

Department of Kinesiology



Graduate Student Handbook



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Welcome to Seattle University

Statement on Diversity

Founded in 1891, Seattle University is the largest and among the most diverse independent universities in the Northwest. As set forth in the University's Mission Statement, Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world. Seattle University is committed to achieving excellence as the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society. [Seattle University Statement on Diversity](#)

Statement on Disabilities

The Kinesiology Department believes in its inclusive motto, 'exercise for life, exercise for everyone.' Students with disabilities are considered fully enfranchised members of the educational community. Seattle University recognizes that traditional methods, programs, and services are not always appropriate or sufficient to accommodate the limitations experienced by some students with disabilities.

If you have, or think you may have, a disability (including an 'invisible disability' such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in class, you are encouraged to discuss your needs and arrange support services and/or accommodations through [Disabilities Services](#).

Seattle University Nondiscrimination Policy

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. In addition, the University does not discriminate on the basis of genetic information in its employment related policies and practices, including coverage under its health benefits program. Seattle University's Non-Discrimination Policy can be found [HERE](#).

Program Overview

The Master of Science in Kinesiology is an integrated study of movement encompassing the physiological, mechanical, and behavioral aspects of physical activity. Students have the option to pursue a research track or a clinically applied track.

Graduates within the research track will experience data collection, analysis and interpretation, often out of the lab and within real-world settings. Students can pursue further graduate training such as advanced study at the doctoral level, admission to allied health professional programs, or medical school.

Graduates pursuing the clinically applied track will be prepared to sit for the American College of Sports Medicine (ACSM) Clinical Exercise Physiology certification exam, and they will be qualified to consult on exercise-related research, public health and policymaking, and other clinical and non-clinical services. Students will also be able to work in medical and allied health settings to manage cardiac and pulmonary risks, training, and rehabilitation.

Kinesiology's Mission and Vision

Mission

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world. The Kinesiology Department looks to empower our students to consider the positive impact that exercise can have on the whole person.

Vision

Seattle University will be one of the most innovative and progressive Jesuit and Catholic universities in the world, educating with excellence at the undergraduate, graduate and professional levels. Specifically, the Kinesiology Department will look at science differently by engaging community stakeholders and industry partners, ultimately providing innovative solutions and hands-on approaches to undergraduate and graduate learning.

Values

The Kinesiology Department maintains the values of Seattle University:

- **Care**
We put the good of students first.
- **Academic Excellence**
We value excellence in learning with great teachers who are active scholars.
- **Diversity**
We celebrate educational excellence achieved through diversity.

- **Faith**
We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community.
- **Justice**
We foster a concern for justice and the competence to promote it.
- **Leadership**
We seek to develop responsible leaders committed to the common good.

Program Learning Outcomes

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

1. Synthesize advanced knowledge in the field of movement science.
2. Critically evaluate and integrate current research in the field of movement science
3. Establish evidence-based practice to develop, assess, and prescribe health/exercise/sports interventions for research and general community.
4. Effectively communicate scientific principles and findings from the field of movement science to both peer and non-peer audiences.
5. Demonstrate professional behavior consistent with the discipline, including a) an understanding of the societal and individual importance of a healthy, active lifestyle, b) adherence to professional ethics, c) service to others, d) shared responsibility and successful collaboration with peers, and e) commitment to lifelong learning.

Admission Requirements

Other specific admission criteria are described in the Graduate Catalog. Seattle University's policy on "Admission to the University (2004- 2)" and Admission Records Incomplete Documents (76-7)": [Seattle University Graduate Admissions](#)

Note: If English (ESL) is your second language and in order to fully engage in the program, you must submit official and sufficient English proficiency test scores from **an accredited program or language school**.

Department Requirements

The Department's primary criterion for admission is the potential for student success. Elements of success include clearly-defined short- and long-term objectives that match the capabilities of the Kinesiology program and faculty, intellectual curiosity, practical experience, and academic preparation. Therefore, we require all students to have a minimum GPA of 3.0 from their previous institution.

Academic Preparation

Applicants to the Master of Science in Kinesiology have commonly received undergraduate degrees in Kinesiology, Exercise Science, Sport Science, Human Movement, Applied Physiology, and Physical Education. Applicants from other academic backgrounds are also considered for admission, but note that the following coursework needs to be completed prior to commencing the program:

- Exercise Physiology*
- Biomechanics*
- Psychology (Sport or Exercise Psychology preferred)
- Exercise Prescription (for those pursuing the clinical track)*
- *Anatomy and Physiology are often required as pre-requisites for this coursework

Application Process

Review the undergraduate curriculum for the Kinesiology degree to see comparable coursework.

We will begin to review applications for admission on February 1st each year, and continue until openings have been filled. The program is cohort-based with one new cohort beginning the fall quarter of each academic year.

Applicants are responsible for ensuring that all materials have been received by Seattle University's Kinesiology Department. A complete application includes application to the university and supplemental materials submitted to the Department.

The Kinesiology Department also has the following requirements for applications to the Master of

Science in Kinesiology:

Department Requirements

Applicants must submit the following:

1. Statement of interest (750-1000 words) addressing the following prompt: In 750 to 1,000 words, please describe your interest in the MS Kinesiology at Seattle University. Specifically, please address the following:
 - Why are you interested in the MS Kinesiology at Seattle University?
 - What do you want to achieve by taking part in the program?
 - How do you anticipate contributing to the program?
 - How would this degree advance your future career goals?
2. If you are pursuing the research track, you will also be prompted to describe your area of research interest
3. List of three references, including at least one academic reference
4. If you are applying for a Graduate Assistantship, you will be required to include a resume

Application Review

Faculty in the Department of Kinesiology will review application materials and then forward them to the department Graduate Program Director. Based on these recommendations, the Graduate Program Director will review each application and recommend either accepted status, wait list or denial of admission to Seattle University's Office of Admissions. Seattle University Office of Admissions will send students an email to inform them of the status of their acceptance into the program. The Kinesiology department will also follow-up with students via email or phone.

Graduate Assistantships:

Students may apply for a Graduate Assistantship by including a resume with their program application. Each position is paid \$21.67/hour for 20 hours a week during the academic year. Students who meet the following minimum criteria are eligible:

- Acceptance into the Master of Science in Kinesiology graduate program
- Minimum 3.0 GPA
- Completion of required undergraduate coursework including Biomechanics, Exercise Physiology, and Sport/Exercise Psychology or Psychology

Graduate Course Credits

The Master's Degree in Kinesiology involves two components and varies depending on whether a student chooses the clinical or research track:

I. Coursework: Students must complete 30 required course credits within the Kinesiology department and 18 elective course credits taken within the Kinesiology department or from another department on campus

II. Clinical Track: Practicum & Capstone Project: Students must complete 600 practical hours and 9 credits of Capstone Project. Refer to Capstone Project below for details.

III. Research Track: Thesis Proposal & Defense: Students must complete 9 Thesis credits in their second year. Students will develop and successfully defend a thesis proposal to advance to candidacy for the Master's degree. Refer to Thesis Proposal section below for details. Additionally, please refer to the sections below for detailed guidelines on thesis completion. Refer to Thesis section below for details.

Graduate Transfer Credit

Seattle University Transfer Credit Policy: Regionally accredited colleges and universities in the United States are considered to have academic standards of sufficient quality to allow acceptance of their courses as transferable equivalents to Seattle University. Credits from all other U.S. schools are not usually accepted. International school transfer credit evaluations are done in accordance with nationally established norms.

The Seattle University [Transfer Credit Policy](#) and then choose Transfer Credit Policy (77-1).

