

UNIVERSITY OF WYOMING

COLLEGE OF HEALTH SCIENCES

**DIVISION OF
KINESIOLOGY AND
HEALTH**

**GRADUATE STUDENT
HANDBOOK**

**ACADEMIC YEAR
2017-2018**

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INTRODUCTION

At the beginning of each semester Graduate Student Assistants are bombarded with rules, policies and information about college life in general. This handbook is designed to assist with learning the procedures used in the Division of Kinesiology and Health, College of Health Sciences, University of Wyoming. Please read the enclosed information as soon as you can. You will be amazed at the number of questions that will be answered for you in this booklet!! If you have questions for which you cannot find the answers, by all means, please see Dr. Tucker Readdy, Graduate Program Coordinator, or another Division faculty/staff member as appropriate.

Division Director

Dr. Derek Smith, Associate Professor (766-5271; smithdt@uwyo.edu)

Division Faculty

Faculty Member

Dr. Tami Benham-Deal, Professor
Dr. Mark Byra, Professor
Dr. Boyi Dai, Associate Professor
Dr. Jayne Jenkins, Professor
Dr. Evan Johnson, Assistant Professor
Dr. Christine Porter, Associate Professor
Dr. Tucker Readdy, Associate Professor
Dr. Gretchen Sewczak-Claude, Asst. Lecturer
Dr. Derek Smith, Associate Professor
Ms. Marci Smith, Senior Lecturer
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Dr. Arthur Zhu, Associate Professor

Expertise

Motor Development
PHET
Biomechanics
PHET
Exercise Physiology
Public Health
Exercise/Sport Psychology
Physical Therapy & Ex. Sci.
Exercise Physiology
Exercise & Sport Science
PHET
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MESSAGE FROM DR. TUCKER READDY GRADUATE FACULTY COORDINATOR

Dear Graduate Students,

Welcome to the graduate program in the Division of Kinesiology and Health. I am sure that you will find your studies here enjoyable and challenging. Faculty in Kinesiology and Health are committed to academic, scholarly, and personal excellence. In addition, honesty, integrity, sensitivity, and a strong sense of ethics are qualities that are strongly embraced by the graduate faculty and encouraged in students. I think you will find the University of Wyoming to be an enjoyable and exciting environment in which to pursue graduate study.

Please read this handbook carefully. It has been developed to provide you with important information about policies and procedures pertinent to the Division of Kinesiology and Health graduate program. Go online to the Graduate Student Resources webpage for more information about graduate studies (<http://www.uwyo.edu/uwgrad/enrolled-students/>). Be sure to contact Jennifer Martin (jmartin@uwyo.edu; 766-5449), Credentials Analyst/Academic Advisor in Kinesiology and Health, or consult with your advisor and/or the Division of Kinesiology and Health Graduate Program Coordinator for additional information or for clarification of your responsibilities.

Your contributions and cooperation are integral components of the graduate program's continued success. I would like to take this opportunity to wish you a stimulating, rewarding, and fulfilling graduate study experience.

Sincerely,

Tucker Readdy, Associate Professor
Division of Kinesiology and Health

DIVISION OF KINESIOLOGY AND HEALTH GRADUATE STUDENT REPRESENTATIVE

Are you interested in serving as the Graduate Student Representative on the Graduate Faculty Committee for the academic year? Responsibilities include:

- a) attending the monthly Graduate Faculty meeting;
- b) informing your peers of any relevant issues/topics discussed during the meetings; and
- c) requesting that student-related items/issues be included for discussion on the agenda when applicable.

If you are interested in serving in this capacity please see Dr. Readdy. You will find the meetings interesting, meaningful, and informative! I look forward to hearing from several of you soon. The schedule for this year's Graduate Faculty meetings is as follows:

Meeting schedule: 3:00-4:00 PM, Corbett Building Room 202

Fall term

September 6
October 4
November 1
December 6

Spring term

January 31
February 7
March 7
April 4
May 2

DK&H

**Master of Science
Degree**

**Programs of Study
&
Grade Record
Forms**

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
Exercise and Sport Science (ESS)
Plan A (Thesis)

The Exercise and Sport Science program of studies involves a minimum of thirty (30) credit hours of course work, a thesis, and a final oral examination. At least twenty-one (21) credit hours of course work (including the STAT course) is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses).

I. General Required Courses (10 hours)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5085	Research Methods in Physical Education	3.0
KIN 5960	Thesis Research	4.0
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3.0

¹May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or EDRE 5640. Decision made in conjunction with advisor.

II. Specialized Required Courses (9-15 hours)

Area of specialization will include three to five courses (9-15 hours). Your advisor will identify courses to be taken specific to the selected area of specialization.

III. Elective Courses (5-11 hours)

Students are encouraged to complete at least one course from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with your advisor.

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
Physical Education Teacher Education (PHET)
Plan A (Thesis)

The Physical Education Teacher Education program of studies involves a minimum of thirty (30) credit hours of course work, a thesis, and a final oral examination. At least twenty-one (21) credit hours of course work (including the STAT course) is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses).

I. General Required Courses (10 hours)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5085	Research Methods in Physical Education	3.0
KIN 5960	Thesis Research	4.0
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3.0

¹May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or EDRE 5640. Decision made in conjunction with advisor.

II. Specialized Required Courses (12 hours)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5012	Curriculum Design in Physical Education	3.0
KIN 5013	Models of Teaching	3.0
KIN 5014	Teaching Tactics in Sports-based Physical Education	3.0
KIN 5016	Analysis and Supervision of Teaching in Physical Education	3.0

III. Elective Courses (minimum of 8 hours)

Students are encouraged to complete at least one course from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with your advisor.

**MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
Plan B (Paper)**

This program involves a minimum of thirty-six (36) credit hours of course work and a research-based paper that is developed on a topic selected by the student in conjunction with his/her graduate faculty advisor. This includes a Plan B Paper proposal meeting, the written Plan B Paper, and the final presentation of the written Plan B Paper. At least twenty-one (21) credit hours of course work (including the STAT course) is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses).

I. General Required Courses (9 hours)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5080	Investigations in Kinesiology and Health	3.0
KIN 5085	Research Methods in Health and Physical Education	3.0
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3.0

¹May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or EDRE 5640. Decision made in conjunction with advisor.

II. Kinesiology and Health Electives (18 hours)

III. Elective Courses (9 hours)

At least one elective course (3 hours) must be taken from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with your advisor.

**MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
DISTANCE EDUCATION PROGRAM
Plan B (Paper)**

General Information

Health and physical education teachers and health professionals are busy people. Health professionals typically work at their job during the day and then volunteer their time to work with community health care agencies/groups in the evening and weekends. Teachers of health and physical education typically teach throughout the day and coach during the evenings and weekends. Therefore, traditional Master's degree programs that require students to attend the University of Wyoming in Laramie are often simply impossible for teachers and other health professionals to fit into their busy schedule.

