Department of HHPR

Graduate Handbook



Areas of Specialization for Graduate Degrees:

M.S.

* Exercise Physiology (EP)
* Sport Pedagogy (SP)
* Athletic Training (MAT)

Ph.D.

* Exercise and Nutrition Sciences (EXNS)

**HHPR Graduate Program Directory**

**HHPR Front Office:** 710-3505

**Graduate Program Director:** Dr. Joe Shim (Joe\_shim@baylor.edu) 710-4009

**Area Program Directors**

**Graduate Doctoral Program Director (EXNS):**

 Dr. Jaeho Shim (Joe\_Shim@baylor.edu) 710-4009

**Graduate Exercise Physiology Program Director (MS emphasis in EP):**

Dr. Yunsuk Koh (Yunsuk\_Koh@baylor.edu) 710-4002

**Graduate Sport Pedagogy Program Director (MS emphasis in SP):**

Dr. Glenn Miller (Glenn\_Miller@baylor.edu) 710-4001

**Graduate Athletic Training Program Director (MAT):**

 Dr. Andrew Gallucci (Andrew\_Gallucci@baylor.edu) 710-4026

**Other Important Numbers**

**Financial Aid Office:** 710-2611

**Cashier’s Office**: 710-2114

**Registrar Office**: 710-1181

**Graduate School:** 710-3588

**HHPR Lifetime Fitness Program**

 **Director, Dr. Mary Ann Jennings:** 710-4025

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**Department Vision and Mission Statement**

The Department of HHPR has been blessed with a long tradition of outstanding faculty who are dedicated to teaching and mentoring students, serving their university and profession, and contributing to scholarly activities. As a result, they have made a significant impact on the lives of their students. The caring nature of faculty, devotion to faith-based learning, and desire to see students become successful individuals and professionals have made the Department of HHPR at Baylor University a truly special place.

It is upon this foundation that our department moves forward as part of Baylor University's current strategic plan, [Pro Futuris](http://www.baylor.edu/profuturis/), to become one of the top tier programs in America through teaching, research, and service. This will be accomplished by recruiting outstanding faculty and students; developing new niche graduate programs at the master’s and doctoral levels; developing state-of-the art laboratories and facilities; aggressively pursuing grants and contracts; conducting, presenting, and publishing relevant research; and reaching out to our community. It is our goal not only to be a contributing unit to Pro Futuris but also to help lead the university in attaining national and international distinction by training exceptional leaders in our field and conducting high quality research in the areas of HHPR.

While you are reading this HHPR Departmental Handbook, the graduate faculty would like to say welcome to our program and best wishes to you as you continue your professional journey. Faculty members in the Department of HHPR at Baylor University are committed to assisting you in reaching your personal and professional goals.

**Department of HHPR Graduate Program**

Students seeking admission into the Master of Science (MS), Master of Athletic Training (MAT), or Doctor of Philosophy (PhD) program within the Department of Health, Human Performance and Recreation (HHPR) must meet the admission requirements of the Baylor University Graduate School for unconditional or conditional (probationary) status. In addition, applicants must meet specific HHPR program requirements within their selected areas of specialization. In the area of exercise physiology, candidates who do not meet specific HHPR program admission requirements may be required to complete undergraduate course work to meet identified deficiencies. Previously completed course work will be evaluated on an individual basis to determine if any deficiencies exist in foundational courses for the discipline. Requirements vary within the areas of specialization and are noted in the HHPR Graduate Departmental Handbook. Identified courses may be completed concurrently with graduate work, but must be completed before the student is admitted to candidacy for the degree. Students should contact the HHPR Graduate Director if they have specific questions regarding this process.

Students must successfully complete requirements for a culminating experience by taking a written comprehensive examination, which may be followed by an oral examination as determined by comprehensive examination committee members should the written exam not be completed satisfactorily.

Dependent upon the degree option selected, students must complete the requirements for a thesis, internship, or practicum. After completing the selected requirement/option, the student performs a professional presentation of this experience to a select examination committee. At this time there is no official master’s degree foreign language requirement in the Department of HHPR.

**Academic Specializations**

In the Department of Health, Human Performance, and Recreation, a six hour core curriculum is required in research methods and statistics. Please visit our HHPR Departmental Website www.baylor.edu/HHPR for additional information regarding our academic specializations and/or specific areas in this HHPR Graduate Handbook.

