

THE GRADUATE HANDBOOK
of the
Department of
Health and Sport Studies

THE UNIVERSITY OF IOWA

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USING THE GRADUATE HANDBOOK

The Graduate Handbook is a reference guide to information about the graduate programs of the Department of Health and Sport Studies. The Handbook should be used as a supplement to other important reference materials such as:

Academic Policies for Students. A general guide to graduate student life is available online at www.registrar.uiowa.edu/more/handbook.pdf.

The Manual of Rules and Regulations of the Graduate College: The reference for all matters of graduate education. Available online at www.grad.uiowa.edu/Pubs/Manualrulesregs.asp.

The University of Iowa General Catalog. The Catalog contains listings of course offerings and other information from all departments or schools as well as general University information. Available online at www.registrar.uiowa.edu/registrar/catalog/.

Master's and Doctoral Candidate Degree Information. A brief guide to important deadline dates for filing degree applications. Published each year. Available online at www.grad.uiowa.edu/Students/Thesisresources/Guide.htm.

Thesis Manual. Specific guidelines and regulations for thesis and dissertation preparation and format. Available online at www.grad.uiowa.edu/Pubs/TManual.pdf.

Graduate students are expected to familiarize themselves completely with all the requirements for the successful completion of their degrees. Students are under the jurisdiction of the departmental graduate program policies in effect when they first enter the program. In cases where policies have become more lenient, students have the choice of abiding by past or present policies. Such actions must be discussed with the advisor and the Director of Graduate Studies (DGS).

This handbook is intended to facilitate but by no means to replace individual student responsibilities for their own academic futures. Use this handbook as a resource. Do not hesitate to seek assistance from your advisor or any other graduate faculty member.

Individuals with suggestions for improving the Handbook should contact Dr. Catriona Parratt, Director of Graduate Studies (DGS).

This version of the Graduate Handbook is in effect January 2009. The most current version of the Graduate Handbook is always available on the department website. Changes of graduate program policy are posted on the website: <http://www.uiowa.edu/~hss/grad/graduate.html>

PROGRAMS OF STUDY

The Department of Health and Sport Studies offers courses of study leading to the MA and PhD in either Sport Studies or Psychology of Sport and Physical Activity.

Sport Studies is an interdisciplinary field grounded in historical and cultural studies approaches to sport. For more information visit the department website:

http://www.uiowa.edu/~hss/grad/grad_sport_studies.html

Psychology of Sport and Physical Activity combines insights from the fields of sport psychology and health promotion. For more information visit the department website:

<http://www.uiowa.edu/~hss/grad/psychology.html>

THE GRADUATE COMMITTEE

The Graduate Committee is comprised of faculty representatives from both masters and doctoral areas. A full list of graduate faculty and their areas of expertise can be found on page 28. The Committee has final jurisdiction over all matters pertaining to graduate work in the Department. The Committee meets to consider graduate matters once a month.

Early in the fall semester, the master's and doctoral students each choose a representative to serve on the Graduate Committee. Alternates are also chosen.

ADMISSION TO THE GRADUATE PROGRAM

Admission Standards

The Graduate College requires a minimum grade point average of 3.0 for admission with regular status to the masters and Ph.D. programs. Students whose GPA is below that standard may be accepted on conditional status. The conditions of admission will be specified in the letter of acceptance.

The department requires that the Graduate Record Examination (GRE), including the Analytical Writing assessment, be taken before admission. The department expects scores in the upper 50th percentile and an Analytical Writing assessment score of at least 4.5. International students for whom English is a second language must attain a minimum TOEFL score of 220 on the computer adapted test or 560 on the paper test. International students who have taken coursework in the US may submit either the TOEFL or the GRE. A Statement of Purpose and three letters of recommendation from people qualified to speak to the applicant's academic abilities are also required.

The department strongly prefers to accept students only for fall admission. Only in exceptional cases are students admitted for the spring semester. Review of applicants begins in mid-January. Most decisions for admission and funding are made by mid-March.

Transfer of Credit

Master's students may transfer a maximum of 6 hours of graduate work for credit. Doctoral students may transfer for credit the master's hours plus a maximum of 10 hours of graduate work beyond the requirements of the master's degree. These hours must be taken at an institution which offers a graduate level program in the student's area. Hours for transfer must be approved by the advisor and the Graduate College.

Continuing from Masters Status to Doctoral Status

A Masters student in Health and Sport Studies who is interested in continuing in the program as a doctoral student must reapply for admission by filing a Change of Status form. This application will be reviewed by the graduate admissions committee during the regular admissions review period.

