

UNIVERSITY OF WYOMING

COLLEGE OF HEALTH SCIENCES

**DIVISION OF KINESIOLOGY
AND HEALTH**

**GRADUATE STUDENT
HANDBOOK
ACADEMIC YEAR
2025-2026**

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INTRODUCTION

Welcome to the graduate program in the Division of Kinesiology and Health. We are 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. We believe you will find the University of Wyoming to be an enjoyable and exciting environment in which to pursue graduate study.

At the beginning of each semester, graduate students 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, and University of Wyoming. Please read the enclosed information as soon as you can. It has been developed to provide you with important information about policies and procedures pertinent to the Division of Kinesiology and Health graduate program. You will be amazed at the number of questions that will be answered for you in this handbook.

Go online to the Graduate Student Resources webpage for more information about graduate studies (<http://www.uwyo.edu/uwgrad/enrolled-students/>). Be sure to consult with your advisor and/or the Graduate Program Coordinator, Dr. Kelly Simonton (kelly.simonton@uwyo.edu) and/or Assistant Graduate Program Coordinator Dr. Emily Schmitt (eschmit4@uwyo.edu), for additional information or for clarification of your responsibilities. The enrolled graduate student webpage can be found here: [Current Graduate Students](#).

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

DIVISION DIRECTORY

Division Director

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DK&H

**Master of Science
Degree**

**Programs of Study
&
Grade Record
Forms**

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH

Exercise and Sport Science (ESS) Emphasis

Thesis Option

The Exercise and Sport Science program of studies involves a minimum of thirty (30) total credit hours of coursework, a thesis, and a final oral examination. At least twenty-five (25) credit hours of coursework is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses), which includes the ten (10) hours of general required courses.

I. General Required Courses (10 credits)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3
KIN 5085	Research Methods	3
KIN 5960	Thesis Research	4
KIN 5588	Intellectual Seminar (Two semesters required)	0

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

II. Specialized Required Courses (9-15 credits)

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 credits)

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

* Contributions of Coursework to M.S. Degree Program

- Thesis Research: Maximum of 4 credit hours of Thesis Research (KIN 5960) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Investigations in Kinesiology and Health: No credit hours of Investigations in Kinesiology and Health (KIN 5080) may contribute to the Thesis Degree Program.
- Independent Study Coursework: Maximum of 3-credit hours of Individual Problems (HLED 5097/KIN 5097) or Special Problems (HLED 5587/KIN 5587) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Practicum/Internship Coursework: Maximum of 3-credit hours of Practicum in College Teaching (KIN 5900) or Internship (KIN 5990) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- 4000 Level Coursework: Maximum of two 4000 level courses (3 or 4 credit hours each) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH

Physical Education Teacher Education (PETE) Emphasis

Thesis Option

The Physical Education Teacher Education program of studies involves a minimum of thirty (30) total credit hours of coursework, a thesis, and a final oral examination. At least twenty-five (25) credit hours of coursework is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses), which includes the ten (10) hours of general required courses.

I. General Required Courses (10 credits)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3
KIN 5085 ²	Research Methods	3
KIN 5960	Thesis Research	4
KIN 5588	Intellectual Seminar (Two semesters required)	0

¹May substitute STAT 5060, 5070, or 5080; or EDRE 5600 or EDRE 5640.

Decision made in conjunction with your advisor.

²May substitute EDRE 5530. Decision made in conjunction with your advisor.

II. Specialized Required Courses (12 credits selected from the following courses)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5011	Teacher Socialization in Physical Education	3
KIN 5014	Teaching Tactics in Sport-Based Physical Education	3
KIN 5016	Analysis and Supervision of Teaching	3
KIN 5018	Psychology of Teaching Physical Education	3
KIN 5019	Instructional Models for Physical Education	3
KIN 5090	Foundations of Coaching	3

III. Elective Courses (minimum of 8 credits)

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.

* Contributions of Coursework to M.S. Degree Program

- Thesis Research: Maximum of 4 credit hours of Thesis Research (KIN 5960) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Investigations in Kinesiology and Health: No credit hours of Investigations in Kinesiology and Health (KIN 5080) may contribute to the Thesis Degree Program.
- Independent Study Coursework: Maximum of 3-credit hours of Individual Problems (HLED 5097/KIN 5097) or Special Problems (HLED 5587/KIN 5587) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Practicum/Internship Coursework: Maximum of 3-credit hours of Practicum in College Teaching (KIN 5900) or Internship (KIN 5990) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- 4000 Level Coursework: Maximum of two 4000 level courses (3 or 4 credit hours each) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH

Health Emphasis

Thesis Option

The Exercise and Sport Science program of studies involves a minimum of thirty (30) total credit hours of coursework, a thesis, and a final oral examination. At least twenty-one (21) credit hours of coursework is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses), which includes the ten (10) hours of general required courses.

I. General Required Courses (10 credits)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3
KIN 5085	Research Methods	3
KIN 5960	Thesis Research	4
KIN 5588	Intellectual Seminar (Two semesters required)	0

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

II. Specialized Required Courses (9-15 credits)

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. Students are encouraged to complete these specialized courses in HLED offerings (e.g., HLED 5021, 5022, 5023, 5024).

