#  GRADUATE PROGRAM PHILOSOPHY

## Mission

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

1. To provide opportunities for advanced study in Kinesiology, leading to enhanced expertise in the student's area of professional endeavor and/or preparation for further graduate work.

1. To provide experience in planning and conducting a research or professional project.

## Goals

The Goals of the Master’s Degree Program in Kinesiology are to:

1. Conduct research, and other scholarly and creative activity, to build and enhance the body of knowledge in Kinesiology.

1. Enhance the scholarly and professional development of our graduate students.

1. Enrich the research and other scholarly and creative efforts through mentoring and collaborative experiences with colleagues in the Department, College, and University.

1. Apply research, student projects, and other scholarly and creative activity in service to the community where appropriate.

## Student Learning Outcomes

After successful completion of the Master's Degree Program, the student will be able to:

1. Demonstrate a comprehensive and theoretical understanding of Kinesiology through oral and written expression.

1. Synthesize and apply theoretical concepts from the Kinesiology research literature to the student's chosen area of study.

1. Conceptualize, plan and conduct a scholarly research or professional project based on a review of appropriate literature and utilizing appropriate methodologies.

**ADMISSION TO THE GRADUATE PROGRAM IN KINESIOLOGY**

# Application for Admission

##  University

Refer to the current CSUN catalog for procedures. Application forms are obtained from and returned to the University Office of Admissions and Records, although the preferred method is online through Cal State Apply. Transcripts are required from all schools attended during the applicant’s undergraduate studies. Please visit <https://www.csun.edu/grip/graduatestudies/>for further application information.

##  Department

Department applications are submitted through College Net <https://www.applyweb.com/cgi-bin/app?s=csun>. The Office of Admissions and Records reviews application materials and then forwards them to the department Graduate Coordinator. The Graduate Coordinator, in conjunction with the Graduate Admissions Committee, reviews the application and recommends either classified or conditionally classified status, or denial of admission, to the Graduate Studies Office. The department will then send a letter notifying the student as to his or her admission status and identifying an academic advisor. A copy of this letter is sent to the student's advisor.

# Admission Requirements

##  University

1. A minimum overall undergraduate grade point average (GPA) of 2.5 in the last 60 semester units or 90 quarter units attempted is required for admission to the University.

1. For students with an overall undergraduate GPA between 2.5 and 2.99, Graduate Record Examination (General section only) scores are no longer required.

##  Department

The department actively seeks graduate students of the highest academic caliber. In addition to University requirements, the Department of Kinesiology requires:

1. Grade point average (GPA) of 2.75 in the last 60 units of undergraduate work (with a 3.0 GPA preferred).

2. Submission of the following items through **on or before February 1 (for fall admission) and on or before October 1 (for spring admission) for priority consideration via College Net**  [https://www.applyweb.com/cgi-bin/app?s=csun](https://urldefense.proofpoint.com/v2/url?u=https-3A__forms.demo.applyweb.com_cgi-2Dbin_app-3Fs-3Dcsun&d=AwMBAg&c=Oo8bPJf7k7r_cPTz1JF7vEiFxvFRfQtp-j14fFwh71U&r=dTsQVnUqeS76P1mrOUXcpWyxulMsfs_PGHEXPVPpPlQ&m=9uTNKeY-xibzrRVgg4-SGR0WoUAiXarfhiXbtnQdIlg&s=V9PqeuqYnEVeFo2I8yYRSs8X8vIruFIEa6uxrff-9wk&e=" \t "_blank)

 a. Three letters of recommendation, which should assess the applicant's potential for success in a graduate program.  Each letter will be uploaded by the recommender and should be on letterhead.

b. Statement of Intent discussing the applicant's interests and goals as they relate to a graduate degree in Kinesiology, including the subdiscipline of Kinesiology in which the applicant would like to study (Adapted Physical Activity, Biomechanics, Dance, Exercise Physiology, Motor Behavior, Physical Education, Sport and Performance Studies, and Strength and Conditioning), as well as the name of a potential faculty mentor.

c.  GRE scores, if available.  GRE scores are recommended, but not required. If not included in the **College Net application**, a copy of the applicant's GRE scores can be forwarded to the department and the university when the scores are received by the student.

d.  Completed Student/Advisor expectations form (see below).

e.  Evidence of completed prerequisite courses (if applicable). Students with an undergraduate degree in a field unrelated to Kinesiology must have taken anatomy, physiology and statistics, as well as 2 of the six listed core classes in the program prior to applying to the CSUN Kinesiology MS program.