The Division of Kinesiology and Health offers the Master of Science degree in Kinesiology and Health as an off-campus, distance education program. This means that you can complete the 36-credit hour course requirements for a Master of Science degree from the comfort of your community as you continue working in your current profession. All courses are delivered to your home or a common University of Wyoming Outreach location within your community via a combination of teleconferencing, pre-developed videotapes, and/or internet (e-mail/e-college). The distance education program is designed such that you can complete the Master of Science degree in a three, four, or five year period of time.

Program of Studies

This program involves a minimum of thirty-six (36) credit hours of course work and a research-based paper that is developed on a topic selected by the student in conjunction with his/her graduate faculty advisor. This includes a Plan B Paper proposal meeting, the written Plan B Paper, and the final presentation of the written Plan B Paper. At least twenty-one (21) credit hours of course work (including the STAT course) is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses).

I. General Required Courses (9 hours)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5080	Investigations in Kinesiology and Health	3.0
KIN 5085	Research Methods in Health and Physical Education	3.0
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3.0

¹May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or EDRE 5640. Decision made in conjunction with advisor.

II. Kinesiology and Health Electives (18 hours)

III. Elective Courses (9 hours)

At least one elective course (3 hours) must be taken from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with your advisor.

**MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
PLAN A (Thesis)**

GRADE RECORD FORM

Name _____ Entered Program _____ (year) _____ (semester)

The thesis (Plan A) program of studies involves a minimum of thirty (30) credit hours of course work, a thesis, and a final oral examination. At least twenty-one (21) credit hours of course work (including the STAT course) is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses).

I. General Required Courses (10 hours)

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
KIN 5085	Research Methods in Physical Education (3)	_____	_____
KIN 5960	Thesis Research (4)	_____	_____
STAT 5050 ¹	Statistical Methods (3)	_____	_____

¹ May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or 5640. Course decision to be made in conjunction with your advisor.

II. Specialized Required Courses (9-15 hours) All course selections must be made in conjunction with your advisor.

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Elective Courses (5-11 hours) All elective course decisions must be made in conjunction with your advisor. It is encouraged that students complete one elective course outside the Division of Kinesiology and Health.

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Members of Plan A Master's Committee

Chair: _____ (DK&H Graduate Faculty Member)
 External Department Member: _____ Department: _____
 Member: _____ (DK&H Graduate Faculty Member)
 Student's W # _____

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH PLAN B (Paper)

GRADE RECORD FORM

Name _____ Entered Program _____ (year) _____ (semester)

This program involves a minimum of thirty-six (36) credit hours of course work and a research-based paper that is developed on a topic selected by the student in conjunction with his/her graduate faculty advisor. This includes a Plan B Paper proposal meeting, the written Plan B Paper, and the final presentation of the written Plan B Paper. At least twenty-one (21) credit hours of course work (including the STAT course) is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses).

I. General Required Courses (9 hours)

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
KIN 5080	Investigations in Kinesiology and Health (3)	_____	_____
KIN 5085	Research Methods in Physical Education (3)	_____	_____
STAT 5050 ¹	Statistical Methods (3)	_____	_____

¹ May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or 5640. Decision to be made in conjunction with advisor.

II. Kinesiology and Health Electives (12-18 hours)

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Elective Courses (3-9 credit hours)

At least one elective course must be taken from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with your advisor.

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Members of Plan B Master's Committee

Chair: _____ (DK&H Graduate Faculty Member)
 External Department
 Member: _____ Department: _____
 Member: _____ (DK&H Graduate Faculty Member)
 Student's W # _____

Biomedical Sciences Graduate Ph.D. Program

Program of Study Rationale

The program of study is designed according to student learning goals and research opportunities. It blends depth and breadth of preparation by providing broad core requirements with electives promoting specialization in a "parent" discipline. This is recognized on program documentation by a Doctorate in Biomedical Sciences/"specialization" area. For example, Doctorate in Biomedical Sciences/Reproductive Biology.

Student Learning Outcomes

The Biomedical Science (BMS) program provides unique array of formal courses and informal discovery experiences focused on ensuring aptitudes, behaviors and skills necessary for leadership and competitive success in the biomedical science arena. Although the foundation enabling innovative, independent thinking and knowledge discovery is deep discipline knowledge, the BMS program is also designed to promote student competency in information assessment, synthesis and integration, communication and translation to the broader community, teamwork, leadership and project management.

The BMS program trains graduates to be competent, skilled experimentalists, problem solvers, critical and independent thinkers, expert in their field, with both depth and breadth of knowledge.

In addition, the program aims to instill characteristics that are essential to long-term professional success, preparing scientists who are effective and dedicated mentors and teachers, organized administrators, exemplars of high ethical standards, and effective collaborators.

Biomedical Sciences Curriculum & Course Work

The program consists of a minimum 21 credit hours of core courses, 15 credit hours from electives in sub-specialty areas and 18 credit hours of research. A minimum of 72 total credit hours is required. Students with a master's degree can transfer 30 credit hours into the Biomedical Science PhD program with consent of the dissertation committee.

Required Core Coursework - 13 credits

(assumes completion of basic background coursework)

1. Epidemiology (3 credits)
2. Interdisciplinary Seminar in Biomedical Sciences (1 credit/year for at least three years)
3. Research Ethics (new course; 3 credits)
4. Graduate Level Physiology Course (3 credits)
5. HLSC/MOLB 4310 Foundations of Scholarship and Discovery (1 credit)

Three Courses from the Following List - 9 credits

1. STAT 5050 (or other statistics course; 3 credits)
2. MOLB 5600, General Biochemistry (3 credits)
3. BIOL 4600, Cell Biology (4 credits)
4. MOLB 5670, Develop. & Molecular Cell Biology (3 credits)
5. PHCY 6230, Pharmacology I (4 credits)

Recommended Program Electives (illustrative) - 6 credits

The Biomedical Science program is designed to be flexible and, with consent of the committee, a broad profile of electives at the 4000 and 5000 level are available. The intent of the elective pool is to build depth in a sub-specialty area.

1. KIN 5025, Exercise Physiology (3 credits)
2. KIN 5047, Research Biomechanics (3 credits)
3. FCSC 5141, Carbohydrate & Ethanol Metabolism (3 credits)
4. KIN 5062, Applied Concepts in Human Aging (3 credits)
5. CHE 5100, Biomedical Engineering (3 credits)
6. PATB 5510, Introduction to Virology (3 credits)
7. HLSC 4700, Health Informatics (3 credits)
8. HLSC/MOLB 4520, Public Health Issues in Developing Countries (3 credits)
9. HLSC/MOLB 4530 Global Experience in Public Health (2 credits)

Concentration Area - 9 credits

9 credit hours are selected from the student's area of concentration

Research Hours - 6 credits (from Masters program)

6 credit research hours are completed.

Dissertation Hours - 12 credits

12 credit hours of dissertation are completed.

