Department of Kinesiology



Graduate Student Handbook

California State University
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INTRODUCTION

The Master of Science in Kinesiology is a 30-unit program designed to provide students with an advanced, comprehensive study of human movement. Characterized by innovative pedagogy and hands-on laboratory experiences that build upon undergraduate concepts, the program requires that all students complete a culminating experience in the form of a project or a research thesis.

The Program will prepare graduates to: 1) enter careers requiring a Master's Degree including worksite health promotion, clinical exercise physiology, cardiac rehabilitation, research or industry, commercial fitness, public/private or non-profit health agencies, chronic disease prevention in community settings, teaching/coaching at the community college level, or 2) initiate doctoral study in Allied Health (e.g. Physical Therapy), Exercise Physiology, Motor Control, Biomechanics, or other health related fields.

PROGRAM PHILOSOPHY

Mission

The mission of the Graduate Program in the Department of Kinesiology is:

1. To prepare students for leadership positions in fields related to human movement.

2. To provide an environment where, working with faculty, students can demonstrate mastery by performing research and scholarly activity of sufficient quality for archival publication.

Program Goals: Graduates of this program will:

1. Become independent scholars and professionals in Kinesiology.
2. Apply sound logic and reasoning to critical analysis and problem solving.
3. Become resources for promoting movement and the role of physical activity in public health and wellness.
4. Leverage their expertise and skills to benefit their community.

Learning Outcomes: Upon completion of this program, students will be able to:

1. Use evidence-based content to articulate the role of physical activity in managing the onset and severity of chronic disease and promoting wellness.
2. Master use of analytical and measurement skills commonly used in Kinesiology.
3. Demonstrate effective public speaking and scientific writing skills.
4. Demonstrate a practical and theoretical understanding of the physiological processes that underlie human movement.
5. Demonstrate the ability to think critically and synthesize new information through successful completion of a thesis or project.

The Department grants the degree of Master of Science. in Kinesiology. The M.S. Program in Kinesiology at CSUSM does not offer specializations in subdisciplines of Kinesiology such as physical education, biomechanics, exercise physiology, motor control, etc. The applicant is recommended to consult the list of Kinesiology faculty on the Program website to identify the area of expertise of each faculty member. Through work with specific faculty, students will gain experience in a specific subdiscipline, although the specialization pursued will not be identified on the student's transcript or on the degree.

ADMISSION REQUIREMENTS

University Requirements

The university requires that students have an acceptable baccalaureate degree from an institution accredited by regional accrediting association, be in good standing with that institution, and have earned at least a 2.5 GPA on the last degree completed or a GPA of 2.5 in the last 60 semester units attempted. Additional university requirements can be found on the Graduate Studies web page: http://www.csusm.edu/gsr/graduatestudies/.

Department Requirements

The Department's primary criterion for admission is the potential for student success. Elements of success include clearly-defined short- and long-term objectives that match the capabilities of the Kinesiology program and faculty, intellectual curiosity, practical experience, and academic preparation. Therefore, we require submission of:

1. Letter of intent explaining
   a) career goals and rationale for applying to the graduate program,
   b) preparation and background, and
   c) research interests, including at least two suggested faculty members that align with the career goals and interests.

2. TOEFL/TWE scores if applicable.

3. Two letters of recommendation

Academic Preparation

We expect that for students to be successful in the MS program, they will have

1. A GPA of 3.0 or higher.

2. An undergraduate degree in Kinesiology/Exercise Science or related field, including prior coursework in Chemistry, Physics, Biology, Anatomy and Physiology, Exercise Physiology, Motor Control, Biomechanics, Public Health, Physical Education and Statistics.

3. Students must identify at least two potential Faculty Mentors when they apply to the program. To enter the program, a tenure-track Kinesiology faculty member must also agree to serve as the student's Faculty Advisor, who will oversee their graduate work and serve as Chair of the student's Thesis Committee or Project. Typically, the Faculty Advisor is one of the Faculty Mentors identified by the students in their application. Switching Faculty Advisors will require a formal change with the Graduate Coordinator and both faculty members involved. If a situation arises that requires a student to switch advisors, the student should contact the Graduate Coordinator as soon as possible.

APPLICATION PROCESS

We will begin to review applications for admission on February 1, and continue until openings have been filled or April 1, whichever comes sooner. There are no spring admissions. Applicants are responsible for ensuring that all materials have been received by CSU San Marcos and the Kinesiology Department. A complete application includes application to the university and supplemental materials submitted to the Department. Notification of acceptance will be made on or before April 30.

University Requirements

Applicants must apply to the University through CSUMentor (http://www.csumentor.edu/admissionapp/grad_apply.asp). Refer to the current CSUSM catalog for procedures.

Department Requirements

Applicants must also submit a supplemental application consisting of a letter of intent, two letters of recommendation, and unofficial transcripts.

Faculty Mentors

Graduate students work closely with one faculty mentor, who is primarily responsible both for advising and evaluating the student. Typically, the mentor is also the student's Faculty Advisor. Therefore, selection of a faculty mentor is critical to the admissions process. We expect that students admitted to the program will have identified at least one potential faculty mentor and communicated with them to determine common interests and objectives. Students are also asked to identify a second potential mentor in their Letter of Intent. Support of prospective faculty mentors is likely necessary for admission to the program.

Application Review

Faculty in the Department of Kinesiology will review application materials and then forward them to the department Graduate Coordinator. Based on these recommendations, the Graduate Coordinator will review each application and recommend either accepted status or denial of admission to the university's Office of Admissions and Recruitment. The Department will then send a letter notifying the applicant as to their admission status. A copy of this letter will be sent to the Faculty Mentor.

DEGREE REQUIREMENTS

The Master's Degree in Kinesiology involves three elements:

I. **Coursework**. 30 units of coursework, of which at least 24 must be from the Department of Kinesiology. Courses must be at the graduate level (500 or 600-level designation). Refer to **Course Curriculum** below for details on coursework.

II. **Research Design and Proposal**. Students must develop and successfully defend a proposal to advance to candidacy for the Master's degree. Refer to **Thesis/Project Proposal** section below for details.

III. **Completion and defense of a Culminating Experience**. Please refer to sections below for detailed guidelines on thesis or project completion. Refer to the **Thesis** or **Project** section below for details.

Continuous Enrollment

The MS program is designed for continuous, full-time enrollment during the academic years of the program. Under valid medical, planned educational or professional reasons, students may apply for a leave of absence. However, no more than two (2) semesters can be excused through authorized leaves of absence. Leaves of absence can be authorized for conditionally classified or classified graduate students providing the student is: (1) in good academic standing (as defined by the program's requirements), (2) has completed at least six credit hours of CSUSM coursework toward the graduate degree in the program, and (3) has filed a completed Request for Graduate Student Leave of Absence form. University policies for leaves of absence can be found at http://www.csusm.edu/policies/active/documents/graduate_studies_policies.html.

Transfer Credit

Up to 9 units of graduate-level coursework may be transferred from an accredited institution, **subject to the approval of the department Graduate Coordinator and the student's Faculty Advisor**.

Time Limit for Completion

The time limit for completion of the degree is ***5 years*** following admission as a Conditionally Classified or Classified graduate student at CSUSM. Authorized leaves of absence do not extend the time limit for completion of the master's degree.

