

**University of Minnesota**  
**School of Kinesiology and Leisure Studies**  
**KIN 5992: Readings in Kinesiology- Course Guidelines**

The following are general guidelines for the completion of KIN 5992: Readings in Kinesiology.

- I. Meet with the requested faculty member prior to registering to outline plans for your readings credits and to find out if he or she is willing to supervise your readings project based on your intentions to read in the area of Kinesiology.
  - A. Discuss your ideas. There is flexibility in the type of readings project you develop. Students are encouraged to undertake a readings project of importance to their academic and/or professional objectives. Some examples of previous readings topics include the following:
    1. Exercise and mood state
    2. Psychology of sport injury
    3. Development of throwing skills in young children
    4. Training and conditioning for soccer
    5. Control of reaching and grasping
  - B. Decide on the quantity and type of material you will read. For example, indicate whether you will be reading popular press books, research literature, textbooks, on-line materials, etc. and also the approximate number of sources you will read.
  - C. Explain what you will submit at the end of the term in writing. The final written presentation might take such forms as an annotated bibliography, a journal with comments as to personal use of the material, a literature review paper, an article directed toward a coaching magazine, or book reports/reviews.
  - D. The total readings project you outline should require approximately 45 clock hours per semester credit of effort on your part to complete (e.g., if you wish to register for 2 credits of KIN 5992 you are expected to put in a total of 90 hours of work). The total range of credits you may have in this category is from 1-9 over the course of your graduate degree program.
  - E. Finalize your intended readings project and the nature of the final work to be submitted by preparing a written outline on the attached form
  - F. Give a completed copy of this outline to your faculty supervisor so that both of you are clear on (a) your reading project plans, (b) what will be submitted in writing at the end of the term, and, (c) the criteria for evaluation

- G. Register for the agreed upon number of semester credits of KIN 5992 (requires a magic number from your faculty supervisor; be sure to register for his or her section)

- II. Complete your agreed upon readings project and submit the final work to your faculty supervisor by the end of the term in which you are registered for the credits.
- A. Contact your supervisor as needed during the term to discuss progress on you readings project and to solicit any suggestions for reading sources
  - B. At the end of the term, submit the final typewritten project in the format previously agreed upon
  - C. Your faculty supervisor is responsible for evaluating and grading the quality of the final project
  - D. If your final written project is not received by the end of the term, you will receive a grade of “F” unless a prior agreement has been recorded in writing with the instructor for awarding a grade of “Incomplete”.
  - E. Be sure your faculty supervisor submits a change of grade if you registered for the KIN 5992 credits in an earlier term and received an “I” grade

### Grading Criteria

<u>% POINTS</u>	<u>GPA</u>	<u>GRADE</u>	<u>DESCRIPTION</u>
92.1-100	4.0	A	Achievement that is <b>outstanding</b> relative to the level necessary to meet course requirements
90-92	3.67	A-	
88-89.9	3.33	B+	
82.1-87.9	3.0	B	Achievement that is <b>significantly above</b> the level necessary to meet course requirements
80-82	2.67	B-	
78-79.9	2.33	C+	
72.1-77.9	2.0	C	Achievement that <b>meets</b> course requirements in every respect
70-72	1.67	C-	
**NOTE: A GRADE OF "C-" OR BETTER IS REQUIRED TO RECEIVE A GRADE OF "S" ON S/N SCALE			
68-69.9	1.33	D+	
60-67.9	1.0	D	Achievement that is <b>worthy of credit</b> even though it fails to meet fully the course requirements
below 60	0	F (or N)	Represents <b>failure</b> (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an "I"  The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.
Incomplete		I	Assigned at the discretion of the instructor when due to extraordinary circumstances, e.g., hospitalization, a student is prevented from completing the work of the course on time. <b>REQUIRES A WRITTEN AGREEMENT BETWEEN INSTRUCTOR AND STUDENT PRIOR TO THE END OF THE CURRENT TERM. see below</b>

**NOTE: ACADEMIC DISHONESTY IN ANY PORTION OF THE ACADEMIC WORK FOR THIS COURSE SHALL BE GROUNDS FOR AWARDED A GRADE OF “F” OR “N” FOR THE ENTIRE COURSE.** [Scholastic Dishonesty Defined: Submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, award, or professional endorsement. (Taken from the Student Conduct Code)]

**INCOMPLETE CONTRACT FORM**

**The following information is based on the new university grading policies as written by the University Senate, and can be accessed via Internet at the following address:**

**<<<http://www.umn.edu/usenate/policies/gradingpolicy.html>>>.**

There shall be a temporary symbol I, incomplete, awarded to indicate that the work of the course has not been completed.

The I shall be assigned at the discretion of the instructor when, due to **extraordinary circumstances**, the student was prevented from completing the work of the course on time. The assignment of an I requires a **written agreement** between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student's next period of enrollment.

For undergraduates and adult special students, work to make up an I must be submitted within 72 hours of the last final examination of the student's next period of enrollment at the University; if not submitted by that time, in the sixth week of the next term the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course.

When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

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Date of submission: \_\_\_\_\_

To: Faculty Member \_\_\_\_\_, School of KLS, College of EHD

From (Print Name): \_\_\_\_\_

Your Student ID#: \_\_\_\_\_

RE: Request for assignment of an "I" grade:

Course Number (e.g., KIN 5126): \_\_\_\_\_

Term/Semester: \_\_\_\_\_

Explain the extraordinary circumstances which prevented you from completing the work of the above named course on time:

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Explain the time and manner in which you will complete the course requirements during your next period of enrollment:

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I agree to the terms and conditions outlined above:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_



- B. Outline what will be submitted in writing at the end of the term
1. Format (e.g., literature review, annotated bibliography, journal, article for submission, book report/review)
  2. Approximate length (e.g., number of pages)
  3. Style (e.g., typewritten, double spaced, APA format, etc.)
- C. These are the criteria your faculty supervisor will use for evaluation:
1. Accomplishment of stated intentions
  2. Quality and presentation of the final written project
  3. Additional evaluation criteria:

We agree to this plan for KIN 5992: Readings in Kinesiology for the above named term and year. It is understood that if the project is not received by the end of the term that the student may receive a grade of “F” unless a prior agreement has been recorded in writing with the instructor to receive an “I”.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor signature

\_\_\_\_\_  
Date