

**University of Minnesota  
School of Kinesiology  
M.Ed. In-Service Culminating Project Guidelines  
KIN 5995: Research Problems in Applied Kinesiology**

**For In-Service Applied Kinesiology majors**

The following are general guidelines for the completion of the M.Ed. culminating project (KIN 5995: Research Problems in Applied Kinesiology). This project should be completed near the end of your M.Ed. program as an outcome of your education and experience. KIN 5995 requires that you identify a problem or need in your area of professional practice in Kinesiology and design a project that addresses this problem. Your final product should be useful to your professional practice.

- I. Meet with your adviser to outline plans for your final project. Your project can be done under the supervision of any faculty member in Kinesiology.
  - A. Discuss your ideas with your adviser. There is flexibility in the type of culminating project you develop. Students are encouraged to undertake a project of practical importance to their educational and professional objectives. Some examples of previous projects include development of the following:
    - Curriculum guide for school physical education
    - Curriculum and assessment tool for adapted physical education
    - Youth sport parent survey
    - Parent or athlete handbooks
    - Athletic recruitment handbook for high school students
    - Season plan for coaching
    - Interviews with young, inner city girls regarding lack of sports participation
    - Proposal for adding a new sport to meet gender equity requirements
    - Action research project on motivational orientation for participation in physical education classes
    - Laser disk of sport biomechanics for use in K-12 physical education
    - Review of literature on selected topic
    - Summer camp youth sport guides
    - Producing an instructional videotape
    - Developing an Internet site
    - Action research or small pilot studies
  - B. The project you outline should require approximately 135 clock hours (45 hrs/semester credit X 3 credits) of effort on your part to complete
  - C. Finalize your intended project and identify your project adviser and the nature of the final product to be submitted by preparing a written outline on the attached form. Have your project adviser sign it when it is acceptable to both of you.

- D. Give a copy of this outline to your adviser so that both of you are clear on (a) your project plans, (b) what will be submitted at the end of the project, and (c) the criteria for evaluation
  - E. Register for 3 semester credits of KIN 5995 (requires a magic number from your adviser)
  - F. If you are working with human subjects, you **MUST** go through the Institutional Review Board (IRB): See <http://www.research.umn.edu/subjects/humans/guide> for more information. You must submit the information with the project adviser (faculty member) working with you on your project.
- II. Complete your agreed upon project and submit the final work to your project adviser by the start of the last term in which you are registered for the credits.
- A. Contact your adviser before the term to discuss progress on your research project
  - B. Prepare the contract (page 6) with your project adviser
  - C. At the end of the term, submit the final project in the format previously agreed upon
  - D. The project adviser is responsible for evaluating and grading the final project and submitting a grade
  - E. Your final written project must be received by the end of the term; otherwise, you will receive a grade of “F,” unless a prior agreement has been made in writing with the instructor for awarding a grade of “Incomplete.” (See page 4 for Incomplete form.)

Be sure your project adviser submits a change of grade if you registered for the KIN 5995 credits in an earlier term and received an “I” grade. Check your transcript a few weeks after the grade was changed to be sure that it has cleared the Office of the Registrar; if not, contact your adviser.

## Grading Criteria

### GPA GRADE DESCRIPTION

4.0 3.67	A A-	Achievement that is <b>outstanding</b> relative to the level necessary to meet course
3.33 3.0	B+ B	Achievement that is <b>significantly above</b> the level necessary to meet course requirements
2.67	B	
2.33 2.0 1.67	C+ C C	Achievement that <b>meets course requirements</b> in every respect
1.33 1.0	D+ D	Achievement that is <b>worthy of credit</b> even though it fails to meet fully the course requirements
0	F (or N)	Represents <b>failure (or no credit)</b> 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. Requires a written agreement between instructor and student prior to the end of the current term (see form on page 4).

**NOTE: ACADEMIC DISHONESTY IN ANY PORTION OF THE ACADEMIC WORK FOR THIS COURSE SHALL BE GROUNDS FOR AWARDED A GRADE OF "F" 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, awards 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: Project Adviser: \_\_\_\_\_, School of Kinesiology, CEHD

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

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

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

Course Number: KIN 5995

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

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

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

I agree to the terms and conditions outlined above:

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

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

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KIN 5995: Research Problems in Applied Kinesiology**

**Outline of Intended Project and Product**

Student Name (print): \_\_\_\_\_

Project Adviser Name (print): \_\_\_\_\_

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

Term and Year Beginning Project: \_\_\_\_\_

A. Outline your project plans

1. Professional practice problem or need you are addressing

2. Objectives of your project

3. Describe what you are planning to do for your project

4. Sources you will be reviewing for background relative to your project



C. These are the criteria your project adviser will use for evaluation:

1. Accomplishment of stated intentions
2. Quality and presentation of the final product
3. Additional evaluation criteria (project adviser: list any additional criteria):

We agree to this plan for KIN 5995: Research Problems in Applied Kinesiology for the above named term and year. It is understood that if the final product is not received by the end of the term that the student may receive a grade of "F" unless a prior agreement has been made in writing with the instructor to receive an "I."

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

Project Adviser signature \_\_\_\_\_ Date \_\_\_\_\_