DK&H

**Master of Science
Degree**

**Program Timelines
&
Checklist**

**Recommended Timeline and Outcomes for Plan A (Thesis) Process and Completion
~ K&H Graduate Students ~**

Date of Completion	Outcome/Action
Year 1 (AY: August – May)	
September	Meet with DK&H faculty chair to discuss potential thesis topics or areas of interest. This will likely require graduate students to have begun a cursory review of the literature to identify broad areas of interest for their thesis research.
December/January	Preliminary Proposal: Prepared by graduate student with guidance from faculty chair. This draft may or may not include multiple topic areas being considered by the graduate student. <i>This draft should include: 1) description of the potential research topic(s), including focus and scope; and 2) broad outline of the topic area(s).</i> Graduate student meets with DK&H faculty chair to discuss Draft 1 proposal and topic areas.
February	Draft 2 of Proposal: Informed by discussions with DK&H faculty chair, the graduate student identifies the topic that they intend to pursue and develops draft 2 of the prospectus. <i>This draft should include: 1) anticipated title of the thesis; 2) focused purpose/objective statement; 3) more detailed outline of major sections/components of the thesis, specifically the literature review and/or background section; 4) 4-6 major references to be used in support of the topic; 5) outline of anticipated methodology; and 6) length of 5-10 pages.</i> Draft 2 should be reviewed and approved by faculty chair.
March	Draft 3 of Proposal: Graduate student receives feedback from faculty chair regarding draft 2, makes edits/revisions, and submits draft 3 to DK&H faculty chair for review and feedback. Expectations for this draft are consistent with draft 2 detailed above but should include refined purpose/objective/hypothesis statement, more detailed and thorough literature review (background), and detailed methodology. DK&H faculty chair provides written/verbal feedback for draft 3; it will be at the graduate student's discretion and that of the DK&H faculty chair whether a face-to-face or teleconference meeting is required. At this step, DK&H faculty chair should approve or deny the proposal and collaborate with the student to identify potential internal and external committee members. If denied, the graduate student should make revisions in preparation for repeating this step no later than the end of May in the start of the first year.
April/May	If proposal is approved, graduate student works with DK&H faculty chair to contact internal and external committee members. Graduate student is responsible for contacting potential internal and external committee members to see if they are willing and able to serve on the student's committee.

Year 1 to 2 Transition <i>continued</i>	
May-August 31 st	Upon confirmation of internal and external committee members, the graduate student sends committee members: 1) an introduction cover letter (e-mail) that includes a request for acceptable dates for the oral proposal presentation; and 2) final draft of the student’s proposal. Graduate student sends an e-mail to the K&H Credentials Analyst/Academic Advisor confirming internal and external committee members. The K&H Credentials Analyst/Academic Advisor will work with you to process program of study and committee membership paperwork.
Aug.-September	Graduate student presents their proposal to graduate committee. The thesis proposal document and date of proposal meeting must be circulated to the committee and a copy of the document placed in the Central Office (CB 119) two weeks before the proposal date. It is highly recommended that proposals be completed by the end of September.
Year 2 (AY: August – May)	
September	Upon approval of the proposal by the graduate committee, the research process begins (e.g., IRB/IACUC approval if needed, planning, implementation) begins. If modifications/revisions are requested by the graduate committee, final revisions (literature review, purpose/hypothesis and methodology) and re-review by the graduate committee should occur with 45 days of the proposal presentation.
September-October	Initiation of research/data collection pending any necessary external approvals (IRB/IACUC, other ethics review boards, etc.).
October-March	Data collection and completion of remaining thesis sections (e.g. results and discussion sections)
March (mid-Semester recommended)	Graduate students who are on track to complete their thesis must file their Anticipated Graduation Form with the registrar’s office: http://www.uwyo.edu/registrar/students/graduate_student_graduation.html
March	If a final copy of the thesis is not ready and approved by the faculty chair by March 31 st , it is unlikely that graduation/completion will occur for the Spring term. If the final copy is approved, graduate student submits thesis to the external committee members.
April	Graduate student schedules their thesis defense presentation. Graduate student is responsible for coordinating scheduling of the defense presentation with the K&H Credentials Analyst/Academic Advisor so that room arrangements and required university-wide advertising/announcing of the presentation can be achieved at least 10 days prior to the presentation. A complete and final copy of the thesis must be made available in the front office at least 10 days prior to the scheduled presentation.
April/May	Graduate student thesis defense presentation. The last day to defend and have committee approval varies each semester. It is the graduate student’s responsibility to know and comply with this date (see http://www.uwyo.edu/registrar/calendar_and_deadlines/index.html for annual calendars). Before 4 p.m. on the last day of classes: 1) the “Report of Final Examination” form must be completed and submitted to the Registrar’s Office; 2) the student must upload their thesis to ProQuest at: http://www.uwyo.edu/registrar/students/graduate_student_graduation.html (the ProQuest link will be under the “After the Defense” section); and, 3) submit a final electronic PDF version of your thesis to the K&H Credentials Analyst/Academic Advisor. IMPORTANT: The “Report of Final Examination” requires all committee member signatures, the Division Head’s signature, and the Dean of College of Health Sciences signature.

**Recommended Timeline and Outcomes for Plan B (Non-Thesis) Process and Completion
~ K&H Graduate Students ~**

Date of Completion (Recommended)	Outcome/Action
Year 1 (AY: August – May)	
October	Meet with DK&H faculty chair to discuss potential Plan B topics or areas of interest. This will likely require the graduate student to have begun a cursory review of the literature to identify broad areas of interest for their Plan B project.
December/ January	Draft 1 of Prospectus: Prepared by graduate student with guidance from faculty chair. This draft may or may not include multiple topic areas being considered by the graduate student. <i>This draft should include: 1) description of the Plan B project/paper focus and scope; and 2) broad outline of the topic area.</i> Graduate student meets with DK&H faculty chair to discuss Draft 1 prospectus and topic areas.
March	Draft 2 of Prospectus: Informed by discussions with DK&H faculty chair, the graduate student identifies the topic that they intend to pursue and develops draft 2 of the prospectus. <i>This draft should include: 1) anticipated title of the paper/project; 2) focused purpose/objective statement; 3) more detailed outline of major sections/components of the paper/project; and 4) 4-6 major references to be used in support of the topic; and 5) length of 2-4 pages.</i> Draft 2 should be reviewed and approved by the faculty chair.
April	Draft 3 of Prospectus: Graduate student receives feedback from faculty chair regarding draft 2, makes edits/revisions, and submits draft 3 to faculty chair for review and feedback. Expectations for this draft are consistent with draft 2 detailed above. DK&H faculty chair provides written/verbal feedback for draft 3; it will be at the graduate student’s discretion and that of the DK&H faculty co-chair whether a face-to-face meeting is required. At this step, faculty chair should approve or deny the prospectus and collaborate with the student to identify potential internal and external committee members. If denied, the graduate student should make revisions in preparation for repeating this step no later than the end of August in the start of the second year.
May	If Plan B prospectus is approved, graduate student works with faculty chair to contact internal and external committee members. Graduate student is responsible for contacting potential internal and external committee members to see if they are willing and able to serve on the student’s committee. Upon confirmation of internal and external committee members, the faculty chair sends the committee members: 1) the introduction letter; 2) prospectus approval form; and 3) final draft of the student’s prospectus. Graduate student sends an e-mail to the K&H Credentials Analyst/Academic Advisor confirming internal and external committee members. The K&H Credentials Analyst/Academic Advisor will work with you to process program of study and committee membership paperwork.
May-June	Return (or email communication) of prospectus approval form by external committee member.

