

University of Minnesota
School of Kinesiology and Leisure Studies
M.A. Master's Thesis and Final Examination Guidelines

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

- I. General Guidelines for the Completion of the M.A. master's thesis
 - A. After completing the majority of your other M.A. coursework, register for 10 semester credits of KIN 8777 - Thesis: Masters
 - B. Develop your idea for an independent research project with your adviser
 - C. This thesis research project should meet the following guidelines of the Graduate School:
 1. Must demonstrate your familiarity with the tools of research and scholarship in your major field (Kinesiology or RPLS)
 2. Must demonstrate your ability to work independently
 3. Must demonstrate your ability to effectively present the results of your investigation
 - D. Secure Institutional Review Board approval as needed PRIOR to initiating the study
 - E. Conduct the study according to your approved protocol
 - F. Prepare your written paper according to the following guidelines and work with your adviser to make revisions as needed BEFORE distributing final copies to your committee members:
 1. Obtain a copy of the Graduate School document entitled "Preparation of the Master's Thesis/Project" from 316 Johnston Hall or from the Graduate School website (<http://www.grad.umn.edu/gsss/index.html>). Follow these guidelines closely when writing and preparing your thesis as well as those of the style manual recommended by your adviser (typically the Publication Manual of the American Psychological Association, 4th Edition).
 - G. Upon approval of your adviser, deliver (a) your complete thesis draft to all members of the examining committee, allowing at least two weeks for them to read it, (b) a copy of this cover sheet, and (c) a note indicating the date, time, and location of the previously arranged Final Oral Examination to each of your three committee members AT LEAST TWO WEEKS IN ADVANCE of the Final Oral Examination

- H. Register your thesis title by submitting a copy of the thesis title page as it will appear in the final document to the Graduate School in 316 Johnson Hall. The Graduate School will then provide you with a copy of the thesis report reviewer's form (GSF 3) form.
 - I. Obtain the signature of all three committee members on GSF 3, and return it to the Graduate School in 316 Johnston Hall. The Graduate School will provide you with the Final Examination Report Form (GSF 4) which you should bring to the Final Oral Examination
- II. General Guidelines for the Conduct of the Final Oral Examination
- A. When given the approval of your adviser, schedule a 2-hour time period for the Final Oral Examination with your three committee members
 - B. Make arrangements for a conference room and for audiovisual devices as needed
 - C. Prepare a 20-30 minute oral presentation on the master's thesis using audiovisual aids to give at the start of the Final Oral Examination
 - D. Bring copies of your degree program form to the Final Oral Examination for distribution to your committee members
 - E. Your Final Oral Examination will be conducted as a closed exam with only your three committee members present
 - F. At the start of the examination, briefly describe your academic and professional history, your current academic and professional status, and your future plans
 - G. Give your oral presentation about your masters' thesis
 - H. Following your oral presentation, committee members will ask questions of you about the research project or about any other aspect of your M.A. degree program of study, including major and minor or related fields
 - I. After all questions have been asked of you by your committee members, 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 (typically two out of three members), all members present and voting, is required to pass the examination. If you fail the examination, you may be terminated from the graduate program, or you may be allowed on UNANIMOUS recommendation of the examining committee to retake the examination, providing the reexamination is conducted by the original examining committee.
 - J. If you have passed the final oral examination, make the required changes to your research paper and have them approved by your adviser. Prepare the final copies according to the guidelines from the Graduate School. Submit two unbound copies of your thesis to the Graduate School and one hard bound copy to your adviser, who must sign all copies.