**Appropriate Background for Acceptance to the M.S. Program in Exercise Physiology**

At this time, the only master’s degree in the Department of HHPR that requires appropriate academic science background is exercise physiology. Recently, due to the interest in our unique graduate program, we have received much interest from students without appropriate exercise science academic preparation interested in pursuing the master’s in exercise physiology. We do not want to discourage this interest but we also want all of our students to understand that a proper foundational educational exercise science base is a must to be successful in our exercise physiology master’s degree tract. Students who pursue a graduate degree must have graduated from an accredited four year institution with the appropriate undergraduate background in the field of proposed academic emphasis such as exercise science or exercise physiology. Normally, the appropriate preparation will be an undergraduate degree in exercise science (or equivalent), a minimum of 15-18 semester hours of appropriate course work may be required based on previous academic history/experience for students without an academic background in exercise science. Each applicant will be individually evaluated by the graduate director in exercise physiology to determine as to what courses would be appropriate as prerequisites. These courses may be completed concurrently with graduate work, but must be completed before the student is admitted for candidacy for the degree. The following are examples of exercise science course prerequisites that may be required for students who have minimal exercise physiology background. Other courses may be substituted based on the exercise physiology area director’s evaluation of the student’s transcript.

**15 to 18 course hours of the following will normally be considered “appropriate.”**

 \* Care and Prevention of Athletic Injuries

 Concepts of Athletic Training

 \* Human Anatomy and Anatomic Fundamentals of Motion

 \* Basic Exercise Physiology of Activity

 \* Techniques of Physiological Fitness Assessment

 Techniques of Aerobic Conditioning

 Cardiovascular Physiology

 Research & Statistics Methods in Exercise Science

 \* Fitness Programming for Individuals with Physical Disabilities

 \* Exercise Prescription and Fitness Programming

 \* Techniques of Strength Training and Conditioning

 \* Kinesiology and/or Biomechanics

 Applied Aspects of Motor Learning

 \* Performance Enhancement & Metabolism for Sport & Exercise Science

\**Denotes recommended previous educational background or prerequisites*

 **Master's Degree in Exercise Physiology**

**Course Requirements**

# Program Director: Dr. Yunsuk Koh

# 30 Total Credit Hours

**HHPR Department Core (6 hours)**HP 5379 Research Methods in HHPR
EDP 5334 Statistical Methods *or* STAT 5300 Statistical Methods

**Exercise Physiology Core (9 hours)**

HP 5328 Physiology of Exercise I - Neuromuscular Aspects

HP 5330 Physiology of Exercise II - Cardiopulmonary Aspects

HP 5340 Advanced Biochemistry in Exercise Science

**Exercise Physiology Electives (6 hours)**

HP 5322 Exercise Nutrition and Endocrinology

HP 5324 Muscle Physiology and Metabolism

HP 5333 Exercise Testing and Prescription

HP 5352 Advanced Principles of Exercise and Sport Nutrition

HP 5354 Advanced Methods of Strength and Conditioning

HP 5357 Advanced Methods of Exercise Programming for Individuals with Chronic Diseases and Disabilities

**Restricted Electives (3 hours)**

Must be approved by Program Director

**Capstone Experience (6 hours)**

HP 5V90 Internship (6)

HP 5V94 Practicum (3) + one 3-hr course from Exercise Physiology Electives or Restricted Electives (3)

HP 5V99 Thesis (6)\*

\* Students choosing the Thesis option are exempt from the comprehensive exam requirement.

**Comprehensive Exam**

# Master's Degree in Exercise PhysiologyCourse Sequence

**Course Rotation Guidance (4 Semesters)**

**Year 1**

**Fall (9 hrs)**

**HP 5379** - Research Methods in HHPR (3)

**HP 5328** - Physiology of Exercise I - Neuromuscular Aspects (3)

**EDP 5334** - Statistical Methods *or* **STAT 5300** Statistical Methods (3)

**Spring (6 to 9 hrs)**

**EDP 5334** - Statistical Methods *or* **STAT 5300** Statistical Methods (3)

**HP 5330** - Physiology of Exercise II – Cardiovascular Aspects (3)

**Choose one from Exercise Physiology Electives:**

**HP 5322** – Exercise, Nutrition, Endocrinology (3); **HP 5324** – Muscle Physiology & Metabolism (3);

**HP 5333** - Exercise Testing and Prescription (3); **HP 5352** - Advanced Principles of Exercise and Sport Nutrition (3);

**or Restricted Electives \****Must be approved by Advisor*

**Year 2**

**Fall (9 hrs)**

**HP 5340** - Advanced Biochemistry in Exercise Science (3)

**Choose one from Exercise Physiology Electives:**

**HP 5354** - Advanced Methods of Strength and Conditioning (3); **HP 5357** - Advanced Methods of Exercise Programming for Individuals with Chronic Diseases and Disabilities (3)