III. Elective Courses (5-11 credits)

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

* Contributions of Coursework to M.S. Degree Program

- Thesis Research: Maximum of 4 credit hours of Thesis Research (KIN 5960) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Investigations in Kinesiology and Health: No credit hours of Investigations in Kinesiology and Health (KIN 5080) may contribute to the Thesis Degree Program.
- Independent Study Coursework: Maximum of 3-credit hours of Individual Problems (HLED 5097/KIN 5097) or Special Problems (HLED 5587/KIN 5587) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Practicum/Internship Coursework: Maximum of 3-credit hours of Practicum in College Teaching (KIN 5900) or Internship (KIN 5990) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- 4000 Level Coursework: Maximum of two 4000 level courses (3 or 4 credit hours each) may contribute to the 25 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
Non-Thesis Option (ESS, PETE, or Health)
Paper & Experiential Learning

This program involves a minimum of thirty (30) total credit hours of coursework and a culminating paper or case study presentation (experiential learning option) that is developed on a topic selected by the student in conjunction with her or his graduate faculty advisor. The process for composing the culminating paper or case study includes the development of a prospectus and the final presentation of the paper or case study. At least twenty-four (24) credit hours of coursework is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses), which includes the nine (9) hours of general required courses.

Students who elect the experiential learning option will also be required to complete three (3) credits of KIN5990 - Internship.

I. General Required Courses (9 credits)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
STAT 5050 ¹	Statistical Methods for the Biological Sciences	3
KIN 5080	Investigations in Kinesiology and Health	3
KIN 5085	Research Methods	3
KIN 5588	Intellectual Seminar (Two semesters required)	0

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

II. Kinesiology and Health Electives (minimum of 15 credits)

Your advisor will identify courses to be taken specific to the selected area of specialization.

III. Elective Courses (minimum of 6 credits)

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.

* Contributions of Coursework to M.S. Degree Program

- Investigation in Kinesiology and Health: Maximum of 3 credit hours of Investigation in Kinesiology and Health (KIN 5080) may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Thesis Research: No credit hours of Thesis Research (KIN 5960) may contribute to the Non-thesis Degree Program.
- Independent Study Coursework: Maximum of 3-credit hours of Individual Problems (HLED 5097/KIN 5097) or Special Problems (HLED 5587/KIN 5587) may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Practicum/Internship Coursework: Maximum of 3-credit hours of Practicum in College Teaching (HLED 5900/KIN 5900) or KIN 5990 - Internship may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- 4000 Level Coursework: Maximum of two 4000 level courses (3 or 4 credit hours each) may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
DISTANCE EDUCATION PROGRAM
Non-Thesis Option (PETE Emphasis Only)
Paper & Experiential Learning Option

General Information

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 30-credit 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 Study

This program involves a minimum of thirty (30) total credit hours of coursework and a culminating paper or case study presentation (experiential learning option) that is developed on a topic selected by the student in conjunction with her or his graduate faculty advisor. The process for composing the culminating paper or case study includes the development of a prospectus and the final presentation of the paper or case study. Students who elect the experiential learning option will also be required to complete three (3) credits of KIN 5990 (Internship). At least twenty-one (21) credit hours of coursework is required from the Division of Kinesiology and Health (i.e., HLED and KIN courses), which includes the nine (9) hours of general required courses.

I. General Required Courses (9 credits)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5085 ¹	Research Methods	3
KIN 5080	Investigations in Kinesiology and Health	3
EDRE 5600/5640	Educational Research 1 or Introduction to Qualitative Research	3

¹ May substitute EDRE 5530

II. Kinesiology and Health Electives (15 credits selected from the following courses)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
KIN 5011	Teacher Socialization in Physical Education	3
KIN 5014	Teaching Tactics in Sport-Based Physical Education	3
KIN 5016	Analysis and Supervision of Teaching	3
KIN 5018	Psychology of Teaching Physical Education	3
KIN 5019	Instructional Models for Physical Education	3
KIN 5090	Foundations of Coaching	3

III. Elective Courses (minimum of 6 credits)

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.

*** Contributions of Coursework to M.S. Degree Program**

- Investigation in Kinesiology and Health: Maximum of 3 credit hours of Investigation in Kinesiology and Health (KIN 5080) may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.

- Thesis Research: No credit hours of Thesis Research (KIN 5960) may contribute to the Non-thesis Degree Program.
- Independent Study Coursework: Maximum of 3-credit hours of Individual Problems (HLED 5097/KIN 5097) or Special Problems (HLED 5587/KIN 5587) may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- Practicum/Internship Coursework: Maximum of 3-credit hours of Practicum in College Teaching (HLED 5900/KIN 5900) or KIN 5990 - Internship may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.
- 4000 Level Coursework: Maximum of two 4000 level courses (3 or 4 credit hours each) may contribute to the 24 credit hours from the Division of Kinesiology and Health and the 30 total credit hours.

Kinesiology & Health - QuickStart M.S. Degree

Purpose of the program

The Division of Kinesiology and Health (DK&H) currently provides a “QuickStart” BS/MS 5-year program which allows pre-professionals to gain knowledge and training in hopes of making them more competitive in the admissions process for post-bachelor programs (e.g., Physical Therapy, Medical School, Physician’s Assistant). Within physical education, the QuickStart program may be possible as well, please see your advisor if you have questions.