Process:

1. Post-baccalaureate and graduate credits are used in admission evaluations but are not transferred until a request for consideration of the transfer credit is filed on a Petition for Exception to Policy, and approved by the course faculty, Graduate Program Director and Associate Dean.
2. The student requests in writing, using a "Petition for Exception to Policy" form, available from the Graduate Program Coordinator, that a graduate course they completed in the past be accepted and credits transferred. The student should complete the top portion of the form and submit to the Graduate Program Coordinator with the information listed in step three, below.
3. The student must provide the syllabus and any additional supporting material to faculty responsible for teaching the course the credits will replace. The Associate Dean and appropriate faculty member will make a determination to establish whether the course is equivalent to the Kinesiology course. For some courses, faculty may also require

previous coursework, a test of knowledge or a clinical skills check to assure competency and currency. Students need to submit all materials at least 8 weeks prior to the first day of the quarter in which the course requested for waiver is offered.

4. When a course is determined to be equivalent and is acceptable for credit transfer according to the criteria listed below, the course instructor and the Associate Dean will then sign the “Petition for Exception to Policy” and send it to the Office of the Registrar for further evaluation.
5. The requesting student sends an official transcript to the Office of the Registrar prior to the posting of the transfer credit. More often than not, your transcripts will already be on file. Grades are not transferred, only course credit.

Acceptable Courses for Credit Transfer:

The course must be from a U.S. regionally accredited institution.

The course must have been completed within the last five years.

The course must have been taken at the graduate level and with graduate standing by the student at the time taken.

The grade must be at least 3.0 on a 4.0 scale.

Correspondence courses or extension courses are not acceptable.

On-line courses need additional review by the Associate Dean for Graduate Studies.

Credit Transfer Limits

Up to twelve credits taken at the master’s level within the past 6 years may be applied to satisfy program requirements based on review of transcripts and course syllabi. Credit must meet the criteria as outlined in the Transfer Credit Policy (Policy 77-1) and must be reviewed and approved by the College of Arts & Sciences and the University via a Petition for Exception to Policy.

Seattle University Academic Policies for Graduate Students

Master's students in the Kinesiology Department are subject to all of the academic policies set forth in the Seattle University Graduate Catalog. Students should be familiar with the following policies:

- Degree Requirements
- Time Limits for Completing Degree
- Transfer Credits for Graduate Courses Taken at another Institution
- Retaking of Courses
- Grading
- Academic Probation
- Academic Dismissal
- Readmission
- Simultaneous Enrollment
- Hardship Withdrawal
- Official Withdrawal
- Grieving a Course Grade

All academic policies can be found [HERE](#).

Academic Probation, Dismissal, and Appeal Policy and Procedures for Graduate Students

[Seattle University's policy on Academic Probation Dismissal Appeal GR \(2005-3\)](#)

Academic Probation

1. A student may be placed on academic probation in any of the following circumstances:
 - a) In any quarter, a student earns a GPA of less than 3.00.
 - b) The student's cumulative GPA falls below 3.00.
 - c) The student withdraws from one required graduate Kinesiology course.
 - d) The student is found to have engaged in unsafe, unethical, or unprofessional conduct. Serious violations may warrant academic suspension or dismissal rather than probation.
2. When a student is placed on probation, the Kinesiology Program Director may establish conditions for the student to continue in the program. If the student does not agree to the conditions or does not meet the GPA requirement in the quarter following the establishment of the plan, they will not be allowed continue in the Master' program.

Repeating a Course

[Seattle University's policy on "Repeated Courses \(77-2\)](#)

Withdrawing from a Course

[Seattle University's policy and procedures for Withdrawal \(75-22\)](#)

Academic Dismissal

[Violation of the Seattle University Academic Integrity Policy 2011-03](#)

Disciplinary Dismissal

A disciplinary dismissal may result from any of the following:

1. Violation of the [Seattle University Code of Student Conduct](#)
2. Violation of other University policies and procedures.
3. Manifesting a pattern of unprofessional conduct that reflects poorly on Seattle University, or affiliated agencies. Examples of unprofessional conduct include, but are not limited to, boundary violations, speaking negatively about the University, its programs, or affiliated agencies in public, or harassment of faculty, staff or students. Violation may be demonstrated in any University venue or experiences, including electronic media.

Appeals

An appeal of academic penalty involving academic suspension, probation, or dismissal must be filed by the student in writing with the Associate Dean of the College by the third Friday of the following quarter. The Kinesiology Department will review the appeal and make the presumptively final decision regarding progression, dismissal, and readmission with academic and/or disciplinary difficulties. Students wishing to appeal other academic penalties are referred to the [Academic Integrity Policy](#) in the Seattle University Student Handbook and the SU Professional Conduct policy.

A student who achieves a grade lower than C in any course must repeat that course once. This is limited by space availability in the course.

Students should also be aware of the academic grievance procedure which will guide the University's response to allegations of arbitrary and capricious behavior by any member of the teaching faculty in the evaluation of a student's academic performance and in the assignment of final course grades.

An appeal of disciplinary sanction involving a violation of University policies and procedures,

including the Code of Student Conduct, will be processed according to the Code of Student Conduct Appeal procedures, which are published in the Seattle University Student Handbook.

Reinstatement after Dismissal

1. After an absence (following dismissal) from Seattle University of one quarter or more (excepting summer quarter for students whose program does not require summer attendance), a student must formally apply in writing for readmission to the University. A readmission application is subject to review by the Kinesiology Department, the Associate Dean, or their designee who may establish conditions for readmission. The student who agrees to and accepts the conditions for readmission will be required to meet both program and academic performance requirements in place at the time of readmission. Readmission to Kinesiology courses is subject to space available.
2. If the student does not agree to or accept the conditions for readmission, the readmission will be rescinded. Future application may be made no sooner than one year from the time of dismissal, and is made through the formal admissions process. The admissions decision is subject to review by the Associate Dean and Kinesiology Department, which may establish conditions for readmission. If readmitted, the student is required to meet program and academic performance requirements in place at the time of readmission. Readmission to Kinesiology courses is subject to space available, and the student may not apply for readmission for at least one year.
3. After an absence of four or more consecutive quarters (excepting summer quarter for students whose program does not require summer attendance), a student must provide evidence of competence in Kinesiology courses previously completed. Criteria for demonstrating competence are determined by the Kinesiology Program Director in collaboration with course faculty as a condition of readmission.
4. Following readmission after an appeal of dismissal, a student must earn a grade of C (2.0) in all courses.
5. A student may be readmitted only once after having been dismissed for academic reasons.

Seattle University Grading Policy

[Seattle University Grade Point Average Requirements for Degree Completion \(75-2\)](#)

[Seattle University "Repeated Courses" policy \(77-2\)](#)

The grading scale for all Kinesiology Department graduate courses is as follows:

A	4.0	94 and above
A-	3.7	90-93
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	76-79
C	2.0	73-75
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	.7	60-62
E	0	below 60

"C" is the minimum passing grade for all Kinesiology graduate courses.

Challenging a Course Grade

The ultimate responsibility for the integrity of the academic grading process belongs to the university as an institution. Individual faculty members routinely act as agents for the institution in evaluating the student's academic performance and in assigning final course grades. In the event of a student's challenge to a final course grade, the burden of proof lies with a student who claims a grievance. The faculty member has an obligation to award course grades on the basis of standards set at the beginning of the course. The following process will guide the university's response to allegations that a faculty member acted arbitrarily and

Capriciously in assigning course grades. The procedure does not apply to mathematical errors in calculating the grade, academic dismissals from the university, or questions of professional judgment concerning course content, instructional methods and appropriateness of performance standards.

[Seattle University's policy and procedures for Academic Grading Grievances \(2004-7\)](#)

Seattle University Student & Professional Conduct

As a Catholic and Jesuit university, Seattle University is a learning community that values the dignity and worth of persons. Consistent with its values, the University fosters the respect needed for students to live, work, study, and socialize together as a community. All members of the University community are expected to observe standards that reflect personal accountability and responsibility for the common good; demonstrate regard for the safety, security and health of others; maintain the atmosphere needed for study and reflection; show respect for individuals; and value truthfulness and personal integrity. This policy is referred to as the “Code of Student Conduct” or “Code.” The entire Code of Student Conduct including [Standards of Conduct](#).

