

Graduate Handbook  
University of Utah  
Graduate Programs in Health and Kinesiology

2020

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## Introduction

Welcome to the University of Utah's Graduate program in Health and Kinesiology (H&K). This handbook is designed to be a resource for our current and prospective Health & Kinesiology graduate students. It covers all the information you need to know to successfully navigate your graduate education. It covers the rules—namely the degree requirements, such as the courses you should take and the exams you'll need to pass as well as information about grades, time limits, tuition benefit, insurance, and the like. Sprinkled throughout the handbook will be links that will take you to various resources. You should treat this handbook as a companion to the information from the Graduate School ([www.gradschool.utah.edu](http://www.gradschool.utah.edu)). There are some things covered here but not there and vice versa. Ultimately it is you who is responsible for keeping abreast of the most current information and making certain you meet all of the requirements to graduate. In other words, 'own your degree.' If you can't find an answer always remember that you can ask your mentor, the Program Manager or the Director of Graduate Studies – we are all here to help you. Let's get started.

The Department of Health & Kinesiology offers the following graduate degrees:

## Degree Offerings

Masters of Science (M.S.) in Health & Kinesiology

Doctor of Philosophy (Ph.D.) in Health & Kinesiology

## Structure of Degree Programs

There are two options of study in each MS program: non-thesis and thesis. **Non-thesis MS** students tend to be very interested in the practical application of lessons learned in the classroom. To our knowledge we are the only program in the country that prepares students to sit for both the Certified Health Education Specialist (CHES) exam and the National Health & Wellness Coach certification exam. Thesis students are typically interested in research and possibly pursuing a PhD.

The **MS-thesis and PhD programs** are **research intensive** and organized around research themes. Students interested in pursuing a PhD typically complete a thesis during their MS program. The four research themes, their missions, and core faculty are as follows:

- **Exercise and Disease:**
  - Mission: Advance the understanding of exercise participation and its association with health outcomes and chronic disease states in community and clinical populations. We engage in applied and/or translational research to guide exercise recommendations for reducing disease risk and/or morbidity.
  - Core faculty: Janet Shaw, Tanya Halliday, Adriana Coletta, and Chris Depner.
- **Cognitive and Motor Neuroscience:**
  - Mission: Strive to advance scientific understanding of the psychological and neural mechanisms underlying skilled human behaviors. We research how these mechanisms are influenced by changes across the life-span (development and aging), changes due to practice (learning and expertise), or changes following illness and injury (rehabilitation and neurodegenerative disease).
  - Core faculty: Mark Williams, Keith Lohse, Peter Fino, Les Podlog, Genevieve Albouy, and Brad King.
- **Physical Activity and Well-Being:**
  - Mission: To promote physical activity and well-being through research related to physical activity and sedentary behavior across diverse populations.
  - Core faculty: Timothy Brusseau, Maria Newton, Wonwoo Byun, Ryan Burns, Jessie King
- **Healthy Communities and Environments\*:**
  - Mission: Aims to specify the benefits that flow from the interactions between a healthy environment and a healthy society. Particular emphasis is placed on studying relationships between positive youth development and improved family functioning in the context of outdoor recreation experiences.
  - Core faculty: Dan Dustin, Ed Ruddell, Camilla Hodge, Glenn Richardson, Dart Schmalz, Jim Sibthorp, and Kelly Bricker
  - \*Healthy Communities and Environments resides primarily in the Parks, Recreation, and Tourism Program. Dr. Glenn Richardson, faculty in Health and Kinesiology (H&K) is a member of this research theme.

## **Graduate Program Personnel**

Dr. Maria Newton, Director of Graduate Studies (also known as the DoGs)

HPRN 203, [maria.newton@health.utah.edu](mailto:maria.newton@health.utah.edu), 801-581-4729

The Director of Graduate Studies oversees policies and procedures for all graduate degrees offered through H&K. The Director is available to answer general questions about the graduate program.

Andrea Moss, Graduate Studies Program Manager

HPRN 248, [Andrea.Moss@hsc.utah.edu](mailto:Andrea.Moss@hsc.utah.edu), 801-585-9783

The graduate studies Program Manager assists students in all aspects relating to graduate degrees, including applications, admissions, policies and procedures, and graduation. What this means to you is that the Program Manager knows a lot about the inner workings of a graduate degree and is responsible for submitting all the important documents aligned with your progression toward a degree. It is wise to meet with the Program Manager on regular basis. The Program Manager cannot answer questions related to your coursework or research. Those are best shared with your mentor.

Mateus Beltrao, Workforce Administrative Manager

[mateus.beltrao@utah.edu](mailto:mateus.beltrao@utah.edu)

The administrative manager is responsible for the financial end of graduate education. If you are a funded graduate student, the Administrative Manager is responsible for the financial end of your graduate education. The Administrative Manager is responsible for compensation, tuition benefits eligibility, and reimbursements.

## **Application Procedure and Minimum Requirements**

Applications for graduate study are submitted online. Details regarding the application procedure and a link to the online application are available at

[https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantLogin.asp?id=utahgrad](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=utahgrad).

### **Application Procedure**

The application deadlines are January 15<sup>th</sup> for doctoral students and January 30<sup>th</sup> for Master's students. Required application materials vary based on degree sought. The following information outlines the procedures and minimum requirements.

### **Personal Statement:**

MS non-thesis students: Your personal statement should address two points. First, please summarize your prior educational and work experience as they pertain to this degree program. Second, please touch on your aspirations and motivation for applying to this program. Please limit your statement to 500 words.

MS thesis students: Your personal statement should address two points. First, please summarize your prior educational and work experience as they pertain to your intended degree program. Second, expand on your motivation to study with us. Please limit your statement to 500 words.

PhD students: Your personal statement should address two primary issues. First, please summarize your prior educational and work experience as they pertain to this degree program. Secondly, please discuss your motivation for pursuing this degree and what you'll bring to our program.

**Research Statement:** MS-thesis students and PhD students will submit a research statement. Please address the following in 500 or fewer words. First, identify the research theme and faculty member you would like to study under. Secondly, tell us about your research experience. Lastly, please touch on the types of research questions you would like to address if admitted.



**Transfer Credits:** A maximum of 6 credit hours may be transferred from another institution, subject to approval of student's Supervisory Committee (which is described a bit later on).

**Transcripts:** Transcripts from all universities are required. For the graduate school application, unofficial transcripts are acceptable. If a student is accepted into the graduate program, they will then be notified to send official transcripts directly to the University's Office of Admissions (<http://admissions.utah.edu/apply/graduate>).

**Letters of Recommendation:** You are required to submit three letters of recommendation from academic and/or professional references who are able to speak to your academic competencies and ability to thrive in graduate school.

**Interview:** MS thesis and PhD students being strongly considered for acceptance will be asked to participate in an interview (in person or Skype) with faculty. This will likely occur in February or March.

**Back-up Mentor:** Upon acceptance MS thesis and PhD students will be assigned a primary mentor and a back-up mentor. We do this for two reasons. First, so that you have a broader direct support system. Second, in case your mentor is no longer able to guide you through the program we want you to have another faculty member who can step right in and assist in your progression. **Application for Funding:** Please contact the Program Manager for applications for funding. Applications are due to the Program Manager on January 15 (PhD) or January 30 (MS).

**Please Note:** Upon acceptance if you receive a tuition benefit (e.g., TA/RA) from the University you will have to undergo a background check and submit your immunization records. In addition to the above, accepted funded MS non-thesis students will have to pass a drug test because some of your time with us will be spent interacting with the public in a clinical setting.

### Minimum Requirements

**GPA:** The University of Utah Graduate School requires that all applicants for graduate degrees have a minimum 3.0 GPA (of maximum 4.0) to be considered for admission. Applications of

students with a GPA below 3.0 will not be evaluated. Meeting this minimum requirements does not guarantee admission into the graduate program.

**GRE Scores:** Students must have their official GRE scores sent to the University of Utah by Educational Testing Service (ETS). Our university code is 4853. GRE scores are required from all applicants, regardless of background or previous degrees. The minimum GRE score for consideration for graduate studies is 300 (150 verbal, 150 quantitative) on the standardized test and 4.0 on written component of the exam. GRE scores 6 years old and older will not be accepted.

**TOEFL or IELTS Language Test for International Students:** International applicants are required to take the TOEFL or IELTS test. The University of Utah requires a minimum TOEFL score of 80 iBT (550 pBT), or a minimum IELTS band score of 6.5, for an application to be evaluated. International students that have received a Bachelors or Master's degree from an accredited institution in the United States, Canada (except Quebec), the United Kingdom, Ireland, Australia or New Zealand are not required to take the TOEFL exam. More information regarding language proficiency requirements is available at the University's Office of International Admissions (<http://admissions.utah.edu/apply/international/graduate.php>).

