full pass, you will be admitted to full candidacy. In the event of a conditional pass, the committee will provide specific comments to you and develop a remedial plan. This plan may include resubmitting a portion of the exam, additional coursework, and/or readings. You will be admitted to full candidacy when the POS committee determines that the plan requirements have been met. If you fail the preliminary exam, you will be allowed to take a second preliminary exam at least one semester, and no more than one year, after the initial preliminary exam. Failure of the second exam will result in your termination from the program.

The **dissertation proposal meeting** is held later during coursework, but can be held before or after preliminary examinations, as determined by you and your major professor. Prior to the meeting, you should prepare a ***dissertation proposal*** that includes an **introduction, a review of literature**, and **methods for the capstone doctoral study or studies**. If applicable, the proposal should also include a summary of results from previous studies leading to the capstone study or studies. The proposal should be given to the POS committee two weeks prior to the meeting.

You should begin research work early in your program, and the dissertation is expected to document the progression of your research studies. The formal dissertation proposal meeting should include a review of your previous research and a presentation of your research plan for the capstone dissertation project to your POS committee. You are expected to make a presentation about previous and upcoming research at this meeting. Approval of this plan represents an agreement between you and your POS committee that if the research is completed and written appropriately as described, it will be acceptable for the dissertation. The POS committee must approve any major modifications in the research plan.

The **final oral examination** or dissertation defense represents the final review of your Ph.D. research. It cannot occur until 6 months after the preliminary exam. All coursework must be completed or in progress before the final oral exam is scheduled.

In general, the dissertation is a multiple study format in which there is an introduction chapter, one chapter for literature review, one chapter for each dissertation study, and a conclusion chapter. Other formats may be used with the approval of the POS committee. Each study should be written for submission to a specific journal (possibly already submitted or even published). The extensive review of literature completed at the dissertation proposal is included either as a chapter or in an appendix. Any research that is included in the dissertation needs to be approved by the POS committee prior to conducting the research.

You need to submit a copy of the dissertation to each POS committee member at least two weeks before the final oral exam. A “Final Oral Exam Request” needs to be submitted online at least 3 weeks before your proposed defense date. All members of the POS committee must attend the final defense unless prior approval is obtained from the Graduate College. At least one week before the final defense, you need to email the Director of Graduate Education with your defense date, time, location, and dissertation abstract. An email will be sent to Kinesiology faculty members and graduate students announcing the final defense and inviting them to attend.

**The Final Oral Exam meeting should generally follow the format:**

1. You are expected to make a formal presentation of your research at this meeting followed by general questions from the audience;

b. The major professor asks everyone to leave except you and the POS committee, followed by additional questioning;

c. The major professor asks you to leave and the POS committee discusses your research and presentation. A decision is made of “Pass”, “Conditional Pass”, “Not Pass” with opportunity to retake, or “Not Pass” degree denied. This decision is noted on the “Report of the Final Oral Exam” that was initiated after you submitted the online “Final Oral Exam Request.”

Following the discussion, you are invited back to the room, and the outcome is discussed. If the pass is “Conditional”, then the conditions will be thoroughly explained and noted on the form. If the decision is to “Fail” with opportunity to retake, this will be carefully explained including where the problems are, how to correct them, and when the exam may be retaken. Once you complete revisions of your dissertation, the Graduate Approval Form will be signed, and you will upload your dissertation to ProQuest/UMI.

### **Earning a Ph.D. in another major with a major professor in Kinesiology**

Kinesiology professors may be appointed to or affiliated with other departments or programs allowing them to serve as major professor for students with a major outside of Kinesiology. Although we want to encourage such collaboration, we must also make sure such activities do not negatively impact the Kinesiology Ph.D. program. As such, we developed the following policies for supervising students whose major is not Kinesiology:

1. Departmental Ph.D. students are defined as those who are in the Kinesiology Ph.D. program or who are in an interdepartmental program with Kinesiology as their home department. Non-departmental Ph.D. students are those whose home department is not Kinesiology.

2. Departmental Ph.D. students have priority on office space, desk space, and scheduling lab use or equipment.

3. Kinesiology will provide office or desk space for a non-departmental Ph.D. student as if it is available and not needed for a departmental Ph.D. student.