Applications for graduation must be filed with the Office of Admissions and Records before the University deadlines (http://www.csusm.edu/enroll/graduation/index.html). Students should apply for graduation during the semester that they expect to complete both their coursework and Culminating Experience requirements for the degree. A student cannot apply for graduation until s/he: 1) has her/his completed Culminating Experience approved by his/her committee; 2) has advanced to candidacy. It is the responsibility of the student to initiate and complete all necessary steps when s/he is preparing to graduate. If a student applies for graduation but then does not finish that term, they will need to (1) cancel their graduation, and (2) submit a new graduation application in a subsequent semester.

THESIS AND PROJECT COMMITTEE

Each student must obtain the permission of a tenure-track Kinesiology faculty member to serve as their thesis or project advisor (typically the student's faculty mentor when admitted to the program). Together the advisor and student will select additional committee members so that the thesis committee has at least 3 members.

In addition to the Faculty Advisor, the thesis committee must consist of a second tenure-track CSUSM Kinesiology faculty member, and the third member can be any person (CSUSM or outside of campus) who has a terminal degree (doctorate) and has expertise relevant to the research. Additional members can be included as desired by the student if they are approved by the Faculty Advisor, have an advanced degree (Master's Degree or higher), and have experience pertinent to the research topic.

For projects, students should select at least two committee members to include the Faculty Advisor, who is a tenure-track faculty member in the Kinesiology department. The other individual(s) may consist of other CSUSM or university faculty or individuals with expertise relevant to the student's project.

A student must obtain the written consent of each member who will serve on their committee (see Thesis/Project Committee Form, Appendix). In some cases, a student will rely primarily on the advisor for thesis/project development; in other cases, the committee members (e.g., a research supervisor) will be consulted more substantively. It is the student's responsibility to keep all committee members informed of her/his progress and to ask the advisor for guidance on the appropriate level of involvement for their committee.

Removal of a committee member

Committee members may remove themselves from a committee if they are unable to perform the required responsibilities. The committee member must inform the student and the Graduate Coordinator that they cannot serve on the committee. The committee member or Graduate Coordinator will work with the Advisor to suggest a replacement.

A student may also petition to have a committee member removed from their committee. Removing a committee member requires approval of (1) The Graduate Coordinator; and (2) the other members of the committee. The Graduate Coordinator will suggest a replacement committee member.

COURSE CURRICULUM

Coursework in the Kinesiology MS program is structured using a staggered cohort model. Students will complete a pre-determined course of study that covers current topics and research in several major areas of Kinesiology (Biomechanics, Motor Control, Public Health, and Exercise Physiology). Three courses (Research Methods, Physical Education Methods, and Statistical Analysis) will specifically focus on research and analysis methodology. Thesis courses provide time to complete research studies and prepare the thesis/project.
The courses in the MS curriculum are:

Course number	Course title
KINE 500	Advanced Biomechanics (4)
KINE 501	Advanced Motor Control (4)
KINE 502	Research Methods (3)
KINE 503	Advanced Statistical Analysis (3); prerequisite = KINE 502
KINE 510	Physical Education Methods (3)
KINE 524	Public Health (3)
KINE 526	Advanced Exercise Physiology (4)
KINE 595	Practicum (3)
KINE 698	Thesis (3) **OR**
KINE 699	Capstone Project (3)

Coursework may include no more than 6 units of thesis/practicum/project taken during the academic year, no more than 6 units from another CSUSM department, and no more than 9 units transferred from another institution.

Electives

3 units of related graduate-level coursework from another CSUSM department may be counted toward the degree in lieu of KINE 595 Practicum. **Course substitutions are subject to the approval of the department Graduate Coordinator and the student's Faculty Advisor.**

Characteristics of Graduate Courses

Graduate courses in the Department of Kinesiology typically involve more in-depth investigation of topics and require greater use of critical thinking and analytical skills than is normally expected at the undergraduate level. Graduate courses typically:

1. Involve understanding concepts, issues, problems, and/or techniques that are current topics of scholarly investigation.
2. Require understanding of both theoretical principles and applied content.
3. Require analysis of primary research and/or professional literature.
4. Require students to identify sources of uncertainty in measurement and interpretation.
5. Require students to consider alternative hypotheses and complex, multi-factorial systems.
6. Provide opportunities to apply research findings to solving relevant problems.
7. Encourage independent and creative thinking and problem-solving.
8. Require students to weigh uncertainty, evaluate competing hypotheses, and make determinations of the most likely/reasonable explanations, predictions, or strategies for action.
9. Require written and oral communication at a professional level.

Open Unit Enrollments

Enrollment in KINE 595, KINE 698, and KINE 699 is normally permitted only in three-unit blocks. The expected minimum commitment of time by the student enrolled in three units of any of these experiences is approximately 90 hours per semester or 6 hours per week.

A student must have advanced to candidacy to enroll in Culminating Experience courses.

Culminating Experience Courses

KINE 595: Practicum
This course is designed to enable a student to develop procedures in preparation of their Master's thesis.

KINE 698: Thesis
This course is available for work on a student's Master's thesis (data collection, analysis, presentation).

KINE 699: Kinesiology Capstone Project
This course is available for work on a student's Master's project (internship, coaching, data collection, analysis, write-up, etc.)

Human or Animal Subjects Training and Certification

Students performing research with human or vertebrate animal subjects are required to obtain appropriate training and certification (e.g. IRB training, CITI training, etc.) before any interaction with research subjects, subject information, or data.

GRADES AND POLICIES

Course Scheduling and Registration

Courses in the graduate program may be held in the morning, afternoon, or evenings. Graduate students must register for and enroll in courses through the Registrar during a registration period. Because the Master's program is based on a cohort model, MS students will be required to enroll in all courses taken by their cohort each semester. Dropping or withdrawing from a course may require taking a Leave of Absence from the program.

Academic Continuation

Graduate students must maintain an overall GPA of 3.0 and earn at least a C (2.0) in all courses. Any student whose overall GPA falls below 3.0 for two semesters, or who receives more than three grades of C (2.0) or lower, cannot continue in the program. University policies relating to academic probation, disqualification, and reinstatement appear on the CSUSM Graduate Studies web page at: https://www.csusm.edu/gradstudies/current/policiesandforms.html

Incomplete Grades

It is incumbent upon the student to initiate the request for an incomplete grade and to reach an agreement with the instructor regarding completion of the coursework. A request for a grade of incomplete will be denied if the instructor believes it is inappropriate (see University Catalog). All incomplete grades must be completed within one year in accordance with CSUSM policy.

Repeating a Course

With prior permission of the Graduate Coordinator and/or Department Chair and Dean of Graduate Studies and Research, a graduate student may repeat, for the purpose of improving the grade, up to 6 units of credit in which a grade below a "B-" was achieved. Repeating a course does not remove the earlier attempt from the student's record, but it may improve the student's grade point average (GPA). Only two non-thesis courses taken at CSU San Marcos may be repeated. Students must submit a Course Repeat Form for approval by the ***third week*** of the semester in which the course is being repeated and be enrolled at that time. Once the student has completed the course, the Course Repeat Form can be filed. Policies for repeating a course can be found on the CSUSM Graduate Studies policies web page.

Appeals

A graduate student who is concerned about a grade, course evaluation, candidacy decision, or degree requirement should first discuss the matter with the relevant faculty member, then the thesis advisor, then the Graduate Coordinator, and then the Department Chair. If the matter cannot be informally resolved, then the student may file a formal grievance in accordance with CSUSM policy.