Year 1 <i>continued</i>	
May-August	Graduate student begins working on Plan B paper/project as outlined in the approved prospectus.
Year 2 (AY: August – May)	
September	Draft 1 of Plan B paper/project reviewed by faculty chair who provides content and editorial feedback.
November	Draft 2 of Plan B paper/project reviewed by faculty chair who provides content and editorial feedback.
January/ February	Final draft of Plan B paper/project prepared by graduate student and submitted to faculty chair for final review.
March	If a final copy of the Plan B paper/project is not ready and approved by the faculty chair by March 31 st it is unlikely that graduation/completion will occur for the Spring term. If the final copy is approved, the faculty chair submits the final Plan B paper/project to the internal and external committee members with: 1) evaluation instruction letter; and 2) Culminating Paper/Project Decision Form.
March (no later than mid-Semester)	Graduate students who are on track to complete Plan B paper/project must file their Anticipated Graduation Form with the registrar's office: http://www.uwyo.edu/registrar/students/graduate_student_graduation.html
April	Graduate student makes final revisions to paper/project and contacts committee members to schedule the presentation of their of the Plan B paper/project. Graduate student is responsible for coordinating scheduling of the Plan B presentation with the K&H Credentials Analyst/Academic Advisor so that room arrangements and required university-wide advertising/announcing of the presentation can be achieved at least 10 days prior to the presentation. A complete and final copy of the Plan B paper must be made available in the front office at least 10 days prior to the scheduled presentation.
April/May	Graduate student presentation. The last day to present and have committee approval varies each semester. It is the graduate student's responsibility to know and comply with this date (see http://www.uwyo.edu/registrar/calendar_and_deadlines/index.html for annual calendars). Before 4 p.m. on the last day of classes: 1) the "Report of Final Examination" form must be completed and submitted to the Registrar's Office; 2) the "Culminating Paper Decision Forms" from all committee members must be signed and submitted the K&H Credentials Analyst/Academic Advisor; and, 3) submit a final electronic PDF version of your Plan B paper/project to the K&H Credentials Analyst/Academic Advisor. IMPORTANT: The "Report of Final Examination" requires all committee member signatures, the Division Head's signature, and the Dean of College of Health Sciences signature.

K&H Graduate Student Semester-by-Semester Checklist

Semester 1 (Fall)

- October/November – Meet with advisor to determine spring course enrollment

Semester 2 (Spring)

- February – Meet with advisor to determine summer course enrollment, if necessary
- March – Organize graduate student committee with advisor. Submit information to the K&H Credentials Analyst/Academic Advisor so that paperwork can be started. Obtain committee signatures on the paperwork and administration signatures and then submit to the Registrar's Office.
- March/April – Meet with advisor to determine fall course enrollment.
- May/June – Complete prospectus approval form (Plan B non-thesis student ONLY)
- May – Review UW thesis formatting handbook (Plan A Thesis students ONLY)
- August/September – Complete thesis proposal (Plan A Thesis students ONLY)

Semester 3 (Fall)

- September – Finalize spring classes with advisor and immediately inform the K&H Credentials Analyst/Academic Advisor to file program of study paperwork
- October/November – Register for spring classes

Semester 4 (Spring) – FINAL SEMESTER

- February - File Anticipated Graduation Date form with the Registrar's Office
- February/March – Attend the Graduation Fair at the Wyoming Union to order your cap & gown and to sign up for graduation. If you cannot attend, you must contact the K&H Credentials Analyst/Academic Advisor for more information.
- May – By 4 PM on the last day of classes (the Friday before finals), you must:
 - Present your Plan B paper and complete the final Plan B form (Plan B non-thesis students ONLY)
 - Defend your thesis (Plan A Thesis students ONLY)
 - ALL STUDENTS: Complete and submit the Report of Final Examination form (obtained from the K&H Credentials Analyst/Academic Advisor)
 - Upload your thesis to the ProQuest website (Plan A Thesis students ONLY)
 - ALL STUDENTS: Provide an electronic PDF of your thesis to the K&H Credentials Analyst/Academic Advisor.

GUIDELINES

FOR

GRADUATION

CONTINUOUS ENROLLMENT

Once admitted, all degree seeking graduate students **must** maintain continuous enrollment. A Master's candidate must maintain at least one hour of continuous enrollment during the fall, spring, or summer semester, and in the final semester (fall, spring, or summer) he/she expects to receive the degree, unless a formal leave of absence is approved by the University Registrar's Office. Students must enroll in KIN 5920, On-Campus Continued Registration, or KIN 5940, Off-Campus Continued Registration at a cost of \$40.00 per credit hour (plus fees).

Exceptions are students attending the University only during summer sessions. These degree candidates should maintain enrollment every summer session. If the summer-to-summer-only enrolling student intends to finish the degree and graduate during a fall or spring semester, he/she must be enrolled for the appropriate number of hours, as required of all students, during the semester of intended graduation.

LEAVE OF ABSENCE

A student admitted to candidacy (program of study has been approved) may request a specific leave of absence. The length of time allowed to complete the degree (six years) will not change. As long as the student does not actively pursue the degree by taking classes or communicate with faculty regarding the academic program, registration will not have to be continuous. Should a leave of absence not be approved, and continuous registration is interrupted, a candidate may be deemed inactive. **An inactive status may necessitate the student REAPPLY to the Graduate School and the Division of Kinesiology and Health.**

NON-KINESIOLOGY AND/OR HEALTH UNDERGRADUATE DEGREE

In an effort to increase background preparation in exercise and sport science, health promotion, and physical education teacher education, students who enter with undergraduate degrees from outside these areas are required to make up undergraduate deficiencies. This may require up to four undergraduate courses (9-10 credit hours) in kinesiology and/or health while enrolled as a graduate student. This coursework will be assigned by either the student's advisor or graduate committee following prior approval by the graduate coordinator. If the graduate coordinator is unsure about the viability of any of these courses, it will be brought before the Division of Kinesiology and Health graduate committee. These courses can be taken at either the undergraduate or graduate level, but they cannot be used toward the student's graduate degree. The "Guidelines for Deficient Coursework" was accepted by graduate faculty November 8, 1995.

GRADUATION DEADLINE DATES

Each semester, the deadline to apply for graduation is the last day of classes in the semester (before finals week).

PLAN A (THESIS) REQUIREMENTS

I. COURSEWORK

- a. A minimum of 30 credit hours are required of which a minimum of 21 must be at the 5000 level.
- b. A minimum of 21 hours must be taken from the Division of Kinesiology and Health, which includes the 10 hours of general required courses (KIN/HLED 5085; STAT 5050, 5060, 5070, 5080, or equivalent; and KIN/HLED 5960).
- c. Students are encouraged to complete one course from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with your advisor.
- d. The student must obtain approval from his/her advisor and the Graduate Program Coordinator regarding program of graduate study.