4. Kinesiology will not provide supplies or other research expense support for a non-departmental Ph.D. student unless the major professor provides funding.

5. The non-departmental Ph.D. student should not expect secretarial support, except as a common courtesy.

The policies differ for students in interdepartmental programs, such as Gerontology, Immunobiology, or Neuroscience, depending on whether the student’s home department is Kinesiology. By definition, these programs are not housed within one department, but are collaborative arrangements spanning several departments. In this case, if the student’s home department is Kinesiology, then the student is treated as if they were a Kinesiology student.

### **Ph.D. students who did not complete a thesis project as part of a Master’s degree**

The Graduate Executive Committee may choose to admit a student to the Ph.D. program who either does not have a Master’s degree or did not complete a research-based thesis. In both cases, the admitted student must complete the equivalent to a Master’s thesis project along the route to the Ph.D., but *before* the Ph.D. preliminary examination. This research will be under the supervision of the Ph.D. major professor and potentially members of the student’s current or future POS committee. Written evidence of the Master’s equivalent project will be completed in the form of a research paper or conference abstract and approved by the major professor. A public presentation of this research will also be completed. A presentation at a national conference and/or paper submitted to an appropriate research journal with the student as first author are preferred. However, presenting at the Kinesiology Ph.D. seminar or another appropriate venue is allowable if agreed to by the major professor.

Regardless of how the project is disseminated, the following procedures should be followed:

1. Discuss the Master’s equivalent research project with your major professor

2. Potentially meet with current or future POS committee members for input on your project

3. Adjust the proposed research project as needed following input and feedback

4. Complete the research project, keeping your major professor updated with any changes

5. Complete the written portion of the research project (i.e., journal manuscript, research paper, or conference abstract)

6. Complete the presentation portion of the research project (i.e., conference presentation or Kinesiology Ph.D. seminar)

### **Doctoral student annual evaluation**

As mentioned in the general section of this handbook, Ph.D. students are evaluated annually. If student progress is unacceptable, Ph.D. students can be placed on probation or dismissed from the department. Since Ph.D. work represents an even larger commitment on the part of a student than does earning a Master’s degree, the expectations for acceptable performance by a Ph.D. student are higher. Ph.D. student milestones and the annual evaluation form are provided in Appendix F.

# **Appendix A - Requirements for M.S. in Kinesiology**

**Requirements for M.S. in Kinesiology with Thesis**

30 credit minimum beyond Bachelor’s degree

**Kinesiology specialization:** 9 credits minimum

Courses in a focused area with a primary and secondary area of emphasis to provide breadth

**Electives:** 8 credits minimum

At least 3 credits outside Kinesiology

**Statistics/research methods:** 7 credits minimum

KIN 501 (3 credits) – Research Methods in Physical Activity

STAT 587 (4 credits) – Statistical Methods for Research Workers

**Thesis research:** 6 credits minimum

KIN 699 (1-6 credits) - Research

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**Requirements for M.S. in Kinesiology Non-Thesis (Creative Component)**

33 credit minimum beyond Bachelor’s degree

**Kinesiology specialization:** 9 credits minimum

Courses in a focused area with a primary and secondary area of emphasis to provide breadth

**Electives:** 15 credits minimum

At least 3 credits outside Kinesiology

**Statistics/research methods:** 7 credits minimum

KIN 501 (3 credits) – Research Methods in Physical Activity

STAT 587 (4 credits) – Statistical Methods for Research Workers

**Creative component research:** 2 credits minimum

KIN 599 (1-3 credits) – Creative Component

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**KIN 501:** Students should enroll in KIN 501 in the spring of their second semester at Iowa State.