## **Graduate Study**

One of the defining characteristics of graduate education is that you are expected to be very proactive in managing and completing your degree. It really is up to you to stay on top of courses that need to be taken, deadlines, rules, etc. We do our best to be of assistance but graduate education is what you make it. We encourage you to own your degree and get the most out of it.

There are certain commonalities among our degree program offerings. The goal here is to give you a sense of your options and obligations and well as some ideas on how to most efficiently complete your degree program.

## **Important Foundational Information**

To begin, I'm going to share with you some major policies that form the foundation of your degree. These are important and I encourage you to be very mindful of them. The curricula for each degree program will be then presented. I'll finish with greater detail on the specific topics. This is probably a good time to start paying attention.

### **CANVAS and Your Email**

First things first—please use your University of Utah email to correspond with us. I'm being quite serious about this—it is actually illegal for us to email you certain things on a non-University account. So, please align/connect your email addresses and start using your Utah.edu address.

Second things second—we have moved many, if not all, of the important paperwork to our CANVAS page. You can download and submit important documents (all of the items I refer to below) on the page. We also post all sorts of gems and useful information on the page. You have likely already been sent an invitation to join the page. Please do so. The Program Manager administers this site so if you have any questions please see them.

### **The All Important Number of Credit Hours You Need to Graduate**

Courses with the number 5000 and above are considered graduate level. You may take courses with the number below 5000, but these will not count towards your degree.

M.S. non-thesis: 40-41 credit hours. Realize that this number is a minimum so it is OK to have more credit hours.

M.S. thesis: 36 credit hours. Note: Thesis students need to complete 6 hours of thesis research (course number = 6970). Realize that this number is a minimum so it is OK to have more credit hours.

Ph.D.: 67 credit hours, 14 hours of which must be dissertation research (course number = 7970). Realize that this number is a minimum so it is OK to have more credit hours.

### **Registration**

Please remember that you have to maintain continuous enrollment until you graduate. Even if you leave the state you must be enrolled in at least 1 credit hour. You must be enrolled in at least 1 credit hour in the semester you want to graduate.

The rules are a bit different *if you are funded* (e.g., receive a tuition benefit). In this case you need to be enrolled as a full time student. If you are a TA or RA your tuition benefit will cover 24 graduate (5000 and above) level credit hours a year. Tuition benefit covers a minimum of 9 credit hours and a maximum of 12 credit hours for the Fall/Spring semesters. Tuition benefit can also cover summer credit hours. The number of summer credit hours your benefit will cover depends on how many you take during the Fall/Spring semesters. The key is keep in mind that the benefit will cover a maximum of 24 credit hours per year. So, theoretically, if you take 9 credit hours in the Fall and 9 in the Spring you could take 6 in the summer and all of those credit hours would be covered by your tuition benefit. Realize, however, that taking summer classes is not required. It is comforting to know, however, that the benefit is there if you need to take a course that is only offered in the summer (oftentimes a workshop of some sort) or you will be working with your mentor on a manuscript/grant/etc. Leaves of absence are available which ‘stop your clock’ so to speak. You can speak to the Program Manager or DoGs for further information on this.

## **Grades**

There are two important things to remember with your grades. First, you are required to maintain a 3.0 or higher GPA. Second, any course grade of B- or below is not good either. It cannot be used toward your degree. If the class is required on your curriculum then you can retake the course or in some cases you will be asked to address your content competency in an exam setting. Either dropping below a 3.0 GPA or earning a B- will put you on academic probation (see “Failure to maintain a 3.0 GPA or earns a grade of B- or below in a course” later in this document). It is best to avoid either of these issues and stay on track in your classes.

## **Time Limit**

You will complete your MS non-thesis degree in 2 years. A MS thesis degree is typically completed in 2 or 3 years. We would like a vast majority of PhD students to graduate in 4 years. That being said we do have time limits for each degree. The time limit for a MS degree is 4 years. The time limit for a PhD degree is 7 years. If you feel as though you will not meet these time limits you can request an extension (Time Limit / Milestone Extension Request on Canvas for this document). If granted, failure to meet the expectations articulated in your extension is grounds for dismissal from the program.

## **Student Code & Faculty Code**

It is vitally important that you are aware of and follow the Code of Student Rights and Responsibilities (“Student Code”): <https://regulations.utah.edu/academics/6-400.php>. The Student Code codifies the U’s commitment to broadly shared ethical principles and concepts of civility. The concepts of integrity, autonomy, justice, respect, and responsibility form the basis of the Student Code. Please take some time to review it. Please realize that we take violations of the Student Code very seriously. While the University supports informal resolution to problems formal resolution procedures exist and will be followed if need be.

Also pertinent is the Code of Faculty Rights and Responsibilities: <https://regulations.utah.edu/academics/6-316.php>. Please take time to peruse this document.

## **Program of Study**

Your program of study is a list of the courses you have to take in order to graduate. There is more information about this later when each degree program is described. Your

program of study will contain specific requirements – typically the curriculum aligned with your degree program-- and possibly some electives. The curriculum included in this handbook will guide your education but please realize that you and your mentor will talk at length about your entire program of study. It makes sense to think a lot about this. Talk to your mentor about the skills and content knowledge you will need to succeed and ask yourself about your own limitations. In many cases this will be your last rodeo (i.e., the last time you are in a formal classroom setting) so take advantage and become more skilled and knowledgeable. There is a form for this on Canvas and suggestions on when to submit this are provided later in this document.

### **Supervisory Committee**

We are a very mentor-driven program. That means that your primary faculty advisor or your mentor or Chair of your Supervisory Committee is very important. The Director of Graduate Studies—that's me—oversees the whole process but your mentor along with your Supervisory Committee really guide you through your education. Your Supervisory Committee approves the courses you take, grade any proposals or exams you take, and act as invaluable resources and sources of support and guidance. Choose these individuals carefully and in consultation with your mentor. Consider how each individual can contribute to your experience as a graduate student. As with most things there are rules for who can serve on your Supervisory Committee.

### **Who is Eligible?**

All University of Utah faculty members including tenure-line, career-line, adjunct, and visiting and emeritus are eligible to serve as Supervisory Committee members. The faculty member must hold an academic or professional doctorate, a terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field. Persons not from the University of Utah may also serve as committee members upon approval of the dean of The Graduate School (a vita for the proposed committee member must accompany the request). Immediate family members are not eligible to serve on a student's Supervisory Committee. There is a Supervisory Committee form on Canvas and suggestions on when to submit this are provided later in this document.

**M.S.:** Whether you are thesis or non-thesis your Supervisory Committee consists of three faculty members. The committee chair and a majority (that would be 2) of whom must be tenure-line faculty in this department. If you don't know if a particular faculty member is tenure-line just ask me, the Program Manager, or the faculty person.

When you are accepted into the MS thesis program you are accepted into a research theme to work with a primary mentor. Somewhat behind the scenes you are provided a 'secondary' mentor. This faculty person has volunteered to mentor you through your degree if something should happen to your primary mentor. We all know that 'life happens' and in higher education that can take the form of your primary mentor leaving the University of Utah or experiencing an illness or similar challenge. In some cases the challenge may consist of a conflict between the primary mentor and the student. We will take many steps to resolve the conflict [see Conflicts Between Student and Mentor (Supervisory Chair) later in this handbook] but if it is intractable your back-up mentor will step in and assist you through your degree.

Note: We are particularly interested in you receiving the best and most appropriate supervision for your needs. As such, please speak with your mentor and me (Director of Graduate Studies) if you wish to have a member on supervisory committee that doesn't fit the stipulations above.

**Ph.D.:** Your supervisory committee consists of five faculty members. The committee chair and a majority (that would be 3) must be tenure-line in this department. One member must be appointed from outside of this department. Again, if you don't know if a particular faculty member is tenure-line just ask me, the Program Manager, or the faculty person.

When you are accepted into the doctoral program you accepted into a research theme to work with a primary mentor. Somewhat behind the scenes you are provided a 'secondary' mentor. This faculty person has volunteered to mentor you through your degree if something should happen to your primary mentor. We all know that 'life happens' and in higher education that can take the form of your primary mentor leaving the University of Utah or experiencing an illness or similar challenge. In some cases the challenge may consist of a conflict between the primary mentor and the student. We will take many steps to resolve the conflict (see Conflicts Between Student and Mentor (Supervisory Chair) later in this handbook) but if it is intractable your secondary mentor will step in and assist you through your degree.

### **Adequate Progress**

It is so very important for you to stay on track and make adequate progress every year. To ensure this we have identified a number of milestones that M.S. and Ph.D. students should meet every year. We know that if you meet the milestones you will succeed. We also know that if you don't meet the milestones we need to step in and determine some strategies to assist you.

### **Annual Review**

Aligned with our desire for you to make adequate progress and the notion of milestones is the annual review that you will complete at end of each spring semester. The annual review allows you and your mentor/Supervisory Committee Chair to touch base, review your progress, and outline some goals for the next year. The annual review form is on Canvas.