Ethics

Students are expected to understand and comply with CSUSM standards for student conduct http://www.csusm.edu/sll/resources/hazing/studconduct.html

Violations of ethical standards will be dealt with seriously and in accordance with CSUSM policy. The Kinesiology Department does not tolerate plagiarism or cheating in any form, and violations of our academic honesty policies may result in being dismissed from the program.

Statements of Concern

A Statement of Concern (SoC) is a formal procedure to document issues that arise in a student's ability to demonstrate competency in knowledge, skills and/or professional attitudes, dispositions and expectations, along with a course of action to support the student in successful completion of the program standards. Issues may be documented in any setting, including but not limited to the classroom, clinic, academic/professional events, through interactions with a variety of professionals, including but not limited to faculty, instructors, supervisors, peers, clients, staff and community members.

If issues arise that warrant a SoC, the Graduate Coordinator, in consultation with the concerned party/parties (e.g. instructor and/or supervisor), will write the SoC along with the Performance Improvement Contract (PIC). The Graduate Coordinator along with at least one member of the concerned party/parties will meet with the student within one week of documentation in order to issue the SoC and discuss the PIC.

A graduate student who meets the stipulations outlined in the PIC within the timeframe specified is considered to have met the SoC. A graduate student who does not meet the stipulations outlined in the PIC within the timeframe specified, or for whom subsequent concerns arise within the timeframe may be either issued a second SoC or discontinued from the program. No more than two SoC and PICs will be issued to any single graduate student under any circumstance.

ADVANCEMENT TO CANDIDACY

Advancement to candidacy is the process by which students become approved to carry out their research project with a successful thesis/project proposal defense. To be eligible for advancement, a graduate student must have attained classified status (i.e. completed any deficiencies noted in their letter of acceptance to the program; see Appendix 1) and have constituted a thesis/project committee.

The Advancement Process

A student advances to candidacy after (1) they have completed all deficiencies identified upon admission to the program, (2) they have demonstrated sufficient quality of writing, and (3) they have successfully defended a research proposal orally before their thesis/project committee. The proposal defense is not open to the public. A student must have successfully advanced to candidacy before enrolling in KINE 698 or KINE 699 and completing a thesis or project.

THESIS/PROJECT PROPOSAL

The proposal is a document which outlines the research ideas and plans of the graduate student. While the format may vary depending on the advisor's preferences, all proposals should include background information, the research questions/hypotheses, a detailed research plan, expected outcomes and alternatives, potential difficulties and their solutions, and a specific timeline for project completion. The proposal should be completed by the end of the student's second semester in the program.

If the student's proposal is not completed and approved by the end of the second semester, they must notify the Graduate Coordinator and come up with a timeline of when their proposal will be completed. **Students who fail to defend their proposal before the start of their third semester in the program will not be permitted to enroll in courses until the proposal is complete**. The student should work closely with their advisor to ensure their proposal is completed in a timely manner to allow them to graduate in 2 years.

POLICIES

1. The proposal should be defended no later than the end of the second semester.

2. Data collection should commence only after the proposal has been approved by the University Institutional Review Board Committee or the Institutional Animal Care and Use Committee (if applicable). The IRB documents may be completed by the student or the advisor depending on the project and expectations discussed by the student with their advisor.

PROCEDURES

1. The student should form their committee before beginning the proposal. It is the student's responsibility to contact faculty and invite them onto the committee.

2. After forming a committee, the student should draft an outline of their proposal. The outline should contain content related to hypotheses, proposed experiments, and data collection and analysis. The outline should explicitly present the logic (e.g. a decision tree or equivalent format) underlying the proposed research.

3. The student should meet with members of the committee for ideas and feedback on the outline. Based on feedback from their committee and advisor, the student should submit a final outline to their advisor.

4. The student is responsible for scheduling a date and time for a proposal defense. The proposal defense must be attended by all faculty members who have agreed to serve on the committee, and the student is responsible for finding a time when all committee members can participate. The Graduate Coordinator must also be informed of the time and place. The student should allow sufficient time to make all the required arrangements.

5. When the advisor has approved the outline, the student should work with the advisor to draft a narrative proposal based on the outline. The narrative proposal will likely require several drafts, reviewed by the advisor. Once a final draft is approved by the advisor, the finished proposal can be reviewed by the committee.

6. The finished proposal should be sent to the entire committee at least two weeks prior to the date for the proposal defense.

7. The proposal defense is intended to serve as opportunity for the student to solicit feedback on the ideas and procedures outlined by the candidate in the initial thesis proposal. Questions and suggestions will be posed by those in attendance, and the candidate should understand that the proposal may be modified as a result of any issues or concerns raised.

8. The advisor shall conduct the defense and assure that all agreed upon recommendations from the committee are incorporated into the final proposal. A preferred structure for the defense is:
   a) The advisor introduces the candidate to all attendees.
   b) The candidate makes a 15-20 minute presentation of the proposal.
   c) The advisor determines the format of the question/answer session. All committee members shall be given the opportunity to ask questions and/or to raise relevant issues or problems.
   d) Following the question/answer session, the student is dismissed and the committee convened to discuss any appropriate changes in the proposed procedures.
   e) The maximum duration of the proposal defense is 2 hours.
   f) The student will be directed to incorporate any agreed-upon changes into the proposal and the committee will sign the thesis/project planning form.

9. Committee members need not be physically present for the proposal defense, but may participate remotely (e.g. conference call, Skype, etc.). The committee chair and at least one other member should be physically present. Where appropriate, a committee member may submit questions ahead of time if they plan to participate remotely.

10. A repeated defense may be necessary if the committee decides that the student is not ready to proceed.

11. Upon approval of the proposal, the **advisor** will notify the Graduate Coordinator via email (dfeairheller@csusm.edu for Fall 2025 and djschmidt@csusm.edu for Spring 2026), who will then update the milestones in the student's records. Candidacy must be approved no later than the beginning of the final semester.

13. It is the student's responsibility to obtain approval for their work from the Institutional Review Board or the Institutional Animal Care and Use Committee prior to beginning their research. Information regarding IRB and IACUC procedures, including training sessions for graduate students, can be found on the Office of Graduate Studies and Research website: http://www.csusm.edu/gsr/.

THE THESIS

The thesis is an option for the culminating experience for Kinesiology master's students and represents original empirical research independently conducted by the student based on consultation with his/her faculty thesis advisor and the thesis committee members. Under the direction of the thesis committee, the candidate completes his/her project, writes the thesis, and files it with the CSUSM Library. The student is responsible for meeting the published University deadlines.

The format of the final thesis is determined by the faculty thesis advisor (see guidelines below) and the submitted thesis must comply with CSUSM Library standards (see the Master's Thesis, Project or Dissertation: Submission Guide at CSUSM Library website). The final thesis must be publicly presented and defended to the Thesis Committee, and the final submitted thesis must incorporate any recommended changes from the committee.

ORAL DEFENSE

The oral defense assesses the ability of the candidate to communicate the rationale, findings, and implications of their research project. The candidate should be prepared to answer questions related to the purpose and design of the study, the laboratory, statistical, and/or other procedures utilized, the results of the study, and implications and applications to the discipline.

POLICIES

1. Students are required to be enrolled in KINE 698 during any period in which University resources, including the library, a department laboratory or laboratory equipment, and/or the thesis advisor's time, are utilized.

