This form is specifically for Kinesiology M.Ed. students enrolling in KIN 5995 to complete their capstone project.

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

I. Meet with your degree program adviser to outline plans for your capstone project. Your project can be done under the supervision of any faculty member in Kinesiology. Identify a faculty member with whom you would like to work and who would serve as your Project Adviser.

A. Discuss your ideas with your degree program adviser. Students are encouraged to undertake a project of practical importance to their educational and professional objectives. Some examples of capstone projects include 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 a website
- Action research or small pilot studies

Your project should require approximately 135 clock hours (45 hrs per semester credit x 3 credits) of effort on your part to complete.
B. Finalize your project and contact the faculty Project Adviser to discuss working together. Prepare the Project Outline on pages 3-5 of this form and have your Project Adviser sign it when it is acceptable to both of you.

C. Give a copy of the Project Outline to your degree program 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.

D. Register for 3 semester credits of KIN 5995 by requesting a permission number from your Project Adviser.

E. If you are working with human subjects, you MUST go through the Institutional Review Board (IRB): See http://www.research.umn.edu/irb/guidance/guide.html#VS1FYS6-Nmw for more information. You must submit the information to the Project Adviser working with you on your project.

II. Complete your project and submit the final work to your Project Adviser by the start of the last term in which you are registered for KIN 5995.

A. Maintain contact with your Project Adviser throughout the term to report on the progress on your project.

C. At the end of the term, submit the final project in the format agreed upon. The Project Adviser is responsible for evaluating and grading the final project and submitting a grade.

D. 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 form on pages 7-8 of these guidelines.)

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 Incomplete. Check your transcript a few weeks after the grade was changed to be sure that it has cleared the Office of the Registrar.
Project Outline

KIN 5995: Research Problems in Applied Kinesiology

Student Name (print): ______________________________________________________

Project Adviser Name (print): _________________________________________________

Student ID#: _______________________________________________________________

Semester/Year of Project: ____________________

A. Describe the project:

1. Professional practice problem or need you are addressing:

2. What are the project objectives?

3. What is your detailed plan for completing the project?

4. What sources/background information will you consult as you plan your project?
5. List number of KIN 5995 credits (minimum of 3 for capstone project) you will register for and detail how you will spend the hours required per credit.

B. Describe the product that you will submit to the Project Adviser at the end of the term:

1. Format (e.g., literature review, article for submission, action research project, video, CD or DVD, website)

2. Approximate length and detail of content

3. Style (e.g., typewritten, double spaced, APA format, etc.)
C. 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 required by Project Adviser

We agree to this plan for KIN 5995: Research Problems in Applied Kinesiology for the listed term and year. It is understood that if the final product is not received by the end of the term, 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 __________________
### Grading Criteria

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<td>4.0</td>
<td>A</td>
<td>Achievement that is <strong>outstanding</strong> relative to the level necessary to meet course requirements</td>
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<td>3.67</td>
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<td>0</td>
<td>F</td>
<td>Represents failure (or no credit) and signifies that the work was either (1) <strong>completed but at a level of achievement that is not worthy of credit</strong> or (2) <strong>was not completed</strong> and there was no agreement between the instructor and the student that the student would be awarded an “I”</td>
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<td>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.</td>
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<td>Incomplete</td>
<td>I</td>
<td>Assigned at the discretion of the instructor when due to extraordinary circumstances, a student is prevented from completing the course work on time. Requires a written agreement between instructor and student prior to the end of the current term (see form on page 4).</td>
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**NOTE:** SCHOLASTIC DISHONESTY IN ANY PORTION OF THE ACADEMIC WORK FOR THIS COURSE SHALL BE GROUNDS FOR AWARDING A GRADE OF “F” FOR THE COURSE.

**Definition of Scholastic Dishonesty from Student Conduct Code:**
Plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsements; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.
Contract Form for Incomplete

The following information is based on University course grading criteria. The complete policy can be accessed here.

There will be a symbol I (incomplete) awarded to indicate that the work of the course has not been completed. The I will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade 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. In no event may any such written agreement allow a period of longer than one year to complete the course requirements except in the case of students called to active military duty. For graduate and professional students, an I remains on the transcript until changed by the instructor or department.

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.

Request for Incomplete

Date of submission: ________________________________________________________________

To: Project Adviser: ___________________________________________, School of Kinesiology, CEHD

From: (Print Name): ___________________________________________________________________

Student ID#: ________________________

Course Number: KIN 5995

Semester/Year: __________________________________________________________________________

Explain the extraordinary circumstances that prevented you from completing the work of KIN 5995 on time:
Explain the time and manner in which you will complete the course requirements:

I agree to the terms and conditions outlined above.

Student signature: ______________________________________ Date: ______________

Project Adviser signature: ________________________________ Date: ______________