Seattle University Professional Conduct Appeals

In preparation for their chosen professions, Seattle University students may work in direct contact with clients, patients, or participants as part of their thesis research project or clinical hours. Due to the obligation to protect clients and patients, students in practice and other professional settings must demonstrate the requisite knowledge, skills, and judgment needed to be a competent clinician or researcher. Additionally, students in practice and other professional settings must at all times conform to conduct that demonstrates the appropriate ethical, professional and social (behavioral) attributes expected of professionals in that practice. Professional conduct is, therefore, determined by the professional standards and codes of ethics of the profession for which the student is being prepared and educated.

These procedures apply to student violations of a school, college and/or program’s professional standards of conduct that are considered to be so egregious by the school or college as to warrant dismissal from a professional program and/or denial of a certificate, licensure or degree for violation of professional standards.

[Seattle University’s “Professional Conduct: Appeals Policy 2011-2\)](#)

Seattle University Academic Integrity Policy

Seattle University asserts that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy.

[Seattle University’s policy on “Academic Integrity Policy \(2011-3\)](#)

Graduation

A minimum 3.00 cumulative grade point average is required for graduation with a Master

of Science in Kinesiology.

[Seattle University's policy on "Grade Point Average Requirements for Degree Completion \(75-1\)](#)

Kinesiology Department Policies and Procedures

Communication

The major means of communicating with students is through the Seattle University e-mail system. If you are new to Seattle University, you must establish your campus e-mail address as soon as you matriculate. **It is the Seattle University e-mail address that faculty and staff will use to communicate with you, not your personal server address.**

Each student is provided a Seattle University e-mail address free of charge. It is set up through the ITS office after receiving a Seattle University Student I.D. Card (Campus Card). **Remember to check your Seattle University e-mail account daily, as you are responsible and accountable for messages and information sent to you through this means.**

Accurate current address and telephone number must be available on file in the Registrar's Office. An emergency contact phone number is also helpful.

To contact faculty, students should use instructor office telephone number/ voicemail or SU email to leave messages. Faculty may supply you with additional contact information.

Electronic Recording (Audio, video, or both) in class

Students who wish to record (audio or video) lectures or other classroom activities must obtain permission of the instructor. Instructors may require signed assurance that the recording is for personal student use only. Instructors have the right to refuse to permit recording in the classroom.

Technology Recommendations

It is required for graduate students to have a computer with Wi-Fi capability given the hybrid model of the program. Software and Hardware may be purchased at a discounted rate through the SU ITS Technical Purchasing program if desired. Check the ITS Technical Purchasing [website](#).

Microsoft Office is strongly recommended and is available at a discount to students. Additionally, the Seattle University Bookstore sells computers and some software. The ITS office can provide links to excellent online tutorials; consult the ITS website.

Expectations for student computer skills

- Ability to input data via mouse and keyboard
- Ability to open, close, save, print, copy, cut and paste, and make attachments to files
- Ability to access and search the internet, send and receive e-mail, download, install and handle files and graphics.
- Ability to install programs and manage files
- Ability to word process documents and search databases
- Ability to use PowerPoint, WORD, and Excel programs

Kinesiology Department Social Media Policy

(Policy for use of social media by faculty, staff, and students)

Background

Seattle University and the Kinesiology Department recognize that social media sites like Facebook, Twitter, YouTube, and Flickr have become important and influential communication channels for our community (Seattle University, n.d). Organizations, including healthcare and educational institutions, are integrating use of social media into their education, outreach, and marketing strategies, as well as to investigate potential employees. Individuals are using them to keep abreast of the lives of friends, family members, and public personalities, as well as to research organizations for job opportunities.

Although there are many benefits to using social media, there are a number of risks associated with this practice in the context of research, clinical settings and employment. The purpose of this policy is to provide direction for the use of social media by faculty, staff, and students in the Kinesiology Department.

What is Considered Social Media?

Social networks are “web-based services that allow individuals to

- 1) construct a public or semi-public profile within a bounded system,
- 2) articulate a list of other users with whom they share a connection, and
- 3) view and traverse their lists of connections and those made by others within the system” (Boyd & Ellison, 2007, cited in ANA, 2011a).

General Considerations

- When engaging in the use of social media, it is important to consider the [Seattle University Social Media Policy & Guidelines](#) to ensure that you are appropriately representing the University. Remember that, unless you are an official spokesperson for the University and/or the Kinesiology Department, you must have permission from your supervisor as appointed by your department head and notify Marketing Communications prior to engaging in any form of social media involving the University. Confidentiality and Privacy: Students, faculty, and staff must always

uphold confidentiality and privacy standards and adhere to HIPAA and FERPA regulations during all interactions, including online communication, whether via E-mail or social media platforms. Remember that [HIPAA violations](#) are serious and may have serious consequences, including dismissal from the University, as well as civil and criminal penalties, including fines and jail time. [FERPA](#) protects student information.

Be aware that all postings can potentially be viewed by your colleagues, patients, participants, University and College administration, other institutions, employers, professional contacts, and the general public. Even “private” conversations or postings can be forwarded, copied, or disseminated without the sender’s knowledge. Screen-shots of private conversations often appear on public internet sites.

Alcohol and Drug Use Policy

Seattle University takes seriously its commitment to provide a drug- and alcohol-free community. The manufacture, sale, possession, distribution, dispensing, consumption, or use of alcohol or drugs is subject to state and federal laws as well as University policies, including the following:

- [Code of Student Conduct](#)
- [Memorandum Regarding Marijuana Use or Possession](#)
- [Substance Abuse Policies and Prevention Program](#) (See Clery Act Annual Security and Fire Safety Report,)

Violations of state or federal law or any University policy may result in criminal charges or disciplinary sanctions described under the Code of Student Conduct or respective policy. In addition, the Kinesiology Department enters into affiliation agreements with health care facilities that have their own respective drug and alcohol policies. In order to successfully complete clinical hours at health care facilities, students are required to comply with all facility policies and procedures.

Consistent with professional and ethical standards it is an expectation that Seattle University Kinesiology students will be free of all prescribed or recreational drugs which may impair their ability to provide safe patient care.

These drugs include, but are not limited to, medical and recreational marijuana, prescription narcotics and sedatives, alcohol, and all illegal recreational drugs.

If a student is required to submit a urine sample for a toxicology/drug screen analysis for a clinical placement and the student tests positive for any substances, the student will be referred to the Dean’s office for disciplinary review.

Academic Advising

Seattle University Graduate Advising Mission Statement

Seattle University recognizes that academic advising is integral to the achievement of our educational mission. Academic advising at Seattle University is guided by our values: care,

academic excellence, diversity, faith, justice, and leadership. [Seattle University Mission Statement for Advising](#).

Advisor's Role/Context of Advising Relationship

The Kinesiology Graduate Program Director serves as the advisor to all students in program; additional support can be found in the Dean's Office. As graduate program director, advising roles include:

- Advocate for student welfare
- Assist students with the adjustment to school and maintain regular contact for the remainder of their academic career
- Assist students in course curriculum choices and identifying which track of the program they wish to pursue
- Provide guidance in helping students identify and address academic and non-academic problems early
- Provide guidance in helping students identify an appropriate thesis supervisor for students pursuing the research track
- Direct students to resources in the University including other faculty
- Address student issues in a confidential manner except in cases where there is concern about the welfare of the student or others
- Provide students with a positive professional role model

Course Curriculum

Coursework in the MS Kinesiology program is structured using a cohort model. Students will complete a pre-determined course of study that covers current topics and research in several major areas of Kinesiology. The courses in the MSK curriculum include:

All students are required to complete the following courses:

- KINE 5020 Research Methods in Movement Science (3)
- KINE 5040 Graduate Seminar in Movement Science (3)
- KINE 5050 Colloquium (2)
- KINE 5150 Neuromechanics (5)
- KINE 5250 Advanced Exercise Physiology (5)
- KINE 5350 Physical Activity in Health and Disease (3)

All students are required to complete one of the following:

- KINE 5990 Thesis (9)
- KINE 5995 Capstone Project (9)

Students can choose from the following KINE Electives:

- KINE 5100 Biomechanics and Energetics of Locomotion (5)
- KINE 5450 Advanced Exercise Prescription for Health and Disease (5)

Thesis and Capstone Courses

- **KINE 5990: Thesis**

Completion of a thesis serves as the culminating experience for graduates pursuing the research track of the M.S. Program in Kinesiology. Students will complete a substantive project, allowing them to demonstrate their mastery of the material and to contribute to the body of knowledge in the field of Kinesiology.