**or Restricted Electives \*** *Must be approved by Advisor*

**HP 5V90 –** Internship (1 to 6) or

**HP 5V94 –** Practicum in HHPR (1 to 3) or

**HP 5V99** – Thesis (1 to 6)

**Spring (6 to 9 hrs)**

**HP 5V90 –** Internship (1 to 6) or

**HP 5V94 –** Practicum in HHPR (1 to 3) or

**HP 5V99** – Thesis (1 to 6)

**Choose one from Exercise Physiology Electives:**

**HP 5322** – Exercise, Nutrition, Endocrinology (3); **HP 5324** – Muscle Physiology & Metabolism (3);

**HP 5333** - Exercise Testing and Prescription (3); **HP 5352** - Advanced Principles of Exercise and Sport Nutrition (3);

**or Restricted Electives \****Must be approved by Advisor*

**Master's Degree in Sport Pedagogy**

**Course Requirements**

# Program Director: Dr. Glenn Miller

# 36 Total Credit Hours

**HHPR Department Core (6 hours)**HP 5379 Research Methods in HHPR

EDP 5334 - Statistical Methods *or* STAT 5300 Statistical Methods

**Emphasis Core (18 hours for non-teacher track or 21 hours for teacher track)**

HP 5335 Sport Pedagogy

 HP 5355 Power, Speed, Agility Training

HP 5368 Motor Learning

HP 5370 Sport Psychology

 HP 5377 Issues and Trends in HP & Sport Management

HP 5384 Biomechanics

HP 5V70 Special Topics in HHPR (Technical Skills of Teaching/Coaching – for teacher track only)

**Electives (6 hours for non-teacher track or 3 hours for teacher track)**

Must be approved by program director

**Required Culminating Experience (6 hours)**

HP 5V99 Thesis (6), HP 5V94 Practicum (3), or HP 5V90 Internship (6)

**Comprehensive Exam**

# Master's Degree in Sport PedagogyCourse Sequence

**Class Rotation in Sport Pedagogy - Teacher Certification Track**

|  |  |
| --- | --- |
| **Courses** | **Offered** |
| HP 5335 Sport Pedagogy | Fall |
| HP 5384 Sport Biomechanics | Fall |
| HP 5379 Research Methods in HHPR | Fall |
| HP 5334 Pedagogy and Physical Education | Spring |
| HP 5368 Motor Skill Learning and Performance      | Spring |
| HP 5V70 Technical Skills of Teaching/Coaching | Spring |
| HP 5377 Issues & Trends inHuman Performance/Sport Management | Minimester |
| EDP 5334 Statistics  | Summer |
| HP 5370 Sport Psychology | Summer |
| Elective | Summer |
| HP 5V90  | Internship |

***\*Note:  Schedule is subject to change***

**Class Rotation in Sport Pedagogy - Non-Teacher Certification Track**

|  |  |
| --- | --- |
| **Courses** | **Offered** |
| HP 5335 Sport Pedagogy | Fall |
| HP 5384 Biomechanics | Fall |
| HP 5379 Research Methods in HHPR | Fall |
| HP 5355 Power, Speed, Agility Training | Spring |
| HP 5368 Motor Skill Learning and Performance      | Spring |
| Elective | Spring |
| HP 5377 Issues & Trends in         Human Performance/Sport Management | Minimester |
| EDP 5334 Statistics | Summer |
| HP 5370 Sport Psychology | Summer |
| Elective | Summer |
| HP 5V90 | Internship |

***\*Note:  Schedule is subject to change***

**HHPR Graduate Comprehensive Examination Procedures (Masters)**

All students in the Master’s of Science program with an emphasis in the HHPR Graduate Degree Program are required to participate in the comprehensive exam process when their entire departmental curriculum coursework has been completed or during the final semester of their curriculum course work. The comprehensive examination begins with a written examination that may be followed by a follow-up examination (as determined by the student's performance on the written exam). Students must pass the examination within the Baylor University five-year time limit for degree completion. Further details are provided below.

**Examination Dates**

One comprehensive exam date will be scheduled by the HHPR Graduate Program Director during each of the academic semesters (fall, spring). The date selection will be based upon Baylor Graduate School deadlines and departmental needs. That date will be announced by the end of the first or the second week of each semester to all enrolled students and to all previously enrolled students who have requested notification.