Such students must complete their master's requirements before officially beginning the doctoral program. To avoid delays, masters students who are pursuing the theses route must complete the thesis by the end of their fourth semester or be reclassified as a non-thesis student.

Students wishing to shift from one curriculum track to another must receive Graduate Committee approval.

ADMISSION TO DEGREE CANDIDACY

Acceptance to degree candidacy is determined after a formal evaluation by the Graduate Committee following the Masters student's first full semester (at least 9 semester hours) or a Ph.D. student's first two semesters (18 semester hours) of course work. Acceptance is determined by grade point average of at least 3.0, with particular attention given to the grade in 28:204 Research Methodologies; performance on the writing competency examination; and the consensus of the Graduate Committee regarding the student's ability to successfully complete graduate study.

Students cannot propose a thesis or write the comprehensive examination until degree candidacy has been approved.

REMAINING IN GOOD STANDING IN THE PROGRAM

The Graduate Committee reviews graduate students at the end of each semester to evaluate their performances.

Normal Progress

Normal progress for full-time students is 9 credit hours per semester.

Grade Point Average

To remain in good standing in the University, master's students must maintain a 2.5 GPA and doctoral students must maintain a 3.0 GPA. Grades are computed on the

following scale: A=4, B=3, C=2, D=1 and F=0. Courses in which a D or an F is earned carry no credit toward advanced degrees. Courses numbered below 100 carry no credit toward advanced degrees.

Students receiving assistantships from the department must maintain a 3.0 grade point average.

Incompletes

Incompletes are granted under only the most severe circumstances. They must be removed within the following semester (excluding the summer session) or the incomplete becomes an F.

Registration Policies

The normal course load for a graduate student is 9 semester hours.

Students must be registered for the semester during which the degree will be conferred.

Students who fail to register for three consecutive sessions (including fall, spring, and summer) must apply for readmission to the Graduate College.

Doctoral students who have passed comps must continue to register through the semester in which they defend their dissertation. A post-comps registration option is available to such students.

Residency

At the master's level, at least 24 semester hours must be completed under the auspices of The University of Iowa. Doctoral students should meet the residency requirements defined in the Graduate College Manual of Rules and Regulations.

Reduction of Credit

Courses taken ten or more years prior to the doctoral comprehensive examination or the master's final semester must be evaluated by the department in order to determine the possible use of these credit hours within the student's plan of study. If acceptable to the department, the department must petition the Graduate College, requesting the use of any or all of these credits toward the degree.

Doctoral students who do not finish their dissertations within five years of passing the comprehensive examination must retake the comprehensive exam.

Advisors

Each incoming graduate student is assigned to a member of the graduate faculty for initial planning. Changes in advisors may occur as the student chooses a thesis topic and/or an area of specialization.

A form listing the student's advisor is filled out by the student during the first semester and placed in her or his file. Should the student wish to change advisors, the form should be taken to the former advisor, the new advisor and the graduate chair for their signatures.

Departmental Advising Plan

The Departmental advising plan is used to guide the student and to ensure that all Departmental requirements are fulfilled. Forms are available in E102 FH. This form should be filled out by the student and the advisor and given to the chair of the graduate committee for approval before the completion of the first semester. If there are problems, the Graduate Committee will discuss the program.

THE MASTER'S PROGRAM

The master's degree is awarded upon completion of at least 36 credit hours of graduate work including thesis. All Master's students must complete a group of foundation courses supplemented with work in their specialization area.

Students should familiarize themselves immediately with the sequencing of course offerings so that they can plan their program most effectively. Most courses are not offered both semesters but follow a fairly well established pattern. Certain of the graduate courses offered during the regular year are offered in summer as well, but most of these are alternated every other summer.

The Writing Competency Exam

A writing competency examination is taken by all new students early in their first semester of registration. Students entering during the summer session write the examination in the fall. Students for whom English is a second language are given twice as long to write the examination.

The examination is evaluated by the Graduate Committee in terms of clarity of expression, organization of ideas, and grammar. Students are placed in one of three categories: no major problems; some minor problems, which merit the student's attention; and failure due to serious problems, in which case the student must rewrite the examination. The Director of Graduate Studies meets individually with each student to go over the evaluation. Students with poor skills must work to improve them, for example by taking a course recommended by the Graduate Committee. This course would not count toward degree credit.

Students must pass the examination before proposing a thesis or writing the comprehensive examination. Opportunities to rewrite are offered once a semester at a time designated by the Graduate Committee.

