

# *Kinesiology Doctoral Program*

## **Graduate Student Handbook**

**2016-2017**

**Department of Kinesiology  
Texas Woman's University**

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## Philosophy Statement

The faculty of the Department of Kinesiology believes it is essential to provide opportunities for its students to gain a rich and varied philosophical, educational, and scientific background to guide their work as professionals and their contributions as world citizens. Central to this philosophy is assisting students in developing their critical thinking and problem solving capabilities through studies related to the science of human movement. The faculty further believes it has the responsibility to provide academic advisement to students and facilitate satisfactory completion of their program requirements.

## Mission Statement

Develop leaders to generate and disseminate knowledge for a lifetime of purposeful service in Kinesiology within the disciplines of Adapted Physical Activity, Biomechanics, Exercise Physiology, and Sport Management.

## Introduction

Texas Woman's University is a comprehensive public university, primarily for women. A teaching and research institution, the University emphasizes the liberal arts and specialized or professional studies. TWU is accredited by the Commission in Colleges of the Southern Association of Colleges and Schools.

The Department of Kinesiology is one of six departments in the College of Health Sciences. The College of Health Sciences also consists of the School of Physical Therapy, the School of Occupational Therapy, and the Institute for Women's Health. The mission of the College of Health Sciences is as follows:

*The mission of the College of Health Sciences is to promote health and well-being. To achieve this mission, the College, acting upon the highest professional standards:*

- *Offers outstanding transdisciplinary, professional training programs*
- *Provides quality services that benefit the University, the community and the profession*
- *Promotes collaboration among faculty, students, and professionals within the community*
- *Promotes scholarly activities*
- *Models and fosters life-long learning, critical thinking, the acquisition of leadership skills, and the acceptance of social and ethical responsibility*

The chair of the department and faculty members designated to serve as graduate faculty teach and advise graduate students. Faculty are dedicated to working closely with students in advising, teaching, and research roles.

Pioneer Hall, the home of Kinesiology contains the Kitty Magee Arena, an indoor swimming pool, classrooms, aerobic studios, indoor track, racquetball courts, weight room, training room, fully integrated computer classrooms and labs, faculty offices and research and teaching laboratories. The major laboratories are the biomechanics laboratory, exercise physiology laboratory, the motor

behavior laboratory, and the teacher analysis laboratory. These research and teaching laboratories are state-of-the-art facilities in which graduate students experience research type activities.

For more information about graduate studies visit the website of the Graduate School at <http://www.twu.edu/gradschool/> or see the graduate catalog online at <http://catalog.twu.edu/graduate/>

A limited number of graduate teaching assistantships and scholarships are available for qualified students. Both assistantships and scholarships are awarded for the academic year (fall and spring) and decisions are made the preceding spring, some as early as March 1. For those students who desire an assistantship, an application for an assistantship (available at <http://www.twu.edu/gradschool/graduate-assistants/applying-for-graduate-assistships/>), along with the accompanying “Activity Preference” form (available at <http://www.twu.edu/kinesiology/masters-programs.asp>) must be submitted to the graduate coordinator prior to April 15. Although students can apply for an assistantship or scholarship at any time, you **must be** admitted to the graduate program before any type of assistantship or other financial aid can officially be awarded.

The application, transcripts, and application fees are submitted to the Graduate Admissions Office. The remaining written materials to be presented by the doctoral degree-seeking individuals are to be submitted to the Graduate Coordinator of the Department of Kinesiology.

Students who have applied for the non-degree seeking admission **may not** apply more than **12 semester credit hours** toward a degree. If a student has the status of non-degree seeking and wishes to continue and pursue a degree it is advised that the student complete the admission process before completing 12 semester credit hours. Under no circumstances will semester credit hours taken after twelve (12) be counted toward the doctoral degree.

At least fifty percent of the work counted toward a doctoral degree program must be composed of courses having residence status at Texas Woman’s University.

## **Graduate Degrees Offered**

### Doctor of Philosophy

The Department of Kinesiology offers a Ph.D. in Kinesiology, with emphasis available in Adapted Physical Activity, Biomechanics, Exercise Physiology, and Sport Management. The Ph.D. requires a minimum total of 96 hours including transfer credits from the master’s degree. Requirements for all Kinesiology Ph.D. students include:

#### Core Courses (18 hours)

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student’s advisory committee
KINS 6113	Doctoral Seminar on Academic Life
KINS 6983 & 6993	Dissertation

### Specialization

A minimum of 21 hours in one of the available specializations (see the appendix for degree requirements for each specialization).

### Related Studies or Minor (15-24 hours)

Nine of these hours must be taken outside the Department of Kinesiology and outside the area of specialization.

### Research Tools

The students in communication with their advisory committee will determine the appropriate research tools. Credits for research tools **will count** towards the program of study; however they need to be listed in both places on the degree plan. Doctoral studies require skills and techniques (tools) that vary with the specific needs of the discipline. The degree-granting components determine the suitability of specific research tools for their programs. Such tools comprise coursework equivalent to a minimum of 6 credit hours for each tool for a total of 12 credit hours. Equivalent competencies may, if acceptable to the component, be demonstrated by examination. Courses designated for use as research tools must be approved by the advisory committee and the Graduate School.

### Research & Teaching Requirement

The faculty of the department of Kinesiology are of the opinion that doctoral students should gain proficiency in both teaching and research during their doctoral program. In order to achieve those proficiencies, the following will be required of all doctoral students **before they are allowed to take their comprehensive exams**:

- A minimum of 2 presentations at a local, state, regional, national or international conference
- Involvement in a minimum of 2 research projects
- Submission of at least one manuscript for publication as first or co-author
- Mentoring on teaching by a faculty member culminating in the teaching of at least one section of an upper division undergraduate class

Evidence of achieving these objectives must be provided on the student's vita which must be submitted to the advisory committee prior to taking comprehensive exams.