**Application for Exam Participation**

To be eligible to participate in the comprehensive exam, a student must:

1. Earn a "B" average in all graduate work completed to date and admission to graduate candidacy has been approved.
2. Submit a completed Comprehensive Exam Application Form (see attached) to the HHPR Graduate Director by no later than the end of the 2nd week of the semester in which the exam is to be taken. (See ***Failure to Participate*** section.)

**Examination Committee**

The examination shall be prepared and graded by a comprehensive examination committee selected by the HHPR Graduate Director, the student's advisor, and the student. The committee will consist of HHPR graduate faculty members who develop specific questions designed according to the student’s academic degree plan. The HHPR Graduate Program Director will notify selected committee members of their selection by the fourth week of the semester to secure a confirmation of their commitment to participate and answer questions about expectations. The Graduate Program Director will then notify the student of any alternate committee members assigned as a result of scheduling conflicts with original committee members.

**Preparation for the Exam**

The students may be provided study guideline and it is students’ responsibility to contact the committee members directly to request one. *When writing these questions, each committee member's goal will be to develop a truly comprehensive exam question that reflects the content covered in the entire course*. The student may visit with each member of the comprehensive exam committee for further guidance. However, students should understand that committee members are not required to provide any specific guidance concerning the actual questions to be included on students’ exams. Students are encouraged to study the sample study questions (if provided) before seeking out committee members regarding exam content or difficulty understanding class concepts. The committee member will *not*, however, reveal to the student prior to the exam the actual exam items to be included in the student's exam.

**Schedule for Written Examination Day**

A full morning will be set aside for the written examination with a 4-hour testing session. Students will be free to answer the 4 questions using this time frame in any fashion they might choose (i.e., a student might spend more time answering some questions than others).

**Exam Format**

The comprehensive examination will consist of four content areas.

Exercise Physiology

1. HP 5328 - Physiology of Exercise I - Neuromuscular Aspects
2. HP 5330 - Physiology of Exercise II - Cardiovascular Aspects
3. HP 5340 - Biochemistry in Exercise Science
4. HP 5333 - Exercise Testing and Prescription,

HP 5352 - Principles of Exercise and Sport Nutrition,

HP 5354 - Methods of Strength and Conditioning, or
HP 5357 - Methods of Exercise Programming for Individuals with Chronic Diseases and Disabilities

Sport Pedagogy

1. HP 5370 Sport Psychology
2. HP 5377 Issues & Trends in Human Performance/Sport Management
3. HP 5384 Biomechanics
4. HP 5368 Motor Skill Learning and Performance or HP 5379 Research Methods in HHPR

**Exam Grading & Oral Comprehensive Defense Procedures**

Each of the comprehensive exam content areas will be graded on a 5-point scale (fractionated scores are possible such as 3.5 points):

Honor 4 points

Pass 3 points

Below Average 2 points

Weak 1 point

Fail 0 points

If the student fails (scores a 0) any part of the examination he or she will fail the exam. In order to achieve a passing grade on the written exam, the student must earn 2.8 (70%) mean points. If a student does not achieve a passing score on the written exam, he/she will be required to complete a follow-up examination.

**Failure to Participate**

It will be considered failing the comprehensive examination if a student does not take the examination after submitting a Comprehensive Exam Application Form. Exceptions to this policy will be rare (e.g., death in the family).

**Second Attempt at Comprehensive Exams**

Students who fail the exam (even after the follow-up examination) will be eligible to participate a second time in the comprehensive examination process during a subsequent semester, but may not move on to complete (defend) a thesis or culminating event until after the comprehensive examination is passed. Before taking the examination again, students should consult with the comprehensive examination committee, which may require the completion of additional coursework or other additional study. **Students who fail the comprehensive examination the second time will be dropped from candidacy for the degree.**

**Notification of the Baylor Graduate School**

Within two weeks after exam completion, the HHPR Graduate Director will officially notify the Baylor University Graduate School of the student's successful completion of the comprehensive exam. The Graduate School will, in turn, check all other eligibility criteria before making a positive recommendation about the student's graduation candidacy status.

**Tentative Comprehensive Exam Timeline**

Week 1: Date of comprehensive examination announced by HHPR Graduate Director

Weeks 3: Comprehensive Exam Committee members notified of needed exam questions

Weeks 10: Comprehensive Exam Week

Weeks 11-12: Evaluation period

Weeks 13: Follow-up examination if needed

Weeks 14: HHPR Graduate Director notifies Baylor University Graduate Office about students who passed the comprehensive exam

**Graduate Culminating Experience**

**Thesis**

A thesis is optional for the academic specializations of Exercise Physiology and Sport Pedagogy. When elected, the thesis will carry a total of six semester hours. It is imperative that students selecting the thesis option contact the HHPR Graduate Program Director to begin this process. Once students have enrolled for thesis credit, they must maintain continuous enrollment for one semester hour of thesis during each regular semester, including at least one summer term each year, until the thesis has been accepted by the Graduate Dean. Departmental assistance is required for enrollment. Credit is awarded only upon completion and approval of the thesis. No letter grade is given for completing the thesis.

