

Department of Kinesiology



Graduate Student Handbook

Master of Science in Kinesiology



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Introduction

Greetings prospective and entering graduate students:

Welcome to this guide to the Master of Science in Kinesiology Program. The Kinesiology Graduate Faculty at California State University, Bakersfield (CSUB) developed this guide to introduce our Master of Science program in Kinesiology. If you are considering CSUB as a possible choice for graduate school, this guide will give you some insight into our goals, curriculum, and strengths. If you are already admitted to our program, this guide will inform you of some of our policies, procedures, and requirements.

Thank you for considering us as your University of choice. We are here to help you every step of the way, do not hesitate to ask for information or assistance to make your experience a rewarding one. We hope that this guide is a useful tool and look forward to working with you and helping you achieve your graduate school and professional goals.

Sincerely,

Ms. Kris Grappendorf, M.S.
Lecturer and chair

Dr. Brian D. Street, Ph.D.
Associate Professor and Kinesiology Graduate Director

Kinesiology Department Mission

The Department of Kinesiology in support of the broader mission of CSUB, is committed to preparing undergraduate and graduate students to become competent professionals who are knowledgeable, skillful, and reflective. The Department strives to advance physical activity, human performance and health through a wide range of research, bridge scholarship to practice and service, and promote to improve the quality of life for members of the university and greater Bakersfield community. Furthermore, the Department fosters integrity, the pursuit of excellence, client centeredness, life-long learning, and professional advocacy within its faculty and students.

Kinesiology Graduate Program Mission

The mission of the Graduate Program, in support of the broader mission of the Department of Kinesiology and CSUB, is for students to engage in a rigorous and specialized program taught by exceptional faculty to create, interpret, transmit, and apply advanced knowledge and experiences related to human movement, exercise, and rehabilitation with the ultimate goal of enhancing health, performance, and quality of life for members of the University community, greater Bakersfield community and around the world.

General Program Description

Department Chair: Ms. Kris Grappendorf

Program Director: Dr. Brian D. Street

Program Website: <https://extended.csub.edu/programs/online-ms-kinesiology>

Graduate Faculty: Dr. Jeff Moffit, Ed.D., Dr. Brittany Sanchez, Ph.D., Dr. Alejandra Barrera Curiel, Ph.D., Dr. Eugene Wang, Ph.D., Dr. Zachary Zenko, Ph.D., Dr. Jahyun Kim, Ph.D.

The Master of Science in Kinesiology is a 30-unit program designed to provide students with an advanced and comprehensive study of human movement. Characterized by an intensive program of study, with innovative pedagogy through an online experience, that build and further your undergraduate concepts. A faculty advisor will assist all students working towards an original capstone project (thesis or culminating experience).

Courses are offered each semester (Fall, Spring, and Summer) in sequence to facilitate program completion. Within the Master of Science program, there are six core courses (18 units), practicum or research experiences (3 units), and then the capstone, either a culminating experience or thesis (3 units). Additionally, students will take 6 units of Special Topic electives, which will reflect recent relevant topics in the field of Kinesiology. Courses are taught completely online and do not require students to come to the Bakersfield campus.

The Program will prepare graduates to: 1) enter careers requiring a Master's Degree including worksite health promotion, clinical exercise physiology, cardiac rehabilitation, commercial fitness, public/private or non-profit health agencies, chronic disease prevention in community settings, teaching/coaching at the community college level, or 2) initiate doctoral study in Allied Health (e.g. Physical Therapy), Exercise Physiology, Motor Control, Biomechanics, Exercise Psychology, or other health related fields.

The Kinesiology department has partnered with the Division of Extended Education & Global Outreach (EEGO) at CSUB. Extended Education seeks to expand the interests, to improve and broaden the professional preparation, and to further the university degree aspirations of students. Extended education aids in administering the Master of Science program in Kinesiology program.

EEGO Dean: Dr. Mark Novak

EEGO Director: Rhonda Dawson

EEGO Lead Coordinator: Raushel Salyards

EEGO Admission Coach: Melissa Brazeale

EEGO Telephone: (661) 654-2441

EEGO Website: <https://extended.csub.edu/>

Program Personnel Description

Position descriptions:

Associate Vice President for Academic Programs — oversees all CSUB graduate programs; approves or disallows petitions and appeals to change or to grant waivers to the University and Department Graduate Degree Requirements as published in the CSUB Catalog.