Admission to the program

University of Wyoming DK&H students with a cumulative GPA ≥ 3.25 , Kinesiology and Health (K&H, i.e., KIN and HLED courses) GPA ≥ 3.40 , and the approval of their future mentor will be eligible to apply to the program. The application will take place in the period between the student’s completion of 90 credits and the following semester’s advising week. Special enrollment may be allowed after this benchmark, only with approval from both the Graduate Coordinator and Department Head. Students will complete the standard supplemental application and transcripts and submit a recommendation from their DK&H mentor, to be reviewed by the DK&H Graduate Coordinator. The Graduate Coordinator will present applicants within a graduate faculty meeting so that all faculty are aware of who will be admitted in the following academic year.

Retention requirements

Following preliminary admission to the QuickStart program, students will be required to maintain an overall GPA ≥ 3.25 and a K&H specific GPA ≥ 3.40 . Also, given the course requirements described below, students admitted into the program will need to receive grades of $\geq B$ both within the 4000 level courses that are double-counted and the 5000 level courses that have credit reserved for the graduate degree. Failure to maintain the GPA requirement or receive an inadequate grade in a 4000 or 5000-level course during any interim semester will result in one semester of probationary status to resolve the inadequacy. If the inadequacy is not resolved within one semester, the result is the termination of the student’s acceptance into the program.

Regulations

During the admitted student’s senior year, they will enroll in a maximum of two (6 credits) of 4000 level courses that will be counted both towards their undergraduate BS degree *and* towards their MS degree (See attachment 1 for examples within exercise science and physical educator tracks). These courses do not need to be within DK&H. Qualifying courses must be instructed by a faculty member, must NOT be part of the DK&H core curriculum, and must be offered for either 3 or 4 credit hours. These courses will typically be considered ‘elective’ courses for the DK&H BS degree (refereed to as “double-dipped” class for QuickStart students). Also, during students BS senior year, they will have the option to enroll in at least two (6 credits) of 5000-level courses within DK&H. Any cross-listed courses must be taken at the 5000 level. Despite these courses being registered for and taking during the undergraduate degree timeline, the credits from these 5000 level courses will be reserved for the master’s degree requirements and thus will not be applied to the BS degree. It is important for the student to ensure that they have the time and credit hour availability to include these two courses in their senior year as they are ‘on top’ of the completion of the undergraduate courses. Hypothetically, QuickStart students should begin their graduate program with up to 12 credit hours accepted towards their degree when entering the graduate program.

Graduate Assistantship Eligibility for QuickStart Students

Once the student has progressed to full-time graduate student status (i.e., year 5 of the QuickStart program), it is understood that they will be of lowest consideration for either state or departmental-funded graduate assistantships. Individual faculty advisors can choose to utilize personal research funds to provide tuition

reimbursement, stipend, or both at the faculty member's discretion. The student will be encouraged to complete the Experiential Learning Option for their graduate capstone project. All requirements for the Master of Science in Kinesiology and Health Non-thesis Option would be retained, including the following required courses:

1. KIN 5080 Investigations in Kinesiology and Health
2. KIN 5085 Research Methods in Health and Physical Education (or EDRE equivalent)
3. STAT 5050 Statistical Methods for the Biological Sciences (or EDRE Action Research)
4. KIN 5588 Kinesiology and Health Intellectual Seminar (two semesters required)
5. Minimum 15 credit hours elective Kinesiology and Health Courses
6. Minimum 6 credit hours elective Courses.

Until a student in this program has completed a total of 120 credit hours applicable to a BS degree in K&H, they will be governed by the regulations applicable to any undergraduate student in DK&H. After the completion of these 120 credits, they will be enrolled as a graduate student and be governed by graduate student regulations at the UW and in DK&H. It is intended that once the master's level degree commences, the student will finish within 12 months to the extent possible.

Advising

Students in the QuickStart program must have a faculty advisor identified prior to their entrance into the BS/MS program. The advisor will work with the student on the development and completion of their Paper or Experiential Learning Option capstone project.

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
Thesis Option
GRADE RECORD FORM

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

The thesis program of studies involves a minimum of thirty (30) credit hours of course work, a thesis, and a final oral examination.

I. General Required Courses (10 credits)

<u>Course #</u>	<u>Course Title and Credit Hours</u>	<u>Semester</u>	<u>Grade</u>
KIN 5085	Research Methods (3)	_____	_____
KIN 5960	Thesis Research (4)	_____	_____
STAT 5050 ¹	Statistical Methods (3)	_____	_____
KIN 5588	Intellectual Seminar (Semester 1)	_____	_____
KIN 5588	Intellectual Seminar (Semester 2)	_____	_____

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 credits). 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 (minimum of 5 credits). 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 Master's Committee

Chair: _____ (DK&H Graduate Faculty Member)

Member: _____ (DK&H Graduate Faculty Member)

External Department Member: _____ Department: _____

Student's W # _____

MASTER OF SCIENCE IN KINESIOLOGY AND HEALTH
Non-Thesis Option (Paper & Experiential Learning)
GRADE RECORD FORM

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

This program involves a minimum of thirty (30) credit hours of course work and a research-based paper or experiential learning that is developed on a topic selected by the student in conjunction with his/her graduate faculty advisor.