2. Enrollment in KINE 698 is in 3-unit blocks. The student must be enrolled in the regular spring semester in which the degree is completed. If the student has not completed the thesis when taking KINE 698, the student will receive an NC or RP grade, and must re-enroll in KINE 698 until the thesis is complete.

3. Students may work on thesis research during break periods with approval from their Faculty Advisor.

4. Students are required to provide the final version of their thesis at least two weeks before the thesis defense.

5. Grading - The grade Report in Progress (RP) is assigned for KINE 698 until such time as the entire project has been completed and has received University approval. In the semester in which the thesis is being completed, the final grade is not recorded on the student's permanent record until the thesis has been submitted, ready for uploading, to the Office of Graduate Studies.

6. After project completion, the RP grade must be converted to credit immediately. ***It is the student's responsibility to notify faculty to make the appropriate grade changes.***

7. Students should check with their thesis advisor if no embargo, a 1-year term embargo, or 3-

year term embargo is requested prior to uploading the thesis. An example of a thesis requiring an embargo might be in cases where proprietary information or intellectual property is included.

PROCEDURES

1. The student is responsible for scheduling a date and time for a thesis defense. All faculty members who have agreed to serve on the thesis committee must participate in the defense. The student is responsible for finding a time when all committee members can meet. The Graduate Coordinator must also be informed of the time and place. Therefore, the thesis defense should be planned many months in advance.

2. The thesis defense is open to the public, and students are encouraged to invite other students, family members, and members of the community.

3. The student should begin to draft the thesis during data collection and analysis. Writing the thesis will likely require several drafts, reviewed by the thesis advisor. When approved by the thesis advisor, a draft can be sent to the thesis committee.

4. The finished thesis should be sent to the entire committee at least two weeks prior to the date of the thesis defense.

5. The defense is intended to disseminate the rationale, findings, and implications of the thesis, to reveal any remaining questions, and to solicit feedback on the thesis document. Committee members will pose questions and suggestions, and the candidate should understand that the thesis may need modification to address any issues or concerns raised.

6. The thesis advisor shall conduct the defense and assure that all recommendations from the committee are incorporated into the final thesis. A preferred structure for the thesis defense is:
   a) The thesis advisor introduces the candidate.
   b) The candidate makes a 15-20 minute presentation of the thesis results and conclusions.
   c) The thesis advisor determines the format of the question/answer session. Everyone present shall be given the opportunity to ask questions and/or to raise relevant issues or problems.
   d) The maximum duration of the thesis defense is 2 hours.
   e) The student will be directed to incorporate any agreed-upon changes into the thesis.

7. Committee members need not be physically present for the proposal defense, but can participate remotely (e.g. conference call, Zoom, Skype, etc.).

8. A repeated thesis defense may be necessary if the committee decides that the thesis work is not of sufficient quality.

9. Upon approval of the thesis, the advisor will notify the Graduate Coordinator. The committee and thesis advisor will then sign the Signature Page that will be routed electronically.

10. A student's thesis is approved when approved and signed by a majority of the thesis committee (e.g. at least two members). The student's thesis advisor must be one of the members to approve and sign the Signature Page. It is expected that most theses will be signed by all committee members.

THESIS ORGANIZATION AND FORMAT

The thesis should be structured around the reasoning, outline and narrative of the thesis proposal. Although the process of data collection and analysis can change the conduct and presentation of empirical research, any departures from the thesis proposal should be necessary and justified.

The body of the thesis should be written in a form that is easily modified into manuscript form for submission to a specific journal approved by the thesis committee. The thesis is also retained in electronic form in the University library. The CSUSM Guidelines for the Thesis should be consulted for typing and page formatting (https://biblio.csusm.edu/thesis-submission).

In addition to the thesis body, several additional sections (title page, signature page) are required.

The thesis should also contain appendices that are necessary to understand and evaluate the project. An example format based on a scientific journal is as follows*:

Title page (use the name on your official University transcripts)
Copyright notice page (if included)
Signature page – unsigned
Preface, dedication, and/or acknowledgment page (if included)
Abstract
Ch 1 Introduction
Ch 2 Methods
Ch 3 Results
Ch 4 Discussion
References
Appendices (sample inclusions only)
a. Thesis proposal including expanded literature review
b. Medical History Questionnaire
c. Physical Activity Assessment Questionnaire
d. Informed Consent Document
e. Human Subjects Committee Documents or Institutional Animal Care and Use Committee Documents

* Format will vary according to journal Guidelines for Authors.

THE PROJECT

The project is an option for a culminating experience for Kinesiology master's students. The project may take a number of different forms depending on the student's career goals and interests. The Kinesiology Department differentiates the thesis and the project as follows. A thesis uses *evidence* to answer an important, well-defined research question while a project creates a *solution* to an important, well-defined problem.

Some project examples could include:

- A business plan for a company or other entity the student works for/with
- A grant application for a non-profit entity, complete with literature review
- A training plan for an athletic team, with scientific rationale to support the design, and pre/post-testing to determine efficacy
- A research project where data are collected on behalf of an organization or product testing, or where the student assists a Kinesiology faculty member
- Narrative or systematic literature reviews
- Producing videos explaining equipment standard operating procedures for the Kinesiology department
- Running Kinesiology department (or other entities) social media content

Under the direction of the committee, the candidate completes his/her project, produces a document/final product, and files it with the CSUSM Library. The student is responsible for meeting the published University deadlines.

The format of the project is determined by the faculty advisor (see guidelines below) and the submitted project must comply with CSUSM Library standards (see the Master's Thesis, Project or Dissertation: Submission Guide at CSUSM Library website). The final project must be publicly presented and defended to the Project Committee, and the final submitted project must incorporate any recommended changes from the committee.

ORAL DEFENSE

The oral defense assesses the ability of the candidate to communicate the rationale, findings, and implications of their project. The candidate should be prepared to answer questions related to the purpose and design of the project, the laboratory, statistical, and/or other procedures utilized, the results of the project, and implications and applications to the discipline.

POLICIES

1. Students are required to be enrolled in KINE 699 or KINE 698 during any period in which University resources, including the library, a department laboratory or laboratory equipment, and/or the advisor's time, are utilized.

2. Enrollment in KINE 699 or KINE 698 is in 3-unit blocks. The student must be enrolled in the regular spring semester in which the degree is completed. If the student has not completed the thesis when taking KINE 699, the student will receive an NC or RP grade and must re-enroll in KINE 699 until the project is complete.

3. Students may work on their Project during break periods with approval from their Faculty Advisor.

4. Students are required to provide the final version of their Project at least two weeks before the Project defense.

5. Grading - The grade Report in Progress (RP) is assigned for KINE 699 until such time as the entire project has been completed and has received University approval. In the semester in which the project is being completed, the final grade is not recorded on the student's permanent record until the Project has been submitted, ready for uploading, to the Office of Graduate Studies.

6. After project completion, the RP grade must be converted to credit immediately. ***It is the student's responsibility to notify faculty to make the appropriate grade changes.***

7. Students should check with their thesis advisor if no embargo, a 1-year term embargo, or 3-year term embargo is requested prior to uploading the thesis. An example of a project requiring an embargo might be in cases where proprietary information or intellectual property is included.

PROCEDURES

1. The student is responsible for scheduling a date and time for a defense. All faculty members who have agreed to serve on the committee must participate in the defense. The student is responsible for finding a time when all committee members can meet. The Graduate Coordinator must also be informed of the time and place. Therefore, the defense should be planned many weeks in advance.