Dean of the School of Social Science and Education – provides input to faculty and students concerning the degree program. Reviews petitions and appeals and makes recommendations to the Associate Vice President for Academic Programs.

Department of Kinesiology Graduate Director — reviews admissions files and notifies Admissions and Records of departmental admissions decisions, advises incoming students, coordinates graduate activities of the Department of Kinesiology, oversees program assessment, and serves as the Kinesiology Department liaison to other graduate programs and the Graduate Student Center. The Kinesiology Graduate Director represents the Department of Kinesiology on the Council of Graduate Directors. The Graduate Director is nominated from among the Graduate Faculty of the Department of Kinesiology and elected by the Graduate Faculty to serve a three-year term in accordance with section 312 of the University Handbook.

Current Kinesiology Graduate Director:

Dr. Brian D. Street (2020-)

Department of Kinesiology Graduate Committee – three- or four- person committee (including Department of Kinesiology Graduate Director) selected by the Department of Kinesiology to oversee the program, review admission files, and review and make recommendations on all kinesiology graduate program petitions or appeals. Members of the committee are nominated from among the Graduate Faculty of the Department of Kinesiology elected to a serve a two-year term by the faculty of the Department of Kinesiology.

Current Kinesiology Graduate Committee:

Dr. Brian D. Street (2020-)

Dr. Brittany Sanchez (2020-)

Dr. Zachary Zenko (2020-)

Graduate Culminating Experience or Thesis Committee Chair – a tenured or tenure-track faculty member from among the Graduate Faculty of the CSUB Department of Kinesiology who oversees the acceptance, program establishment, progress, and completion processes as the advisor to a culminating experience or thesis for a student; resolves problems between student

and faculty and informs culminating experience or thesis students of departmental regulations; serves as final departmental quality control on capstone projects.

Graduate Thesis or Culminating Experience Committee – three- to five- person committee (including Graduate Culminating Experience or Thesis Committee Chair) selected by the graduate student that oversees progress and completion processes. This committee must be composed of a majority of members who are current Graduate Faculty members from within the CSUB Department of Kinesiology. Outside members of the committee, including faculty from other departments at CSUB, emeritus faculty, other outside experts, and non-Graduate Faculty members of the CSUB Department of Kinesiology, are permitted as long as they have sufficient expertise within the student’s capstone project field to significantly contribute to the success of that project. Any non-Graduate Faculty members of the CSUB Department of Kinesiology must be approved by the Kinesiology Graduate Director.

Kinesiology Graduate Faculty members – Graduate Faculty in the Master of Science in Kinesiology Program are made up of tenured and tenure-track faculty from the CSUB Department of Kinesiology. Graduate Faculty may serve on graduate student supervisory committees (Thesis or Culminating Experience) within the program. Only Graduate Faculty within the CSUB Department of Kinesiology can serve as Thesis or Culminating Experience committee chair (faculty advisor). Graduate Faculty are also responsible for teaching graduate-level courses and ensuring that these courses meet program goals and are of appropriate rigor. Non-Graduate Faculty members can seek eligibility to either teach or be a member of a Graduate Thesis or Culminating Experience Committee. Non-Graduate Faculty seeking eligibility are to submit their current CV and a brief document outlining accomplishments and/or experience appropriate for the role they seek to the Kinesiology Graduate Director. The Kinesiology Graduate Committee will review documents for suitability. Priority for teaching and Thesis or Culminating Experience Committee membership is first given to Graduate Faculty.

Graduate Program Faculty

Graduate faculty in the Department of Kinesiology (2020-2021)*:

*see the Department of Kinesiology website for up-to-date information on current members of the department and for additional information about faculty and their research interests.

Name	Interests
Dr. Alejandra Barrera Curiel	Motor control changes across the lifespan and fall prevention.
Dr. Jahyun Kim	Cardiovascular health improvements with non-pharmaceutical interventions in advanced age and clinical populations.
Dr. Jeff Moffit	Cardiovascular and biomechanical influences on endurance sport performance.
Dr. Brittany Sanchez	Genetic influences in metabolism; such as genes, that impact nutrient uptake and delivery with diet and exercise.
Dr. Brian D. Street	Neural, musculoskeletal and psychological factors that contribute to balance deficits and falls associated with age and orthopedic injury.
Dr. Eugene Wang	Physical activity among diverse populations, development of skill competence among school children, teaching effectiveness, and physical education teacher education.
Dr. Zachary Zenko	Exercise psychology; physical activity promotion and sedentary behavior reduction. Psychological responses to exercise.

