Graduate Student Handbook

School of Human Kinetics and Recreation
Memorial University of Newfoundland

Master of Physical Education (MPE)
Concentration:
Administration, Curriculum and Supervision

Master of Science (MSc)(Kinesiology)
Concentrations:
Biomechanics and Ergonomics
Exercise and Work Physiology
Psychology of Sport, Exercise and Leisure
Socio-Cultural Studies of Physical Activity and Health

2015/2016
Table of Contents

Welcome from the Dean of the School of Human Kinetics and Recreation ......3
Welcome from the Acting Associate Dean of Graduate Studies and Research ...4
Faculty ..................................................................................................................5
Support Staff Responsibilities .............................................................................6
Resources and Services .......................................................................................7
Check list for Masters of Physical Education (MPE) ...........................................8
  Option 1: Coursework and Thesis .....................................................................8
  Option 2: Coursework and Action Research Project ........................................10
  Option 3: Coursework and Comprehensive Examination .............................11
Masters of Physical Education (MPE) Courses ...................................................12
Schedule of MPE Course Offerings ................................................................13
Check list for Masters of Science in Kinesiology (MSc K) ...............................14
Masters of Science (Kinesiology) Courses .........................................................16
Schedule of MScK Course Offerings ................................................................17
Laboratory Etiquette & Rules .............................................................................18
Graduate Student Funding and Fees .................................................................21
  SHKR Awards ...................................................................................................22
Scientific Writing .................................................................................................23
  Links for Writing a Thesis Proposal .................................................................23
  Links for writing a literature review .................................................................23
  Links for Writing a Thesis .................................................................................23
Professional Development ..................................................................................24
  Teaching Assistant Responsibilities and Rights ..............................................24
  Teaching Skills Enhancement Program (TSEP) ..............................................24
  Enhanced Development of the Graduate Experience (EDGE) ......................24
University Contact Information .........................................................................25
To Report an Emergency .....................................................................................27
Appendix A: HKR 6314 Graduate Seminar Series Course Outline .................28
Appendix B: Thesis Process ................................................................................29
Appendix C: Description of an Action Research Project ..................................31
Appendix D: Comprehensive Examination Regulations ..................................34
Appendix E: Timelines .......................................................................................36
Appendix E: School of Human Kinetics & Recreation Graduate Student
Annual Progress and Supervisory Report .........................................................38
Welcome from the Dean of the School of Human Kinetics and Recreation

Congratulations on choosing graduate studies at the School of Human Kinetics and Recreation. We are a relatively small school, which gives us the advantage of working very closely with all of our students. You will have the opportunity to become involved in some very innovative and world-renowned research.

Our faculty and staff have a reputation for supporting our students in every aspect of their education. They are here to challenge you, and to guide you into being the best researcher you can be. They will teach you to think critically about the world around you. Our scholars have collaborations in many different countries and are engaged in the global, as well as the local community, and we’re very proud of those partnerships. We also believe in an interdisciplinary approach to research and education.

Every year, we strive to make our graduate program better and take our research to new levels with innovative ideas from graduate students like you. We work hard to increase our research funding each year while strengthening our connections to funding agencies so that we can give you more opportunities to grow. Our vision is to never stop growing. After all, we were the first in the country to offer an online MPE program, which has become an award winning program.

While here, I also encourage you to get involved in social, cultural and recreational opportunities. Get to know your school and enjoy the experience to the fullest.

Sincerely,

Dr. Heather Carnahan
Dean
Welcome from the Acting Associate Dean of Graduate Studies and Research

Welcome to the School of Human Kinetics and Recreation graduate program. Our program is continuously changing. Not only do new students come in every year to contribute to the knowledge, diversity and energy of the school but also new programs, courses and research are being pursued every semester.

The graduate program originally began in 1975 with the Masters of Physical Education (MPE). In 2005 the Masters of Science (MSc) in Kinesiology officially began although we had a number of exercise science-related graduates for a number of years prior to that commencement. In 2008 we began to add online based courses to our MPE degree so that we could reach out and interact with individuals not only across Newfoundland and Labrador but also across Canada and internationally. We have had many successes. For example as of 2012, close to 20 of our graduate students have gone on to doctoral degrees. Since 2005, our graduate students have authored or co-authored approximately 100 peer-reviewed scientific articles. Each article is a contribution of new knowledge to the profession or field of knowledge.

Most of our graduates are working and contributing in schools, health care centres, universities as well as in numerous others agencies in the public, private and non-profit sectors in their communities. We have award winning faculty members (teaching and research) who are skilled and enthusiastic about mentoring graduate students. There is only one missing piece to this equation and that is you! If you are willing to emerge yourself enthusiastically into our programs and work with our faculty, I can ensure you that you will emerge with a far greater appreciation of the process and content of knowledge in the fields of Physical Education, Kinesiology and Recreation.

Sincerely.

Anne Marie Sullivan, PhD, CTRS
Acting Associate Dean of Graduate Studies and Research
## Faculty

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Research Area</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Heather Carnahan, Dean</td>
<td>Motor Control and Learning</td>
<td>8129</td>
<td><a href="mailto:hcarnahan@mun.ca">hcarnahan@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Anne Marie Sullivan, Acting Associate Dean (GS)</td>
<td>Therapeutic Recreation Leisure Literacy Family Leisure</td>
<td>4453</td>
<td><a href="mailto:asulliva@mun.ca">asulliva@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Linda Rohr, Associate Dean, Undergrad Studies</td>
<td>Motor Control</td>
<td>6202</td>
<td><a href="mailto:lerohr@mun.ca">lerohr@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Fabien Basset</td>
<td>Exercise Physiology</td>
<td>6132</td>
<td><a href="mailto:fbasset@mun.ca">fbasset@mun.ca</a></td>
</tr>
<tr>
<td>Dr. David Behm</td>
<td>Exercise Physiology</td>
<td>3408</td>
<td><a href="mailto:dbehm@mun.ca">dbehm@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Duane Button</td>
<td>Exercise Physiology</td>
<td>4886</td>
<td><a href="mailto:dbutton@mun.ca">dbutton@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Jeannette Byrne</td>
<td>Biomechanics</td>
<td>3767</td>
<td>jmy <a href="mailto:Byrne@mun.ca">Byrne@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Erin Cameron</td>
<td>Health Promotion &amp; Education Critical Physical Education &amp; Activity Sport Sociology &amp; Development</td>
<td>2729</td>
<td><a href="mailto:ecameron@mun.ca">ecameron@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Basil Kavanagh</td>
<td>Sports Psychology</td>
<td>8676</td>
<td><a href="mailto:basilk@mun.ca">basilk@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Michelle Kilborn</td>
<td>Wellness-oriented Physical Education Curriculum &amp; Pedagogy</td>
<td>7270</td>
<td><a href="mailto:mkilborn@mun.ca">mkilborn@mun.ca</a></td>
</tr>
<tr>
<td>Dr. TA Loeffler</td>
<td>Outdoor Recreation Women's Issues</td>
<td>8670</td>
<td><a href="mailto:tloeffler@mun.ca">tloeffler@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Angela Loucks-Atkinson</td>
<td>Social Psychology of Leisure Community Recreation</td>
<td>6911</td>
<td><a href="mailto:aloucks@mun.ca">aloucks@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Scott MacKinnon*</td>
<td>Ergonomics</td>
<td>6936</td>
<td><a href="mailto:smackinn@mun.ca">smackinn@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Erin McGowan</td>
<td>Physical Activity &amp; Cancer</td>
<td>7629</td>
<td><a href="mailto:emcgowan@mun.ca">emcgowan@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Kevin Power</td>
<td>Neurophysiology, neuromuscular &amp; exercise physiology</td>
<td>7275</td>
<td><a href="mailto:Kevin.power@mun.ca">Kevin.power@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Kyoung June Yi</td>
<td>Adapted Physical Activity Social Justice &amp; Equity in Health</td>
<td>8684</td>
<td><a href="mailto:kyi@mun.ca">kyi@mun.ca</a></td>
</tr>
</tbody>
</table>