4*.*Online application to CSUN, available at Cal State Apply.  Students are encouraged to apply to CSUN online.  Please visit the graduate admissions page at <http://www.csun.edu/anr/applygradmstrs.html>  for admissions calendars, requirements, and the link to Cal State Apply.

Otherwise, please send a hardcopy of your application directly to the Office of Admissions and Records at CSUN.  To ensure a timely review of your file, please submit your official transcripts as soon as possible, and follow the directions found on the "I have applied" page for graduate students [http://www.csun.edu/anr/appliedgrad.htmlLinks to an external site.](http://www.csun.edu/admissions-records/apply-graduate-student#after).

All transcripts, preliminary and final, must be**official** (received in sealed, unopened envelopes). Ask your previous schools to send your official transcripts directly to the CSUN Office of Admissions and Records (NOT the Department of Kinesiology). In some cases, transcripts may be sent to CSUN electronically. Check with your previous school.

**Send official transcripts to:**
**CSUN - Office of Admissions and Records**
**18111 Nordhoff Street**
**Northridge, CA 91330-8207**

**Our Departmental application priority deadline is February 1 for fall admission.  Our priority deadline for the Departmental receipt of application materials for spring admission is October 1. We do not provide templates for letters of recommendation or statements of intent.**

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***WE DO NOT EVALUATE INCOMPLETE APPLICATIONS****.*All completed Departmental Applications submitted through College Net at  [https://www.applyweb.com/cgi-bin/app?s=csun (Links to an external site.)](https://urldefense.proofpoint.com/v2/url?u=https-3A__forms.demo.applyweb.com_cgi-2Dbin_app-3Fs-3Dcsun&d=AwMBAg&c=Oo8bPJf7k7r_cPTz1JF7vEiFxvFRfQtp-j14fFwh71U&r=dTsQVnUqeS76P1mrOUXcpWyxulMsfs_PGHEXPVPpPlQ&m=9uTNKeY-xibzrRVgg4-SGR0WoUAiXarfhiXbtnQdIlg&s=V9PqeuqYnEVeFo2I8yYRSs8X8vIruFIEa6uxrff-9wk&e=) *should include* 3 letters of recommendation (uploaded by the recommender, see above for requirements), the Statement of Intent, and the Student/Advisor expectations form (see below). This application should be submitted **on or before February 1 for the fall application cycle and on or before October 1 for the spring application cycle (these dates are for priority consideration)**.

***Duplicate degrees.*** We do not admit applicants who have already completed an MS in Kinesiology (or a closely related field), as duplication of MS degrees is not allowed at CSUN. The Department of Kinesiology also does not admit applicants with terminal degrees (Ph.D., etc.) in Kinesiology or closely related fields.

For questions about the application process, please contact:
Dr. S. Victoria Jaque, Graduate Coordinator
Department of Kinesiology
California State University, Northridge
18111 Nordhoff St
Northridge, CA 91330-8287

email: KINMS@csun.edu

# ADMISSIONS POLICY FOR STUDENTS WITH OTHER MAJORS

It is expected that all students entering the Master's Program in Kinesiology will have an understanding and appreciation of the value of participation in physical activity.

 A.        For students with undergraduate degrees in Kinesiology, physical education, athletic training, and other highly related fields, no additional undergraduate coursework shall be required.

 B.        For students with undergraduate degrees in other areas, the following shall apply:

             1.         Applicants for the Kinesiology MS program must proof of completion of prerequisite course work in human anatomy, human physiology, and statistics.  The students also must complete 2 of the following 6 undergraduate courses (or their equivalents):

                        a)         Historical and Philosophical Bases of Kinesiology (KIN 305)

                        b)         Socio-psychological Aspects of Physical Activity   (KIN 306)

                        c)         Biomechanics                                                         (KIN 345)

                        d)         Physiology of Exercise                                           (KIN 346)

                        e)         Motor Learning and Control                                   (KIN 377)

                        f)          Motor Development                                                (KIN 477)

**NOTE:  Each prerequisite course must be completed with a grade of “B” or better.**

 2. Students should provide proof of completion of the prerequisites in their application packets. Applications will not be evaluated until all prerequisites have been satisfied.

3. The department Graduate Coordinator shall be responsible for evaluating the transcripts and background of each entering graduate student and determining in what area(s) the student is deficient.

# CLASSIFIED GRADUATE STATUS

## Definition

A student receives **classified status** when he or she is officially admitted to the graduate program in a given discipline, such as 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 requesting that the Graduate Coordination submit a classification form to the Graduate Studies Office.

