

School of Kinesiology

M.Ed. Student Handbook

School of Kinesiology
University of Minnesota

Updated 7/05

Table of Contents

Introduction	Pages
1.1 Purpose of the M.Ed. Student Handbook	3
1.2 University of Minnesota Policies	3
1.3 Abbreviations	4
The School of Kinesiology	
2.1 History	5
2.2 Mission Statement	10
2.3 Accreditation	10
Overview of Programs in the School of Kinesiology	
3.1 Applied Kinesiology	11
3.2 Recreation and Sport Studies	12
3.3 Laboratories, Centers, and Special Projects	12
M.Ed. Programs in the School of Kinesiology	
4.1 General Information for All M.Ed. Students	15
4.2 Steps for Completing the M.Ed.	17
4.3 Graduation	18
4.4 Conditions of the M.Ed. Program	18
Information Directory	
6.1 School of Kinesiology	20
6.2 Other University of Minnesota Offices	20
6.3 Web sites	21
School of Kinesiology Faculty	23
Appendix	
School of Kinesiology M.Ed. Checklist	

INTRODUCTION

1.1 Purpose of the M.Ed. Student Handbook

This M.Ed. Student Handbook summarizes pertinent information for M.Ed students in the Division of Recreation and Sport Studies and Division of Kinesiology. M.Ed. students in the School of Kinesiology must familiarize themselves with the information provided in this handbook and also with the more detailed rules and procedures specified in the College of Education and Human Development Catalog, which can be found on their Web site at: <http://www.education.umn.edu/SPS/current/default.html>. Additional information can also be found in an M.Ed. handbook produced by Student and Professional Services (SPS) in 110 Wulling Hall. Official M.Ed. policy is established by the College of Education and Human Development and is subject to change without notice. Detailed information about the M.Ed programs in the School of Kinesiology also can be obtained on the Web at <http://education.umn.edu/kin/>

1.2 University of Minnesota Policies

Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455, (612) 624-9547, coaa@umn.edu.

Access to Student Educational Records

In accordance with the Regents' policy on access to student records, information about a student generally may not be released to a third party without the student's permission. Exceptions under the law include state and federal educational and financial aid institutions. This policy also permits students to review their educational records and to challenge the contents of those records. The Regents' policy, including a Directory of Student Records, is available for review at the Office of the Registrar, 200 Fraser Hall.

Immunization

Students born after 1956 are required under Minnesota law to be immunized against diphtheria, tetanus, measles, mumps, and rubella. All students must submit an Immunization Record form. The form, which is sent along with the official University admission letter, must be filled out and returned to Boynton Health Service, 410 Church Street S.E., within 45 days of the first term of enrollment in order for students to continue registering for classes at the University. If you are not adequately immunized you must get immunized against the diseases listed above. All Minnesota High School students who graduated in 1997 or later do not have to turn in an Immunization Record.

1.3 Abbreviations

A/F	A, B, C, D, F grading system, including plus and minus designations
CEHD	College of Education and Human Development
CGS	Coordinator of Graduate Studies
cr	Credits
DGS	Director of Graduate Studies
GPA	Grade point average
KIN	Kinesiology
M.Ed.	Master of Education degree
RPLS	Recreation, Park, and Leisure Studies
RSS	Recreation and Sport Studies
Sem	Semester
S/N	Pass/fail grading system
SPS	Student and Professional Services
UMTC	University of Minnesota-Twin Cities Campus

THE SCHOOL OF KINESIOLOGY

2.1 History

Written by the late Professor Allen W. Burton

The University of Minnesota was founded in 1851, seven years before Minnesota became a state. The first organized program at the University related to physical activity or exercise was compulsory military training for all men in the freshmen class, beginning in 1862. While many men complained about the military training obligation, some women clamored for the privilege of doing so. In 1886, Company Q was organized for women to participate in military drills.

In 1879, some men campaigned for gymnastic training, which led to Professor A. Kindervarter conducting calisthenics four times a week on campus. Kindervarter was a member of the Minneapolis Turners, a group devoted to practicing the German system of gymnastics. Some women also participated in the activities directed by Kindervarter, albeit at times separate from the men. In 1880, an Athletic Association was established to foster sports of all kinds, especially football. Six years later, Professor Frederick Jones from the Department of Physics was elected president of the Athletic Association, and shortly thereafter was appointed the faculty director of athletics. He served in that capacity until 1908.

The military training unit for women, Company Q, continued only until 1892, when a more conventional physical activity program for women was established under the Department of Physical Culture, headed by Louise Kiehle from 1892-1900. This program, required for all freshmen women in the College of Science, Literature, and the Arts, was intended to help women "develop a strong and symmetrical physique with a graceful and easy carriage."

In 1897, Louis "Doc" Cooke, who received an M.D. from the University of Vermont and previously served as the physical director of the Minneapolis YMCA, was hired as the gymnasium director for men. His position also was referred to as the director of the Department of Physical Culture for Men in the University's 10th Biennial Report and as the director of the Department of Physical Education for Men in the University Senate Constitution. Cooke was the coach of the University's first intercollegiate basketball team in 1897 and, in the 1901-02 season, led his team to an undefeated season and clear title to the championship of American colleges. During these years, both the men's and women's physical culture programs were carried out at the Armory and the fields around the Armory, although the men were allocated much more space than the women.

In 1895, the Women's Athletic Association began with the Ladies' Tennis Association, and sponsored interscholastic basketball for the first time in 1902. The tennis and basketball teams in these early years were coached by men, including Cooke. The Women's Athletic Association became allied with the Department of Physical Education

for Women in 1913, with almost all women's athletic activities on campus organized under its auspices.