I. General Required Courses (9 credits)

<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)	_____	_____
KIN 5588	Intellectual Seminar (Semester 1)	_____	_____
KIN 5588	Intellectual Seminar (Semester 2)	_____	_____

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

II. Kinesiology and Health Electives (minimum of 15 credits)

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

III. Elective Courses (minimum of 6 credits). 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 Master's Committee

Chair: _____ (DK&H Graduate Faculty Member)

Member: _____ (DK&H Graduate Faculty Member)

External Department Member: _____ Department: _____

Student's W # _____

Biomedical Sciences Graduate Ph.D. Program

Program of Study Rationale

The Biomedical Sciences Ph.D. program is designed to position graduates for long-term competitive success in the rapidly changing and multifaceted health-related arena in the 21st century. It is a comprehensive, interdisciplinary program, making connections between various disciplines to gain new insights, discover and apply new knowledge, and promote self-directed, life-long learning. The Biomedical Sciences graduate program is a research and discovery-focused program, balancing depth and breadth of content knowledge with "enabling" skills, including problem-solving, innovation, entrepreneurship, communication, and leadership.

Several K&H faculty members are serving as faculty advisors for students in the Biomedical Sciences Ph.D. Program. You can find more information about the program here: <http://www.uwyo.edu/biomedphd/>.

Please contact Dr. Sreejayan Nair (Sreejay@uwyo.edu), the Director of Biomedical Science, if you have additional questions.

Student Learning Outcomes

The Biomedical Science (BMS) program provides a 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, and experts 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 the 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 the 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 the dissertation are completed.

DK&H

**Master of Science
Degree**

**Program Timelines
&
Checklist**

Recommended Timeline and Outcomes for Thesis Option

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.
April/August	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. Many students will complete their proposal document and presentation to the committee by April/May, but have through August to complete this step.
April/August	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: https://www.uwyo.edu/registrar/graduate_students/Graduate_Student_Forms.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/acadaffairs/calendar/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: https://uwyo.libguides.com/dissertation-publishing/upload (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 Non-Thesis Option

Date of Completion (Recommended)	Outcome/Action
Year 1 (AY: August – May)	
October	Meet with DK&H faculty chair to discuss potential non-thesis 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 non-thesis 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 non-thesis 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 non-thesis 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.
May-August	Graduate student begins working on paper/project as outlined in the approved prospectus.

Year 2 (AY: August – May)	
September	Draft 1 of paper/project reviewed by faculty chair who provides content and editorial feedback.
November	Draft 2 of paper/project reviewed by faculty chair who provides content and editorial feedback.
January/ February	Final draft of paper/project prepared by graduate student and submitted to faculty chair for final review.
March	If a final copy of the 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 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 paper/project must file their Anticipated Graduation Form with the registrar's office: https://www.uwyo.edu/registrar/graduate_students/Graduate_Student_Forms.html
April	Graduate student makes final revisions to paper/project and contacts committee members to schedule the presentation of their of the paper/project. Graduate student is responsible for coordinating scheduling of the 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 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/acadaffairs/calendar/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 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
Both Thesis and Non-thesis Options
Updated Fall 2020

Semester 1 (Fall)

- ____ October/November – Meet with advisor to determine spring course enrollment
- ____ (For GTAs)- Must complete SGE GA Learning Community training sessions (5 during semester)

Semester 2 (Spring)

- ____ February – Meet with advisor to determine summer course enrollment, if necessary
- ____ March – Organize graduate student committee with advisor.
 - ____ Complete Committee Assignment Form (available online through Office of Registrar)
- ____ March/April – Meet with advisor to determine fall course enrollment.
- ____ May – Completion of Graduate Student Assessment (Advisor only; necessary for students who have not proposed thesis or non-thesis; form available on K&H Warehouse)
- ____ March/August - Propose Thesis (**thesis Plan A**; committee, document, and presentation complete)
 - ____ Date and time of presentation finalized **at least two weeks in advance**; information sent to the Graduate Program Coordinator.
 - ____ Draft of proposal sent to committee members **at least two weeks in advance** unless otherwise negotiated; **proposal emailed to Graduate Program Coordinator at the same time.**
 - ____ Complete Graduate Student Assessment form (all committee members)

Semester 3 (Fall)

- ____ August/September – Complete prospectus proposal (**non-thesis students**; available on K&H Warehouse)
 - ____ Date and time of presentation finalized **at least 3 days in advance**; information sent to Graduate Program Coordinator.
 - ____ Draft of proposal sent to committee members **at least two weeks in advance** unless otherwise negotiated; **proposal emailed to Graduate Program Coordinator at the same time.**
 - ____ Complete Graduate Student Assessment form (all committee members)
- ____ August/December – Complete thesis data collection (**Thesis students**; available on K&H Warehouse)
- ____ October – Finalize Spring classes with advisor
 - ____ In conjunction with above, complete Program Of Study form (available online through Office of Registrar)