**Elective courses outside the department:** The selection of appropriate elective courses should be closely related to research interests, projected career plans, and professional goals. As examples, the following is a list of courses that our M.S. students completed as electives (see also Appendix E for outside the department electives completed by PhD students):

AN S 670 – Molecular Biology of Muscle

B M S 448 – Principles of Human Gross Anatomy

B M S 537 – Neuroanatomy

DIET 555 – Public Health Nutrition

EDUC 506 – Social Justice Education and Teaching: Advanced

EDUC 580 – Studies in the Foundations of Education in the United States

FS HN 530 – U.S. Health Systems and Policy

FS HN 560 – Global Nutrition and Health

GERON 521 – Biological Principles of Aging

GERON 534 – Adult Development

GERON 540 – Nutrition and Physical Activity in Aging

GERON 563 – Environments for the Aging

HCI 521 – Cognitive Psychology of Human Computer Interaction

HCI 580 – Virtual Environments, Virtual Worlds, and Application

HD FS 503 – Introduction to Research Design

HD FS 504 – Qualitative Research Methods

HD FS 505 – Application of Quantitative Research Methods

HD FS 510 – Theories of Human Development

HD FS 563 – Environments for the Aging

HD FS 608 – Grant Writing for Research

HG ED 576 – Student Development in Higher Education

I E 571 – Occupational Biomechanics

I E 576 – Human Factors in Product Design

I E 673 – Spine Biomechanics

JL MC 574 – Communication Technologies and Social Change

MKT 340 – Principles of Marketing

MKT 447 – Consumer Behavior

NUTRS 501 – Biomechanical and Physiological Basis of Nutrition

NUTRS 563 – Community Nutrition and Health

PSYCH 310 – Brain and Behavior

PSYCH 316 – Cognitive Psychology

PSYCH 440 – Psychological Measurement I

PSYCH 460 – General Psychopathology

PSYCH 485 – Health Psychology

PSYCH 501 – Foundations of Behavioral Research

PSYCH 516 – Advanced Cognition

PSYCH 533 – Theories of Learning

PSYCH 661 – Adult Psychopathology

STAT 301 – Intermediate Statistical Concepts and Methods

STAT 565 – Methods in Biostatistics and Epidemiology

STAT 571 – Introduction to Experimental Design

STAT 582 – Regression for Social and Behavioral Research

VDPAM 527 – Applied Statistical Methods in Population Studies

VDPAM 528 – Principles of Epidemiology and Population Health

# **Appendix B – M.S. Degree Milestones and Annual Evaluation**

**Milestones:**

1. If English is a second language, take the English Placement Test during your first semester. Any required English courses must be completed in the first year.
2. If you are a teaching assistant and English is a second language, take the Oral English Certification Test (OECT) during the first year and as needed. The OECT must be passed at Level 1 for you to be a primary instructor in a lecture-based class.
3. Submit your online Program of Study Committee (POSC) form through AccessPlus at the end of the first year or beginning of second year. The POSC must be approved by the end of the semester prior to taking your final defense.
4. Meet with your POS committee to propose and discuss your thesis/creative component research project at the end of the first year or beginning of second year. The POS committee must approve your thesis/creative component project or projects.
5. Complete POS coursework.
6. Submit an Application for Graduation through AccessPlus early in the semester you intend to graduate. If you submit this application and then do not graduate that semester, then you must resubmit this form the next semester.
7. Organize the date, time, and location for your final defense with your POS committee at least one month in advance. An online Final Oral Exam Request needs to be submitted to the Graduate College at least 3 weeks prior to the defense date. The Final Oral Exam Request also initiates the Report of Final Oral Examination and the Graduate Student Approval Form.
8. Email your thesis/creative componentto your POS committee two weeks prior to your defense. If less than 2 weeks, you need to request a shorter review time for approval by your POS committee.
9. One week prior to your final defense, email your title, abstract, room, and time to the Director of Graduate Education so that an announcement can be sent out to the Kinesiology Department. Make sure your abstract has been approved by your major professor.
10. Open your thesis account with ProQuest or creative component account with the ISU Library.
11. Defend your thesis/creative component. Your major professor and the POS committee will determine the outcome of your defense and submit the Report of Final Oral Examination.
12. Edityour thesis/creative component to meet any requirements requested by your POS committee. After your revisions are accepted by your major professor, the Graduate Student Approval Form will be signed by your major professor and the Director of Graduate Education.
13. Upload and submit your thesisto ProQuest/UMI or your creative component to the ISU Library. The thesis or creative component will go through an approval process by the Graduate College.

A list of degree deadlines and dates can be found on the Graduate College website: <https://www.grad-college.iastate.edu/calendar/>

**MS Student Evaluation (**[**Word version**](https://iastate.box.com/s/h36ssitqlu77yox2gpsq49mgtt37h0rk)**)**

**Department of Kinesiology**

**Name:**

**Academic Year:**

Please complete Section 1 and submit to your major professor by April 15. You and your major professor should then meet to discuss Section 2 and mutually agreed upon goals. The completed MS student evaluation form should be emailed to the DOGE by April 30.