- **KINE5995: Capstone Project**

Completion of a capstone project serves as the culminating experience for graduates pursuing the clinical track of the M.S. Program in Kinesiology. The capstone project is a portfolio that demonstrates students' competencies in clinical exercise assessment and prescription. In addition, students will complete a comprehensive examination that demonstrates their ability to synthesize and apply content knowledge.

Thesis Procedures and Guidelines

Thesis Supervisor

Each student must obtain the permission of a Kinesiology faculty member with a terminal degree (doctorate) to serve as their thesis supervisor. After identifying a supervisor, a student must obtain consent from their thesis supervisor and complete verification of their supervisor on Canvas. The student may also identify a co-supervisor to help guide their thesis project. The student will rely primarily on the thesis supervisor (and co-supervisor) for thesis development. It is the student's responsibility to keep their supervisor (and co-supervisor if they have one) informed of their progress.

Advancement to Candidacy

Advancement to candidacy is the process by which students become approved to carry out their research project. To be eligible for advancement, a graduate student must have completed any deficiencies noted in their letter of acceptance to the program and have successfully proposed their thesis project.

The Advancement Process

A student advances to candidacy after (1) they have completed all deficiencies identified upon admission to the program and (2) they have presented their proposal orally before their supervisor and Kinesiology faculty, staff, and students. A student must complete these steps before their advancement to candidacy paperwork (See Appendix A) is completed which allows them to enroll in KINE 5990 and begin work on their thesis project.

Thesis Proposal

Students work on a thesis proposal with their thesis supervisor. This should include an extensive search of the literature to provide background information about their topic, critical and developed research question(s), hypotheses, a detailed research plan, expected outcomes and alternatives, expected implications of findings and practical application, potential difficulties and their solutions, anticipated resource need, and a specific timeline for project completion. This content will form the basis of the student's thesis presentation. A 300-word abstract of the student's thesis proposal with the following sections: **Background, Purpose, Proposed Methodology, Expected Outcomes** will be sent to all faculty in the Kinesiology Department **2 weeks** prior to the student's thesis proposal. The proposal presentations will be completed during the Annual Kinesiology Department Research Symposium where all students will present their proposals to their supervisor(s), faculty in the Kinesiology Department, and the public.

Policies

The thesis proposal should be presented no later than the end of the third quarter of the first academic year of the program.

Thesis data collection should commence only after the student has passed colloquium and their proposal has been finalized and approved by the thesis supervisor(s). Methods described in the proposal must also be approved by the University Institutional Review Board Committee.

Procedures

1. After identifying a thesis supervisor by no later than the end of the student's winter quarter (2nd quarter of the program), the student should draft an outline of their thesis proposal. The outline should contain hypotheses, proposed experiments, data collection and analysis. The outline should explicitly present the logic (e.g., a decision tree or equivalent format) underlying the proposed research.
2. During spring quarter, research track students will complete a "pre-proposal" presentation. Specifically, students will present their proposal outline and ideas to the Kinesiology department as part of their Colloquium course. All students must complete this presentation before week 5 of the spring quarter. Students will receive a grade on their pre-proposal as part of their final grade in colloquium. Each student will be given 5 minutes to present their initial research proposal. The student will be given feedback from the department for project revisions prior to their formal thesis proposal.
3. The student should meet with their thesis supervisor (and co-supervisor) to revise their

project based on the feedback they received from the department in their pre-proposal presentation. Once the project has been revised and approved, the student will work on a proposal abstract. The proposal abstract may require several drafts, reviewed by the thesis supervisor (and co-supervisor). Once a final draft is approved by the supervisor (and co-supervisor), students must email the final abstract to the program director 2 weeks prior to the Annual Kinesiology Department Research Symposium. The abstract should be a maximum 300 words and contain the following sections: **Background, Purpose, Proposed Methodology, Expected Outcomes**. In addition to the thesis abstract, the student must submit a photograph of themselves and a brief self-biography to the Kinesiology Program Coordinator to be included in the Research Symposium Booklet.

4. At the end of the student's third quarter in the program, all research track students will present their proposals at the annual Kinesiology Department Research Symposium. All supervisors and Kinesiology faculty will attend the Research Symposium. Students will have 3 minutes each to present their proposals. If necessary, the Research Symposium can be held virtually.
5. The proposal presentation is intended to serve as opportunity for the student to solicit feedback on their ideas and methodology they plan to implement for their thesis research project. Questions and suggestions will be posed by those in attendance, and the candidate should understand that the proposal may be modified as a result of any issues or concerns raised.
6. The structure for the proposal presentation is:
 - A. The candidate makes a 3-minute presentation of the thesis proposal.
 - B. All faculty in attendance are given the opportunity to ask questions and/or to raise relevant issues or problems for 5 minutes.
 - C. Following all student presentations, the students are dismissed, and the faculty convene to discuss any appropriate changes in the proposed thesis procedures.
 - D. The student will receive an evaluation and feedback from the Kinesiology department. Students may be directed to incorporate any agreed-upon changes into their thesis project and make these changes before beginning data collection.
7. Students' thesis proposals will be evaluated using the criteria in Appendix C.
8. Upon approval of the thesis proposal, the student, thesis supervisor (and co-supervisor), and program director will sign the advancement to candidacy form (See Appendix A). The student uploads the completed and signed form to Canvas.
9. It is the student's responsibility to obtain approval for their work from the Institutional Review Board prior to beginning their research. Information regarding IRB procedures can

be found on the IRB's website located [HERE](#).

The Thesis

The thesis is the culminating experience for each student and represents original empirical research independently conducted by the student based on consultation with their thesis supervisor (and co-supervisor). Under the direction of the thesis supervisor (and co-supervisor), the candidate completes their project, writes the thesis, and sends it to an external examiner for review. The student is responsible for meeting the Kinesiology Department deadlines.

The format of the final thesis is determined by the faculty thesis supervisor (see guidelines below). The final thesis must be publicly presented and defended to the thesis supervisor and Kinesiology faculty, reviewed by an external examiner, and the final submitted thesis must incorporate any recommended changes from the committee and external examiner.

External Examiner

The student and thesis supervisor will choose an external examiner outside of the Kinesiology Department (a current faculty member at Seattle University or another institution) to review and evaluate the student's final thesis document. This external examiner must have a terminal degree and expertise relevant to the student's research. An external examiner must be confirmed by March 1 of the student's second year of the program. Student's must send the external examiner their thesis document by May 1 of their second year in the program. The external examiner will use the evaluation criteria in Appendix E and submit their evaluation to the Kinesiology Department by June 1.

