

## School of Kinesiology M.Ed. Student Checklist

\_\_\_\_\_ Be admitted to one of the M.Ed. programs in Recreation, Park and Leisure Studies or Applied Kinesiology

\_\_\_\_\_ Pick up copies of:

\_\_\_\_\_ **M.Ed. Student Handbook** (available from Student and Professional Services [SPS] in 110 Wulling Hall)

\_\_\_\_\_ **College of Education and Human Development (CEHD) Bulletin** (available from SPS in 110 Wulling Hall)

\_\_\_\_\_ **School of Kinesiology M.Ed. Student Handbook** (available from Student Programs Office, 220 Cooke Hall)

\_\_\_\_\_ **Degree program requirements for your emphasis area** (available on the School of Kinesiology Web site and in hard copy in the Student Programs Office, 220 Cooke Hall)

\_\_\_\_\_ Meet with your assigned adviser in the School of Kinesiology before registration

\_\_\_\_\_ Register by mail, on-line, or in person. *Note:* You must register before the start of classes to avoid a late registration fee, and you must register every semester to keep your active status.

\_\_\_\_\_ Get a student ID card at U Card office (check One Stop for U Card Office locations). You will need a driver's license, state ID, or passport for identification.

\_\_\_\_\_ Develop your degree program in consultation with your School of Kinesiology adviser during the first semester.

\_\_\_\_\_ Apply to transfer coursework (if needed). Coursework must meet the following guidelines:

\_\_\_\_\_ Relevant to program and adviser approved

\_\_\_\_\_ Taken as graduate level course for graduate credit at accredited institution

\_\_\_\_\_ Taken after you have received your baccalaureate degree

\_\_\_\_\_ Taken within 7 years of anticipated M.Ed. graduation

- \_\_\_\_\_ Maximum of 8 semester credits of transfer coursework allowed
- \_\_\_\_\_ Complete and sign “student” section of petition form requesting to have these courses transferred and have your adviser complete and sign the “department” section
- \_\_\_\_\_ Attach copies of official transcripts from schools at which you have taken transfer coursework
- \_\_\_\_\_ Forward to Student Progress Committee at SPS (110 Wulling Hall)

If approved, courses will be listed on your U of M transcript.

- \_\_\_\_\_ List past, current, and future coursework needed to meet degree program requirements on the M.Ed. degree program form corresponding to your degree program (available online or from 220 Cooke Hall)
- \_\_\_\_\_ Include only 5xxx or higher level courses
- \_\_\_\_\_ Include approved transfer courses
- \_\_\_\_\_ Must include a minimum of 30 quarter semester credits
- \_\_\_\_\_ Include all courses required by degree program and specific emphasis area. Confirm courses with your adviser.
- \_\_\_\_\_ Have your adviser sign the degree program form
- \_\_\_\_\_ Submit all of the above to the Coordinator of Graduate Studies in the School of Kinesiology for signature and approval
- \_\_\_\_\_ Maintain a minimum 2.8 grade point average for all program coursework
- \_\_\_\_\_ Complete your culminating project (professional studies)

**Recreation and Sport Studies**

- \_\_\_\_\_ Based on your emphasis area, complete 3-6 credits in your chosen professional experience (REC 6796 Practicum in Recreation, Park, and Leisure Studies)

### **Applied Kinesiology (Professional Studies)**

- \_\_\_\_\_ Meet with your adviser to outline plans for your final project
- \_\_\_\_\_ Register for KIN 5995 (credits arranged based on the recommendation of your adviser; requires a permission number)
- \_\_\_\_\_ Submit a written outline of your project to your adviser; finalize based on comments and discussion
- \_\_\_\_\_ Complete your agreed upon project and submit the final work to your adviser

### **Applied Kinesiology (Initial Licensure)**

- \_\_\_\_\_ Meet with the Coordinator of K-12 Physical Education Licensure to discuss potential topics and to identify faculty members willing to serve as your action research project adviser
- \_\_\_\_\_ Meet with and confirm willingness of action research project adviser to supervise your project
- \_\_\_\_\_ Get a permission number from your adviser and register for 2 credits of KIN 5995
- \_\_\_\_\_ Submit a written outline of your project to your adviser; finalize based on comments and discussion
- \_\_\_\_\_ Complete your agreed upon action research project and submit the final work to your action research project adviser by the end of the semester in which the project was conducted

### **GRADUATE!**

#### **Students seeking to graduate from M.Ed. programs must complete the following steps:**

1. Obtain signature of CEHD faculty adviser on completed program form for degree clearance
2. Submit the approved program form and completed CEHD application for M.Ed. degree form to SPS. To allow sufficient time for processing, students are encouraged to submit both forms to SPS 3 months before the desired degree completion date.

3. SPS clears degrees for graduation on a monthly basis. Students who submit forms to SPS *after* the first day of the desired clearance month will be reviewed for clearance for the following month.

After final grades are posted to the student's transcript by the University's Office of the Registrar, SPS reviews records, verifies successful completion of program requirements, and clears degrees for graduation at the end of the month that students apply to graduate. SPS notifies students by mail of any outstanding requirements.