### **Exams**

In this case 'exams' refers to presentations and written documents that have to be completed at a high level of proficiency (i.e., you 'pass' them). The required exams vary by degree program.

**M.S. non-thesis:** You have two exams: #1: proposal of your non-thesis project. #2: defense of your non-thesis project. Both your proposal and defense have a written and an oral component. You propose your project to your Supervisory Committee and defend your project to your Supervisory Committee, faculty, and larger community. These exams must be 'passed' and require accompanying written documentation (a form to be signed). There is more information about your MS non-thesis project below.

**M.S. thesis:** You have two exams: #1: proposal of your thesis. #2: defense of your thesis. Both your proposal and defense have a written and an oral component. You propose your thesis to your Supervisory Committee and defend your thesis to your Supervisory Committee, faculty, and larger community. These exams must be 'passed' and require an accompanying written documentation (a form to be signed). There is more information about your MS thesis below.



**Ph.D.:** You have four exams, each of which is linked to your research. #1: proposal of your pre-dissertation doctoral project to your entire Supervisory Committee. #2: defense of the completed doctoral project to your Supervisory Committee. #3: proposal of the studies comprising your dissertation to your Supervisory Committee. #4: defense of your completed dissertation studies to your Supervisory Committee and the larger community. Both your proposal and defense have a written and an oral component. All of these exams must be ‘passed’ and require an accompanying written documentation. There is more information about your dissertation project and dissertation below.

Let’s begin to drill down a bit. Some of the issues below don’t apply to every student but are very important if that person is you.

### **Assistantships and Tuition Benefit Program (TBP)**

Some M.S. and Ph.D. students receive funding, typically in the form of a Teaching Assistantship (TA) or a Research Assistantship (RA). TAs and RAs provide the university 20 hours of work per week. In return you, the student, receive a tuition benefit (TB; your tuition is paid for) plus a stipend to cover living expenses. True, you will not become rich off of a TA/RA but it is an invaluable experience--- you get to work closely with faculty in teaching and/or research, get your education paid for, and you have a few dollars to put toward food and lodging. TAs are typically a teaching assistant in a class and/or the instructor of record for a couple of classes. RAs are funded through grants that faculty receive. RAs typically help faculty with particular aspects of their research. Please see your mentor and then the Program Manager if you are interested in applying for a TA. It is a competitive process. RAs are usually awarded directly through individual faculty members who are funded through grants.

There are a host of rules and policies that TAs/RAs must follow. Please read all of the links provided at <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>. I hate to do this but realize that it is your responsibility to know the rules/regulations around funding and those are all found at the link above. It is not rocket science—be a good student and don’t take forever to graduate. I’ll provide you the issues that seem to pop up most regularly and are important to keep track of—

- ✓ TAs and RAs must respond to all correspondence with the Administrative Officer and HR Specialist (the folks who hire you).
- ✓ Tuition benefit will cover 24 graduate (5000 and above) level credit hours a year.
- ✓ Tuition benefit covers a minimum of 9 credit hours and a maximum of 12 credit hours for Fall/Spring semesters.
- ✓ While taking Summer classes is not required your tuition benefit will cover Summer credit hours as long as your total yearly (Fall, Spring, Summer) credit hours do not exceed 24 hours. For instance, if you take 9 credit hours (the minimum) in the Fall semester and 12 (the maximum) in the Spring semester your tuition benefit will cover 3 Summer credit hours if needed.
- ✓ TBP students must maintain a 3.0 GPA.
- ✓ TAs must attend the Annual Teaching Symposium hosted by the Center for Teaching and Learning Excellence. This is typically held the week before Fall semester classes begin.
- ✓ TAs and RAs must complete the annual review on a yearly basis.
- ✓ TAs and RAs must attend the H&K Graduate Student Orientation. This is typically held the week before Fall semester classes begin.
- ✓ You can't be on TBP forever:
  - Four semesters (2 years) for M.S. students.
  - 10 semesters (5 years) for students in a doctoral program who also received a master's degree at the University of Utah (two years for a MS + three additional years for a PhD).
  - 8 semesters (4 years) for students entering a PhD program with a MS degree from another university.
- ✓ Please do not take another job on campus. As a TA/RA/GA you are considered .50 FTE (full time equivalent). If you exceed .74 FTE nasty things will result.
- ✓ An issue that pops up on occasion has to do with non-resident RAs who have more than 84 credit hours. I'll let you look that one up (<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>) to keep you on your toes.
- ✓ IMPORTANT: Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours. If registration falls

below the minimum nine credit hours at any time during the semester, a student becomes ineligible for TBP and will be billed the full tuition for that semester.

- ✓ Out-of-state, non-international graduate students receiving a tuition benefit must apply for Utah residency upon fulfilling 40 semester credit hours at a regionally accredited Utah institution of higher education. Thus, the Residency Reclassification Application is typically completed after the second year and before July 1, in order to be reclassified before Fall semester of your third year. A student's ability to establish residency will not affect receipt of a tuition benefit. Go to <http://admissions.utah.edu/apply/residency/> for details on how to apply and qualify for residency reclassification.

### **Health Insurance**

Health insurance is available for all graduate students. Funded graduate students are partially subsidized by the Graduate School but please realize that all graduate students are eligible. All the details can be found here: <http://gradschool.utah.edu/tbp/insurance-information/>.

### **Family Leave**

The College of Health, of which we are a member, has a collective commitment to fostering a family-friendly environment for its students with policies that support family and gender equity. This policy applies to both female and male caregivers of a child, leave for pregnancy and childbirth, as well as adoption and surrogacy, in order to support graduate students in their efforts to expand their families and continue participation in their education. Determining specifics of accommodations will be handled on a case-by-case basis at the discretion of the Department Chair, in accordance with the guidelines stated below. The College of Health prohibits discrimination on the basis of any status protected by law including the Pregnancy Discrimination Act (PDA). If students are not satisfied with the decision made by the Department Chair, the student may appeal following the steps outlined here: [http://gradschool.utah.edu/wp-content/uploads/2015/02/CoH-Grad-Student-Parental-Leave-Policy-4\\_20\\_16.pdf](http://gradschool.utah.edu/wp-content/uploads/2015/02/CoH-Grad-Student-Parental-Leave-Policy-4_20_16.pdf).

### **Time Out—Leaves of Absence**

Life happens – it is permissible to take a leave of absence (<http://registrar.utah.edu/handbook/leave.php>) but you need to plan ahead by talking with your mentor and the Director of Graduate Studies.

### **Residency**

Honestly, we expect you to be on campus during the duration of your degree. The Graduate School has rules around this and they differ for MS and PhD students. The rules refer to being ‘in-residence.’ This refers to being here at the University of Utah doing full time academic work (taking class, doing research, being a ‘student’). MS students must be in-residence while taking 24 of your 36 hours. PhD students must be in-residence for two consecutive semesters (summer doesn’t count).

### **Requesting an Extension**

If you sense that you will not finish your degree in the allowable time frame (4 years for a MS and 7 years for a PhD) you must petition the Dean of Graduate School. Essentially that means that you will write the Dean of the Graduate School a formal letter requesting an extension. Your letter should demonstrate that you are in good standing. Good standing requires that you have a satisfactory GPA, have formed a supervisory committee, submitted an approved program of study, and have successfully completed your doctoral project and proposed your dissertation or MS thesis. All of these must be evident by the paperwork you have submitted on Canvas. Your petition must demonstrate a firm commitment by our department, your mentor, and yourself to complete the agreement, including any commitments for financial support, and must provide a feasible path to graduation. Your letter must be accompanied by a written completion plan that is signed by you, your mentor, and the Director of Graduate Studies or department chair. It is a very good idea to discuss this option with your mentor if you think you won’t be able to meet the deadlines. Recognize as well that it is your responsibility to initiate this process. If you choose not to and your time with us extends beyond the allowable time frames you may be discontinued from the university. No one wants that so be certain to keep the allowable time frame for your degree in your calendar.

## **International students**

International students are encouraged to connect with the International Center ([ic.utah.edu](http://ic.utah.edu)) which provides resources and help with a variety of issues, particularly with regard to visa issues. Please realize that there are ever changing restrictions attached to visas so be very careful about following the rules and guidelines outlined above (GPA, continuous enrollment, etc.). Please stay on top of this and we'll be happy to assist. Importantly, international students who are non-native English speakers must be cleared by the International Teaching Assistant (ITA; [gradschool.utah.edu/ita/](http://gradschool.utah.edu/ita/)). Don't do any of this alone—we'll be happy to guide you through the process. The important thing is that there is a process and it is important to get on top of it early. Please see the Program Manager.

## **Graduate Student Resources**

One of the best things about being at a large university is that there are many people, groups, and organizations that want to assist, support and help you. Graduate school can be challenging and it is important to know the resources on campus available to you. Please take advantage of them!!