II. COMMITTEE

- a. During the second semester of study, two internal graduate faculty members from the Division of Kinesiology and Health and one external member from another department, must be identified.

III. THESIS

- a. The student must obtain approval from his/her committee regarding the thesis topic.
- b. The thesis proposal document should include the Title, Introduction, Statement of the Problem, Review of Literature, and Methodology for the proposed study. What is included within the proposal must be discussed with your committee chair.
- c. The thesis proposal document and date of proposal meeting must be circulated to the committee and a copy of the document placed in the Central Office (CB 119) **two weeks** before the proposal date.
- d. Graduate students and faculty should be invited to the thesis proposal meeting. Invited visitors may remain in attendance for the presentation and question period (end determined by the committee chair).
- e. The Master of Science candidate should prepare a short (20-30 minutes) oral presentation for the thesis proposal session. What is included within the presentation should be discussed with your committee chair.
- f. If the thesis proposal is accepted, data collection can commence immediately. If the proposal is not accepted, suggested corrections should be completed. Data collection should **not** begin until the proposal is accepted.
- g. The procedure followed for the thesis proposal should also be followed for the thesis defense (i.e., circulation of document to committee members and placement of document in the Central Office **two weeks** in advance of the defense date; a letter of invitation to graduate students and faculty **two weeks** in advance of the defense date).
- h. Students are responsible for producing an electronic PDF file of their thesis for the Division and for each committee member.

IV. FORMS TO BE COMPLETED PRIOR TO GRADUATION

- a. Each student must organize a Program of Study after having completed approximately 21 credit hours of course work. This task is to be completed in conjunction with your advisor and with the K&H Credentials Analyst/Academic Advisor.
- b. Each student planning to graduate must submit an Anticipated Graduate Date form to the Registrar's Office by a deadline date set by the Registrar's Office. The Registrar's Office identifies the applicable date each semester.
- c. A Report of Final Exam form must be completed by the student within the semester in which the student is graduating and returned to the Registrar's Office by the set deadline date.

Note: Any of the above guidelines may be appealed. Student appeals need to be filed through the Graduate Program Coordinator.

PLAN B (PAPER) REQUIREMENTS

I. PURPOSE

The Plan B Program is for students who seek the M.S. degree in Kinesiology and Health as their terminal degree. This program is not designed for students who intend to pursue doctoral work at the completion of the M.S. degree in Kinesiology and Health.

II. REQUIREMENTS

1. 36 Credit Hours of Graduate Level Coursework
2. Culminating Paper

III. COMMITTEE

The Plan B committee includes a minimum of three members: (1) chair from the Division of Kinesiology and Health (usually the student's academic advisor); (2) graduate faculty member from the Division of Kinesiology and Health; and (3) external member representing University of Wyoming from outside of the Division of Kinesiology and Health.

IV. COURSEWORK

1. A minimum of 36 credit hours is required of which 27 must be at the 5000 level.
2. A minimum of 21 hours must be taken from the Division of Kinesiology and Health, which includes the nine hours of general required courses (KIN/HLED 5080; KIN/HLED 5085; and STAT 5050, 5060, 5070, 5080, or equivalent).
3. At least one elective course (3 credit hours) must be taken from outside the Division of Kinesiology and Health. All elective course decisions must be made in conjunction with the student's advisor.

V. CULMINATING PAPER

Description

The culminating paper should reflect the graduate student's ability to apply a systematic and scientific approach or method to studying a problem in the discipline. It may take the form of a critical analysis of the scientific literature or it may result in an evidence-based product that can be used in the practitioner's workplace.

Guidelines for the Graduate Student

To the Student:

1. Determination/Submission of Plan B Committee
In conjunction with your committee chair or academic advisor, identify a faculty member from the Division and an external faculty member to serve on your Plan B Committee.
2. Culminating Paper Focus and Scope
Determine and develop the focus and scope (prospectus) of the culminating paper in conjunction with your committee chair. Once developed, forward the prospectus to all committee members for their feedback and recommendations. Each committee member must sign and return the *Culminating Paper Prospectus Approval Form*. A copy of each member's form is to be maintained by the committee chair and student.
3. Writing of the Culminating Paper
Develop the culminating paper under the guidance of your chair. Your chair will provide guidance and feedback throughout the writing process, until which time the chair concludes that the paper is ready for internal review.
4. Internal Review of Culminating Paper
The graduate faculty member from the Division of Kinesiology and Health will provide a benchmark assessment of your paper (i.e., does it meet the Division's standards) before it can be distributed to your external committee member. This may include editorial feedback on the paper.
5. External Review of Culminating Paper
Once determined that the culminating paper meets the Division's standards, the culminating paper will be forwarded to your external committee member. The external member serves as the final reviewer to determine whether the Division's standards have been met. The *Culminating Paper Decision* form must be signed by all committee members.

6. Culminating Paper Presentation

Once all committee members have given a positive decision to your culminating paper (score of 2 or 3), a presentation of the culminating paper must be given. The *Culminating Paper* must be made available to all faculty one week prior to the scheduled presentation.

Standards

The culminating paper should provide evidence of the following standards:

1. A vital question and/or problem in the discipline has been clearly and precisely formulated.
2. Evidence that a systematic process has been applied to a problem or issue in the discipline.
3. Relevant professional and/or scientific literature been interpreted, analyzed, and/or applied with accuracy.
4. Well-reasoned conclusions and/or solutions have been proposed and are based on scientific and/or professional evidence.
5. Information is clearly and effectively communicated.

Rubric for Decision

3 – Paper meets the Division’s standards.

2 – Minor modifications are needed to meet the Division’s standards. Please specify. Upon the chair’s oversight of changes and approval, no additional review is needed.

1 – Major modifications are needed to meet the Division’s standards. Please specify. Additional by committee is needed.

Prospectus

The two to four page (approximate) *Prospectus* should include the following information: (1) title; (2) general description of the topic idea; and (3) major references to be used in support of the topic.

VI. FORMS TO BE COMPLETED PRIOR TO GRADUATION

- a. Each student must organize a Program of Study after having completed approximately 21 credit hours of course work. This task is to be completed in conjunction with your advisor and with the K&H Credentials Analyst/Academic Advisor.
- b. Each student planning to graduate must submit an Anticipated Graduate Date form to the Registrar’s Office by a deadline date set by the Registrar’s Office. The Registrar’s Office identifies the applicable date each semester.
- c. A Report of Final Exam form must be completed by the student within the semester in which the student is graduating and returned to the Registrar’s Office by the set deadline date.

IMPORTANT FORMS & PROCEDURES

UW Graduate Program Forms

Throughout your graduate program of study, several forms must be completed and filed with the Graduate Education Office, Registrar's Office, and Academic Affairs. The K&H Credentials Analyst/Academic Advisor and your graduate advisor can assist you with completion of forms. **HOWEVER, it is your responsibility to complete and file forms according to required timelines.** Failure to do so may result in delayed degree completion, graduation, and unnecessary cost to you.

