



Ph.D. Research Practicum Policy

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Approved 3/4/05, effective beginning with students admitted in FS05

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

- a. 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.
- b. The research practicum must be supervised by a faculty mentor and must be approved by the faculty mentor and a second reviewer (the student's advisor should serve as either the mentor or the reviewer). The mentor must be a KIN faculty member. The reviewer must be a regular faculty member at Michigan State University.
- c. 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.
- d. The completed *Record of KIN Ph.D. Research Practicum* must be filed with the KIN Graduate Secretary.

2. Responsibilities

- a. Student responsibilities:
 - Seek a faculty mentor and reviewer. The student's advisor should serve as either the mentor or the reviewer. The other person is likely to become a member of the student's guidance committee.
 - Prepare a written proposal.
 - Conduct the project.
 - Prepare a written report.
 - Present the results at a departmental seminar.
 - Seek approval of the proposal (at the outset of the project) and of the final written report and presentation (at the conclusion of the project) from the mentor and the reviewer. These approvals should be recorded on the *Record of KIN Ph.D. Research Practicum*.
 - Complete the research practicum within the first two years or 36 credits of doctoral study, whichever occurs later.
- b. 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 UCRIHS, AUCAUC, and ORCBS rules and guidelines as appropriate.

- Serve as the faculty member of record for purposes of submitting a grade in KIN 995.
 - Evaluate the written proposal, conduct of the project, written report, and departmental presentation.
 - Complete, sign, and submit the *Record of KIN Ph.D. Research Practicum*.
- c. Reviewer responsibilities:
- Evaluate the written proposal, final report, and presentation (if feasible).
 - Sign the *Record of KIN Ph.D. Research Practicum*.
- d. KIN Graduate Coordinator responsibilities:
- Schedule departmental presentations once each fall and spring semester.
 - Evaluate the submitted *Record of KIN Ph.D. Research Practicum* data when conducting departmental reviews of the academic progress 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:
- a. Required information:
- Title of the project.
 - The semester of enrollment for KIN 995 and the number of credits.
 - Name and contact information for the student, mentor, and reviewer.
 - 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.)
 - A timeline for completion of the project, including a list of major tasks and the approximate timeline for completing each task.
- b. Design of the project:
- Introduction, including overview of the project, rationale for the project, and either hypotheses/research questions 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.
 - Reference list that includes references cited in the proposal as well as other sources that may be used in the final report.
4. **Final Written Report and Presentation.** The format, length, and scope of the final written report shall be mutually determined by the student and mentor. The departmental presentation will be delivered orally, and all KIN faculty members and graduate students will be invited to attend. The typical format shall be a 12-minute presentation followed by 3 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 shall be based on the quality of the written proposal, the quality of the final written report, achievement of the stated learning objectives, and feedback from the reviewer. Enrollment information is posted at <http://edweb6.educ.msu.edu/kin3>.

6. **Departmental Presentation.** The student shall present the results of the research practicum at a departmental seminar. The KIN Graduate Coordinator shall schedule departmental presentations once each fall and spring semester.
7. **Approvals.** The research practicum proposal must be approved by the mentor and reviewer prior to enrolling in KIN 995. Use the *Record of KIN Ph.D. Research Practicum* form (see next page). The final written report and departmental presentation must be approved by the mentor and reviewer at the conclusion of the research practicum, and the student must earn a grade of 3.0 or higher for KIN 995. Use the *Record of KIN Ph.D. Research Practicum* form to report completion of the research practicum.
8. **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

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Student's name _____ PID _____ Email _____@msu.edu

<u>Semester and year:</u>	<u>Credits completed as of:</u>
_____ Admitted to the Ph.D. program	_____ Approval of practicum proposal
_____ Approval of practicum proposal	_____ Approval of practicum final written report
_____ Enrollment in KIN 995	
_____ Departmental presentation	
_____ Approval of practicum final written report	

Topic _____

Faculty mentor _____

Reviewer _____

Learning objectives:

Approval of the research practicum proposal:

Mentor _____ Date _____

Reviewer _____ Date _____

Grade earned in KIN 995 _____

Recommendations for further growth as a researcher:

Approval of the final report and presentation:

Mentor _____ Date _____

Reviewer _____ Date _____