In 1901, the Department of Physical Culture for Women became the Department of Physical Education for Women, headed by Ann Butner. Required courses continued for all freshmen women and, in addition, a variety of electives were offered called "sports and pastimes," consisting of basketball and other games. In 1906, a course of study for teachers of physical education was begun, which led to certification to teach physical education. In 1911, J. Anna Norris, an M.D. graduate from Northwestern, came to Minnesota from the University of Chicago and was appointed director of the Department of Physical Education for Women in 1912. She held this position until 1941 when she retired. When she came to the University of Minnesota, Norris' duties included that of health officer responsible for the sanitary inspection of lodging houses and for the physical examination of all women entering the University. She also investigated cases of illness in the dormitories and boarding houses. Her services preceded those of the Student Health Service, established in 1918.

In 1908, Frederick Jones, then the Dean of the College of Engineering, resigned as president of the Athletic Association after student athletes bitterly complained that he had overstepped his authority in committing the University to new regulations intended to diminish the creeping professionalism in college football at a meeting of athletic representatives of western colleges in Chicago. Jones' resignation strengthened the resolution of the regents to put athletics completely under the control of faculty. Thus, in 1912, the University Senate appointed two standing committees on physical activities and athletics: the Committee on Intra-mural Sports and Physical Education and the Committee on Intercollegiate Athletics. The Committee on Intra-mural Sports and Physical Education, composed of the heads of the Departments of Physical Education for Men (Cooke) and Physical Education for Women (Norris) and five other outside faculty, was charged with supervising the gymnasium and athletic grounds of the University in relation to the physical and intramural programs. The Committee on Intercollegiate Athletics, composed of five faculty members, was responsible for all sources of revenue and had veto power over all decisions made by the athletics board of control.

Henry Williams, an M.D. like Cooke and Norris, had coached football at the University of Minnesota since 1900, and had many outstanding teams up to 1916. But, new regulations on recruiting and subsidizing athletes led to many losses and, after the 1920 season, there was great debate throughout the University, publicized in great detail in the Minnesota Daily, whether he should be fired. L.D. Coffman, in his first year as president of the University, was dedicated to maintaining strong academic standards in athletics and to not overemphasize wins and championships. In response to this great turmoil over Williams, he created a new Department of Physical Education and Athletics which would be responsible for all intramural and intercollegiate athletics. This new department began in 1922 with Fred Luehring as its director, and included a program in intramurals, headed by Walter Smith until 1954, and a program in recreation leadership. In 1921, Williams was let go as football coach and replaced by William Spaulding.

After several years of intense lobbying by Norris, the Women's Gymnasium was built and opened in 1915. This building, one of the first gymnasiums built at an American college exclusively for women's programs, was renamed the "Norris Gymnasium for Women" after her retirement in 1941. In 1918, the Student Health Service opened in Pillsbury Hall, with Norris holding weekly office hours at the Student Health Service and continuing to conduct physical examinations for all women students in the Women's Gymnasium until 1929, when the Student Health Service moved to its present location in the University Hospital and took over these duties. In 1917, the requirement for physical education for women was extended to two years and, in 1919, a four-year course for the preparation of teachers in physical education was set up separately in the men's and women's departments under the auspices of the College of Education and Human Development. A student could major or minor in physical education, and receive a Bachelor of Science degree in physical education. The first graduates of these programs received their degrees in 1922.

Also in 1919, the Women's Athletic Association became a charter member of the Athletic Conference of American College Women and, in 1924, a charter member of the National Amateur Athletic Federation. Norris was an initial member of the Executive Committee of the Women's Division of the National Amateur Athletic Federation, established in 1923 under the direction of Mrs. Herbert Hoover, and the chair of the committee which set the standards for sport participation for girls and women. In addition, Norris was one of 28 charter members of the American Academy of Physical Education, established in 1930.

In 1924, Memorial Stadium was dedicated to the University of Minnesota students who had fought and died in World War I; in 1928, the University Fieldhouse, now named Williams Arena after Henry Williams, was built; and, in 1934, the Indoor Sports building for men opened, later renamed Cooke Hall after Louis "Doc" Cooke. In 1938, a Master of Education degree in Physical Education and a Bachelor of Science degree in Recreation Leadership were established through the College of Education and Human Development.

In 1929, the College of Agriculture, the College of Education and Human Development, and the College of Science, Literature, and the Arts granted academic credit for physical education required of all students in both the men's and women's departments for the first time. But, in 1933, the requirement for all men to engage in military training and physical education in the course of their academic careers was eliminated.

In 1930, Herbert Crisler became the head of Department of Physical Education and Athletics as athletic director (following Luehring) and the new football coach (following Spaulding, who went to UCLA). After Crisler left to go to the University of Michigan, Frank McCormick took over as department head and athletic director from 1932-50, and also served as the baseball coach. Louis Keller was the acting director from 1941-45 while McCormick was involved in military service. In 1947, two new Graduate School degree options were established: a Master of Arts in Education with a concentration in Physical Education for Men, and a Doctor of Philosophy in Education with a minor in Physical Education. Ike Armstrong became athletic director and head of the Department

of Physical Education and Intercollegiate Athletics in 1950 and remained in that position until 1963, when he was replaced by Marshall Ryman. In 1954, C.E. "Pat" Mueller took over the leadership of the intramural programs from Walter Smith.

In 1945, Gertrude Baker took over as director of the Department of Physical Education for Women, and also served as acting director from Norris' retirement in 1941 to 1945. In 1957, the Department of Physical Education for Women was placed in the College of Education and Human Development. Up to this date, the department was a free-standing academic unit within the University. When Baker retired in 1962, Eloise Jaeger took over as director of the Department of Physical Education for Women.

In 1963, the School of Physical Education in the College of Education and Human Development was established as an umbrella for the Departments of Physical Education for Men, Physical Education for Women, Recreation Leadership, and a program in School Health Education.

The department heads for these three departments were Dean Richardson, Eloise Jaeger, and Pat Mueller, respectively. Intramural programs for women and dance programs for both men and women continued to be operated through the Department of Physical Education for Women, and Intramurals for Men operated through the Department of Recreation Leadership. Richard Donnelly, who first came to the University in 1955, was appointed the first director of the School of Physical Education. At this time, men's athletics became an entity unto itself, separate from physical education.

