

# **Graduate Student Handbook**

School of Human Kinetics and Recreation  
Memorial University of Newfoundland

Master of Human Kinetics and Recreation (MHKR)

Master of Science (MSc) (Human Kinetics and  
Recreation)



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## **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. We are here to challenge you, and guide you in being the best researcher you can be. We 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. Many of our graduate students have moved on to careers in academia, medicine, research science and rehabilitation. A testament to the learning opportunities at Memorial.

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. Anne-Marie Sullivan, PhD, CTRS  
Dean, School of Human Kinetics & Recreation

## **Welcome from the Associate Dean of Graduate Studies and Research in the School of Human Kinetics and Recreation**

Welcome to the School of Human Kinetics and Recreation (HKR). Our programs are 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) thesis research-based program in Kinesiology (which is now an MSc HKR) 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 Masters in Physical Education degree so that we could reach out and interact with individuals not only across Newfoundland and Labrador but also across Canada and internationally. Today we offer a coursework route Masters of Human Kinetics and Recreation (MHKR) online. The MHKR includes courses in Physical Education, Recreation, Sport, Health Promotion and Well-being. Our comprehensive online course-based graduate program is now representative of the various academic streams offered at our school.

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,

Duane Button, PhD, CSEP-CEP

Associate Dean of Graduate Studies and Research, School of Human Kinetics and Recreation

## **Welcome from the Associate Dean of Undergraduate Studies in the School of Human Kinetics and Recreation**

Welcome to the School of Human Kinetics and Recreation. Our programs are 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.

Most of our graduates are working and contributing in schools, health care centres, universities, as well as in numerous other 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 undergraduate and 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,

Dr. Kevin Power

Interim Associate Dean, School of Human Kinetics and Recreation

## Faculty

Faculty Member	Research Area	Phone	Email
Dr. Anne-Marie Sullivan, Dean	Therapeutic Recreation Leisure Literacy Promising practices in TR	4453	<a href="mailto:asulliva@mun.ca">asulliva@mun.ca</a>
Dr. Duane Button Associate Dean of Graduate Studies	Exercise Neuroscience	4886	<a href="mailto:dbutton@mun.ca">dbutton@mun.ca</a>
Dr. Kevin Power Associate Dean of Undergraduate Studies	Neurophysiology	7275	<a href="mailto:kevinp@mun.ca">kevinp@mun.ca</a>
Dr. Jeannette Byrne	Biomechanics	3767	<a href="mailto:jmbyrne@mun.ca">jmbyrne@mun.ca</a>
Dr. Jeff Crane	Factors Influencing Physical Activity Engagement and Disengagement Throughout the Lifespan	2729	<a href="mailto:jrcrane@mun.ca">jrcrane@mun.ca</a>
Dr. Kim Cullen	Ergonomics and Human Factors	6936	<a href="mailto:kcullen@mun.ca">kcullen@mun.ca</a>
Dr. Stephanie Field	Physical Literacy in Aquatic Environments	6202	<a href="mailto:sfield@mun.ca">sfield@mun.ca</a>
Dr. David Hancock	Sport Psychology	8684	<a href="mailto:dhancock@mun.ca">dhancock@mun.ca</a>
Dr. David Behm	Neuromuscular Physiology	3408	<a href="mailto:dbehm@mun.ca">dbehm@mun.ca</a>
Dr. TA Loeffler	Outdoor Recreation Women's Issues	8670	<a href="mailto:tloeffler@mun.ca">tloeffler@mun.ca</a>
Dr. Fabien Basset	Cardiorespiratory Physiology	6132	
Dr. Angela Loucks- Atkinson	Social Psychology of Leisure Community Recreation	6911	<a href="mailto:aloucksa@mun.ca">aloucksa@mun.ca</a>
Dr. Erin McGowan	Physical Activity & Cancer	7629	<a href="mailto:emcgowan@mun.ca">emcgowan@mun.ca</a>
Dr. Gregory Pearcey	Neurophysiology	2682	<a href="mailto:gpearcey@mun.ca">gpearcey@mun.ca</a>
Dr. Kyle Pushkarenko	Adapted Physical Activity – Physical Literacy	2173	<a href="mailto:kpushkarenko@mun.ca">kpushkarenko@mun.ca</a>
Dr. Katie Wadden	Exercise Physiology and Rehabilitation	7270	<a href="mailto:kwadden@mun.ca">kwadden@mun.ca</a>
Gillian Batten	Recreation	4547	<a href="mailto:gillian.batten@mun.ca">gillian.batten@mun.ca</a>