### Time Limit for Degree

All requirements toward the degree, beyond the master's degree or its equivalent, must be completed within a period of **10 consecutive calendar years** from the date doctoral credit is first earned. In addition, Ph.D. students **pay out-of-state tuition** for all credit hours beyond 99 hours. Courses for which the student received PR, WR, or I do count towards the total of 99. Counting starts from the day the student is classified as a doctoral student.

### Credit by Transfer

There is no automatic transfer of graduate credit, but the student's advisory committee has the option to recommend to the Dean of the Graduate School the acceptance of transferable credits.

Only work completed at accredited institutions may be considered for transfer. A student may apply for consideration of transfer of credits after satisfactorily completing a minimum of nine hours of graduate credit at Texas Woman's University and upon filing the degree plan. The rule governing the time limit for doctoral work also applies to transferable credits.

Only graduate courses in which a grade of B or better has been earned are acceptable for transfer. No credit toward a graduate degree may be obtained by correspondence; and no credit toward a graduate degree may be obtained by extension work from another institution.

## **Advisory Committee**

When a student is accepted into the Department of Kinesiology, the graduate coordinator (or another designated faculty member) will initially act as an academic advisor. The graduate coordinator will be responsible for the student's program until a permanent advisor is selected.

During the first or second semester, the student in consultation with the graduate coordinator will select an advisor of her/his choice and develop a degree plan with the advisor. Only graduate faculty members whose major appointment (half time or more) is in the Department of Kinesiology qualify to serve as advisors. Non-tenure track faculty who are associate graduate faculty may serve as members on advisory and research committees. The degree plan will be reviewed by the advisory committee which shall consist of **at least** 3 faculty members for those pursuing the doctorate degree. When the advisor and student agree on which faculty should make up the advisory committee, the student then formally asks each faculty member if he/she will be willing to serve. This committee shall have authority to review the student's course work and to evaluate it through written and/or oral examinations with respect to the student's program. The student's advisor chairs the advisory committee and administers this authority. When a student presents a minor/related area, a faculty member from the minor/related area department must approve the proposed program through a signature on the degree plan.

It is the student's responsibility to work with the advisor to develop the degree plan (<http://www.twu.edu/gradschool/forms/>), which must be forwarded through the department's chairperson to the Dean of the Graduate School **before completion of 18 semester hours** for the doctoral degree. Prior to the completion of 2 semesters at TWU, each **doctoral** student will have started their **professional curriculum vitae**. The doctoral student should present their vitae for examination to the advisory or research committee at the following time points:

- 1. Program/Degree Plan Meeting**
- 2. Readiness for Qualifying Exams**
- 3. Final Examination (Dissertation Defense)**
- 4. Exit Interview**

Following the conclusion of the final examination, the student will schedule an exit interview with the Chair of the Department of Kinesiology and share the vitae with chairperson. An electronic copy of the vitae must be submitted to the Graduate Coordinator

## **Degree Plan Procedures**

The student will work with their major professor to draft a preliminary degree plan (use form found at: <http://www.twu.edu/gradschool/forms/>). The preliminary draft should be submitted to the advisory committee in advance of the degree program meeting. During the program meeting the student and the advisory committee will formalize the degree program. At least 2 of the 3 committee members must be present at the meeting during which the doctoral degree program is approved. In addition to approving the degree program, the doctoral student's advisory committee will comment on the student's portfolio.

After the committee has met and approved the student's degree program, the final completed form should be submitted to the departmental chair for approval. The chair will forward the approved program to the Dean of the Graduate School.

It is not unusual for changes in course work to occur once the degree plan has been submitted to the Graduate School. When this is the case, it is the student's responsibility to update the degree plan. The degree plan can be updated or modified by completing a Change in Degree Program form (available at <http://www.twu.edu/gradschool/forms/>). The Change in Degree Program request should be submitted to the student's advisor for approval. If the modifications being requested are substantial, the advisor will discuss the request with all committee members before approving the change. The student's advisor will then forward the approved change to the Departmental Chair for review and approval. The Departmental chair will send the form to the Dean of the Graduate School.

## **Grade Requirements and Grade Change Procedures**

Ph.D. students must obtain a "B" or better in all courses. There is no exception

No grade, except I or # may be removed from a student's record once properly recorded. After thirty (30) days from the time of recording the grade with the Registrar's Office, no change will be permitted except to correct clerical errors.

Request for error correction should be made immediately after the close of the semester for which the grade is given but no later than (1) year from the date of issuance of the grade.

A faculty member who believes that an error has been made in calculating or recording a grade may submit a request for a grade change through the appropriate academic channel to the Dean of the College of Health Sciences. The Registrar will accept requests for grade changes only from the Dean of the College or School.

The grade assigned to replace an I or # when submitted by a faculty member within the year permitted for completion of course work, does not require signatures other than that of the instructor of record. The faculty member may submit these requests directly to the Registrar.

The evaluation of a written or oral examination for the Doctoral degree may not be changed after thirty (30) days from the date of the examination. A request for a change of the evaluation must be directed, in writing, by the faculty member through the appropriate academic channels to the Dean of the College of Health Sciences. The Dean of the College will forward the recommendation to

the Dean of the Graduate School. The faculty member who evaluated the examination must give specific reasons, in writing, for changing the examination.