Counseling Center:	<a href="https://counselingcenter.utah.edu/">https://counselingcenter.utah.edu/</a>
Subsidized Student Insurance:	<a href="http://gradschool.utah.edu/tbp/insurance-information/">http://gradschool.utah.edu/tbp/insurance-information/</a>
Women's Resource Center:	<a href="https://womenscenter.utah.edu/">https://womenscenter.utah.edu/</a>
Student Health Center:	<a href="https://studenthealth.utah.edu/">https://studenthealth.utah.edu/</a>
Student Wellness Center:	<a href="https://wellness.utah.edu/">https://wellness.utah.edu/</a>
Writing Center:	<a href="https://writingcenter.utah.edu/grad-student-services.php">https://writingcenter.utah.edu/grad-student-services.php</a>
Graduate School's list of resources:	<a href="https://gradschool.utah.edu/resource-library/">https://gradschool.utah.edu/resource-library/</a>

## **Safety and Wellness**

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; [dps.utah.edu](http://dps.utah.edu)). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University

has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

## **Non-Thesis Master's Degree Program in Health and Kinesiology: Health Education Specialist and Wellness Coaching**

To earn a MS degree in the non-thesis track you must successfully complete the curriculum, milestones, and your project. All of these are described below.

### **Curriculum**

**Applicants who do not have an academic background in health or kinesiology are required to take college-level courses that cover the following (prior to starting our program):**

- Human Physiology or Exercise Physiology
- Anatomy and Physiology for Health
- College Algebra
- Scientific Foundations of Human Nutrition and Health
- Foundations of Health Education

### **Curriculum:**

- ✓ HEDU 6000 (3) Foundations & Theory of Health Promotion– Fall semester, odd numbered years
- ✓ HEDU 6260 (3) Applied Behavior Change – Spring semester, even numbered years
- ✓ HEDU 6050 (2) Program Planning – Fall semester, odd numbered years
- ✓ HEDU 6100 (2) Program Evaluation – Spring semester, even numbered years
- ✓ HEDU 6500 (3) Grant Writing – Spring semester, even numbered years
- ✓ HEDU 6700 (3) Epidemiology –Spring semester, odd numbered years
- ✓ HEDU 6060 (3) Health Instruction & Communication – Fall semester, even numbered years
- ✓ KINES 6800 (3) Health & Fitness Assessment – Fall semester, even numbered years
- ✓ NUIP 5420 (3) Applied Nutrition OR NUIP 5360 (3) Weight Management – Spring semester, odd numbered years
- ✓ KINES 6550 (3) Interpreting Research –Fall semester, Year 1
- ✓ Elective (2-3): Spring semester, Year 1
- ✓ Practical Experience: KINES 6911 (1) and KINES 6912 (1) – Year 1
- ✓ Practical Experience: KINES 6913 (3) and KINES 6914 (3) – Year 2
- ✓ Graduate Seminar: KINES 6840 (1) and KINES 6850 (1) – Year 2
- ✓ Total credit hours: 40-41

### **Non-Thesis Master's Degree Program: Milestones of Adequate Progress\***

- No later than beginning of the spring semester, year 1: Meet with your advisor and identify a potential topic for your project. The name of your advisor is indicated on your letter of acceptance. Start exploring possible Supervisory Committee members.
- No later than the end of the spring semester, year 1: Have an in-depth meeting with the Chair of your Supervisory Committee (this could be your advisor or a different faculty member) regarding your topic. Identify Supervisory Committee members. Reach out to each in person, sharing with them your topic, and inviting them to serve.
- Near the end of spring semester, year 1: Complete your annual review with the Chair of your Supervisory Committee.
- Summer, year 1: Work on your proposal. Read, write, and consider the contours of what you wish to accomplish with your project. A good goal is to have a rough draft completed to share with the Chair of your Supervisory Committee early in the fall semester.
- Middle of fall semester, year 2: Propose your project to your Supervisory Committee.
  - Bring and have approved your completed 'Supervisory Committee' form. This form is on CANVAS and is important to complete and submit to the Program Manager.
  - During this same meeting bring and have approved your completed 'program of study'. This form is on CANVAS and is important to complete and submit to the Program Manager.
- Late fall, year 2 - spring semester, year 2: Complete your project and work with your Supervisory Chair and Committee to write up your final document. You will likely go through a number of revisions with your Committee during this process. After final approval of your document create your poster.



- End of spring semester, year 2: Pass your verbal defense of project (with document).
- Sit for the CHES exam and the National Health and Wellness Coach Certification exam (check their websites for exam dates).
- Graduate 😊

**\*Progress toward these milestones will be recorded in your annual review. If you do not meet these milestones you can request an extension (see Time Limit / Milestone Extension Request on Canvas). Failure to meet the expectations articulated in your extension (if granted) is grounds for dismissal from the program.**

### **MS Non-Thesis Project**

The culminating experience for all non-thesis students is the completion of a project. Regardless of the topic the project should be *intellectually rigorous*. In other words, there is a strong rationale for the project, it is grounded in a solid understanding of the empirical and/or theoretical literature, and it is logically derived. The project is not necessarily ‘research’ which entails IRB (ethics) approval and has the goal of being published. It is an applied experience intended for educational purposes only. It is a good idea to start thinking about project ideas at the start of your degree. It is never too early to read articles and jot down your ideas. The project allows you to reflect on and apply the skills and knowledge you have gained during your studies to address a particular problem. The ideal project joins the skills, interests, and passion of the student with the needs of the community. The exact nature of the project is variable and to be determined by the student in consultation with the Chair of their Supervisory Committee and Supervisory Committee. A multitude of topics and approaches are suitable for a project. For example, you might want to develop and/or test the efficacy of an intervention or program. Or you may want to create an online resource for a particular population or agency, examine historical health records for particular patterns of health/wellness/disease, conduct a needs assessment or program evaluation in the community, or possibly embed yourself in a particular population and report on health barriers. The focus of the project is limited only by the creativity of the student. Some projects will require data collection while others will not.

You will **propose your non-thesis project** in your third semester (this proposal is one of the ‘exams’ I chat about earlier). You must successfully propose your project before undertaking

it. Your proposal is open to other students and the public. As such notify the Program Manager when you have solidified a date and that information as well as your document will be placed on CANVAS. The proposal has both an oral and a written component. To this meeting bring a copy of the ‘MS non-thesis proposal form’.

The oral component is the presentation of your proposed project you give to your Supervisory Committee. The oral presentation is typically ~18-20 minutes long. You should welcome questions, comments, and feedback from your Supervisory Committee. It is also likely that your written document—your intended project—will change based on feedback from your Supervisory Committee. Plan to make recommended changes in a timely manner. Upon successful completion of your proposal, request signatures from your Supervisory Committee for the MS non-thesis proposal form’ and return it to the Program Manager.

The written component is the proposal document that you will share with your Supervisory Committee at least a week before your oral presentation. The written **MS non-thesis project proposal document** is typically between 10-15 pages, is heavily cited with the scientific literature, and includes the following sections:

- Title Page
- Introduction: Explanation of the problem, issue, concern, or controversy the project intends to target.
- Background Literature: Synthesis and critique of the relevant scientific literature.
- Proposed Project: A detailed account of what you intend to do for your project. This section is typically similar to a ‘methods’ section in an empirical article. The exact content of this section depends on your topic, question, and approach. It will likely include very detailed explanations of the participants and/or organization, the data, the intervention (if there is one), the methods (what you will do when), and how you will analyze (if needed) your data.
- References: A complete list of your cited literature in APA style.

Following successful completion of your proposal (there will likely be tweaks based on feedback from your Supervisory Committee) you will complete your project. At the end of your last semester you will ‘defend’ your project (the second ‘exam’ you must pass). This is similar to but different from your proposal. Your defense has an oral and written component. To this meeting bring a copy of the ‘MS non-thesis defense form’. Upon successful completion of your

defense, request signatures from your Supervisory Committee and return it to the Program Manager.

The oral component includes creating a poster presentation of your project and orally defending it. The written component is your final document. You will share it with your Supervisory Committee at least a week before your defense. The written **MS non-thesis project defense document** is typically between 15-20 pages long. It contains the following sections.

- Title Page
- Introduction: Explanation of the problem, issue, concern, or controversy the project intends to target.
- Background Literature: Synthesis and critique of the relevant scientific literature.
- Proposed Project: A detailed account of what you did for your project. Often what you proposed (see above) is altered a bit when you actually do your project. Often the sections of a ‘methods’ section are suitable to include here.
- Findings: If appropriate provide an analysis of your data.
- Discussion: This section begins with a restatement of your purpose. Then reflect on the meaning of your findings in relation to the problem you addressed, recommendations moving forward, and lessons learned.
- References: A complete list of your cited literature in APA style.