* on sabbatical until January 2016
# Support Staff Responsibilities

<table>
<thead>
<tr>
<th>If you are looking for help with...</th>
<th>Contact</th>
</tr>
</thead>
</table>
| academic support, degree audits, course scheduling                     | Academic Program Officer  
John Saunders  
jsaunders@mun.ca                                                       |
| financial issues                                                       | Mgr. Finance and Administration  
Michael Harding  
mharding@mun.ca                                                        |
| financial inquires, payments, TA payment/TA responsibilities, financial support, | Administrative Staff Specialist  
Nicole Cole                                                             |
| appointments with the dean                                             | Secretary to the Dean  
Marie Hickey  
mehickey@mun.ca                                                         |
| getting your mail                                                      | Intermediate Clerk Stenographer  
Janice Willis  
jwillis@mun.ca                                                         |
| picking up cheques or documents left at the main office for you        | Office Secretary  
Jenna Doyle  
jennad@mun.ca                                                           |
| access to the grad office or laboratory, lab equipment inquiries or issues | Research Coordinator  
Thamir (Tim) Alkanani  
talkanan@mun.ca                                                          |
| internet or computer issues                                            | Computer Services  
David Hilliard  
hkrtech@mun.ca                                                           |
| borrowing gym equipment, booking PE gym time                            | HKR Building Coordinator (Facilities)  
Paul Moloney  
pmoloney@mun.ca                                                          |
Resources and Services

Mail: Academic-related graduate student postal mail can be picked up at the front office. (Note: The key for our mailbox is hanging on the bulletin board in the grad office and our box is "G". Typically though we just go up to the office and Jenna at the desk gives us our mail. Whoever picks it up will put it on desks!)

Desk Space: We will do our best to provide a desk space for thesis route graduate students (for the first 24 months) behind the exercise physiology lab. Selection of desk space is on a first come first serve basis. Please see the research coordinator if you have any questions about preferred location or access.

Keys: Keys for the laboratories and graduate student office space can also be obtained from Tim Alkanani. Keys may not be available immediately upon request. Be prepared to wait (patiently) for keys to be processed.

Computers: One desktop computer is available in the graduate student office for student use. Individual computers are not provided for graduate students, however; individual internet access is provided in the graduate student office area for those with their own computers.

Internet Access: “High” speed internet access is provided in the graduate student office area. Wireless internet access is available throughout the university, however due to the construction designs of some of the older buildings wireless internet is not equally accessible throughout every building.

Photocopy / printing services: Graduate students DO NOT have access to free photocopying through the main office. If a graduate student is teaching a course or a laboratory then as a sessional instructor or laboratory instructor they may have the secretaries photocopy class-related material only. There is a printer available by the graduate student office for academic-related printing needs.

Telephone: A telephone is available in the graduate student office. It does not allow for long distance phone calls. Remember - internet service providers such as Skype can provide free long distance voice over internet protocols including visual access.
Check list for Masters of Physical Education (MPE)

Option 1: Coursework and Thesis

1. Course Requirements

12 credit hours = 4 courses; minimum B grade in each course

a. HKR 6500
b. HKR 6001 or 6000 (prerequisite is a course in undergraduate statistics)
c. HKR 6120
d. _______________________

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

2. Seminar Series HKR 6314 (register with same course designation for 4 semesters)

Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment or equivalent professional development time (see Appendix A for sample syllabus).

3. Thesis (See Appendix B for more information)

Each student must work with a faculty supervisor to complete a thesis. A student is required to present a thesis proposal for his or her proposed thesis normally by the end of the fourth semester. The thesis proposal shall normally consist of a full written proposal (includes literature review and submitted to supervisory committee two weeks in advance of proposal), a summary to be distributed to graduate students and faculty one week prior to the presentation and a formal presentation (15-30 min) normally at the seminar series. Candidates will be questioned on their proposal by the supervisory committee and seminar audience. Any deficiencies noted during the proposal should be carefully considered by the student and the Supervisory committee prior to proceeding with the thesis.

Safety and First Aid Training
Any student conducting a thesis involving human subjects involving a physical component must be certified for CPR and First Aid.

Ethics
1) Health Research: Health Research Ethics Board (HREB)
   http://www.hrea.ca/HREB.aspx
2) All other research: Interdisciplinary Committee on Ethics in Human Research (ICEHR) http://www.mun.ca/research/ethics/humans/icehr/
4. **Thesis Submission**
See the following for details on preparing and submitting your thesis.
http://www.mun.ca/sgs/go/guid_policies/theses.php

5. **Application to Graduate**
   http://www.mun.ca/regoff/graduation/apply_grad.php
Option 2: Coursework and Action Research Project

1. Course Requirements

12 credit hours = 4 courses; minimum B grade in each course)

a. HKR 6500
b. HKR 6001 or 6000 (prerequisite is a course in undergraduate statistics)
c. HKR 6120
d. ______________________

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

2. Seminar Series HKR 6314 (register with same course designation for 4 semesters)

Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment or equivalent professional development time (see Appendix A for sample syllabus).