Admission Requirements

Program Admission Information:

Prerequisites:

1. Kinesiology major/minor or equivalent courses from Kinesiology are required prerequisites for the graduate program.
 - a. An applicant who does not have a major or minor in Kinesiology must have taken **three** undergraduate courses from the areas of biomechanics, exercise physiology, motor control/learning, applied kinesiology, or functional anatomy and **one** course from the areas of sport psychology or exercise psychology.
2. Completion of prerequisite coursework
 - a. Applicants must have completed a college/university level course with a grade of C or better in the following 3 content areas:

Human Anatomy (equivalent to BIOL 2210: Human Anatomy)

Human Physiology (equivalent to BIOL 2220: Human Physiology)

Introductory Statistics (equivalent to KINE 2018, MATH 2220, PSYC 2018 or SOC 2208)
3. Graduate Writing Assessment Requirement. All graduate students who apply for a master's degree must demonstrate upper-division writing competency. If the student has completed this requirement during the baccalaureate program at CSUB or another CSU, this writing competency has been met.
 - a. Waivers for Post-Baccalaureate and Graduate Students. You will be exempt from the GWAR if you meet any of the four criteria below:

You graduated from a CSU or UC since 1980.

As of Fall 2006, post-baccalaureate and graduate students with the following test scores (provided the test(s) were taken since 1980):

GMAT 4.5 or higher on the writing portion of the GMAT

CBEST 41 or higher on the writing portion of the CBEST

GRE 4.5 or higher on the analytic writing portion of the GRE General Test

Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the chair of the university-wide GWAR committee with a formal request to waive the GWAR.

Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master's thesis or project and are working on another degree or credential may submit their thesis or project for review to the chair of the university-wide GWAR committee* with a formal request to waive the GWAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks. Students who have not yet completed this requirement may register for and pass the Graduation Writing Assessment Requirement (GWAR) with a score of 8 or above. Questions regarding the GWAR may be directed to the program coordinator or student services coordinator. (Policy from CSUB English Department).

Application Process

The Master of Science in Kinesiology Program application is available online and must be downloaded and submitted either through email or by mail to the EEGO Lead Coordinator. Students should not apply through Cal State Apply. The application can be found at: extended.csub.edu.

Email:

EEGO Lead Coordinator - Raushel Salyards, Lead Coordinator, rsalyards@csub.edu

Mail:

ATTN: Raushel Salyards
CSU Bakersfield Extended Education
9001 Stockdale Highway – 30 BDC
Bakersfield, CA 93311

Admission Requirements:

1. Completion of prerequisite coursework
2. Bachelor's Degree from an accredited four-year college or university
3. Overall Cumulative GPA of 3.0 in the last 60 units of all coursework
4. Complete Admissions Application Packet to include the following:
 - a. Three completed reference forms. These should come from persons familiar with your performance in the classroom and potential for independent research. These letters are handled as confidential documents.
 - b. Personal Statement. This should be limited to 1-2 pages and focus on past experiences and education that would provide evidence to your potential success in the MS program. Include a discussion on your academic and professional interests and how they align with the interests of the CSUB graduate faculty and relate to a graduate degree in Kinesiology.
 - c. One official transcript from each college attended
 - d. Signed Technology Contract
 - e. Complete CSUB Extended University Application
 - f. \$70 application fee

Only fully completed applications will be reviewed. Once you have been admitted to both the University and the Program, you will attend an advising session with the MSK Graduate Program Director to receive your program outline and discuss program options.

Application Deadlines

Fall Semester Admission:

Priority Deadline: May 1

Regular Deadline: June 1

Spring Semester Admission:

Priority Deadline: October 1

Regular Deadline: November 1

Summer Semester Admission:

Priority Deadline: February 1

Regular Deadline: March 1

Applicants are encouraged to meet the priority application deadline. Applications are considered on a rolling basis as they are received. Positions within the program may be limited and later applicants may be declined admission if open spots have already been filled.

If you have any questions, please contact Dr. Brian D. Street, the Kinesiology Graduate Director (email: bstreet1@csub.edu).

Registration

Adding/Dropping/Withdrawing:

Admitted students will register via myCSUB each term. Students who drop courses during the open add/drop timeline will also utilize myCSUB. Students dropping after the open add/drop window will download an add/drop form and submit it to Extended Education. All registration forms can be found at extended.csub.edu.