Semester 4 (Spring) – FINAL SEMESTER

- ____ January/ February - File Anticipated Graduation Date form (available online through Office of Registrar)
- May – By 4 PM on the last day of classes (the Friday before finals), you must:
 - ____ Complete the Approval Form (**non-thesis students**; available on K&H Warehouse)
 - ____ Date and time of presentation finalized **at least two weeks in advance**; information sent to Graduate Program Coordinator
 - ____ Draft of final project document sent to committee members **at least two weeks in advance** unless otherwise negotiated; **proposal emailed to Graduate Program Coordinator at the same time.**
 - ____ Complete Graduate Student Assessment form (all committee members)
 - ____ Present your thesis (**Thesis students**)
 - ____ Date and time of presentation finalized **at least two weeks in advance**; information sent to Graduate Program Coordinator
 - ____ Draft of proposal sent to committee members **at least two weeks in advance** unless otherwise negotiated; **proposal emailed to Graduate Program Coordinator at the same time.**
 - ____ Complete Graduate Student Assessment form (all committee members)
 - ____ **ALL STUDENTS:** Complete and submit the Report of Final Examination form (available online through Office of Registrar)
 - ____ Upload thesis to the ProQuest website (**Thesis students ONLY**)
 - ____ **ALL STUDENTS:** Provide an electronic PDF of your final thesis or paper to the Graduate Program Coordinator.

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 any related 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).

TIME TO COMPLETION

- Four-Year Rule
 - Doctoral students must complete degree within 4 years of passing the preliminary exam.
 - Four-Year Rule Petition valid for 1 calendar year from approval
- Six-Year Rule
 - Master's students must complete their degree within 6 years of the first classes used on a Program of Study, including transfer and reserved courses
 - Six-Year Rule Petition valid for 1 calendar year from approval
- Eight-Year Rule
 - Doctoral students must complete their degree within 8 years of the first classes used on a Program of Study, including transfer and reserved courses
 - Eight-Year Rule Petition valid for 1 calendar year from approval

GENERAL INFORMATION

- Rule of 12 – graduate students may use up to 12 credits of pre-admission coursework

- Up to 12 credit of non-degree seeking (Twelve-Hour petition)
- Up to 9 credits of transfer coursework
- Up to 6 credits of reserved coursework
- QuickStart programs (4+1)
 - During undergraduate degree, students may earn
 - Max 6 credits of reserved coursework
 - Max 6 credits of shared coursework (can be shared between UG and GR degrees)
- All materials and documents must be submitted/uploaded by the last day of classes in the semester in which the student plans to graduate
- Thesis Format checks can happen at any point, but generally commence during finals week
- Graduate students must be registered for at least 1 credit during the semester in which they intend to graduate; can be any course, including continuous registration, though continuous registration is not eligible for Optional Student Fee Package Petition

INTERNSHIP PROCEDURE AND SITE SUPERVISOR EVALUATIONS

Please find internship information here: <https://www.uwyo.edu/kandh/current-graduate/index.html>.

SCHOLARSHIPS

Kinesiology and Health scholarships are open to all levels of study. Please see [Scholarships | Kinesiology & Health | University of Wyoming](#)

GRADUATE STUDENT TRAVEL AWARDS

Division of Kinesiology and Health graduate students are encouraged to apply for travel awards to participate in professional meetings or conferences on a rolling basis. Please find more information here: [Current Graduate Students](#)

THESIS OPTION REQUIREMENTS

I. COURSEWORK

See the program of 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 provided to the Graduate Program Coordinator at least **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) spoken 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 by the committee.
- 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 emailed to the Graduate Program Coordinator) at least **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 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.
- b. 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.
- c. Each student must upload their final Thesis document to the ProQuest UW database, in the required formatting. See details here: [Graduate Student Degree Timeline](#)

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

NON-THESIS (PAPER) REQUIREMENTS

I. PURPOSE

The non-thesis (Paper) 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. 30 Credits of Graduate Level Coursework
2. Culminating Paper or Experiential Learning Option

III. COMMITTEE

The 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

See the program of study.

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 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 Committee.
2. Proposal
 - a. The content Prospectus document proposal must be discussed with your committee chair. 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.
 - c. The Prospectus and date of proposal meeting must be circulated to the committee and a copy of the document emailed to the Graduate Program Coordinator at least **3 days** before the proposal date.
 - d. Graduate students and faculty should be invited to the 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) spoken presentation for the thesis proposal session. What is included within the presentation should be discussed with your committee chair.
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 emailed to the Graduate Program Coordinator at least **two weeks** 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.

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.

NON-THESIS (Experiential Learning) REQUIREMENTS

I. PURPOSE

The Non-thesis (Experiential Learning Option (ELO)) 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. This option is intended for students that are completing their M.S. before enrolling in professional school (i.e., Physician's Assistant, Physical Therapy, etc.) or plan to enter into an applied field (i.e., Strength and Conditioning Coach, Clinical Exercise Physiologist, etc.).

II. REQUIREMENTS

1. 30 Credit Hours of Graduate Level Coursework
2. At least 3 credits devoted to an internship or research experience through KIN 5080
3. Four page prospectus
4. 30-minute case study presentation
5. Written accompaniment to 30 minute presentation
6. Oral or written responses based on presentation (only if required)

III. COMMITTEE

The 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

See the program of study.