## Support Staff Responsibilities

If you are looking for help with...	Contact
Academic Program Officer	Penny-Lynn White <a href="mailto:pennylyw@mun.ca">pennylyw@mun.ca</a>
Financial Issues	Michael Harding <a href="mailto:mharding@mun.ca">mharding@mun.ca</a>
Financial inquires, payments, TA payment/TA responsibilities, financial support	Carolyn Squires <a href="mailto:carolyns@mun.ca">carolyns@mun.ca</a>
Appointments with the Dean	Sherry Lynn Caines <a href="mailto:slcaines@mun.ca">slcaines@mun.ca</a>
Administrative Support	Nicole Strapp <a href="mailto:nstrapp@mun.ca">nstrapp@mun.ca</a>
Administrative Support*	Rhonda Snook <a href="mailto:rsnook@mun.ca">rsnook@mun.ca</a>
Internet or computer issues	<a href="mailto:help@mun.ca">help@mun.ca</a>
Borrowing gym equipment, booking PE gym time	Check with the main office
Lab Instructor	John Cullen <a href="mailto:jcullen@mun.ca">jcullen@mun.ca</a>
Lab Instructor	Evan Lockyer <a href="mailto:elockyer@mun.ca">elockyer@mun.ca</a>

\*On Leave

## 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 to the main office and ask for the mail. Whoever picks it up, will put it on desks!)

Graduate student space: Graduate Space – PE1020. We will do our best to provide space for thesis route full-time graduate students (for the first 24 months). Please see John Cullen if you have any questions about access.

Keys: Access to the laboratories and graduate student office space can also be obtained from John Cullen. Your MUN ID card will be used for access to these spaces.

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 in 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 Science (HKR) Thesis

### Program Requirements

#### **(1) 12 credit hours = 4 courses; minimum B grade in each course**

1. HKR 6000 (pre-requisite is a course in undergraduate statistics)
2. HKR 6001
3. \_\_\_\_\_
4. \_\_\_\_\_

**All Graduate Students must register for HKR9000.** Please note that your registration in HKR 9000 will roll over each term and will continue until you either complete the program, withdraw from the program or the program is terminated. If you choose to withdraw from the program please advise the Associate Dean for Graduate Studies and Research so you are not charged additional fees.

*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**

Students must enroll in HKR 6314 two times throughout the program – fall and winter in their first 12 months of graduate studies. Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment **or equivalent professional development time** to be discussed with the course instructor.

#### **(3) Thesis**

Each student must work with a faculty supervisor to complete a thesis. A student is required to present a thesis proposal (**See Appendix A**) for his or her proposed thesis normally by the end of the fourth semester.

Thesis Submission - See the following for details on preparing and submitting your thesis.

[https://www.mun.ca/sgs/go/guid\\_policies/theses.php](https://www.mun.ca/sgs/go/guid_policies/theses.php)

## **Checklist for Masters in Human Kinetics and Recreation (MHKR) Course Route**

**This is an on-line course work program only**

### Program Requirements

**(1) 24 credit hours = 10 courses; minimum B grade in each course**

1. HKR 6500
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**All Graduate Students must register for HKR9001.** Please note that your registration in HKR 9001 will roll over each term and will continue until you either complete the program, withdraw from the program or the program is terminated. If you choose to withdraw from the program please advise the Associate Dean for Graduate Studies and Research so you are not charged additional fees.