Oral Defense

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

Policies

1. The advancement to candidacy allows students to enroll in KINE 5990. The advancement to candidacy is based on achieving milestones that will be supported in colloquium.
2. Students are required to be enrolled in KINE 5990 every quarter of their second year in the program. Students should meet key milestones each quarter that they are enrolled in KINE 5990 to successfully complete their thesis credits each quarter. Each

student's supervisor will decide if they have met their key milestones for the quarter. Students who have not met their quarterly thesis milestones may receive an Incomplete (I) grade and will have until week 4 of the subsequent quarter to complete their outstanding work. In the final quarter in which the thesis is being completed, the final grade is not recorded on the student's permanent record until the thesis has been submitted, defended, and approved. Students are strongly encouraged to meet the following milestones each quarter of their second year of the program:

- a. Fall Quarter: Receive IRB approval to conduct thesis project
 - b. Winter Quarter: Complete data collection for thesis project
 - c. Spring Quarter: thesis completed and successfully defended
3. Students are required to provide the final version of their thesis to their thesis supervisor (and co-supervisor) at least two weeks before the thesis defense. The final version will also be sent electronically to the external examiner.
 4. After project completion, any I grades must be converted to credit immediately. **It is the student's responsibility to notify faculty to make the appropriate grade changes.**

Procedures

1. All research track students will present their Master's Thesis projects at the end of their second year at the Annual Kinesiology Department Research Symposium. The students' thesis supervisor (and co-supervisor) and all Kinesiology faculty will attend the symposium. The symposium is open to the public, and students are encouraged to invite other students, family members, and members of the community. If necessary, the symposium can be held virtually.
2. The student should begin to draft the thesis during data collection and analysis. Writing the thesis will likely require several drafts, reviewed by the thesis supervisor (and co-supervisor).
3. The finished thesis should be sent to the thesis supervisor (and co-supervisor) at least **two weeks** prior to the date for the thesis defense. A **300-word** thesis abstract should also be sent to the program director **two weeks** prior to the Kinesiology Department Research Symposium for all faculty to review. The finished thesis will also be sent to an external examiner for review. In addition, the student must submit a photograph of themselves and brief self-biography to the Kinesiology Program Coordinator to be included in the Kinesiology Department Research Symposium booklet.
4. The defense is intended to disseminate the rationale, findings and implications of

the thesis, to reveal any remaining questions, and to solicit feedback on the thesis document. Faculty members will pose questions and suggestions, and the candidate should understand that the thesis may need modification to address any issues or concerns raised.

5. A preferred structure for the thesis defense is:
 - A. The thesis supervisor introduces the candidate.
 - B. The candidate makes a 10-minute presentation of the thesis results and conclusions.
 - C. Everyone present shall be given the opportunity to ask questions and/or to raise relevant issues or problems for 5-10 minutes.
 - D. The student will be directed to incorporate any agreed-upon changes into the thesis.
6. The faculty in attendance and thesis supervisors will evaluate each student using the criteria in Appendix D. A repeated thesis defense presentation may be necessary if the student receives a failing score from Kinesiology faculty members.
7. Final approval of the thesis occurs when the thesis supervisor, graduate program director, and department chair sign the Thesis Approval Form (See Appendix B) and the student addresses comments and changes requested from the external examiner. The student provides the original copy of this form to the program director and a copy will be given to the student for their own records.

Thesis Organization and Format

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

The body of the thesis should be written in a form that is easily modified into manuscript form for submission to a specific journal approved by the Thesis Supervisor.

In addition to the thesis body, several additional sections (title page, signature page, reflection of growth) are required. The **reflection and statement of growth** is a thoughtful, written statement describing the professional and personal growth you have experienced over the last two years in the M.S. Kinesiology program. In developing your growth statement, consider the level of knowledge and skills you had professionally upon starting your master's degree and where your current level of knowledge and skills are, where you would like this knowledge and skill to be at and the knowledge, skills, and steps you need to take to reach your future goals professionally. You should also comment on the personal growth you have experienced over the last two years, which may include self-improvements

you have observed or barriers you have personally overcome during your time in the program

The thesis should also contain appendices that are necessary to understand and evaluate the project.

The following format should be followed for the Master Thesis:

- Title Page (include title of the thesis and student's name)
- Signature page (See Appendix B)
- Acknowledgment page
- Reflection and Statement of Growth
- Table of Contents
- Abstract
- Chapter 1 Introduction
- Chapter 2 Methods
- Chapter 3 Results
- Chapter 4 Discussion
- References
- Appendices should be structured as follows:
 - Appendix A: Literature review
 - Appendix B: Human Subjects Approval Letter
 - Appendix C: Informed Consent Documents
 - Appendix D through XXX: Measurement Tools

*Note, the thesis will likely need modified and formatted according to specific journal guidelines for authors per the journal the student plans to submit their thesis to for publication purposes.

Format Guideline for the Thesis

- **The first page after the title page is the Thesis Approval Page (See Appendix B).**
- **Thesis Abstract**

- Abstracts must be double-spaced and are limited to **300 words** with margins as described below. This page bears the heading “Thesis Abstract.”
- **Margins**
 - The following (minimum) margins must be used throughout the manuscript: 1.0” for top left, top right, bottom left, and bottom right
 - Page numbers: 0.5” bottom of page, center aligned

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

Material that cannot fit feasibly within regular or oversized margin requirements may be placed on 11” x 17” paper. Page numbers must be placed in the upper right corner in the same position as the rest of the text.

- **Style and Fonts**

Recognizing that there are variations of acceptable styles and fonts used by different academic disciplines, Seattle University allows discretion in the use of styles and fonts according to the professional standards of the discipline. Generally, students should use a size 11- or 12-point Font and either Times New Roman, Arial, or Calibri. Master’s candidates must check with their thesis advisors or their graduate program director for further information regarding thesis formatting and the citing of sources.

Thesis Review and Submission

After a successful thesis defense, the student must prepare one official copy of the final revised thesis for the department. Student are encouraged to consider having their final thesis bound (hard or spiral) but they are not required to do so.

Thesis Deadlines and Recommended Schedule

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

Each quarter should involve the completion of at least one required document (proposal outline, thesis proposal, thesis draft, completed thesis) and submission of the document to the thesis supervisor (and co-supervisor). Students should review Appendix F for a checklist of key milestones to achieve for their thesis projects as a guide for staying on track. Students will also use Canvas to track their program milestones. Below is an example schedule of tasks students should be completing each quarter (Students need not follow his schedule exactly, but this should provide them with expectations and key milestones to achieve each quarter):

QUARTER 1

1. Obtain training and certification sufficient for working with human subjects (e.g. IRB training, CITI training, etc.) as part of KINE 5020
2. Officially declare pursuit of the research track on Canvas.

QUARTER 2

1. Request that a faculty member serve as your thesis supervisor. (Thesis supervisor assumes thesis advising responsibilities.) Complete supervisor quiz on Canvas.
2. With supervisor's assistance, determine specific thesis topic.
3. Develop thesis proposal project outline.

QUARTER 3

1. Complete 5-minute pre-proposal presentation to the Kinesiology Department by Week 5 of the quarter as part of Colloquium.
2. Based on feedback from the pre-proposal presentation, revise thesis project with supervisor.
3. Send completed thesis abstract to program director **two weeks** prior to the proposal defense (Annual Kinesiology Department Research Symposium).
4. Send self-biography and photograph to program coordinator for Research Symposium booklets.
5. Prepare 3-minute thesis proposal presentation.
6. Successfully present thesis proposal.
7. Revise thesis proposal based on feedback during presentation.
8. Complete advancement to candidacy form that includes thesis supervisor(s) and graduate program director signatures. Upload form to Canvas.

QUARTER 4

1. Register for KINE 5990.
2. As appropriate, submit proposed research to the Institutional Review Board for approval.
3. Collect data.

QUARTER 5

1. Register for KINE 5990.
2. Identify external examiner with assistance from supervisor.
3. Complete data collection.
4. Analyze data.
5. Complete outline and first draft of thesis.
6. Submit first draft of thesis and send to thesis supervisor (and co-supervisor).

QUARTER 6

1. Register for KINE 5990
2. Revise thesis with thesis supervisor (and co-supervisor) until a final draft is agreed upon.
3. Send out completed and approved thesis to external examiner by May 1st.
4. Send one page thesis abstract to program director **two weeks prior** to thesis defense date (Kinesiology Department Research Symposium).
5. Send photograph and brief self-biography to program coordinator for Research Symposium booklets.
6. Prepare 10-minute thesis defense presentation.
7. Successfully defend thesis.
8. Revise thesis based on feedback during defense.
9. Obtain signatures on thesis approval page. Upload form to Canvas.
10. Prepare thesis for submission to scientific peer-reviewed journal.

