



The University of
Montana



THE UNIVERSITY OF MONTANA

GUIDE TO GRADUATE STUDY IN HEALTH AND HUMAN PERFORMANCE

DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE



DR. CHARLES DUMKE
GRADUATE PROGRAM COORDINATOR
charles.dumke@umontana.edu
406-243-6176
MCGILL HALL 103
THE UNIVERSITY OF MONTANA

Table of Contents

Introduction and Overview HHP Graduate Program of Study	3-4
Guidelines for Completing Comprehensive Exams	4
Exercise Science MS Option – Course Requirements and Descriptions	5
Community Health and Prevention Science MS Option – Course Requirements and Descriptions	6
Health and Human Performance MS No Option – Course Requirements and Descriptions	7
HHP Requirements	
Coursework Summary	8
Thesis/Professional Paper Summary; Graduate Chair & Committee Selection information	8-9
Institutional Review Board (IRB) Related Information	9
Typical Timeline for Graduate Degree Completion	10
Guidelines for Completing a Masters Thesis	10-12
Guidelines for Completing a Professional Paper	13-15
Checklist of Graduate Degree Requirements	16

I. INTRODUCTION

Welcome to the University of Montana and graduate study in Health and Human Performance. This handbook is designed to acquaint you with the requirements for continuing in and graduating from our program. *The guidelines presented herein are by no means comprehensive, and you should always refer to the Graduate Bulletin for the year you entered the graduate program or to the Graduate School for clarification.* In addition, the graduate catalog and information regarding various deadlines can be found on the Graduate School website at www.umt.edu/grad. You may also contact Charles Dumke or your academic advisor if you have questions.

It is our hope that you will become an increasingly effective scholar in the study of humans and movement and/or preventative health and healing through our program of study and guided research. More specifically, during your graduate education we hope you will:

- 1) Demonstrate mastery in oral and written communication;
- 2) Demonstrate an understanding of current research and methodology;
- 3) Develop a distinct familiarity with the literature pertaining to one's choice of specialization;
- 4) Demonstrate appropriate technological skills;
- 5) Design, conduct, and report research in a scholarly fashion;
- 6) Develop investigative skills to promote independent pursuit of learning beyond the confines of curricular requirements;
- 7) Demonstrate a sense of responsibility and professional behaviors requisite for effective functioning as an advanced Health and Human Performance professional.

II. IMPORTANT UNIVERSITY AND DEPARTMENTAL POLICIES

(for a complete list of UM Graduate School Policies see:

<http://www.umt.edu/grad/Academic%20Policies/default.php>) **Forms can be found on the HHP grad website, https://coehs.umt.edu/departments/hhp/undergrad_forms1.php**

Establishing a Program.

Upon acceptance into the HHP Graduate Program, you will be assigned a graduate curriculum advisor that compliments your interests. The advisor and you will develop a program of study.

- Working with your advisor, complete the Program of Study form (page 18 of this handbook) within the first 10 credits of your program. Turn in the completed Program of Study form to the Graduate Program Coordinator. Any change in your program after the program is on file must receive written approval from the advisor or the Graduate Committee. Any deviation from the recommended course of study, excluding electives which can be determined in consultation with your advisor, must be formally petitioned to the HHP Graduate Committee (see Course Substitution policy, part I).

Normally, it takes 2 years, regardless of the option, to complete the degree if the student begins the HHP graduate program Fall semester.

- There may be additional requirements within each HHP graduate program option. Refer to the specific option degree requirements and meet with your assigned faculty advisor to obtain this information.

Course Substitutions

All HHP graduate students must complete degree course requirements for their specific option. Any deviation from the recommended degree course requirements, excluding degree electives (determined in consultation with your advisor) must be formally petitioned to the HHP Graduate Committee. The HHP Committee Course Substitution Petition Instructions are located in this guidebook, forms are on the HHP webpage which is available on-line at the main [HHP website](#).

Professional Paper/Thesis/Written Comprehensive Exam Committee Chair.

A qualified faculty member from the Department of Health and Human Performance must act as chair or co-chair of a professional paper or a thesis for any student who will graduate with a Master's degree in HHP.