Students will not be permitted to enroll for thesis hours until they have completed a minimum of 18 hours of graduate course work within their primary area of study within HHPR with at least a B average (GPA=3.0). Included in these hours, students must have completed their requirements in Research Methods and Statistics. Also, students must have satisfactorily passed the thesis prospectus review before enrolling in thesis credits.

Guidelines for Preparing the Dissertation and Thesis is the official handbook for all theses presented to the Baylor University Graduate School. The “Guidelines” handbook leads students through the administrative steps for completing the thesis and attempts to ensure that all theses completed at Baylor University present similar appearance and meets all the standards of the Graduate School. The thesis must meet the Graduate School standards for format and appearance as outlined in the Baylor University Guidelines for Preparing the Dissertation and Thesis. The thesis must also meet the Thesis and Dissertation Formats required by HHPR.

**Internship/Practicum**

If the thesis or research project option is not selected an internship or practicum experience must be selected by working closely with the HHPR graduate internship coordinator. The primary purpose of the Internship/Practicum experience is to bridge the gap between the academic present and the professional future. The internship carries a maximum of six semester hours while the practicum carries a maximum of three semester hours. To enroll in this capstone experience, students must have maintained at least a “B” average, completed the HHPR core courses for all academic specializations (HP 5379 or EDP 5335 and EDP 5334 or STA 5300) and completed at least 24 hours of graduate course work within the selected academic specialization.

**Doctoral Degree in Exercise and Nutrition Sciences (EXNS)**

**Program Requirement**

Ph.D students are required to take a minimum of sixty (60) hours for the degree including 3 hours of professional development and professional ethics, and a minimum of 12 hours in research methods and statistics courses. To form their 12 hour EXNS core, students will be required to take two courses each in: 1) exercise physiology and 2) nutrition. In addition to these 27 hours of course work, students must complete 12 hours of directed research (generally 3 hours per semester) and 12 hours of dissertation. The remaining 9 hours of course work will consist of electives approved by the Advisor.

**General Admission Requirements**

Students wishing to pursue the Doctor of Philosophy degree in Exercise and Nutrition Sciences must apply and meet all general requirements for admission to the Graduate School of Baylor University. Qualified students will be admitted regardless of race, color, national or ethnic origin, gender, age, or disability. The applicant’s packet will be considered complete when all application materials have been received.

**Department Admission Requirements**

The following are the specific requirements from the Department of Health, Human Performance, and Recreation for admission to the Doctor of Philosophy degree in Exercise and Nutrition Sciences:

• An equivalent of a master’s degree in a related area of exercise physiology, nutrition, health, sports medicine, physical therapy, athletic training, nursing, allied health, or medicine OR appropriate undergraduate degree work that would suggest that the student could be successful in the program.

• Completion of a departmental doctoral program application form describing academic preparation, degrees earned, interests in the doctoral program, professional goals, research skills, and teaching/ work experience.

• Letter of intent and samples of writing such as copies of representative publications, articles abstracts or other samples of the applicant’s technical writing.

• Three letters of reference from mentors who have insight regarding potential for success in the doctoral program.

• An appropriate and acceptable score on the verbal and quantitative portions of the GRE.

• A minimum of a 3.50 overall GPA on graduate work and/or undergraduate work if applicant is applying with only an undergraduate degree completed at an accredited college or university.

• Willingness of an applicant-identified mentor to supervise the applicant’s doctoral training.

**Transfer Course Credits**
For those students with appropriate graduate level coursework from a prior degree or program may be eligible for up to 9 credit hours of transfer credits to be applied within their doctoral program course of study. Any transfer credits will be planned and discussed with the student’s program mentor/advisor and must be approved in writing by the Graduate Program Director and the Department Chair. Only those hours in which a student has achieved a grade of B or better will be considered for transfer. Any transfer credits into the EXNS doctoral program from prior coursework and must comply with the general Baylor University doctoral program transfer requirements as noted in the graduate catalog (related to graduate level, graduate transcript, completed within 5 years of matriculation, grade achievement, and course content).