**Section 1: Student Self-Evaluation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Satisfactory** | **Marginal** | **Unsatisfactory** | **N/A** |
| **Coursework** |  |  |  |  |  |
| **Assistantship** |  |  |  |  |  |
| **Research** |  |  |  |  |  |
| **Progress To Goals** |  |  |  |  |  |
| **Progress To Degree** |  |  |  |  |  |

**Program of Study and Committee (POSC)**

**Timeline:** End of first year, beginning of second year

**Requirement:** POSC must be approved the term prior to taking final defense

Is your online POSC form submitted (yes/no)?

If no, when are you planning to submit your online POSC form (semester)?

**Research Proposal Meeting**

**Timeline:** End of first year, beginning of second year

**Requirement:** POS committee approval of thesis/creative component project or projects

Did you meet with your POS committee to discuss your thesis/creative component project (yes/no)?

If no, when are planning to schedule your research proposal meeting (semester)?

**Graduation**

What semester do you plan to graduate?

Feel free to contact the DOGE with any questions about graduation requirements or concerns about the graduate program.

List any conference presentations/posters from the past year:

List any publications from the past year:

List any honors/awards from the past year:

What do you feel are your strongest areas in your progress toward an MS degree?

What areas could you improve upon?

**Section 2: Major Professor Evaluation of Student:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Satisfactory** | **Marginal** | **Unsatisfactory** | **N/A** |
| **Coursework** |  |  |  |  |  |
| **Assistantship** |  |  |  |  |  |
| **Research** |  |  |  |  |  |
| **Progress To Goals** |  |  |  |  |  |
| **Progress To Degree** |  |  |  |  |  |

Mutually agreed upon goals between student and major professor for the upcoming year:

What will be your assistantship support for the upcoming year (TA, RA, GA, none):

**Student signature:**

**Major professor signature:**

**Date:**

# **Appendix C – Department POS Forms for M.S. Degree**

**MS Degree with Thesis Requirements by Category (**[**Word version**](https://iastate.box.com/s/sne7ryirdg1sxvtzmzjaptifpwr2rv1x)**)**

30 credits minimum beyond Bachelor’s Degree

**Name:**

**Kinesiology** **Specialization**

9 credits minimum

Courses in focused area with primary and secondary area of emphasis for breadth

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Electives**

8 credits minimum

At least 3 credits outside Kinesiology

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Statistics/Research Methods**

7 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 501 |  | 3 |  |
| STAT 587 |  | 4 |  |
|  |  |  |  |

**Thesis Research**

6 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |

**Minor** (optional)

Refer to department offering minor for requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Background Courses (optional)**

300-level Kinesiology courses do not count for graduate credit

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  | z |  |
|  |  | z |  |
|  |  | z |  |

**MS Degree Non-Thesis (Creative Component) Requirements by Category (**[**Word version**](https://iastate.box.com/s/1ae88lbyu5c2hnxdqh34x32e7unje2xa)**)**

33 credits minimum beyond Bachelor’s Degree

**Name:**

**Kinesiology** **Specialization**

9 credits minimum

Courses in focused area with primary and secondary area of emphasis for breadth

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Electives**

15 credits minimum

At least 3 credits outside Kinesiology

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Statistics/Research Methods**

7 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 501 |  | 3 |  |
| STAT 587 |  | 4 |  |
|  |  |  |  |

**Creative Component Research**

2 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 599 |  |  |  |
|  |  |  |  |

**Minor** (optional)

Refer to department offering minor for requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Background Courses (optional)**

300-level Kinesiology courses do not count for graduate credit

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  | z |  |
|  |  | z |  |
|  |  | z |  |

# **Appendix D – M.S. Degree Worksheet and POS Form Example**

**M.S. Degree Planning Worksheet (2 Year Plan) (**[**Word version**](https://iastate.box.com/s/9hyfph0w89a2ejo6567ndaxolrurhzzt)**)**

**Fall – Year 1**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring – Year 1**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Summer – Year 1**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |

**Fall – Year 2**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring – Year 2**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Summer – Year 2**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |

**Sample Program of Study for M.S. Degree with Thesis in Biomechanics Area of Emphasis**

**MS Degree with Thesis Requirements by Category**

30 credits minimum beyond Bachelor’s Degree

**Name:** Sample MS Student

**Kinesiology** **Specialization**

9 credits minimum

Courses in focused area with primary and secondary area of emphasis for breadth

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 515 | F23 | 3 |  |
| KIN 516 | S24 | 3 |  |
| KIN 572 | S24 | 3 |  |
|  |  |  |  |

**Electives**

8 credits minimum

At least 3 credits outside Kinesiology

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 505 | F24 | 2 |  |
| KIN 517 | F24 | 3 |  |
| IE 571 | F23 | 3 |  |
|  |  |  |  |

**Statistics/Research Methods**

7 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 501 | S24 | 3 |  |
| STAT 587 | F23 | 4 |  |
|  |  |  |  |

**Thesis Research**

6 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 699 | S24 | 3 |  |
| KIN 699 | F24 | 3 |  |
| KIN 699 | S25 | 6 |  |
| KIN 699 |  |  |  |

**Minor** (optional)

Refer to department offering minor for requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Background Courses (optional)**

300-level Kinesiology courses do not count for graduate credit

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  | z |  |
|  |  | z |  |
|  |  | z |  |

KIN 501 should be taken during the spring semester of your first year to work on a project proposal for your thesis research. Your major professor may encourage you take one credit of KIN 699 during the fall semester of your first year to work on a literature review for your thesis topic. Students on assistantship are encouraged to take at least nine credits per semester (students with an assistantship pay the same tuition rate regardless of the number of credits taken) or six credits of research per semester once course requirements are completed. Note that this sample student ends up taking twice as many research credits as required, with the number of class credits taken decreasing and research credits increasing over time. Students who pursue a minor or who need background courses may end up taking less research credits and/or taking classes during the summer session.

# **Appendix E - Requirements for Ph.D. in Kinesiology**

72 credits minimum beyond Bachelor’s degree

At least 36 credits completed at ISU

**Kinesiology specialization:** 15 credits minimum

Courses in a focused area with a primary and secondary area of emphasis to provide breadth

**Focus area outside department:** 9 credits minimum

Credits do not need to be in same outside department

**Statistics/Research methods:** 9 credits minimum

KIN 620 (3 credits) – Advanced Research Methods in Physical Activity

**Research ethics and PhD seminar:** 7 credits minimum

GR ST 565 (1 credit) – Responsible Conduct of Research in Science and Engineering

KIN 615 (1 credit, repeatable) – Seminar

**Dissertation research:** 21 credits minimum

9 credits minimum prior to preliminary exams (can be concurrent)

9 credits minimum after preliminary exams (can be concurrent)

**Focus area outside the department:** The selection of appropriate focus area courses should be closely related to research interests, projected career plans, and professional goals. As examples, the following is a list of courses that our PhD students have taken in their focus area outside the department (see also Appendix A for electives completed by MS students):