Capstone Procedures and Guidelines

Capstone Supervisor

The Director of Clinical Graduate Studies will serve as the capstone supervisor for each student in the Clinical Track of the MSK. The supervisor is responsible for the placement of students with local clinical sites. Prior to beginning clinical rotations, students will meet with the supervisor to complete a Capstone Agreement form and any paperwork needed for placement with clinical sites. It is the student's responsibility to keep their supervisor informed of their progress.

Capstone Project

1. **Portfolio of Competencies:** Students will complete a portfolio that demonstrates competencies in clinical exercise assessment and prescription. Competencies include, but are not limited to, assessment skills (e.g. blood pressure, body composition measurements), graded exercise testing, and exercise prescription for the apparently healthy and diseased populations. Students will develop their portfolio throughout their clinical rotation hours, which will begin no later than the Fall Quarter of the second year and culminate upon completion of 600 hours. In addition, students will include, in their portfolio, a reflection of clinical experiences for each quarter. In addition, students will submit a current resume and a cover letter upon completion of their 600 hours.
2. **Capstone Comprehensive Examination:** Upon completion of their portfolio and 600 clinical hours and prior to graduation, students will be required to pass a comprehensive examination that is designed to assess their readiness to take, and successfully pass, the ACSM-Clinical Exercise Physiologist (CEP) certification exam. Students should be familiar with the ACSM-CEP exam content outline and job task analysis documents, both of which can be found on the ACSM website.

Policies

1. Students should begin their hands-on clinical experience hours in the Fall Quarter of their second year.
2. Students must complete a minimum of 550 clinical hours and their Portfolio of Competencies before they are approved to sit for the comprehensive examination.
3. Students must pass the comprehensive examination prior to approval for graduation. Passage of the comprehensive examination is under the discretion of the capstone supervisor and other faculty members who may be involved in the assessment process.

Procedures

1. After declaring intent to pursue the Clinical Track, students should meet with the supervisor to discuss clinical rotation sites and hours and review necessary paperwork and discuss expectations regarding completion of the Capstone Project. This should be done no later than the beginning of the Spring Quarter of the first year.
2. Once students are approved for, and have their schedules set, for clinical rotations, they will receive a spreadsheet for their portfolio of competencies. This is to be maintained throughout the completion of the 600 hours and should not be altered other than to add information regarding the clinical experience received that given day.
 - a) Students should begin their clinical rotation hours no later than the Fall Quarter of their second year
 - b) The portfolio of competencies is designed to ensure students remain on track to complete clinical hours in appropriate settings, with an appropriate distribution of experiences.
 - c) Once the student begins clinical rotation hours, they will meet, virtually, with the supervisor for a brief check-in at a minimum of once per month.
 - d) Student should note that, while the faculty supervisor aims to follow ACSM recommended distribution of hours as closely as possible, hours in certain areas will likely fluctuate based on availability and discussion with site supervisors.
3. While completing clinical rotation hours, and the portfolio, students should develop and maintain an up-to-date resume and a cover letter. Both documents will be heavily reviewed and edited by the supervisor. The purpose of the resume and cover letter addition is to ready students for job application upon completion of the program. Students will also complete at least one mock interview in order to help prepare them for job application.
4. Upon completion of clinical rotation hours (a minimum of 550 hours), the student will be approved to sit for the comprehensive examination. This should be completed in the Spring Quarter of their second year in the program.

The Capstone Project

The Capstone Project is the culminating experience of hands-on clinical experience for each student and represents the student's proficiency in patient/client assessment and exercise prescription in the apparently healthy and diseased populations. The student is responsible for adherence to any agreements made with clinical sites and with the supervisor. The student is also expected to maintain professionalism at all times while working with clinic site supervisors and patients.

Portfolio of Competencies

The Portfolio of Competencies assures the student maintains a log of clinical experience, including, but not limited to, number of hours, type of condition or disease observed, number of patients seen, and type of experience gained. In addition, the completion of a resume, cover letter, and mock interview are designed to prepare the student for job application upon completion of the program.

Comprehensive Exam

The comprehensive exam is designed to prepare students to sit for, and successfully, pass the ACSM-CEP certification. The format and questions and successful passage of the exam will be determined by the supervisor and additional faculty. The comprehensive exam will consist of a written section and a practical section. To best prepare for the written portion of the comprehensive exam, students should follow current ACSM exam content outline material. The practical section will be determined by Kinesiology faculty and staff and will be designed to build on the skills practicum taken at the end of year 1.

Policies

1. In the Spring quarter of the first year, students will be assessed on basic clinical competencies, which they must successfully pass, to begin clinical rotation hours in the Fall quarter of their second year.
2. Students are required to be enrolled in KINE 5995 every quarter of their second year in the program.
3. Students are required to provide the completed portfolio of competencies to the clinical supervisor upon completion of 600 hours
4. Grading – An I grade may be assigned for KINE 5995 until such time as the entire Capstone Project has been completed, including portfolio and comprehensive exam, and has received approval from the clinical supervisor. In the quarter in which the Capstone Project has been completed, the final grade is not recorded on the student’s permanent record until completed and approved.
4. After Capstone completion, the I grade must be converted to credit immediately. **It is the student’s responsibility to notify faculty to make the appropriate grade changes.**

Format Guidelines for the Capstone Project

The Capstone should be structured around the coursework and clinical experiences completed by the student. The portfolio will contain all information pertinent to ACSM’s recommendations for applicable clinical experience and ready the student to apply for the ACSM-CEP certification exam.

Comprehensive Examination

The clinical supervisor, along with other Kinesiology faculty, will determine written exam questions and format, which will follow the current ACSM-CEP performance domains and current ACSM exam content outline material. To ensure objectivity, at least one other faculty member will aid in the assessment of the student's exam performance.

The clinical supervisor, along with the Kinesiology lab supervisor, will determine practical skills to be assessed. The format of the practical section may include, but is not limited to, assessment of the student's ability to perform basic clinical skills, complete full patient assessments, and verbal skills.

Capstone Project Deadlines and Recommended Schedule

QUARTER 1

1. Obtain knowledge and skills essential to clinical exercise physiology by enrolling in, and successfully passing, KINE 5450* or KINE 5200*.
2. Officially declare pursuit of the clinical track on Canvas.

**KINE 5450 & KINE 5200 are offered every other fall quarter and clinical track students are required to take both courses.*

QUARTER 2

1. Meet with clinical supervisor to develop a schedule for practice of essential clinical assessment skills

QUARTER 3

1. Continue to develop assessment skill proficiency prior to beginning clinical experience hours.
2. Meet with the clinical supervisor to discuss and schedule upcoming clinical experience. (sites, rotations, hours, etc.) and fill out any needed agreement paperwork.
3. Complete, and pass, the clinical skill competencies at the end of the first year.
4. Complete CPR for the Professional Rescuer prior to beginning clinical rotations.
5. Complete background checks.
6. Prior to beginning clinical experience hours, ensure all required vaccinations are up to date.

QUARTER 4

1. Continue obtaining knowledge and skills essential to clinical exercise physiology by enrolling in, and successfully passing, KINE 5450* or KINE 5200*.
2. Begin clinical experience hours.
3. Begin and maintain capstone portfolio.
4. Develop a resume and cover letter for review by supervisor.

**KINE 5450 & KINE 5200 are offered every other fall quarter and clinical track students are required to take both courses.*

QUARTER 5

1. Meet with supervisor to discuss continuation of clinical experiences and adjust based on any deficiencies.
2. Continue to obtain and track clinical experience hours.

QUARTER 6

1. Meet with supervisor to discuss continuation of clinical experiences and adjust based on any deficiencies.
2. Complete clinical experience hours (600 total).
3. Complete and submit the final portfolio of competencies, including a final resume and cover letter.
4. Participate in a mock interview with peers and faculty in attendance.
5. Complete and pass the comprehensive exam.
6. Prepare application for ACSM-CEP.

Graduation and Commencement

Seattle University holds one commencement ceremony for all graduate programs every June. To graduate in spring quarter, the thesis or capstone project must be defended and approved by the respective committees.

