

ITHACA COLLEGE

**COLLEGE OF HEALTH SCIENCE AND
HUMAN PERFORMANCE**

**EXERCISE AND SPORT
SCIENCES**

**GRADUATE PROGRAM
MASTER OF SCIENCE (M.S.) HANDBOOK**

Revised 1/26/17

PREFACE

Welcome to Ithaca College! You have just joined the ranks of a select few into graduate school. We are confident that you can tackle the rigors and come out with an advanced degree in which you can take great pride.

The Master of Science involves both applied and research components. Graduate level courses and seminars focus on research, research findings, and application. You will be intellectually stretched and stimulated to explore the frontiers of knowledge.

It is important to understand that the faculty is here to help you explore these frontiers, but the task of completing the graduation requirements is in your hands. We have assembled this handbook to help you understand and fulfill the degree requirements and make the most out of your academic pursuits. Additional information can be found in the All-College Graduate Student Handbook, Ithaca College Policy Manual, and ESS graduate program materials. Please be systematic in meeting the requirements. There are no shortcuts. Become familiar with this Graduate Handbook and its contents, and use it frequently as a reference.

When you have questions regarding your program, we advise avoiding the consultation of peers. Go to the source, that is, the graduate program chair or graduate faculty members. Our graduate program can be tailored to meet individual needs; therefore, what may have been acceptable to one student may not be applicable to you.

Good luck in your scholarly endeavors. The faculty are committed to facilitating your efforts during your program of study leading toward the M.S. degree in Exercise and Sport Sciences.

M.S. STUDENT PROGRESSION FLOWCHART

The *minimal* time-line for a full-time master's degree candidate is as follows. Students wanting or needing to spend a longer time, and part-time students, must adjust their schedules accordingly.

Thesis Students*

Semester One

Coursework (12 credits)
Seminar
Select a thesis advisor and committee
Identify and work on thesis topic
(e.g., review literature)

Semester Two

Coursework (9 credits)
Seminar
Register for Thesis I (3 credits)
Write & present thesis proposal
Preliminary work (e.g., collect
pilot data)

Semester Three (Summer)

Coursework (3 credits)
Complete degree audit with Grad
Chair if necessary
Register for Thesis II (3 credits)
Work on Thesis (e.g., collect data,
analyse data, submit drafts to
committee)
Thesis defense
Activate "Intent to Graduate" with the
college Registrar

*Note**

The schedule outlined here identifies a highly ambitious thesis schedule that is possible, albeit rare. Most students complete the thesis plan in no less than 1.5 years. To ensure graduation in a specific semester you have to follow the "Thesis Calendar Deadlines" available from the Exercise Science Graduate Chair.

Non-Thesis Students#

Semester One

Coursework (12 credits)
Seminar

Semester Two

Coursework (12 credits)
Seminar
Discuss internships with advisor, if desired

Semester Three (Summer)

Coursework (12 credits; may include
internship and/or independent studies)
Complete degree audit and register to take
comprehensive exams with Grad Chair
Activate "Intent to Graduate" with the
college Registrar
Take comprehensive exams

Note#

The non-thesis schedule outlined here is ambitious, but can be completed with diligent effort. Many students, however, choose to spread out their curriculum over 1.5 to 2 years. A longer time will be necessary if doing an internships or special projects.

**DEPARTMENT OF EXERCISE & SPORT SCIENCES GRADUATE
FACULTY**

The Graduate Faculty

Jeffrey Ives, Ph.D. (University of Massachusetts, Amherst) *Professor of Exercise and Sport Sciences and Graduate Program Chair*

Sebastian Herenburg, Ph.D. (University of Regina). *Assistant Professor of Exercise and Sport Sciences*

Betsy Keller, Ph.D. (University of Massachusetts, Amherst) *Professor of Exercise and Sport Sciences*

Deborah King Ph.D. (The Pennsylvania State University) *Associate Professor of Exercise and Sport Sciences*

Gary Sforzo, Ph.D. (University of Maryland) *Professor of Exercise and Sport Sciences*

Greg Shelley, Ph.D. (University of Utah) *Associate Professor of Exercise and Sport Sciences*

Thomas Swensen, Ph.D. (University of Tennessee) *Professor of Exercise and Sport Sciences*

Justine Vosloo, Ph.D. (University of West Virginia) *Assistant Professor of Exercise and Sport Sciences*

Paul Geisler, Ph.D. (adjunct graduate faculty) *Associate Professor of Exercise and Sport Sciences*

Jennifer McKeon, Ph.D. (adjunct graduate faculty) *Assistant Professor of Exercise and Sport Sciences*

Patrick McKeon, Ph.D. (adjunct graduate faculty) *Assistant Professor of Exercise and Sport Sciences*

The Affiliate Faculty (Non-Exercise and Sport Sciences Department Faculty)

Thomas Pfaff, Ph.D. (Syracuse University) *Associate Professor of Mathematics*

Mary Turner DePalma, Ph.D. (Cornell University) *Professor of Psychology*

Geoff Moore, M.D.

GENERAL INFORMATION

Expectations of Graduate Students

Graduate study is rigorous and highly rewarding. Because of similar interests, small classes, and the sheer amount of time students spend with one another, strong camaraderie and friendships are built. Student commitment to the program is important for themselves and other students. Thus, in order to succeed in the program and to contribute to the overall vitality of the program, the following, as a minimum, is expected:

Students will attend all classes and complete all work as assigned. Sloppy, incomplete, and careless work is unacceptable. All homework, readings, and class preparatory work are done prior to coming to class. Students will engage in a high level of class participation in accordance with class policies.

Any form of academic dishonesty – cheating, plagiarism, sharing of assignments, and so forth – is inconsistent with the principles of a graduate degree and reflects poorly on the student, the ESS graduate program, and the college. All cases are dealt with swiftly and harshly by reporting them to the Provost's Office. It is the student's responsibility to understand what acts are permissible and which acts are deemed misconduct. Ignorance of academic misconduct guidelines is not sufficient to avoid disciplinary action.