*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.*

## Frequently Asked Questions for Masters in Human Kinetics and Recreation

### 1. What are the MHKR degree requirements?

- Students **must register for HKR 9001** each and every semester that the student is a graduate student.
  - Registration will roll over each term and will continue until the program is completed.
  - Students on an approved leave of absence are reminded to register for HKR 9001 upon return to studies.
  - Students who withdraw from the program must notify the School at [hkradvice@mun.ca](mailto:hkradvice@mun.ca) to avoid accumulating fees.
- All students must complete **HKR 6500** and any nine electives.
  - Up to two courses can come from outside of HKR. It is the student's responsibility to identify non-HKR courses.
  - To register for a non-HKR course, students must email [hkradvice@mun.ca](mailto:hkradvice@mun.ca) for approval and processing.
- Transfer courses are considered on a case-by-case basis. Not all graduate courses completed at a different institution will be applicable to the MHKR.
- A "B" grade (minimum 65%) is required in all graduate courses.

### 2. How do I choose courses? How will I know what courses will be offered?

- Students can choose any course that is of interest.
- HKR courses will rotate through a six-semester cycle meaning there will be approximately 12-15 courses offered over a 24-month time frame.
- Students are not required to take a set number of courses each term.
- There are a number of non-HKR courses offered in other units that may be of interest.
- Students are responsible for reviewing course offerings in advance of the registration window.
- The following is a **tentative plan** for graduate course offerings. There may be some changes depending on instructor availability or the addition of new courses.

Year	Fall	Winter	Spring
Odd (2023)	6122: Comprehensive Comm and School Health 6201: Foundations of Sport Psy & Mental Health Training 6500: Introduction to Research in PE	6001: Qualitative Research 6123: Coaching & Long-term Athlete Development	6121: Leadership in HKR 6410: Sport and Society
Even (2024)	6127: Activity Over the Lifespan 6500: Research Methods 6600: Contemporary Issues and Trends	6003: Health Promotion in Canada 6110: PE, Rec and Sport Management 6124: Adapted Physical Activity	6126: Positive Youth Development 6111: Canadian Delivery Systems in PE, Rec and Sport

**3. *What is the typical workload for a graduate level course?***

All HKR graduate courses are three credit hour courses. In general, the readings and assignments are more advanced and challenging than undergraduate courses. Additionally, the academic expectations are significantly higher. There is far less direct instruction at the graduate level so students should expect to spend approximately 10-15 hours/week on readings and assignments for an online graduate course. Typically, students take 1-2 courses per semester due to other work/life obligations.

**4. *I am having trouble registering, what might be happening?***

Registration is completed online using self-service. Students should log into their myMUN account at the scheduled time to select courses. Students who owe fees will not be eligible to register so it is important that no fees are owing before the registration window. Students will not be permitted to register before their scheduled time. Non-HKR courses will have reserves in place to allow students in the unit to register before seats become available for other students.

**5. *Can I take an on-campus course?***

On-campus courses are reserved for thesis route students. Any student interested in an on-campus course requires instructor permission to register for the course. Students registered in on-campus courses are required to attend in person. Virtual options are not available.

**6. *There are no courses I am interested in being offered, or there are no seats available, what are my options?***

At times, students may encounter a semester where they are not interested in any of the HKR courses being offered or there may be no seats available in a specific course. In these instances, students can:

- consider non-HKR courses
- request a leave of absence for the semester when no courses are available (if on the 9-semester payment plan, students are required to pay for 9 semesters even if they are not taking courses in any of these semesters)
- not register for any courses and pay fees as part of the payment plan and plan to take multiple courses in a different semester

**7. *I chose the 9-semester payment plan but I will be finished my degree in 7 semesters, now what?***

Students who select the 9-semester payment plan are required to pay fees for 9 semesters even if it takes fewer than 9 semesters to complete the program. Students can pay off any remaining fees at the time that degree requirements have been met.

**8. *I chose the 6-semester payment plan and it is going to take me 7 semesters to finish my degree, now what?***

Students who select the 6-semester payment plan are required to pay fees for 6 semesters. For any additional semesters, students are required to pay a continuance fee.

**9. I am interested in switching to a thesis route program, what do I need to do to make that happen?**

The MSc(HKR) degree (thesis route) is competitive and all students require a thesis supervisor. Students in the MHKR (coursework route) can apply to the MSc(HKR) by the February 1 deadline. Only students with an approved thesis supervisor will be considered for admission.