## **Qualifying Examination for Doctoral Students**

The purpose of the qualifying process and examinations is to ascertain that the student has acquired the necessary skills and knowledge to perform successfully in the profession. The qualifying process includes completing prerequisites, research tools, residency requirements, course work, and passing a written and an oral examination over specified areas of study. After completing all research requirements, all prerequisites (if admitted provisionally) and the majority of course work, students should request permission to take the written qualifying examination from their advisory committee chair. Once approval is granted from the committee chair, the Department Graduate Coordinator should be consulted for the current policy and procedures.

The student's advisory committee in consultation with the student shall determine the exact nature of the exam and may involve the student in this decision-making process. The student may take the complete exam in-house at the University using the more traditional format. The exam may also consist of all take-home questions. A combination of these two formats is also possible.

The policies for an entire in-house exam format are as follows: Students will be expected to write a minimum of 4 hours and a maximum of 6 hours a day for a total of four days. No lunch break will be taken. Writing starts at 9:00 AM and finishes no later than 3:00 PM. In general, if the traditional format is chosen the following exam schedule will be used. However, the exact nature of testing on any one day can be changed at the discretion of the advisory committee and the student.

- **Day One:** General discipline knowledge of history/sociology/philosophy, critical analysis of literature, and research design and statistics;
- **Day Two:** Core knowledge related to the declared area of specialization (at least one research design question must be included);
- **Day Three:** Specific knowledge, typically the student's research interest, related to the declared area of specialization (at least one research design question must be included);
- **Day Four:** Questions related to each declared minor or related area of study (at least one research design question must be included).

If another format for the exam is chosen (all take-home or a combination) then the exact exam schedule will be decided upon by the advisory committee.

The area of specialization may require a pre-comprehensive exam evaluation of the student's knowledge by means of written, oral, or practical examinations. The student is encouraged to consult with members of their advisory committee and/or the graduate coordinator for guidance in preparing for the examination.

If a computer is to be used to write the in-house qualifying examinations, the student must provide appropriate storage media (floppy disks, zip disk, USB drive) to the graduate coordinator along with the computer. All files except application program files must have been removed from the computer. The diskette (or equivalent) must be given to the proctor at the end of each day's writing period.

### Order of Events for Qualifying Examinations

1. There is no deadline date for registration as students may take the exam at any time. However, the advisory committee must be given at least **4 weeks'** notice to prepare the exam.
2. Once the student, in consultation with the committee chair, decides on a date for the exam, the graduate coordinator and the advisory committee should be informed as soon as possible **but at least 4 weeks prior to the start date.**
3. The Chair of the Advisory Committee calls a meeting of the entire committee to formulate questions, regarding general, specific, and core areas of study, including statistical and research questions for each of the examination days. The Graduate Coordinator may be consulted on core questions.
4. The Chair of the Advisory Committee compiles the questions (with help from the Graduate Coordinator if necessary) and prepares the procedures for the days of the examination. The committee chair will inform the graduate coordinator about the format in which the student will take the exam.
5. At the conclusion of each-in house writing day, the graduate coordinator will collect the questions and the student's answers. Immediately after completion of the entire exam, copies will be made and the departmental secretary will distribute them to all members of the committee. The major professor will receive the original.
6. If necessary, Faculty members of the Department of Kinesiology will rotate as proctors during the examination.
7. The student will not be provided with a copy of the examination questions or the answers, nor may the student save the materials on the hard disk. This is considered fraudulent behavior and may have severe consequences.
8. The student should schedule the oral examination **within 3 weeks** following completion of the written portion. For those students who wish to have the oral exam in the same semester in which they complete the written exam, the entire written portion of the exam **must be** completed a minimum of **5 weeks prior to the end of the semester.**

### Oral Examination

The purpose of the oral examination is to give the student the opportunity to expand on answers given and/or to correct any errors made during the written portion of the exam. The committee members are expected to question the student to ascertain knowledge in all areas tested.

Should the advisory committee deem that the student did not pass the written portion of the examination, then the oral portion of the examination will not be held and is considered a failed attempt of qualifying examinations. In such a case, the chairman of the advisory committee will inform the student and give advice about repeating the written examination.

At the end of the oral examination, the committee members will discuss the performance and decide on the results. The following options are available to the committee members:

1. Agree that the student has satisfactorily completed the entire examination.
2. Agree that the student has clearly passed portions of the examination, but failed other portions.
3. Agree that the student has failed all portions of the examination.

If the student passed some portions of the examination, but failed other portions, the advisory committee will determine what remediation is necessary. Remediation options might require (but are not limited to) independent studies to strengthen weak areas, specific course work, additional readings/assignments, or repetition of sections of the test within a specific timeline.

If the student failed all portions of the examination, the written and oral examinations must be repeated. In this case, the committee may require remedial course work, independent study, or practical experiences prior to rescheduling the examination. If any section or the entire exam must be repeated, the second attempt must be completed within one year of the first oral exam.

A student who fails any portion of a second qualifying examination will not be permitted to remain in the doctoral program.

Admission to candidacy – when the student satisfactorily completes all portions of the examination and additional requirements (if necessary) the Dean of the Graduate School will be sent a request that the student be admitted to candidacy for the doctoral degree. The student's advisor completes the form (available at <http://www.twu.edu/gradschool/forms/>) and routes the form through the departmental graduate coordinator and chair to the Graduate School.

## **Research Policies**

### Institutional Review Board (IRB) Applications

Most research done by doctoral students in Kinesiology involves the use of human participants. As such, before any such research can take place, it must first be reviewed and approved by the IRB. There are 3 levels of review (exempt, expedited, and full); the level of review needed depends on nature of the involvement of the participants and the risks associated with the research. More complete information is available on the IRB website (<http://www.twu.edu/research/irb.asp>).