Enrolling in any of the four capstone courses - KINE 6170 Kinesiology Practicum/Field Experience, KINE 6180 Kinesiology Research, KINE 6800 Culminating Experience, and KINE 6810 Thesis – require the student to complete an add slip (https://www.csub.edu/admissions/forms/Add_Drop_Term-Withdrawal-Request-Form-09.25.19-FILLABLE.pdf), having the student and faculty advisor sign the form. Once signed, send completed form to EEGO Lead Coordinator: Raushel Salyards.

Tuition/Fees:

All course fees and tuition must be paid in full by the first day of class. Program tuition is by semester unit; currently unit fees are \$600 per unit. These fees are subject to change. Additional fee information can be found at extended.csub.edu

Financial Aid:

The CSUB Office of Financial Aid and Scholarships administers a number of financial aid programs to enable students without adequate financial resources to attend classes. Funding for eligible applicants may include moneys from grants, loans, and scholarships.

Please visit the CSUB Financial Aid & Scholarships home page at www.csub.edu/finaid/index.html

Regarding financial aid may also be directed to the Extended Education Degree Programs office at 661/654-2441

Course Schedule Information:

Course schedules, add/drop and refund dates, and the academic calendar are posted on the Extended Education website at extended.csub.edu

Technology Information and Expectations

Technology Policy and Technology Requirements

A technology contract is a required part of the admissions packet in order to ensure applicants have the technology skills necessary to be successful in an online environment. Students need to have personal access to a computer and the Internet in order to complete classes.

The ability to create, edit, and view Microsoft Word, Excel, and PowerPoint documents is a requirement. It is recommended that students have Microsoft Office (Word, Excel and PowerPoint). Students may purchase the student/teacher edition from many retailers. Documents created using other word processing programs are not accepted for any reason.

It is recommended that students backup course work on a daily basis. Disk failure or other loss of data is not an excuse when completing course work.

To assure your ability to benefit from all of the resources available in this class, please be sure you have a computer that meets or exceeds the following standards:

- A PC or Mac laptop with at least an i5 processor or equivalent
- 16 GB of RAM
- 256 GB hard drive
- A web camera (built in or stand-alone)
- Wi-fi adapter
- A headset

Also, please be sure you have a broadband connection able to provide a minimum of 20 megabits per second (mbps) download and 10 mbps upload, or a hot spot or a cell phone capable of tethering.

If you need assistance assessing the capabilities of your computer, please contact Information Technology Services at 661 654-4357 or at <https://its.csub.edu/>

Canvas

All course work will be completed using Canvas. All students are required to log-in to their Canvas courses the first day of classes each semester. Login information will be included in your admission letter.

Be sure to back up all of your work from each course; coursework will not be available to students after the end of the course. It is recommended that you create your course discussions and posts in Microsoft Word and copy and paste to Canvas.

Records

myCSUB

Students will be given a myCSUB account when admitted to the program. Students will be able to register, pay, view grades, print unofficial transcripts, and view Financial Aid information by logging into their account with a Net ID. A Net ID will be assigned upon admission to the program.

Change of Address or Name

A graduate student who changes his/her address or name must change their information in myCSUB. This is the official record that is provided to instructors through Canvas. Graduate students with former names should make sure that all transcripts and papers submitted contain the current name.

Program Scope and Sequence

Core Courses (all required, 18 units)

KINE 6010 Research Methods in Kinesiology
 KINE 6020 Advanced Exercise Physiology
 KINE 6030 Advanced Movement Science
 KINE 6040 Advanced Behavior Change
 KINE 6050 Advanced Program Design in Kinesiology
 KINE 6060 Evidence-Based Practice in Kinesiology

Current Topics in Kinesiology (6 units)

(Topics will be selected with consideration for student career goals and interests)

KINE 6700 Special Topics

Thesis Sequence (6 units)

KINE 6180 Kinesiology Research
 KINE 6810 Thesis

Culminating Experience Sequence (6 units)

KINE 6170 Kinesiology Practicum/Field Experience
 KINE 6800 Culminating Experience

