M.S./M.A. (Plan A) Master’s Thesis and Final Examination Guidelines

The following are general guidelines for the completion of the M.S./M.A. master’s thesis and the conduct of the final oral examination for Kinesiology graduate students. Please share a copy of these guidelines with your committee members when you provide them with the final examination copy of your thesis.

General guidelines for the completion of the M.S./M.A. master’s thesis

- After completing the majority of your M.S./M.A. coursework, register for 10 semester credits of KIN 8777 Thesis Credits: Master’s. Develop your idea for an independent research project with your adviser.

This thesis research project should meet the following guidelines:

1. Demonstrates your familiarity with the tools of research and rigorous scholarship in Kinesiology;

2. Demonstrates your ability to work independently;

3. Demonstrates your ability to effectively present the results of your investigation;

4. Demonstrates compliance with all of the responsible conduct of research and academic integrity expectations of the University;

5. Consists of a project such as designing and conducting an original empirical study, completing analysis of data from an existing data set which you have permission to use;

6. Results in a written product that conforms to formatting and referencing standards identified by the adviser (e.g., APA, AMA);

7. Must be completed on a topic/project area mutually agreed to by the student and adviser.

- Secure Institutional Review Board approval as needed PRIOR to initiating the study.

1. Conduct the study according to your approved protocol.

2. Prepare your written research project and work with your adviser to review drafts and make revisions as needed BEFORE your adviser gives you approval to distribute final copies to your committee members. Be aware that this process typically takes several months and several exchanges of drafts.

NOTE: Faculty and programs reserve the right to submit your paper to electronic
plagiarism detection software such as Turnitin.com or SafeAssign to verify the originality and ethical compliance of your work.


   - Tables and figures should be prepared following the guidelines of the recommended publication manual or target journal. Provide appendices as needed for any attachments, including the following:
     - Copies of all measures, questionnaires, and survey instruments used
     - Copy of Institutional Review Board approval letter
     - Copy of human subjects consent form (if applicable)

   - Request a Graduation Packet from Graduate Student Services and Progress (GSSP): [https://apps.grad.umn.edu/secure/gradpacket/](https://apps.grad.umn.edu/secure/gradpacket/)

   - Upon approval of your adviser, you are ready to deliver your final thesis draft to all members of the examining committee. To permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, students must notify their adviser and other members of the final oral committee at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered. You should plan to hold your final oral defense during the nine-month academic year unless you have received explicit consent from all committee members to hold your exam during summer months.

   - Obtain the signature of all three committee members on the Reviewer’s Report Form included in your Graduation Packet at least one week in advance of your final oral examination, and submit to GSSP in 160 Williamson. GSSP will provide you with the Final Examination Report Form to bring to the Final Oral Examination.

**General guidelines for the conduct of the Final Oral Examination**

Your Final Oral Examination will be conducted as a closed exam with only your three committee members present.

- Final examinations are coordinated by the chair of the student’s examining committee (most typically the chair is the student’s adviser).

- All members of the committee and the student must participate in the final examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in examination are met (as specified in University policy).
• Schedule a 2-hour block of time for your Final Oral Examination with committee members and reserve a room either in Cooke Hall or another University building.

• Make arrangements for a conference room and for technology devices as needed. Make copies of your graduate degree plan to bring to the exam to distribute to your committee members.

• Prepare a 20-30 minute oral presentation on your master’s thesis. Discuss with your adviser the expectations for the content of your presentation.

• Dress professionally and arrive early to set up on the day of your exam.

• At the start of the examination, briefly describe your academic and professional history, your current academic and professional status, and your future plans.

• Give your oral presentation using technology such as Power Point or Prezi.

• Following your oral presentation, committee members will ask you questions about the research project or any other aspect of your program of study, including major and minor or related fields.

• After the question/answer session, your chair will ask you to leave the room while the committee members vote on whether you have passed or failed the examination. A majority vote of the committee is required to pass the examination. Failure of the final oral exam may result in termination from the graduate program or a retake of the examination on unanimous recommendation of the examining committee. A retake must be conducted by the original examining committee.

• If you pass the final oral examination, submit the Examination Report form signed by your committee to GSSP in 160 Williamson. It must be submitted by the last business day of the month you intend to graduate.

Make the required changes to your thesis and have them approved by your adviser. Prepare the final copies according to the guidelines from the Graduate School depending on the submission option you choose:
http://www.grad.umn.edu/students/ThesisSubmission/index.html

-Submit a signature page with your adviser[s] signatures and a hard copy of the title page.

-Follow the instructions provided to you by GSSP regarding your degree clearance.

Revised 9/12