Students who wish to rewrite must notify the Graduate Committee in writing of their intentions.

Required Courses

All students must take the departmental foundation courses:

28:202 Critical Perspectives	3 s.h.
28:204 Research Methodologies	3 s.h.
28:300 Research Colloquium	1 s.h.

Substitutions

At the discretion of the advisor, a student may substitute up to 6 hours of program requirements without petitioning the Graduate Committee.

Courses of Study

The master's program offers specialized courses of study in two areas; Sport Studies and Psychology of Sport and Physical Activity. Each emphasis has a specific curriculum and specific course work requirements (see Appendix or visit the department website: <http://www.uiowa.edu/~hss/grad/graduate.html>)

Thesis or Non-thesis Option

All masters students are admitted as non-thesis students.

A student in the thesis option must petition the Graduate Committee at the end of his or her second semester. The petition should include a brief description of the thesis project, the name of the faculty member who would direct the thesis, and suggestions for two other faculty members who might serve on the committee. The Graduate Committee will make a decision on whether to move a student from non-thesis to thesis status based on this information, the student's academic record, and the student's ability to complete a quality thesis as reflected in conceptual skills, familiarity with appropriate methodologies and writing abilities.

If approved, the student files a Change of Status form with the Graduate College. Students accepted into the thesis program must defend their proposal by the end of their third semester in the program. Students should sign up for 3 s.h. of thesis credit for this semester. If the student does not meet this deadline or if the faculty believe the project is not an appropriate thesis topic, the student will automatically be reclassified as a non-thesis student.

Students must defend the completed thesis by the end of their fourth semester in the program. Funding beyond this date is unlikely.

The thesis program entails successful completion of at least 36 credit hours. This usually consists of 30 hours of course work and 6 hours of thesis. Specific information pertaining to aspects of thesis preparation can be found on page 11.

Non-thesis programs entail successful completion of a minimum of at least 37 hours of course work. Non-thesis programs must include graduate level courses from at least three graduate faculty members within the Department of Health and Sport Studies. Non-thesis students must pass a comprehensive examination (see below).

Internships/Practicum

As a part of their course work students may elect to do an internship or a practicum within the Department. Master's and doctoral students may receive up to 3 hours of credit for approved internships or practicum. Each hour of credit represents approximately 5 contact hours of work per week over the course of a 16 week semester.

For summer session, each hour of credit represents approximately 10 contact hours per week for an 8 week session.

Master's Comprehensive Examinations

Master's comprehensive examinations are taken only by those students who choose the non-thesis option.

1. Students may not take the comprehensive examination until they have passed the writing competency examination.
2. Comps are offered only once during Fall semester and once during Spring semester. Usual dates are in early November and early April. Students may write comps during the summer only by petition to the Graduate Committee.
3. Students must petition the Graduate Committee to take comps, indicating when they wish to write, the areas to be written, and the three faculty members who will serve on their committee. The proper form may be obtained in the departmental office. Signatures of members who agree to serve should be obtained on this form.
4. The comprehensive examination consists of two parts:
 - a. the student's major substantive area:
 - cultural studies
 - history
 - psychology of sport
 - health promotion
 - b. the student's minor substantive area
 - cultural studies
 - history
 - psychology of sport
 - health promotion
5. The examination period is 4 hours long.
6. All three members of the comps committee will evaluate the entire exam as passing or failing, taking into account both the content of the response and the clarity of expression. An area is failed if two faculty members judge the answer unacceptable. The student must pass both areas.

7. Students may learn the results of the examination in person from their advisors or wait for the written notification from the Graduate Committee chair. The student should see the advisor for more complete feedback on the evaluations.
8. An oral examination is held only if the examination committee deems one necessary in order to test the student further or allow the student the opportunity to elaborate on his or her written examination. The student is allowed to see the written exam paper at least the night before the oral examination.
9. At the discretion of the Graduate faculty, a student who fails the examination may present herself or himself for reexamination, but not sooner than the next regularly scheduled examination period. The examination may be repeated only once.
10. A student who fails the first attempt at the comprehensive examination may not switch to the thesis option.

THE Ph.D. PROGRAMS

The Ph.D. is awarded upon successful completion of 60 or more semester hours beyond the master's degree. The doctoral degree requires concentrated study in an area of specialization, culminating in the preparation of the dissertation.

Areas of Specialization

The Department offers two areas of specialization at the doctoral level, Sport Studies and Psychology of Sport and Physical Activity. Each area of emphasis has a specific curriculum and specific course work requirements.