Academic Adviser

The graduate chair serves as the academic adviser for all entering graduate students. Students may seek mentoring from any graduate faculty and are encouraged to develop a mentoring relationship with a graduate faculty member in their area of specialization.

Transfer of Credits for the M.S. Degree

A maximum of 6 credits of high quality graduate work from another institution may be transferred and applied towards the requirements for the master's degree. An additional 3 credits may be transferred from another program at Ithaca College. In certain situations, quality graduate coursework taken as part of another degree, may be used to waive specific curricular requirements; in these instances an appropriate elective, approved by the graduate chair, will be identified for the student to take as a substituted for the required course.

Students must petition the HSHP Dean and ESS Graduate Chair to transfer credits. All forms for credit transfer can be found on the Registrar's homepage. The HSHP Dean and Registrar have the final decision on whether to approve transfer credits. It is recommended that students get prior approval of any courses taken outside Exercise and Sport Sciences to insure that the course credits will transfer and will meet specific curricular requirements.

Be advised that transferring graduate credits from online colleges and universities is difficult. Accreditation status, instructor credentials, and overall course quality are difficult to evaluate. Generally, we will accept no course in which the instructor has less than a doctoral level degree.

Prerequisite Courses

Students needing to complete prerequisite courses are encouraged to do so before entering the graduate program. If this is not feasible, then undergraduate prerequisites can be completed during the first graduate year. Be advised that graduate students must take the prerequisite courses prior to enrolling in the specified graduate course(s), which may delay the student's curriculum planning. Undergraduate prerequisite courses may be taken as an audit, but with special restrictions. Please see the graduate chair for details.

Dual Concentrations or Dual Majors

Graduate students sometimes see the possibility of acquiring double Master's degrees (e.g. M.S. in Exercise and Sport Science and an M.S. in Physical Education) or dual concentrations within the ESS Graduate Program. It is possible to have something somewhat like a "double major," but not dual degrees. Here is an excerpt from the graduate catalog:

"With consultation and approval from the student's major adviser, a second major field may be listed on a student's transcript when 50 percent of the second program's additional coursework is completed (e.g., 15 additional credits for programs requiring 30 credits for completion). A second major field does not lead to an additional degree or additional certification."

Listed below are examples using this policy. The examples below cannot be taken as literal. EACH CASE MUST BE INTERPRETED ON ITS OWN MERIT AND APPROVED BY THE HSHP DEAN IN CONSULTATION WITH THE ESS GRADUATE CHAIR AND REGISTRAR.

1. A graduate student at IC cannot earn two degrees of the same type (e.g., M.S.). However, they can earn one degree with two majors (primary and secondary fields of study), but only if they are working on those simultaneously. Another way of saying that is they earn the degree upon completion of both sets of requirements and not before. This is what the "Second Major Field" policy in the catalog covers. For example, a student could start the M.S. in Exercise & Sport Sciences, and then decide to add a second major field in Physical Education and Health. The policy indicates that a student would need to work out a plan to get to at least 50% new coursework toward the completion of those requirements. When all of the requirements for the original degree and the plan for the second major field are completed, they would earn a Master of Science degree with both Exercise & Sport Sciences AND Physical Education and Health listed on the transcript – like a dual

- major. If the dual majors overlap sufficiently then there may be no way to accomplish the 50% rule and dual majors may not be possible.
2. If the student is interested in earning two different degrees, such as an MBA plus and MS, then they have two possibilities.
 - a. They can enroll in those simultaneously, but can only earn the degrees upon completion of requirements for both degrees (the 50% second major rule still applies and a plan would need to be approved)
 - b. They can also enroll sequentially, so, for example, if they don't want to wait until both sets of requirements are completed to earn of the degrees, they can complete one and then enroll in the other.
 3. Under the current guidelines from NYSED a student cannot complete a degree and then later enroll in the same type of degree. For example, a student could not earn the MBA in Business Administration after already having earned an MBA in Professional Accountancy. This would also apply to two M.M. degrees or two M.S. degrees. The student could only accomplish that as described in #1 above.

Motivated students may elect to complete the requirements for a dual concentration. Both concentrations must be thesis tracks or both non-thesis tracks. Students opting for the dual concentration with thesis will do a single thesis that integrates both concentrations. Dual concentration non-thesis track students will take comprehensive exams in both areas of concentration. Any student wishing to pursue dual majors or dual concentrations must speak with the graduate chair to work out the details and determine eligibility to do so. Keep in mind that ESS students wishing to have dual concentrations in Human Performance/Sport Psychology or Human Performance/Exercise Physiology may find too much overlap and thus dual concentrations may not be possible. Nevertheless, a dual concentration thesis track will require at least 45 credits, and a dual concentration non-thesis track will require at least 54 credits.

Graduate Assistantships

The Department of Exercise and Sport Sciences offers a limited number of graduate assistantships (GA's) that require 8-20 hours of work per week. Assistantships are typically awarded for two semesters with each semester appointment lasting 15 weeks. Assistantships are competitive and awarded based on the following criteria: (1) undergraduate academic record, (2) work experience related to the assistantship, and (3) departmental needs as matched to the interests of the student. Although all assistantships are termed GAs, they may be differentiated by Student Financial Services as "exempt" or "non-exempt" for legal and tax purposes. Teaching assistantships are tax exempt and primarily (but not solely) consist of assisting with undergraduate ESS laboratory teaching (e.g., kinesiology, biomechanics, exercise physiology, neuromuscular control, and anatomy and physiology). Non-teaching assistantships are not tax exempt and may require different tax documents. Non-teaching assistantships include those

with primary duties consisting of coaching, athletic training, research, or fitness/wellness responsibilities. The job descriptions, and legal status afforded each description, are based on the primary job responsibilities of that assistantship. Most assistantship positions have multiple responsibilities that are outlined at the beginning of each semester.

Students with academic deficiencies that require a semester or more to complete will not be considered for an assistantship until such deficiencies are completed and an appropriate grade point average (GPA) has been achieved. As stated, assistantships are awarded for a full year (fall and spring semester or spring and fall semester). Assigned assistantship duties may change from one semester to the next as stipulated in the assistantship contract.