#### **Non-Thesis Master’s Degree Program: Suggestions for Successful Degree Completion**

- Make the most out of your experience at the University of Utah. Get involved in new activities/organizations each semester. Make connections. Support your fellow students.
- Semesters 1-4: Do well in your classes. In fact, be outstanding. Be engaged, think, and contribute. A bit of insider information: graduate students do not miss class and contribute at a much higher level than undergrads—so it is time to elevate your game and challenge yourself intellectually--- read and then read some more. Spend time writing every day.
- Semester 1 or 2: Learn how to use EndNote or some other referencing program. Check in with Marriott Library—you can get it there. You are going to be

reading, citing, and referencing books and journal articles. EndNote simplifies this.

- Semesters 1-4: If you are funded be outstanding in your TA responsibilities.
- Semesters 1-4: Be early, stay late, and be irreplaceable.
- All of year 2: Ask yourself two questions: What's next? What needs to be done to prepare myself for life after my Master's degree?
- End of spring semester, year 2: Pass verbal defense of project (with document).

## **Research Intensive Degree Programs: MS-Thesis in Health and Kinesiology & PhD in Health and Kinesiology**

As indicated previously these degree programs are organized around three research themes: Physical Activity and Well-Being, Cognitive and Motor Neuroscience, and Exercise and Disease. Each research theme has a particular curriculum for students pursuing MS and PhD degrees. If you are interested in Healthy Communities and Environments please see the Parks, Recreation and Tourism Program.

**Physical Activity and Well-Being  
Graduate Curriculum**

Course Name	Semester(s) Offered	MS Hours	PhD Hours
<b><u>H&amp;K Core:</u></b> HKR 6800 Trends and Issues in H&K		2	4
<b><u>Physical Activity and Well-Being Core:</u></b> KINES 6320 Exercise and Disease/PA Epidemiology KINES 6755 Exercise Psychology KINES 7110 PA Measurement KINES 7120 PA Interventions		3 3 3 3	3 3 3 3
<b><u>Research Design and Statistics Core:</u></b> KINES 7102 Intro Research Methods KINES 7103 Design and Analysis I KINES 7104 Design and Analysis II		3 3 3	3 3 3
<b><u>Supporting Area of Expertise (6-14 Hours):</u></b> Student will work with supervisory chair on determining coursework.		6	17
<b><u>MS Thesis Core:</u></b> KINES 6970 Thesis Hours KINES 7830 Journal Readings KINES 7920 Independent Study		6 2 2	
<b><u>PhD Dissertation Core:</u></b> KINES 7830 Journal Readings KINES 7920 Independent Study KINES 7970 Dissertation Hours			3 7 14
	<b>Total</b>	<b>36</b>	<b>67</b>

^Specific coursework is negotiable given prior experience and current offerings

**Exercise and Disease  
Graduate Curriculum**

<b>Course Name</b>	<b>Semester(s) Offered</b>	<b>MS Hours</b>	<b>PhD Hours</b>
<b><u>H&amp;K Core:</u></b> HKR 6800 Trends and Issues in H&K		1	1
<b><u>Exercise and Disease Core:</u></b> KINES 6300/7300 Adv Ex Phys I KINES 6301/7301 Adv Ex Phys Lab KINES 6320 Exercise and Disease/PA Epidemiology KINES 6321 Ex and Weight Management (online) KINES 7110 PA Measurement KINES 7120 PA Interventions		3  3 3 3 3 3	3 3 3 3 3 3
<b><u>Research Design and Statistics Core:</u></b> KINES 7102 Intro Research Methods KINES 7103 Design and Analysis I KINES 7104 Design and Analysis II		3 3	3 3 3
<b><u>Supporting Area of Expertise:</u></b> Student will work with supervisory chair on determining coursework.  <b><u>Higher Education Core:</u></b> CTLE 6000 Teaching in Higher Ed CTLE 6510 Cyber Pedagogy (PhD Elective) KINES 7954 Practicum in Effective Teaching Graduate Scientific Writing OR Grant Writing Course		≥11	≥9  3 3 3
<b><u>MS Thesis Core:</u></b> KINES 6970 Thesis Research		6	
<b><u>PhD Dissertation Core:</u></b> KINES 7920 Independent Study KINES 7970 Dissertation Hours			7 14
	<b>Total</b>	<b>36</b>	<b>67</b>

^Specific coursework is negotiable given prior experience and current offerings

## Cognitive and Motor Neuroscience Graduate Curriculum

Course Name	Semester(s) Offered	MS Hours	PhD Hours
<b><u>H&amp;K Core:</u></b> HKR 6800 Trends and Issues in H&K		1	1
<b><u>Cognitive and Motor Neuroscience Core:</u></b> KINES 6390 Advanced Biomechanics KINES 6885 Advanced Motor Learning KINES 6770 Instrumentation/Measurement in Movement Science KINES 7820 Issues in Cognitive and Motor Neuroscience		3 3 3 3	3 3 3 3
<b><u>Research Design and Statistics Core:</u></b> KINES 7102 Intro Research Methods KINES 7103 Design and Analysis I KINES 7104 Design and Analysis II		3 3 3	3 3 3
<b><u>Supporting Area of Expertise:</u></b> Student will work with supervisory chair on determining coursework.		6	18
<b><u>MS Thesis Core:</u></b> KINES 6970 Thesis Hours KINES 7920 Independent Study		6 2	
<b><u>PhD Dissertation Core:</u></b> KINES 7920 Independent Study KINES 7970 Dissertation Hours			13 14
	<b>Total</b>	<b>36</b>	<b>67</b>

^Specific coursework is negotiable given prior experience and current offerings



### **MS-Thesis degree requirements**

To earn a MS degree in the thesis track you must successfully complete the **curriculum** (above) and complete your thesis.

#### **Master's Thesis Degree -- Milestones of Adequate Progress\***

- Maintain a 3.0 or better GPA. Earn no grade lower than a B-.
- Meet the responsibilities of your Teaching Assistantship or Research Assistantship, if appropriate.
- No later than the beginning of spring break of your first academic year: In collaboration with your mentor identify your research topic and Supervisory Committee members. Submit the form to the Program Manager.
- Near the end of spring semester, year 1: Complete your annual review with your mentor. Submit it to the Program Manager.
- Summer, academic year 1: Work on your proposal. Read, write, and consider the contours of what you wish to accomplish with your thesis. A draft of your proposal should be completed and shared with your mentor no later than early in the fall semester.
- No later than the beginning of fall break of the fall semester of your second academic year: Propose your thesis in front of entire Supervisory Committee.
  - During this same meeting bring and have approved your 'Program of Study'. This form is on CANVAS and is important to complete and submit to the Program Manager (recall you have to have 6 credit hours of thesis).
  - Also bring and have approved your 'Supervisory Committee' form. This form is on CANVAS and is important to complete and submit to the Program Manager.
- Remainder of fall semester and early spring semester, academic year 2: Complete your thesis.
- Early spring semester, academic year 2: Attend thesis formatting workshops and/or get preliminary format approval.

- No later than the end of spring semester, academic year 2: Defend your thesis in front of your entire Supervisory Committee.
  - Make changes to the document based on feedback.
  - Do the following in this order: Receive approval from Supervisory Committee, submit manuscript for publication, secure final Supervisory Committee signatures on the thesis defense form and submit it to the Program Manager, secure signatures from the Chair of the Department on the final reading form, and then submit document for format approval with the Thesis Office.
  - Graduate ☺. You will likely officially graduate in the summer because the submission deadlines for the Thesis Office are in the middle of the semester.
- If you are not able to defend your thesis by the end of the spring semester complete your annual review with your mentor by the date due.

**\*Progress toward these milestones will be recorded in your annual review. If you do not meet these milestones you can request an extension (see Time Limit / Milestone Extension Request on Canvas). Failure to meet the expectations articulated in your extension (if granted) is grounds for dismissal from the program.**

### **Master's Thesis**

A Master's thesis is written as an empirical article. The length of your thesis is dictated by intended journal you submit your work to. Additional information, such as an in-depth review of literature and/or methodological and statistical details can be provided in appendices. You should consult with the Chair of your Supervisory Committee about what to include in appendices. The inclusion of appendices is expected and encouraged. In consultation with the Chair of the Supervisory Committee, you should identify a potential journal as the study is being conceptualized (see below for more thoughts about this). The thesis proposal contains the introduction and methodology portions of the manuscript. It is likely that these sections will be quite in depth for the proposal and need to be trimmed for the manuscript. You are required to orally propose and defend your research. Your manuscript must be prepared for submission to a

journal before you defend. Following your thesis defense, members of your Supervisory Committee will provide final approval signatures when the manuscript is submitted to a refereed journal. Following final signatures, you will submit your thesis to the Thesis Office for format approval.