Professional Paper/Thesis/Written Comprehensive Exam Committee Members.

The committee for either the professional paper or thesis must have a minimum of 3 qualified faculty members, including the committee chair. One of the three-committee members must be from outside the Department of Health and Human Performance.

Required for all.

All students, regardless of degree emphasis, thesis or professional paper format, must take an exit examination, which will consist of defending their thesis or professional paper. If the student selects to not complete a thesis or professional paper, then they must complete a written comprehensive examination.

Written Comprehensive Exam

- This option is available to the Exercise Science-Applied, Community Health and Prevention Science, and Generalist options in the HHP MS degree. This allows students to choose between thesis, professional paper or comprehensive exam for these options. The comprehensive exam does not alter the credit requirement for these options, however there are no credits associated with the comprehensive exam. Students who select the comprehensive exam option are encouraged to do so during the second semester of their first year. This allows the planning of elective credits in consultation with their curriculum advisor to meet their option specific credit requirement.

The written comprehensive exam will entail:

- All students taking the exam will do so together during the week prior to spring break of their last semester before graduation.
- Students intending to take the comprehensive exams must notify the graduate coordinator on or before November 1st during their second year. At this time students should select their comprehensive exam committee (comps committee).
- Members of the committee should reflect the 3 categories of questions listed below and hold a degree one level higher than the student (MS or MA or higher). Students should consult with the graduate coordinator or their advisor if they have questions about appropriate committee members.
- The members comprising the comps committee will be approved by the Graduate Committee. The graduate coordinator will notify the student of their final committee makeup by the end of the fall semester of their second year.
- It is a closed book exam.
- Students are blind to the questions prior to the exam, but are encouraged to contact their committee members on how to focus their preparation for the exam.
- 4 hours will be allowed to answer 3 categories of questions:
 1. Research Design and statistics
 2. Option specific topic
 3. Topic that is specific to individual students career goals
- Each portion of the exam will be evaluated by the comps committee member who wrote the question.
- Grades are Pass-Fail (feedback comments are encouraged).
- Students must receive a passing grade on each of the 3 portions of the exam.
- Students have one chance to retake failed portions of the exam.
- If a student fails on the second try on the written comps, they must postpone retaking the exam until the following semester.

The following sections describe the specific course requirements and credits for each of the three HHP graduate degree options: Exercise Science, Community Health Prevention Science or Generalist degrees.

EXERCISE SCIENCE

The **Research Option** is designed for those students who intend to pursue further graduate studies. This option involves a more intensive study of laboratory methods and statistical and research design. A thesis is required.

The **Applied Option** is intended for those students who plan to pursue professional careers in Exercise or Applied Sciences (corporate/adult fitness, cardiac rehabilitation, strength and conditioning). This option involves additional required course work and an internship. Coursework is modified to meet student needs.

Core Requirements (23 credits)			<u>Credits</u>
HHP 520	Educational Research		3
??? ???	Grad level Stats (SOC, BMED, etc..)		3
HHP 529	Advanced Physiology of Exercise I		3
HHP 530	Advanced Physiology of Exercise II		3
HHP 524	Ethics in Health & Human Performance		3
HHP 531	Laboratory Procedures in Exercise Science		3
HHP 528	Advanced Exercise Prescription		3
HHP 594	Graduate Seminar (2 X 1 credit each fall)		2
			Total 23

Research Option Requirements: (41 credits minimum)

HHP 699	Thesis	6
---------	--------	---

Applied Option Requirements: (42 credits minimum)

HHP 598	Internship	3
HHP 599	Professional Paper	3
OR		
HHP 699	Thesis	6
OR		
	Written comprehensive exam	

Electives (to meet minimum credit requirements)

Elective credits must be chosen in consultation with and approved by the student's academic advisor. Below are just *some* examples...

