Sources of Information

- Kinesiology Department web site
  - www.kin.hs.iastate.edu/graduate
- Department forms
- Graduate Student Handbook
- Graduate College web site
  - www.grad-college.iastate.edu
- Deadlines
- Graduate College forms
- Graduate College Handbook

Deadlines: Spring/Summer 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
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<tbody>
<tr>
<td>Application for Graduation</td>
<td>September 11</td>
<td>January 29</td>
</tr>
<tr>
<td>Request for Final Oral Examination</td>
<td>November 4</td>
<td>March 25</td>
</tr>
<tr>
<td>Last Date for Final Oral Examination</td>
<td>November 25</td>
<td>April 15</td>
</tr>
<tr>
<td>Open Thesis/Dissertation Account</td>
<td>November 25</td>
<td>April 15</td>
</tr>
<tr>
<td>Graduate Student Approval Form</td>
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<tr>
<td>Upload the Final Thesis to ProQuest/UMI</td>
<td>December 3</td>
<td>April 21</td>
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Graduate Student Forms

- Student initiated forms:
  - Program of Study Committee (Online)
  - Request for Preliminary Oral Examination (still paper at this point)
  - Application for Graduation
  - Request for Final Oral Examination
  - Graduate Student Approval Form
- Triggered by student initiated forms:
  - Report of Preliminary Oral Examination
  - Report of Final Oral Examination

POS Committee

- Timing: end of first year, beginning of second year
- MS
  - Three members – two Kinesiology, one outside primary area
- PhD
  - Five members – three Kinesiology, one outside department, one outside primary and secondary area

Program of Study (POS)

- Timing: end of first year, beginning of second year
- All 300- and 400-level classes at Iowa State are eligible
- Up to 15 credits of 300- and 400-level classes, max of 6 credits at 300-level
- If a 300-level class is used, it must be outside of the student’s major
- Kin 590, Kin 592, and Kin 699

Department POS Form

- Timing: end of first year, beginning of second year
- Available on department web site, email to me, share with POS committee
- Different forms for MS thesis, MS non-thesis, and PhD
- Breaks down POS into specialization, outside department/electives, statistics, research, deficiencies
Online POSC Form
- December 18 Deadline
- MS Students: Spring 2016 Graduation
- PhD: Spring 2016 Oral Prelim Exam
- What is not included on POSC form
  - 100-200 level courses
  - Deficiencies (Z-credit)
- Online form should not replace POS committee meetings

Research Proposal Meeting
- MS Timing: end of first year or start of second year
- PhD Timing: as needed for multiple projects
- Dissertation proposal meeting for final project (see next slide)
- Literature review, hypotheses, methods, pilot data (if applicable)

Dissertation Proposal Meeting
- Timing: third year
- Can occur before or after preliminary exams
- Send to committee two weeks before meeting:
  - Literature review, hypotheses, methods/protocol, pilot data (if applicable)
  - Review results of initial projects (if applicable)

Preliminary Exams (PhD)
- Timing: third year, final defense at least six months after oral prelim exam
- Request for Preliminary Oral Examination at least 2 weeks before
- Written preliminary exam
  - 10-12 hours over 2-3 days: 5-6 hours primary area, 2 hours secondary area, 3-4 hours other POS committee members
- Oral preliminary exam
  - One-three weeks after written prelim

Final Defense
- Submit Application for Graduation early in semester
- Request for Final Examination at least three weeks before defense
- Thesis/dissertation to committee at least 2 weeks before defense
- Title, date, time, location, abstract to me 1 week prior to defense
- Graduate Student Approval form when ready to submit thesis

Graduate Student Evaluations
- To major professor by April 1, return to me by April 15
- Evaluation form available on web site
  - Student self-evaluation, major professor evaluation, mutually agreed upon goals
  - Achievements, primary and secondary research and teaching areas (PhD)
- Review of both MS and PhD students
- If problems, set milestones and dates by which milestones must be met