In 1965, Intramurals for Men became its own department in the School of Physical Education. In 1966, the department name for recreation leadership was changed to Recreation and Park Administration and, at the same time, a Master of Arts degree in Recreation and Park Administration and a Doctor of Philosophy in Education with an emphasis in Recreation and Park Administration were established. The Doctor of Philosophy in Physical Education was initiated in 1969.

Donnelly, the director of the School of Physical Education, was killed in an airplane crash in 1969. Eloise Jaeger became the acting director and was officially appointed as director of the School of Physical Education in 1971. She was the first woman at an American college or university to have administrative authority over both men's and women's physical education programs.

In 1971, the name of the School was changed to the School of Physical Education, Recreation, and School Health Education. The next year, several of the programs in the School merged: the Departments of Physical Education for Men and Physical Education for Women became the Department of Physical Education, and the Departments of Intramurals-Extramurals for Men, Recreation and Park Administration, and intramural programs for women became the Department of Recreation and Park Administration. In 1973, intramurals moved out of the School of Physical Education, Recreation, and School Health Education to the Office of Student Affairs, and became the Department of

Intramurals-Extramurals Sports. In 1975, this unit was renamed the Office of Recreational Sports.

In 1975, the School of Physical Education, Recreation, and School Health Education was reorganized into three divisions: Physical Education; Recreation, Park, and Leisure Studies; and School Health Education. Dance was a program subsumed under Physical Education. Consistent with these changes, the degree names in recreation were changed to a Bachelor of Science, Master of Education, and Master of Arts in Recreation, Park, and Leisure Studies, and a Doctor of Philosophy in Education with an emphasis in Recreation, Park, and Leisure Studies.

At the same time, the Department of Intercollegiate Athletics for Women was established in 1975, with Belmar Gunderson as its interim director and Vivian Barfield as its first official director. Also in 1975, Jaeger became Assistant Dean of the College of Education and Human Development, and Jack Alexander took over as acting director of the School. In 1977, Allan Stull was appointed the third director of the School of Physical Education, Recreation, and School Health Education, coming from the University of Kentucky. In 1983, the Division of School Health Education was dropped and the dance program was moved to the Department of Theatre Arts in the College of Liberal Arts.

In 1984, Allan Stull moved on to the University of Wisconsin, and John Schultz became the acting director of the School. In 1986, Michael Wade became director of the School of Physical Education and Recreation, with previous academic administration appointments at Southern Illinois University and the University of Illinois. Under Wade's leadership, the School changed its name to the School of Kinesiology and Leisure Studies in 1991, with a Division of Kinesiology and a Division of Recreation, Park, and Leisure Studies. At the same time, the Bachelor of Science, Master of Arts, and Doctor of Philosophy degrees in Physical Education were changed to Kinesiology, while the M.Ed. degree was changed to Applied Kinesiology (in 1998).

An undergraduate program in Sport Studies was added to the School beginning in the 1996-97 academic year, the first new degree program in over 30 years. This program draws from resources in the two divisions of the School, but has its own courses and unique objectives.

Presently, the School of Kinesiology is one of six departments within the College of Education and Human Development, with Michael Wade continuing as director. There still are two divisions: Kinesiology, headed by Robert Serfass (since 1989), and Recreation and Sport Studies, headed by Leo McAvoy (since 1997). The Director of Graduate Studies is Diane Wiese-Bjornstal (since 1998). Nine degrees are offered through the School, including the Bachelor of Science in Sport Studies; the Bachelor of Science, Master of Arts, and Doctor of Philosophy in Kinesiology; the Master of Education in Applied Kinesiology; the Bachelor of Science, Master of Arts, and Master of Education in Recreation, Park, and Leisure Studies; and the Doctor of Philosophy in Education with an emphasis in Recreation, Park, and Leisure Studies.

2.2 Mission Statement

The mission of the School of Kinesiology is to enrich the quality of human life by expanding, applying, and disseminating the body of knowledge germane to physical activity, recreation, sport, and their applied systems. The aspects of physical activity, recreation, and sport that are relevant to this mission include:

- biological, developmental, psychosocial, and behavioral attributes of persons engaged in physical activity, recreation, and sport;
- delivery systems of the educational and management enterprises that reflect the professional outgrowth of the scholarly inquiry into physical activity, recreation and sport;
- applied research in human performance, physical activity, recreation, and sport;
- instruction in a variety of sport, exercise, and recreational activities which enhance the quality of the University experience for all students, with an emphasis on making decisions about personal lifetime physical activity, recreational participation, health, and wellness.

This mission is accomplished by:

- educating and preparing undergraduate and graduate students for professional positions, and for certification in the professions associated with the study of kinesiology, recreation, and sport (the teaching function);
- scholarly inquiry, and the dissemination of knowledge about these relevant aspects of human performance, physical activity, and recreation (the research function);
- providing state, national, and international leadership in the disciplines of kinesiology, recreation, and sport (professional service activities).

These pursuits are manifested in the provisions of:

- undergraduate, M.Ed., and graduate degree programs;
- an all-University Physical Activity and Health Promotion Program;
- research programs supported by outside funding;
- the publication and presentation of scientific research;
- participation in CEHD and University committees and representative governing bodies;
- the provision of kinesiology, recreation, and sport related services to the surrounding community, the State of Minnesota, and to national and international agencies.

2.3 Accreditation

The Division of Recreation and Sport Studies is accredited through the National Recreation and Park Association (NRPA) and the American Association for Leisure and Recreation (AALR) branch of the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD).