V. CULMINATING PRESENTATION

Description

The culminating presentation should reflect the graduate student's ability to apply relevant literature from their chosen field to a problem in the discipline. The presentation should be a case study or first-hand example based on their observation or implementation of a specific incident, treatment plan, research experience or other observation and how the literature supports and/or refutes what occurred during the student's experience. Student's may develop the content for this presentation during an internship, research experience, or full-time paying job (unless currently accepting a state-funded GA). It is the student's responsibility to discuss their intention to develop their ELO presentation prior to enrolling in KIN 5080 for this purpose. In other words, the idea for the presentation should not be developed post-hoc. The purpose of this is to emphasize the importance of proper research question development.

Guidelines for the Graduate Student

1. Determination/Submission of 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 Committee.

2. Proposal

- a. The content Prospectus document proposal must be discussed with your committee chair. 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.

- c. The Prospectus and date of proposal meeting must be circulated to the committee and a copy of the document placed in the Central Office (CB 119) **3 days** before the proposal date.
 - d. Graduate students and faculty should be invited to the 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) spoken presentation for the thesis proposal session. What is included within the presentation should be discussed with your committee chair. The prospectus must be approved by all committee members before the student is eligible to register for KIN 5080.
4. Development of the Culminating Presentation
Develop the culminating presentation under the guidance of your chair. Your chair will provide guidance and feedback throughout the slide and written content development process, until which time the chair concludes that the presentation is ready to be shared with the rest of the committee.
5. Review of Culminating Presentation
Your chair 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 presented to your other committee members. This may include editorial feedback on the slides and/or written content associated with the presentation.
6. Culminating Experiential Learning Experience Presentation
Once all committee members have given a positive decision to your prospectus, a presentation or defense will be scheduled. The *Culminating Defense* must be made available to all faculty one week prior to the scheduled presentation. A written component must be incorporated into this presentation. For example, a student focusing on physical education teacher education (PETE) may provide a written curriculum, a community and public health student may produce an original pamphlet to be used as part of a theoretical health intervention, and an exercise physiology student could produce a written standard of practice document specific to the research measurement their presentation is regarding.

Standards – Please see standards provided for Non-thesis (Paper)

VII. 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 (these may be online or paper copy depending on the form). The K&H Credentials Analyst/Academic Advisor and your graduate advisor can assist you with the completion of the forms. **HOWEVER, it is your responsibility to complete and file forms according to the required timelines.** Failure to do so may result in delayed degree completion, graduation, and unnecessary cost to you.

All of the following forms may be found and downloaded at: [Graduate Student Degree Timeline](#).

- **Anticipated Graduation Date Form – filed at the start of your final semester**
- Graduate Committee Formation Policy – Critical information
- **Graduate Committee Assignment Form –completed by the 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 and Thesis Format Guide – Only for thesis students**

The bolded bullets are required and the non-bolded bullets are other documents that you may or may not need to pursue during your degree process.

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 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 their 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 may utilize the Graduate Student Learning Standards Assessment Rubric (GSLSAR; see page 35) according to the following timeline:

At the end of the first semester

- GSLSAR to be completed by graduate student's primary advisor and/or other K&H faculty members with whom the graduate student has completed a class.

At the time of the thesis proposal or prospectus

- GSLSAR to be completed by graduate student's primary advisor (thesis chair), second K&H committee member, and outside committee member.

At the time of the thesis or final presentation

- GSLSAR to be completed by graduate student's primary advisor (thesis chair), second K&H committee member, and outside committee member.

If faculty completing the GSLSAR cannot provide a 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 ensure that completed GSLSAR'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 assessments 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/faculty-staff/gta_job_desc_time_limits_2020_updated_final.pdf

GTA Job Descriptions and Time Limits
Page 1

Updated:
November 2020



Academic Affairs
Office of
Graduate Education

GTA 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 Graduate Teaching Assistant positions be carefully allocated to effectively insure teaching capacity.** The Office of Graduate Education regularly checks with the colleges to make sure that GTA resources are being utilized effectively in support of teaching needs. This effort helps ensure that assignments of graduate student support from the Office of Graduate Education addresses teaching needs within courses experiencing large enrollments or other high instruction needs.

Where needed, we will assign GTA 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, including GTA-ships funded by college or department resources, research assistantships from external research grants or various scholarship funds, which may be subject to other restrictions.*

Job duties for OGE-funded GTAs

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 GTAs to contribute to the undergraduate teaching mission. **Every graduate student deserves the opportunity and challenge of sharing new scientific understanding through academic instruction.** Per UW's [Graduate Fellowships and Assistantships](#) policy, graduate students who receive a full GA position, of any type, are expected to work an average of 20 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 Graduate Education will not allocate state-funded GA positions for use as full-time de facto research assistants; teaching is an essential component of all GTAs' job duties.**

We continue to require that all OGE-funded GTA 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 an OGE-supported GTA. Higher teaching needs certainly exist across the campus. Moreover, a GTA 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 (10 hours for a full GTA) 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 GTAs should contact the Office of Graduate Education 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 any teaching duties related to their GTA-ships.

Time limits for OGE 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. OGE 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 can be supported for as many as five (5) years on a state-funded GA

COVID-19 Pandemic Exception on GTA Time Limits. Graduate students enrolled during the COVID-19 pandemic may have up to an additional three semesters of OGE GTA funding beyond the standard time limits given above.