NUTR 411	Nutrition for Sport	3
KIN 440	Sport Psychology	3
HHP 475	Legal & Ethical Issues in the Exercise Professions	3
KIN 460	Electrocardiogram Assessment	1
KIN 483\484	Exercise, Disease and Aging & Lab	4
HHP 485	Theories of Health Behavior & Counseling	3
HHP 540	Community Health Promotion Strategies	3
HHP 541	Program Planning for Community Health	3
HHP 430	Health Aspects of Aging	3
HHP 465	Leading HHP Organizations	3
HHP 417	Fundamentals of Coaching	3
HHP 542	Advanced Study in Mind/Body/Spirit	3
HHP 544	Community Based Participatory Research Methods	3
HHP 597	Research	1-3
HHP 598	Internship	1-3

COMMUNITY HEALTH AND PREVENTION SCIENCES

The Community Health and Prevention Sciences (CHPS) Graduate option is designed to provide students with an in-depth knowledge of the role of program planning and behavioral science theory in the development of health related programs designed to improve the physical, mental and social health of individuals and communities. Graduates in CHPS are prepared to work in a variety of settings. These include non-profit health organizations, public health departments, corporate wellness programs, college and university human resource and wellness programs, community health agencies, and primary health care sites such as hospitals and health organizations.

Students who will be most successful in the CHPS major are those who are deeply interested in the interrelationship among all aspects of health (social, emotional, mental, spiritual and physical) and in the life sciences and behavioral sciences. In addition, success in this field requires imagination and creativity in applying scientific knowledge to strategies for individual and community change through a wide range of educational, environmental and political approaches. Students graduating with a degree in CHPS will be eligible to take the national exam to become Certified Health Education Specialists.

Core Requirements (24 credits)			<u>Credits</u>
HHP 485	Theories of Health Behavior & Counseling		3
EDLD 486	Statistical Procedures in Education (or advisor approved substitution)		3
HHP 542	Advanced Study in Mind/Body/Spirit		3
HHP 544	Community Based Participatory Research		3
HHP 524	Ethics in Health & Human Performance		3
HHP 540	Community Health Promotion Strategies		3
HHP 541	Program Planning for Community Health		4
HHP 594	Graduate Seminar (2 X 1 credit each fall)		2
			Total 24

Thesis Option Requirements: (39 credits minimum)

HHP 699	Thesis	6
*Electives		9

Professional Paper Option Requirements: (39 credits minimum)

HHP 598	Internship	3
HHP 599	Professional Paper	3
*Electives		9

Written Comprehensive Exam Option Requirements (39 credits minimum)

Comprehensive Exam	0
*Electives	15

***Electives**

Elective credits must be chosen in consultation with and approved by the student's academic advisor.

COMMUNITY HEALTH AND PREVENTION SCIENCES (MPH Degree)

The MPH in Community Health and Prevention Sciences (MPH/CHPS) is an accredited Masters of Public Health program offered in collaboration with UM's School of Public and Community Health Sciences. The MPH/CHPS provides training in the five core public health content areas: biostatistics, epidemiology, health policy, environmental health, biostatistics, and social and behavioral sciences. In addition, this option prepares students to become nationally certified as health education specialists by providing students with in-depth knowledge and skills in assessing individual and community health needs, planning, implementing and evaluating health related programs, and serving as an advocate for individuals and communities. Courses are a blend of on-line and on-campus courses taken in a prescribed sequence..

This option provides students who want an on-campus experience an opportunity to work in-person collaboratively with fellow graduate students and faculty mentors.

Community Health Core Courses: (22 credits)

	Credits:
HHP 540 Community Health Promotion Strategies	3
HHP 544 Community Based Participatory Research	3
HHP 541 Program Planning in Community Health	4
HHP 485 Theories of Health Behavior and Counseling	3
HHP XXX Portfolio	3
HHP 599 Professional Paper	3
HHP 598 Internship	3

Public Health Core Courses: (15 credits)

PUBH 530 Public Health Admin & Mgmt	3
PUBH 520 Fundamentals of Biostatistics	3
PUBH 560 Environmental and Rural Health	3
PUBH 510 Introduction to Epidemiology	3
PUBH 570 Ethical Issues in Public Health	3

Elective Courses: (6 credits)

Electives (negotiated with HHP Faculty)	6
---	---

Total 43 Credits

HHP GENERALIST

This option prepares students who are seeking a broad general knowledge in the field of Health and Human Performance. The broad-based option responds to the needs of students who do not desire to specialize, but want to focus on the diversity of Health and Human Performance. The broad-based option offers the flexibility to design individualized programs, enabling students to pursue career paths requiring expertise in multiple areas.