3. Action Research Project Proposal (see Appendix C for more information)

Ethics
   a) Health Research: Health Research Ethics Board (HREB)
      http://www.hrea.ca/HREB.aspx
   b) All other research: Interdisciplinary Committee on Ethics in Human Research (ICEHR) http://www.mun.ca/research/ethics/humans/icehr/

   Please discuss with your supervisor the most appropriate research ethics board for your proposed thesis research.

Where possible you should present your action project research proposal in seminar.

4. Action Research Project

Please note that while the following guidelines focus on the thesis, these guidelines are also used for the submission of research projects.
http://www.mun.ca/sgs/go/guid_policies/theses.php

5. Application to Graduate
   http://www.mun.ca/regoff/graduation/apply_grad.php
Option 3: Coursework and Comprehensive Examination

1. Course Requirements

24 credit hours = 8 courses; minimum B grade in each course)

   e. HKR 6500
   f. HKR 6001 or 6000 (prerequisite is a course in undergraduate statistics)
   g. HKR 6120
   h. _________________
   i. _________________
   j. _________________
   k. _________________

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

2. Seminar Series HKR 6314 (register with same course designation for 4 semesters)

Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment or equivalent professional development time (see Appendix A for sample syllabus).

3. Comprehensive Examination (See Appendix D for additional information)

1) The comprehensive examination shall examine the candidate’s ability to integrate and apply material from all course work completed during study for the Degree. The candidate may be required to appear for an oral examination.

2) The comprehensive examination shall normally be constructed and evaluated by an examining committee of three examiners, at least two of whom shall be faculty members of the School of Human Kinetics and Recreation appointed by the Dean on the recommendation of the Dean of the School.

3) A candidate may not write the examination before completing the course work for the Degree.

4) A candidate must apply in writing to the Associate Dean of Graduate Studies & Research to request to complete the comprehensive exam.

4. Application to Graduate

   http://www.mun.ca/regoff/graduation/apply_grad.php

   4
Masters of Physical Education (MPE) Courses

HKR 6500: Introduction to Research in Physical Education
HKR 6000: Quantitative Research Methods (pre-requisite is an undergraduate statistics course)
HKR 6001: Qualitative Research Methods in Physical Education
HKR 6002: Scientific and Cultural Foundations of Physical Education
HKR 6003: Physical Education, Culture and Society
HKR 6110: Physical Education, Recreation and Sport Management
HKR 6111: Canadian Delivery Systems in Physical Education, Recreation and Sport
HKR 6120: Curriculum Development in Physical Education
HKR 6121: Physical Education Leadership
HKR 6122: Comprehensive School Health
HKR 6123: Coaching and Long-term athlete development in the education system
HKR 6124: Adapted Physical Activity for Persons with Physical & Intellectual Disabilities
HKR 6125: Evaluation and Testing in Physical Education
HKR 6130: Computer Applications in Physical Education
HKR 6410: Sport and Society
HKR 6420: History of Physical Education and Sport
HKR 6600: Contemporary Issues and Trends in Physical Education
HKR 6314: Seminar Series (repeatable)
# Schedule of MPE Course Offerings

<table>
<thead>
<tr>
<th>Fall Year A (Even years: see below)</th>
<th>Winter Year A</th>
<th>Spring Summer Year A</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKR 6500: Dr. Rohr</td>
<td>HKR 6000: Dr. Loucks-Atkinson (6000 only offered on-campus)</td>
<td>HKR 6410: Dr. Wheeler</td>
</tr>
<tr>
<td>HKR 6120: Dr. Wheeler</td>
<td>HKR 6001: Dr. Kilborn</td>
<td>HKR 6124: Dr. Yi</td>
</tr>
<tr>
<td>HKR 6123: Dr. Legg</td>
<td>HKR 6121: Dr. Card</td>
<td>Thesis proposal or Action Research Project proposal (if applicable)</td>
</tr>
<tr>
<td>HKR 6124: Dr. Yi</td>
<td>HKR 6003: Dr. Cameron</td>
<td></td>
</tr>
<tr>
<td>HKR 6314: Seminar</td>
<td>HKR 6314: Dr. Seminar</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year B (odd years: see below)</th>
<th>Winter Year B</th>
<th>Spring Summer Year B</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKR 6500: Dr. Rohr</td>
<td>HKR 6000: Dr. Loucks-Atkinson (6000 only offered on-campus)</td>
<td>HKR 6410: Dr. Wheeler</td>
</tr>
<tr>
<td>HKR 6120: Dr. Wheeler</td>
<td>HKR 6001: Dr. Wheeler</td>
<td>HKR 6124: Dr. Yi</td>
</tr>
<tr>
<td>HKR 6122: Dr. Card</td>
<td>HKR 6111: TBD</td>
<td>Thesis (if applicable)</td>
</tr>
<tr>
<td>HKR 6314: Seminar</td>
<td>HKR 6123: Dr. Legg</td>
<td></td>
</tr>
<tr>
<td>Thesis (if applicable)</td>
<td>HKR 6314: Seminar</td>
<td></td>
</tr>
<tr>
<td>Thesis (if applicable)</td>
<td>Thesis (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Years A:** 2010/11, 2012/13, 2014/15, 2016/17, 2018/19, 2020/21 (even years)

**Academic Years B:** 2011/12, 2013/14, 2015/16, 2017/18, 2019/20, 2121/22 (odd years)

*Note: There may be changes to the course offerings depending on instructor availability so check the course offerings each semester.*

Registration Procedures: [http://www.mun.ca/sgs/current/registration.php](http://www.mun.ca/sgs/current/registration.php)

*Graduate level courses in the Faculty of Education in curriculum studies, leadership studies, and post-secondary studies are available to MPE students based on availability. Only 2 MEd courses can be used towards the MPE degree.*

Depending on the student’s circumstances the thesis proposal, data collection, analysis, interpretation and writing may proceed earlier or later than the suggested pattern shown above. (See Appendix E for further information on the timelines)

Students who wish to take more than the requisite number of courses for their degree program (i.e. personal interest, professional upgrade) must pay additional fees for those courses.
Check list for Masters of Science in Kinesiology (MSc K)

1. Course Requirements

12 credit hours = 8 courses; minimum B grade in each course)

a. HKR 6000 (prerequisite is a course in undergraduate statistics)
b. ______________________
c. ______________________
d. ______________________

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

2. Seminar Series HKR 6314 (register with same course designation for 4 semesters)

Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment or equivalent professional development time (see Appendix A for sample syllabus).