Graduate students with assistantships generally receive both a stipend (salary) for the academic year and a tuition waiver for a specified number of course credits each semester. A typical assistantship includes 18 credits of tuition waiver (9 credits each semester) and a salary for assistantship services performed (12-20 hours per week). Additional compensation during a semester may be received for additional hours of work only with advanced approval of the graduate program chair, and provided the compensation is not for additional hours of assigned assistantship duties. Graduate students cannot work more than 20 total hours per week. In addition, extra compensation and hours cannot interfere in the progress toward completion of the degree otherwise the assistantship may be terminated.

Students with assistantships are generally enrolled as full time graduate students, which is a minimum of nine (9) credits per semester for fall and spring, or 6 credits in the summer. Assistantships may be awarded to students during summer sessions. Assistantships awarded to part time students may require special permission. Teaching and non-teaching assistants may be evaluated each semester by their assistantship supervisor, and in the case of teaching assistants, by classroom evaluations. Supervisors will discuss performances with their graduate assistants throughout, and upon the completion of, the academic semester.

Should a graduate assistant no longer wish to continue their duties, the assistantship will be withdrawn from the student. A graduate assistant wanting to shift assistantship duties must confer with the graduate chair, but should consider that they will most likely not be able to take the assistantship with them. Should the graduate assistant fail to perform their duties as expected, the supervisor may confer with the graduate program chair to terminate the assistantship contract and the payment of any remaining salary and scholarship monies. If the graduate assistant has problems with the supervisor or working environment they must speak with the graduate chair to begin a process of resolving work issues.

Students with assistantships involving tuition scholarships must confer with the graduate chair prior to dropping or withdrawing from any course. Students withdrawing from all coursework, regardless if they have withdrawn from the

college, will be immediately terminated from their assistantship and will not receive any remaining salary.

Though assistantships are normally offered for one year to incoming graduate students, on occasion an assistantship may be awarded to a second year student, regardless if that student received an assistantship in his or her first year. These assistantships are typically awarded to outstanding graduate students who distinguished themselves during their first year of graduate work. Current graduate students applying for assistantships for the following year must submit a resume along with a cover letter stating what assistantship(s) they are applying for, before March 1.

LOGISTICS AND GENERAL POLICIES

College ID, Computer and Email Accounts

Graduate students obtain their Ithaca College ID before or during the graduate student orientation that kicks off the of fall semester. Students who start their graduate studies during summer or spring can receive information on obtaining an Ithaca College ID. Graduate students have several different computer accounts, including email, Novell (student file server), and the Student Information System (HomerConnect). It is the student's responsibility to keep these accounts safe and accessible.

All email correspondence from the ESS program and the College in general will be to the student's Ithaca email account, and not to any other account a student may have. It is the student's responsibility to log in and check his or her Ithaca email regularly, even if these emails forwarded to another email account. It is the responsibility of each student to monitor and maintain his or her email account to insure the system is capable of receiving emails. Email correspondence that is undelivered due to space restrictions, inactivity, and so forth, will not be re-sent.

Address and Telephone Updates

Students should immediately notify the Exercise Science Graduate Program Chair or staff assistant with a change of address and phone number. This is necessary in order to receive correspondence from the Department in a timely manner. The college has an emergency notification system in place that requires valid email and telephone numbers. Please keep the department and college updated.

Motor Vehicle Registration/Parking Permit

All students wishing to use parking facilities at the Ithaca College campus must register their vehicles with the Office of Parking and Traffic Services, and while parked on campus display an authorized parking permit on the vehicle. Students may obtain parking permit from the Office Parking and Traffic Services. Students will need a copy of their ID card and vehicle registration.

Some students, particularly those with athletic training graduate assistantships and some coaches, may be eligible for faculty parking permits. Please see the graduate chair if this pertains to you.

Copying/Printing

Graduate students have access to a copier/printer in the graduate lounge in CHS 309 and the ESS graduate student office in CHS 312. Students may have to supply their own paper for these copiers. Students may use Duplicating Services, Room 155, Center for Public Safety, at their own expense. There are printers in the library and campus computer labs that have their own printing guidelines. Teaching and graduate assistants may need to do copying as part of their assistantship duties. Copying done for the assistantship supervisor should be done on the ESS department copier specified by the supervisor. These copiers can only

be used by students doing departmental work with the approval of a faculty member. Material copied in connection with a student's coursework and/or thesis is the responsibility of the student and is not to be done on departmental equipment or accounts.

Offices, Labs, Equipment, and Keys

Graduate students may use the desks and file cabinets in the Exercise Science Graduate Students Office, CHS 312. Graduate students are not assigned a specific desk or computer in the Graduate Office. Graduate students may also use the lockers and computers in the graduate lounge located in CHS 309. This lounge is for all graduate students and is not specific to Exercise and Sport Science graduate students.

All labs are available for graduate student use. Students may use laboratory facilities in accordance with guidelines set forth by their course instructors, thesis advisors, or graduate assistantship supervisors. Personal use of laboratory equipment is strictly forbidden. Removal of equipment to use off campus is only permitted with approval from the laboratory supervisory faculty member, and in some cases, with additional permission from the graduate chair.

Equipment housed in the main ESS office, namely laptop computers, digital still cameras, and digital video cameras, may be used by graduate students for specific class projects. Students may not sign out any of this equipment on their own. Students must be accompanied by a faculty member who will co-sign the sign-out form.

Keys to labs and offices are issued with approval from the appropriate graduate faculty member or assistantship supervisor and graduate program chair. Students will receive a key request form to sign during the Exercise Science graduate orientation prior to the start of Fall semester. Most keys are issued by the ESS Department Office and must be returned when no longer needed. Be advised that losing or failing to return keys is a serious, and expensive, mistake.