- Having a thesis supervisor does not guarantee admission to the MSc(HKR)
- Courses completed in the MHKR may be applicable to the MSc(HKR) but additional or different courses may be required to meet the MSc(HKR) degree as determined by the thesis supervisor

**10. I am an international student; can I get a student visa for the MHKR program?**

Because the MHKR is a coursework program that is intended to be completed entirely by distance, international students cannot receive a student visa for this program.

**11. What potential forms do I need to fill out during my MHKR Degree?**

- If I need to add or drop a course, I need to fill out a COURSE CHANGE FORM
- IF I need to take a leave of absence, I need to fill out a LEAVE OF ABSENCE FORM
- If I need a recreation fee exemption, I need to fill out a RECREATION FEE EXEMPTION Form
- If I want to change the program route (i.e. going from course route to thesis route), I need to fill out a CHANGE ROUTE form

**12. What happens when I complete all of my courses?**

The School of Graduate Studies do course audits each semester. Once all courses are completed in a given semester, they will identify students who have now completed all 10 courses. They will contact the Associate Dean of Graduate Studies in the School of Human Kinetics to let them know which students have now completed all courses for the MHKR Course Route program. The Associate Dean will then fill out an AWARD OF DEGREE FORM for the student and send it to the School of Graduate Studies.

## **Masters of Human Kinetics and Recreation (MHKR) Courses**

Courses offered online

- 6002 Action Research
- 6003 Culture and Society
- 6110 Physical Education, Recreation, and Sport Management
- 6111 Canadian Delivery Systems in Physical Education, Recreation and Sport
- 6120 Curriculum Development in Physical Education
- 6121 Leadership
- 6122 Comprehensive Community and School Health
- 6123 Coaching and Long-term Athlete Development
- 6124 Adapted Physical Activity
- 6126 Positive Youth Development
- 6127 Activity Over the Lifespan
- 6201 Foundations of Sport Psychology and Mental Training Techniques
- 6410 Sport and Society
- 6500 Introduction to Research in Physical Education
- 6600 Contemporary Issues and Trends
- 6730-6739: Individual Reading and Research

Please note: Online courses will be offered on a rotating basis and on-campus courses will be offered based on student need.

Registration Procedures: <https://www.mun.ca/sgs/current/registrationprocedures/>

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

## Check list for Masters of Science in Human Kinetics and Recreation (MSc HKR)

### Program Requirements

#### **(1) 12 credit hours = 4 courses; minimum B grade in each course**

1. HKR 6000 (pre-requisite is a course in undergraduate statistics)
2. HKR 6001
3. \_\_\_\_\_
4. \_\_\_\_\_

**All Graduate Students must register for HKR9000.** Please note that your registration in HKR 9000 will roll over each term and will continue until you either complete the program, withdraw from the program or the program is terminated. If you choose to withdraw from the program, please advise the Associate Dean for Graduate Studies and Research so you are not charged additional fees.

*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**

Students must enroll in HKR 6314 two times throughout their program – fall and winter in the first 12 months. Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment **or equivalent professional development time** to be discussed with the course instructor.

#### **(3) Thesis**

Each student must work with a faculty supervisor to complete a thesis. A student is required to present a thesis proposal (**See Appendix A**) for his or her proposed thesis normally by the end of the fourth semester.

Thesis Submission - See the following for details on preparing and submitting your thesis.

[https://www.mun.ca/sgs/go/guid\\_policies/theses.php](https://www.mun.ca/sgs/go/guid_policies/theses.php)