2. The defense is open to the public, and students are encouraged to invite other students, family members, and members of the community.

3. The student should begin to draft the project during data collection and analysis. Writing the project will likely require several drafts, reviewed by the project advisor. When approved by the advisor, a draft can be sent to the committee.

4. The finished project should be sent to the entire committee at least two weeks prior to the date for the defense.

5. The defense is intended to disseminate the rationale, findings and implications of the project, to reveal any remaining questions, and to solicit feedback on the document. Committee members will pose questions and suggestions, and the candidate should understand that the thesis may need modification to address any issues or concerns raised.

6. The advisor shall conduct the defense and assure that all recommendations from the committee are incorporated into the final project. A preferred structure for the defense is:
   a) The advisor introduces the candidate.
   b) The candidate makes a 15–20-minute presentation of the results and conclusions.
   c) The advisor determines the format of the question/answer session. Everyone present shall be given the opportunity to ask questions and/or to raise relevant issues or problems.
   d) The maximum duration of the defense is 2 hours.
   e) The student will be directed to incorporate any agreed-upon changes into the project.

7. Committee members need not be physically present for the defense, but can participate remotely (e.g., conference call, Skype, etc.).

8. A repeated project defense may be necessary if the committee decides that the project work is not of sufficient quality.

9. Upon approval of the project, the advisor will notify the Graduate Coordinator. The committee and project advisor will then sign the Signature Page that will be routed electronically.

10. A student's project is approved when approved and signed by a majority of the project committee (e.g., at least two members). The student's advisor must be one of the members to approve and sign the project Signature Page. It is expected that most projects will be signed by all committee members.

11. Project formatting requirements will generally follow those of the thesis (prior section), with specific details determined by the student and their committee.

DEADLINES AND RECOMMENDED SCHEDULE

Completing rigorous coursework, data collection and analysis, and a written Thesis or Project within two years requires substantial commitment and organization. It is the student's responsibility to meet required deadlines and maintain progress in the program.

Each semester should involve the completion of at least one required document (proposal outline, thesis/project proposal, thesis/project draft, completed thesis/project) and submission of the document to the advisor and committee. A normative schedule is:

SEMESTER 1

1. Request that your Faculty Mentor serve as an advisor. (Advisor assumes thesis and project advising responsibilities.)
2. With advisor's assistance, determine specific thesis/project topic.
3. Constitute thesis (3 members minimum, including Faculty Advisor) or project committee (2 member minimum, including Faculty Advisor)
4. Develop proposal outline.
5. Send out completed and approved proposal outline to committee members.
6. Obtain training, certification, and ethical approval sufficient for working with human or animal subjects (e.g. IRB training and application submission, CITI training, etc.).

SEMESTER 2

7. Based on feedback from Committee, develop narrative thesis/project proposal.
8. Schedule committee meeting for proposal defense.
9. Send out completed and approved proposal to committee members.
10. Successfully defend thesis/project proposal.
11. Revise thesis/project proposal based on feedback during defense.
12. As appropriate, submit proposed research to the Office of Graduate and Research Studies for Institutional Review Board approval, or Institutional Animal Care and Use Committee approval.

SEMESTER 3

13. Collect and analyze data
14. Complete outline and first draft of thesis/project
15. Submit first draft of thesis/project to Advisor

SEMESTER 4

16. Revise thesis/project with Advisor.
17. Send out completed thesis to committee members.
18. Based on feedback from Committee, revise thesis/project.
19. Schedule thesis/project defense (see Office of Graduate Studies for specific deadlines).
20. Send out completed and approved thesis/project to committee members.
21. Successfully defend thesis/project.
22. Revise thesis/project based on feedback during defense.
23. Obtain committee signatures on thesis/project approval page and complete the CSUSM Graduate Studies signature process.
24. After your committee has signed your approval page, follow the instructions on the Library Thesis/Project Submission Guide to send your thesis to the library: https://libguides.csusm.edu/thesis_info

Graduation and Commencement

To graduate in any given semester (fall, spring or summer), the thesis must be defended and filed with the library by deadlines posted for that semester. The thesis/project submission deadline is always the last Thursday of the semester at NOON. (Generally, early May, early August, and early December.) If you anticipate graduating that semester, you must meet the thesis/project submission deadline.

The student should apply to graduate with the University in the term they expect to complete their degree requirements. The Registration Calendar each semester specifies the filing date. To apply for graduation, log in to the Student Center and locate the Apply for Graduation field. Follow the prompts and select the appropriate term for graduation. If a student does not graduate during the semester they applied, the student will need to cancel the application and reapply for the appropriate semester. It is the responsibility of the student to meet with their thesis advisor early enough to ensure they have completed all of the coursework and thesis requirements before applying to graduate.

Commencement, the major walking and hooding ceremony, currently only occurs in May. While there may be a small ceremony for fall graduates, the May ceremony is the large, University-wide program. We strongly advise, and some thesis advisors may require, students to have actually filed their theses before walking.

UNIVERSITY RESOURCES

Library

The library is a major resource for graduate level study. The library now has over 250,000 books and bound periodicals, 800 print journals, access to 11,000 electronic journals and 100 research databases. Electronic search, CD-ROM, interlibrary loan, and media services are available. For more information, call the CSUSM Library at (760) 750-4340 or consult them at https://biblio.csusm.edu/.

Media Library

The media library is located provides access to the collection of non-print materials including video tapes, DVDs, spoken and musical audio tapes, CDs, and slides. A complete listing is available through the Library catalog. Individual listening and viewing facilities are available. For information about the media library, visit the website: https://biblio.csusm.edu/media-library

Institutional Review Board (IRB)

The university's Institutional Review Board (IRB) is concerned with the protection of the rights and welfare of human subjects participating in research conducted by CSUSM faculty, staff, or students. The IRB is a campus-wide committee charged with the review of research involving human participants to assure that the rights and welfare of human participants are adequately protected. Please consult the CSUSM website for current IRB information.

Financial Aid

Several sources of financial aid are available to graduate students in addition to teaching assistantships. Students are responsible for identifying other sources of aid, and may wish to consult with the University's Office of Financial Aid. For more information, please contact the CSUSM Financial Aid Office at (760) 750-4850 or consult them at www.csusm.edu/finaid.

Graduate Research Dissemination Fund

The Graduate Research Dissemination Fund provides financial assistance to help graduate students present their research completed at CSUSM. Appropriate activities include support for travel to a conference at which a student's paper or poster has been accepted, page charges for publication of a research paper, and other activities designed to help disseminate the results of student work.

- Funds are distributed on a first-come, first-served basis, until funds for the current year run out
- Students may only receive one award
- Potential sources of other support will influence the size of the award
- Group projects as well as individual projects may be funded

Interested students may get the application form from the Office of Graduate Studies, CRA 5210. For further information, contact the Office of Graduate Studies and Research (x 4066) or consult them at https://www.csusm.edu/research/student/travel.html.

Center for Training, Research, & Educational Excellence (CTREE) Program

The federal government has determined that Hispanic/Latinos, African Americans, Native Americans, and Pacific Islanders are severely underrepresented in the biomedical research workforce of the United States. The RISE Graduate Program provides support for living expenses of $15,000 for RISE Graduate Scholars (additional years of participation in the program include a modest increase in this award) and pays tuition and fees. The RISE Graduate Program will also provide some support for graduate students to defray research expenses in the laboratory where the students will conduct their research, and fund travel expenses to a national scientific research symposium. The CSUSM Bridges to the Doctorate Program is available for students who plan to obtain a PhD after completion of their master's degree. Details can be found at the CTREE website (https://www.csusm.edu/ctree/index.html) or you can contact Dr. Richard Armenta directly at rarmenta@csusm.edu.