OVERVIEW OF PROGRAMS IN THE SCHOOL OF KINESIOLOGY

3.1 Applied Kinesiology Program Emphases

1. **The M.Ed.-Professional Studies** program in applied kinesiology is offered by the School of Kinesiology in the College of Education and Human Development. This is a practitioner-based program that offers students three options:

Sport and Exercise Science

This option involves a general preparation in a variety of areas or in-depth preparation in one area of applied kinesiology. A minimum of 30 total credits is required of all students in this specialization, including a minimum of 20 credits in kinesiology.

Sport Management

This option involves a primary focus on the management of sport and physical activity settings. This option is designed for those students who want to pursue general preparation in the area of managing a variety of sporting endeavors. A minimum of 18 credits is required to complete sport management preparation, which leaves approximately 12 credits of electives to complete the M.Ed.

Developmental/Adapted Physical Education

This option prepares students for Minnesota teaching licensure in Developmental/Adapted Physical Education. This option is designed for those students who want to receive a Minnesota license to teach Developmental/Adapted Physical education. A minimum of 19 credits is required for the DAPE license coursework, which leaves approximately 11 credits to complete the M.Ed in applied kinesiology.

The program in Sport and Exercise Science is flexible and can be tailored to individual student needs. The other two programs in Sport Management and Developmental/Adapted Physical Education have more required coursework and experiences, but still retain some flexibility. With guidance from faculty advisers, students choose 30 semester credits of work, which may include coursework, independent study, internships, workshops, and professional site-based experiences. A culminating project is required for the degree.

In order to accommodate the busy schedules of working professionals, many courses are offered in the late afternoons during the academic year and during the day in the summer.

2. **The M.Ed.-Initial Licensure** program in applied kinesiology is offered by the School of Kinesiology in the College of Education and Human Development. It is a practitioner-based program that offers students one option:

Applied Kinesiology is preparation for Minnesota teaching licensure in Physical Education. This specialization is designed for those students who want to receive a Minnesota license to teach K-12 Physical Education. A minimum of 20 credits is required for this program, which leaves approximately 10 additional credits to complete the M.Ed. Note: This program has a separate application process and deadlines. Call Student and Professional Services at 612-625-6501 to request these application materials.

3.2 Recreation and Sport Studies

Students earning an M.Ed. in Recreation, Park, and Leisure Studies may select one of three program emphases. Concentration of areas of study are available in such topical areas as Women in Sport and Leisure, Community Inclusion of Persons with and without Disabilities, Adventure and Wilderness Education/Experiential Learning, Environmental Education, Sport Management, and Recreation Services and the Aging.

1. **Park and Recreation Administration** concentrates on the practices and issues in managing public park, recreation, and leisure service programs. This includes city, county, state, federal, and non-profit organizations.
2. **Outdoor Recreation/Education** explores the educational and leisure resources, issues and methods in outdoor, adventure, and environmental education as well as wilderness-based outdoor programs and park administration. Students complete courses and a practicum related to these topic areas, with an emphasis on experiential learning and practice in the field. M.Ed. students typically pursue leadership and supervisory careers in outdoor, adventure and environmental education agencies, camps, youth agencies, and park agencies.
3. **Sport Management** concentrates on the practices in the sport and fitness management areas of private, commercial, public, and professional facilities or services.

This program is flexible and can be tailored to individual student needs. With guidance from faculty advisers, students choose 30 semester credits of work, which may include course work, independent study, internships, workshops, school-based experiences, and special institute courses during the summer. A practicum, supervised field experience, is required for the degree.

3.3 Laboratories, Centers, and Special Projects

The School of Kinesiology encourages M.Ed. students to work closely with faculty on the design and implementation of research projects. The school has a number of high-caliber research facilities:

Human Factors Research Laboratory (HFRL, Cooke Hall 5A, 5B)

Projects in the HFRL are directed at improving safety and mobility for all individuals through improvements of the transportation infrastructure. These projects are carried out by faculty and students from Aerospace Engineering, Architecture, Child Psychology, Civil Engineering, Computer Science, Industrial, Engineering, Management, Mechanical Engineering, and Psychology; companies such as 3M, Honeywell, Hughes, and SciMed; and numerous universities and government laboratories. The HFRL is also directly involved with the University of Minnesota's Institute for Intelligent Vehicle Highway Systems. For further information on this laboratory, visit their Web site at: <http://its.umn.edu/>.

Human Sensorimotor Control Laboratory (HSC Lab, 400 Cooke Hall)

Broadly defined, the focus of the HSC Lab is the neural mechanisms underlying the control of arm movements (i.e., reaching, grasping). The laboratory pursues a research agenda that involves the recording of biomechanical and electrophysiological data of human motion, as well as the modeling of these behaviors using computational models that simulate specific neural control processes. In its quest to understand sensorimotor control, the laboratory has studied the behaviors of young infants, children, adults and patients suffering from cerebellar or basal ganglia disease.

Gait and Posture Laboratory (G&P Lab, 20 Cooke Hall)

The G&P Lab focuses on the study of human postural control and bipedal locomotion using an array of biomechanical tools like force platforms, electrogoniometry, foot pressure sensors, and high speed video analysis.

Laboratory of Physiological Hygiene and Exercise Science (27 Cooke Hall)

The primary focus of this laboratory is to study the role of exercise and nutrition in health promotion and prevention of chronic diseases.

Tucker Center for Research on Girls and Women in Sport (203 Cooke Hall)

The primary focus of this interdisciplinary center is to assess a broad range of social, psychological, physical, and cultural aspects of sport, physical activity, and recreation. The mission of the Tucker Center is to promote and conduct research, mentor graduate students, and engage in outreach and service to the general public. A central component of the Tucker Center is the newly established Dorothy McNeill and Eldbridge Ascraft Tucker endowed chair for girls and women in sport, exercise science, and recreation. This endowed chair will provide opportunities for internationally known scholars to pursue their research interests on cutting-edge issues related to female participation in sport and physical activity. The Tucker chair is the first of its kind in the country. For more information on this center, visit their Web site at: <http://education.umn.edu/tuckercenter/>

Several field and laboratory settings are used for research in the areas of community inclusion, outdoor recreation/education, sport psychology, sociology of sport, women in sport, community integration of persons with disabilities, and a variety of sociocultural concerns.