Writing Competency

A writing competency examination is taken by all new students early in their first semester of registration. See page 5 for details.

Required Courses

All doctoral students must satisfy the requirements of the master's curriculum in their specialization. All doctoral students must also complete the departmental foundation courses:

28:202 Critical Perspectives	3 s.h.
28:204 Research Methodologies	3 s.h.
*28:300 Research Colloquium	3 s.h.
28:399 Thesis: Ph.D.	12 s.h.

*Doctoral students, if full time, must register for Research Colloquium every semester it is offered.

All doctoral students must take a 3 credit hour research seminar that goes beyond the scope of 28:204 Research Methodologies. Students should consult their advisors regarding appropriate courses that satisfy this requirement.

Hour Requirements

1. All doctoral students must complete 60 or more semester hours of course work beyond the master's degree. A maximum of 93 hours has been set by the Graduate College.
2. A minimum of 50 semester hours must be completed at The University of Iowa.
3. A minimum of 12 hours must be taken outside the Department.
4. A maximum of 12 hours of dissertation credit will count toward the degree.
5. Two full-time semesters of not less than 9 semester hours each must be taken after the first 24 semester hours of graduate work. The Graduate College Manual provides for an alternate means of satisfying the requirement <http://www.grad.uiowa.edu/Pubs/ManualRulesRegs.pdf> (see section XII, C).

Doctoral Comprehensive Examinations

All doctoral students must pass a comprehensive examination focused on but not necessarily limited to their area of specialization.

1. Doctoral comps are scheduled on an individual basis. The student must petition the Graduate Committee to take comps indicating when she or he wishes to write comps and requesting the faculty members who are to serve on the committee.
2. A student must be registered in the Graduate College at the time of the comprehensive exam, which must be passed no later than the session prior to the session of the student's graduation.
3. The comps committee is comprised of the student's advisor and four other graduate faculty members from the UI. At least three committee members must be faculty of this department. At least one member must be from outside the department. The student has input into the selection of the committee.
4. The student must take responsibility for contacting members of the comps committee regarding their willingness to serve and the dates convenient for them. Signatures of committee members should be obtained on the proper form, available in the main office.
5. Comps questions come from at least two, and preferably more, faculty members.
6. At least one week prior to the exam, the advisor must evaluate the exam questions to determine if the exam can be completed in the amount of time.
7. The comprehensive exam consists of two parts; a written and an oral exam.
 - A) The written exam will be 8 hours in length, generally divided into two four-hour segments held on consecutive days.
 - B) The oral exam will be 1-2 hours in length, generally scheduled to occur 7-14 days after the written exam.

8. The advisor will proctor the examination. Proctoring consists of starting and ending the examination and making periodic checks.
9. With the advisor's consent, the student may use a personal computer to write the exam.
10. All committee members will read and evaluate all questions.
11. Within 7 days of the written exam the advisor will contact the committee members to ascertain if the oral exam should go forward. The student will be notified of the committee's decision and will be provided with a copy of the written exam a minimum of 3 days prior to the oral exam.
12. At the oral examination meeting, the committee will excuse the student from the room for a few minutes while they share their evaluations of the written portion of the exam and decide whether the oral will constitute a defense of the exam or be a more wide-ranging discussion. The student will then be invited back in and apprised of the committee's assessment of the written exam.
13. Following the oral portion of the exam, the student will again be asked to leave the room. The committee will evaluate the entire exam and vote "satisfactory," "satisfactory with reservations," or "unsatisfactory." The student will be called back into the room and informed by the committee chair as to the committee's decision.
 - A) Four votes of "satisfactory" will result in the successful completion of the comprehensive exam.
 - B) Two or more votes of "satisfactory with reservations" means the student must satisfy some stipulation of the committee. The report to the student must state these stipulations explicitly and make clear the amount of time allowed to satisfy them.
 - C) Two or more votes of "unsatisfactory" means the student has failed the exam and must repeat the written portion, the oral portion, or both. Only one retake of the exam is allowed.
14. Written notification will be made to the student and the Graduate College within 14 days of the taking of the written examination.

Dissertation

All Ph.D. students are required to complete a dissertation. The dissertation and final examination in defense of it are the final stages in the doctoral career.

Timeline for Doctoral Requirements

1. The comprehensive examination is taken toward the end of or after the completion of the student's course work, usually in the student's sixth semester on campus.
2. The dissertation proposal defense meeting is held after the student has successfully passed the comprehensive examination. The proposal defense meeting cannot be held until the semester following the passing of the comprehensive exam.