**Departmental Supervision**

Potential students will need to identify a mentor upon application to the program. Students will not be admitted unless there is a faculty mentor willing to serve as their mentor. The mentor will serve as the student’s academic advisor throughout the program and will serve as their dissertation chair. In rare cases, students may elect to change mentors, but only with the current mentor, prospective mentor, and graduate program director’s approval.

Prerequisite Courses Although most applicants will have backgrounds in appropriately-related fields, the possession of degrees in these fields is not required for admission. It should be recognized, however, that applicants with deficiencies in academic backgrounds will be determined by the student’s mentor and remedial course work prescribed. In general, such remedial course work cannot be counted toward the credit hours required for the degree.

Period of Study

•2 to 3 years academic study

•1 year dissertation

**Program Course Sequence**

The program is designed to consist of two to three years (fall, spring, and summer sessions) of course work and one year of dissertation research. During the first year, students will take a core of statistics and research methods courses designed to provide a strong multidisciplinary background in conducting kinesiology, exercise nutrition, and health promotion research. During the second and third years, under the guidance of their mentor, students will take emphasis area course work and electives to provide research specialization. During both the first and second years, with consultation and/or guidance from their mentor, students will take directed research hours. For these research hours, students will be required to have collected data from an independently-led or collaborative research project resulting in manuscript submission to a peer-reviewed journal and presentation at a national/ international conference before being allowed to take preliminary exams and progressing to doctoral candidacy. The final year is dedicated to dissertation research. Students must be registered for at least one semester hour of graduate credit during the semester of intended graduation. The maximum time limit for the doctoral degree is described in the Baylor University Graduate Catalog under General Degree Requirements.

**Preliminary Examination**

Students will take a preliminary examination upon completing all course work or within 6 hours of completing their course work. With the consultation of the student’s mentor, the student will form an advisory committee that will serve to administer the preliminary exam and consult on the dissertation research (see dissertation supervision section below). At least four faculty members will serve on the advisory committee, the composition of which will be approved by the Graduate Program Director and include at least three members within the HHPR Department graduate faculty and one graduate faculty member outside the department. The preliminary examination consists of written and oral testing by the student’s advisory committee. The primary purpose of the preliminary examination is to assess the student’s understanding of the broad body of knowledge in a field of study. The examination also affords the advisory committee an opportunity to review the student’s understanding of research methods and literature in the chosen field. The student will schedule separate written examinations with each advisory committee member. Each written examination will be evaluated by the committee member who provided the questions and graded as pass, pass with stipulation, pass with distinction, or failure. Committee members will convey the student’s results to the mentor and, together with the mentor, determine if the student is prepared to take the oral portion of the preliminary exam. The oral portion of the preliminary examination should be conducted within two to four weeks after the successful completion of the written examinations. Each member of the advisory committee will vote to determine if the student has passed the exam. This determination will be based on the overall performance on both the written and oral portions of the exam. The student becomes a candidate for the doctoral degree on successful completion of both the written and oral portions of the preliminary examination. If the preliminary examination reveals deficiencies in any of these areas, the advisory committee may recommend remedial work or re-examination. Two or more votes to “fail” a student will constitute failure of the exam. Students who fail this examination may re-take their examinations no sooner than four months after, and within one year of the initial written preliminary examinations. After two failures of the exam, either in its whole or part form, the student will not be allowed to continue in the doctoral program.

**Admission to Candidacy**

Students are recognized as candidates for the doctoral degree only after they have passed the preliminary examination, completed all departmental requirements (except the dissertation), and received approval by the Graduate School of their formal application for admission to candidacy. An application for admission to candidacy must be filed with the Office of the Graduate School upon successful completion of the above requirements. This form should be filed no later than five months prior to the date on which the degree is conferred, and prior to a student registering for dissertation hours.

**Dissertation Supervision**

The dissertation advisory committee is determined by the student and mentor under general guidelines. The committee will be composed of the following members:

• Two committee members including Dissertation chair, will be HHPR graduate faculty.

• Third committee member will be a Baylor graduate faculty who is outside the HHPR graduate faculty.

• The fourth member can be inside or outside HHPR graduate faculty, including non-Baylor graduate faculty with approval of the GPD.

• At least one of the committee members will be HHPR Graduate Faculty with primary faculty appointment in HHPR Dept.

NOTE: The committee may consist of 3 HHPR grad faculty + 1 outside HHPR grad faculty within Baylor OR 2 HHPR grad faculty + 1 outside HHPR grad faculty within Baylor + 1 non-Baylor grad faculty. The committee may include additional members beyond the required minimum of four.