Interdisciplinary collaboration in research, teaching, and coursework is emphasized and encouraged in the School of Kinesiology. This collaboration is initiated by both faculty and students, and is facilitated by several interdisciplinary centers on campus, including the Center for Research in Learning, Perception, and Cognition, the Center for Research on Girls and Women in Sport, the Center for Transportation Studies, and the Institute on Community Integration. Faculty in the School of Kinesiology have a record of collaborating with faculty in Child Psychology, Computer Science, Economics, Educational Psychology, Forest Resources, Landscape Architecture, Geography, Gerontology, Management, Mechanical Engineering, Medicine, Nursing, Occupational Therapy, Orthopedic Surgery, Physical Therapy, Political Science, Psychology, Public Health, Sociology, and Women's Studies.

M.Ed. DEGREE PROGRAMS IN THE SCHOOL OF KINESIOLOGY

4.1 General Information for All M.Ed. Students

Admission and Assignment of Adviser

Students are notified of their admission to a particular degree program by a letter from Student and Professional Services (SPS), in which the assigned School of Kinesiology adviser is named. Advisers are students' initial contact at the University of Minnesota. Students can also contact Marta Fahrenz, Coordinator of Graduate Studies (CGS), at (612) 625-4380 regarding questions about their graduate programs and degree progress. A change of adviser may be requested in writing to the Director of Graduate Studies and must be approved by the DGS and SPS.

Expectations and Responsibilities for Graduate Students, Advisers, and DGS

The following represents expectations that the School of KLS holds for M.Ed. students, advisers, and Directors of Graduate Studies in our programs.

M.Ed. student responsibilities:

1. Read all pertinent materials (e.g., College of Education and Human Development Catalog, School of Kinesiology M.Ed Student Handbook) and familiarize yourself with the relevant policies
2. Check in often with your adviser
3. Keep on track with your coursework and culminating project
4. Follow School of Kinesiology M.Ed. Student Checklist for key deadlines, paperwork, etc.
5. Have your adviser sign off on paperwork before submitting it to the DGS
6. Contact your adviser and the DGS with any requests for change of adviser
7. Petition any changes to your official degree program form once it has been filed

Adviser responsibilities:

1. Suggest courses appropriate to the student's academic and career objectives and work with student to develop one's program of study, making sure to include all required coursework and experiences
2. Approve the final student program of study and make sure the degree program form is complete and accurate before submitting it to the DGS
3. Sign off on necessary School of Kinesiology and CEHD paperwork
4. Advise student about culminating experience plans and your expectations
5. Review culminating projects in a timely fashion
6. Keep up to date on guidelines and policies
7. Respond to student messages (phone calls, emails, notes)
8. Approve changes to student degree programs via petition

DGS/CGS responsibilities:

1. Respond to requests for information about School of Kinesiology programs
2. Direct potential students to specific faculty members in their areas of interest

3. Make final admission decisions, based on faculty recommendations and review of files
4. Final sign off on SPS and CEHD paperwork (after adviser has signed)
5. Contact Student and Professional Services with any changes in adviser
6. Maintain and update printed and Web site information about graduate programs
7. Respond to requests for information from Student and Professional Services

Degree Program Development

The degree program is developed by the student in consultation with the adviser. Although admitted students usually have an undergraduate degree in the field of their M.Ed. program, some students may have a limited background coursework. Students with limited undergraduate training in their chosen M.Ed. program area may be required to complete prerequisite courses, as determined by the Director of Graduate Studies and/or the School of Kinesiology adviser upon admission. These prerequisite courses do not count toward one's degree program.

Registration

Newly admitted or readmitted students should meet with their adviser before registering for classes. Previously registered graduate students must follow the registration information published in the semester class schedule catalog.

Registration Deadlines

M.Ed. students must register before the start of classes to avoid a late registration fee. The last day to register for the fall and spring semesters is the Friday of the second week of the semester. The registration deadline for summer terms is the fifth day of instruction. For University of Minnesota calendar and registration information, go to One Stop on the UMTC Web site: <http://onestop.umn.edu/>

Additional Registration Information

Graduate students must be aware of the following registration requirements and limitations:

1. Registration holds may be placed on students who fail to meet the standards for academic achievement and degree progress defined by their major field. Registration holds can also be placed on the student by other University units, such as the University Libraries and Student Accounts Receivable. Students must contact the specific unit for instruction on how to clear such holds.
2. If a course is closed when a student attempts to register, a permission number may be obtained from the instructor, at the instructor's discretion, for admission into the course.

Student Records

Student files are kept in the School of Kinesiology Graduate Studies Office, 223 Cooke Hall. These records are confidential and accessible only to the individual student, the Coordinator and Director of Graduate Studies, faculty members, and selected staff.

Commencement Ceremony

The College of Education and Human Development holds a graduation ceremony each spring. M.Ed. graduates who have completed degree requirements within the last year are welcome to participate. For information regarding this graduation ceremony, call Student and Professional Services (625-8042) or visit the Web site:

<http://education.umn.edu/SPS/default.html>

4.2 Steps for Completing the M.Ed.

Admission to the M.Ed. program

A letter of admission is sent to the student from Student and Professional Services naming the assigned adviser in the School of Kinesiology. Using the School of Kinesiology M.Ed. Program Checklist at the back of this handbook will help keep students on track for completion of their degrees.

Development of the Degree Program

The degree program is developed by the student in consultation with the adviser. Degree program forms are available on the School of Kinesiology Web site (<http://education.umn.edu/kin>) or in the files outside 220 Cooke Hall. After the first semester, the student should complete the M.Ed. in applied kinesiology degree program form with the assistance of the adviser and submit to SPS. Sample degree programs for each of the emphasis areas are available on the School of Kinesiology Web site to help students select the appropriate coursework.