Degree Course Work Requirements (37 credits)

			<u>Credits</u>
EDLD	486	Statistical Procedures in Education (or advisor approved substitution)	3
HHP	520	Educational Research	3
HHP	524	Ethics in Health and Human Performance	3
HHP	594	Graduate Seminar (2 X 1 credit each fall)	2
HHP	596	Independent Study	2
HHP	699	Thesis	6
		OR	
		Written Comprehensive Exam	
		OR	
HHP	599	Professional Paper	3

Total 16-22

Electives (minimum 18 credits)

Elective credits must be chosen in consultation with and approved by the student's academic advisor.

Coursework Summary, Thesis/Professional Paper Requirements, Selection of Graduate Committee, Preparing for Graduation, Institutional Review Board Requirements

Coursework Related:

1. Meet with assigned HHP academic advisor and determine schedule for first semester in attendance. This is usually done in person, but circumstances may dictate that correspondence occur by phone or e-mail.
2. Take HHP 594 first semester of attendance at UM.
3. Complete "**Program of Study**" form within the first 10 credits of your program in consultation with your HHP advisor and submit this form to the HHP Graduate Program Coordinator. *Note!* If you change your Program of Study (e.g. out of department courses) after your form has been completed and submitted you must resubmit a new form with approval from your HHP advisor.
4. Complete all coursework as stated in your "Program of Study."

Additional Graduate School polices can be found [here](#).

Thesis or Professional Paper Related:

Typical Steps for a thesis/professional project is to:

- a. Select your Chair and Committee members
 - b. Complete chapters 1 – 3 (Introduction, Review of Literature, Methodology see below for format)
 - c. Propose your thesis or professional paper project to your full committee
 - d. Make any revisions necessary
 - e. Once the proposal is approved, complete and submit IRB related paperwork (the IRB step may not be necessary for professional paper option)
 - f. Upon IRB approval, begin data collection
 - g. Analyze data
 - h. Prepare thesis and submit to graduate committee (see options for formatting below)
 - i. Inform Graduate school of final defense date
 - j. Defend final thesis to committee
 - k. GRADUATION
1. Select a thesis or professional paper chair (may or may not be your advisor) and work with this person in developing your projected research. Select the Thesis/Professional Paper Examining Committee (see requirements and description on the UM Graduate School [website](#)).

General Information about the Graduate Thesis/Professional Paper Committee

Each master's degree program must include a specific component of research or creative work and a comprehensive evaluation over the content of the discipline. In programs requiring a thesis or professional paper, these requirements are typically combined and overseen by the thesis/professional paper examining committee.

Examining Committee Composition. The thesis/professional paper examining committee shall be comprised of a minimum of three voting members as follows:

- a. a UM faculty member or adjunct from the program or unit granting the degree who shall serve as chair;
- b. a second UM faculty member or adjunct from the program or unit granting the degree, or from a cooperating program or unit in the case of interdisciplinary degree programs;
- c. a qualified UM faculty member or adjunct from a program or unit other than the one granting the degree whose primary responsibility is to ensure that the student is held to reasonable academic standards, that the student is treated fairly by all committee members, and that the student's progress is not unduly delayed by failure of committee members to act in a timely manner.

- d. one additional voting member who is a faculty affiliate, a faculty member of another institution of higher learning, or a non-academic expert may be appointed by the Graduate Dean upon recommendation of the unit, if he or she is uniquely qualified by training, experience, and/or degrees held to guide and evaluate the thesis or professional paper.
2. Complete a **Graduate Committee Appointment Form** at least three weeks prior to the proposal and submit the form to the HHP Graduate Program Coordinator.
3. Prepare a thesis or professional paper proposal in consultation with your chosen chair. Once your chair has approved this document, you must schedule a thesis or professional paper proposal meeting with your chosen committee. Email thesis document to all members of committee one week prior to scheduled proposal. The committee must unanimously approve your proposed research.