### **Master's Thesis Guidelines:**

The Master's **thesis proposal** includes the following:

- A document addressing the following:
  - ✓ A definition or statement of the problem
  - ✓ The importance of the problem, i.e., why it is worth researching, why it matters to the field.
  - ✓ The theoretical foundation (if appropriate) supporting the problem/issue.
  - ✓ An overview of the important literature.
  - ✓ The research questions or specific aims and hypotheses.
  - ✓ A detailed account of the methodology to answer those questions or to address the specific aims.
  - ✓ The thesis proposal is a formal meeting with your Supervisory Committee. You will send your proposal to your supervisory committee a minimum of 2 weeks prior to your oral presentation. Alterations to that timeframe must be approved by your Supervisory Committee.
- Your proposal is open to other students and the public. As such notify Andrea Moss when you have solidified a date and that information as well as your document will be placed on CANVAS.
- To the meeting bring a 'thesis proposal' form (this is one of the 'exams' mentioned earlier and is available on Canvas or via the Program Manager --Andrea Moss).
- The oral presentation is ~20 minutes. Following your presentation you will take questions from the audience. You will then be asked to leave the room and your Supervisory Committee will deliberate. You'll be invited back in into the room after the deliberation.
- You are graded pass/fail on two components—your oral presentation and your written document. A majority of your three member supervisory committee must approve

both facets of your proposal with a signature on the thesis proposal form. It is relatively common that based on that feedback your proposal will be revised in some fashion. Plan to complete your recommended changes in under 2 weeks— don't drop the ball here—keep your momentum going.

- After your project is approved you can submit your IRB proposal (if appropriate) and begin your study.

A few thoughts on **the publication process**: This is likely your first time trying to get a manuscript published. Here are some helpful hints.

- Early in your time with us try to get a sense of the journals in your field. Read articles from an array of journals. Get a sense of the style and length of the articles in particular journals.
- Get online and look at the websites and submission criteria for a few journals that might fit your work.
- You will find that the articles you read have multiple authors. Your thesis manuscript will also have multiple authors. Have a conversation with your mentor about authorship.
- Writing your own proposal and manuscript will be much easier if you do four things:
  - ✓ Become involved in the research of your mentor and more senior students.
  - ✓ Attend the proposals and defenses of other students.
  - ✓ Read articles every day. Study both their content and the structure of the document. Ask yourself what the author is trying to accomplish in every paragraph.
  - ✓ Write every day. Writing is a skill that needs to be practiced.

When your study is complete you prepare your thesis document— your manuscript and accompanying appendices — and prepare for your thesis defense.

The Master's **thesis defense** includes the following:

- A manuscript of your completed thesis research. It is likely that your proposal document (above) will have to be revised and obviously lengthened (to include results and discussion sections) to be appropriate for a particular journal. It is a very good idea to discuss journal options with your mentor so that you tailor your defense document to a particular journal. The process of the thesis defense is similar to that for your proposal.
- The thesis defense is a formal meeting with your supervisory committee. You will send your manuscript to your supervisory committee a minimum of 2 weeks prior to your oral presentation. Any alterations to this time frame are contingent on Supervisory Committee approval.
- The oral presentation is between ~20-35 minutes. Logically, this presentation will tend to focus a bit more on the results and discussion of your work rather than the introduction and methods. To the meeting bring a thesis defense form (this is one of the ‘exams’ mentioned earlier and is available on Canvas or via the Program Manager (Andrea Moss)).
- Your thesis defense is a public event. As such, be certain to send your abstract along with day, time, and place of your defense to the Program Manager (Andrea Moss) so that she can post and publicize the event. Please complete this at least 2 weeks prior to your defense.
- Following your presentation you will take questions from the audience. You will then be asked to leave the room and your Supervisory Committee will deliberate. You’ll be invited back in into the room after the deliberation. It is likely that based on that feedback your manuscript will need some revisions before being approved.
- You are graded pass/fail on two components—your oral presentation and your written document. A majority of your three member supervisory committee must approve both facets of your proposal. It is relatively common that based on feedback your written document (manuscript) will be revised in some fashion before your committee ‘approves’ it. Passing the defense of your written document involves appropriately attending to all feedback / comments from your Supervisory Committee as well as preparing your written document for publication. *It is only after your Supervisory Committee approves of your changes and you submit your manuscript for review at a journal that they will ‘pass’ you and sign your thesis defense form.*

- After your Supervisory Committee passes you on your defense (a majority of your supervisory committee approving your document and oral presentation) you will request that the Chair of the Department sign your final reading form. This may take up to a couple weeks because the Chair must read your thesis. Once this form is signed you can go through format approval with the Thesis Office. You can contact them to discern the process for format approval.

## **Ph.D. in Health and Kinesiology**

To earn a PhD degree you must successfully complete the **curriculum** (below), successfully achieve the milestones in your research theme, and complete your dissertation project and dissertation.

### **Doctoral Degree – Milestones of Adequate Progress\***

- Maintain a 3.0 or better GPA. Earn no grade lower than a B-.
- Meet the responsibilities of your Teaching Assistantship or Research Assistantship, if appropriate.
- Be involved in the activities of your research theme. This may involve seminar attendance, lab meetings, presentations, attending conferences, submitting abstracts to conferences, writing grants, assisting other students and/or faculty with research, etc. These expectations are theme-specific and will be detailed to you in your theme meetings.
- By the end of your first academic year:
  - In collaboration with your mentor identify your research topic and Supervisory Committee members.
  - Submit your ‘Supervisory Committee’ form. This form is on CANVAS and is important to complete and submit to the Program Manager.
  - Work with Supervisory Committee to draft your ‘program of study’. This form is on CANVAS and is important to complete and submit to the Program Manager (recall you have to have 14 credit hours of dissertation).
  - Near the end of spring semester: Complete your annual review with your mentor. Submit it to the Program Manager.
- By the beginning of spring break of academic year 2:
  - Propose your doctoral project. Submit your signed doctoral project proposal form to the Program Manager.
  - Near the end of spring semester: Complete your annual review with your mentor. Submit it to the Program Manager.

- By the first day of the fall semester in academic year 3:
  - Complete your doctoral project.
  - Defend your doctoral project.
    - Make changes to the document based on feedback.
    - Receive approval from Supervisory Committee and submit manuscript for publication.
    - Submit your signed doctoral project defense form to the Program Manager.
- By the beginning of fall break of your third academic year:
  - Propose dissertation. Submit your signed dissertation proposal form to the Program Manager.
  - Begin conducting dissertation.
  - Attend thesis/dissertation formatting workshop and/or get preliminary format approval.
- Near the end of spring semester, academic year 3:
  - Complete and submit your annual review with your mentor. Submit it to the Program Manager.
- By end of your fourth academic year:
  - Defend your dissertation.
  - Make changes to the document based on feedback.
  - Do the following in this order: Receive approval from Supervisory Committee, submit manuscript for publication, secure final Supervisory Committee signatures on the dissertation defense form and submit it to the Program Manager, secure signatures from the Chair of the Department on the final reading form, and then submit document for format approval with the Thesis Office.
  - Submit the manuscripts from your dissertation to journals.
  - If you have not defended your dissertation complete and submit your annual review with your mentor by the end of the spring semester.
  - Graduate 😊



**\*Progress toward these milestones will be recorded in your annual review. If you do not meet these milestones you can request an extension (see Time Limit / Milestone Extension Request on Canvas). Failure to meet the expectations articulated in your extension (if granted) is grounds for dismissal from the program.**

### **Doctoral Project and Two Article Dissertation**

Students complete a doctoral project followed by a multiple article dissertation. The doctoral project entails the proposal, completion, defense and submission of a research study to peer reviewed journal. The focus of the doctoral project is made in consultation with the student's Chair and Supervisory Committee. Following a successful defense and submission of the doctoral project to a peer reviewed journal the student advances to candidacy and is permitted to propose and complete a two article dissertation. As with the project the dissertation is defended upon completion. Collectively, the doctoral project and articles in the dissertation are consistent with the research theme to which the student belongs. The final dissertation contains both the project manuscript and dissertation manuscripts.

The **doctoral project proposal** includes the following:

- A document addressing the following:
  - i. A definition or statement of the problem
  - ii. The importance of the problem, i.e., why it is worth researching, why it matters to the field.
  - iii. The theoretical foundation (if appropriate) supporting the problem/issue.
  - iv. An overview of the important literature (overview, because each article will have its own unique literature review).
  - v. The research questions and hypotheses.
  - vi. A detailed account of the methodology to answer those questions.
- The doctoral project proposal is a formal meeting with your supervisory committee. You will send your proposal to your supervisory committee a minimum of 2 weeks prior to your oral presentation.

- The doctoral project proposal is a public event. As such, be certain to send your proposal along with day, time, and place of your proposal to the Program Manager (Andrea Moss) so that she can post and publicize the event. Please complete this at least 2 weeks prior to your proposal.
- The oral presentation is between 20-30 minutes. To the meeting bring a project proposal form (this is one of the ‘exams’ mentioned earlier and is available on Canvas or via the Program Manager (Andrea Moss)).
- Following your presentation you will take questions from the audience. You will then be asked to leave the room and your Supervisory Committee will deliberate. You’ll be invited back in into the room after the deliberation. It is likely that based on that feedback your manuscript will need some revisions before being approved.
- A majority of your five member supervisory committee must approve your doctoral project with a signature on the project proposal form. After your project is approved you can begin your study.