Requirements for the Applied Kinesiology M.Ed.

For all options, students must complete the following:

A minimum of 20 credits with KIN prefix, including:

KIN 5981 Research Methodology in Kinesiology, 3 cr

Kin 5995 Research Problems in Kinesiology, 3 cr

No more than 10 credits may be taken in electives outside of KIN

In addition, students must complete the following for Sport Management and DAPE

Sport Management (30 credits)

KIN 5461 Foundations of Sport Management, 3 cr

KIN 5111 Sport Facilities, 3 cr

REC 6796 Practicum in Recreation, Park, and Leisure Studies, 3-6 cr

KIN 5801 Legal Aspects of Sport and Recreation, 4 cr

Developmental/Adapted Physical Education (30 credits)

Required in Kinesiology

KIN 5103 Developmental/Adapted Physical Education, 3 cr

KIN 5104 Physical Activities for Persons with Disabilities, 3 cr

KIN 5196 Practicum: Developmental/Adapted Physical Education, 4 cr

Required in EPsy:

EPsy 5601 Survey of Special Education, 2 cr

EPsy 5601 Foundations of Special Education I, 3 cr

EPsy 5614 Foundations of Special Education II, 3 cr

The above courses can be taken to obtain a DAPE license and applied to an M.Ed. in applied Kinesiology. Additional required KIN courses are:

KIN 5981 Research Methodology in Kinesiology and Leisure Studies (3 cr)

KIN 5995 Research Problems in Kinesiology and/or Physical Ed (3 cr)

In addition, take 4 credits in other Kinesiology courses and 1 credit in an elective Course outside Kinesiology for a total of 30 credits.

Requirements for the Recreation, Park, and Leisure Studies M.Ed.

The M.Ed. program in the Division of Recreation and Sport Studies is a graduate level program designed to teach skills and prepare students and professionals for employment. The program is flexible and can be tailored to individual student needs. To accommodate the busy schedule of professionals, many courses are offered in the late afternoon, on weekends, and during the summer.

With guidance from faculty advisers, students choose 30 semester credits of work, which may include course work, independent study, internships, workshops, agency-based experiences, and special institute courses during the summer.

4.3 Graduation

SPS clears degrees for graduation on a monthly basis. Students who submit forms to SPS after the first of the desired clearance month will be reviewed for clearance for the following month. Final degree clearance and graduation depends on completion of all degree requirements. The CEHD Application for M.Ed. Degree form is available at 110 Wulling Hall or on the SPS Web site. If you do not apply to graduate you will not receive your degree even if you have completed your program requirements.

4.4 Conditions of the M.Ed. Program

Prior to admission No more than 40% of the program (12 credits) may be completed before admission to the program

Transfer credit With adviser approval, students may include up to 8 graduate-level semester credits in their program from an accredited institution other than UM-TC before or after admission to the program

<i>Continuing Education</i>	There is no limit on the number of credits taken through the University's Continuing Education program provided they are appropriate to the program and at the graduate level
<i>A/F or S/N grading</i>	No more than 1/3 of all credits may be completed S/N (pass/fail). Courses taken S/N are not computed into the GPA.
<i>Course levels</i>	Courses must be at the 5xxx level or above
<i>GPA</i>	Students are expected to maintain a minimum overall GPA of 2.8
<i>Time limit</i>	All coursework must be completed within seven years <i>starting from the earliest course taken</i> , not the date of admission to the M.Ed. program

INFORMATION DIRECTORY

5.1 School of Kinesiology

Academic Office - 224 Cooke Hall

Carla Tabourne, Head, Division of RSS- 224B Cooke Hall (625-5887)

Robert Serfass, Head, Division of Kinesiology - 224 Cooke Hall (625-2018)

Carol Nielsen, Administrative Support (625-6697)

Andrew Leidel, Technology Support (624-4505)

Administrative Office - 111 Cooke Hall

Michael Wade, Director, School of Kinesiology - 111B Cooke Hall (626-2094)

Debra Haessly - Executive Assistant - 111A Cooke Hall (625-2360)

Alexandra Pokorney - Support Staff (626-0858)

Undergraduate and Graduate Student Office - 220 Cooke Hall

Arthur S. Leon, Director of Graduate Studies, 202A Cooke Hall (626-9765)

Marta Fahrenz, Coordinator of Graduate Studies, 2223B Cooke Hall (625-4380)

Linda Estrem, Support Staff for Graduate Studies Programs (624-5017)

Robert Pickert, Director of Undergraduate Studies and Physical Activity Program,
220B Cooke Hall (625-8868)

5.2 Other University of Minnesota Offices

Disability Services Office

230 McNamara Ctr (624-4037)

180 McNamara Ctr (626-1333)

Evening Classes & Summer Session, Office of

180 Wesbrook Hall (625-2088)

ID Cards

825 Washington Ave. Room 107 (626-9900)

International Student and Scholar Services Office

190 Hubert Humphrey Center (626-7100)

Institutional Review Board (Human Subjects Committee)

D528 Mayo Bldg., Box 820 (626-5654)

Job Center

170 Donhowe Building (625-2000)

Library hours (624-4552)

Office of the Registrar – 200 Fraser Hall (625-5333)

Transcript information (recording) (624-4115)

Parking & Transportation Services

300 Transportation & Safety Building (626-PARK)

Police

Emergency (police - fire - medical) (911)

Escort service (624-WALK)

General information - Transportation & Safety Building (624-3550)

Recreational Sports

Aquatic program - 32 University Aquatic Center (626-1352)

Fitness/open recreation program - 220b/c Rec Center (625-1548)

General information - 108 Cooke Hall (625-6800)

Intramural program - 106 Cooke Hall (625-8094)

Sport club program - 221 Cooke Hall (625-6017)

Registration

Registration – One Stop (Web site)