The following course plan, and when courses are available by semester, may assist students in completing their MS degree within the recommended 18-month completion time. This is meant as a rough guide for a full-time course load, but can include flexible, part-time academic plans, but will extend the time to completion. Students should meet with their faculty advisor (Kinesiology Graduate Director or Culminating experience/Thesis Committee Chair) for specific recommendations. Link to advising document - https://extended.csub.edu/sites/default/files/2020-02/MSK_ProgramOutline_2020.pdf

Semester	Courses
Fall	KINE 6010 Research Methods in Kinesiology KINE 6040 Advanced Behavior Change KINE 6700 Special Topics
Spring	KINE 6020 Advanced Exercise Physiology KINE 6050 Advanced Program Design in Kinesiology KINE 6700 Special Topics
Summer	KINE 6030 Advanced Movement Science KINE 6060 Evidence-Based Practice in Kinesiology
Fall, Spring, Summer	KINE 6180 Kinesiology Research or KINE 6170 Kinesiology Practicum/Field Experience
Fall, Spring, Summer	KINE 6810 Thesis or KINE 6800 Culminating Experience

Grades and Policy

Academic Continuation:

Graduate students must maintain an overall GPA of 3.0 and earn at least a C (2.0) in all courses. Any student whose overall GPA falls below 3.0 for two semesters, or who receives more than three grades of C (2.0) or lower, cannot continue in the program.

Incomplete Grades:

It is incumbent upon the student to initiate the request for an incomplete grade and to reach an agreement with the instructor regarding completion of the coursework. A request for a grade of incomplete will be denied if the instructor believes it is inappropriate (see University Catalog). All incomplete grades must be completed within one year in accordance with CSUB policy.

Repeating a Course:

With prior permission of the Graduate Program Director, a graduate student may repeat, for the purpose of improving the grade, up to 6 units of credit in which a grade below a “B-“ was achieved. Repeating a course does not remove the earlier attempt from the student's record, but it may improve the student's grade point average (GPA). Only two non-thesis courses taken at CSU Bakersfield may be repeated.

Appeals:

A graduate student who is concerned about a grade, course evaluation, candidacy decision, or degree requirement should first discuss the matter with the relevant faculty member, then the thesis advisor, then the graduate coordinator, and then the department chair. If the matter cannot be informally resolved, then the student may file a formal grievance in accordance with CSUB policy.

Time Limit to Complete Requirements for Graduate Degrees:

The California Administrative Code, Title 5, Education, requires that all the requirements for a master's degree be completed within a seven-year period to include the filing and awarding of the degree. This means that no more than seven years may elapse between the start term of the earliest dated course and the date that the last course on the program is actually completed, and the application for graduation is filed. With outdated requirements (generally courses) the candidate may complete a Petition form through EU Degree Programs for an extension of the time limit or substitution of other appropriate courses, but is not guaranteed that the extension or courses will be accepted.

Non-Active Status:

Graduate student or post-baccalaureate student who has been absent from the degree program for more than two consecutive semesters will be reclassified in a non-active student status. All students who have been reclassified in a non-active student status must submit a new application for admission to the university and program and pay the non-refundable application fee. Graduate students wishing to return must also resubmit an application for admission to the respective graduate program.

Transfer Credits:

If accepted by the faculty, graduate credit from another accredited institution may be applied toward the master's degree. Courses used to obtain degrees from other institutions will not be used for unit credit toward the MS Kinesiology degree at CSUB.

Transfer or extension course work may be used to satisfy prerequisites or degree requirements when such work is acceptable to the program faculty.

A maximum of 9 semester units of transfer credits and/or units earned may be accepted toward graduate degrees. All such units must satisfy time limit requirements for the degree program. No Courses over 7 years old will be included on the student's program outline.

Waivers or Substitutions of Course Requirements:

If you have taken equivalent course work at another university, you will need to complete a course substitution request form. For course substitutions, students must provide appropriate supporting materials (copy of the course syllabus, a catalog course description, and a copy of a transcript with the grade posted) with petitions to verify dates, satisfactory completions and course equivalencies. Please allow one academic semester for a response.

Petition forms (for extensions of time or course/prerequisite waivers, substitutions, and transfer credits) are available from the Extended Education Degree Programs office. Students are responsible to make certain that the necessary petition forms are properly completed, signed and filed with the Extended Education office. Please allow one academic semester for a response.