The student should apply to graduate with Seattle University. To apply for graduation, log in to your account and follow these steps:

1. Login via <https://my.seattleu.edu/Student/Account/Login?ReturnUrl=%2fStudent>
2. Select Academics from the left side menu
3. Under Academics select Graduation Application
4. Complete the application for your program(s)

Commencement, the major walking and hooding ceremony, currently only occurs in June. We strongly advise, and some thesis supervisors may require, students to have actually filed their theses with the department before walking. More information can be found [HERE](#).

Helpful Resources

Seattle University Computer Labs and Services

Please check the ITS website for current hours of on-campus computer labs [HERE](#).

Help Desk

(206) 296-5571 or e-mail: helpdesk@seattleu.edu

Lemieux Library

The library supports the Kinesiology department with its collection of printed materials and computer databases. The print collection of more than 200,000 volumes has a strong concentration of Kinesiology and related disciplines. The library may be accessed from on campus computers, the library computer workstations, the campus network, or from off-campus by modem. The library homepage is located [HERE](#). The library has access to many databases and inter-library loan systems, as well as computer access to other libraries. A tutorial on the libraries services is also available on the website. The new, renovated library opened fall 2010.

Copy Machines

Coin operated copy machines are available for student use in the Library, the Student Union Building, and Reprographics. There are also student ID card print stations on campus and one in the Kinesiology Department for students to use.

The McGoldrick Collegium

The McGoldrick is the home for graduate, non-traditional, undergraduates (25 years and older), and military veteran students from all academic programs.

The McGoldrick is a space that offers a quiet, comfortable, engaging, and fun location for our members. It is located on the first floor of the Hunthausen building.

Members of the McGoldrick Collegium can enjoy an outdoor patio, and proximity to shops and restaurants on 12th Ave such as The Chatterbox Café (perfect for some bubble tea), Café Presse (for some yummy French cuisine) and Stumptown (for a quality cup of java).

The McGoldrick Collegium is open Monday – Thursday 7:30AM – 7:30PM, Friday 7:30AM – 4:00PM

Counseling & Psychological Services

The counseling center offers individual, couple and group counseling for those students who may be experiencing issues such as anxiety reactions, depression, relationship stress or life changes. Various workshops are offered during the academic year on subjects related to issues such as self-esteem, conflict and assertiveness. Counseling is free of charge to enrolled students and confidentiality is maintained except by written consent or if required by law. Call (206) 296-6090 for an appointment.

Student Health Center

Staff at the Seattle University Student Health Center offer primary care services to graduate students Monday through Friday during regular business hours. Most services are free, although nominal fees are charged for physical examinations and laboratory tests. Appointments are required, and are usually available on a same-day basis. The Student Health Center is open during Fall, Winter, and Spring quarters. Hours are limited during summer quarter. For an appointment, call (206) 296-6300.

Learning Assistance Center/Writing Center

The Learning Center offers academic support to all Seattle University students. Opportunities are provided to refine strategies so that study and learning are more effective. Workshops on test taking and study techniques are offered quarterly. Peer tutoring and critique of term papers are available for no charge through the Writing Center. Telephone # is (206) 296-5740. Visit their webpage for more information [HERE](#).

Scholarships and Financial Aid

All admitted applicants are considered for Seattle University Graduate Scholarships based upon a holistic review of all information received in the application process and available funding. Awards are renewable for multi-year programs based upon satisfactory progress toward degree completion. Scholarship amounts are based upon full-time enrollment of minimally 6 quarter credits per term. Students taking less than 6 quarter credits will have their award amount pro-

rated accordingly.

Campus Store

The Campus Store is located at 12th and Madison. Here you will find textbooks, supplies, snacks, greeting cards, and Seattle University logo items, such as lab coats, sweatshirts and bumper stickers. It is open until 7:00 p.m. several nights per week to accommodate graduate students. Check the bookstore door for current hours of operation [HERE](#).

The Redhawk Resource Hub

The center's primary goal is linking people with information and resources. Conveniently located in the first floor of the Student Center, the CAC is accessible to day and evening students. Find more information [HERE](#).

Dining

Food service is provided on campus in the Student Center. Café service is available in the Pigott Atrium and in the Law School. A variety of other establishments are within walking distance.

International Student Center

The International Student Center coordinates student clubs, international dinners and other special events. It also provides emergency assistance, immigration information, counseling and much more. International students are responsible for maintaining contact with the ISC (206) 296-6260.

Office of Multicultural Student Affairs

The Office of Multicultural Student Affairs promotes an understanding and appreciation for cultural diversity in the university community. It advocates for the personal, academic and social success of American ethnic students. In addition, the office sponsors programs such as Martin Luther King, Jr. Week, Cinco de Mayo celebrations, and a Native American Powwow. Telephone (206) 296-6070.

Campus Ministry

The Campus Ministry team develops faith community, provides pastoral care, reaches out to serve others, promotes social justice, and celebrates God's presence through worship and fellowship. Campus Ministers foster opportunities for personal and spiritual growth through educational offerings, international service experiences, and a variety of retreat programs. Telephone (206) 296-6075.

The Chapel of Saint Ignatius provides a spiritual home for the university's Catholic faith community, with daily and Sunday liturgies.

Recreation / Sports

All graduate students are invited to use the Redhawk Complex, which includes the William F. Eisiminger Fitness Center. This center has two full gymnasiums, two swimming pools, a weight

room, an astrogym for indoor tennis and soccer, racquetball courts, and two squash courts. More details about URec and available resources and fitness classes can be found [HERE](#)

Parking

Fees are charged for use of on-campus parking facilities at Seattle University. Parking permits can be purchased each quarter from the Department of Public Safety in the University Services Building (206) 296-5990. Further information is available [HERE](#).

Public Safety Department

The Public Safety Department located in the University Services Building, provides 24 hour security for the University campus community and its facilities. The staff are trained professionals who are available to assist the community in a variety of safety and security related areas, including:

- CPR/First Aid
- Safety Escort Services
- Crime Prevention Information
- Crime Statistics
- Hazardous Materials Communication
- General/Occupational Safety Information
- Criminal Incident Reporting and Investigation
- Personal Property Identification
- Bicycle Registration
- Lost and Found
- Other Areas of General Assistance to the Campus Community

PUBLIC SAFETY DEPARTMENT COMMUNICATION CENTER:

(206) 296-5990

PUBLIC SAFETY DEPARTMENT EMERGENCY:

(206) 296-5911

APPENDIX A



SU KINESIOLOGY MASTERS PROGRAM ADVANCEMENT TO CANDIDACY FORM

Student Name: _____

This form declares that the student can advance to candidacy for their master degree as they have successfully completed the following:

- Identified a thesis supervisor
- Completed their pre-proposal presentation
- Submitted their thesis proposal abstract and presented their thesis proposal to the Kinesiology Department
- Received approval of their thesis proposal from the Kinesiology Department
- Maintained a 3.0 GPA

The student indicated above has been approved to advance to candidacy in the Kinesiology graduate program.

Student: _____
Print Sign Date

Supervisor: _____
Print Sign Date

Co-Supervisor: _____
Print Sign Date

Program Director: _____
Print Sign Date

Copies: (1) Kinesiology Department Office; (2) Student

APPENDIX C

SU KINESIOLOGY MASTERS PROGRAM 3-MINUTE THESIS PROPOSAL OVERVIEW & EVALUATION CRITERIA

A single static PowerPoint slide should be used. Students are encouraged to create an infographic and should not have a slide that is heavy with text. No slide transitions, animations or 'movement' of any description should be used. The slide is to be presented from the beginning of the oration. Students will have 3 minutes maximum to present their thesis proposal. Once 3 minutes has elapsed, students will be cut-off, so students must practice their 3-minute thesis proposal to ensure it is within the 3-minute time-limit.