3. Thesis (See Appendix B for more information)

Each student must work with a faculty supervisor to complete a thesis. A student is required to present a thesis proposal for his or her proposed thesis normally by the end of the fourth semester. The thesis proposal shall normally consist of a full written proposal (includes literature review and submitted to supervisory committee two weeks in advance of proposal), a summary to be distributed to graduate students and faculty one week prior to the presentation and a formal presentation (15-30 min) normally at the seminar series. Candidates will be questioned on their proposal by the supervisory committee and seminar audience. Any deficiencies noted during the proposal should be carefully considered by the student and the Supervisory committee prior to proceeding with the thesis.

Safety and First Aid Training
Any student conducting a thesis involving human subjects involving a physical component must be certified for CPR and First Aid.

Ethics
3) Health Research: Health Research Ethics Board (HREB)
   http://www.hrea.ca/HREB.aspx
4) All other research: Interdisciplinary Committee on Ethics in Human Research (ICEHR) http://www.mun.ca/research/ethics/humans/icehr/
4. **Thesis Submission**
   See the following for details on preparing and submitting your thesis.
   http://www.mun.ca/sgs/go/guid_policies/theses.php

5. **Application to Graduate**
   http://www.mun.ca/regoff/graduation/apply_grad.php
Masters of Science (Kinesiology) Courses

HKR 6000: Quantitative Research Methods
HKR 6130: Computer applications in physical education
HKR 6201: Foundations of sport psychology and mental training techniques
HKR 6202: Intervention and enhancement techniques in mental training consultation
HKR 6203: Sport psychology consulting
HKR 6310: Exercise physiology I
HKR 6320: Exercise physiology II
HKR 6330: Introduction to technologies in kinesiology
HKR 6340: Occupational biomechanics (Ergonomics)
HKR 6350: Human error
HKR 6360: Knowledge translation: Applications to ergonomics and occupational health and safety
HKR 6370: Movement neural science
HKR 6314: Seminar Series (repeatable)
HKR 6710-6719: Individual Reading and Research in Special Areas of Exercise and Work Physiology
HKR 6720-6729: Individual Reading and Research in Special Areas of Biomechanics and Ergonomics
HKR 6730-6739: Individual Reading and Research in Special Areas of Psychology of Sport, Exercise and Leisure
HKR 6740-6749: Individual Reading and Research in Special Areas of Socio-cultural Studies of Physical Activity and Health

Many of the MPE courses are also available and applicable to the MSc (Kinesiology) degree program. International Summer School of Sport Science condensed courses (2 weeks: 28 contact hours per course) have a course equivalency of 2 credits per course.
### Schedule of MScK Course Offerings

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring/Summer</th>
</tr>
</thead>
</table>
| HKR 6310: Dr. Button  
HKR 6330: Dr. Byrne  
HKR 6314 (Seminar: year 1) | HKR 6000: Dr. Loucks Atkinson  
HKR 6320: Dr. Basset  
HKR 6350: Dr. MacKinnon  
HKR 6360: Dr. MacKinnon  
HKR 6370: Dr. Power  
HKR 6314 (Seminar: year 1) | HKR 6340: Dr. MacKinnon  
Thesis proposal  
(suggested timeline) |
| Thesis  
HKR 6314 (Seminar: year 2) | Thesis  
HKR 6314 (Seminar: year 2) | Thesis |

**Note:** There may be changes to the course offerings depending on instructor availability so check the course offerings each semester.

Depending on the student’s circumstances the thesis proposal; data collection, analysis, interpretation and writing may proceed earlier or later than the suggested pattern shown above. (See Appendix E for further information on the timelines)

Registration Procedures: [http://www.mun.ca/sgs/current/registration.php](http://www.mun.ca/sgs/current/registration.php)

Students who wish to take more than the requisite number of courses for their degree program (i.e. personal interest, professional upgrade) must pay additional fees for those courses.
Laboratory Etiquette & Rules

Policy enforcement
It is the responsibility of SHKR Research Coordinator to enforce articles listed in this policy. Failing to adhere to this policy or in case of a dispute, it is up to the Dean of SHKR or the Associate Dean of Graduate Studies & Research to intervene.

Laboratory objectives
1. Facilitate teaching and promote research in a safe and secure environment.
2. Adhere to both Memorial University and the Tri Council Policy Statement on ethical research involving human subjects.
3. Provide professional tests to MUN employees and to the general public as per Allied Health Services policy.

Laboratory Scheduling and Reservations
The laboratory must be reserved in advance. Students and faculty follow these directions to reserve the lab facilities. Go to Yahoo, log in on email box (top right) Username: munhkr Password: humankinetics. Then, you click on “calendar” icon. Do not overbook the equipment or facilities. Only book the facilities when you are certain that you have subjects available. It is very frustrating for others who wish to use the facilities to see the lab vacant even though it has been booked off previously.

Certification
2) **Students must provide a valid first aid/CPR/AED certificate prior to conducting laboratory tests.** These certifications are provided through St. John’s ambulance and other agencies. Courses may be organized by the research coordinator at the beginning of the fall semester. There is no waiver of this certification but student may obtain one time limited exemption from this requirement subject to approval of HKR Associate Dean of Graduate Studies & Research.
3) Prior to starting any testing, students should seek approval of his/her research project from Health Research Ethics Authority (HREA) or Interdisciplinary Committee on Ethics in Human Research (ICEHR). Copies of the HREA/ICEHR approval and the research protocol should be given to the HKR Research Coordinator and will be kept on file for the duration of the study.
4) Some tests (i.e. VO2 max) may require additional certifications.

Equipment and Laboratory Space Booking
1. Because HKR laboratories are communal facilities, teaching has priority for equipment and space.
2. Student should arrange in advance for equipment and other research supplies.
3. Student should get acquainted with equipment. Never use equipment unless you are trained by a faculty member or Research Coordinator.

4. If graduate student and staff need a key to a laboratory, you should sing out for it on a short-term basis.

5. Undergraduate students are not permitted to borrow laboratory key.

6. HKR faculty should not lend his/her key to graduate or undergraduate student. If your student requires an access to a laboratory, inform HKR Research Coordinator.

7. Researcher should book equipment and laboratory space in consultation with HKR Research Coordinator. Researchers are not supposed to make their bookings until their subject has confirmed. It is recommended that should never be a student with a full day booked off.

**General Observations**

When working in the lab, make note of the location of the emergency telephone. A sheet with essential emergency procedures has been posted in each laboratory. Two emergency flashlights will be placed in each lab. One will be near the telephone, and the other is in the back right corner of the room. Also make note of where the first aid kit is located for quick access.

To maintain a safe environment, ensure all equipment is properly maintained and cleaned as per individual specific instructions. The Research Coordinator would be the most familiar with the procedures for maintaining equipment. As well, ensure the floor is dry and clear of debris. Make an effort to wipe out any sweat or water immediately to prevent any slips.