Performance evaluations for state-funded GTAs

Per UW's [Graduate Fellowships and Assistantships](#) policy, academic units should evaluate the performance of their OGE-funded GTAs at least annually (the same applies to all GTAs). Students are expected to be making adequate progress towards their degree and fulfilling their teaching duties responsibly. **Teaching roles of all GTA's must be documented by designating them appropriately in Banner. Additionally, teaching activities for all GTAs should be reported by departments, directly to the Dean and the Office of Graduate Education 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). If such an assignment change occurs in between semesters, departments may reassign the remaining portion of the assistantship if another qualified student is available. If such an assignment change occurs during a semester, departments must consult with their Dean and the Office of Graduate Education before making a reassignment. If no reassignment of GTA funding is made by the department, the GTA line reverts to the Dean or the Office of Graduate Education for reallocation.

DKH Graduate Assistant Teaching Evaluation

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:

6. Formulate vital questions/problems in the discipline
7. Apply systematic processes to answer questions/problems
8. Interpret, analyze, and apply salient literature
9. Propose conclusions and implications based on scientific evidence
10. 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 may utilize the Graduate Student Learning Standards Assessment Rubric (GSLSAR; see page x) according to the following timeline:

At the end of the first semester

- GSLSAR to be completed by graduate student's primary advisor and/or other K&H faculty members with whom the graduate student has completed a class.

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

- GSLSAR to be completed by graduate student's primary advisor.

At the time of the thesis proposal or prospectus

- GSLSAR to be completed by graduate student's primary advisor (thesis chair), second K&H committee member, and outside committee member.

At the time of the thesis or final presentation

- GSLSAR to be completed by graduate student's primary advisor (thesis chair), second K&H committee member, and outside committee member.

If faculty completing the GSLSAR cannot provide a 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 ensure that completed GSLSAR'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 assessments can occur at the request of the graduate student or the primary advisor

DKH Graduate Teaching Assistant Assessment

GTA Name _____ Date _____

Course # and Title _____

Class: Location _____ Time _____ # of Students _____

Other Class Information _____

Instructions to the Reviewer: Please try and observe one or more class sessions in person and rate the following items according to how well the GTA addressed them IN GENERAL across the semester (1=very poor and 5=excellent). Be sure to follow with comments.

CLASS TEACHING, MANAGEMENT, & CLIMATE (overall)

When teaching/lecturing/working with groups, the GTA....	Not at all true	Sort of true	Somewhat true	Mostly true	Very true
1. Clearly identified major topics to be covered in class/task	1	2	3	4	5
2. Provided clear objectives/overview for the lesson/task	1	2	3	4	5
3. Was clear, concise, and specific for the students regarding class material for that day?	1	2	3	4	5
4. The lesson/tasks followed a clear progression for learning	1	2	3	4	5
5. The students being taught appeared to be engaged and understand what was presented	1	2	3	4	5
6. Was interactive and engaging with the students	1	2	3	4	5
7. Provided clear, consistent, and focused feedback to learners	1	2	3	4	5
8. Provided a clear class closure of what was done and what is next	1	2	3	4	5
9. Provided individualized and group feedback	1	2	3	4	5
10. Developed/maintained a positive and constructive learning environment	1	2	3	4	5

OTHER COMMENTS RELATED TO THE INSTRUCTOR

Name of Advisor: _____**Signature of Advisor:** _____**Date:** _____

SGE GA LEARNING COMMUNITY TRAINING

If you are allocated teaching responsibilities, you must participate in the School of Graduate Education (SGE) GA Learning Community training. To complete the training, you will sign up for a Learning Community cohort based on the time and availability provided through the SGE group (and their partnership with the ECTL department). Once you have signed up for a training cohort (based on the time), you will be asked to complete at least five (5) of the six (6) sessions offered in that semester. This is a university requirement and is not negotiable. You must complete all of the 5 training sessions within a single semester. If you do not complete the training sessions as required, you are subject to lose your graduate teaching assistantship. If you have a conflict due to teaching responsibilities or a personal matter/emergency, you must notify the DKH Graduate Program coordinator as soon as possible, or before the conflict occurs. Additionally, beyond notifying the DKH coordinator, you must immediately notice the Learning Community Instructor. Accommodations may be considered in appropriate circumstances.

PROGRESS AND PERFORMANCE REVIEW

The assistantships and financial support have a maximum support duration of two years. Graduate assistantships are redistributed every academic year and may change. As such, a GA's progress toward the degree and teaching performance will be reviewed at the end of each academic year to ensure that the GA meets the standards of the Division and the University.

1. GAs are required to participate the SGE GA Learning Community Training within their first academic year (preferably their first academic semester)
2. GAs are also required to maintain at least a 3.0 cumulative GPA. Failure to meet this requirement will result in a student being placed on academic probation and prevents the student from receiving an assistantship for the semester on probation.
3. Additionally, your advisor will assess your progress toward the degree (academic evaluation), and your teaching supervisor will evaluate your teaching performance (teaching evaluation).

The Division Head and the Graduate Program Coordinator will review concerns regarding a lack of progress toward the degree and/or unsatisfactory teaching performance and decide whether the student should be considered for receiving an assistantship for the next academic year.