## 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. Passing score (8 or above) on the CSUN Upper Division Writing Proficiency Examination (or another CSU UDWPE) or a score ≥3.0 on the Analytical section of the Graduate Record Examination.
3. Request for Submission of the Classification form approved by the Department Graduate Coordinator.

## FAILURE TO MEET ALL CLASSIFICATION REQUIREMENTS

**RESULTS IN AN INABILITY TO REGISTER FOR THESIS UNITS, AND POTENTIAL DISMISSAL FROM THE PROGRAM.**

## Program Requirements

A program of study is developed jointly by the **student and the advisor**, and should closely follow a plan designed to support for the student’s research interests. Successful applicants are matched with advisors/research mentors who perform research in their area of interest within Kinesiology during the admissions process. Applicants who cannot be matched with a research mentor within their area of interest will not be admitted to the program.

Students pursuing a Graduate Degree must maintain a minimum 3.0 (B) average in the formal program and the cumulative grade point average once admitted to the program. No grade below a “C” can be counted in the formal program. Any grade of “C-“ or below in the formal program must be repeated after an approved course repeat form has been filed within the first three weeks of the semester by the Graduate Coordinator. If the student does not receive a “C” or better on the 2nd attempt, the student will be disqualified from the program. A maximum of 6 units in the formal program may be repeated at the graduate level.

In addition to maintaining an overall grade point average of 3.0 or higher in all courses taken towards the Master’s degree, during the graduate program, students must complete KIN 605 (Research Methods and Design) and either KIN 610 (Quantitative Analysis of Research in Kinesiology) or KIN 612

(Qualitative Research Design) with a grade of “B” or higher in each course.

## Program Requirements

 Program requirements for all students are:

1. The program must include, with advisor approval, content area coursework to support subsequent undertaking of the research or professional project.
2. The program must include at least 24 of the 33 units of coursework at the 500/600 level.
3. The program may include no more than 6 units of thesis, no more than 6 units from another CSUN department, and no more than 9 units transferred from another institution.
4. The program may include no more than 9 units or 400/500 level coursework, completed with a grade of B or better during the last semester of undergraduate work, which were not previously counted for undergraduate credit. Application of these units to the degree is subject to admission to the University and the Department Graduate Program.

# REQUIREMENTS FOR THE M.S. DEGREE

## Policies and Procedures

1. No more than 12 units of coursework may be accumulated toward the M.S. degree prior to achieving classified status.
2. In order to maintain non-probationary status, students must maintain a minimum overall GPA of 3.0.
3. Applications for graduation must be filed with the Office of Admissions and Records a semester in advance of the anticipated graduation date.

## Elective Courses from Outside of the Department

Up to 6 units of related graduate-level coursework from another CSUN department may be counted toward the degree, **subject to the approval of the department Graduate Coordinator and the student's advisor.**

## 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 student's advisor**.

## Units Completed During an Undergraduate Program

Up to 9 units of 400 and 500 level coursework, completed with a grade of B or better during the last semester of an undergraduate program, may be counted toward the degree, provided they were not previously counted for undergraduate credit, ***subject to the approval of the department Graduate Coordinator and the student’s advisor.***

## Repeat of Courses

With *prior permission* *of the Graduate Coordinator* and/or Department Chair and Associate Vice President of Graduate Studies, Research and International Programs, a graduate student may repeat, for the purpose of improving the grade, up to 6 units of credit in which a grade of “B-“ or below or a grade of “WU,” was achieved. In these cases only the most recent grade will count. Students must request that a Course Repeat Form be submitted for approval by the ***third week*** of the semester in which the course is being repeated and show proof of enrollment at that time. Students must provide the Graduate Coordinator with a current DPR.

## Time Limit for Completion

The time limit for completion of the degree is ***7 years*** from the beginning of graduate coursework. Courses completed more than ***7 years*** prior to the completion of all degree requirements are not allowed to count toward the degree.

# OPEN UNIT ENROLLMENTS

Enrollment in KIN 696, KIN 699, and KIN 698 are normally permitted only in three unit blocks (although both KIN 696A and KIN 698A, both one unit courses, are available by special request). 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.

Consultation with a faculty advisor who will work with the student and evaluate the student's performance is necessary prior to enrollment in an open unit experience. Enrollments in KIN 696A and C, 698 A and C, and 699C also require completion of a department form (available on the KIN MS Canvas site) that identifies what the student expects to accomplish and how it will be evaluated. The form must be signed by the student, the faculty advisor on the project, and the Graduate Coordinator. The student must also submit a copy of the DPR with the permission number request for 696, 698 and 699 enrollments.