All forms may be found and downloaded at:

http://www.uwyo.edu/registrar/students/graduate_student_forms.html Use the A-Z listing by form name to locate and download the needed form.

- Anticipated Graduation Date Form – must be filed at the start of your final semester
- Graduate Committee Formation Policy – Critical information
- Graduate Committee Assignment Form – must be completed by end of year 1
- Graduate Committee Change Form
- Optional Student Fee Package Petition
- Report of Final Examination – filed in the semester of graduation
- Thesis Template 2010 and Thesis Format Guide – For plan A (thesis) students, not plan B (non-thesis)

If needed, the Graduate Student Appeals process document can be found at

<http://www.uwyo.edu/uwgrad/enrolled-students/key-contacts.html> (under “G” for “Guideline for Graduate Student Appeals”)

DKH Graduate Student Assessment

Holistic, ongoing assessment of graduate student learning is an important component of the Division of Kinesiology and Health's effort to deliver a quality graduate education program. Specifically, faculty aspire to help each graduate student become exemplary in her or his capacity to meet the following learning standards:

1. Formulate vital questions/problems in the discipline
2. Apply systematic processes to answer questions/problems
3. Interpret, analyze, and apply salient literature
4. Propose conclusions and implications based on scientific evidence
5. Effectively communicate discipline-specific knowledge, research design, results, and conclusions

In order to document a graduate student's progress in meeting the above learning standards, faculty will utilize the Graduate Student Learning Standards Assessment Rubric (GSL SAR; see page x) according to the following timeline:

At the end of the first semester [RECOMMENDED]

- GSL SAR to be completed by graduate student's primary advisor and/or other K&H faculty member with whom the graduate student has completed a class. **Form must be completed by deadline for final grade submission.**

At the end of the second semester [REQUIRED if thesis proposal or Plan B prospectus has not yet occurred]

- GSL SAR to be completed by graduate student's primary advisor. **Form must be completed by deadline for final grade submission.**

At the time of the thesis proposal or Plan B prospectus [REQUIRED]

- GSL SAR to be completed by graduate student's primary advisor (thesis chair), second K&H committee member, and outside committee member. **Form must be completed within one week of the presentation.**

At the time of the thesis or Plan B final presentation [REQUIRED]

- GSL SAR to be completed by graduate student's primary advisor (thesis chair), second K&H committee member, and outside committee member. **Form must be completed within one week of the presentation.**

If faculty completing the GSL SAR cannot provide numerical assessment of a graduate student's ability to meet a specific learning standard, qualitative feedback about the graduate student can still be submitted. It is the responsibility of the faculty advisor to assure that completed GSL SAR's are placed in the student's K&H Warehouse folder.

Note that these are minimum expectations for faculty in the Division of Kinesiology and Health. More frequent assessment can occur at the request of the graduate student or the primary advisor.

DKH Graduate Student Learning Standards Assessment Rubric

Learning Standard		Exemplary (3)	Accomplished (2)	Developing (1)	N/A
#1	Formulate vital questions/problems in the discipline	Formulates discipline-specific questions that are measurable, specific, plausible, & significant.	Formulates discipline-specific questions that <i>lack</i> clarity, specificity, or measurability, <i>but are plausible and significant</i> .	Formulates discipline-specific questions that <i>lack</i> clarity, specificity, measurability, plausibility, & significance.	N/A
	Score (X)				
	Feedback				
#2	Apply systematic process to answer questions/problems	Answers questions/problems using approaches & strategies that reflect <i>superior</i> rigor, precision, clarity, & are appropriately aligned with study/project purpose. Approaches/strategies <i>need no</i> further development/revision.	Answers questions/problems using approaches & strategies that reflect a <i>satisfactory level</i> of rigor, precision, clarity, & are appropriately aligned with study/project purpose. Approaches/strategies require <i>some</i> additional development/revision.	Attempts to answer questions/problems using approaches & strategies that lack rigor, precision, clarity, and/or are misaligned with study project/purpose. Approaches/strategies <i>require significant</i> development/revision.	N/A
	Score (X)				
	Feedback				
#3	Interpret, analyze, synthesize & apply salient literature	Fully grasps and synthesizes <i>most/all</i> core concepts, theories, & findings of the discipline and individual research project.	Demonstrates the ability to grasp & synthesize <i>some</i> core concepts, theories, & findings of the discipline.	<i>Fails to demonstrate</i> the ability to grasp & synthesize core concepts, theories, and results of the discipline.	N/A
	Score (X)				
	Feedback				
#4	Propose conclusions & implications based on scientific evidence	Demonstrates <i>exemplary</i> ability to think critically about discipline-specific literature, research results, & provide conclusions/recommendations/implications that are significant & evidence-based.	Demonstrates <i>adequate</i> ability to think critically about discipline-specific literature, research results, & provide conclusions/recommendations/implications that are significant & evidence-based.	<i>Fails to demonstrate</i> the ability to think critically about discipline-specific literature, research results, & provide conclusions/recommendations/implications that are significant & evidence-based.	N/A
	Score (X)				
	Feedback				
#5	Effectively communicates discipline-specific knowledge, research design, results, & conclusions	Demonstrates performance in <i>both</i> written & oral communication of discipline-specific knowledge <i>and</i> knowledge of the research process that <i>exceeds graduate level performance expectations</i> .	Demonstrates <i>adequate</i> graduate level performance in <i>either</i> written or oral communication of discipline-specific knowledge <i>or</i> knowledge of the research process.	<i>Fails to demonstrate</i> graduate level performance of <i>both/either</i> written <i>and/or</i> oral communication of discipline-specific knowledge & knowledge of the research process.	N/A
	Score (X)				
	Feedback				

INFORMATION

FOR

**GRADUATE
TEACHING
ASSISTANTS
(GAs)**

GA Job Descriptions and Time Limits

http://www.uwyo.edu/uwgrad/files/docs/ga_job_description_time_limits.pdf

GA Job Descriptions and Time Limits
Page 1

Updated:
August 2016

UW Academic Affairs: GA Job Descriptions and Time Limits

Active coordination of university-wide teaching capacity must be balanced with available resources. **Growing undergraduate enrollment and elevated costs of graduate positions requires that our institutional GA positions be carefully allocated to effectively insure teaching capacity.** Academic Affairs has asked your Deans to verify within their departments their teaching needs and teaching capacity. This effort will assist us in ensuring that assignments of graduate student support from Academic Affairs effectively addresses teaching needs within courses experiencing large enrollments. This effort is essential to demonstrate effective use of existing resources.