Institutional Review Board:

If your research involves human subjects you must work with your committee chair to complete and submit the [UM IRB](#) required paperwork and forms and complete an on-line, self-study course in human subject protection. This must be done **BEFORE** you begin collecting any data for your proposed thesis, and if applicable, professional paper, project. Allow enough time before data collection begins to make any necessary revisions to your IRB submitted paperwork and forms (e.g. it may take 1-6 weeks to obtain IRB approval for your project. If your research is on animals, [IACUC](#), approval is necessary.

4. After your research has been completed and your chair has approved your thesis or professional paper final draft, you must submit a copy to the Graduate School and set a time and place to defend it before your chosen committee.
5. Upon completion of your thesis or professional paper defense, you must submit final corrected copies to the Graduate School with appropriate signatures as required by the Graduate School.

General information: Approximately one semester before degree is to be awarded

At least one semester before the Master's degree is to be awarded, the student must submit to the Graduate School three copies of the [Application for Graduation Form](#) and a graduation fee (~\$25). Refer to the graduation deadline calendars at the UM [Graduate School Website](#) for the exact date of when to file paperwork.

The Graduate School will conduct a degree audit and send two copies of this form back to the graduate program (one departmental copy and one student copy) early in the final graduating semester. The department and student should note any problems and rectify them at least two weeks prior to the end of the final semester.

Graduation Amendment Form. If the student fails to meet the original graduation date as requested on the form, the student may request the application be reactivated for the following semester by notifying the Graduate School one semester prior to the revised completion date.

All necessary forms (e.g. the Certificate of Approval Form and Final Paper Checklist Form) as well as guidelines for formatting your thesis/professional paper can be found on the UM [Graduate School website](#).

GUIDELINES FOR COMPLETING A MASTERS THESIS
Department of Health and Human Performance
School of Education
The University of Montana

Introduction

This set of guidelines is intended to give graduate faculty advisors and HHP graduate students direction in preparing a thesis. **It is not intended to be an exact prescription, since length and style may vary depending upon the topic and the nature of the thesis.** Students should confer closely with their thesis advisor before developing a proposal. In addition, it is the student's responsibility to be aware of all graduation and thesis deadline dates. Each semester's deadline dates are established by the graduate school and posted outside the HHP office. These dates are also available through your faculty advisor.

General Requirements for Thesis Research

A thesis represents a graduate student's attempt to make an original contribution to the body of knowledge in one of the following areas: exercise science, CHPS, or exercise and performance psychology. Central to the purpose of each thesis must be a research methodology for the collection of raw data. Based on a research design of sound quantitative or qualitative data collection procedures, a thesis must attempt to measure an original research question, or questions, for the purpose of extending, enhancing, clarifying, or replicating existing knowledge in a specific area of study.

Thesis Proposal Format*

The thesis proposal is normally the first three chapters of the five-chapter final thesis draft. Below are recommended guidelines on what to include in a thesis proposal.

Title Page

Table of Contents

Chapter One: Introduction (Example Headings)

Introduction (2-5 pages recommended)

Statement of problem and sub problems

Research hypotheses (consult with your faculty advisor how to state these, null vs. directional)

Significance of the study

Rationale of the study

Limitations (define these)

Delimitations (define these)

Definition of terms

Chapter Two: Review of Related Literature - may be partially complete (approximately 75%) with advisor approval. (Use of headings and sub-headings is recommended.)

Chapter Three: Methodology (Example Headings)

Research setting (where was the research completed?)

Procedures (include sample selection, instrumentation and all data collection)

Research design and statistical procedures (data analysis)

Prior to the initiation of data collection, a formal proposal should be scheduled with your faculty advisor and the other members of your thesis committee (to be selected by the student - two departmental members and one out-of-department member). Committee members should be selected accordingly based on the nature and context of the research and their expertise in a related area of study.

Proposal presentations should be scheduled according to the guidelines listed below and in conjunction with the availability of the faculty thesis committee. These suggested deadlines are designed give an idea as to the time frame necessary for the student adequate time for data collection and consultation with your faculty committee during the data analysis and the preparation of your final copy.

Spring completion

If you intend to complete your thesis by the **spring deadline**, your proposal should occur before the end of **September** (during the previous Fall semester).