Students must recognize that all spaces – lounges, offices, laboratories – are shared spaces with highly sensitive documents and expensive equipment. These rooms are NEVER to be left unlocked, even for the shortest time. By law, any room containing student information and research data must be locked when left unattended, which includes all labs and the ESS Graduate Student office. **LOCK UP WHEN YOU LEAVE!**

Office and Lab Computers

The computers in the graduate student office are there for your convenience. They contain software you may need (e.g., SPSS) and permit you to print out documents in the office or elsewhere on campus. Do not store information on these computers, as they may be periodically wiped clean. If there are any problems with the computers, please contact the graduate chair. The ESS office

may provide paper for the printers on occasion, but you should be prepared to bring your own. Please DO NOT print out long documents on these printers.

Computers in labs may be used for class work unless the laboratory supervisor restricts such use. Please do not use any of the laboratory computers for private use. On the other hand, it is expected that office and lounge computers may occasionally be used for personal use, such as email, web-surfing, and social networking. Personal use must never interfere with another student's need to do school-related work. These computers may not be used for any purpose that is illegal, unethical, or otherwise look negatively upon the graduate program or the college. This use includes gambling, pornography, bullying, and pirating of materials. Note that any and all materials on these computers, including browser history, may be accessed by the college.

WiFi spots exist in the offices, labs, and lounges for students wishing to use their personal computers. Access to the WiFi networks is in accordance with Ithaca College computer and instruction technology guidelines. In addition, use of WiFi in the ESS spaces (offices, lounge, labs) falls under the same guidelines above, even if the student is using their own computer.

Mailboxes

Mailboxes are provided for all Exercise Science graduate students in the Exercise Science Graduate Office, 312 CHS. Students receive Ithaca College paychecks, correspondence, and graduate program announcements in their mailbox. Graduate assistant tasks (e.g., grading, etc.) are often left in the mailboxes. Please check them regularly.

Office Supplies and Postage

Office supplies are not provided by the Exercise and Sport Sciences Graduate Program for student use.

Personal correspondence, even if stamped, cannot be mailed from the department office. In the case of material mailed for class, research or assistantship purposes, arrangements must be made through the Exercise and Sport Sciences Department administrative assistant with approval from the faculty or assistantship supervisor.

Ithaca College Travel/Conference Registration

Graduate students can apply for funding to assist in the costs of travel to professional meetings. Travels funds may be available from the Exercise and Sport Sciences Graduate Program, the HSHP Deans' office, or the Provost's Office. Contact your project advisor or graduate program chair for information on how to request these funds.

The student is responsible for maintaining receipts of all expenditures related to approved travel. Travel authorization and reimbursement forms are available

from the IC Travel Services. Ithaca College travel policies and procedures are available from the Ithaca College Travel Services website.

Select graduate assistantships may require Ithaca College approved travel. Assistantship supervisors will provide the graduate assistant with the correct paperwork and procedures for conducting and being reimbursed for IC approved travel. In some instances, graduate assistants may be required to drive an Ithaca College vehicle for IC related travel. The graduate supervisor will provide the graduate assistant with the appropriate information and forms for gaining authorization to drive an IC vehicle. Additional Information on travel policies, procedures and receiving authorization to drive an IC vehicle is available from the Travel services. http://www.ithaca.edu/financial_services/travel/travelpolicy/.

Medical Insurance

Health insurance is available to graduate students for the full year (September-August). For details about the Student Group Insurance contact the Hammond Health Center.

Registration for Classes

Fall and Spring. New graduate students normally register for fall semester classes during the fall orientation that comes a few days before the start of classes.

Students receiving their ID numbers and HomerConnect accounts before this time may register early, but are cautioned that no advising will take place until the fall orientation. Students requiring undergraduate prerequisites are advised to register for these courses as soon as they can.

Winter and Summer. Winter (January mini-session) course registration takes place during the spring preregistration time in October. Summer course registration takes place during the summer registration time during the spring semester.

Though it is possible to register for winter and summer courses the day before these courses start, classes may be cancelled if not enough students are in each class. It is therefore imperative that students preregister for winter and summer courses.

Internships, Thesis I, Thesis II, and Independent Studies. Students may register for Thesis I on their own, but Internships, Thesis II, and Independent Studies must have instructor permission. Internships and independent studies require paperwork that must be completed with a faculty advisor. Paperwork for beginning the registration process can be found on the HSHP websites below.

Independent Study/Reading forms:

http://www.ithaca.edu/hshp/community/docs/grad_forms/grad_ind_study_form/

Internship Forms

http://www.ithaca.edu/hshp/explearning/ess/ESS_Grad/

The maximal number of credits in an independent study/ready/research is 6, the maximal number of internship credits is 6, and the maximal number of thesis credits is 6. Across all categories of independent work the maximal number of credits is 9.

Independent study style courses are not intended to replace existing courses, but rather, to enable students to explore topics and gain experiences that are outside the curriculum. For this reason, using independent study courses to “waiver-sub” for an existing course will only be granted under unusual circumstances, such as times when the existing course is not offered.

Grading

Quality grades (A, B, C, F) are assigned by a course professor or thesis adviser in recognition of the student’s scholarly attainment. A minimum grade point average of 3.0 for work done at Ithaca College is required to remain in good standing for all graduate degrees. Falling below a 3.0 GPA for a semester puts a student on academic warning, and two semesters below 3.0 results in academic dismissal. Please see the graduate catalog for more information.

Incomplete (I grades) are assigned if work is incomplete at the end of a semester due to extenuating circumstances. Assignment of an incomplete grade is not automatic, and any student who contemplates being unable to complete the work in any course by the end of a semester should discuss the matter with the instructor and secure approval; it should not be assumed that an incomplete grade will be assigned if such arrangements have not been made by the normal end of the course. The I grade can only be removed by completing the work in accordance with the instructor’s requirements. Beginning in 2015, a student may not graduate with an incomplete grade on their transcripts. However, some incomplete grades for individualized study courses, for example a thesis I grade for a student who transferred to the non-thesis tract, can be changed to a “permanent incomplete” (PI) grade. A student may have only one I grade in an elective course prior to sitting for the comprehensive exams.

Pass/Fail (P/F) grading is used exclusively for Thesis II and seminar. While a grade of P does not influence a student’s GPA, a grade of F does. For more information about the Ithaca College grading system refer to the graduate catalog or contact the ESS Graduate Chair.