Where needed, we will assign GA teaching support to departments with high teaching need in order to fulfill the University's undergraduate teaching mission. For example, engineering students could be assigned to teach sections of entry-level mathematics or physics. **Note that these guidelines do not apply to other sources of graduate student financial aid, such as research assistantships from external research grants or various scholarship funds, which may be subject to other restrictions.*

Job duties for state-funded GAs

Graduate students inject enthusiasm, imagination, and commitment into university classrooms and simultaneously strengthen their own understanding and confidence. As teaching assistants, they complement research and academic productivity with the ability to inspire undergraduates. Recent efforts at UW (USP and STEM and Science initiatives) target reduced class size to enhance student engagement via active learning. These initiatives increase the opportunity for GAs to contribute to the undergraduate teaching mission. **Every graduate student deserves the opportunity and challenge of sharing new scientific understanding through academic instruction.** Graduate students who receive a full stipend are expected to work 19 hours per week for their stipend. Weekly work hours for graduate students on full Graduate Assistant stipends are an expectation beyond their own research/scholarly activities that contribute to attaining their degree. **As a general principle, the Office of Academic Affairs will not allocate state-funded GA positions for use as full-time de facto research assistants-teaching is an essential component of their job duties.**

We continue to require that *all Section 1 state-funded GA job assignments must include teaching contributions in all semesters of funding:*

Notable contributions to traditional teaching related activities should include a mixture of classroom activities such as lecturing or guiding independent classes or labs or leading discussion sections. These activities may be combined with supportive activities outside the classroom. Supportive activities alone do not provide a sufficient teaching experience. The supportive activities below must be coupled with classroom teaching experiences.

- mentoring students individually or in groups, including holding office hours
- supporting instructional labs
- supplemental instruction sessions
- preparation of course materials such as tests or study guides, laboratory exercises or demonstrations
- assisting or leading field trips

- involvement in assessment
- grading-Although grading is an essential aspect of teaching, this duty should not be the sole responsibility of a state-supported GA. Higher teaching needs certainly exist across the campus. Moreover, a GA whose job consists entirely of grading is not being afforded the opportunity for meaningful face-to-face pedagogical interactions with students. For these reasons, state-supported GAs should spend no more than half-time (9 hours) in grading.
- assisting in development of new courses
- facilitating professional clinics
- support for educational outreach

Departments or programs that have questions regarding the teaching activities of GAs should contact Academic Affairs to ensure there is a clear understanding of the teaching role of their state-supported students.

Research support for individual faculty members by our state-funded graduate students is an important aspect of their education. UW expects that all graduate students will perform original research for their master's thesis or doctoral dissertation in addition to assigned teaching duties.

Time limits for state-funding of GAs

Efficient time to degree is an academic responsibility and is one universal indicator of academic integrity and productivity. UW is committed to encouraging timely completion of graduate degrees to optimize a young scholar's professional growth and contributions. Academic Affairs limits the length of state support to graduate assistants as follows:

- Masters students are allowed up to two (2) years of state-funded support
- Masters students who enroll in a dual-major degree (i.e. ENR/JD) are allowed up to 2.5 years of state-funded support
- Doctoral students who enter a program with a master's degree in hand will be allowed up to three (3) years of state-funded support
- Doctoral students entering a program with a bachelor's degree only will be can be supported for as many as five (5) years on a state-funded GA

Performance evaluations for state-funded GAs

Departments should evaluate the performance of their state-funded GAs at least annually. Students are expected to be making adequate progress towards their degree and fulfilling their teaching duties responsibly. **Teaching roles of all GA's must be documented by designating them as "instructor of record" in the WyoRecords registration. Additionally, teaching activities for all GAs should be reported by departments, directly to the Dean and Academic Affairs each semester.** An assistantship may be terminated if the student does not perform adequately (for example; not teaching, not making sufficient progress or being unable to pass the language requirements for the assistantship). Departments may reassign the remaining portion of the assistantship if another qualified student is available; otherwise the GA reverts to the Dean or Academic Affairs for reallocation.

Implementation

In order for Academic Affairs to coordinate cross-department and college teaching assignments, departments should develop a list of their teaching needs and teaching capacity, to allow coordination of GA assignments with university-wide teaching needs. Departments and programs are encouraged to seek out, in advance, partnerships with other units to coordinate GA instructional capacity—a move certainly appreciated by Academic Affairs. We note that relationships already occur across the campus as Botany, Zoology and Physiology, Ecosystem Science and Management and the Program in Ecology routinely provide instructional support for LIFE. **In the absence of such collaborations, Academic Affairs will reassign base allocations of GA support directly to areas of critical university teaching needs.** We believe there are ample opportunities to address critical university teaching via voluntary collaborations.

OFFICE LOCATIONS

Graduate Assistants are housed in various locations in Corbett Building, depending on content area: Pedagogy Lab, CB 129; Biomechanics Lab, CB 160; office space for Health Promotion, CB 130; Exercise/Sport Psychology Lab, CB 201A; Hydration Research Lab, CB 207; Human Integrative Physiology Lab, CB 208; and, office space for Exercise Physiology, CB 208/211/214. Desks are assigned by the Graduate Program Coordinator at the beginning of each academic year or as needed. **Changes in desk assignments must be requested through the Graduate Program Coordinator.**

OFFICE SUPPLIES

Office supplies are checked out to each Graduate Assistant to begin the semester, if needed. Additional supplies should be requested to the main office in Room 119.

SECRETARIAL SUPPORT

The front office staff provide secretarial support for all GAs. The main office must have your teaching/office hours, phone numbers and other pertinent information for student inquiries. Students in your courses who wish to leave messages, assignments, papers, etc., should be directed to the main office (766-5284).

USE OF THE COPIER

Copies for Courses Taught - Procedures

Copies of handouts to be used in the courses you teach are your responsibility. You will be given a four-digit code for making copies. If the copy count for your account becomes excessive, one warning will be given before the privilege is terminated for that student.

Your copy codes should not be given out to anyone under any circumstances. Undergraduates are not allowed to use the copier. Office staff will only make copies for graduate students, faculty, and Lab I students (KIN 3012).

Printing Policy

For the academic year 2017-2018, we will be allowing GA's to print to the main copier located in the front office (Corbett 119). Students will be allowed to print materials related to courses they are taking, courses they are teaching, or research they are conducting. Misuse of this privilege may result in discontinuation of the program. The K&H Office Staff will be monitoring the number of print jobs that occur. If printing is excessive, one warning will be given before the privilege is terminated for that student.

CLASS SCHEDULE/OFFICE HOURS

Class schedules/office hours must be posted on your assigned office door to inform students when/how you can be reached and to provide correct information for phone inquires. The schedule must reflect a minimum of three office hours during which time you're available to your students.

MAILBOXES

Mailboxes are designated in Corbett Room 119 (main office) for GAs. All mail and messages will be placed in these boxes. Check your mailbox at least once a day to ensure that meetings and messages aren't missed. Outgoing mail should be placed in the Outgoing Mailbox located in Corbett Room 119; mail is picked up daily between 1:15 PM and 1:45 PM, Monday through Friday.

THESIS DISPLAY CASE

Outside Room 104 is a Thesis display cabinet. If you are interested in reading a Thesis or Plan B Paper, see the K&H Credentials Analyst/Academic Advisor in Corbett Room 119.