# KIN 696. Directed Graduate Research

This enrollment is designed to enable a student to assist with a research project, or for completion of thesis when not completed following the maximum of 6 units of KIN 698.

# KIN 698. Research Thesis or Professional Graduate Project

This enrollment is available strictly for work on a student's own thesis or graduate project.

**KIN 699C. Independent Study**

This enrollment consists of a project designed to meet a highly specialized graduate need. Project selected in conference with a faculty sponsor. Progress meetings are held regularly until the end of the semester.

# GRADUATE PROGRAM AREAS OF STUDY

The Department of Kinesiology offers graduate level studies in Kinesiology that isbe comprised of core and elective coursework, with elective courses that can focus in adapted physical activity, biomechanics, dance, exercise physiology, motor behavior, pedagogy in physical education, sport and performance studies, and strength and conditioning. The only degree granted by the Department, however, is the M.S. in Kinesiology. The area of academic interest is not identified either on the student's transcript or on the degree.

Students must identify an area of interest within the field of Kinesiology when they apply to the program, as it is used as a criterion to match applicants with mentors in their areas of interest. Applicants who cannot be matched with a faculty research mentor in the applicant’s area of interest will not be admitted to the program. Each student's program of coursework is planned in conjunction with a faculty advisor in the area of study. Brief descriptions of the general areas in which faculty conduct research and mentor students are included below.

# ADAPTED PHYSICAL ACTIVITY

Studies in Adapted Physical Activity at California State University, Northridge prepare future health and fitness professionals who can make significant impact on the quality of life of people dealing with disabilities and aging issues. Knowledge and techniques acquired in the program lead students to successfully develop implement and evaluate adapted physical activity programs for individuals with special needs.

For additional information pertaining to studies focused in Adapted Physical Activity, contact Dr. Taeyou Jung, ATC, CAPE 13 at (818) 677-2182, taeyou.jung@csun.edu, or Dr. Teri Todd at (818) 677-3463, teri.todd@csun.edu, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

# BIOMECHANICS

Biomechanics focuses on the area of anatomical, physiological and mechanical characteristics of human musculoskeletal tissues.

For additional information pertaining to the studies focused in biomechanics, contact Dr. Sean Flanagan (818) 677-7507, Dr. Danielle Jarvis (818) 677-5827, Dr. Shane Stecyk (818) 677-4738, Dr. Dino Vrongistinos (818) 677-7567, or Dr. William Whiting (818) 677-4917, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

# DANCE

CSUN dance is a dynamic, rapidly growing area of study –one that draws students with an interest in performance and/or pedagogy. Within the Department of Kinesiology, and in collaboration with the Music and Theatre Departments, three concerts are produced each academic year, while multiple studio performances are offered at the completion of each semester.

For additional information pertaining studies focused in dance, contact Dr. Paula Thomson at (818) 677-7575, paula.thomson@csun.edu, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

# EXERCISE PHYSIOLOGY

Studies in Exercise Physiology provide advanced studies in the acute responses and chronic adaptations to exercise. Departmental researchers study the influence of physical activity on public health, pedagogical aspects of exercise physiology, the influence of exercise on the insulin signaling cascade, autonomic responses to physical and psychological stressors, and the influences of genetics, hormones and physical activity on young adult bone mass and age-related bone loss.

For additional information pertaining to graduate studies focused in exercise physiology, contact Dr. Ivan Guillory (818) 677-6981, Dr. Steven Loy (818) 677-3220, Dr. Justin Nicoll (818) 677-7572, Dr. Ben Yaspelkis (818) 677-7509, or Dr. Victoria Jaque (818) 677-7506, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

# MOTOR BEHAVIOR

Motor Development aims to enhance your ability to view human motor behavior through a developmental lens. Because everyone moves and these movements tend to change over one’s life span, the content of this subject is relevant to you today, as well as after you graduate. In this field there is more awareness of how movement skills develop to what they are today, and the developmental trajectory by which theses skills may change as one ages.

