Ph.D. Research Practicum Policy

The purpose of the research practicum in the Department of Kinesiology is to provide students with an opportunity to learn and practice research skills early in the doctoral program of study. This research practicum also provides the student’s guidance committee with an opportunity to assess the student’s research knowledge and skills, with a goal of using the results to guide research mentoring efforts during the remainder of the degree program.

1. **Requirements**

1. The student must complete a KIN 995 Research Practicum of 1-3 semester credits with a grade of 3.0 or higher, and must present the results at a departmental seminar.
2. The research practicum must be supervised by a faculty mentor and must be approved by the faculty mentor and the graduate coordinator. The mentor must be a regular KIN faculty member.
3. The research practicum must be completed within the first two years or 36 credits of doctoral study, whichever occurs later. Failure to complete the research practicum within this time period may result in either remedial action or dismissal from the degree program.
4. The completed *Record of KIN Ph.D. Research Practicum* must be filed with the KIN Academic Program Coordinator by the end of the semester in which the student presents her/his work.

2. **Responsibilities**

1. Student responsibilities:
   * Seek a faculty mentor, which is often the student’s advisor. Discuss when to enroll in KIN 995, as students sometimes begin the work prior to the semester they complete the work.
   * Prepare a written proposal (including abstract; see Section 3 for further details).
   * Obtain approval of the proposal at the outset of the project – note that students do not have to be enrolled in KIN 995 when project begins.
   * During semester of enrollment, submit project abstract to advisor and Graduate Coordinator, and obtain mentor’s signature, no later than the first two weeks of semester of enrollment.
   * Conduct the project.
   * Prepare a written report (see Section 3 for further details).
   * Present the results at a departmental seminar.
   * Obtain approval of the final written report and presentation (at the conclusion of the project), including grade, from the mentor.
   * All approvals should be recorded on the *Record of KIN Ph.D. Research Practicum* form (see last page) AND submitted to the Graduate Coordinator (directly or via the Academic Program Coordinator), along with the description of how learning objectives were met (see Section 4), by the last day of classes in the semester you are enrolled.
2. Mentor responsibilities:
   * Assist the student with the development of the written proposal, conduct of the project, preparation of the written report, and preparation of the departmental presentation.
   * Mentor the student with respect to responsible conduct of research, including IRB (Human Research Protection Program), AUCAUC, and ORCBS rules and guidelines as appropriate.
   * Serve as the faculty member of record for purposes of submitting a grade in KIN 995. After Graduate Coordinator provides approval for student’s grade, enter the grade into the university system.
   * Evaluate the written proposal, conduct of the project, written report, and departmental presentation.
   * Complete, sign, and provide grade on the *Record of KIN Ph.D. Research Practicum* form (both for proposal and final approval). Grade is due to Graduate Coordinator by last day of classes in the semester the student is enrolled. Graduate coordinator will provide approval for grade submission.
3. KIN Graduate Coordinator responsibilities:
   * Schedule departmental presentations once each fall and spring semester.
   * Solicit project abstracts for any revisions prior to department presentations.
   * Evaluate the submitted *Record of KIN Ph.D. Research Practicum* forms at the end of each semester to confirm the academic progress and KIN 995 grades of doctoral students.

3. **Written Proposal**. The format, length, and scope of the written KIN 995 Research Practicum proposal shall be mutually determined by the student and mentor; however, the written proposal must include the following content:

1. Required information:

* Information on the *Record of KIN Ph.D. Research Practicum* form:
  + Title/topic of the project.
  + The semester of enrollment for KIN 995 and the number of credits.
  + Name and contact information for the student and mentor
  + Learning objectives (e.g., conduct a research study, learn certain lab techniques, learn to take field notes, practice data collection procedures, conduct a pilot study in preparation for a dissertation, learn a new data analysis procedure, write a grant proposal, etc.)
  + Timeline for completion of the project, including a list of major tasks and the approximate timeline for completing each task.
* A separate, attached document that includes:
  + Abstract for the project (no more than 250 words) – which must be submitted to advisor and graduate coordinator within the first two weeks of the semester of enrollment in KIN 995. Abstract should include:
* Brief introduction, including overview of the project, rationale for the project, and research questions and hypotheses or project objectives
* Either: (a) research methods, including research design, participants, instrumentation, intervention (if any), procedures, and data analyses; or (b) description of the activities related to the project.

4. **Outcomes**. Three elements are required: 1) Written report, 2) Description of how learning objectives were met, 3) Departmental presentation.

1. Written report:

The format, length, and scope of the final written report shall be mutually determined by the student and mentor (e.g., draft of manuscript, 5-page written report, etc.) and does not need to be reviewed by the Graduate Coordinator.

1. Description of how learning objectives were met:

Prepare a summary no longer than 1-2 pages noting if learning objectives were met and explain why if not met. Turn this in to advisor for grading purposes and to the Graduate Coordinator, along with *Record of KIN Ph.D. Research Practicum* form, by the last day of the semester enrolled.

1. Departmental presentation:

The departmental presentation will be delivered orally, and all KIN faculty members and graduate students will be invited to attend. All KIN 995 participants will be welcome to submit an updated version of the project abstract (still with 250 word limit) that will be distributed in advance of the presentations. The typical format shall be a 12-minute presentation followed by 8 minutes of questions and answers.

5. **KIN 995 Research Practicum**. The student must enroll in KIN 995 Research Practicum for 1-3 credits. As part of this course, the student shall implement the project described in the research practicum proposal and prepare a written report of the results. The student’s grade in KIN 995 will be determined by the mentor (and reviewed by the Graduate Coordinator) and shall be based on the quality of the proposal, the quality of the final written report, and achievement of the stated learning objectives.

6. **Disputes and Appeals**. Disputes about any aspect of the KIN Ph.D. Research Practicum or appeals relating to procedures such as the timeline for completion of the research practicum should be directed to the KIN Graduate Coordinator. If the Graduate Coordinator has a conflict of interest, the dispute or appeal should be directed to the KIN Department Chairperson.

**Record of KIN**

**Ph.D. Research Practicum**

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student #\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@msu.edu

Semester and year at time of the following:

\_\_\_\_\_\_\_\_\_\_ Started the Ph.D. program

\_\_\_\_\_\_\_\_\_\_ Approval of KIN 995 proposal

\_\_\_\_\_\_\_\_\_\_ \*Enrollment in KIN 995

\_\_\_\_\_\_\_\_\_\_ Departmental presentation

\_\_\_\_\_\_\_\_\_\_ Mentor approval of KIN 995 final report

*\*Application to enroll in KIN 995 (variable credit course) form needs to be completed and signed by student and their advisor and emailed to the Academic Program Coordinator so they can enroll the student into the class prior to the start of the semester.*

Credits completed at time of the following:­­­­­­­­­

\_\_\_\_\_\_\_\_\_\_ Approval of KIN 995 proposal

\_\_\_\_\_\_\_\_\_\_ Mentor approval of KIN 995 final report

\_\_\_\_\_\_\_\_\_\_ Graduate Coordinator approval of KIN 995 final report

Practicum Topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of credits: \_\_\_\_\_\_\_

Learning objectives: (use attached sheet if necessary)

Timeline:

Approval of the research practicum proposal:

Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of the final report and presentation:

Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade earned in KIN 995 \_\_\_\_\_\_\_\_\_\_\_\_

Recommendations for further growth as a researcher:

Approval of KIN 995:

Graduate Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_