GUIDELINES FOR THESES AND DISSERTATIONS

All doctoral candidates and all master's candidates who choose the thesis option must complete a piece of original research. Guidelines for dissertation and thesis preparation are explicitly stated in several other sources with which students should thoroughly acquaint themselves. The summary remarks here are by no means complete. Students should thoroughly familiarize themselves with the *Thesis Manual* of the Graduate College (www.grad.uiowa.edu/Pubs/TManual.pdf). The "Thesis Preparation Checklist" Appendix C of the *Thesis Manual*, is particularly helpful. The Graduate College also provides a template for the preparation of the manuscript: <http://www.grad.uiowa.edu/Pubs/TManual.pdf>

Thesis and Dissertation Committees

Master's thesis committees consist of the advisor and two other UI graduate faculty members.

Dissertation committees consist of the advisor and four other UI graduate faculty members, including at least one from outside the Department.

Thesis and dissertation committees must be selected by the student and advisor at proposal stage. The following sequence of events should be observed:

1. The student and advisor agree on the committee members.
2. The student contacts the committee members and asks them to serve. The student completes the Thesis/Dissertation Committee Approval form (available from the department office) and obtains the signatures of the committee members who have agreed to serve.
3. The form is submitted to the DGS and the Department chair for approval. The chairs may bring the matter before the Graduate Committee if deemed necessary.
4. The approved form is filed in the student's file.
5. If requested by the student or any committee member, the advisor convenes the committee prior to formal proposal preparation to clarify procedures and responsibilities.

Changes in committee personnel must be submitted in writing to the Director of Graduate Studies.

The Proposal Defense

The thesis or dissertation proposal is defended in a forum to which all graduate faculty and students are invited. Before such a defense is scheduled, the student receives feedback from her or his advisor and from the other thesis committee members. One copy of the proposal should be made available in the Department office and one copy of the proposal should be given to each member of the thesis or

dissertation committee. A shortened version of the proposal will be placed on reserve in the departmental library for remaining faculty to review.

All graduate faculty have the right to question the candidate; however, only the committee members have a vote in acceptance or rejection of the proposed research.

Proposal defenses are not to be scheduled during the summer session except under extenuating circumstances. In such cases, the following procedure must be followed:

1. The student must petition the Graduate Committee during the regular academic year.
2. The thesis or dissertation committee must be approved during the regular academic year.
3. The date for the proposal must be set before the close of spring semester and must fall during the last week of the first summer session or the first week of the second summer session.

Proposal Approval

A copy of the proposal, amended to thesis committee approval, is signed by the thesis committee and kept on file in the main office. This signed proposal serves as an informal contract between the student and the thesis committee.

Style and Format

The thesis or dissertation must conform in style and format to Graduate College requirements. Every student should become thoroughly familiar with the Thesis Manual published by the Graduate College. The Graduate College provides a template for the formatting of the thesis; see <http://cs.its.uiowa.edu/sda/index-thesis.shtml> Other questions may be referred to the Graduate Examiner in the Graduate College offices. <http://www.grad.uiowa.edu/Students/ThesisResources/>

Format adaptations may be necessitated by the nature of the research. The student should consult her or his advisor, but the ultimate authority in all such matters is the Graduate College.

Human Subjects Regulations

All research with human subjects must be cleared with the Human Subjects Office. Forms and information are available at www.research.uiowa.edu/hso.

Research in the public schools requires a more extensive application procedure. Contact the Cooperating Schools Program in the College of Education.

Students planning to do research which involves risk or which utilizes a public school sample must allow at least one month for their requests to clear these outside committees.

Plan of Study and Final Examination Request

The Plan of Study form and the Request for Final Examination form, including the names of the examination committee, are reviewed by the advisor and the department chair. If approved, the request is forwarded together with the title of the thesis and the place, date and time of the defense, to the Graduate College. This information must be in the hands of the Graduate College no later than 3 weeks prior to the defense.

Announcement of final dissertation defense dates are published in FYI. In addition, notice of dates and topics for M.A. and Ph.D. defenses is sent to all Departmental faculty and graduate students.

First Deposit

The first deposit of one copy of the thesis or dissertation in final, finished form is due in the Graduate College office no later than 4 weeks prior to the graduation date at which the degree is to be conferred.

The Final Examination

For Masters students, the final examination is either the comprehensive exam or the defense of thesis.