Office of Graduate Studies and Research

The mission of the Office of Graduate Studies and Research is to support faculty and students to foster and sustain an environment of academic excellence through a strong commitment to promote graduate education, research, creative activity, and collaborative initiatives, such as centers, institutes, and faculty-student research. For more information, please contact them at (760) 750-4066 or consult them at www.csusm.edu/gsr.

CEHHS Student Services

CEHHS-SS provides advising and support services to undergraduate, postbaccalaureate and graduate students within the College of Education, Health and Human Services programs. CEHHS Student Services aspires to be recognized as providing exemplary services and programming using progressive, data-driven, holistic, and student-centered approaches. For more information, please contact the at (760) 750-4277 or consult them at http://www.csusm.edu/cehhs/studentservices/index.html.

Guideline for Advising Relationships Between Faculty and Graduate Students
California State University, San Marcos
Master of Science in Kinesiology

Success and excellence in graduate education depend upon a successful relationship between students and their faculty advisor. It also depends upon the professional and ethical conduct of all members of our community. These guidelines focus on the professional academic relationship between faculty advisors and graduate students. Although advisors and students may vary in their expectations, these guidelines serve as a foundation for a successful relationship and allow for advisors and students to have conversations about their expectations before potential issues arise. In making expectations explicit, faculty advisors and students gain a shared understanding of each other's commitment to best practices that establish clear communication within faculty-student advising relationships. We also encourage all students and advisors to complete the student advisor expectations scale, provided as an appendix. The advisor and student should complete the scale separately and then schedule a meeting to discuss their ratings.

Expectations of Graduate Students

Graduate students have the primary responsibility for successful completion of their degree and should be committed to their graduate education. A graduate student is expected to maintain a high level of professionalism, self-motivation, engagement, excellence, scholarly curiosity, and ethical standards.

Graduate students should understand their faculty advisor's central role, as well as constraints on their advisor's time. This includes:

1. Recognizing that faculty advisors provide the intellectual environment in which students learn and conduct research.
2. Recognizing that faculty advisors are responsible for monitoring the accuracy, validity, and integrity of the student's academic work, and, in the case of research, ensuring that the contributions of all participants are properly acknowledged in publications.
3. Consulting with their advisors before attempting to publish results of work done under the advisor's direction and/or in the advisor's studio or laboratory, as the quality reflects on students, faculty advisors, and California State University San Marcos.
4. Being aware of time constraints and other demands imposed on faculty members and staff and utilizing time with their advisors in a productive manner.
5. Taking the initiative to arrange meetings or communicate via other mechanisms with faculty advisors as often as necessary to keep the advisors informed of any factors that might affect their academic progress, including research or time to degree.
6. Consulting with the advisors to resolve any problems in working relationships, seeking guidance from other faculty or staff as needed.

Graduate students should take primary responsibility for informing themselves about policies, requirements, and practices that affect their financial support, degree and course requirements, research activities, and conflict resolution. This may involve:

1. Consulting university guidelines for graduate students (https://www.csusm.edu/gradstudies/current/graduatestudieshandbook/2425graduatehandbook.pdf) and departmental guidelines for graduate students.

2. Fulfilling requirements and adhering to policies, seeking clarification from faculty advisors and staff and the graduate coordinator if they are uncertain about the precise meaning or application of a particular regulation or policy.

Graduate students should maintain high professional standards in all aspects of their work. This includes:

1. Observing the University's policies on academic integrity and the responsible conduct of research, which apply to students, faculty, and staff in all disciplines (https://www.csusm.edu/gsr/irb/index.html).
2. Maintaining integrity in taking examinations, creating original works and, for those doing research, in collecting, analyzing, presenting, and disseminating research findings (https://www.csusm.edu/policies/active/documents/academic_honesty_policy.html).
3. Taking special care to preserve the data collected during experiments/research (with precise identification of sources) in order to avoid future confusion or disputes about access or ownership.
4. Acknowledging the contributions of faculty advisors and other members of the research team to student's work in all publications and conference presentations, and acknowledging sources of financial support, if applicable.
5. Maintaining confidentiality of faculty advisor's professional activities, including research, creation of original works and other creative endeavors, in accordance with existing practices and policies of the discipline.
6. Informing faculty advisors of conflicts in a timely manner and working towards a clear resolution.
7. Interacting with students, staff, and faculty colleagues in a professional manner to create a respectful and inclusive environment.

To meet these expectations:

1. A graduate student should meet regularly (at a minimum monthly; ideally biweekly) with their research advisor and provide updates on the progress and results of ongoing research.
2. A graduate student should be knowledgeable of the policies and requirements of the graduate program and of the university as a whole. The student should strive to meet these requirements in a timely manner.
3. A graduate student should work with the research advisor to develop a thesis or project. This will include establishing a timeline for each phase of the work and meeting established deadlines.
4. A graduate student should work with their research advisor to establish a clear understanding of intellectual property issues and data ownership prior to conducting research. A written agreement may be appropriate in certain cases.
5. A graduate student should work with the research advisor to select a thesis or project committee. The student should meet with this committee regularly (every few months or more frequently, according to program guidelines) and be responsive to the advice and constructive criticism from the committee.
6. A graduate student should discuss policies on authorship and attendance at professional meetings with the research advisor and when appropriate, work with the advisor to submit all relevant research results that are ready for publication in a timely manner.
7. A graduate student should attend and participate in meetings, seminars, and journal clubs that are part of their educational program and department.
8. A graduate student should contribute to maintaining a research environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.

9. A graduate student should participate in the institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting research.
10. A graduate student should discuss expected work hours and vacation time with their research advisor. The student should consult with the advisor in advance of planned absences.
11. A graduate student should avail themselves of all resources for guidance in their graduate career, including the research advisor, the graduate coordinator, career counseling services, thesis committee, and any other mentors.

Expectations of Research Advisors

Research advisors serve as intellectual advisors and professional mentors to their graduate students by helping students develop academic and professional skills expected in the discipline and by guiding students to design academic or research experiences that build on their interests and strengths. It is important for research advisors to understand the student's role in the program and in their research, and to provide a supportive environment for students. Research advisors should not view their graduate students solely as a means to increase their own research productivity. Rather, the research advisor should expect to invest at least as much time and energy into developing their students into professionals, as their graduate students contribute to advancing their mentor's research agenda.