The **doctoral project defense** includes the following:

- A *manuscript* of your completed doctoral project research. It is likely that your proposal document (above) will have to be revised and obviously lengthened to be appropriate for a particular journal. The process of the doctoral project defense is similar to that for your proposal.
  - i. The doctoral project defense is a formal meeting with your supervisory committee. You will send your manuscript to your supervisory committee a minimum of 2 weeks prior to your oral presentation.
  - ii. The doctoral project defense is a public event. As such, be certain to send your document along with day, time, and place of your defense to the Program Manager (Andrea Moss) so that she can post and publicize the event. Please complete this at least 2 week prior to your proposal.
- The *oral presentation* is between 20-30 minutes. This presentation should consist of a brief introduction/overview of the background and rationale of your study, brief review of the methods, and a detailed discussion of the results, conclusions

and application. To the meeting bring a project defense form (this is one of the ‘exams’ mentioned earlier and is available on Canvas or via the Program Manager (Andrea Moss)).

- i. You are graded pass/fail on two components—your oral presentation and your written document. A majority of your five member supervisory committee must approve both facets of your defense with a signature on the dissertation proposal form.
- ii. Following your presentation you will take questions from the audience. You will then be asked to leave the room and your Supervisory Committee will deliberate. You’ll be invited back in into the room after the deliberation. It is likely that based on that feedback your manuscript will need some revisions before your committee ‘approves’ it.
- iii. After you have ‘passed’ (a majority of your supervisory committee approving of your document and oral presentation and you have submitted your manuscript for review at a peer reviewed professional journal) you will be advanced to candidacy and allowed to propose your dissertation.

The **dissertation proposal** includes:

- A *document* addressing the following:
  - i. A definition or statement of the problem
  - ii. The importance of the problem, i.e., why it is worth researching, why it matters to the field.
  - iii. The theoretical foundation (if appropriate) supporting the problem/issue.
  - iv. An overview of the important literature (overview, because each article will have its own unique literature review).
  - v. The research questions or specific aims and hypotheses for study #1.
  - vi. A detailed account of the methodology to answer those questions.
  - vii. The research questions or specific aims and hypotheses for study #2.
  - viii. A detailed account of the methodology to answer those questions.
- If appropriate, a copy of the submitted doctoral project manuscript.
- A timeline for completion.

- The names of the journals the articles will be submitted to.
- The dissertation proposal is a formal meeting with your supervisory committee. You will send your proposal to your supervisory committee a minimum of 2 weeks prior to your oral presentation.
- The dissertation proposal is a public event. As such, be certain to send your proposal along with day, time, and place of your proposal to the Program Manager (Andrea Moss) so that she can post and publicize the event. Please complete this at least 2 week prior to your proposal.
- The oral presentation is ~30 minutes. To the meeting bring a dissertation proposal form (this is one of the ‘exams’ mentioned earlier and is available on Canvas or via the Program Manager (Andrea Moss)).
- Following your presentation you will take questions from the audience. You will then be asked to leave the room and your Supervisory Committee will deliberate. You’ll be invited back in into the room after the deliberation.
- You are graded pass/fail on two components—your oral presentation and your written document. A majority of your five member supervisory committee must approve both facets of your proposal with a signature on the dissertation proposal form.
- It is relatively common that based on that feedback your written document (proposed studies) will be revised in some fashion before your committee ‘approves’ it.
- After your dissertation is approved you can commence your studies.

The **dissertation defense** includes the following:

- The dissertation includes an abstract that synthesizes the articles, as well as an introduction (Chapter 1) and a conclusion (Chapter 5). Chapters 2, 3, and 4 contain the articles (doctoral project manuscript, dissertation manuscript #1, and dissertation manuscript #2). The entire document should be sent to your supervisory committee at least 2 weeks prior to your defense.

- i. The **introduction (Chapter 1)** should function as the cord that weaves the various manuscripts together and describes, for the reader, their ‘collective meaning’ and ‘combined contribution’ to the field. It should, in broad terms, set the stage for the studies that follow. The larger issue, concern, or controversy driving the dissertation is addressed along with the foundational literature. The general objectives of the dissertation manuscripts are presented with special attention provided to unique contribution of the studies to the literature.
  - ii. **Chapters 2, 3, and 4** are comprised of your project manuscript (Chapter 2), manuscript for study 1 of your dissertation (Chapter 3), and the manuscript for study 2 of your dissertation (Chapter 4).
  - iii. The **conclusion (Chapter 5)** will briefly summarize the dissertation’s major findings, limitations, discussion, and recommendations. The student will also present and discuss linkages (i.e., similarities and differences) between the separate manuscripts that are included in the dissertation, striving as much as possible to present the document as representative of a coherent body of work. The conclusion chapter ‘ties’ everything together and helps the reader see how the various manuscripts, taken together, make a contribution to the knowledge base regarding the problem. The conclusion chapter should present/discuss research imperatives, or knowledge gaps, not visible when each manuscript is considered individually and should articulate an agenda for future research on the issues addressed in the dissertation.
- The oral presentation is between 30-40 minutes. Logically, this presentation will tend to focus a bit more on the larger picture of your entire dissertation along with the specific contributions of studies 2 and 3. To the meeting bring a dissertation defense form (this is one of the ‘exams’ mentioned earlier and is available on Canvas or via the Program Manager (Andrea Moss) and a final reading form.

- i. Following your presentation you will take questions from the audience.  
You will then be asked to leave the room and your Supervisory Committee will deliberate. You'll be invited back into the room after the deliberation. It is likely that based on that feedback your manuscript will need some revisions before being approved.
  - ii. To 'pass' a majority of your five member supervisory committee must approve your oral presentation and written document. Typically a student passes their verbal presentation and is asked to revise their manuscripts in some fashion. Once you have addressed your committee's comments satisfactorily and your manuscripts are submitted for review at a journal members of your committee will pass you (with a signature) on your written dissertation defense form. The process of replying to your committee's comments varies in length, from a short period of time to a rather long period of time. You are strongly encouraged to attend to this as quickly as you can.
  - iii. Your dissertation then goes to the Department Chair with a copy of the final reading form. When the Chair has approved of your document they will sign the final reading form. This may take upwards of two weeks as the Chair must read your document.
  - iv. After you have 'passed' (a majority of your supervisory committee approving of your document and oral presentation), submitted your manuscripts for review, and the Chair has signed your final form you are allowed to go through thesis formatting with the Thesis Office.
- The dissertation defense is a public event. As such, be certain to send your dissertation abstract along with day, time, and place of your defense to the Program Manager (Andrea Moss) so that she can post and publicize the event. Please complete this at least 2 week prior to your defense.
  - You officially graduate after having successfully defended your dissertation and successfully passed format approval with the Thesis Office.

## Additional Guidelines

1. This is emphasized above but it bears repeating. Your articles must be prepared for publication before scheduling your defense. There are important things to consider when publishing the articles from your doctoral work. Final approval signatures (dissertation defense form and final reading form) are dependent on submission of dissertation manuscripts to an approved journal.
2. Articles may have been published before the defense; however, if so, the student must obtain copyright permission from the publishing journal to include the article in his/her dissertation. Doing so is required by U.S. law. When asking for permission to include the article in the dissertation, students should notify the journal editor that the dissertation will be made available on-line. Uploading your dissertation is a requirement of graduation.
3. You are strongly encouraged to attend a formatting workshop and preliminary format approval—both are available through the Thesis Office in The Graduate School. See <http://www.gradschool.utah.edu/thesis/index.php>. Believe me when I say the last thing you want to be doing after defending is spending inordinate amounts of time formatting your document. If you stay on top of this early then it is a breeze later on.
4. A certain amount of overlap is acceptable. For example, portions of the literature review may need to be cited in the various articles because it delineates the entire historical background of the study's focal topic. Redundancy can be carefully reduced by citing one's own work. **However, self-plagiarism - reusing one's own previously written work or data in a 'new' written product without letting the reader know that this material has appeared elsewhere - is prohibited.**
5. Journals to which articles are being submitted must be approved by the Chair of your Supervisory Committee. Serving as an "editorial board" for the student, the Supervisory Committee will help select journals that will challenge the student and offer a reasonable chance of publication success.

6. Students must be first author on all articles. As first authors, students are responsible for development and articulation of the concept or idea for research, development of a proposal to pursue this idea, development of a research design, designing the intervention or assessment (if relevant), conducting the research and analysis, interpreting the results, and writing the manuscript. Co-authors must be identified before the student's proposal defense. The article and the role of the coauthors must be presented and approved by all members of the Supervisory Committee. Any changes in co-authorship must be approved by the student's Supervisory Committee.
7. If an article is rejected by a journal during the dissertation process, the student may submit to another journal approved by the Chair of their Supervisory Committee. In the case of a revise and resubmit during the dissertation process, any changes to the article must be approved by the Chair of their Supervisory Committee.
8. If an article is rejected by a journal after the successful completion and defense of the dissertation, co-authorship decisions that were made during the dissertation process will no longer be in effect. Submission to a new journal will be at the sole discretion of the Ph.D. graduate. That being said it is wise and professionally courteous to keep all original authors informed of submissions decisions following graduation. If the graduate chooses not to resubmit their work in a timely manner they are encouraged to contact their mentor and discuss pathways forward.