For additional information pertaining to graduate studies in motor behavior, contact Dr. Ovande Furtado (818) 677-5968, Dr. Jacob Hinkel-Lipsker (818) 677- 4290, Dr. Rosa Angulo-Barroso (rosa.angulobarroso@csun.edu ), or Dr. Jacob Hinkel-Lipsker (Jacob.hinkellipsker@csun.edu) Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

#  PHSYICAL EDUCATION

Studies in Physical Education, Pedagogy, are designed to meet the needs of state certified teachers wishing to continue an in-depth study of physical education pedagogy including the study of teaching, teacher education, and curriculum for academic and/or professional careers in physical education pedagogy. Another emphasis is designed to provide both a theoretical and practical background for the teacher, coach, or administrator of physical education and sports programs in schools at the elementary or secondary level.

For further information pertaining to graduate studies in teaching, contact Dr. Yeonhak Jung, yeonhak.jung@csun.edu, (818) 677-4268, Dr. Terry Sweeting (818) 677-7570 or Dr. Belinda Stillwell (818) 677-3253, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

**SPORT AND PERFORMANCE STUDIES**

Studies in the field of Sport Studies are designed for students who wish to pursue a career in the world of sport, and who are interested in examining the impact of sport on society from a variety of perspectives. The program focuses on the psychological, philosophical, historical, sociological, and leadership aspects of sport. The MS in Sport Studies will prepare students for careers or advanced graduate studies (Ph.D.) in sport psychology, sport leadership, sport philosophy, or other related fields.

For additional information pertaining to graduate studies in Sport Studies, contact Dr. Chris Bolsman (818) 677-7183, Dr. Jacob Jensen (818) 677-6982, Dr. George Kioussis, (818) 677-3216, Dr. Andrew Linden, andrew.linden@csun.edu, Dr. Douglas McLaughlin (818) 677-2206, or Dr. Ashley Samson at ashley.samson@csun.edu, (818)677-5815, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

**STRENGTH and CONDITIONING**

Strength and conditioning focuses on the study of the biomechanics and physiology of physical training with the aim of understanding acute and chronic adaptations.

For additional information pertaining to the studies focused in biomechanics, contact Dr. Sean Flanagan at sean.flanagan@csun.edu, (818) 677-7507, or Dr. Paulo Marchetti at paulo.marchetti@csun.edu, (818) 677-6983, Department of Kinesiology, California State University, Northridge, CA 91330-8287. (818) 677-3205.

**Department of Kinesiology**

**California State University, Northridge**

**REQUIREMENTS FOR THE M.S. DEGREE**

**Policies and Procedures**

1. No more than 12 units of coursework may be accumulated toward the M.S. degree prior to achieving classified status.

2. In order to maintain non-probationary status, students must maintain a minimum overall GPA of 3.0.

3. Applications for graduation must be filed with the Office of Admissions and Records a semester in advance of the anticipated graduation date.

**Degree Requirements:** (33 units, total)

I. Core course requirements (12 units):

1) KIN 526/L Teaching Effectiveness in Kinesiology and Lab (2/1)

2) KIN 601 Advanced Evidence Based Practice in Kinesiology (3)

3) KIN 605 Research Methods and Design in Kinesiology (3)

4) KIN 610 Quantitative Analysis of Research in Kinesiology (3)

or KIN 612 Qualitative Research Design in Kinesiology (3)

II. Culminating Experience (6 units):

KIN 698 Thesis or Graduate Project (6)

III. Elective Courses (Select 15 units with advisor's approval.):

KIN 513/L Adapted Therapeutic Exercise: Assessment and Design/Lab (2/1)

KIN 519 Seminar in Dance Science (3)

KIN 520 Seminar in Coaching the Modern Athlete (3)

KIN 543 Dance Performance Analysis (3)

KIN 560 Clinical EKG and Exercise Stress Testing (3)

KIN 575/L Biomechanical Analysis Techniques (3)

KIN 579 Advanced Studies in Human Motor Behavior (3)

KIN 602 Seminar in Current Issues in Kinesiology (3)

KIN 603 Seminar in Pedagogy in Kinesiology (3)

KIN 606 Seminar in Social Psychology of Sport (3)

KIN 607 Seminar in Sport and Performance History (3)

KIN 617 Advanced Strength and conditioning (3)

KIN 626 Seminar in Philosophy of Sport and Performance (3)

KIN 645 Seminar in Biomechanics (3)

KIN 646 Seminar in Exercise Physiology (3)

KIN 647 Seminar in Adapted Physical Activity (3)

KIN 652 Seminar in Exercise Physiology of Skeletal Muscle (3)

KIN 679 Seminar in Motor Behavior (3)

KIN 695 Special Topics (1-3)

KIN 696 Directed Graduate Research (1-3)

KIN 699 Independent Study (3)