Research advisors should support their students by:

1. Encouraging and modeling dedication to high quality teaching, mentoring, and research.
2. Encouraging collaboration that, where appropriate, entails the sharing of authorship or presentation of research findings at conferences.
3. Encouraging students to be open about any problems in their work relationships, including with an advisor, and actively helping to resolve those problems.
4. Being aware of and directing students to University resources to support students through challenges.
5. Providing students with timely, regular, and constructive feedback on their progress, especially if student's lack of progress may prevent them from obtaining the desired degree.
6. Ensuring students research can be completed in a timely manner.
7. Encouraging students to publish and present their research findings, however, this is not a requirement for graduation.
8. Recognizing that not all students will publish or present their research findings

Research advisors should understand the academic and non-academic policies that pertain to graduate students, including:

1. Helping students understand the degree program's requirements and timely progress to degree, such as coursework, research, and thesis requirements.
2. Discussing authorship policies in advance of entering into collaborative projects.
3. Informing students of their responsibility to comply with all University policies including Intellectual Property, Responsible Conduct of Research, Human Research Protection, Sexual Harassment Prevention, Sexual Assault Prevention, and the Honor Code.
4. Preparing students to be competitive for future employment, by:
    a. Promoting free inquiry and free exchange of ideas and critical thinking, while abiding by policies on confidentiality of research.

   b. Acknowledging student contributions to research presented at conferences and in professional publications.
   c. Encouraging graduate students to participate in professional meetings, perform or display their work in public settings, and publish the results of their research.
   d. Providing a realistic view of the job market and career options, including what is needed to succeed in student's career of choice or pointing students to resources that provide that information.
5. Encouraging students to acquire the professional skills necessary to make an impact in a rapidly changing world.

Research advisors should maintain a high level of professionalism, including:

1. Abiding by CSUSM policies that set parameters on the nature of faculty-student relationships as well as policies on professional conflict of commitment and interests.
2. Never impeding graduate student's progress toward the degree or toward employment in order to benefit from student's proficiency as a research assistant.
3. Interacting with students, staff, and faculty colleagues in a professional manner and by promoting a respectful and inclusive workplace.
4. Speaking with students, faculty, and staff in a respectful manner and avoiding making negative comments or acting aggressively towards students, faculty, or staff.

To meet these expectations:

1. The research advisor should be committed first and foremost to the education and training of the graduate student as a future member of the research and/or professional community.
2. The research advisor should meet one-on-one with the student on a regular basis. The advisor should provide timely feedback on the student's work to facilitate ongoing progress on their research and thesis.
3. The research advisor should be knowledgeable of the requirements and deadlines of his/her graduate program as well as those of the institution. The research advisor should guide the student in these areas to ensure academic and professional success.
4. The research advisor should help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project.
5. The research advisor should help a graduate student select a thesis committee. The advisor should assure that the committee reviews the graduate student's progress on a regular basis.
6. The research advisor should discuss authorship and intellectual property/data ownership policies regarding papers with the graduate student. The advisor should acknowledge the graduate student's contributions and work with the graduate student to present and publish his/her work.
7. The research advisor should encourage the graduate student to attend scientific and professional meetings and make an effort to secure and facilitate funding for such activities.
8. The research advisor should provide an environment for his/her graduate students that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
9. The research advisor should not require the graduate student to perform tasks unrelated to his/her academic and professional development.
10. The research advisor should provide career advice and assist in finding a position for the graduate student following his/her graduation. The advisor should provide honest letters of recommendation and be accessible for advice and feedback on career goals.
11. The research advisor should lead by example and facilitate the training of the graduate student in complementary skills needed for success, such as oral and written

communication, grant writing, lab management, animal and human research policies, ethical conduct of research, and scholarly professionalism. The advisor should encourage the student to seek opportunities in teaching, if not required by the student's program.

Expectations of the Kinesiology Department

Departments should:

1. Create an intellectual community where students, faculty, and staff can thrive in pursuit of academic excellence.
2. Introduce new graduate students to the policies, practices, and resources of the department and the University through an orientation or advising session and follow up as needed to ensure students' understanding.
3. Provide students with written documentation of departmental policies, degree requirements, and timelines.
4. Designate one or more members of the faculty as resources to help graduate students and faculty resolve conflicts: the department chair, the director of graduate studies, or a designated departmental resource person.
5. Resolve problems within the program and quickly if possible. When necessary, the department will consult with Dean's office staff, the office of graduate studies, and/or the University Ombuds.

These guidelines are adapted from "Guidelines for Advising Relationships between Facility and Graduate Students. Stanford University. Office of Vice Provost for Graduate Education. Originally published 1995-96; Revised 2009, 2016. "Compact Between Biomedical Graduate Students and Their Research Advisors," Association of American Medical Colleges

CLASSIFIED GRADUATE STATUS

Definition

A student receives **classified status** when he or she is officially admitted to the graduate program in Kinesiology. So that students may begin to take graduate courses prior to meeting all of the requirements for program entry, the University provides a grace period, during which the student is considered to be **conditionally classified**.

This grace period extends only through the completion of 12 units of graduate coursework. In other words, **all requirements for classification must be met prior to the completion of more than 12 units of graduate coursework**. **It is the *student's responsibility* to notify the department Graduate Coordinator and advisor when all requirements for classification have been met.** Becoming "classified" requires submission of a University form to the Graduate Studies Office which has been signed by the Graduate Coordinator.

Classification Requirements

Students must be admitted to classified status prior to completion of more than 12 units of graduate coursework. Admission to classified graduate status in the program requires:

1. Undergraduate degree in Kinesiology or a related field, or completion of department course prerequisite requirements. In satisfying the course prerequisite requirements, each course must be completed with a grade of "B" or higher.
2. For students with overall undergraduate GPA below a 3.0, a score at or above the 50th percentile on at least one of the three sections of the Graduate Record Examination (GRE).
3. Submission of Request for Classification form approved by the Department Graduate Coordinator.

In addition to maintaining an overall grade point average of 3.0 or higher in all courses taken towards the Master's degree, students must complete KINE 503 (Advanced Statistical Analysis) or KINE 502 (Research Methods) with a grade of "B" or higher in each.

FAILURE TO MEET ALL CLASSIFICATION REQUIREMENTS RESULTS IN AN INABILITY TO REGISTER FOR THESIS/PROJECT UNITS, AND POTENTIAL DISMISSAL FROM THE PROGRAM.

MASTER'S DEGREE PROGRESS

Entering the Program
(completed during the first semester)

	Complete?
1. Receive admission to the University from the Office of Admissions and Records.	
2. Receive classified or conditionally classified status from the department and be assigned to a Faculty Advisor (if applicable).	
3. When conditions for classified status are met, notify the Graduate Coordinator to change status. Only 12 units may be accumulated toward the degree prior to classification (if applicable).	
4. Obtain appropriate human or vertebrate animal certifications.	

Thesis/Project Proposal
(completed during second semester – no later than the third semester).

	Complete?
1. Request that your Faculty Mentor serve as thesis advisor (Advisor assumes thesis advising responsibilities.)	
2. With advisor's assistance, determine specific thesis/project topic.	
3. Constitute thesis/project committee (2 to 3 member minimum, including Advisor)	
4. Develop proposal outline.	
5. Send out completed and approved proposal outline to committee members.	
6. Based on feedback from Committee, develop narrative thesis/project proposal.	
7. Schedule committee meeting for proposal defense.	
8. Send out completed and approved proposal to committee members.	
9. Successfully defend thesis/project proposal.	
10. Revise thesis/project proposal based on feedback during defense.	
11. As appropriate, submit proposed research to the Office of Graduate and Research Studies for Institutional Review Board approval, or Institutional Animal Care and Use Committee approval.	

Thesis/Project
(completed during year 2).

	Complete?
1. Collect and analyze data	
2. Complete first draft of thesis/project	
3. Submit first draft of thesis/project to Advisor	
4. Revise thesis/project with Advisor	
5. Send out completed thesis/project to committee members.	
6. Based on feedback from Committee, revise thesis/project.	
7. Schedule thesis/project defense (see Office of Graduate Studies and Research for specific deadlines).	
8. Send out completed and approved thesis/project to committee members.	
9. Successfully defend thesis/project.	
10. Revise thesis/project based on feedback during defense.	
12. Obtain committee signatures on thesis/project approval page and complete the CSUSM Graduate Studies signature process.	
13. Submit thesis/project online to Graduate Studies and Library.	