Candidate Name: _____
 Date: _____
 Title of Proposal: _____

Evaluation Criteria:

Criterion	Exemplary Performance (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
Knowledge & Comprehension of the Literature: Student has demonstrated their ability to search the literature and synthesize knowledge to provide the necessary background information to the research question they plan to address through their thesis project.			
Critical Evaluation of Literature: Student has demonstrated their ability to provide a critical evaluation of the literature and through this process; they have clearly explained the need and primary purpose for their research project along with a realistic hypothesis based on previous literature.			
Research Design: Student has demonstrated the ability to design and explain a research project that will answer their research question (i.e., project is methodologically sound).			
Slide Design: The student presented one PowerPoint slide that was clear, legible, precise, and visually appealing. Slide was consistent with information presented orally and added to, not distracted from, the presentation.			
Communication Skills: Student has effectively communicated scientific principles and their proposed research design by providing clear explanations and insightful answers to questions. The student used accessible language for a diverse audience to understand. The student kept appropriate eye contact with the audience,			

<p>maintained a steady pace and was easy to hear. Student spent adequate time on each element of their presentation and did not elaborate for too long on one aspect or rush through the presentation.</p>			
<p>Engagement: The student conveyed enthusiasm around their proposed thesis project and captured the attention of their audience.</p>			
<p>Presentation Duration. The presentation was 3 minutes in length.</p>			
<p>Final Score (Out of 21):</p>	<p>Pass with Minor Revisions Pass with Major Revisions Fail</p>		

APPENDIX D

SU KINESIOLOGY MASTERS PROGRAM THESIS DEFENSE EVALUATION RUBRIC

Candidate Name: _____

Date: _____

Title of Thesis: _____

Criterion	Exemplary Performance (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
Knowledge & Synthesis of the Literature Student has demonstrated their ability to search the literature and synthesize knowledge ¹ (i.e., compare and contrast research findings and recognize limitations in the literature) gained from the literature.			
Critical Thinking: Student has provided a critical evaluation ² of the literature and through this process; they have clearly explained the need and primary purpose for their research project along with a hypothesis and justification for their expected results.			
Research Design: Student has demonstrated the ability to design and implement a research project that has answered their research question (i.e., project is methodologically sound).			
Analytical & Interpretive Skills: Student has demonstrated that they can effectively analyze and interpret data. Student can clearly explain the findings from their research project.			
Impact of Research on the Field: Student has explained how their study findings impact practice and advance knowledge within the area of study.			
Communication Skills: Student has effectively communicated ³ scientific principles and findings from their research by providing clear explanations and insightful answers to questions, and kept appropriate eye contact with the audience. Students presented information in a logical order with clear and skillful transitions between content areas, keeping the broader audience in mind.			
Final Score (Out of 12):	Pass with Minor Revisions Pass with Major Revisions Fail		

¹ Students were introduced this skill in KINE 5020 and KINE 5150 and this skill was reinforced in KINE 5100, KINE 5250, and KINE 5450

² Students were introduced this skill in KINE 5020 and this skill was reinforced in KINE 5040, KINE 5100, KINE 5150, KINE 5250, KINE 5350, and KINE 5450

³ Students were introduced this skill in KINE 5020 and this skill was reinforced in KINE 5040, KINE 5050, and KINE 5350

APPENDIX E

EXTERNAL EXAMINER EVALUATION

There are 2 possible outcomes that the Examiners may consider:

1. Requires minor revisions
2. Requires major revisions

Acceptable with Minor Revisions: A thesis determined to require minor revisions is well composed and contains no major errors or omissions in conceptualization, method, or interpretation. Minor revisions are more than corrections of typographical or punctuation errors. Typical examples of minor revisions include: clarification of textual material, the qualification of research findings or conclusions, or minor additions that improve the reading and understanding of the thesis

Acceptable with Major Revisions: A thesis determined to require major revisions demonstrates the validity of the research results but has failed substantively to express this in the thesis. Typical examples of major revisions include: faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation of data, neglect of relevant material, illogical argument, unfounded conclusions, and/or seriously flawed writing and presentation.

Academic Integrity:

Seattle University expects that our academic work reflects the highest standards of academic integrity. If you have any concerns about the academic integrity of the thesis you are examining, please notify program director, Dr. Erica Rauff (rauffe@seattleu.edu) immediately with details of your concerns.

Purpose and Use of Examiner Reports:

The Examiner's Report is designed for you to provide feedback to the student and supervisor to strengthen the thesis and for you to document your findings in a common framework. The report determines the required revisions the student must make to their thesis.

All examiner evaluations are shared with the student after their thesis defense. The examiner reports provide valuable feedback to the student and supervisor and we expect that you will comment on each aspect of the thesis outlined below.

Please note that the completed Examiner Reports are confidential and should be emailed to the Kinesiology Department at kinesiology@seattleu.edu

Deadline for Submission of Examiner Reports:

All thesis examiner reports are due to kinesiology@seattleu.edu by June 1.

I. Please comment on the overall quality of the thesis

II. Appropriateness of the research methods used and the effectiveness of the execution of the approach taken

III. Clarity of analysis and conclusions

IV. Originality/value of the thesis as a contribution to knowledge

V. Structure of thesis

VI. Quality of the writing

VII. Other

VIII. Please include your examination questions here:

If you have any questions, please contact Erica Rauff at (206) 296-2045 or rauffe@seattleu.edu

Final Decision: _____

APPENDIX F

MASTER'S DEGREE PROGRESS: RESEARCH TRACK

Pre-Proposal (completed during the first year) _____

	Complete?
1. Declare research track on Canvas	
2. Choose Thesis Supervisor and complete Thesis Supervisor Agreement Quiz on Canvas	
3. Obtain appropriate human subject certifications through CITI	

Thesis Proposal

(Completed during the first year)

	Complete?
1. With supervisor's assistance, determine specific thesis topic	
2. Develop thesis project and an outline for the proposal	
3. Present pre-proposal presentation of thesis project idea/outline to the Kinesiology Department as part of Colloquium	
4. Based on feedback from the Kinesiology Department at the pre-proposal presentation, revise thesis project and work on thesis abstract with thesis supervisor	
5. Finalize thesis abstract	
6. Send thesis abstract to program director 2 weeks before the Annual Kinesiology Department Research Symposium	
7. Prepare thesis proposal presentation that is 3 minutes in duration	
8. Send photograph and self-biography to program coordinator for Kinesiology Department Research Symposium Booklets 2 weeks prior to Symposium	
9. Successfully defend thesis proposal at the Kinesiology Department Research Symposium	
10. Revise thesis proposal based on feedback during the proposal presentation	
11. Sign and obtain thesis supervisor (and co-supervisor) signatures on the Advancement to Candidacy Form, upload form to Canvas	

Thesis

(Completed during year 2).

	Complete?
1. As appropriate, submit application for proposed research to institutional review board for approval	
2. Collect and analyze data	
3. Complete first draft of thesis	
4. Submit first draft of thesis to thesis supervisor	
5. Revise thesis with thesis supervisor (multiple drafts) until the thesis has been approved for distribution to external examiner for review	
6. Send thesis to external examiner to review	
7. Send one-page thesis abstract to program director 2 weeks before the Kinesiology Department Research Symposium	
8. Send photograph and self-biography to program coordinator for the Kinesiology Department Research Symposium Booklet.	
9. Prepare thesis defense presentation that is 10 minutes in duration	

10. Successfully defend thesis at the Kinesiology Department Research Symposium	
11. Revise thesis based on feedback during defense and from external examiner.	
12. Obtain signatures on thesis approval page once defense is passed and submit on Canvas	
13. Prepare revised thesis for peer-reviewed journal submission.	

APPENDIX H



SU KINESIOLOGY MASTERS PROGRAM CAPSTONE PORTFOLIO & COMPREHENSIVE EXAM APPROVAL FORM

600 Clinical Hours Completed

Clinical Director Signature: _____ Date: _____

Portfolio of Competencies Completed

Clinical Director Signature: _____ Date: _____

Comprehensive Examination Passed

Clinical Director: _____
Print *Sign* *Date*

Faculty Member: _____
(Motor Control) *Print* *Sign* *Date*

Faculty Member: _____
(Behavior Change) *Print* *Sign* *Date*

Copies: (1) Kinesiology Department Office; (2) Student