Regardless of the level of review, before a student can submit the IRB application, it must first be read and approved by the student's faculty advisor and the Chair of the Department of Kinesiology. Both the faculty advisor and the Chair must be given sufficient time to read the IRB application. Allow a minimum of one week for each to review the application. You should also allow time for needed revisions. Do not expect either your advisor or the Department Chair to read your application on short notice so you can meet a deadline. **PLAN AHEAD.**

### Doctoral Research Committee

When students in the doctoral program have satisfactorily completed their qualifying examinations, they may enroll in Dissertation 1 (KINS 6983). It is the graduate student's responsibility to recommend the membership of the Research Committee to the advisor. The Research Committee consists of not fewer than three voting members of the graduate faculty. The chairperson and one additional member must be from the area of specialization, and minimally

two members must be from the Department of Kinesiology. If the student has a minor, one member of the committee may be a faculty member from the minor area. The committee chair administers this authority. This committee also examines the student on the dissertation. A person selected to serve as one of the voting members on a committee should hold a regular, fulltime appointment at TWU, hold a doctoral degree and be a member of the Graduate Faculty. Exceptions to committee membership may be made by the Dean of the Graduate School.

The student will ask faculty if they are willing and able to serve on the committee. Appropriate forms (available at <http://www.twu.edu/kinesiology/masters-programs.asp>) are completed and forwarded to the Graduate Coordinator of the department who then forwards it to the Chair of the Department. Each faculty member should be asked to initial the form before it is given to the Graduate Coordinator. Changes in the composition of the committee must be approved by the Chair of the Department.

### Dissertation Review Policies

1. The research committee chair and the student are responsible for APA style, references, and forms.
2. Research committee members are responsible for reacting to the global view of the paper.
3. Research committee members are to return the paper to the chair (without reviewing it) if they discover the APA style, references, and/or forms are incorrect.
4. Research committee members are to communicate their concerns about a paper to the research committee chair, not the student.
5. The advisor (not the student) will distribute and collect all portions of the dissertation from other committee members. The research committee chair will distribute a cover letter with each portion of the paper to indicate whether committee members are expected to read for major changes or just to polish.
6. Research committee members will indicate written approval or disapproval when returning any section of a manuscript. If approval is indicated, it means the faculty members will request no further content changes. If disapproval is indicated, the faculty members may wish to read the section again after specified changes have been made.
7. Faculty require a **2-week** reading timeline for each portion of the dissertation they are given to read. This holds true during the fall, spring, and summer sessions. **Do not ask** for special consideration; plan accordingly.
8. Students are required to prepare chapters one through three prior to the proposal meeting. At the discretion of the committee, other options are possible. After the proposal is approved, a 10-page prospectus will be prepared and submitted to the Dean of Graduate Studies and Research.
9. No committee meetings (research or advisory) may be scheduled during the last **2 weeks of any semester**. These 2 weeks are to be considered “dead weeks.”

10. Committee members who will serve during the summer must be appointed before spring graduation. After that time, requests for changes in committee makeup must be accompanied by a written resignation from the faculty member who is being replaced.
11. Students wanting to complete their dissertation during the summer must verify that their committee members are available to read and meet for the final defense. When committee members are not available during the summer, the student must notify the Department Chairperson prior to **May 1** that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The department chairperson has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
12. At the discretion of the major professor, edits and reviews between the major professor and the student may be done electronically. However, for the prospectus meeting and the dissertation defense, the student must distribute hard copies of the dissertation to the committee in accordance with the established deadlines.

### Research Project Procedures

A guide to preparation of the dissertation and descriptions are online at <http://www.twu.edu/gradschool/degree-completion/> The policy of the Department stipulates that a 2-week reading period be granted to each member of a research committee who receives a prospectus (tentative outline), a portion of a professional paper, a thesis, a dissertation, or an entire manuscript. An outline of the procedure follows:

1. Consult with advisor regarding feasibility of the project and check that all prerequisites for candidacy are completed.
2. Prepare a draft of a tentative outline of the project. The tentative outline will include the first three chapters of the dissertation.
3. Submit the draft of the tentative outline to the advisor for comments, criticisms, etc.
4. Submit the corrected draft to the advisor for approval.
5. After the advisor gives approval, the draft is submitted to all committee members by the student and advisor.
6. Schedule a prospectus meeting of the committee at which the tentative outline is clarified and defended by the student. For the meeting, the student should prepare a 10-15 minute presentation (PowerPoint or other) to explain the proposed study. At least two members of a doctoral committee must be present for the meetings to be official.
7. After the Research Committee has approved the proposed topic, a 10-page prospectus will be developed and forwarded to the Graduate School. See item 10 below for what should be included in the 10-page prospectus.

8. Secure permission if needed from the appropriate review board (Institutional Review Board or Institutional Animal Care and Use Committee) to conduct the research as required.
9. Secure permission from any non-university agency which will supply participants (schools, hospitals, etc.).
10. Revise the tentative outline as suggested by the committee and reduce the length to a maximum of 10 pages. The final copy of the prospectus must include:
  - Tentative title
  - Purpose of the study
  - Statement of the problem
  - Rationale for the study
  - Definitions/explanations
  - Hypotheses and/or research questions
  - Limitations/delimitations
  - Review of literature with no more than 3 to 6 representative references
  - Proposed procedures
  - References

Secure committee members' signatures of approval on the prospectus cover sheet (available at <http://www.twu.edu/gradschool/forms/>) and forward the original copy of the prospectus to the Departmental Chair for approval and signature. The Department Chair will forward the approved prospectus to the Dean of the College who then forwards it to the Graduate School. The original signature sheet, agency permissions, and IRB or IACUC approval (as appropriate) must be attached. Both the student and their major professor must also attach training certificates indicating completion of training in Responsible Conduct of Research ([RCR] <http://www.twu.edu/gradschool/graduate-council/responsible-conduct-of-research/>).