MASTER'S DEGREE CURRICULUM

The Graduate Program in Exercise and Sport Sciences (ESS) is organized around three interdisciplinary areas of study,

- Exercise Physiology
- Human Performance
- Sport Psychology

Students select one area of emphasis for their graduate work, though it is possible to fulfill the requirements of two concentrations as discussed earlier.

Basic Degree Requirements

Regardless of the area of study, the following courses are required of all ESS master's degree candidates:

- ESSG-61100 Research Methods (3 credits)
- ESSG-61000 Statistics (3 credits)
- ESSG-61200 Leadership (3 credits)
- ESSG-64000 Seminar, for two semesters (0 credits)

The remaining credits are taken from other graduate classes specific to the student's area of emphasis and depending on thesis track or non-thesis track. Specific coursework requirements for each area of emphasis and each track can be found in the online course catalog and hardcopies in the departmental office. Coursework can usually be completed in three semesters for students in both tracks. With diligence, foresight, and focused efforts, research and thesis completion can be finished in three semesters for thesis track students; but thesis students normally take 4 or more semesters. Please take note that it is ultimately the student's responsibility to know what their requirements are to graduate.

Waiver-Substitutions

Occasionally a required class is not offered, or its offering changed such that a student is unable to take the class. In such cases the specific class requirement will be waived and a substitute class designated. It is the purview of the graduate chair in consultation with faculty to designate a suitable substitute class. It is the student's responsibility to complete the appropriate paperwork (waiver-sub form) available on the Registrar's webpages.

Thesis Track

The thesis track requires a minimum of 30 graduate credits. This total includes the basic core courses and related area coursework as discussed in subsequent sections. The thesis (6 credits total) also is included within the 30-credit minimum. A final public oral presentation and defense of the thesis must be scheduled and passed as part of the M.S. thesis.

The Thesis Committee

Students in the thesis option should identify a thesis advisor (chair of thesis committee) during the first or second semester. The thesis advisor must have full graduate faculty status and be in the student's department. The faculty member has the option to accept or not accept the student as a thesis advisee. The advisor will help the student select one or more faculty members to serve on the thesis committee. Committee members other than the thesis chair may come from other departments or facilities on or off campus. Committee member not already approved as Ithaca College graduate faculty must be approved as adjunct graduate faculty by the All-College Graduate Council.

Thesis I and II Credits

ESSG-62000 (Thesis I) and ESSG-62100 (Thesis II) are each 3-credit courses for students devoting time towards thesis writing and research. Thesis I is the thesis proposal, consisting of the introduction, literature review, and methods section of the thesis. Thesis II consists of the data collection and analyses, and final write up of the results, discussion, summary, references, and appendices.

Thesis I Registration and Procedures

Registration for Thesis I may be done by the student via online registration, but only after conferring with the graduate chair or after identifying a thesis advisor. The thesis student should consult with the thesis advisor to determine which semester is appropriate for registering for Thesis I. Registration and completion of Thesis I are normally done during the spring semester (or second semester). Highly motivated students planning to complete their thesis proposal during fall semester (or first semester) may register for Thesis I in the fall, but only after consultation with the graduate chair.

Thesis I culminates with an oral public defense of the proposal and is done only with permission of the thesis committee. This defense is a formal presentation typically 20-30 minutes in length followed by an extensive question and answer period. One purpose of the thesis I defense is to gain additional insight to methodological issues that may arise. Successful completion of the defense does not automatically translate into a passing grade for Thesis I. The thesis committee may require additional drafts of the thesis proposal before submitting a letter grade, which is graded on the standard A,B,C,F format.

The Thesis I credits for students changing to the non-thesis track will count as 3 credits of elective work toward the 36 required credits, assuming of course the students received a satisfactory grade on Thesis I. Students not finishing Thesis I and will receive an incomplete (I/PI) grade, but are still responsible for tuition payments.

Thesis II Registration and Procedures

Students may not register for Thesis II (ESSG-62100) on their own. If the thesis advisor deems that the student may progress to Thesis II, then the advisor will

inform the HSHP Dean's office in writing, who will then register the student for Thesis II. Approval to continue to Thesis II indicates that the Thesis I work was of sufficient quality and that the student has demonstrated the capability to complete the thesis project. Students not getting approval to continue on their thesis may not register for Thesis II and are advised to continue in the non-thesis track. Another option is for the student to secure a different thesis advisor if one is willing to take on the project.

The M.S. thesis should represent a significant contribution to knowledge, be presented in a scholarly manner, document the ability to do independent research of high quality, and indicate sound knowledge of research methodologies and techniques. The Graduate Studies Thesis Guide is available from the Exercise and Sport Sciences graduate chair. Students should check with their thesis advisor about any specific policies the advisor might have regarding completion and submission of the thesis.

Thesis students demonstrate competence in independent research and scholarly exposition through the preparation of a thesis and a final public thesis defense and oral examination. The thesis defense is given to the student's committee members and is open to the public. The defense is both a test of the student's knowledge about the thesis topic and knowledge of areas related to the student's concentration. The student is responsible for delivering a final draft of the thesis to their committee members at least one week prior to the thesis defense.

The thesis defense is typically a 25-30 minute presentation followed by an extensive question and answer period from the audience. Faculty members, particularly the thesis committee members, are free to ask pointed questions regarding the thesis topic, general concentration area questions, statistical questions, and so forth. Though not common, it is possible for students to fail their thesis defense. If so, the thesis committee will devise a remediation plan, which may include another defense scheduled at the faculty members' convenience, additional sections added to the thesis, or other actions that would enable the student to demonstrate the knowledge, skills, and abilities worthy of the master's degree.

Copies of Thesis and Thesis Signatures

Upon passing of the thesis defense the student is responsible for any final editing as stipulated by the thesis committee. The committee will approve the thesis document by signing off on the signatory page. All thesis signatory pages with a final draft of the thesis must be submitted to the Exercise and Sport Sciences Graduate Program Chair at least six weeks prior to the degree posting. Contact the Registrar's Office for the specific degree dates for each semester.