AN S 619 – Advanced Nutrition and Metabolism - Protein

BBMB 404 – Biochemistry I

BBMB 405 – Biochemistry II

BBMS 420 – Mammalian Biochemistry

BIOL 436 – Neurobiology

B M S 537 – Neuroanatomy

C R P 551 – Introduction to Geographic Information Systems

C R P 552 – Geographic Data Management and Planning Analysis

COM S 363 – Introduction to Database Management Systems

COM S 511 – Design and Analysis of Algorithms

COM S 531 – Theory of Computation

COM S 559 – Security and Privacy in Cloud Computing

COM S 561 – Database Design, Management, and Research

COM S 570 – Systems Biology

COM S 572 – Principles of Artificial Intelligence

COM S 573 – Machine Learning

COM S 574 – Introduction to Machine Learning

COM S 672 – Advanced Topics in Artificial Intelligence

ECON 510 – Experimental Economics

E M 525 – Finite Element Analysis

E M 548 – Advanced Engineering Dynamics

GDCB 528 – Advances in Molecular Cell Biology

GERON 521 – Biological Principles of Aging

GERON 530 – Perspectives in Gerontology

GERON 540 – Nutrition and Physical Activity in Aging

GERON 577 – Aging in the Family Setting

HG ED 561 – College Teaching

HCI 521 – Cognitive Psychology of Human Computer Interaction

HCI 580 – Virtual Environments, Virtual Worlds, and Application

HCI 589 – Design and Ethics

HCI 655 – Organizational and Social Implications of Human Computer Interaction

HD FS 503 – Introduction to Research Design

HD FS 505 – Application of Quantitative Research Methods

HD FS 510 – Theories of Human Development

HD FS 603 – Advanced Quantitative Methods

HD FS 608 – Grant Writing for Research

HD FS 640 – Biomarkers and Family Research

I E 312 – Optimization

I E 534 – Linear Programming

I E 547 – Biomedical Design and Manufacturing

I E 571 – Occupational Biomechanics

I E 572 – Design and Evaluation of Human-Computer Interaction

I E 576 – Human Factors in Product Design

I E 577 – Human Factors

I E 634 – Computational Optimization

I E 671 – Research Practicum in Human Factors and Ergonomics

I E 673 – Spine Biomechanics

MATH 385 – Introduction to Partial Differential Equations

M E 345 – Engineering Dynamics

M E 564 – Fracture and Fatigue

NEURO 661 – Advanced Topics in Neuroscience

NUTRS 501 – Biochemical and Physiological Basis of Nutrition

PSYCH 310 – Brain and Behavior

PSYCH 460 – General Psychopathology

PSYCH 485 – Health Psychology

PSYCH 516 – Advanced Cognition

PSYCH 519 – Cognitive Neuropsychology

PSYCH 533 – Theories of Learning

PSYCH 538 – Developmental Disabilities

PSYCH 542 – Applied Psychological Measurement

VDPAM 527 – Applied Statistical Methods in Population Studies

VDPAM 528 – Principles of Epidemiology and Population Health

VDPAM 529 – Epidemiological Methods in Population Research

V MPM 520 – Principles of Immunology

V MPM 615 – Molecular Immunology

V MPM 629 – Advanced Topics in Cellular Immunology

V PTH 503 – Principles of Pathology

# **Appendix F – Ph.D. Degree Milestones and Annual Evaluation**

**Milestones:**

1. If English is a second language, take the English Placement Test during your first semester. Any required English courses must be completed in the first year.
2. If English is a second language and you are teaching, take the Oral English Certification Test (OECT) during the first year and as needed to pass at Level 1 to be a primary instructor.
3. Submit POSC form through AccessPlus at end of the first year or beginning of second year. POSC must be approved by the end of the semester prior to taking your preliminary exams.
4. Meet with POS committee to discuss your initial dissertation project at end of first year or beginning of second year. POS committee must approve your dissertation projects.
5. Hold additional POS committee meetings to keep committee members informed and receive their feedback as further studies are planned and conducted.
6. Send dissertation proposal to POS committee and conduct formal dissertation proposal meeting to discuss final project. This meeting may occur before or after preliminary exams.
7. Complete POS coursework. Coursework in areas that will be covered in your preliminary examinations should be prioritized to be completed by third year.
8. Complete written and oral preliminary exams to qualify as Ph.D. candidate, usually during the third year. Oral prelim must be completed at least six months before final defense.
9. Secondary research experience can be completed at any point when appropriate, but must be done prior to final defense.
10. Optional primary and secondary teaching experiences can be completed at any point when appropriate.
11. Submit an Application for Graduation through AccessPlus early in the semester you intend to graduate.
12. Organize final defense with POS committee. An online Final Oral Exam Request needs to be submitted to the Graduate College at least 3 weeks prior to the defense date.
13. Email your dissertationto your POS committee two weeks prior to your defense. If less than 2 weeks, you need to request a shorter review time for approval by your POS committee.
14. One week prior to your final defense, email your title, abstract, room, and time to the Director of Graduate Education so that an announcement can be sent out to the Kinesiology Department. Make sure your abstract is approved by your major professor.
15. Open your dissertation account with ProQuest. The Final Oral Exam Request will initiate the Report of Final Oral Examination and the Graduate Student Approval Form.
16. Defend your dissertation. Your major professor will coordinate the Report of Final Oral Examination with your POS committee members and submit it to the Graduate College.
17. Edityour dissertation to meet any requirements requested by your POS committee. After your revisions are accepted by your major professor, the Graduate Student Approval Form will be signed and submitted the Graduate College.
18. Upload and submit your dissertationto ProQuest/UMI. The dissertation will go through an approval process by the Graduate College.