Students Accounts Receivable - 200 Fraser Hall (625-8500)

Student Finance, Office of

200 Fraser Hall (624-1665)

University Information

From off-campus (625-5000)

From on-campus (0)

5.3 Web sites

School of Kinesiology

<http://education.umn.edu/kin/>

Center for Learning and Teaching

<http://www1.umn.edu/ohr/teachlearn/>

College of Education and Human Development

<http://www.education.umn.edu/>

Human Factors Research Laboratory

<http://education.umn.edu/kin/research/hfrl>

Registration

<http://onestop.umn.edu/registar/registration/index/html>

Research Subjects Protection Programs

<http://www.research.umn.edu/subjects/>

Student and Professional Services

<http://education.umn.edu/SPS/default.html>

Tucker Center for Research on Girls and Women in Sport

<http://education.umn.edu/tuckercenter/>

Tuition Rates

http://onestop.umn.edu/Finances/tuition_and_fees.html

University of Minnesota Home Page

<http://www.umn.edu/>

University of Minnesota Class Schedule

<http://onestop.umn.edu/Courses/index.html>

SCHOOL OF KINESIOLOGY FACULTY

Buyse, Jo Ann (Education Specialist; Director of Sport Studies Program)
Division of Recreation and Sport Studies
Ph.D., University of Minnesota
Expertise: sport sociology; ethics; media; gender; sport management
(612) 625-5331, buyss003@umn.edu

Dengel, Donald (Associate Professor)
Division of Kinesiology
Ph.D., University of Georgia, Athens
Expertise: exercise; weight loss in relationship to glucose metabolism and cardiovascular disease
(612) 626-9701, denge001@umn.edu

Feldman, Harvey (Teaching Specialist)
Division of Recreation and Sport Studies
M.Ed. University of Minnesota
Expertise: park and recreation administration
(612) 624-2544, feldm011@umn.edu

Ingraham, Stacy (Lecturer)
School of Kinesiology
M.A., University of Northern Iowa
Expertise: exercise physiology, sport conditioning/training, eating disorders and causation in female athletes
(612) 626-0067, intra013@umn.edu

Kane, Mary Jo (Professor; Director and Chair of Tucker Center for Research on Girls and Women in Sport; Director of the School of Kinesiology effective 9/1/2005)
Division of Recreation and Sport Studies
Ph.D., University of Illinois
Expertise: social-psychological parameters of sport/physical activity; women in sport and leisure; sport management; research methods
(612) 625-3870, maryjo@umn.edu

Kihl, Lisa (Assistant Professor)
Division of Recreation and Sport Studies
Ph.D., University of British Columbia, Vancouver
Expertise: Organizational theory, sport policy, sport management ethics, governance, civic participation, and intercollegiate athletics
612-624-3150, lkihl@umn.edu

Konczak, Jürgen (Associate Professor; Director of Human Sensorimotor Control Laboratory; Director of Gait and Posture Laboratory)
Division of Kinesiology
Ph.D., University of Wisconsin
Expertise: biomechanics and neurophysiology of motor function; systems theory; motor learning after brain injury; neurological movement disorders
(612) 624-4370, jkonczak@umn.edu

Koscheyev, Victor S. (Senior Research Fellow; Director of Laboratory for Health and Human Performance in Extreme Environments)
Division of Kinesiology
Ph.D., Sc. D., M.D., Institute of Biophysics, Moscow
Expertise: human factors; exercise physiology; human performance in extreme environments
(612) 625-8827, kosch002@umn.edu

Leitschuh, Carol (Research Associate)
Division of Kinesiology
Ph.D., Oregon State University
Expertise: developmental/adapted physical education; early childhood and special education
(612) 625-9579, leitschu@umn.edu

Leon, Arthur S. (Professor; Director of the Laboratory of Physiological Hygiene and Exercise Science; Director of Graduate Studies)
Division of Kinesiology
M.D., Ph.D., University of Wisconsin
Expertise: exercise science, exercise physiology; exercise in relationship to risk factors in heart disease
(612) 624-8271, leonx002@umn.edu

McAvoy, Leo H. (Professor; Chair, Division of Recreation and Sport Studies)
Division of Recreation and Sport Studies
Ph.D., University of Minnesota
Expertise: outdoor education; park planning and management; wilderness programs; integrated outdoor programs.
(612) 625-5887, mcavo001@umn.edu

Outley, Corliss (Assistant Professor)
Division of Recreation and Sport Studies
Ph.D., Texas A & M University
Expertise: recreation and youth development, urban youth, sociology and leisure
(612) 624-8065, coutley@umn.edu

Petit, Moira (Assistant Professor)

Division of Kinesiology

Ph.D., University of British Columbia, Vancouver

Expertise: Pediatric bone health; childhood and youth obesity prevention; physical activity, nutrition and endocrine status on bone health and fracture prevention

612-625-5506, mpetit@umn.edu

Pickert, Robert (Assistant Professor; PAP Coordinator)

School of Kinesiology

M.A. University of South Dakota

612-625-8868, picke001@umn.edu

Rodgerson, Richard (Teaching Specialist)

Division of Kinesiology

Ph.D., University of Minnesota

Expertise: Motor development, behavioral biology

(612) 624-9009, rodge006@umn.edu

Ross, Stephen (Assistant Professor)

Division of Recreation and Sport Studies

Ph.D., University of Illinois at Urbana-Champaign

Expertise: Sport branding and marketing, sport consumer psychology, and spectator behavior

(612) 624-7529, sdross@umn.edu

Russell, Keith (Assistant Professor)

Division of Recreation and Sport Studies

Ph.D., University of Idaho

Expertise: Wilderness and outdoor education; natural resource economics and policy; recreation and tourism management; human dimensions of natural resource management

(612) 624-4370

Serfass, Robert C. (Associate Professor; Associate Dean, College of Education and Human Development, Associate Director Laboratory of Physiological Hygiene and Exercise Science)