Pathway to Completing Degree

Graduate Student Classification

Conditionally Classified Graduate Student:

Applicants that do not meet all of the admission requirements for the Master of Science in Kinesiology may be provisionally admitted to the MS Kinesiology graduate program as a Conditionally Classified Graduate Student if, in the judgment of the Kinesiology Graduate Admissions Committee, the applicant has the potential to successfully complete all requirements within a reasonable timeframe (usually one calendar year). These requirements (or approved substitutions) will be determined by the Kinesiology Graduate Admissions Committee and specified in the admission letter. Upon successful completion of all requirements, the student can apply for full acceptance to the MS Kinesiology graduate program as a Classified Graduate Student. Failure to satisfactorily complete all requirements in the specified timeframe will result in dismissal from the MS Kinesiology graduate program. Note: Conditionally Classified Graduate Students may not enroll in more than 10 semester units of coursework for graduate credit prior to advancing to Classified Graduate Student status.

Classified Graduate Student:

Classified Graduate Student status indicates that the minimum admissions requirements for the Master of Science in Kinesiology have been satisfied and that space has been made available in the MS Kinesiology graduate program. Specific minimum admission requirements for Classified Graduate Student status are listed below:

1. Kinesiology major/minor or equivalent courses from Kinesiology are required prerequisites for the graduate program.
2. An applicant who does not have a major or minor in Kinesiology must take three undergraduate courses from the areas of biomechanics, exercise physiology, motor control/learning, applied kinesiology, or functional anatomy and one course from the areas of sport psychology or exercise psychology.
3. Completion of prerequisite coursework
4. Applicants must have completed a college/university level course with a grade of C or better in the following 3 content areas:
 - a. Human Anatomy (BIOL 2210: Human Anatomy)
 - b. Human Physiology (BIOL 2220: Human Physiology)
 - c. Introductory Statistics (KINE 2018, MATH 2220, PSYC 2018 or SOC 2208)
 - d. Bachelor's Degree from an accredited four-year college or university
 - e. Cumulative GPA of 3.0 in the last 60 units of all coursework
 - f. A Plan of Study approved by the Graduate Program Director

Advancement to Candidacy

Advancement to Candidate Status:

Candidate status indicates that the student has completed at least 18-semester units within the approved Plan of Study and that there is a reasonable expectation that the student will complete all remaining degree requirements within one year. Classified Graduate Students will be advanced to Candidate status when they have met the following criteria:

1. Completion of all requirements for Classified Graduate Student status.
2. Completion of at least 18 units toward the Master of Science in Kinesiology degree with a graduate GPA of at least 3.0 and grades of “B” or better in all courses on the approved Plan of Study.
3. Completion of the Capstone Committee Membership Record Form and approval by the Program Director and the faculty advisor and capstone committee.

Graduate Faculty Advisor, Plan of Study and Time Limit

The Graduate Program Director will serve as the initial academic advisor upon entrance into the program. Once a faculty advisor has been determined for your capstone project, the faculty advisor will take over advising responsibilities. Upon admission the student should arrange an appointment to develop a program plan of study. All requirements for the degree must be completed within seven calendar years after admission to the Master of Science in Kinesiology graduate program. The seven-year limit may be extended by an approved petition to the Kinesiology Graduate Committee.

Capstone Project:

Each student is to complete a capstone project (Thesis or Culminating Experience) as part of the degree requirements. The capstone project is a 2-semester sequence, for example, KINE 6170 (Kinesiology Practicum/Field Experience) is the prerequisite for KINE 6800 (Culminating Experience) and KINE 6180 (Kinesiology Research) is the prerequisite for KINE 6810 (Thesis). The sequence must be done in the order shown. Each student as part of their capstone project will engage with their faculty advisor and committee to complete an independent project. The components that will be reviewed and evaluated as part of every capstone project is a written document and presentation from the independent project. The structure of the written document and presentation of the capstone should meet the minimum shown below, and should be confirmed by the student’s faculty advisor and committee.

Deadlines and Recommended Schedule:

Completing rigorous coursework, data collection and analysis, and a written capstone project within 18-months requires substantial commitment and organization. It is the student’s responsibility to meet required deadlines and maintain progress in the program. Each semester should involve the completion of at least one required document (e.g., proposal outline, thesis proposal, thesis draft, completed thesis) and submission of the document to the faculty advisor and committee. A normative schedule to complete capstone project could look like this:

SEMESTER 1

1. Locate your Faculty Mentor to serve as your culminating experience or thesis advisor (advisor assumes culminating experience or thesis advising responsibilities).
2. With advisor's assistance, determine specific culminating or thesis topic.
3. Constitute culminating experience or thesis committee (3 member minimum, including Faculty Advisor)
4. Develop capstone outline.
5. Send out capstone outline to committee members.
6. Obtain training and certification sufficient for working with human or animal subjects (e.g. IRB training, CITI training, etc.).