For Ph.D. students, the final examination is the formal defense of the dissertation. Final examinations are open to the public. The final examination may not be held until the next session after passing comps. A student must pass the final examination no later than five years after passing comps.

The final examination committee for the Ph.D. student is comprised of no fewer than five graduate faculty members, who are not necessarily the comprehensive examination committee members. One member of the committee must be from outside the Department. Final examination committees are appointed by the Dean upon the recommendation of the Department.

The final examination will be evaluated as satisfactory or unsatisfactory. Two unsatisfactory votes will make the committee report unsatisfactory. Results are due in the Graduate College office within 48 hours after the examination.

Copies

After the successful defense, at least four copies of the thesis or dissertation must be prepared: one for the Graduate College, one for the Department, one for the advisor, and one for the student. It is customary to present a bound copy of the thesis or dissertation to each member of the thesis committee.

After the dissertation is microfilmed, the second copy is returned to the student, if the student has signed a form in the Graduate College asking for it.

Abstract

The Graduate College specifies that an abstract not to exceed 350 words be submitted with the dissertation. Instructions for the format of this abstract may be obtained in the main office and must be followed exactly. A copy of the abstract must accompany both copies of the dissertation deposited with the Graduate College. The third copy remains in the Department.

Binding

Binding of the Departmental and student copies is arranged through the University Libraries. The student brings the copy of the thesis intended for the Department and the one for the advisor - and as many additional copies as are desired - to the University Library after the oral examination is over and all corrections have been made, and deposits the money for the binding. An unbound copy submitted to the Graduate College is later bound by the University before deposit in the University Library.

Final Deposit

The final deposit of the thesis (one copy) or dissertation (two copies) including the abstract and the signed Certificate of Approval is due in the Graduate College at least 10 days before anticipated graduation. Final deposit must be made no later than the end of the next semester; otherwise the student may be required to defend the dissertation or thesis again.

PREPARING TO GRADUATE

Graduate students must file a number of forms with the Graduate College early in the semester in which they plan to graduate, usually in mid-October for December graduation and in late February for May graduation. These forms include the Application to Graduate, which must be accompanied by a copy of the official transcript; the Plan of Study form (see below); and the Report of the Final Examination (the comprehensive examination or thesis defense for masters students; the dissertation defense for doctoral students). The departmental administrative assistant, Joyce Murphy, can help with the preparation of these forms.

Plan of Study Form

The plan of study form is a Graduate College form prepared in the last semester of registration for the master's degree or preceding the writing of doctoral comprehensives. This form must be approved by the advisor and filed with the Graduate College.

Subtrack Designation

The Graduate College has approved the use of the subtrack designations listed below as optional transcript entries for students receiving graduate degrees in Health and Sport Studies. Students must request that subtrack designations appear on their transcript by filing the appropriate form with the Graduate College. You may pick up the form from the Health and Sport Studies Main Office, E102 FH.

Master of Arts Degree (M.A)
28K Sport Studies
28G Psychology of Sport and Physical Activity

Doctor of Philosophy Degree (Ph.D.)
28K Sport Studies
28J Psychology of Sport and Physical Activity

GRADUATE ASSISTANTSHIPS

The Department tries to fund as many qualified students as possible through fellowships, teaching assistantships or research assistantships. Masters students generally are supported at the quarter time level for a maximum of one academic year. Doctoral students generally are supported at the half-time level for a maximum of three academic years. The most effective allocation of hours is determined by the Graduate Committee and the student.

Criteria for Awarding Graduate Assistantships

1. Academic record: Minimal GPA of 3.0 on all course work.
2. Teaching or research qualifications: Positive evaluations from previous employers or teachers. Departmental and faculty needs are also given consideration. A resumé and letters of reference may be submitted in support of an application for assistantship funding.
3. Full-time status: Registration for at least 9 semester hours. Students who drop below 9 hours while on assistantships will not be awarded TA's in the subsequent semester.
3. English proficiency: Students for whom English is a second language must demonstrate their proficiency on the SPEAK test administered by the English Department as a Second Language program the week before classes begin.

Criteria for Renewal of Graduate Assistantships

In addition to the above criteria, continuing graduate students must be registered for at least 9 credit hours of graduate work per semester during the period of the assistantship. Graduate assistants who have fewer than 9 semester hours of coursework remaining may petition the Graduate Committee for a one semester exemption from the 9 credit hour requirement.

Renewal is dependent on satisfactory work as a teaching or research assistant.

Criteria for Awarding Summer Session Assistantships

Some teaching assistantships are available during the summer session. Interested students must fill out the special form for requesting a summer session assistantship.