**Dissertation**

A dissertation is required of all candidates for the degree of doctor of philosophy. The dissertation must give evidence that the candidate has pursued a program of research, the results of which reveal scholarly competence and a significant contribution to knowledge. The candidate conducts the research and prepares the dissertation under the direction of the mentor and in consultation with the dissertation advisory committee.

The candidate will develop a dissertation proposal for approval by the dissertation advisory committee. The candidate will conduct the dissertation work and prepare and submit a dissertation draft for committee approval. The candidate will arrange for a final oral examination, a defense of their dissertation work, on committee approval of the dissertation draft. The candidate will make any final revisions to the dissertation, according to the directions of the dissertation advisory committee, and complete all remaining Graduate School requirements to successfully complete their doctoral studies.

Candidates should acquire the guidelines for preparing the dissertation and thesis and other necessary forms and materials for graduation under the “Student Resources” tab on the Baylor Graduate School webpage (http://www.baylor.edu/graduate/). The “Student Resources” tab includes semester calendar and deadlines, directions for completing the dissertation, and an explanation of fees associated with the dissertation and graduation process. Additional degree completion materials not available on the Graduate School webpage are provided to students when they file for graduation.

Required Coursework Research Seminar (0 hour, required every semester)

HP 6000 Doctoral Research Seminar

Professional Development and Ethics (3 hours)

HP 6397 Christianity Ethics and Research with Human Participants

Research Methods (3 hours) HP 6300 Research Methods in EXNS

Statistics (9 hours)

The courses can be taken in Educational Psychology, Statistics, and Psychology departments upon mentor’s approval

Directed Research (12 hours)

HP 6V70 Directed Research

Dissertation Research (12 hours)

HP 6V99 Dissertation

EXNS Core (9 hours) Six hours each in the two areas below:

Exercise Physiology:

HP 5328 Physiology of Exercise I: Neuromuscular Aspects

HP 5330 Physiology of Exercise II: Cardiovascular Aspects

Nutrition:

NUTR 5355 Macronutrients and Metabolism

NUTR 5386 Nutrition for Sport and Fitness

Electives(9 hours)

Elective must be approved by mentor.

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**Thesis and Dissertation Formats**

Thesis/Dissertation Proposal

For either format of thesis or dissertation, the student will prepare a proposal to present to the thesis/dissertation committee. The format of this proposal will vary depending on the dissertation format, but will typically consist of an introduction, a review of pertinent literature, and at least an outline of the proposed methods.

For doctoral students, the dissertation proposal can only be completed after having passed the preliminary oral examination.

Once the student and the thesis/dissertation chair believe the proposal is sufficient, an approval of the committee must occur. At least two weeks prior to this approval, the student must send a copy of the proposal to all committee members.

If the committee approves of the proposal, the thesis/dissertation chair will need to complete

the Thesis/Dissertation Proposal Form and return a copy to the HHPR Graduate Program Director and to each committee member.

After the committee members have approved the proposal, the student will submit the required paperwork to the Human Subjects Committee (Institutional Research Board [IRB]). Any

project that deals with human participants, whether the data are primary or secondary

in nature, must obtain prior approval from the IRB before the data collection can commence. Only after IRB approval, may the student begin to solicit study participants and to collect data.

Thesis and Dissertation Formats

The thesis and dissertation both represent culminating works of the research processes for the master’s degree and doctoral degree programs respectively in the Department of HHPR. There are two accepted formats that can be utilized for these works; either the traditional five chapter format or the alternative journal manuscript format.

The difference between the traditional and alternative format is mainly in the manner of content organization. It does not differ in quality, contribution to the field, or rigor. The final product from either format should make a novel contribution to the field, and should be a work that is publishable in a peer-reviewed outlet.

The determination of the format choice should be jointly made by the student, thesis/dissertation chair, and thesis/dissertation committee; it is not a decision made solely by the student. Once this determination has been made, it should be documented on the Thesis/Dissertation Proposal Form and signed by the student and committee members and submitted to the HHPR Graduate Program Director. Regardless of format selected, the thesis/dissertation should conform to the *Guidelines for Preparing the Dissertation and* *Thesis* published by the Baylor Graduate School.

Traditional Thesis/Dissertation Format

The traditional format consists of five chapters: Introduction, Literature Review, Method,

Results, and Discussion.

Manuscript Thesis/Dissertation Format

Chapters 1, 2, and 3 will follow the traditional format and chapters 4 and 5 may be replaced with journal manuscript(s) first-authored by the student (i.e., the text of one or more manuscripts, submitted or to be submitted for publication, and/or published articles, reformatted according to thesis/dissertation requirements as described below). For the thesis 1-2 journal manuscripts would be included, and for the dissertation 2-3 manuscripts would be included. Each paper must be judged by the thesis/dissertation committee to be of publishable quality in journals deemed by the committee to be of high quality.