Division of Kinesiology

Ph.D., University of Minnesota

Expertise: exercise physiology; sport training; fitness; cardiac rehabilitation

(612) 625-3351, serf001@umn.edu

Smith, Thomas J. (Research Associate)

Division of Kinesiology

Ph.D., University of Wisconsin

Expertise: human factors; cybernetic systems

(612) 625-2044, smith293@umn.edu

Spletzer, Elizabeth (Education Specialist)
Division of Kinesiology
M.S. Eastern Michigan University
Expertise: pedagogy and biomechanics
(612) 626-8159, splet003@umn.edu

Stoffregen, Thomas (Associate Professor, Director of Human Factors Laboratory)
Division of Kinesiology
Ph.D., Cornell University
Expertise: perception and action; human factors; control of posture and orientation;
ecological psychology
(612) 625-5300, tas@umn.edu

Tabourne, Carla E. S. (Associate Professor)
Division of Recreation, Park and Leisure Studies
Ph.D., New York University
Expertise: therapeutic recreation; older adults; intergenerational programs
(612) 625-7590, tabou001@umn.edu

Wade, Michael G. (Professor)
Division of Kinesiology
Ph.D., University of Illinois
Expertise: motor learning and performance; human factors; life span development;
mental retardation & developmental disabilities; gerontology
(612) 626-2094, mwade@umn.edu

Wiese-Bjornstal, Diane M. (Associate Professor)
Division of Kinesiology
Ph.D., University of Oregon
Expertise: sport psychology; psychology of sport injury; youth sport
(612) 625-6580, dwiese@umn.edu

School of Kinesiology M.Ed. Student Checklist

_____ Be admitted to one of the M.Ed. programs in Recreation, Park and Leisure Studies or Applied Kinesiology

_____ Pick up copies of:

_____ **M.Ed. Student Handbook** (available from Student and Professional Services [SPS] in 110 Wulling Hall)

_____ **College of Education and Human Development (CEHD) Bulletin** (available from SPS in 110 Wulling Hall)

_____ **School of Kinesiology M.Ed. Student Handbook** (available from Student Programs Office, 220 Cooke Hall)

_____ **Degree program requirements for your emphasis area** (available on the School of Kinesiology Web site and in hard copy in the Student Programs Office, 220 Cooke Hall)

_____ Meet with your assigned adviser in the School of Kinesiology before registration

_____ Register by mail, on-line, or in person. *Note:* You must register before the start of classes to avoid a late registration fee, and you must register every semester to keep your active status.

_____ Get a student ID card at U Card office (check One Stop for U Card Office locations). You will need a driver's license, state ID, or passport for identification.

_____ Develop your degree program in consultation with your School of Kinesiology adviser during the first semester.

_____ Apply to transfer coursework (if needed). Coursework must meet the following guidelines:

_____ Relevant to program and adviser approved

_____ Taken as graduate level course for graduate credit at accredited institution

_____ Taken after you have received your baccalaureate degree

_____ Taken within 7 years of anticipated M.Ed. graduation

- _____ Maximum of 8 semester credits of transfer coursework allowed
- _____ Complete and sign “student” section of petition form requesting to have these courses transferred and have your adviser complete and sign the “department” section
- _____ Attach copies of official transcripts from schools at which you have taken transfer coursework
- _____ Forward to Student Progress Committee at SPS (110 Wulling Hall)

If approved, courses will be listed on your U of M transcript.

- _____ List past, current, and future coursework needed to meet degree program requirements on the M.Ed. degree program form corresponding to your degree program (available online or from 220 Cooke Hall)
- _____ Include only 5xxx or higher level courses
- _____ Include approved transfer courses
- _____ Must include a minimum of 30 quarter semester credits
- _____ Include all courses required by degree program and specific emphasis area. Confirm courses with your adviser.
- _____ Have your adviser sign the degree program form
- _____ Submit all of the above to the Coordinator of Graduate Studies in the School of Kinesiology for signature and approval
- _____ Maintain a minimum 2.8 grade point average for all program coursework
- _____ Complete your culminating project (professional studies)

Recreation and Sport Studies

- _____ Based on your emphasis area, complete 3-6 credits in your chosen professional experience (REC 6796 Practicum in Recreation, Park, and Leisure Studies)

Applied Kinesiology (Professional Studies)

- _____ Meet with your adviser to outline plans for your final project
- _____ Register for KIN 5995 (credits arranged based on the recommendation of your adviser; requires a permission number)
- _____ Submit a written outline of your project to your adviser; finalize based on comments and discussion
- _____ Complete your agreed upon project and submit the final work to your adviser

Applied Kinesiology (Initial Licensure)

- _____ Meet with the Coordinator of K-12 Physical Education Licensure to discuss potential topics and to identify faculty members willing to serve as your action research project adviser
- _____ Meet with and confirm willingness of action research project adviser to supervise your project
- _____ Get a permission number from your adviser and register for 2 credits of KIN 5995
- _____ Submit a written outline of your project to your adviser; finalize based on comments and discussion
- _____ Complete your agreed upon action research project and submit the final work to your action research project adviser by the end of the semester in which the project was conducted

GRADUATE!

Students seeking to graduate from M.Ed. programs must complete the following steps:

1. Obtain signature of CEHD faculty adviser on completed program form for degree clearance
2. Submit the approved program form and completed CEHD application for M.Ed. degree form to SPS. To allow sufficient time for processing, students are encouraged to submit both forms to SPS 3 months before the desired degree completion date.

3. SPS clears degrees for graduation on a monthly basis. Students who submit forms to SPS *after* the first day of the desired clearance month will be reviewed for clearance for the following month.

After final grades are posted to the student's transcript by the University's Office of the Registrar, SPS reviews records, verifies successful completion of program requirements, and clears degrees for graduation at the end of the month that students apply to graduate. SPS notifies students by mail of any outstanding requirements.