SEMESTER 2

7. Based on feedback from Committee, develop narrative for culminating experience or thesis proposal.
8. Revise culminating experience or thesis proposal based on feedback from advisor and committee.
9. As appropriate, submit proposed research to the Office of Graduate and Research Studies for Institutional Review Board approval, or Institutional Animal Care and Use Committee approval.

SEMESTER 3

10. Collect and analyze data
11. Complete outline and first draft of culminating experience or thesis
12. Submit first draft of culminating experience or thesis Advisor

SEMESTER 4

13. Revise thesis with culminating experience or thesis Advisor
14. Send out completed culminating experience or thesis to committee members.
15. Based on feedback from Committee, revise culminating experience or thesis.
16. Schedule culminating experience or thesis defense.
17. Send out completed and approved culminating experience or thesis to committee members.
18. Successfully defend culminating experience or thesis.
22. Revise culminating experience or thesis based on feedback during defense.
23. Obtain committee signatures on culminating experience or thesis approval page and complete the CSUB Graduate Studies signature process.

24. Consult with the Collections Librarian or the Lead Library Assistant in Library Acquisitions to ensure correct formatting. Submit thesis online to Graduate Studies and Library.

Graduation and Commencement

To graduate in any given semester (fall, spring or summer), the capstone project must be completed and approved by capstone committee chair, committee and Graduate Program Director by deadlines posted for that semester. The dates change, but generally the last day to file will be early May, early August, and early December for spring, summer and fall graduation, respectively. For thesis students, one must make an appointment with the librarian and review materials posted on the library website to learn about requirements prior to the filing date. See library website for dates and guidelines - <https://csub.libguides.com/etd>

The student should apply to graduate with the University in the term they expect to complete their degree requirements. The Registration Calendar each semester specifies the filing date. To apply for graduation, log in to the Student Center and locate the Apply for Graduation field. Follow the prompts and select the appropriate term for graduation. If a student does not graduate during the semester they applied, the student will need to cancel the application and reapply for the appropriate semester. It is the responsibility of the student to meet with their faculty advisor early enough to ensure they have completed all of the coursework and capstone requirements before applying to graduate.

Commencement, the major walking and hooding ceremony, currently will be occurring in the Fall and Spring semesters.

Appendices



CSUB KINESIOLOGY MASTERS PROGRAM

FORMAT GUIDELINES AND ORGANIZATION FOR THESIS PROJECT

Signature Page

The first page after the extra blank page of the thesis is the Signature Page. This page also functions as the title page of the thesis.

Capstone Abstract

Abstracts must be double-spaced and are limited to a single page with margins as described below. This page bears the heading “Thesis Abstract.”

Margins

The following (minimum) margins must be used throughout the manuscript:

Left margin: 1.5” Right margin: 1.25” Top margin:

- Page numbers: 1” FROM TOP-RIGHT CORNER

- Text: 1.25” minimum, 1.5” maximum Bottom margin: 1.25” minimum, 1.5” maximum.

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

Material that cannot fit feasibly within regular or oversized margin requirements may be placed on 11” x 17” paper. Page numbers must be placed in the upper right corner in the same position as the rest of the text. These pages are NOT to be folded prior to submittal. The bindery will fold them as appropriate.

Style and Fonts

Recognizing that there are variations of acceptable styles and fonts used by different academic disciplines, the University allows discretion in the use of styles and fonts according to the professional standards of the discipline. Master’s candidates must check with their committee chairs or their graduate program director for further information regarding formatting and the citing of sources.

Organization

The thesis should also contain appendices that are necessary to understand and evaluate the project. An example format based on a scientific journal is as follows* :

Title page (use the name on your official University transcripts) Copyright notice page (if included)
Signature page
Preface, dedication, and/or acknowledgment page (if included)
Abstract
Ch 1 Introduction
Ch 2 Methods
Ch 3 Results
Ch 4 Discussion
References
Appendices (sample inclusions only)
a. Thesis proposal including expanded literature review
b. Medical History Questionnaire
c. Physical Activity Assessment Questionnaire
d. Informed Consent Document
e. Human Subjects Committee Documents or Institutional Animal Care and Use Committee Documents

* Format will vary according to journal Guidelines for Authors.



