

**University of Minnesota**  
**School of Kinesiology**  
**M.A. (Plan B) Research Project and Final Examination Guidelines**

The following are general guidelines for the completion of the M.A. Plan B research project and the conduct of the final oral examination. Please share a copy of these guidelines with your committee members when you provide them with the final examination copy of your written paper.

**General Guidelines for the Completion of the M.A. Plan B Research Project in Kinesiology**

- After completing the majority of your other M.A. coursework, register for 4 credits of KIN 8995: Research Problems in Kinesiology under the section number for your adviser.
- Develop your idea for an independent research project with your adviser. This research project should meet the following guidelines of the Graduate School:
  - Involve a total of approximately 120 hours (the equivalent of three full-time weeks) of work
  - Must demonstrate your familiarity with the tools of research and scholarship in your major field of kinesiology.
  - Must demonstrate your ability to work independently.
  - Must demonstrate your ability to effectively present the results of your investigation.
- Secure Institutional Review Board approval as needed PRIOR to initiating the study.
  - Conduct the study according to your approved protocol.
  - 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:
- Follow guidelines for the preparation of papers (either original research papers or literature review papers depending on which you are doing) being submitted to journals for review as found in the publication guidelines of the journal or manual recommended by your adviser (typically the Publication Manual of the American Psychological Association, 5<sup>th</sup> Ed.).
  - Approximate final length should be 25-35 pages typed and double spaced
  - Tables and figures should be prepared according to 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)
- Upon approval of your adviser, deliver a final written copy of your paper, a copy of this cover sheet, and 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.

### **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.

- If you haven't already done so, request a Graduation Packet from the Graduate School. You will need to bring the Final Examination Report Form (GSF 4) to your oral exam.
- When given the approval of your adviser, schedule a 2-hour time period for the Final Oral Examination with your three committee members.
- Make arrangements for a conference room and for technology devices as needed.
- Prepare a 20-30 minute oral presentation on the Plan B research project.
- Bring copies of your degree program form for your committee members.
- 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.
- 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, with all members present and voting, is required to pass the examination. If you fail, 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.
- If you have passed the examination, make any changes to the document as recommended by your committee and return a final copy of your paper to your adviser for final approval.
- Once the adviser has received the final corrected copy of your Plan B paper, be sure that he or she submits a change of grade for your thesis credits.