Staff members are only permitted to perform the tests for which they are certified. As a staff member, you know what you are qualified to do with the certifications you hold. If a client is requesting a service you are not certified to perform, you will help arrange the service and assist in its undertaking with someone who is qualified. For example, if you have CFC certification, you will arrange for an exercise physiology graduate student or someone who is PFLC qualified to perform a VO2max test on a client.

**Laboratory Procedures**

1. No food or beverages (other than water) are permitted in HKR laboratories.

2. Consult with HKR Research Coordinator for equipment that you need for your experiment.

3. If you need equipment from Research Coordinator office, HKR faculty or student should sign out for it. Make sure that equipment is in proper working order and has no visible damage before you sign out.
4. Any physical damage during operation is the responsibility of the operator of that particular equipment. Please make sure you notify the Research Coordinator when you return the equipment.

5. In case of equipment malfunction, it is the responsibility of HKR Associate Dean of Graduate Studies & Research with or without consultation with HKR Research Coordinator to determine if the malfunction was due to improper use or due to normal wear and tear.

6. Equipment needed for a collaborative research between HKR faculty and other MUN faculty or another research institute should enter into a contract agreement as per MUN guideline. Cost of renting equipment will be determined by the Dean of HKR or Associate Dean of Graduate Studies & Research in consultation with HKR Manager of Finance and Administration.

7. No HKR equipment is to be loaned to a private business.

8. As the researcher you should be in the lab at a reasonable time before scheduled testing to make sure everything is ready for when your participant arrives.

9. Once you are in the laboratory, perform a quick inspection to ensure that the environment is safe from any hazards.

10. If you are using a Biopac system, check your amplifier settings (i.e. channel number, ON/OFF filter, DC or 0.05 Hz, Gain), and make sure that Biopac module, amplifiers and computer are properly connected. Allow module to warm up (approx. 5-10 min.). Never remove or connect amplifiers when Biopac module is ON.

11. It is important to keep working space very safe. This can be accomplished by keeping cords out of the way to avoid trips or falls. If a cord must run through a traffic area, keep it taped down or put a mat over the top of the cord. Giving a verbal warning to other people entering the area or putting up a sign will decrease the likelihood of an accident.

12. Put away or move to the side any equipment not being used.

13. Keep long hair tied back and avoid wearing overly loose clothing.

14. Be very cordial and professional with your participants.

15. Graduate students and visiting scientists who plan to work after regular working hours (Monday-Friday: 9:00am – 5:00pm) or on weekends or statutory holidays, should have another MUN student work alongside him/her. It is also important that your faculty supervisor be aware of your data collection plans.

16. Some tests such as Wingate test require presence of HKR Research Coordinator.

17. Any work on gases or hazardous materials should follow MUN guidelines. Please consult with your Faculty supervisor or the Research Coordinator about proper use of hazardous materials.

18. Clean up any equipment that need cleaning, and keep space tidy.

19. Turn off lights and all equipment, and lock the laboratory door.
Graduate Student Funding and Fees

Only full-time research graduate students (those students who work less than 24 hours per week, are on campus and are doing a thesis) are eligible for School of Graduate Studies baseline scholarship funding.

Guidelines for the Awarding of SGS Fellowships and Graduate Student Support
http://www.mun.ca/sgs/current/funding/

Graduate Student - Payroll Deduction Policy
http://www.mun.ca/regoff/controller/GradStudDedAuthPolicy.html

Pay roll procedures
http://www.mun.ca/sgs/payroll_procedures.php

Graduate student Support Calculations
http://www.mun.ca/sgs/foapal.pdf

Internal Awards
http://www.mun.ca/sgs/current/scholarships/internal_apply.php

Internal Nominated Awards
http://www.mun.ca/sgs/current/scholarships/internal_nominated.php

National Funding Agencies
http://www.mun.ca/sgs/current/scholarships/national.php

External Scholarship Deadline dates
http://www.mun.ca/sgs/current/scholarships/deadline_dates_march.php

Travel Funding
http://www.mun.ca/sgs/current/funding/travel.php

Graduate Student Fees
http://www.mun.ca/regoff/calendar/sectionNo=REGS-0061

Fellow of the School of Graduate Studies
https://www.mun.ca/sgs/current/scholarships/criteria.php
SHKR Awards

George and Mary Behm Award

The George and Mary Behm Award is valued at $500. It will be awarded annually to a full-time graduate student enrolled in a Human Kinetics and Recreation thesis based graduate program who has the highest average in the first four master’s courses of the their program. The award will be made by the Dean of the School of Graduate Studies on the recommendation of the Dean, School of Human Kinetics and Recreation. It will be presented at the School of Human Kinetics and Recreation Awards Ceremony in November.

Josephine Welch Research Initiative Award

The Josephine Welch Research Initiative Award is valued at $500. It will be awarded annually to a full-time graduate student enrolled in a Human Kinetics and Recreation thesis based graduate program who has demonstrated the greatest initiative towards publishing research. This can include submitted or published papers, abstracts or data collection. The award will be made by the Dean of the School of Graduate Studies on the recommendation of the Dean, School of Human Kinetics and Recreation. It will be presented at the School of Human Kinetics and Recreation Awards Ceremony in November.
Scientific Writing

While some of the following links are for other academic areas, much of the information is still applicable to students in SHKR since the focus is thesis writing rather than discipline. Your thesis will be a major undertaking and it is important to look at a number of examples so you understand all the major elements. Your faculty supervisor and committee may also provide additional resources to help you through this process. Further, some elements of thesis writing will be addressed in the Graduate Seminar.

Links for Writing a Thesis Proposal


Links for writing a literature review

http://www.writing.utoronto.ca/advice/specific-types-of-writing/literature-review

https://library.concordia.ca/help/howto/litreview.php

http://www.smu.ca/academics/literature-review.html

Links for Writing a Thesis

http://online.sfsu.edu/mgriffin/WritingTheThesis.pdf

http://www2.hw.ac.uk/sml/postgraduate/downloads/dissertations/dissertationguide.pdf

Professional Development

While working on your graduate program, there are many opportunities to develop a variety of skills that will help you professionally beyond graduation.

Teaching Assistant Responsibilities and Rights

Teaching assistantships are valuable opportunities to gain experience as an instructor/teacher and to obtain more funding. Full-time graduate students are normally encouraged to provide their services as a teaching or research assistant for at least 1 course per semester for 4 of the 6 semesters in their expected two-year tenure in the masters program. Teaching assistants may be involved in a variety of activities ranging from marking to teaching laboratories. Only students who are in their first 24 months of study will be employed as Teaching Assistants.