OFFICE LOCATIONS

Graduate Assistants are housed in various locations in Corbett Building, depending on the content area: Pedagogy Lab, CB 223; Biomechanics Lab, CB 160; Motor Learning Lab CB 159; as well as CB 128, 129, 207, & 214. Desks are assigned by the Graduate Program Coordinator at the beginning of each academic year or as needed (based on computer set up requests).

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.

OFFICE ASSISTANT SUPPORT

The front office staff provides secretarial support for all GAs. The main office must have your teaching/office hours, phone numbers and other pertinent information for student inquiries. Students who need supports/resources beyond meeting for academic support should be directed to the main office (307-766-5284).

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 in the main office. 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. Your copier access privileges are for the classes you teach, not the classes you are taking as a graduate student, please do not abuse this privilege.** Undergraduates are not allowed to use the copier.

Printing Policy

The GAs are allowed 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 the 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 either on your WyoCourse shell and/or syllabus, and/or office door to inform students when/how you can be reached and to provide correct information for phone inquiries. The schedule must reflect a minimum of three office hours, during which time you are available to your students, preferably with options on alternating days and times.

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 checked by office staff as part of official UW DKH business, if it is not part of DKH teaching or research business, then it should not be used. If approved, outgoing Mailbox located in Corbett Room 119; mail is picked up daily between 1:15 PM and 1:45 PM, Monday through Friday.

COMPUTERS

Computers for GA use are located in your office spaces (unless you request use of personal laptop) as well as in the Corbett Building main space, upstairs space, and in Room 104. Please treat these resources with the upmost professionalism and courtesy. These computers are a privilege, not a right, and they must be maintained for appropriate use. Please use them for teaching, research, and academic needs only. **DO NOT move computers, screens, accessories, etc., to other spaces other than where you found/used them.** This means, monitors, cables, converters, plug-ins, etc., should not be taken home or to another GA office. All items should stay in the offices or assigned spaces they are currently listed. Violation of this policy will result in losing provided computer privileges and potentially loss of office space.

PAYCHECKS

See <http://www.uwyo.edu/uwgrad/faculty-staff/index.html> under “GA Payroll Schedule.” 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, when possible. If the GA is listed as the course lead in WyoCourses, they should automatically generate a student evaluation through the official UW system for this procedure. If students are listed with other faculty, instructors, or GAs, then supplemental evaluation procedures can/should be requested to gain access data for GAs teaching classes they are not listed on (i.e., PETE students on KIN 3012, Lab I, must request supplemental student evaluation). 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 online (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. Please check-in with your faculty teachign advisor to confirm this process is done correctly and by you, not them.

GYM & LOCKER ROOM ACCESS

All GAs may use the locker rooms and bathrooms within Corbett should they need to. If the Half Acre Recreation Department is currently on the clock, the GA should scan their ID and follow Half Acre Protocols for use of the Locker or Gym space. Otherwise, GA's have access to those spaces to use at you leisure. You cannot use the gym space if the gym is reserved for a course or any alternative event that has been scheduled. Double check the schedule outside the door or with the office assistants in CB 119 if needed.

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 KIN & HLED
COURSES AND/OR LABS**
- 2) RESEARCH TRAVEL AND
INTERNATIONAL TRAVEL**

SYLLABUS REQUIREMENT

Please see <http://www.uwyo.edu/acadaffairs/resources/syllabus/index.html>

COURSE LOCATION CHANGES

The Class Schedule book published each semester lists all classes available on campus ([Select a Term](#)). Search by term and class category. 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 DKH classes. **As a GA, you should not be cancelling classes or making classes optional unless otherwise advised by your teaching instructor advisor and/or undergraduate curriculum coordinator.** If you feel a class needs to be canceled or changed from the current schedule, you must seek special arrangements for an anticipated absence/class cancellation with your teaching instructor advisor. If class cancellation is approved, you must inform all students and 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 may be canceled only in emergency situations. Attempt to find another GA or faculty member to cover your class before you can cancel is often required, but not a sufficient reason for not being present to teach a class if you are able. **Cancellations should never occur prior to a holiday break (Thanksgiving, Easter, and Spring Break).**

Should a class need to be cancelled: The GA must contact students with at least 24 hours advanced notice (in non-emergency situations). Additionally, between the hours of 8:00 AM and 4:30 PM call (766-5284) or meet in person 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.

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

If you are traveling as a GA for official academic or research reasons, you may need to the following resources. Traveling may include travel for a conference, professional development opportunity, guest lecture, research data collection/off-campus lab visit, and/or many other reasons. You have the right to travel on your own, however, if traveling requires you to miss teaching and other GA related duties, your official request for leave must be submitted and signed by the DKH Department Chair. Also, if you are traveling for research purposes and want to apply for DKH funds to support graduate student travel, you'll need to submit your travel request budget, letter of rationale, and approved presentation documentation to the director for review and approval. See details here for Travel Awards: [Current Graduate Students](#). Please reach out to the graduate program coordinator if you have additional questions.

Additional Resources for Travel: (on a case-by-case basis)

UW Official Vehicle Policy →

<https://www.uwyo.edu/atasc/atasc-internal/files/travelrequestform-08-12-revision.doc>

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/claims-and-insurance/foreign-travel.html>

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 tevans15@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.