Preference will be given to students in an early stage of their careers, i.e., first year master's students and first and second year doctoral students. Graduate students who have not met their obligations as TAs or RAs in the preceding academic year will not be considered for summer appointments.

Applying for Support beyond the Maximum

Students who have already received maximum support will be considered for additional support only after other students have been assigned and only if Departmental needs exist.

Students who receive additional support must take most of their hours within the Department. This means 5 of 9 hours during the regular semester.

Policies Concerning Graduate Assistants

The time demands placed on graduate assistants must be kept within the limits of the following policies set by the Graduate Committee.

1. Graduate assistants are expected to attend all their classes and meet all requirements for their course work and their assistantship.
2. Graduate assistants should put in a maximum of ten hours per week for a quarter time appointment or twenty hours per week for a half-time appointment.

SCHOLARSHIPS

The Department has a number of scholarships for which graduate students in the department may apply. Early in the spring semester, students will be invited to submit applications. Award decisions are made in April, and the scholarships are presented at a celebration in the final week of classes. The scholarship program is administered by Dr. Kerry McGannon.

C. Pauline Spencer

The Spencer scholarship is named in honor of a 1923 graduate of the Department of Physical Education for Women (now the Department of Health and Sport Studies). Applicants must be female undergraduate or graduate students enrolled in or planning to enroll in the Department. Criteria for the award are established by the Department and approved by the family of the donor. The award provides support toward necessary expenses up to the cost of tuition, required books and fees, and support toward living expenses. The scholarship is renewable at the discretion of the scholarship committee.

Mary Monroe Bell

The Bell Scholarship fund was established in 1988 by Katherine and Harris Seidel in honor of Katherine's sister, Dr. Mary Bell, who completed her Ph.D. in the Department of Physical Education for Women in 1955. An annual scholarship is given to a female graduate student in the Department. Criteria for the award include the completion of at least 9 hours of coursework with a minimum GPA of 3.0, and admission to degree candidacy.

M. Gladys Scott

Dr. M. Gladys Scott was a nationally renowned scholar who served as chair of the Department of Physical Education for Women from 1955 until 1974. In her honor, annual grants are awarded to graduate students to support their research. Criteria for the award include the completion of at least half the coursework for a graduate degree, minimum GPA of 3.0, and demonstrated financial need.

Laura Tuttle Memorial Scholarship

The Tuttle scholarship was established in 1970 to honor Laura Tuttle, a graduate student in the Department of Physical Education and Dance (now HSS). It is given to a graduate student who possesses high professional standards. Criteria include completion of at least half the coursework for a graduate degree, a minimum GPA of 3.0, thesis or dissertation in progress, and financial need.

Wells Scholarship

The Wells scholarship was established in 1994 through a gift from Katherine F. Wells to provide one annual scholarship for tuition, books, fees, and room and board for a female graduate student majoring in physical education. Criteria include two consecutive years of teaching experience in the same position at the same school, with high recommendation of being a good teacher. The recipient cannot hold any other scholarship and must be a full-time student maintaining a 3.0 GPA and may continue to qualify for up to three years.

GRIEVANCE PROCEDURES

Students with concerns or complaints about the graduate program or procedures of the Graduate Committee are encouraged to express those concerns in an appropriate manner. The student should first discuss problems and concerns with the appropriate faculty member. The second step should be to discuss matters with the academic advisor. Finally, the student may bring the matter before the Graduate Committee either by communicating the concern to one of the student representatives to the Committee or by asking to appear before the Committee.

Advising Problems

Students are free to change advisors at any point in their graduate career. This is done by getting the advisor form from the student's file and taking the form to the former advisor, the new advisor and the chair of the Graduate Committee for their signatures. The revised form is then placed in the student's file.

COGS

Students on graduate assistantships are represented by COGS, a local chapter of the United Electrical, Radio and Machine Works of America, which has its own set of grievance procedures.

Procedures for Academic Dismissal

The Department of Health and Sport Studies follows the policies for academic dismissal outlined by the Graduate College. See Section IV, paragraphs E, F, and G of the Manual of Rules and Regulations. www.grad.uiowa.edu/Pubs/Manualrulesregs.asp.

MISCELLANEOUS INFORMATION

General Principles Guiding Publication Credit

When a publication results from research by two or more individuals, the question of authorship credit arises. The norms for determining authorship status differ among disciplines, a distinct challenge in a multi-disciplinary field such as ours. Students should take the time to familiarize themselves with the norms specific to their own sub-discipline; nevertheless, the general principles listed below may also be useful.