A list of degree deadlines and dates can be found on the Graduate College website: <https://www.grad-college.iastate.edu/calendar/>

**PhD Student Evaluation Form (**[**Word Version**](https://iastate.box.com/s/h602uycxg8wc0cnq9ea6a8ixa758eyq3)**)**

**Department of Kinesiology**

**Name:**

**Academic Year:**

Please complete Section 1 and submit to your major professor by April 15. You and your major professor should then meet to discuss Section 2 and mutually agreed upon goals. The completed PhD student evaluation form should be emailed to the DOGE by April 30.

**Section 1: Student Self-Evaluation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Satisfactory** | **Marginal** | **Unsatisfactory** | **N/A** |
| **Coursework** |  |  |  |  |  |
| **Assistantship** |  |  |  |  |  |
| **Research** |  |  |  |  |  |
| **Progress To Goals** |  |  |  |  |  |
| **Progress To Degree** |  |  |  |  |  |

**Program of Study and Committee (POSC)**

**Timeline:** End of first year, beginning of second year

**Requirement:** POSC must be approved the term prior to taking final defense

Is your online POSC form approved (yes/no)?

If no, when are you planning to submit your online POSC form (semester)?

**POS Committee Meeting**

**Timeline:** End of first year, beginning of second year, as needed for multiple projects

**Requirement:** POS committee approval of projects that will be included in dissertation

Have you conducted your initial POS committee meeting to discuss your initial project (yes/no)?

If no, when are you planning to schedule your initial POS committee meeting (semester)?

**Dissertation Proposal Meeting**

**Timeline:** Third year

**Requirement:** POS committee approval of final dissertation project

Have you conducted your dissertation proposal meeting to discuss your final project (yes/no)?

If no, when are planning to schedule your dissertation proposal meeting (semester)?

**Preliminary Exams**

**Timeline:** Third year

**Requirement:** Oral prelim exam completed at least six months before final defense

Have you completed your written and oral preliminary exams (yes/no)?

If no, when do you plan on completing your written and oral preliminary exams (semester)?

**Graduation**

What semester do you plan to graduate?

Feel free to contact the DOGE with any questions about graduation requirements or concerns about the graduate program.

What is your primary research area?

What is your secondary research area (area, supervising professor)?

Have you completed your secondary research experience (yes/no)?

If no, when are you planning to complete your secondary research experience (semester)?

List any conference presentations/posters from the past year:

List any publications from the past year:

List any honors/awards from the past year:

What do you feel are your strongest areas in your progress toward a PhD degree?

What areas could you improve upon?

**Section 2: Major Professor Evaluation of Student:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Satisfactory** | **Marginal** | **Unsatisfactory** | **N/A** |
| **Coursework** |  |  |  |  |  |
| **Assistantship** |  |  |  |  |  |
| **Research** |  |  |  |  |  |
| **Progress To Goals** |  |  |  |  |  |
| **Progress To Degree** |  |  |  |  |  |

Mutually agreed upon student goals for the coming year:

What will be your assistantship support for the upcoming year (TA, RA, GA, none):

**Student signature:**

**Major professor signature:**

**Date:**

# **Appendix G – Department POS Form for Ph.D. Degree**

**PhD Degree Requirements by Category (**[**Word Version**](https://iastate.box.com/s/tlsv2lcmf1r44wtr09e6oown6mw509wp)**)**

72 credits minimum beyond Bachelor’s Degree, at least 36 credits completed at ISU

**Name:**

**Kinesiology Specialization**

15 credits minimum

Courses in focused area with primary and secondary area of emphasis for breadth

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Focus Area Outside Department**

9 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Statistics/Research Methods**

9 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 620 |  | 3 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Research Ethics and PhD Seminar**