## **Masters of Science in Human Kinetics and Recreation (HKR) Courses**

Courses offered on-campus and on-line

- 6000 Quantitative Research Methods
- 6001 Qualitative Research Methods
- 6002 Action Research
- 6003 Culture and Society
- 6110 Physical Education, Recreation, and Sport Management
- 6111 Canadian Delivery Systems in Physical Education, Recreation and Sport
- 6120 Curriculum Development in Physical Education
- 6121 Physical Education Leadership
- 6122 Comprehensive Community and School Health
- 6123 Coaching and Long-term Athlete Development
- 6124 Adapted Physical Activity
- 6126 Positive Youth Development
- 6127 Activity Over the Lifespan
- 6130 Computer Applications for Physical Activity Measurement and Intervention
- 6201 Foundations of Sport Psychology and Mental Training Techniques
- 6202 Intervention and Enhancement Techniques in Mental Training Consultation
- 6203 Sport Psychology Consulting
- 6310 Exercise Physiology I
- 6314 Graduate Seminar Series (repeatable, non-credit)
- 6320 Exercise Physiology II
- 6330 The Application and Implementation of Kinesiology Technologies
- 6335 Work, Organization & Health
- 6360 Knowledge Translation: Applications for Applied Health Research
- 6370 Movement and Neural Science
- 6410 Sport and Society
- 6600 Contemporary Issues and Trends
- 6710-6719: Individual Reading and Research

On campus only courses are typically restricted to thesis route students. Coursework students will need permission from Dean of HKR to register if they are able to come to the St. John's Campus.

Registration Procedures: <https://www.mun.ca/sgs/current/registrationprocedures/>



## **General Information**

### **Fees and Funding**

#### **Baseline Funding**

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.

Full-time students are reminded that they are not permitted to work more than 24 hours including all employment – on and off campus. If you are working more than 24 hours please see the Associate Dean of Graduate Studies and Research about changing your status from full-time to part-time.

Please see the School of Graduate Studies page for more information on fees and awards <https://www.mun.ca/become/graduate/tuition-fees-and-funding/>

#### **Teaching Assistantships**

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 Master programs. 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 (<http://www.gsumun.ca>) to further explore the rights and privileges as a teaching assistant as stipulated by the Teaching Assistant Union of Memorial University of Newfoundland (TAUMUN). [http://www.mun.ca/taumun/contact\\_info/](http://www.mun.ca/taumun/contact_info/)

#### **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 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.

## **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 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.

See [https://citl.mun.ca/TeachingSupport/PD/TSEP\\_GraduateStudent.php](https://citl.mun.ca/TeachingSupport/PD/TSEP_GraduateStudent.php) for further information.

### 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 <https://www.mun.ca/edge/> for a schedule of the workshops offered by EDGE.

## **University Contact Information**

### **Emergency Contact Numbers**

<https://www.mun.ca/emergency/resources/emergencynumbers.php>

### **Access to Facilities**

[https://www.mun.ca/facman/access/card\\_access.php](https://www.mun.ca/facman/access/card_access.php)

### **Accommodations**

<https://www.mun.ca/become/graduate/gradlife/accommodations.php>

### **Bookstore**

<https://mun.bookware3000.ca/>

### **Child Care**

<https://www.mun.ca/childcare/>

### **Computing and Communications**

<https://www.mun.ca/cio/index.php>

### **Exam Schedules**

<https://www.mun.ca/regoff/completing/finalexams.php>

### **Graduate Student Union**

<https://www.gsumun.ca/>

### **Health Services for Students**

<https://www.mun.ca/health/>

### **International Student Office and Associations**

<https://www.mun.ca/international/>

### **Libraries**

<https://www.library.mun.ca/>

### **Parking on Campus**

<https://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 709-864-area code)

**City Emergency Service:**

**St. John's - 911**

**Campus Enforcement & Patrol:**

**St. John's Campus - 8561**

**Health Sciences Centre - 9-709-777-7280**

## **Emergency Phones**

Memorial University has installed a number of emergency phones on campus to enhance safety. To operate, push button for direct link to Campus Enforcement and Patrol.

## **Appendix A: Thesis Process**

### **A. Thesis proposal:**

The purpose of a thesis proposal is to serve as a marker of a student's scholarly activity in a formal structure both in the form of a written document and presentation. The thesis proposal structure is intended to facilitate the understanding of students' scholarly work by a thesis proposal committee who are either unfamiliar or familiar with the specific research area of the student. The thesis proposal committee shall include two faculty members and the student's supervisor.