Upon signed approval by the thesis committee, the student must submit to the graduate chair two signed signature pages and the final draft of the thesis in hardcopy format. The Chair may also request an electronic version. Keep in mind

that the chair typically sends the thesis back for more revisions. Delays in editing by the student may keep the student from meeting submission deadlines, and consequently, graduation deadlines.

Upon final approval and signature of the Graduate Program Chair, the chair will request from the student an electronic version of the thesis (PDF or Word doc). This version must match exactly the hardcopy version, including pagination, and will be sent to the HSHP Dean's Office for the Dean's approval and signature.

After the Dean has signed off on the thesis, and the student has made any edits suggested by the Dean, the Dean will submit the signed signature pages back to the Graduate Program Chair. At this point the following procedures will be implemented to insure the correct binding of the thesis and submission to the Ithaca College Library.

1. The ESS Graduate Program Chair will request an electronic version of the thesis in PDF form.
2. After confirming the accuracy of the PDF document, the Chair will send to the student an original signature page, and keep the other signature page for the student's records.
3. The student will upload the PDF thesis document to the IC library according to instructions on the library's webpages. The uploaded thesis will not have a signed signature page. A blank signature page will be included in the thesis, that is, one that has no signatures.
4. The student will also create a PDF of the signed signature page and will upload this PDF document to the library. The PDF signature page will not be available to the public to avoid theft of the signatures. Contact the library for more details.
5. The student will have the thesis hardcopy bound with the original signature page inserted. This copy will be sent to the ESS Graduate Program Chair. The thesis will be printed on good paper. We prefer 25% rag/cotton content, 20 lb. white paper. Do not make it heavier than 20 lb. paper. It need not be acid free. If you want additional copies for yourself that is up to you. If your thesis committee wants copies you need to discuss with them these copies.

You may take the thesis to any local bindery that does thesis work, or have it done online. Follow the instructions of the bindery. Most places that do thesis bindery will know exactly what to do. You must send to the bindery the original signature page for them to include in the document. Here is one place, but this is just an example:

<http://www.thesisondemand.com/>

Book cover is hardcover black, lettering is gold, black and white printing is fine. Color printing is unnecessary but not prohibited. Book cover must have:

M.S. THESIS
THESIS TITLE
YOUR NAME
DATE

Spine must have:

YOUR NAME M.S. DATE

When the thesis is completed it must be sent to the Graduate Program Chair. Once these procedures are completed a grade of Pass/Fail will be posted and the student deemed to have completed the thesis project.

Note that the final reading by the Department Chair and HSHP Dean are not for editing purposes. Any mistakes or errors found during these reads will result in the document being returned unsigned and may delay final approval by weeks or months.

Stewardship and Rights to Thesis Data and Other Research Data

Graduate students may or may not have rights to data included in their thesis project or other research projects. Rights to data refer to the interpretation and use of data for publication or similar purposes. Stewardship of the data refers to management, storage, record keeping, and financial accountability of the data. Rights to data are dependent upon many factors, including the origin of the thesis idea, funding sources, involvement in data collection and data analysis, use of college property, and so forth. Data collection and analysis, in and of themselves, do not give rights to the data or subsequent publications. Students and their advisors must discuss data rights prior to any data collection, as well as stewardship and use of the data. It is advised that students and their advisors put in writing any agreements regarding rights to the data. Guidelines for use and rights concerning data can be found on many websites, including the college's faculty handbook under intellectual property. College and federal policies regarding data use cannot be violated.

Unless other arrangements are made, students forfeit rights to the data within one year of completion of all data collection. This does not exclude the student from rights to authorship of any published data, but rather, it gives the faculty member first right to publish the thesis data, even if the thesis document is not completed. Further, it is understood that the actual data – in hardcopy or electronic format – may be held off-campus while the student is working on the thesis. However, primary stewardship of the data is the responsibility of the faculty advisor, or in the case of multiple faculty, the principle investigator. Final repository of the data must be made on the Ithaca College campus within one year of completion of data collection. This includes hardcopy data sheets, informed consent documents, photographs, videos, electronic storage, and any other information regarding

confidential data. Students are responsible for putting all relevant data, insofar as possible, on portable electronic storage devices (e.g., DVD, flash drive), and destroying all extraneous print and digital copies.

Rights and Responsibilities of the Student and Thesis Committee Members

Undergoing a thesis project requires a considerable commitment from the student and the thesis committee faculty. Each party makes a commitment to one another and expectations are necessary in order to complete a viable project within reasonable time. It is expected that faculty members will edit and return drafts within two weeks, or within the same time frame the student takes to make revisions (but not less than 2 weeks). For example, if a student takes 4 weeks to make revisions on a draft, it should be expected the faculty member may take up to 4 weeks to read the revisions.

Students have the right to switch committee members, switch topics, and forego completion of either Thesis I or II. Such changes, however, may come with consequences. Note that tuition payment and refunds for thesis credits fall entirely within the guidelines set forth by the Registrar's Office.

Foregoing completion. Students may decide not to complete Thesis I because they switch to a non-thesis tract or because their interests lie elsewhere. Completion of Thesis I normally includes a final draft of the thesis proposal as well as an oral presentation. Students deciding to quit before that time may receive an incomplete grade or letter grade. Determination of a letter grade versus an incomplete grade is made by the thesis committee in consultation with the graduate chair if necessary. Normally, a letter grade is given when the thesis proposal is in final draft, or near final draft stage, regardless if the presentation is made. A student not completing the oral presentation cannot receive a grade higher than B+ for Thesis I. Note that students may graduate with incomplete grades on their graduate transcripts.

Switching topics and advisors. If the student changes advisors and topics, two scenarios are presented depending on the amount of work advanced on Thesis I. First, if the student has made only make marginal progress on Thesis I before deciding to switch projects and committee members, a grade of incomplete will be submitted by the original Thesis I advisor. Completion of the Thesis I project and submission of a letter grade will then be made with the new advisor.