The determination of the number of journal manuscripts, and which journals the papers target, are joint decisions of the student, the thesis/dissertation chair, and the thesis/dissertation committee; it is not a decision made by the student alone. For multiple journal manuscript projects, the papers must have a cohesive, unitary character, making them a report of a single program of research. This connection between multiple journal manuscripts will be described in both the Introduction (chapter 1) and Conclusion (a chapter to follow the final manuscript). According to Graduate School policy, the Conclusion chapter would be required for any thesis/dissertation with multiple manuscripts.

The purposes of the journal-manuscript dissertation format are to: (a) train students to report

research findings in a format traditionally used by their scientific and professional

communities; (b) facilitate the submission of publications from the thesis/dissertation research; and (c) allow for other students and professionals to review the student’s thesis/dissertation research in a concise reporting format.

Department of HHPR Thesis/Dissertation Proposal Form

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BU ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate for Degree of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis/Dissertation Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thesis/Dissertation Format (indicate one) \_\_\_\_\_ Traditional format

 \_\_\_\_\_ Manuscript format

Target Journal(s) for Manuscript Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Manuscript(s) Designation \_\_\_\_\_\_\_ (1-2 for thesis, 2-3 for dissertation)

Disposition of Data – All research data shall be preserved in the custody of, or as arranged by, the Principal Investigator (student) on behalf of the University. Investigators on research teams have obligations to discuss responsibilities of data acquisition, use, management, access and retention with other members of the research team. Students are encouraged to seek scholarly publication of their research, and should do so in a timely fashion. After \_\_\_\_\_ year(s) from the defense of the thesis or dissertation, the committee chair reserves the right to move forward with the submission of scholarly work from the research if it has not been pursued by the student.

Committee Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Members Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Committee chair to submit one copy to the HHPR Graduate Program Director*

**Policies, Procedures and Expectations**

Professional Conduct and Ethics

All students and faculty are expected to adhere to policies, ethics, codes of conduct, and other expectations described in the following documents.

* Baylor Student Polices: <http://www.baylor.edu/student_policies/>
* Baylor Code of Conduct: <http://www.baylor.edu/honorcode/index.php?id=57793>

Violations can result in dismissal or other sanctions. Faculty/staff misconduct or discrimination should be reported to the Graduate Program Director and/or HHPR Department Chair. A formal report may also be filed with the Office of Student life at [*www.baylor.edu/student\_life*](http://www.baylor.edu/student_life).

Title IX policy

This policy governs the conduct of Baylor University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents). If you or someone you know would like help related to an experience of sexual violence including sexual assault, harassment, domestic violence, dating violence, stalking or other type of non-consensual sexual conduct, please contact Kristan Tucker, the Title IX Coordinator at Baylor University, by email (Kristan\_Tucker@baylor.edu) or phone (254-710-8454). Anonymous reporting for students or third parties is also available on the Title IX website, www.Baylor.edu/TitleIX.

The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing and other forms of assistance. Staff members at the office will also explain your rights and the judicial process options, if you choose to file a complaint with the University. You will not be required to share your experience, and the Title IX Office will keep any information private. The Title IX Office exists to support and empower students, while allowing them to remain in control. If you or someone you know feels unsafe or may be in imminent danger, please call the Baylor Police Department (254-710-2222) or Waco Police Department (9-1-1) immediately.

Accommodation for students with disabilities

Any student who needs accommodations should inform the professor immediately at the beginning of the semester. The student is responsible for obtaining appropriate documentation and information regarding their needed accommodations from the Office of Access and Learning Accommodation (OALA) and providing it to the professor early in the semester. The OALA phone number is (254) 710-3605 and the office is located in the Paul L. Foster Success Center in Sid Richardson. Additional information on requesting accommodation is available at <http://www.baylor.edu/oala/index.php?id=26087>.

Grade Point Average

Students must maintain a GPA of 3.0 throughout the course of the program to avoid probationary status and related consequences such as ineligibility for assistantships.

Graduate School Petition and Filing to Graduate

The Baylor Registrar and Graduate School require that a formal petition form be submitted for a student when the student completes courses not listed in the graduate catalog as part of the degree plan. Use the Graduate School Petition Form and Guide to submit the needed form at the beginning of the semester in which you will graduate. Also file for graduation with the graduate school at the beginning of the semester so that they will initiate the needed degree audit. Both these forms are available at [www.baylor.edu/graduate/](http://www.baylor.edu/graduate/).