The issue of publication credit really entails two related questions: 1) whether to grant co-authorship status at all, and 2) if so, how to determine who is to be first author. The general rule of thumb is spelled out in the American Psychological Association guidelines: "Publication credit is assigned to all those who have contributed to a publication in proportion to their contribution", i.e., the individual whose contribution has been most significant is listed as first author and so forth.

The first author is the one responsible for the greatest proportion of the research idea, design, interpretation and discussion. Since the norms of research assign greatest importance to these theoretical matters, those individuals whose contribution to the project is restricted to data gathering and analysis are usually acknowledged in a footnote and are not accorded authorship status. This would generally be the condition under which students serve as research assistants to faculty members.

Typically the student will be the first author of publications resulting from thesis or dissertation research since such research is by definition student conceived and executed. In cases where the student work is part of the ongoing research of the advisor or when the advisor asks that data extraneous to the thesis research be collected, the student and advisor should consider joint publication which in some cases would include the student as second rather than first author.

Decisions regarding co-authorship depend upon the individuals involved as well as the project itself. Ideally, authorship issues are settled in advance when the research is in the planning stages and research tasks are being allocated. The student should feel free to discuss this issue with faculty or student colleagues in order to avoid misunderstandings later.

Plagiarism

Academic fraud, or plagiarism, is a very serious offense. The Graduate College policy on plagiarism can be found in Section IV paragraph F of the Manual of Rules and Regulations www.grad.uiowa.edu/Pubs/Manualrulesregs.asp The Department also follows the policies outlined by the College of Liberal Arts and Sciences: www.clas.uiowa.edu/students/academic_handbook/ix.shtml

1. In cases of academic fraud, the individual instructor may reduce the student's grade, including the assignment of an "F" for the course.

2. All cases of plagiarism must be reported for action to the Dean of the Graduate College, who shall maintain a record of the offense and determine whether the offense should be recorded by the Registrar on the student's transcript.
3. The Dean may take further disciplinary action, including disciplinary probation, suspension from the College or expulsion from the University.

University Libraries

Students should become acquainted with the Psychology Library in Seashore Hall, Hardin Library for Health Sciences, and all areas of the University's Main Library. The latter has a handbook for graduate students which may be obtained at the Library information desk.

The Department Lounge

The Department lounge in E141 is a gathering place for students which also houses books, professional journals, and theses. The materials of this library must be used in the lounge only, and should be reshelved in the proper place after use. Some instructors put reserve materials in this room.

Duplicating Materials

Materials to be used in teaching Skills courses may be duplicated in the Skills Office. Students are not to use the Departmental copy machine for their own coursework needs or for duplication of thesis or dissertation materials. A printer is available for student use in the department lounge. A small annual fee is charged to cover the cost of ink cartridges.

Building Use

Graduate students are issued keys to permit use of the building on weekends and holidays. At these times, each individual is responsible for locking doors, closing windows and turning off the lights.

Keys

The number of keys issued is kept to a minimum. Key requests are made directly to Joyce Murphy, the Professional Departmental Assistant. If you do not return your keys at the end of your teaching appointment, you will be billed for the cost of replacing the lock.

THE GRADUATE FACULTY

Susan Birrell, Professor
Cultural Studies

B.A. St. Lawrence University
M.S. University of Massachusetts
Ph.D. University of Massachusetts

Kathleen Janz, Professor
Health Promotion

B.S. University of Wisconsin - Steven's Point
M.A. University of Northern Colorado
Ed.D. University of Northern Colorado

Michael Lomax, Associate Professor
History of Sport

B.A. Central State University
M.A. The Ohio State University
Ph.D. The Ohio State University

Kerry McGannon, Assistant Professor
Health Promotion

B.A. University of Victoria, British Columbia
M.A. University of Victoria, British Columbia
Ph.D. University of Alberta

Catriona Parratt, Associate Professor
History of Sport and Leisure

B.A. University of Birmingham (England)
M.HK. University of Windsor (Canada)
Ph.D. The Ohio State University

Elizabeth Pelton, Associate Professor and Chair
Health Promotion

B.S. University of Iowa
MS University of Iowa

Emeritus Professors

N. Peggy Burke, Associate Professor
B.A. Morehead State University
M.S. Morehead State University
Ph.D. University of Iowa

Donald Casady, Professor
B.S. University of Iowa
M.A. University of Iowa
Ph.D. University of Iowa

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B.A. University of Iowa
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