The thesis proposal process is comprised of 3 main components, which shall normally be completed before the start of data collection for any thesis projects.

### **1. Written thesis proposal**

- 1.1. Students shall submit a written thesis proposal that will be reviewed and approved by their supervisor. The format of the written thesis proposal must include:
  - 1.1.1. A review of literature (maximum 20 pages, double spaced, New Times Roman 12 font)
  - 1.1.2. Objectives/rationale/
  - 1.1.3. Hypothesis/research question
  - 1.1.4. Methods

### **2. Thesis proposal presentation**

- 2.1. The student will present their thesis proposal no earlier than two weeks following the submission of the thesis proposal to their thesis proposal committee.
- 2.2. The student's supervisor is responsible for:
  - 2.2.1. Booking the location for the thesis proposal presentation.
  - 2.2.2. Sending out an invite to the HKR faculty and students for attending the thesis proposal presentation no later than 2 weeks before the proposal. The invite should include the students name, thesis proposal presentation title, and date, time and location of the thesis proposal presentation.
  - 2.2.3. Chairing the thesis proposal presentation.
- 2.3. The student will give a presentation that is ~25 minutes in length and the presentation format should be in a similar order as the written proposal.
- 2.4. The presentation shall be open to the public.
- 2.5. Following the presentation, the audience will be given a few minutes to ask the student questions related to their thesis proposal presentation.
- 2.6. Once the audience's question period is complete there will be a first round of questions, which each thesis proposal committee member will ask questions for 10 minutes in duration. The student's supervisor may ask some further questions or make points of clarification following the committee members questions.

- 2.7. When the first round of questions from the thesis proposal committee members and student's supervisor is complete, the audience shall be asked to leave the room. A second round of questions will begin and will be the same as stated in "2.6".
- 2.8. Once the two rounds of questions are complete the student will be asked to leave the room and the thesis proposal committee members and student's supervisor will deliberate on the overall thesis proposal.
- 2.9. The student shall be invited back into the room by their supervisor and the results of the deliberation will be provided to the student.
- 2.10. The student cannot proceed unless both the written and oral presentation are approved by the thesis proposal committee.
- 2.11. The proposal approval form must be completed and emailed to the Associate Dean within 24hrs of the presentation.

### **3. Ethics Approval**

- 3.1. Prior to beginning any data collection ethics approval must be obtained. It is the responsibility of the student and supervisor to ensure that any changes the student's research that arise from the proposal are included in their ethics application.
- 3.2. Please see the links below for additional information on the ethics review process.
  - 3.2.1. Health research - Health Research Ethics Board (HREB) - <https://rresources.mun.ca/human-ethics/hrea/>
  - 3.2.2. All other research - Interdisciplinary Committee on Ethics in Human Research (ICEHR) - <http://www.mun.ca/research/ethics/humans/icehr/>
- 3.3. If an ethics application has already been submitted, an addendum outlining and changes must be submitted to the ethics board.
- 3.4. No student may collect data for their thesis without proper ethics clearance.

**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 an electronic copy of thesis is submitted to the School of Graduate Studies. The examination process is as follows:

- i) Supervisor submits *Supervisory Approval Form* to Associate Dean of Graduate Studies and Research for approval. [Supervisory Approval Form](#)
- ii) Student's program of study will be reviewed and revised as needed. Students will need to sign a "Program of Study" form if necessary. All paperwork will be filed with SGS. [Change of Program Form](#)

- iii) Supervisor submits *Appointment of Examiners Form* (one internal and one external reviewer) to Associate Dean of Graduate Studies and Research for approval. **The names of the examiners are to remain confidential until released by the School of Graduate Studies.** If there is concern that students know the identity of the examiners, new examiners shall be assigned and approved. The examiners will then be approved by the Dean of Graduate Studies. [Appointment of Examiners Form Master's Degrees Form](#).
- iv) The student submits their Personal Health Information Act (PHIA) Certificate to Associate Dean of Graduate Studies and Research
- v) Associate Dean of Graduate Studies and Research composes letters of invitation to internal and external examiners with proposed deadline for evaluation (4 weeks after submission).
- vi) Thesis evaluations are returned to the School of Graduate Studies and SGS then forwards the thesis reports to the Associate Dean of Graduate Studies and Research who then distributes to reports to the student and the supervisory committee members.
- vii) The student will meet with the supervisor to discuss any necessary revisions. If an examiner requires specific revisions be made, the Associate Dean of Graduate Studies and Research will confirm that these revisions have been made before the Award of Degree form is signed and processed.
- viii) The student is responsible for uploading the final approved version of the thesis and applying to graduate. [Recommendation for the Award of a Graduate Degree form](#). The student will upload their thesis in their mymun portal. There will be an **ethesis** submission link in their portal.