Second, if the student has completed Thesis I to the extent a letter grade can be given (final/near final draft) the advisor will submit a letter grade. Submission of a grade requires no permission from the student and will reflect the quality of work completed on the Thesis I project. In order to continue on the thesis track with the new topic and advisor, the student will need to register for an Independent Reading to serve as the new thesis proposal. Independent Reading credits may only be taken during winter or summer and require new tuition payments. This may result in the student graduating with more than the minimum

number of credits, as the original Thesis I credits will serve as elective credits. All the procedures for completion of Thesis I will apply to this Independent Reading.

Clearly, it is in the student's best interest to have a firm idea of what they want to do and which faculty advisor they wish to work with before engaging in a thesis project.

Non-Thesis Track

The non-thesis track requires a minimum of 36 graduate credits. This total includes the basic core courses and related area coursework as discussed in previous sections. A comprehensive exam, consisting of two sections, is the final requirement for non-thesis students.

Internships

Though internships are available to both thesis and non-thesis tract students, they are normally taken by non-thesis students. They are not required, but we encourage students to explore the opportunities an internship can provide. Students normally find and set up their own internships, but we do have affiliations around the country. Please see Greg Shelly for sport psychology opportunities and Gary Sforzo for opportunities for exercise physiology and human performance internships.

Comprehensive Exams

Students are generally eligible to take the exams following the successful completion of all required courses, have completed at least 33 of 36 credits, and are not on academic probation. In addition, no student is eligible to take the comprehensive exams if they are currently undergoing disciplinary actions imposed by the college or ESS department for any reason. Students under any misconduct or academic disciplinary action must wait until the semester after disciplinary action has been completed to take comprehensive exams. Students receiving a failing grade in any course may not sit for the exam until the course is retaken with a passing grade.

Students with only 33 completed credits must demonstrate effort toward completing their coursework by either being registered for their final credits or by having only an incomplete (I) grade to complete. Students must contact the ESS Graduate Chair in writing (email, postal mail) at least two weeks before the scheduled exam date, and not prior to four weeks, with their intention to take the exams. This intent to take the exams must be accompanied by a completed graduation audit worksheet. This worksheet can be found on the ESS Graduate Program website. Only following the graduate chair's signed approval will a student be allowed to sit for the exam.

Comprehensive exams are offered two times a year; normally on the last day of fall semester final exams and after summer session II. Specific dates are

announced each semester. The exam begins at 8:00 am in the ESS Conference Room, unless otherwise stipulated.

Students take the two sections of the comprehensive exam in the following order; (a) Statistics and Research Methods and (b) Concentration area (i.e., either sport psychology, exercise physiology, or human performance). The concentration area test is 4 hours long and the stats/research methods test is 3 hours long. Students take both sections on the same day.

Exams are graded pass/fail and are typically graded within two weeks. Students who fail one or more of the tests are usually given a second opportunity to take the failed exam(s). Students needing to take an exam again must wait until the next time the comprehensive exams are offered.

GRADUATION PROCEDURES

Graduation timing and procedures may differ between thesis and non-thesis students due to the length of time it may take to submit and revise the thesis manuscript. Students can contact the Graduate Chair for information specific to their program of study. Nonetheless, all ESS graduate students must follow the same set of procedures to enable graduation.

All incoming graduate students are initially given a 12 month timeframe upon which to graduate, that is, all incoming fall semester students are given a tentative date of the following August to graduate. It is the responsibility of the student, and the student only, to inform the Registrar's Office of a new graduation date.

1. Initiate the Graduate Chair Audit. Please do so only after conducting a degree evaluation on Homer. During the semester the graduate student wishes to graduate (Spring, Summer, Fall), the student must contact the graduate chair to initiate a graduation audit. The student must complete the graduation worksheet and bring the completed form with them to a scheduled audit with the graduate chair. The student must also download a copy of their Homer degree evaluation (short version) and attach it to their degree audit. The graduation audit should be scheduled during to last two weeks of their second semester or during finals week.
2. Receive signed approval to register for Thesis II (thesis students) or signed approval to sit for the comprehensive exams (non-thesis students). Thesis students must receive signed approval from their thesis advisor prior to registering for Thesis II. Non-thesis students must receive signed approval from the graduate chair to sit for the comprehensive exams. These signatures are collected on the student's graduation worksheet.
3. Notify Graduate Chair of Intent to Graduate. Formal graduation, including the granting of the degree and the graduation ceremony, is a function of the Registrar's Office, the HSHPs Dean's Office, the Provost's Office, and the ESS

Graduate Chair. When a student has determined they are ready to graduate, the student must first contact the Graduate Chair who will complete the graduation audit. Typical times to contact the Graduate Chair are upon submission of a final thesis draft or when signing up to take comprehensive exams. The Graduate Chair will inform the student in writing (email or post mail) on the status of the graduate audit within one week.

4. File Application for Degree with Registrar's Office. If the student successfully passes the Graduate Audit conducted by the Graduate Chair, the student must notify the Registrar's Office and complete the application for degree no later than April 1 for May graduation, August 1 for August and October graduation, and December 1 for December graduation. If a problematic thesis or failure of the comprehensive exam alters the graduation date, it is the student's responsibility to contact the Registrar's Office with a new date.

Degree Posting, Hooding Ceremony, Commencement

The degree posting date, the hooding ceremony, and commencement are all different and mean different things. The degree posting date, which is the actual date of graduation, is a function of the Registrar's Office. Degrees are only posted at certain times throughout the year, regardless of when you actually complete all your requirements. Note that students taking comprehensive exams in August may be awarded an August graduation date or an October graduation date, depending on when the exams grades can be submitted and that year's specific timetable. Likewise, completion of the December comprehensive exams does not automatically lead to a December graduation date. Due to specific timing issues and other factors, that degree may be posted for the following May.

The hooding ceremony is a graduate student ceremony that takes place in May the day before commencement. At this ceremony each graduate student walks on stage and gets their "hood" (small cape) placed on them. Participation in this ceremony is optional and is a function of the Provost's Office. Eligibility to participate in this ceremony is determined by the Provost's Office and the HSHP Dean's Office. In general, any student who graduated the previous December, or who expect to graduate in May or during the summer (e.g., August comprehensive exams), are eligible to participate in the hooding ceremony.