\*Other electives or transfer courses in accordance with University rules

# MASTER'S DEGREE PROGRESS CHART

Candidate Phone

Address City Zip

|  |  |  |
| --- | --- | --- |
|  Advisor  | Thesis Advisor  |   |

Steps for Completing the Program

1. Receive admission to the University from the Office of Admissions and Records [(http://www.csun.edu/anr/applygradmstrs.html](http://www.csun.edu/anr/applygradmstrs.html) ). Declare area of Kinesiology that you would like to focus your studies in during the application process.
2. Receive classified or conditionally classified status from the department and be assigned to an advisor.
3. With the approval of an advisor, begin taking courses.
4. 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.
5. Complete all course work (minimum of 33 units). Ask the Graduate Coordinator to submit course substitutions before the last semester of coursework (provide the Graduate Coordinator with a current copy of your DPR).

Steps for Completing the Thesis (Research or Professional Project)

1. Request that a department professor serve as thesis advisor. (Thesis advisor assumes program advising responsibilities.)

2. With advisor's assistance, determine specific thesis topic.

1. Enroll in KIN 698C\* and develop a proposal.
2. With the advisor's assistance, select a thesis committee (3 member minimum, including the chair). Candidate confers with prospective committee members, explains proposal, and asks them to serve.
3. Complete ETD registration, which will send out the request to sign the thesis planning form to your committee members electronically. Visit the CSUN Graduate Studies Office Webpage [(https://www.csun.edu/grip/graduatestudies/)](https://www.csun.edu/grip/graduatestudies/) for deadlines and a tutorial.
4. Prepare for and conduct a colloquium (p.22) and submit your thesis proposal to your committee. Remind your committee to complete the Thesis Rubrics.
5. If appropriate, submit proposal to the Office of Research and Sponsored Projects for Human Subjects Committee approval, or Institutional Animal Care and Use Committee approval.
6. Collect data or complete project and write thesis or graduate project.
7. Submit drafts of thesis/project to advisor and then to committee members after receiving advisor's approval.
8. Submit a preliminary version of all five chapters of the thesis through the ETD system.
9. Obtain committee approval of final draft for submission (p.19).
10. Schedule oral examination (p.24).
11. Complete the oral defense. Remind your committee to submit the KIN Thesis Rubrics.
12. Make requested modifications to the thesis. Obtain committee signatures through the ETD signature process online.
13. Submit the final, committee approved version of the thesis through the ETD system to obtain final approval. (Check [https://www.csun.edu/grip/graduatestudies/)](https://www.csun.edu/grip/graduatestudies/). Make any modifications requested by the Graduate Evaluator and re-submit thesis online via ETD system.

\* Enrollment in KIN 698c is normally in blocks of 3 units and only 6 units total can count towards the MS in Kinesiology. Students must take KIN 605 and either KIN 610 or KIN 612 prior to enrolling in KIN 698. Students may be enrolled in 605, 610, 612 and 698C concurrently under special circumstances.

# THESIS POLICIES

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

1. Enrollment in KIN 698 is in 3 unit blocks (698C). Students may not sign up for more than 6 total units of KIN 698C. The student must be enrolled in the regular fall or spring session in which the degree is completed.

1. If more than two semesters are required to complete the thesis, the student must sign up for either KIN 696 (3 units) or 698A (1 unit) each semester that work on the thesis is continued. If the student is close to finishing (within the semester), and the student has completed all the courses on the program plan, the student can sign up for the Culminating Experience, offered through the Graduate Studies office (A/R 601).

1. If a student wishes to work on the thesis during the summer, special approval must first be received from the thesis chair.

1. Grading - The grade Report in Progress (RP) is assigned for KIN 698 until such time as the entire project has been completed and has received University approval. The RP grade must be converted to a traditional letter grade immediately. ***It is the student’s responsibility to notify their faculty advisor and the Graduate Coordinator to make the appropriate grade changes, providing a DPR to facilitate grade changes.***

1. Under the direction of the thesis committee, the candidate completes his/her project, writes the thesis and files it with the Graduate Studies Office online. The student is responsible for meeting the published University deadlines.

1. 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 (uploaded) to the Office of Graduate Studies.

1. Check with your advisor for the length of embargo (if requested) prior to uploading your thesis.

# THESIS ORGANIZATION AND FORMAT

The culminating experience for the Master's degree in Kinesiology consists of planning and conducting a research or professional project. The thesis/project can be written in a traditional thesis format or in the form of a manuscript for submission to a specific journal approved by the thesis committee. The thesis/project is also retained electronically by the University and department. The CSUN Guidelines for Thesis should be consulted for typing and page formatting (please visit the Office of Graduate Studies webpage, https://www.csun.edu/grip/graduatestudies/).