Ethics seminar 1 credit minimum

PhD seminar 6 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| GR ST 565 |  | 1 |  |
| KIN 615 |  | 1 |  |
| KIN 615 |  | 1 |  |
| KIN 615 |  | 1 |  |
| KIN 615 |  | 1 |  |
| KIN 615 |  | 1 |  |
| KIN 615 |  | 1 |  |

**Dissertation Research**

21 credits minimum

9 credits minimum prior to or concurrent to prelims

9 credits minimum after prelims

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
| KIN 699 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Minor (optional)**

Refer to department offering minor for requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Background Courses (optional)**

300-level Kinesiology courses do not count for graduate credit

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  | z |  |
|  |  | z |  |
|  |  | z |  |

**Secondary Research Area**

|  |  |
| --- | --- |
| **Area** | **Date** |
|  |  |

# **Appendix H – Ph.D. Degree Worksheet and POS Form Example**

**Ph.D. Degree Planning Worksheet (4 Year Plan) (**[**Word Version**](https://iastate.box.com/s/xtbqntj40htklk7j9507n8zwmbpcpfey)**)**

**Fall – Year 1**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring – Year 1**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Summer – Year 1**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |

**Fall – Year 2**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring – Year 2**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Summer – Year 2**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |

**Fall – Year 3**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring – Year 3**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Summer – Year 3**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |

**Fall – Year 4**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring – Year 4**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Summer – Year 4**

|  |  |
| --- | --- |
| **Course** | **Credit** |
|  |  |
|  |  |

**Sample Program of Study for Ph.D. Degree with Biomechanics Area of Emphasis**

**PhD Degree Requirements by Category**

72 credits minimum beyond Bachelor’s Degree, at least 36 credits completed at ISU

**Name:** Sample PhD Student

**Kinesiology** **Specialization**

15 credits minimum

Courses in focused area with primary and secondary area of emphasis for breadth

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 515 | F23 | 3 |  |
| KIN 516 | S24 | 3 |  |
| KIN 517 | F24 | 3 |  |
| KIN 572 | S24 | 3 |  |
| KIN 560 | F24 | 3 |  |

**Focus Area Outside Department**

9 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| IE 571 | F23 | 3 |  |
| IE 673 | F25 | 3 |  |
| IE 577 | F26 | 3 |  |

**Statistics/Research Methods**

9 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| STAT 587 | F23 | 4 |  |
| STAT 571 | S24 | 3 |  |
| KIN 620 | F25 | 3 |  |

**Research Ethics and PhD Seminar**

Ethics seminar 1 credit minimum

PhD seminar 6 credits minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| GR ST 565 | S25 | 1 |  |
| KIN 615 | F23 | 1 |  |
| KIN 615 | S24 | 1 |  |
| KIN 615 | F24 | 1 |  |
| KIN 615 | S25 | 1 |  |
| KIN 615 | F25 | 1 |  |
| KIN 615 | S26 | 1 |  |
| KIN 615 | F26 | 1 |  |
| KIN 615 | S27 | 1 |  |

**Dissertation Research**

21 credits minimum

9 credits minimum prior to or concurrent to prelims

9 credits minimum after prelims

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
| KIN 699 | F24 | 2 |  |
| KIN 699 | S25 | 4 |  |
| KIN 699 | F25 | 2 |  |
| KIN 699 | S26 | 5 |  |
| KIN 699 | F26 | 5 |  |
| KIN 699 | S27 | 6 |  |

**Minor** (optional)

Refer to department offering minor for requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  |  |  |

**Background Courses (optional)**

300-level Kinesiology courses do not count for graduate credit

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Credit** | **Grade** |
|  |  | z |  |

**Secondary Research Area**

|  |  |
| --- | --- |
| **Area** | **Date** |
| KIN 590: Motor Control (3 cr.) | S25 |
| KIN 592: Motor Control (3 cr.) | S26 |

Students on assistantship are encouraged to take at least 9 credits per semester or 6 credits of KIN 699 if all other requirements have been met. This student takes more Ph.D. seminar and research credits than required, with the number of class credits decreasing and research credits increasing over time. This student takes KIN 590 and KIN 592 to document secondary research and teaching experiences that are not supported by an assistantship. Students who pursue a minor or take background classes often take less research credits and/or take classes during the summer. Students who transfer credits from their Master’s program often take fewer classes and more research credits.