Commencement takes place on a Sunday and includes all undergraduate and graduate students. Grad students are allowed to wear their hoods at this ceremony. Participation is optional and is the function of the Provost's Office, the Registrar's Office, and the HSHP Dean's Office.

Time Limit for the M.S. Degree

All requirements, including the defense of the thesis or completion of the comprehensive exam, must be met within six years of admission to degree status. Please see the HSHP Dean's Office or contact the Exercise Science Graduate Chair for more details.

APPENDIX A

ITHACA COLLEGE EXERCISE SCIENCE GRADUATE PROGRAM

Comprehensive Exam Content

The comprehensive exam covers both theory and application in each section.

Stats/Research Methods

The statistics research method section is based on those two courses. Students may contact the instructor for a study guide. The statistics research methods section typically contains 4-10 questions. The statistics research method section requires factual understanding, synthesis of material across domains, and the ability to apply the information in new areas.

Concentration

Exercise Physiology

The exercise physiology concentration section is based on the following courses: courses: Physiological Mechanisms I and II (or Advanced Exercise Physiology), Cardiopulmonary Assessment, and Pathophysiology. Students are encouraged to bring forth material from Strength & Conditioning and Multidimensional Assessment of Physical Function in their answers.

The Exercise Physiology test may be broken down into two sections; theory and application. For the theory section, some of the comprehensive exam questions may be culled and modified from the final exams for Physio Mechanisms I & II. In addition, if there is an issue tackled from multiple perspectives across semesters, it is likely that this issue will appear on the comp exam.

Sport Psychology

The sport psychology comprehensive exam includes materials from the following courses: Psychological Perspectives, Psychological Applications, Counseling Student-Athletes, Motivation, and Team Building. Students are also encouraged to use materials from other relevant courses (e.g., Exercise and Rehabilitation Psychology, Professional Practice Issues in Sport Psychology, and Applied Counseling) in preparing for this exam. The sport psychology comp exam is applied in nature and tests the student's knowledge concerning the application of materials to "real and practical life" situations.

Human Performance

The human performance concentration section specific content area is unique to each professor. Students are encouraged to discuss topic areas and study guides with their professors. Students should contact the Graduate Chair for specific information on the format of this section.

APPENDIX B

**ITHACA COLLEGE
EXERCISE SCIENCE GRADUATE PROGRAM**

Sample Graduation Audit Worksheets

**Graduation Worksheet
Graduate Program in Exercise and Sport Sciences
Concentration in Exercise Physiology (Non-Thesis)**

Name _____ Matriculation Date _____

<u>Required Courses (credits)</u>	<u>Semester</u>	<u>Year</u>	<u>Grade</u>
ESSG-611 Research Methods (3)	_____	_____	_____
ESSG-540 Physio Mech: Cellular (3)	_____	_____	_____
ESSG-544 Multidimen Assess Phys Func (3)	_____	_____	_____
ESSG-546 Cardio Pulmonary Asseses Exer (3)	_____	_____	_____
ESSG-640 Seminar (0) <i>Semester 1</i>	_____	_____	_____
ESSG-640 Seminar (0) <i>Semester 2</i>	_____	_____	_____
ESSG-610 Survey Statistics (3)	_____	_____	_____
ESSG-542 Physio Mech: Systemic (3)	_____	_____	_____
ESSG-548 Pathophys. Lim. Cap, Exer (3)	_____	_____	_____
ESSG-612 Leadership (3)	_____	_____	_____
ESSG-515 Strength & Conditioning (3)	_____	_____	_____

Elective Courses (minimum of 9 credits)

<u>Course Number and Name</u>	<u>Credits</u>	<u>Semester</u>	<u>Year</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Graduate Chair Audit (at end of 2nd semester)

Completed Credits _____ Incomplete Credits _____ GPA _____

Courses to Graduate: _____

Expected Graduation Date (see Registrar's Office for official dates) _____

Grad Chair Signature _____ Date _____

Grad Chair Approval to Take Comprehensive Exams (at least 33 credits, all requirements passed)

Signed _____ Date _____

APPENDIX C

ITHACA COLLEGE EXERCISE SCIENCE GRADUATE PROGRAM

Thesis Preparation: A Summary

A thesis is an original research study that is developed following thorough review of relevant and related research. A completed thesis study is defended by arguments founded on scientific inquiry and results in a formal scholarly document for wide dissemination to the scientific community. A thesis study is faculty-guided but relies on a high level of individual effort and commitment by the student. A thesis study provides many new learning opportunities unique to graduate study and is generally unavailable at the undergraduate level. Moreover, the thesis study may result in opportunities for professional presentation and/or publication, which may be important for career direction and advancement. Most doctoral programs expect applicants to have completed thesis research. While the benefits of engaging in a thesis are many, the process is not intended for all graduate students. The student must possess above average writing skills and be highly motivated. Studies are often time-intensive and demand a high degree of organizational skill. The thesis is an open-ended experience with no predefined date for completion. However, by following the steps of the *Thesis Preparation Guidelines* (a separate document) in a timely fashion, the student will make regular progress to bring the thesis to completion.

The thesis begins with an informed idea. That is, the student first must read the literature in an area of study that is of interest, to determine what is known and what remains to be learned about the topic. This is often facilitated early on by a discussion with a faculty member whose area of interest/expertise relates to the topic of interest. Once a topic is identified, major steps in the completion of a thesis include forming a committee, presenting a proposal, review and approval by the Ithaca College *Human Subjects Research (HSR) Committee* (if required), collecting data, writing a thesis document, and defending the thesis. In addition, numerous sub-goals for each step of this process are detailed in the *Thesis Preparation Guidelines* document that is available from the graduate chair. The two major events of proposing a thesis, and defending a thesis, are closely aligned with enrollment in courses entitled Thesis I and Thesis II, respectively. A graduate student must be eligible to enroll in these courses.