The required thesis format is as follows (from the Graduate Studies Thesis Guidelines):

Title page (use the name on your official University transcripts and remember this is counted as a silent page number)

Copyright notice page (if included)

Signature page

Preface, dedication and/or acknowledgment page (if included)

Table of contents, with page references as follows:

1. List of preliminary material, beginning with signature page
2. List of tables, figures, illustrations (if included)[[1]](#footnote-1)
3. List of chapters or sections in text, bibliography, and appendices
4. List of symbols (if included)
5. Nomenclature (if included)

Abstract (always your last preliminary page)

(**no bolding may appear anywhere on Roman numerated pages)**

Text beginning with introduction, divided into chapters or sections

 (Arabic numbering begins here)

 Introduction

 Literature Review

 Methods

 Results

 Discussion

References

Appendices (if included)

 Addenda (if required)

If you are writing your thesis in manuscript form, please use the following formatting:

 Thesis Title Page

 Signature Page

 Acknowledgments

 Table of Contents

 Abstract

 Ch 1 Introduction Ch 2 Methods

 Ch 3 Results

 Ch 4 Discussion

 Ch 5 Expanded Review of Literature and Expanded Methodology (if included)

References:

 A single reference section including:

References for Abstract, Introduction, Methods, Results & Discussion (ch1-4)

 References for Review of Literature (ch5)

 Appendices (sample inclusions only)

1. Medical History Questionnaire
2. Physical Activity Assessment Questionnaire
3. Informed Consent Document
4. Human Subjects Committee Documents or Institutional

Animal Care and Use Committee Documents

1. Subject Orientation Document
2. Subject Raw Data

\* Format will vary according to journal Guidelines for Authors.

# THESIS COLLOQUIUM

## Purpose

The colloquium is intended to serve as a sounding board for the ideas and procedures outlined by the candidate in the initial thesis proposal. Questions and suggestions shall be posed by those in attendance, and the candidate should understand that the proposal may be modified as a result of the issues or problems raised.

## Procedures

1. The thesis committee shall be constituted prior to the colloquium, and shall confer with the candidate prior to the colloquium.

1. Actual thesis data collection shall commence only after the colloquium has been conducted and the proposal has been approved by the thesis committee and by the University Human Subjects Committee, or the Institutional Animal Care and Use Committee.

1. After selection of a thesis committee, the student should prepare for the oral colloquium on the proposed thesis plan.

1. Use the ETD online system through the Graduate Studies Office to obtain electronic signatures of committee members once the committee has been constructed.

1. The colloquium should be conducted before the proposal is submitted to the Human Subjects Committee or the Institutional Animal Care and Use Committee.

1. The colloquium must be attended by faculty members who have agreed to serve on the thesis committee.

1. The colloquium shall be scheduled by the thesis advisor at a time convenient to the candidate and committee, and at a time conducive to attracting student and faculty participation. The Graduate Coordinator shall be informed of the time and place.

1. Announcements indicating place, date, time, and the proposed title shall be emailed by your advisor to the department faculty email list at least one week prior to the colloquium. All interested faculty and students shall be invited to attend.

1. The thesis advisor shall conduct the colloquium and assure that all recommendations from the committee are incorporated into the final proposal.

# THESIS COLLOQUIUM (continued)

1. Prior to graduation, proof of approval by the Human Subjects or Animal Use committee must be provided to the Graduate Coordinator.

## Format

1. The thesis advisor shall introduce the candidate to those assembled.

1. The candidate shall make a 15-20 minute presentation of the thesis proposal.

1. The thesis advisor shall determine the format of the question/answer session. All those present shall be given the opportunity to ask questions and/or to raise relevant issues or problems.

1. Following the question/answer session the assembled group shall be dismissed and the committee convened to discuss any appropriate changes in the proposed thesis procedures.

1. The student will be directed to incorporate any agreed-upon changes into the thesis proposal.

# THESIS FINAL ORAL DEFENSE

## Purpose

The oral defense is undertaken to assess the quality of the candidate's culminating experience for the Master's Degree. 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 their implications and applications.