12. Only after the prospectus has been filed can a student enroll in Dissertation II.

As soon as the student is notified of approval of the prospectus by the Graduate School, collection of data may begin. Pilot work may be carried out before approval is received and, in some cases, those data may be deemed acceptable for use in the dissertation. A student **cannot** graduate until copies of the participant's signatures of informed consent and the final report are submitted to the IRB or IACUC (if appropriate)

The graduate faculty adopted the following section headings for theses and dissertations as suggested by Thomas, Nelson & Silverman's textbook *Research Methods in Physical Activity* (2011). The format of the thesis or dissertation will be as follows:

#### Preliminary Material

- Title page
- Approval and Submission Form
- Dedication (optional)
- Acknowledgements
- Abstract – Copyright
- Table of Contents
- List of Tables

- List of Figures

#### Chapter 1 – Introduction

- Title
- Introduction
- Problem Statement
- Hypothesis or hypotheses
- Definitions
- Assumptions and limitations
- Significance of the study

#### Chapter II – Review of the Literature

This chapter should aim toward contrasting/comparing of similarities and differences in terms of the present study and completed literature. It should represent an exhaustive search of the literature.

#### Chapter III – Method

This chapter should minimally include the following sections:

- Participants
- Instruments and/or Apparatus
- Procedures
- Design and Analysis

#### Chapter IV – Presentation of Findings

The results of the data analysis or analyses will be presented in this section. It should contain information indicated by the title of the thesis or dissertation.

#### Chapter V – Summary, Discussion, Conclusion, and Recommendations for Further Study

#### References

#### Appendices

Additional materials as deemed necessary by student and/or advisory committee such as IRB approvals, results of pilot research, instructions to participant, computer programs, data reduction procedures, diagrams of equipment, among others.

#### Manual of Style

In preparing any portion of the dissertation (chapters, prospectus, references, etc.) the student is **required** to follow all applicable rules in the most current edition of the Publication Manual of the American Psychological Association. A specified manual of style is required by the Graduate School to ensure uniformity of all formatting, references, and other issues in writing the dissertation. It is the student's responsibility to follow APA style; prospectus or dissertation with excessive APA mistakes will be returned to the student without review.

#### Preparation of Final Paper

1. Submit the research paper to the director for comments and criticisms per director's schedule and instructions.

2. Resubmit the corrected draft to director until it is finally approved.
3. After the director has given approval, chapters (either individually or together) are submitted to other committee members.
4. Committee members forward errors, omissions, and criticisms to the director within 2 weeks.
5. Director compiles comments deemed appropriate and shares these with students.
6. Student corrects the paper and secures approval from the director for final oral defense. Note that the final oral defense for your dissertation **must** be held at least one week prior to the deadline date for submission to the Graduate School. The Graduate School deadline is 4 weeks prior to the end of a semester.
7. Director forwards corrected paper to committee members prior to the oral examination. A hard copy of the final draft must be given to the committee members and the Chair of the Department at least 2 weeks prior to the oral examination.
8. At the time the final draft of the dissertation is given to the committee an initial rough draft of the manuscript to be submitted for publication must accompany the dissertation. The manuscript must be complete and follow all appropriate guidelines of the chosen journal. Guidelines from the journal should be made available to the committee.

### Final Oral Examination Procedures

The student schedules a meeting for defense of the research project 2 weeks after distributing the paper and at a time all members will be present. Once a date and time for the defense are determined, a flyer announcing the defense should be posted in the department in appropriate places so that interested students may attend. Although other faculty members in Kinesiology are not required to attend the oral examination, the student should personally invite all faculty members not on the research committee to attend the defense.

At the oral examination (or prior to), the student must submit the dissertation in manuscript form for publication in a journal to be decided upon by the student in consultation with the Chair of the Research Committee. The manuscript must conform to all guidelines set forth by the journal chosen for submission. In no case will the student be deemed to have passed the oral examination without submission of the manuscript in the proper journal format.

Two forms (the final examination certification form and the signature page of the dissertation) are to be presented by the student at the time of orals (available at <http://www.twu.edu/gradschool/forms/>). At the conclusion of a satisfactory oral examination, the final examination certification form is signed by all committee members and is filed by the director with the Dean of the Graduate School. The signed signature page is submitted with final copy of the dissertation.

### Final Paper Filing Procedures

Paper must be prepared in accordance with regulations outlined in the TWU Graduate School Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers (available at <http://www.twu.edu/gradschool/forms/>). All dissertations are required to be submitted to the Graduate School electronically. Procedures for electronic filing of the dissertation can be found at <http://www.twu.edu/gradschool/degree-completion/>. Note that the Kinesiology department does not require submission of an extra copy on bond paper. However, once the dissertation has been

finalized for submission to the Graduate School, the PDF of the dissertation should be emailed to the Graduate Coordinator.

Doctoral students must also submit a copy of their vita and the *Publishing Your Dissertation/Thesis* form to the Graduate School. Both are submitted electronically during the process of submitting the dissertation. The final version of the student's vita must also be submitted to Graduate Coordinator.

## **Graduation Policies**

Graduate students must be enrolled in the University during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester. Students are urged to consult the graduate school website for proper forms, procedures **and deadlines** at least one semester prior to the anticipated semester of graduation. (<http://www.twu.edu/gradschool/degree-completion/>).