Summer completion

If you intend to complete your thesis by the **summer deadline**, your proposal should occur before the end of **February** (during the previous Spring semester).

Fall completion

If you intend to complete your thesis by the **fall deadline**, your proposal should occur before the end of **June** (during the previous Summer session), depending on the availability of the faculty committee during the summer.

The format of the actual proposal is dependent on the faculty advisor and committee. The committee should be well informed as to the nature of the research and should have seen at least one copy of the proposal prior to the presentation. Each committee member should have adequate time to make editorial comments prior to the proposal. The proposal presentation allows a formal discussion of the planned research. The student's presentation is introduced by the faculty advisor after which, the student should provide a concise explanation of how the research topic was developed. The presentation by the student should include the following topic areas:

- Introduction and previous research
- Significance of the research
- Statement of the problem and hypotheses to be tested
- Methodology and instrumentation
- Data analysis and statistical handling of the data

A copy of the proposal will be signed by the faculty committee and kept on record by the faculty thesis chairperson. The proposal will be classified as: 1) approved; 2) approved with changes; 3) not approved at this time. Typically, minor changes can be addressed by the student and approved by the faculty thesis chair prior to the completion of the final manuscript.

Students should prepare a formal presentation for the proposal. The proposal will be open to all departmental faculty and students. Graduate students are encouraged to attend.

Thesis Final Draft Format

A thesis is normally five chapters as presented below. However, a final thesis draft may adopt another format upon recommendation of the thesis faculty chairperson and approval of the thesis committee.

Option 1: Grad School Format

Title Page

Abstract

Dedication (Optional)

Acknowledgments

Table of Contents

Chapter One: Introduction (as listed above)

Chapter Two: Review of Related Literature (as listed above)

Chapter Three: Methodology (as listed above)

Chapter Four: Results (include sub-headings to address each hypothesis, tables, figures and graphics should be discussed with your faculty thesis chairperson)

Chapter Five: Discussion

Chapter Six (optional): Conclusions and Recommendations (this may be combined into Chapter Five - consult thesis chairperson)

References/Bibliography (consult thesis chairperson for format)

Appendices (Attach as needed -- Informed consent, pilot study data, raw data, statistical summary tables, instrumentation examples, article to be submitted for publication, see thesis chairperson for additional appendices)

Option 2: Manuscript Style Format

Title Page

Abstract

Dedication (Optional)

Acknowledgments

Table of Contents

Chapter One: Introduction (as listed above)

Chapter Two: Review of Related Literature (as listed above)

Chapter Three: Methodology (as listed above)

Chapter Four: Manuscript style. Prepare a manuscript ready for submission to a journal of your and your advisors choice.

Chapter Five (optional): Conclusions and Recommendations (this may be combined into Chapter Four - consult thesis chairperson)

References/Bibliography (consult thesis chairperson or journal for format)

Appendices (Attach as needed -- Informed consent, pilot study data, raw data, statistical summary tables, instrumentation examples, article to be submitted for publication, see thesis chairperson for additional appendices)

Style of Writing -- Thesis Proposal & Final Draft

The student is expected to write in clear, concise, and grammatically correct language. The thesis chairperson can select the style of writing format to be used (i.e. APA, 4th Edition, or the format of the target journal for publication). Regardless of writing style, consistency within manuscript is critical.

Completion of Final Draft and submission to the Graduate School

The Graduate School sets the deadline for submission of the approved committee draft of the Master's thesis. The deadline for final copy submission occurs approximately four weeks before the end of the current semester. Consult the graduate [school website](#) at and your thesis chairperson for the exact dates.

The format of the thesis defense is similar to the proposal. Students should prepare a formal presentation focusing on the results and discussion of their research. The defense will be open to the public. Graduate students in particular are encouraged to attend.

The thesis defense will be classified as: 1) approved; 2) approved with changes; 3) not approved at this time. Typically, minor changes can be addressed by the student and approved by the faculty thesis chair prior to the submission of the final manuscript to the Graduate School.

The Graduate School accepts electronic theses only. Information on how to format and submit your e-thesis can be found [here](#).