Please go to the Graduate Student Union web page to further explore the rights and privileges as a teaching assistant as stipulated by the Teaching Assistant Union of Memorial University of Newfoundland (TAUMUN).

Teaching Skills Enhancement Program (TSEP)

If you want to take your teaching skills further you may be interested in the Teaching Skills Enhancement Program (TSEP). This program connects you with a faculty member and enables you to learn more about the teaching process as a whole. This may be of particular interest for students who are considering a career in academia.


Enhanced Development of the Graduate Experience (EDGE)

EDGE fosters skills and knowledge around nine key themes that are closely associated with the skills identified in the Canadian Association for Graduate Studies (CAGS) discussion paper on professional skills for graduate students:

1. Leadership and management
2. Communication and interpersonal skills
3. Critical and creative thinking
4. Integrity and ethics
5. Global and intercultural awareness
6. Teaching skills
7. Societal and civic responsibility
8. Career development
9. Research

See http://www.mun.ca/sgs/edge.php for a schedule of the workshops offered by EDGE.
University Contact Information

Emergency Contact Numbers

Access to facilities
http://www.mun.ca/facman/access/

Accommodations
http://www.mun.ca/become/graduate/gradlife/accommodations.php
http://www.mun.ca/hfcs/battery_accommodations/
http://www.mun.ca/hfcs/battery_accommodations/Accommodations_Agreement_2015-2016.pdf

Bookstores
http://www.mun.ca/main/bookstores.php

Child care
http://www.mun.ca/childcare/contact/

Computing and Communications
http://www.mun.ca/computing/

Exam schedules
http://www.mun.ca/regoff/grades_exams/index.php

Graduate Student Union
http://www.gsumun.ca/

Health Services for Students
http://www.mun.ca/health/

International Student Office and Associations
http://www.mun.ca/isa/main/

Libraries
http://www.library.mun.ca/

Parking on Campus
http://www.mun.ca/cep/parking/
To Report an Emergency

Dialed from a Campus Phone

**St. John's Campus - 4100**
**Health Sciences Centre - 4100**

*When utilizing 911, a follow-up call should be made to Campus Enforcement & Patrol using the appropriate number listed below.*

**Important Numbers**

Dialed from a Campus Phone (if not use 864-area code)

**City Emergency Service:**

- St. John's and Logy Bay - 911

**Campus Enforcement & Patrol:**

- St. John's Campus - 8561
- Health Sciences Centre - 9-777-7280

**Emergency Phones**

Emergency phones are located near main entrance to Aquarena, in parking lot 27 (coin-operated, gated area near Utilities Annex), and near the MUNSU Childcare Centre.

To operate, push button for direct link to Campus Enforcement and Patrol.
Appendix A: HKR 6314 Graduate Seminar Series Course Outline

Instructor: TBD
Course Times: TBD
Course Location: Room 2028 Physical Education Building

I. COURSE OVERVIEW

This course is designed to expose students to many facets of academic life. The content shall include graduate student, faculty, and visiting professor presentations as well as topics such as ethics and technical lab issues. More specifically, full-time graduate students shall give a presentation on their research at least once during their tenure in the program. All graduate students are expected to attend and participate in the School of Human Kinetics and Recreation seminars and thesis proposal presentations.

II. COURSE OBJECTIVES:

- to provide experience in public speaking by presenting to their peers and faculty.
- to familiarize students with different research topics, experimental designs, and data analyses (qualitative and quantitative).
- to stimulate critical thoughts about scientific research output.
- to prepare podium presentations.

III. COURSE STRUCTURE

In the first class, the instructor will discuss the objectives of the course and set the schedule for next seminar presentations. Students shall submit the title and abstract of their research project fifteen days prior to the presentation in order to be posted on our Seminar Series website. The frequency of the meetings will depend on the number of presentations to be held, but will normally be scheduled weekly. The seminar will consist of 15-30 minute presentation followed by a question period. Attendance and presentations will be recorded by the course instructor.

IV. COURSE EVALUATION

Seminar Series is a required non-credit pass or fail course for all graduate students in all years of their program. **Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment. Off campus or part-time students who cannot attend the on campus seminar series can substitute 24 hours of participation (over their two year tenure) at national, provincial or regional conferences, workshops, professional development seminars or equivalent activities.**

Full-time on campus students need to register for HKR 6314 four times over two years.
Appendix B: Thesis Process

A. Thesis proposal:

Regulations Governing HKR Graduate Students Theses Proposals.

i. Prior to the start of data collection for any thesis related projects students shall normally submit a written thesis proposal that will be reviewed and approved by their supervisory committee. Following submission of the thesis proposal to the student’s supervisory committee an oral proposal shall normally be scheduled no earlier than two weeks later.

ii. The thesis proposal documentation shall normally include: 1) review of literature, 2) objectives, 3) hypothesis and 4) methodological procedures.

iii. During the scheduled thesis proposal the student shall normally give a presentation that is no less than 15 minutes and no longer than 30 minutes. The audience shall ask no questions until the presentation comes to completion. At that time the floor will be opened to questions by the supervisory committee, students and faculty respectively.

Ethical approval for the thesis proposal does not have to be completed by the scheduled date of the thesis proposal but must be obtained before data collection.

B. Collect, analyze and interpret data. Compose the thesis (traditional or manuscript style).

C. Submit thesis to supervisor and/or supervisory committee. If approved, then one hard copy of thesis is submitted to the School of Graduate Studies with the following forms.

   i. Supervisory Approval Form
   ii. Appointment of Examiners Form (one internal and one external reviewer) by Associate Dean. Students are NOT permitted to know who are the examiners
   iii. Associate Dean of Graduate Studies and Research composes letters on invitation to internal and external examiners with proposed deadline for evaluation (4 weeks after submission).

D. Thesis evaluations are returned to student, supervisor and Associate Dean.

E. If only minor modifications are necessary, supervisor has the authority to approve revised thesis. Once approved by supervisor:

   • The final version of your thesis should be in PDF/A format (needed for the long-
term archiving of electronic theses) and use the following naming convention: lastnameFirstname_middlename_finalsubmission_year_finalsubmission_monthandyear_degree.pdf (e.g., Smith_John_James_122013_PhD.pdf).