D. Thesis Submission - See the following for details on preparing and submitting your thesis. [https://www.mun.ca/sgs/go/guid\\_policies/theses.php](https://www.mun.ca/sgs/go/guid_policies/theses.php)

## Appendix B: 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:

<b>Admission</b>	<b>Fall</b>
Two courses + seminar	Fall
Two courses + seminar	Winter
Thesis proposal	Summer
Ethics clearance, data collection	Fall
Data analysis and writing	Winter
Thesis examination, revisions and final submission to SGS	Summer
<b>Convocation</b>	<b>October</b>

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 the School of Graduate Studies. When the final report comes from SGS, the Associate Dean of Graduate Studies and Research will distribute the reports to the faculty supervisor and the student.
  - You can receive one of the following results from the examination:
    - Acceptable without modifications
    - Acceptable, modifications are required but the thesis does not have to be re-examined
    - Unacceptable, the thesis requires modifications and re-examination
    - Totally unacceptable, the thesis has failed



- 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 twelve 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 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 C: 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 in 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**

1. Please provide a list of all committee members including your supervisor.
2. Please include a timeline for completion of thesis that both you and your supervisory committee have agreed to.

You must also complete the form that is required by the School of Graduate Studies. Follow the link: [http://www.mun.ca/sgs/Supervisory\\_Report.pdf](http://www.mun.ca/sgs/Supervisory_Report.pdf)

The signatures of you and your supervisor will indicate that you have submitted your annual report and you have discussed it with your supervisor.

## **Appendix D: On Campus Services and Transportation**

### **Transportation**

#### *Parking*

Parking on campus is limited. You can apply for a parking permit before the beginning of each semester on [my.mun.ca](http://my.mun.ca). This should be done a month before the beginning of the semester and you will be entered into a draw for a parking permit.

#### *Buses*

MetroBus is the provider of public busing in St. John's. Schedules can be accessed online ([metrobus.com](http://metrobus.com)) and at most bus stops. MetroBus offers a semester pass (four-month pass, for fall, winter, or summer semester). These can be purchased from MetroBus outlets (e.g., Avalon Mall (Customer Service Centre), Memorial University, (UC), CONA (Cashier's Office), Marine Institute (The Campus Store)). Student ID is required.

#### *Taxi Services*

St. John's has a number of taxi services available 24/7

Jiffy Cab – 709-722-2222

Newfound Cabs – 709-744-4444

City Wide – 709-722-0003

Bugden's Cabs – 709-722-4400

#### *Walk Safe/Drive Safe*

Memorial offers a Walk Safe/Drive Safe program to ensure students have safe travels on campus. Walk Safe offers a volunteer to accompany you to your on-campus destination and Drive Safe will take you to an off-campus destination. They can be found online at [munsu.ca/services/safety](http://munsu.ca/services/safety) or reached via email [safedrive@munsu.ca](mailto:safedrive@munsu.ca) or Walk Safe by phone (7pm-12am Sunday-Thursday) at 709-864-6464.

### **On Campus Services**

Memorial's University Centre houses a number of important shops and services for all students.

#### *The Attic*

The Attic is located on the third floor of the University Centre. You can find a Canada Post office, a small convenience store where you can buy or top-up your bus pass, and printing services.

#### *Answers*

Answers is your place to obtain or replace your student card, rent a locker, or find answers to any of your questions about the university.

### Bookstore

Memorial's bookstore can be found on the second floor of the University Centre. Here you can find any text books you may need, as well as stationary and other school supplies, and Memorial branded clothing and book bags.