A *bound* hardcopy of the thesis is to be submitted to the HHP department library for historical records. At minimum, the final pdf version is to be sent to the thesis committee. The thesis chairperson may request a bound hardcopy.

Submission of the electronic thesis to external libraries (such as www.oregonpdf.org) is encouraged, however the student should be warned about publication of the thesis prior to possible submission to a peer reviewed journal.

GUIDELINES FOR COMPLETING A PROFESSIONAL PAPER
Department of Health and Human Performance
School of Education
The University of Montana

Introduction

This set of guidelines is intended to give graduate faculty advisors and HHP graduate students direction in preparing a professional paper. **It is not intended to be an exact prescription, since length and style may vary depending upon topic and the nature of the professional paper.** Students should confer closely with their professional paper advisor before developing a proposal. In addition, it is the student's responsibility to be aware of all graduation and professional paper deadline dates. Each semester's deadline dates are established by the graduate school and posted outside the HHP office.

General Requirements for Professional Paper Research

A professional paper represents a graduate student's attempt to make an original contribution to the body of knowledge in one of the following areas: exercise science, CHPS, or exercise and performance psychology. Central to the purpose of each professional paper must be an original synthesis or application based on existing knowledge. Through an appropriate formulated strategy or theory-building approach, a professional paper must present existing knowledge in such a manner as to extend, enhance, clarify, or suggest alternatives to a current interpretation of a specific subject area. Meta-analysis and review of literature proposals may be appropriate only if a thorough literature search has revealed a lack of such an attempt, or when a proposed review of literature compares and/or contrasts two previously unrelated concepts (e.g., workplace community health strategies and performance enhancement strategies in sport).

Professional Paper Proposal Format

It is recommended that the format below be adopted for the professional paper proposal. Please note, however, that the final professional paper draft may be in a variety of formats depending on what is being proposed, the nature of the subject matter, and the presentation approach recommended by the faculty chairperson. The recommended format below outlines form and substance to how the professional paper final draft will be completed.

Title Page

Table of Contents

Chapter One: Introduction (1-3 pages recommended)

- Statement of Problem
- Purpose of Study
- Significance of Study
- Limitations & Delimitations
- Basic Assumptions
- Definition of Terms

Chapter Two: Review of Literature (May be partially completed with advisor approval)

Chapter Three: Methodology

- Research Design (Formulated strategy, theory-building approach, review methodology, etc.)
- Research Procedures (Methods of accessing existing research)
- Treatment of Research (Introduce original contribution)
- Final Draft Presentation (Optional -- necessary if unique approach needs explanation)

Bibliography

Appendix(s) (Attach as needed)

Proposal presentations should be scheduled according to the guidelines listed below and in conjunction with the availability of the faculty professional paper committee. These suggested deadlines are designed to allow the student adequate time for data collection and consultation with your faculty committee during the data analysis and the preparation of your final copy.

Spring Completion

If you intend to complete your professional paper by the **spring deadline**, your proposal should occur before the end of **November** (during the previous Fall semester).

Summer Completion

If you intend to complete your professional paper by the **summer deadline**, your proposal should occur before the end of **April** (during the previous Spring semester).

Fall Completion

If you intend to complete your professional paper by the **fall deadline**, your proposal should occur before the end of **June** (during the previous Summer session), depending on the availability of the faculty committee during the summer.

Professional Paper Final Draft Format

The professional paper final draft may be in any one of a variety of formats most appropriate to what is being attempted. A few of the more unusual formats acceptable for consideration as a professional paper include creating a professional video tape, publishing work in a reputable journal, a conference presentation at the regional or national level (from an accepted paper), or creating computer software specific to a need not being addressed. The professional paper proposal should outline the exact form and substance of the final draft. In lieu of an alternate format accepted by the student's professional paper committee, general guidelines for a professional paper final draft are presented below.

Title Page

Abstract

Dedication (Optional)

Acknowledgments

Table of Contents

List of Tables (Optional -- Needed if numerous tables are presented)

Body of Paper (Number of Chapters Subject to Form and Content Approved in Proposal)

Bibliography

Appendix(s) (Attach as needed)

Style of Writing -- Professional Paper & Final Draft

The student is expected to write in clear, concise, and grammatically correct language. The Professional Paper chairperson can select the style of writing format to be used (i.e. APA, 4th Edition, or the format of the target journal for publication). Regardless of writing style, consistency within manuscript is critical.