• You must submit the final thesis in the PDF format via my.mun.ca. You will receive an email confirming that your thesis has been successfully submitted.
• You must also submit an electronic copy of the thesis to the Associate Dean.
Appendix C: Description of an Action Research Project

Action research can be defined in many ways. For practitioners, such as those employed in education action research can be used to investigate and improve the practices of teaching, curriculum development and delivery, and school administration, to name a few. The process of action research is focused on investigating a problem or issue such that action becomes the end result. Action research involves members of a community (i.e. teachers, students, administration) in the development of a research project as collaborators, and there is considerable emphasis placed on self-study. Most often researchers will investigate issues that are close to them, or aspects of their everyday life and practice they want to learn more about. For instance, physical educators could research instructional practices, students’ responses to new curriculum, the impact or response to new policy, social issues related to schooling, the climate of schools, the social dynamics of classrooms, collaboration among colleagues, or supervisory expectations.

Professionals in education, nursing, social work and medicine have used this type of inquiry to analyze and reflect on their professional skills and objectives to bring about change in their working environments. Action research aids in the development of professional learning communities. Rather than being a top-down approach to research or problem solving, action research consults different groups of learners, or workers, to learn about issues in everyday life such to impart some type of change within the identified area of research.

Recent research states that classroom teachers who use action research become “reflective practitioners” enhancing the instructional environment while also providing exemplary contributions to their professional development (Suter, 2006).

Types of Action Research

There are many forms of action research. To help you consider the type of project you might pursue the following brief definitions may help you conceptualize a project of interest:

- **Collaborative Action Research**: a project would allow a graduate student and a university faculty member the opportunity to study an educational issue to engage in dialogue between key stakeholders.
- **Critical Action Research**: a collaborative approach that engages university faculty, school personnel, and community members to investigate social issues that result in social change. Grounded in social justice, critical action research investigates the power imbalances that exist within the social world.
- **Classroom Action Research**: a form of action research that is designed to improve classroom practices. Teachers approach to teaching-learning are valued, teaching practices and students learning are investigated.
- **Participatory Action Research**: a collaborative approach to action research...
that investigates social practices with the goal of changing these practices. As an authentic commitment to community engagement research must engage the community from the development of a project to learn from the process of change.

(The above section was adapted from Hendricks, 2009; McTaggart 1997)

**Action Research Project Guidelines**

**Step 1**
- Identify and contact a supervisor within the School of Human Kinetics and Recreation
- Together with your supervisor identify at least one other Faculty member to comprise an advisory committee
- Develop an action research project proposal. Use the Interdisciplinary Committee Ethics in Human Research as a guide to develop a research proposal. See [www.mun.ca/research/icehr](http://www.mun.ca/research/icehr). Each proposal must contain the necessary elements of an ethics application, but content will reflect the type of research project proposed.
- Submit an ethics application to the Inter-disciplinary Committee on Ethics in Human Research, Memorial University [www.mun.ca/research/icehr](http://www.mun.ca/research/icehr)
- Obtain ethics clearance from any other required agencies and key stakeholders

**Step 2**
- Conduct the Action Research Project

**Step 3**
- Present the results:
  - As a written research report to the advisory committee within SHKR
  - An abbreviated report to share with the host communities
  - Action research projects will uphold the action-approach, thus it will be necessary to demonstrate next steps (recommendations) or the applied nature of the results (future policies, programs, interventions) of the project.
  - The value of action research is to enact change, thus sharing the work with the community is required. Disseminating knowledge to other professionals is suggested and encouraged.

**Step 4**
- The student’s supervisory committee will initially evaluate Action Research Projects. If the committee feels the project is suitable, the Action Research Project is examined in the same manner as a thesis and will be evaluate by internal and external examiners

**Potential Venues for Sharing an Action-Research Project:**
Action research projects have the potential for academic and professional dissemination in academic and professional journals, conferences, etc.
Differences between an Action Research Project and a Thesis
Action research projects are focused on the action that will take place;
The project should be a concise, contained approach to generate knowledge;
The scope of the project should be less than that of a thesis;
Background information should focus on the exploration of specific issues; and
The analysis of the data collected should be directed towards action and social change as recommended within an action research approach.

Action Research Thesis
Expectations for an Action Research thesis will follow the Thesis Guideline as opposed to Project Guideline.
Appendix D: Comprehensive Examination Regulations

Following completion of all course work, the student will contact the Associate Dean and provide a list of three professors who they would like to request to provide a question each for the comprehensive exam. If one professor has taught the student more than one course then more than one question can come from a specific professor. If the instructors agree, the Associate Dean will then arrange to collate the questions and establish a mutually convenient time with the student to write the exam. If the student is unable to come to the Memorial campus then an invigilator from the community must be found by the student (i.e. principal, vice principal, community college). The comprehensive exam is 3 hours duration.

Comprehensive Examinations (from SHKR)

i. Candidates electing to qualify for the degree under Option 3 must write a comprehensive examination. The comprehensive examination shall examine the candidate's ability to integrate and apply material from all course work completed during study for the degree. The candidate may be required to appear for an oral examination.

ii. The comprehensive examination shall normally be constructed and evaluated by an examining committee of three examiners, at least two of who shall be faculty members of the School of Human Kinetics and Recreation appointed by the Dean on the recommendation of the Dean of the School.

iii. A candidate may not write the examination before completing the course work for the degree.

Note: Every candidate in graduate studies shall comply with the General Regulations, the degree regulations and any additional requirements of the Department.

General Regulations of Memorial University RE: Comprehensive Examination

The composition of the Comprehensive Examination Committee is specified in the degree and departmental regulations, and the committee is appointed by the Dean. The Dean of Graduate Studies or delegate may exercise the right to attend. All members of the Committee including the Chairperson, but excluding the Dean of Graduate Studies, shall be voting members. In this examination the candidates must demonstrate an advanced knowledge of the academic discipline as defined by the academic unit in which they are students. Therefore, in order to be eligible to sit the examination, all course requirements must be completed. Members of the
The comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:

- The category of "pass with distinction" will be awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the Comprehensive Examination Committee.
- The category of "pass" will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
- The category of "re-examination" selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible and students in this category are not eligible for the award of "pass with distinction". If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be "pass" or "fail" decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.
- Students awarded a "fail" are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate's program is terminated.