### Work/Life Balance

Bitters – On-campus graduate student pub located on Prince Philip Drive in Feild Hall. Offers food and drinks and Wi-Fi for those who like to have some food and drink with their studies.

Breezeway – On-campus student bar, located on the first floor of the University Centre. Hosts open-mic and other entertainment, as well as pool and air hockey.

### Fitness

Field House – On-campus students pay recreation fees which give them access to the Field House, Memorial's on-campus gym. The Field House is your place for working out and offers an indoor track, a weight room, and weight machines. You can also book squash and badminton courts, and table tennis. Students can access the MUN pool for lane swims at designated times. Schedules and more information can be found at [theworksonline.ca](http://theworksonline.ca)

### Athletics

The Memorial University Sea-Hawks seek to provide a high-performance environment that is student centered, creates opportunities for regional and national championship success, and inspires excellence, pride and unity throughout our campus and community.

<http://www.goseahawks.ca/landing/index>

### Food

Memorial's campus has a variety of food establishments spread over the campus.

Aquarena – Tim Horton's

University Centre (UC) – Booster Juice, Just Fries, Manchu Wok, MB Chicken Express, Pizza Delight, The Roastery

Engineering Building – Engineering Café

QEII Library – Jumping Bean Café

## **Appendix E: Tips for 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**

[http://www.postgrad.com/editorial/advice/exams/dissertations and theses/top tips writing postgraduate thesis/](http://www.postgrad.com/editorial/advice/exams/dissertations%20and%20theses/top%20tips%20writing%20postgraduate%20thesis/)

[http://www.ldeo.columbia.edu/~martins/sen\\_sem/how\\_to\\_thesis\\_proposal.html](http://www.ldeo.columbia.edu/~martins/sen_sem/how_to_thesis_proposal.html)

### **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://www.unk.edu/academics/gradstudies/admissions/grad-files/Grad%20Files/ThesisGdlnsFinal08.pdf>

### **Links for Formatting a Thesis**

[https://www.mun.ca/sgs/go/guid\\_policies/theses.php](https://www.mun.ca/sgs/go/guid_policies/theses.php)

<https://owl.english.purdue.edu/owl/resource/560/01/>

### **Link for MUN HKR Theses Digital Archive**

[http://research.library.mun.ca/view/theses\\_dept/SchoolHKR.html](http://research.library.mun.ca/view/theses_dept/SchoolHKR.html)

### **Link for MUN Writing Centre**

<http://www.mun.ca/writingcentre/>

## Appendix F: Graduate Student Information

Please visit <https://www.mun.ca/sgs/current-students/> for all information to your graduate studies.

You can find all of the forms that you may need to fill out and send to the Associate Dean of Graduate Studies in the School of Human Kinetics and Recreation during your degree. <https://www.mun.ca/sgs/current-students/forms-for-current-students/>

These forms include

1. [Application](#) (Graduate) (Both MSc and MHKR students)
2. For Graduate students who wish to come to Memorial University from other University's (National or International) to do research. [Application](#) (Visiting Graduate Student) [Visiting Graduate Students](#). (Thesis based students).
3. For Memorial graduate students who wish to take a course at another university and have the credit applied to their graduate program at Memorial [Canadian Universities Graduate Transfer Agreement](#). (Both MSc and MHKR students).
4. In order to add/drop a course. [Course Change Form](#). (Both MSc and MHKR students).
5. If you have to make a change to your program (e.g. a new supervisor or committee member. [Change of Program Form](#). (Both MSc and MHKR students).
6. If you want to change your program route (I.e. if you want to change to course rout from thesis route or vice versa). [Change of Route Form](#). (Both MSc and MHKR students).
7. If you need to take a leave of absence from your graduate program. [Request for Leave of Absence](#). (Both MSc and MHKR students).
8. If you need an exemption from the recreation fee. [Request for Recreation Fee Exemption](#). (Both MSc and MHKR students).
9. If you are requesting travel for research or academic purposes. [Travel Request Form](#). (Thesis based students)