## Procedures

1. When all departmental requirements for the degree are completed, the thesis advisor and committee will schedule a final oral defense. This defense should be held at least a week prior to final submission date in the ETD system.
2. The final oral defense shall be scheduled by the thesis advisor at a time convenient to the candidate and committee, and at a time conducive to attracting student and faculty participation. The Graduate Coordinator shall be informed of the time and place.
3. Announcements indicating place, date, time, and thesis title shall be emailed to department faculty by the student’s advisor at least one week prior to the scheduled defense. All interested faculty and students shall be invited to attend.
4. The thesis advisor shall conduct the final oral defense. Questions posed to the candidate during the thesis oral shall relate primarily to the thesis/project and related review of literature, research design, statistical procedures, and interpretation of the results.
5. The committee will sign off electronically in the ETD system when all requested modifications have been made. The thesis must be uploaded prior to the ETD system upload deadline.

## Format

1. The thesis advisor shall introduce the candidate to those assembled.
2. The candidate shall make a 15-20 minute presentation of the thesis project.
3. The thesis advisor shall determine the format of the question/answer session. All those present shall be given the opportunity to ask questions and/or to raise relevant issues or concerns.
4. Following the question/answer session, the assembled group shall be dismissed and the committee convened to discuss the candidate's performance in addressing the questions posed.
5. If the student's performance is deemed satisfactory, the committee will approve the final written draft via the ETD system online.

# GRADUATE COMMITTEE

## Purpose

The purpose of the department Graduate Committee is to govern policies and procedures relative to 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.

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

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

1. Promote quality control of theses and graduate projects.

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

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

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

1. Periodically review the graduate level course offerings.

1. Develop strategies to promote scholarship among graduate students.

1. 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 graduate admissions.
2. Coordinates all graduate course scheduling.

1. Assists with preliminary and continuing advising for students entering the Master's Program.

1. Advises graduate students on appropriate procedures for filing required University paperwork and running Degree Progress Reports.

1. Assists with responding to written and telephone inquiries regarding the

 Graduate Program.

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

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

1. Serves as chair of the department Graduate Committee.

1. Assumes the primary responsibility for modifying graduate coursework and the graduate program through the curriculum process.
2. Assumes the primary responsibility for compilation of graduate program review materials.

1. Assumes the primary responsibility for updating graduate program literature and advertising materials and for their appropriate distribution to students and others.
2. Maintains the KIN Graduate Canvas page, updating information frequently.

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

1. Maintains all appropriate records on graduate students.

# CRITERIA FOR 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 analysis skills than is normally expected at the undergraduate level. The following criteria shall be used to evaluate graduate course offerings:

1. Concerns analysis and synthesis of complex concepts, issues, problems, and/or techniques.

1. Requires scholarly analysis of the research and/or professional literature.

1. Provides opportunities to identify, investigate, conduct, synthesize, and/or apply research.

1. Focuses on both theoretical and applied content.

1. Encourages critical and creative thinking.

1. Demands the demonstration of a comprehensive and theoretical understanding of subject matter through both written and oral expression.

# TEACHING ASSOCIATES

## Purpose

The Teaching Associate (TA) experience is intended to provide students enrolled in the graduate program with an enriched experience that complements formal graduate coursework and facilitates professional growth. A normal teaching load for a TA consists of four or five one unit activity classes, although adjustments in the number of classes assigned may be made based on student preference and/or department need.

## Procedures

1. Application requirements include submission of a) a letter of application identifying relevant teaching experiences and professional goals, b) a completed department application form, c) curriculum vitae, and c) two letters of recommendation (preferably from individuals who have first-hand knowledge of the applicant's teaching abilities).

1. The application deadline is March 15, although screening of applicants can begin as early as March 1.

1. Interviews with a subset of the department Graduate Committee are a required part of the application process. Telephone interviews are normally conducted for applicants from out of the local area.

1. The TA is intended to be a two year experience coincident with the student's enrollment in the graduate program. However, failure to exhibit satisfactory performance as an instructor or failure to make satisfactory progress in the graduate program can result in termination of the assistantship at any time.

1. A student may reapply for a TA position at the end of two years if the student has been making satisfactory progress toward the degree, but has not yet completed the thesis. At this time the student is in competition with new applicants for a position. A student will not be rehired as a teaching associate after serving as a TA for three years.

1. New TAs are required to enroll in a specified pedagogy course (see Graduate Coordinator for details) in the first fall semester of TA appointment. However, students who are credentialed teachers may have this requirement waived.

1. The actual tables, figures, and so on are interspersed throughout the text. This refers to the separate page(s) listing tables, etc., which are placed as preliminary pages before your abstract page. [↑](#footnote-ref-1)