If a student fails to meet the deadline for graduation established by the Graduate School in a given semester, but completes all requirements by the close of that semester, the Dean of the Graduate School will write a letter to that effect to the student's employer. The letter is paramount to the awarding of the degree.

Students in the department who wish to qualify for August graduation should be aware of the following:

1. The first three chapters must be completed and approved prior to spring semester dead week.
2. Students wanting to complete their dissertation during the summer must verify that their committee members are available to read and meet for the final defense. When committee members are not available during the summer, the student must notify the department chair prior to **May 1** that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The Department Chair has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
3. The final examination (dissertation defense) must be scheduled when the research committee chair is available. None of the committee members may be absent during the defense. If a committee member cannot attend the defense meeting a competent substitute must be found.

The procedure for graduation can be found on the Graduate School website: <http://www.twu.edu/gradschool/degree-completion/> and the Registrar's office (<http://www.twu.edu/registrar/graduation.asp>). The application for graduation must be submitted by the 12<sup>th</sup> day of classes of the semester of graduation. For application deadline dates see <http://www.twu.edu/registrar/graduation-application-deadlines.asp>

## **Scientific Dishonesty and Fraud**

Scientific dishonesty involves some form of fraudulent behavior that entails an act of deception whereby one's work or the work of others is misrepresented. Fraud is distinguished from honest

error and from ambiguities of interpretation that are inherent in the scientific process. Further, fraud or serious misconduct involves significant breaches of research integrity that may take numerous forms such as (but not limited to) those outlined below:

1. Falsification of data:  
Fabrication, deceptive reporting, omission of conflicting data
2. Improprieties of authorship:  
Plagiarism, improper assignment of credit, including individuals on a submission without their knowledge, publishing the same material in multiple journals
3. Misappropriation of other's ideas:  
Improper use of information gained by privileged access on, for example peer review panels, editorial boards, etc.
4. Violation of generally accepted research practices:  
Improper manipulation of an experiment to obtain biased results, improper statistical or analytical manipulations
5. Violation of federal, state, or institutional rules governing research:  
Improper/illegal use of funds, care of animal and human participants, etc.
6. Inappropriate behavior in relation to misconduct:  
Inappropriate accusation of misconduct, failure to report known or suspected misconduct, destruction of information relative to misconduct, retaliation.

For more information on scientific dishonesty and fraud see the Texas Woman's University policy on scientific dishonesty available in the Office of Research and Sponsored Programs (<http://www.twu.edu/research/research-misconduct.asp>).

## **Authorship**

Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their status in the department (APA Publication Manual, 2010). A student should always be listed as principal author on any multiple-authored article that is based primarily on the student's dissertation unless there are exceptional circumstances (APA Publication Manual, 2010).

# Appendix

## Adapted Physical Activity Specialization

### Requirements for Doctoral Students:

1. It is highly recommended that all students entering this specialization have a minimum of 2 years teaching experience.
2. \*\*Each doctoral candidate will present and complete a research project in at least two classes taken in the Adapted Physical Activity Core area that is identified above with the 3 asterisks. The presentation and research project will be evaluated with the departmental Adapted Physical Activity presentation or scholarship rubric form within each class.

### Recommendations:

1. Information throughout this program will be used as artifacts in a Live-text e-portfolio and matched with the general departmental, Adapted Physical Activity emphasis, and suggested national APA competencies (Jansma & Surburg, 1995).
2. Students will have the opportunity to take Statistics/Research comprehensive exams after completion of 15 hours of their required statistical research tools within their program (i.e., 5033, 5043, 6143, FAM SC #). The student will sit for their statistical/research design portion of their class comprehensive exams no later than the completion for the first 60 hours.
3. We identify that our graduates are highly qualified teacher scholars in the area of Adapted Physical Activity.

	<b>Kinesiology Core</b>	<b>APE Nat'l Competencies</b>
KINS 5033	Applied Statistical Principles or equivalent	1.1 – 1.10
KINS 6043	Statistical Inference or equivalent	1.1 – 1.10, 1.9, 1.10
KINS 6143	Research Design	1.1 – 1.7, 1.8, 1.9, 1.10 – 1.12
KINS 6113	Doctoral Seminar of Academic Life	1.14 – 1.18
KINS 6983 & 6993	Dissertation I & II	1.1 – 1.18

	<b>Second Research Tool</b>	<b>APE Nat'l Competencies</b>
SOCI 6203	Seminar on Research Methods	1.6, 1.8, 1.10, 1.12, 1.15 -1.18
FS 6793	Advanced Qualitative Research Methods in Family Science	
PSY 6863	Qualitative Research Methods & Program Evaluation	

	<b>APA Specialization</b>	<b>APE Nat'l Competencies</b>
KINS 5603	Growth and Perceptual Motor Development	2.3, 2.6
KINS 5843	Issues and Trend in Adapted Physical Activity and Adapted Physical Education National Standards (APENS)**	1.2, 2.1 - 2.4, 2.8, 2.9, 2.13, 2.15, 2.17, 2.19, 6.7, 6.11
KINS 5853	*Assessment in Adapted Physical Education	2.4, 2.14
KINS 5863	Pedagogy in Adapted Physical Education**	2.1, 2.3, 2.4, 2.7-2.9, 2.16, 6.1

	<b>APA Specialization</b>	<b>APE Nat'l Competencies</b>
KINS 5793	Enhancing Behavior and Performance in Physical Education**	2.1, 2.3, 2.7, 2.8, 2.9, 2.15, 2.17, 2.19, 6.7, 6.9