COMPUTERS

Computers for Graduate Assistant's use are located in Corbett Room 104 (student computer lab) and in assigned office space. Paper and envelopes can be obtained from the main office in Corbett Room 119.

PAY CHECKS

See the Staff Assistant in Corbett 119B (main office) for more information.

COURSE EVALUATIONS

All GAs are expected to have class evaluations completed by their students. Evaluations are electronically launched during the final two weeks of the course and students have until the day before

finals week to complete the evaluations. When the K&H Credentials Analyst/Academic Advisor sends an email to announce the launch of course evaluations, please alert your students to the emails that they will receive and encourage completion of the evaluations within the allotted time frame.

GRADES

Student grades for courses taught must be submitted on-line (via WyoWeb) at the end of each semester. The K&H Credentials Analyst/Academic Advisor in Corbett 119A (main office) will be sure that you are given access to this function. Grades must be submitted to the Office of the Registrar in accordance with the directions provided.

LOCKER ASSIGNMENTS

All GAs may obtain a locker in Corbett faculty locker rooms. To obtain a locker, see the Staff Assistant in Corbett 119B (main office). There are no free lockers available for GAs in Half Acre.

KEYS

Key checkout is handled by the K&H Credentials Analyst/Academic Advisor in Room 119A (main office). A deposit of \$20.00 *may* be required from each GA prior to issuing keys. If required, the deposit of \$20.00 will be returned to the GA when returning the keys at the end of the semester and/or year.

**INFORMATION & PROCEDURES
RELATED TO:**

- 1) TEACHING PEAC, HLED & KIN
COURSES AND/OR LABS**
- 2) RESEARCH TRAVEL AND
INTERNATIONAL TRAVEL**

COURSE LOCATION CHANGES

The Class Schedule book published each semester lists all classes available on campus. If there are changes in class space/time/day, instructors will receive a memo explaining the change and what is expected of their students. GAs may request a space change by seeing the K&H Credentials Analyst/Academic Advisor in Corbett Room 119A (main office).

COURSE CANCELLATIONS

Your cooperation regarding class cancellations is necessary to service students taking Division of Kinesiology and Health classes. If you plan to cancel a class or special arrangements are made for an anticipated absence/class cancellation, inform the Office Staff so that students who might have missed the class announcement can be properly informed. This will also assist the office staff in job performance and maintaining a professional environment. Classes are cancelled only in emergency situations. Attempt to find another GA or faculty member to cover your class before you can cancel. **Cancellations should never occur prior to a holiday break (Thanksgiving, Easter, and Spring Break).**

The procedures listed below should be followed when canceling a class:

1. Between the hours of 8:00 AM and 4:30 PM call 766-5284 to inform the K&H Credentials Analyst/Academic Advisor of the course number, name, and assigned location that is to be canceled. The K&H Credentials Analyst/Academic Advisor will contact the appropriate administrative office, other offices, and have signs posted in Corbett on the bulletin boards located at the west and north entries to inform students. For classes at Half Acre, the area supervisor will be informed to post a sign at the ID Checker station. Please inform students where to look for class cancellation notices in Corbett and Half Acre.

RISK MANAGEMENT ISSUES

TEACHING

If an accident resulting in injury occurs during class, the instructor is responsible for attending to the injured party and completing an Accident/Report form. It is recommended that GAs teaching classes be certified in American Red Cross Community or Adult CPR and Standard First Aid in order to render assistance. If you do not hold an American Red Cross or equivalent certification there are two courses of action to choose:

Serious Injury: Dial 911 if a serious injury (defined as profuse bleeding, respiratory failure, cardiac event or unconsciousness) occurs and then notify the Area Supervisor or Faculty Member immediately;

Minor Injury: If a minor injury occurs (defined as bruise, contusion, cut/scrap) notify the Area Supervisor or Faculty Member to assess the situation at the site of the accident or accompany the injured party to the south equipment room for first aid attention.

If teaching, your options are (a) dial 911 if a serious injury (defined as profuse bleeding, respiratory failure, cardiac event or unconsciousness) occurs and then notify the Area Supervisor or Faculty Member immediately; (b), if a minor injury occurs (bruise, contusion, cut/scrape) notify the Area Supervisor or Faculty Member of the situation or accompany the injured party to the main office for first aid attention.

The Accident/Injury Report form must be thoroughly completed by the instructor and turned in immediately after completion to the Staff Assistant in the Corbett Main Office.

RESEARCH TRAVEL AND INTERNATIONAL/FOREIGN TRAVEL

UW Official Vehicle Policy →

<http://www.uwyo.edu/administration/operations/risk-management/vehicle-use-policy-information.html>

- A request for driving privileges must be completed. See respective forms under the link above.

UW requires that the Risk Management Office be informed of any international/foreign travel. The notification form may be accessed at: <http://www.uwyo.edu/risk/files/docs/travel-notification.pdf>

Please be aware that certain UW property, information/data, technologies, etc. are regulated by export control regulations. What this means for you is that if you are planning International/Foreign travel you should review and become acquainted with UW's Export Control Policies and Procedures. Information can be found at: <http://www.uwyo.edu/research/compliance/export-control/index.html> and specific questions can be directed to Tara Evans at tevens15@uwyo.edu

BIOHAZARD TRAINING

As per the University Environmental Health and Safety Office, any Division employee who has the potential for exposure to bloodborne pathogens and/or biohazard materials are required to complete a biohazard training session. GAs with responsibilities in the Integrative Human Physiology Lab are required to attend the Division Biohazard training session. The training session runs approximately one hour in length and those attending are registered with the University Environmental Health and Safety Office. The fall biohazard session is held during the first two weeks of October and the spring session is held in the first two weeks of February. GAs will be notified by lab directors and/or the Graduate Program Coordinator to attend the training. Attendance at the first session available is mandatory. There are no exceptions as this mandate requires the Division to comply with University regulations.

SEXUAL MISCONDUCT & DUTY TO REPORT TRAINING

All University employees are responsible for responding to and reporting sexual misconduct. This MANDATORY training provides background information pertaining to laws and definitions of sexual misconduct, outlines every employee's duty to report and provides information on what happens after an incident is reported. To register, please visit the <http://www.uwyo.edu/hr/training/> and click on the link titled, "Courses and Conference home page in Employee Self Service." Log in with the same username & password that you use for email. Once you're logged in, type "Sexual Misconduct" in the search bar. The list of trainings will appear and look for the one that says "Online." Add this training to your cart and then at the top of the page, click "View Cart." Even though you have to add it to your cart and "checkout," there is no charge for the training. The training can be completed in 30 minutes or less. There are slides and interactive quizzes built in to the online training. Once you've completed the training, provide your certificate of completion to the K&H Credentials Analyst/Academic Advisor.

MASTER OF SCIENCE PROGRAM GRADUATES

*For a complete listing of Master's program Thesis and Plan B papers,
please see the Office Staff in room 119 (main office).
Thank you!*