The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the candidate by the Dean.
Appendix E: Timelines

There are a number of reasons that a student’s program may not follow the schedule noted. Most students should be able to meet the following dates:

<table>
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<th>Admission</th>
<th>Fall</th>
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<tr>
<td>Two courses + seminar</td>
<td>Fall (academic semester 1)</td>
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<tr>
<td>Two courses + seminar</td>
<td>Winter (academic semester 2)</td>
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<td>Thesis proposal</td>
<td>Summer to present at seminar in fall (academic semester 3)</td>
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<td>Ethics clearance + seminar</td>
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<td>Data analysis and writing + seminar</td>
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<tr>
<td>Thesis examination, revisions and final submission to SGS</td>
<td>Summer (academic semester 6)</td>
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**Convocation**  October

Things to keep in mind:

- Not completing all coursework could result in a delay of your degree as you may not be ready to start your proposal writing in Academic semester 3 (summer)
- Talk to your faculty supervisor and committee members about expectations. Remember that faculty members have busy schedules and they will need adequate time to review your work and provide feedback. If you do not meet deadlines set by your faculty supervisor you may be delayed in your program or your program could be terminated.
- Ethics clearance normally takes approximately 6 weeks but could take longer depending on the evaluation of your proposal. Allow at least 6 weeks for this process. Talk to your faculty supervisor about what you might want to work on while waiting for ethics clearance. **Remember NO data may be collected until you have ethics clearance.**
- When the thesis is ready to go out for examination, it is important to note that again this process will take at least six weeks. Examiners are chosen by your faculty supervisor in consultation with your committee members where appropriate. Students are not permitted to know who the examiners are, nor are they permitted to have any contact with the examiners. All communication between the university and the examiners occurs through SGS. When the final report comes from SGS, the Associate Dean will distribute the reports to the faculty supervisor and the student.
  - You can receive one of the following results from the examination:
    - Pass with no modifications
    - Pass with modifications but no re-examination
    - Pass with modifications and must be re-examined
    - Fail
- You will then meet with your faculty supervisor to discuss the report and determine the next steps.
- If a re-examination is requested, you will have six months to revise the thesis for re-examination.
- If a re-examination is not requested you have six months to complete all revisions and submit the final thesis.
- You submit the final thesis through my.mun.ca and then notify your supervisor that the final thesis has been submitted. You are the only one who can upload the thesis (PDF format) from your account. You also provide an electronic copy of your thesis to your supervisor and the Associate Dean. An Award of Degree form is then sent over to SGS.
- Make sure you do not have any holds on your record or your convocation will be delayed.
Appendix E: School of Human Kinetics & Recreation Graduate Student  
Annual Progress and Supervisory Report

All thesis-route graduate students must submit an annual report. Failure to submit the report by the stated due date will result in a loss of TA positions and baseline funding.

REPORT DUE: August 1

All reports should be written in the following format. The report should be typed and double-spaced. It should be as long as it has to be to report on your activities, but no longer than 2250 words. After you have prepared the report, it must be reviewed and approved by both you and your supervisory committee (if applicable). Please be certain to sign and date your report. If you have no activity to report in a given section, list the section and report “n/a.” Explain any absence of activity as appropriate. You may ask questions of your supervisor of the Associate Dean as necessary.

Part A: Courses Taken (Sept – April)
• Please list all courses taken and report grades of completed courses. Include graduate seminar and note the semesters in which your courses were taken. Explain any incomplete grades and indicate your plans to finish the course and provide a date indicating when this will occur.

Part B: Funding (Sept – April)
• TA/RA – give a brief description of your TA/RA activities.
• Scholarships/other funding received – describe any scholarship monies you received (agency, amount and duration of the award as applicable)
• Scholarships/other funding applied for – list any scholarships, bursaries, grants, etc. that you applied for, even if your efforts were not rewarded.

Part C: Research Activities (not including your thesis)
• Report any publications or conference presentations in which you have been involved during the year. List these as you would in a resume to a complete author list (i.e. author(s), year, title of paper, Journal/Conference, etc. where presented or published.

Part D: Status of Thesis
• Please provide a list of all committee members including your supervisor.
• Please include a timeline for completion of thesis that both you and your supervisory committee have agreed to.

You must also complete the attached form that is required by the School of Graduate Studies. The signatures of you and your supervisor will indicate that you have submitted your annual report and you have discussed it with your supervisor.
**Annual Progress and Supervisory Report**  (Not required for all-course programmes)

### Part A: Student information

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### Part B: Programme details

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<table>
<thead>
<tr>
<th>Comprehensive examination</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
<th>If “yes”, is it completed?</th>
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<table>
<thead>
<tr>
<th>Other (specify)</th>
<th>Yes</th>
<th>No</th>
<th>If “yes”, is it completed?</th>
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### Part C: Status of thesis

<table>
<thead>
<tr>
<th>Literature review</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Written proposal</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Proposal Presentation</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Ethics clearance</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Research data collection</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Research data analysis</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Draft written</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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<table>
<thead>
<tr>
<th>Other (specify)</th>
<th>completed □</th>
<th>currently being done □</th>
<th>to be started □</th>
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</table>

*Please attach time table for completion of thesis, remaining course work, presentations, etc.*

### Part D: Supervisor’s assessment of student’s progress

<table>
<thead>
<tr>
<th>In comparison to Part C of last year’s report, how would you evaluate the student’s progress?</th>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
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If “unsatisfactory” please attach sheet with detailed reasons.
### Part E: Recommendations

| Continue | ☐ | (student is actively engaged in programme or on approved leave of absence) |
| Conditions, if any |  |

| Terminate | ☐ or withdrawal | ☐ 1) a recommendation of “withdrawal” must be accompanied by a letter from the student requesting withdrawal and the effective date requested; grounds must be provided. 2) Reasons for a recommendation of termination must be provided; continue on separate page if necessary (see General Regulation M). |

### Part F: Signatures

I have seen this report and agree / disagree (circle one) that it represents an accurate assessment of my progress.

| Student* | Date: |
| Note, if you do not agree with the report, a letter setting out the reason(s) for disagreement must either accompany the report or be forwarded separately to the Dean of Graduate Studies. |

| Supervisor / Co-Supervisor | Date: |
| (Print and sign over name) |

| Member of Committee | Date: |
| Member of Committee | Date: |
| Head of academic unit | Date: |
| Dean/Associate Dean | Date: |
| School of Graduate Studies | Date: |

* If student cannot be reached for signature, a copy must be sent to him/her by the academic unit. The academic unit should indicate “sent to student” in the signature space and enter the date sent and indicate below the date of last contact with the student by the supervisor or department.

Date of last contact with student: ____________

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Memorial University protects your privacy and maintains the confidentiality of your personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RNL1990CHAPTERM-7). It is required for the processing of this report and for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Assistant Registrar, School of Graduate Studies at 864-2445 or at sgs@mun.ca. 

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SGS-06-03C
Tips from our Grad students:

- “Collect data over the summer”
- “Use RefWorks for all major papers”
- “All administrative things (i.e. opting out of health and dental) have to be done through the graduate student union”
- “Wait patiently for funding... it may take a couple months!”
- “Try to complete all your courses in the first year of your program”