	<b>Required Pedagogy Core [at least 9 credit hours]</b>	<b>APE Nat'l Competencies</b>
KINS 5763	Systematic Observation in Physical Education and Sport	2.18, 6.1, 6.2, 6.3, 6.8, 6.12, 6.13
KINS 5783	Learning and Teaching Styles in Physical Education***	2.18, 6.1, 6.2, 6.7, 6.10 - 6.13
KINS 6913	*College/University Pedagogy (3 x's 1 credit)	2.1 – 2.4, 2.7, 2.8, 2.9, 2.15, 2.18, 6.1, 6.6, 6.7, 6.10 – 6.13

	<b>Adapted Physical Activity Electives [at least 9 credit hours]</b>	<b>APE Nat'l Competencies</b>
KINS 5903	Exercise Physiology for Special Population	
KINS 5913	Grantsmanship	1.13, 2.11, 2.17, 2.20
KINS 5923	*Administration, Consultation, and Service Delivery in Public School APE	2.5, 2.7, 2.12, 2.13, 2.16, 6.6, 6.11
KINS 5873	Adapted Aquatics	2.4, 6.1, 6.2
KINS 6133	Professional Internship	2.18, 6.4, 6.5, 6.8
KINS 6853	Practicum: Advanced Assessment in Adapted Physical Education	1.4, 2.4, 2.16

### **Minor/Related Area (18 credit hours)**

Select minor/related area based on professional interest and/or proposed dissertation topic with the approval of advisory committee. The basic requirement is that 2 of the courses within the minor/related area must be at the 6000 level or at the 5000 level and require a presentation and a scholarly project which will be evaluated by the Adapted Physical Activity presentation or scholarship rubric form within each class.

## **Biomechanics Specialization**

### **General Requirements and Information**

Doctoral students specializing in biomechanics are required to have the following undergraduate courses on their transcript or complete these courses while enrolled in the program at Texas Woman's University.

Anatomy (Functional Anatomy)	Kinesiology & Biomechanics
Exercise Physiology	College Physics
Calculus I & II	Classical Mechanics (Static & Dynamic)

The biomechanics program consists of three blocks of course work: a) Basic KINS Requirements (21 hours); b) Biomechanics Requirements (36 hours); and c) Related Studies (15 hours).

### **Core Courses (18 hours)**

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6113	Doctoral Seminar on Academic Life
KINS 6983 & 6993	Dissertation

### **Biomechanics Requirements (30 hours)**

KINS 5513	Mechanical Analysis of Human Movement
KINS 6523	Advanced Biomechanics
KINS 6623	Biomechanical Analysis I
KINS 6643	Biomechanical Analysis II
KINS 6813	Advanced Research in Kinesiology (Taken 4 times for a total of 12 credit hours)
KINS 6903	Special Topics (Taken 2 times for a total of 6 credit hours)

### **Additional Electives (17 hours)**

Gross Human Anatomy (cadaver based)  
 Neuromuscular (motor) control  
 Exercise Physiology  
 Teaching styles  
 Other Kinesiology-related courses

### **Related Studies (15 hours)**

Mathematics  
 Computer Science  
 Engineering Mechanics

### **Research Tool**

Computer programming  
 Statistical packages

## **Exercise Physiology Specialization**

### A. Doctoral Requirements and Information

Doctoral students specializing in Exercise Physiology are expected to have completed coursework in biochemistry. The course (or courses) in biochemistry can be completed prior to enrollment at TWU or can be completed while enrolled at TWU. Biochemistry may be completed at the graduate level for credit if approved by the Advisory Committee. A background in general and organic chemistry may be necessary to successfully complete biochemistry, especially if it is taken at the graduate level. Sometime within the first semester of enrollment, doctoral students in Exercise Physiology will be required to take a preliminary exam. The purpose of the exam will be to identify strengths and weaknesses of the students so that the best course of study may be identified.

The Exercise Physiology program consists of 96 hours of course work: (a) Basic KINS Requirements (22 hours), (b) Exercise Physiology Requirements (27 hours), and (c) Minor and Related Studies (approximately 21 hours). Twelve hours of research tools are also required. The remaining hours (approximately 14) can be class electives or research hours as determined by the Advisory Committee in consultation with the student. Credit hours from the master's degree can be applied to the required 96 hours, as deemed appropriate by the Advisory Committee.

### B. Basic KINS Requirements (18 hours)

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6113	Doctoral Seminar on Academic Life
KINS 6983	Dissertation I
KINS 6993	Dissertation II

### C. Exercise Physiology Requirements (27 hours)

KINS 5553	Advanced Exercise Physiology
KINS 5573	Graded Exercise Testing
KINS 5583	Hormonal Responses to Exercise
KINS 5613	Cardiovascular Exercise Physiology
KINS 5683	Exercise Evaluation and Prescription
KINS 6821	Research in Exercise Physiology -to be taken 3 times for a total of 3 hours credit
KINS 6813	Advanced Research in Kinesiology To be taken three times for a total of 9 hours credit. A student may take the course additional times at the discretion of the advisory committee. For the class, students in consultation with a faculty advisor must conduct and complete an IRB-approved research study. The student can conduct the study on their own or in cooperation with other students. However, at least one time when the class is taken, each student must be the primary researcher. The study must be presented at a conference.

D. Minor and Related Studies

Students are required to have a minor area or related area of concentration outside the Department of Kinesiology. The concentration consists of a minimum of 15 hours of coursework approved by the Advisory Committee. The minor is to support the major area of specialization, and it is recommended that it should be in chemistry, biology, or nutrition. The remaining hours in statistics and/or computer science may be taken if they are not previously included.

The hours that may be transferred (including those for the Master's degree) may not be more than one-half of the total (48 maximum). Courses that were taken at other institutions may be substituted for required courses at the discretion of the Advisory Committee where it would not conflict with Graduate School requirements.