CSU Bakersfield
Extended Education

MSK PROGRAM OUTLINE

9001 Stockdale Highway – 30BDC
Bakersfield, California 93311

661.654.2441 | 661.654.2447 (F)
extended.csub.edu

NAME: _____ CSUB ID#: _____

30 units are required for the Master of Science in Kinesiology (MSK) degree. Any final degree program may not contain units that are over seven years old at the time the degree is to be awarded. No course with a grade lower than a “C” may apply towards this program. Students must maintain 3.0 (B) average to remain in good standing in the program.

CORE COURSES (18 semester units required)	UNITS	COURSE TAKEN	GRADE	TERM
KINE 6010 Research Methods in Kinesiology				
KINE 6020 Advanced Exercise Physiology				
KINE 6030 Advanced Movement Science				
KINE 6040 Advanced Behavior Change				
KINE 6050 Advanced Program Design in Kinesiology				
KINE 6060 Evidence-Based Practice in Kinesiology				

CLINICAL PRACTICUM OR RESEARCH (3 semester units required – choose only one)

KINE 6170 Kinesiology Practicum/Field Experience				
KINE 6180 Kinesiology Research				

CURRENT TOPICS IN KINESIOLOGY (6 semester units required)

KINE 6700 Special Topics				
KINE 6700 Special Topics				

CAPSTONE OPTIONS (3 semester units required – choose only one)

KINE 6800 Culminating Experience				
KINE 6810 Thesis				

I am aware of the GVAR requirement and of the deadline to apply for graduation.

STUDENT: _____ DATE: _____

GRADUATE PROGRAM DIRECTOR: _____ DATE: _____

NONDISCRIMINATION POLICY
EUD does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts. Students admitted with physical, perceptual or learning disabilities will be given necessary accommodations provided that their disability has been verified by the CSUB Office of Services for Students with Disabilities (661-654-3360).

01.10.20 (RS)

CSUB Kinesiology Program Capstone Committee Membership Record Form

 (Graduate student name)

 (Graduate student CSUB ID #) (Date)

 (Proposed Capstone project title/topic)

I agree to serve as a member of the Graduate Culminating Experience or Thesis Committee for the above-mentioned graduate student (2-4 members, not including the Committee Chair).

 (Committee member name)

 (Committee member signature)

 (Date)

 (Committee member name)

 (Committee member signature)

 (Date)

 (Committee member name)

 (Committee member signature)

 (Date)

 (Committee member name)

 (Committee member signature)

 (Date)

** Any non-Graduate Faculty members of the CSUB Department of Kinesiology must be approved by the Kinesiology Graduate Director; include a CV and any documents supporting the potential members expertise.*

I agree to serve as the Chair of the Graduate Culminating Experience or Thesis Committee for the above-mentioned graduate student and support the committee membership of the 2-4 individuals listed.

 (Committee chair name)

 (Committee chair signature)

 (Date)

The Kinesiology Graduate Director approves the membership of the Graduate Thesis Committee for the above-mentioned graduate student.

 (Graduate Director name)

 (Graduate Director signature)

 (Date)

When completed, the student retains a copy and one copy is given to the Graduate Program Director. If there are changes in committee composition, a new form should be submitted, which will replace any previously submitted forms.

Culminating Experience Site Approval Form

 (Graduate student name) (Graduate student CSUB ID #) (Date)

 (Site Administrator) (Date)

I agree that the site proposed is appropriate and will meet the needs of the student's capstone project.

_____ (Committee member name)	_____ (Committee member signature)	_____ (Date)
_____ (Committee member name)	_____ (Committee member signature)	_____ (Date)
_____ (Committee member name)	_____ (Committee member signature)	_____ (Date)
_____ (Committee member name)	_____ (Committee member signature)	_____ (Date)

I agree that the site proposed is appropriate and will meet the needs of the student's capstone project.

_____ (Committee chair name)	_____ (Committee chair signature)	_____ (Date)
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The Graduate Program Director provides their signature as an affirmative recommendation to the site.

_____ (Graduate Director name)	_____ (Graduate Director signature)	_____ (Date)
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**When completed, the student retains a copy and one copy is given to the Graduate Program Director. If there are changes in committee composition, a new form should be submitted, which will replace any previously submitted forms.*