* Enrollment in KINE 698/699 is normally in blocks of 3 units and shall not exceed 6 units total. Students must take KINE 502/503 and complete thesis proposal prior to enrolling in KINE 698/699.



CSUSM KINESIOLOGY MASTERS PROGRAM

SELECTION OF ADVISOR

I, _____, agree to serve as Advisor for the MS program of

_____.

_____ _____

Signature **date**

CSUSM KINESIOLOGY MASTERS PROGRAM

CULMINATING EXPERIENCE COMMITTEE MEMBERSHIP

I agree to serve as a committee member for _____.

Select ONE: _____ Thesis _____ Project

Committee Member Name	**Signature**	**Date**
Advisor:		

I agree to a committee composed of the individuals listed above.

Student Signature _____

Print Name _____ Date _____

CSUSM KINESIOLOGY MASTERS PROGRAM

FORMAT GUIDELINES FOR THE THESIS/PROJECT

Signature Page

The Signature Page is the first page of the thesis or project. This page also functions as the title page of the thesis/project.

Thesis/Project Abstract

Abstracts must be double-spaced and are limited to a single page with margins as described below. This page bears the heading “Abstract.”

Margins

The following (minimum) margins must be used throughout the manuscript:

Left margin: 1.5” Right margin: 1.25” Top margin:

- Page numbers: 1” FROM TOP-RIGHT CORNER

- Text: 1.25” minimum, 1.5” maximum Bottom margin: 1.25” minimum, 1.5” maximum.

Every effort should be made to use a reduced version (copy reduction) of oversized material. Letters and numbers, however, must be legible. Some material may fit within the required oversized margins by turning the material 90 degrees.

Material that cannot fit feasibly within regular or oversized margin requirements may be placed on 11” x 17” paper. Page numbers must be placed in the upper right corner in the same position as the rest of the text. These pages are NOT to be folded prior to submittal. The bindery will fold them as appropriate.

Style and Fonts

Recognizing that there are variations of acceptable styles and fonts used by different academic disciplines, the University allows discretion in the use of styles and fonts according to the professional standards of the discipline. Master’s candidates must check with their thesis/project advisors or their graduate program directors/coordinators for further information regarding thesis/project formatting and the citing of sources.

GRADUATE COMMITTEE

Purpose

The purpose of the department Graduate Committee is to govern policies and procedures of the graduate program and to serve as the first line of approval for all changes in graduate curriculum.

Committee Structure

The committee shall consist of the department Graduate Coordinator, who shall serve as committee chair, and all faculty actively engaged in graduate-level teaching and/or thesis supervision. The Department Chair shall serve as an *ex officio* member of the committee.

Responsibilities

1. Develop and implement strategies for maintaining and improving the quality of the graduate program.

2. Set departmental policies for graduate student admission and retention.

3. Approve all proposed changes or modifications of existing policy pertaining to graduate students.

4. Promote quality control of theses and projects.

5. Screen and make recommendations for the selection of Graduate Assistants.

6. Assist the Graduate Coordinator with preparations for external reviews of the graduate program.

7. Serve as consultants to the Graduate Coordinator regarding processing and retention of graduate students when circumstances are atypical.

8. Periodically review the graduate level course offerings.

9. Develop strategies to promote scholarship among graduate students.

10. Review scheduling procedures for graduate courses and make recommendations to the department scheduling coordinator.

GRADUATE COORDINATOR

Appointment

The department Graduate Coordinator is appointed by the Department Chair to direct and oversee the department's Graduate Program.

Responsibilities

1. Coordinates all graduate course scheduling.

2. Assists with preliminary advising for students entering the Master's Program.

3. Assists with advising graduate students on appropriate procedures for filing required University paperwork and running Degree Progress Reports.

4. Assists with responding to written and telephone inquiries regarding the Graduate Program.

5. Coordinates the implementation of department and University policies related to graduate education.

6. Serves as department liaison to the school and University on issues related to the graduate program.

7. Serves as chair of the department Graduate Committee.

8. Assumes the primary responsibility for compilation of graduate program review materials.

9. Assumes the primary responsibility for updating graduate program literature and advertising materials and for their appropriate distribution to students and others.

10. Makes recommendations to the chair on all Teaching Assistant appointments in consultation with the Graduate Committee.

11. Maintains all appropriate records on graduate students.

Student-Advisor Expectation Scales

Read each of pair of statements describing end points on a continuum. Estimate your position and mark it on the scale. For example, if you believe very strongly that it is the advisor's responsibility to select a research topic for the student, on scale #1 you should circle '1'. If you think that both the advisor and student should be equally involved, circle '3'.

Course of Study & Thesis Planning			
1.	The advisor should suggest and approve which courses the student takes.	**1 2 3 4 5**	Students should solely determine which courses they take.
2.	It is the advisor's responsibility to select a promising thesis research topic.	**1 2 3 4 5**	The student is solely responsible for selecting the thesis topic.
3.	The advisor should select the other members of the thesis committee.	**1 2 3 4 5**	The student should select the members of the thesis committee.
Contact & Involvement			
4.	The advisor should determine when to meet with the student.	**1 2 3 4 5**	The student should decide when to meet with the advisor.
5.	Faculty-student relationships are purely professional and personal matters are not appropriate.	**1 2 3 4 5**	Close personal relationships are essential for successful advising.
6.	The advisor should check regularly that the student is working consistently and on task.	**1 2 3 4 5**	Students should work independently without having to account for how they spend their time.
7.	The advisor should be the first place to turn when the student has problems with the research project.	**1 2 3 4 5**	Students should try to resolve problems on their own, including seeking input from others, before bringing a research problem to the advisor.
8.	The advisor is responsible for providing emotional support and encouragement to the student.	**1 2 3 4 5**	Emotional support and encouragement are not the responsibility of the advisor – students should look elsewhere.
The Thesis			
9.	The advisor should insist on seeing all drafts of work to ensure that the student is on the right track.	**1 2 3 4 5**	Students should submit drafts of work only when they want input and feedback from the advisor.
10.	The advisor should assist in the writing of the thesis if necessary.	**1 2 3 4 5**	The writing of the thesis should only ever be the student's own work.
11.	The advisor should determine when and where to present or publish the research.	**1 2 3 4 5**	The student should decide when and where to present or publish the research.
12.	The advisor should decide when the thesis is ready to be defended and submitted.	**1 2 3 4 5**	The student should decide when the thesis is ready to be defended and submitted.
13.	The advisor has direct responsibility for the quality of the thesis.	**1 2 3 4 5**	The student bears sole responsibility for the quality of the thesis.
Support			
15.	The advisor is responsible for introducing the student to others in the field, especially at conferences.	**1 2 3 4 5**	Students are responsible for building their networks in the field.
16.	The advisor is responsible for providing career advice and preparation to the student.	**1 2 3 4 5**	Career advice and preparation are not the responsibility of the advisor – students should look elsewhere.

Original from Ingrid Moses, 1985, Higher Education Research and Development Society of Australasia. Adapted by Margaret Kiley and Kate Cadman, 1997, Centre for Learning & Teaching, Univ. of Technology, Sydney. Further adapted by Chris M. Golde, 2010, Stanford University.