E. Research Tools

Students must select four, 3 hour graduate courses to fulfill the research tools requirement. There must be two separate research tools indicated.

## **Sport Management Specialization**

### **Kinesiology Core Courses (18 hours)**

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6113	Doctoral Seminar on Academic Life
KINS 6983 & 6993	Dissertation I and II

### **A. Sports Management Requirements (27 hours)**

KINS 5413	Sport Industry
KINS 5433	Sport Promotion and Publicity
KINS 5453	Sport Finance
KINS 5463	Legal Issues in Sport
KINS 5473	Sport Media & Stakeholder Relations
KINS 5483	Sport Sales, Sponsorship, and Fundraising
KINS 6413	Research Seminar in Sport Management
KINS 6443	Doctoral Seminar in Electronic Sports Information
KINS 6813	Research in Kinesiology

### **B. School of Management (12 hours)**

BUS 5133	Marketing Management
BUS 5243	Administrative Managerial Finance
BUS 5263	Organizational Behavior in Business Administration
BUS 5433	Managerial Accounting

### **C. Psychology Department or School of Management (3 hours)**

BUS 5933 or PSY 6833	Ethics
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### **D. Elective and Appropriate Work from Masters Degree (21 hours)**

#### **96 Total Credit Hours**

Students are encouraged to work toward:

- 1) A Certificate in Management (School of Management)
- or
- 2) Principal's Certificate in the College of Professional Education

## Graduate Rotation

		Fall 2016	Sp 2017	Sum 1 2017	Sum 2 2017	Sum 3 2017	Fall 2017	Sp 2018	Sum 1 2018	Sum 2 2018	Sum 3 2018	Fall 2018	Sp 2019	Sum 1 2019	Sum 2 2019	Sum 3 2019
5023	Methods of Research		X			X		X			X		X			X
5033	Applied Stat Prin	X	X			X	X	X			X	X	X			X
5113	Internship	X	X		X	X	X	X		X	X	X	X		X	X
5123	Prof Affiliation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5203	Theory of Coaching				X					X					X	
5243	Sport Injury Prev & First Aid		X					X					X			
5253	Org & Admin Team Mgmt				X				X						X	
5263	Sport Psychology	X					X					X				
5273	Sport Conditioning and Nutr	X					X					X				
5293	Technical Skill Analysis	X					X					X				
5303	Coaching Tactical Skills		X					X					X			
5413	Sport Industry				X				X						X	
5433	Spt Promotion & Publicity		X					X					X			
5453	Financing the Sport Enterprise		X					X					X			
5463	Legal Issues in Sport	X					X					X				
5473	Sport Media & Stakeholder Rel				X				X						X	
5483	Spt Sales, Sponsor & Fund	X					X					X				
5513	Mech Anal of Human Motion	X										X				
5553	Adv Ex Physiology	X										X				
5573	Graded Exercise Testing						X									
5583	Hormonal Res to Exer							X					X			
5603	Growth & Percep Mtr Develop		X					X					X			
5613	Cardiovascular Exercise Phys	X										X				
5683	Exercise Eval & Prescription						X									
5723	Sport in American Society				X				X						X	
5763	Systematic Observation in Spt															
5783	Lmg Tch Styles PE & Spt															
5793	Enhanc Bev Perf PE & Spt	X					X					X				
5813	Research in Kinesiology	X	X		X	X	X	X		X	X	X	X		X	X
5843	APA and APENS Theory				X					X					X	
5853	Assessment in APE	X					X					X				
5863	Pedagogy in APE		X					X					X			
5883	Disability and Sport		X					X					X			
5903	Special Topics	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5911	Indep Study (One Hour)	X	X		X	X	X	X		X	X	X	X		X	X
5913	Indep Study (Three Hour)	X	X		X	X	X	X		X	X	X	X		X	X
5963	Exercise Prog For Spec Pop	X					X					X				
5973	Profession Paper	X	X		X	X	X	X		X	X	X	X		X	X
5983	Thesis I	X	X		X	X	X	X		X	X	X	X		X	X
5993	Thesis II	X	X		X	X	X	X		X	X	X	X		X	X
6043	Stat Inference		X					X					X			
6113	Seminar	X	X		X	X	X	X		X	X	X	X		X	X
6113	Seminar on Academic Life		X					X					X			
6133	Prof Adm Intrn	X	X		X	X	X	X		X	X	X	X		X	X
6143	Res Design Kins	X					X					X				
6413	Res Sem in Spt Management				X					X					X	
6423	Res Sem in Spt Promo & Spon		X					X					X			
6443	Res Sem in Electronic Spt Info	X					X					X				
6523	Advanced Biomechanics							X					X			
6611	Instructional Design & Delivery	X	X				X	X				X	X			
6623	Biomechanical Analysis I		X													
6643	Biomechanical Analysis II						X					X				
6711	Adv Research in APA	X	X		X	X	X	X		X	X	X	X		X	X
6821	Research in Ex. Phys	X	X				X	X				X	X			
6813	Adv Res in Kinesiology	X	X		X	X	X	X		X	X	X	X		X	X
6853	Prac Appr APE	X	X		X	X	X	X		X	X	X	X		X	X
6903	Special Topics	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6911	Indep Study (One Hour)	X	X		X	X	X	X		X	X	X	X		X	X
6913	Indep Study (Three Hour)	X	X		X	X	X	X		X	X	X	X		X	X
6983	Dissertation I	X	X		X	X	X	X		X	X	X	X		X	X
6993	Dissertation II	X	X		X	X	X	X		X	X	X	X		X	X