Completion of Final Draft and submission to the Graduate School

The Graduate School sets the deadline for submission of the approved committee draft of the Master's professional paper. The deadline for final copy submission occurs approximately four weeks before the end of the current semester. Consult the graduate school website at <http://life.umt.edu/grad/Graduation%20Resources/default.php> and your professional paper chairperson for the exact dates.

The format of the professional paper defense is similar to the proposal. Students should prepare a formal presentation of their paper. The defense will be open to the public. Graduate students in particular are encouraged to attend.

The professional paper defense will be classified as: 1) approved; 2) approved with changes; 3) not approved at this time. Typically, minor changes can be addressed by the student and approved by the faculty professional paper chair prior to the submission of the final manuscript to the Graduate School.

The Graduate School accepts electronic submissions only. (<http://www.lib.umt.edu/etd>). Information on how to format and submit your e-professional paper can be found here: <http://life.umt.edu/grad/Graduation%20Resources/Create%20Your%20EDTP%20-%20Thesis%20and%20Professional%20Paper.php>.

At minimum, the final pdf version is to be sent to the thesis committee. The thesis chairperson may request a bound hardcopy.

Submission of the electronic professional paper to external libraries (such as www.oregonpdf.org) is encouraged, however the student should be warned about publication of the paper prior to possible submission to a peer reviewed journal.

**DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE
CHECKLIST OF GRADUATE DEGREE REQUIREMENTS**

Name of Student _____ Date _____

- _____ 1. Application for admission to Graduate School
- _____ 2. Admission to Graduate School Approved
- _____ 3. Admission requirements (if any) completed
- _____ 4. Graduate Record Examination filed*
- _____ 5. Graduate Record Examination completed.
Scores: Verbal _____ Quantitative _____
- _____ 6. Program planned and approved in conference with advisor,
- _____ 7. Program filed in HHP Graduate Coordinator and Advisor's Office
- _____ 8. Completion of Course work

CONCURRENTLY WITH ABOVE

- _____ 1. Thesis or professional paper planning conference with advisor
- _____ 2. Graduate Committee formed
- _____ 3. Graduate Committee form signed by committee members and filed in Graduate Coordinator and Advisor's office.
- _____ 4. Preparation of thesis proposal or professional paper proposal
- _____ 5. Approval of proposal by advisor - committee
- _____ 6. Submission and Presentation of comprehensive proposal to committee (Approved proposal to Institutional Review Board if appropriate)
- _____ 7. Presentation of first draft (thesis or professional paper) to advisor (in accordance with published dates)
- _____ 8. Presentation of approved copy to committee
- _____ 9. Presentation of approved copy to Dean of Graduate School**
- _____ 10. Date for oral examination established
- _____ 11. Oral defense passed
- _____ 12. Completed manuscripts submitted to Graduate School and Department (after technical editing and approval). Don't forget the abstract.
- _____ 13. Application for Degree**
- _____ 14. Completion of the graduate exit survey:
Community Health and Prevention Science:
http://www.surveymonkey.com/s.aspx?sm=v1uYbnVt3yO03O4s3sG9yg_3d_3d
Exercise science: http://www.surveymonkey.com/s.aspx?sm=hrdLF6lyqqRgl9ZZs_2f6c9w_3d_3d
Generalist: http://www.surveymonkey.com/s.aspx?sm=41Kvx7jkWnXUcenxZPGHZw_3d_3d
- _____ 14. Return books, reprints, etc., borrowed from faculty
- _____ 15. Degree conferred

* . . . As stipulated in Departmental and Graduate School regulations.

** . . . Check for deadline dates in Graduate School webpage.

NOTE: It is the student's responsibility to complete the above requirements. Failure to meet deadlines usually results in a lengthening of the period required to obtain the degree. Each student should attempt to keep all records, letters, etc., relative to graduate work. Keep the checklist up to date and refer to it often.

Name of Advisor