## **Getting Along and Getting Through**

The climate in our department is many things: professional, inviting, rigorous, supportive, and quite friendly. Remember that you are part of this climate and play a role in creating and sustaining it. In other words, model the type of climate you want to be part in. Be professional in your interactions, inviting of others, rigorous in your studies, supportive of other students, faculty, and staff, and friendly to everyone. Like any professional group we --- faculty and students --- are required to maintain high standards and treat others with respect.

### **The Student Code**

With that in mind please be intentional in adhering to the Code of Student Rights and Responsibilities (<https://regulations.utah.edu/academics/6-400.php>), hereafter referred to as the ‘Student Code’. The Student Code is quite broad, touching on everything from standards of behavior to academic performance to academic conduct, research conduct and beyond. Importantly, the Student Code outlines very specifically the steps a student can take to appeal any action that may be taken against them. An action can range from the final grade a student receives in a class, to whether a student passes or fails a particular proposal defense. An action may also refer to a department’s decision to place a student on academic probation within their academic program or to dismiss a student from an academic program.

### **Insufficient Academic Performance, Not Achieving Degree Milestones, Running up Against the Time Limit, and Other Degree Completion Challenges**

While we – faculty in Health and Kinesiology—have every intention of mentoring all of our graduate students through graduation issues do sometimes arise that warrant placing a student on academic probation or dismissing them from the program. Please realize that the Student Code outlines the appeal process if you should find yourself facing an action. What follows is a list of challenges that students can face, the action the program (Health & Kinesiology) will take as well as the procedure we will follow to help the student resolve the issue and the appeal procedures, if appropriate and desired.

1. **Failure to maintain a 3.0 GPA or earns a grade of B- or below in a course.** The 3.0 GPA is a policy of the Graduate School and the B- stipulation is the policy of the Health and Kinesiology Program. Thus, if your GPA drops below 3.0 or you get a B- you will be placed

on *academic probation*. If the student is on probation from the Graduate School, one semester is allowed to increase the student's GPA before the termination of the Tuition Benefit Plan (TBP, <http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>) and dismissal from the program. In addition, if a student does not achieve a B or better in all courses one additional opportunity is allowed for remediation prior to dismissal from the program. Successful remediation involves taking the course again and receiving a B grade or better.

**Procedure to Resolve the Issue:** The student is required to meet with the Chair of their Supervisory Committee or the Director of Graduate Studies (DOGs) (if the Chair of the Supervisory Committee has not yet been identified) to discuss steps necessary to remediate the problems which led to the probation. A written action plan must be developed and signed by all parties. The plan will then be submitted to the DOGs, Program Manager, and Department Chair. If the student meets the stipulations of the action plan they will be taken off of academic probation and return to the status of in good standing. If the student fails to meet the terms of the action plan and continues to be on academic probation one of two things will occur: 1) If the student is making sufficient progress as determined in the sole discretion of the Department, then another written action plan may be developed (see above for process) or 2) The student will be dismissed from the program. The student has the right to appeal the decision if the student believes it to be arbitrary or capricious. See Policy 6-400, Section IV-B for the appeals process.

## **2. Violation of Section III, Student Behavior, of the Student Code**

(<https://regulations.utah.edu/academics/6-400.php>). Section III of the Student Code is quite broad and focuses on issues such as dishonesty, various forms of assault, violation of University policies, etc. Recognize that these issues are not dealt with at the program or department level, rather the Dean of Students is the point person. Any person directly aggrieved by an alleged violation of the Standards of Behavior or any faculty member, student, or staff member may submit an oral or written complaint to the Dean of Students, or designee, within forty-five (45) business days of the date of discovery of the alleged violation. Please see Section III of the Student Code for how these issues are resolved.

### **3. Failure to Adequately Achieve the Milestones Associated with Degree, Failure to Graduate within the Time Limit, and Other Academic Deficiencies under Section IV, Student Academic Performance, of the Student Code**

In order to ensure that the highest standards of academic performance are promoted and supported at the University, students must: 1) Meet the academic requirements of a course; and 2) Meet the academic requirements of the relevant discipline or program. Faculty members are qualified as professionals to observe and judge all aspects of a student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum.

The Department shall have the discretion to apply any appropriate academic action based upon the severity of the academic deficiency including, but not limited to, probation, suspension or dismissal.

Procedure to Resolve the Issue: Academic deficiencies including but not limited to failure to meet required Milestones and Graduate Time Limits will be identified in the student's annual review. It is the responsibility of the student to address these shortcomings with their Supervisory Chair in that document and file a Milestone Extension Request. If granted, the student has one semester to meet the expectations articulated in the Milestone Extension Request. If the expectations are not met, a meeting will be called between the student, the Chair of the student's Supervisory Committee, DOGs, and Program Chair. At that time, the nature of the violation will be discussed by all parties. Every effort will be made to clarify all circumstances. The Chair of the Supervisory Committee, DOGs, and Program Chair will then meet to decide upon a course of action. In the meeting, the student shall be entitled to provide any relevant information for the Department to consider concerning the academic deficiency. After hearing from the student, the Chair of the Supervisory Committee, DOGs, and Program Chair will decide and inform the student, in writing, of the academic action to be imposed. The written action will be stored in the student's permanent file. The student has the right to appeal if the student believes the decision to be arbitrary or capricious. See Policy 6-400, Section IV-B for the appeals process.

#### **4. Violation of Section V: Academic Misconduct**

<https://regulations.utah.edu/academics/6-400.php>. A student who engages in academic misconduct, including but not limited to, cheating or plagiarism, may be assigned an academic sanction by their course instructor up to and including failure for a course. The student has the right to appeal the student believes the decision to be arbitrary or capricious. See Policy 6-400, Section V-B for the appeals process. For serious acts of academic misconduct, or for repeat acts of misconduct, the Department may pursue with the College Academic Appeals Committee a more severe sanction of suspension or dismissal.

#### **5. Violation of Section VI: Student Professional and Ethical Conduct**

<https://regulations.utah.edu/academics/6-400.php>. Any person who observes or discovers that a student has engaged in professional misconduct (see Section I.B. in the Student Code) should file a written complaint with the office of the Dean of the College of Health within forty-five (45) business days of the date of discovery of the alleged violation. Complaints for professional misconduct are resolved by the College Academic Appeals Committee.

#### **Conflicts Between Student and Mentor (Supervisory Chair)**

On occasion, conflicts arise between students and their Supervisory Chair.

Procedure to Resolve the Issue: If either party senses a conflict, they are advised to schedule an informal meeting to attempt to resolve the issues. If the issues persist, the impacted party should contact the DOGs and set up a meeting among all those involved. An attempt will be made to resolve the issues at the heart of the conflict. If the issues persist a final meeting between the student, Supervisory Chair, DOGs, and Department Chair will be called. Again, an effort will be made to resolve the issues. If this process proves unsuccessful the student's back-up mentor will be called upon to assume the role of Supervisory Chair. Note of the change will be put in the student's file. The change may require the student to change the focus of their research and thus the composition of their Supervisory Committee, which may delay progress. If conflict ensues with the new mentor that cannot be resolved with the process outlined above the student will be dismissed from the program.

#### **Teaching Assistant Performance**

Students holding Teaching Assistant positions are expected to perform competently and conscientiously in that role. TA's will receive evaluations of their job performance in their

annual review and will be notified of any deficiencies. TA's who fail to meet their responsibilities after notice of deficiencies and an opportunity to improve may be terminated from their TA position. The Health and Kinesiology Program follows University of Utah policies delineated in University Policy 6-309 for the termination of an educational trainee position (<http://regulations.utah.edu/academics/6-309.php> ).

### **Students Wishing to Leave the Graduate Program**

Students should contact the Chair of their Supervisory Committee and Director of Graduate Studies as early as possible if they are considering leaving the graduate program. The timing of a student's departure from the program impacts whether tuition must be reimbursed and eligibility for a degree. Reimbursement for tuition is delineated on the description of the Tuition Benefit Plan on the Graduate School website: **"IMPORTANT: Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours, and if registration falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester."**

Students will not earn and receive a Master's or PhD degree if the Graduate School and Health and Kinesiology Program requirements have not been met when they leave the graduate program. Students opting to leave the PhD program may have the option of earning a M.Phil. degree. Please see <https://gradschool.utah.edu/graduate-catalog/degree-requirements/> for details. The student should recognize that they would be required to re-apply should they wish to continue in the program and work on another advanced degree.

## **Forms**

All the forms that follow are available on Canvas and from the Program Manager.