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
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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 advisor if you have questions.

It is our hope that you will become an increasingly effective scholar in the study of humans and movement 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

A. Establishing a Program.
Upon acceptance into the HHP Graduate Program, you will be assigned a graduate advisor that complimetics 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).

B. Grades.
An average of B must be maintained in all courses taken for graduate credit at the University. Courses in which grades below C have been received are not accepted for degree requirements, but grades in all courses taken for graduate credit will be included in grade point computations. All classes must be taken for a grade except those listed only as a P/NP basis. The grade of P does not enter into grade point computations. Only N (continuation) and Pass or Not Pass grades are given for Research and Thesis or Dissertation. A maximum of 6 credits may be repeated by department approval. Grades of I (Incomplete) not removed within one year revert to the alternate grade, usually F, assigned by the instructor when the incomplete was submitted. You may not challenge courses for graduate credit.
C. **Continuation Registration.**
Graduate students in degree programs must register for credits each Fall and Spring Semester (with exceptions including some distance learning programs or the School of Education where students may be registering primarily in the Summer).

The number of credits each term should be that deemed by the supervising unit to be commensurate with the use of facilities, involvement of faculty, and demonstrated progress in the degree program.

Graduate students must register for thesis or dissertation credits each semester they are working on them.

Students must petition for a leave-of-absence if they are not continuously registered. Students who step out of their graduate programs without an approved leave-of-absence for more than two consecutive terms will be dropped from their program’s roster and will need to petition their program and the Graduate School for readmission. The petition for readmission will require an evaluation of the student's progress and a plan with timetable for completing the degree. Not all students will be readmitted.

D. **Terminal Registration.**
All graduate students must register for at least one credit in their final term. Readmitted students who took unauthorized leave may, on the recommendation of the Graduate School based on discussions with the department, be required to register for up to four terminal credits for not meeting the continuous registration requirements.

E. **The Master’s Degree.**
Each program defines its own credit requirements and its own standards of quality and achievement. The following statements describe the Graduate School's minimum quantitative requirements for the Master's degree:

- At least 37 semester graduate credits will be presented for the thesis option, or at least 36 semester graduate credits for the non-thesis option.
- At least 20 semester credits, including those earned for the thesis or professional paper will be in your major discipline.
- At least half the credits required for your degree (excluding a combined total of 10 semester credits for thesis or research) will be at the 500- or 600-level. To apply this rule to your course of study, subtract the number of thesis and research credits you completed (up to 10 semester credits only) from the minimum number of credits required for your degree. Half of the remaining credits must be in courses at 500-600 level. Each program option will include a specific component of research or creative work.
- At least 12 semester credits will be earned on campus or in residence centers at Helena, Great Falls, Yellow Bay, or Billings.
- All degree requirements will be completed within five years, except that up to three courses may, with the Graduate Dean's approval, be validated by written departmental examination.
- No more than 10 credits of thesis may apply toward a degree; some programs allow fewer.
- Special approval must be received from the Graduate School upon recommendation of the graduate student’s program if a student wishes to count more than six (6) credits of 300 UG courses toward their graduate degree.
- All degree requirements for the master’s degree, including the use of transfer and non degree credits, must be completed within six years. Courses that fall outside this time limit must be recertified for currency of knowledge.
- Normally, it takes at least 2 years of studies, regardless of the option, to complete the degree if the student begins the HHP graduate program Fall semester. Normally, it takes at least 2 ½ years of studies, regardless of the option, to complete the degree if the student begins graduate studies Spring 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.

F. **Course Load Limitations.**
The maximum credit load which may be applied toward a degree in half summer term is six semester credits and in a full summer session or regular semester, no more than 10 semester credits without permission of your advisor, your program chair, and the Graduate Dean. Graduate assistants must register for a minimum of 9 semester credits.

For purposes of reporting a student’s status, a full-time graduate student must carry a minimum of nine credits per semester or must be certified by his advisor as doing the equivalent in dissertation and research.

Graduate students who have completed their required course work and credits, and who are working on their research and/or thesis must register for Continuing Registration.

G. **Transfer Credits for the Master’s Degree.**
Students may transfer up to nine graduate/graduate non-degree semester credits or a full semester of graduate work upon approval of your advisor, after a semester of satisfactory work at UM. The transfer credits must meet the following requirements:

1. The courses must have been taken for graduate credit. The Graduate School verifies this information when the student submits a transcript of the transfer course work.
2. Grades must be either an A or a B.
3. Credits must be earned at an institution that offers a graduate degree in the discipline of the course being transferred.
4. Credits must be applicable to the degree being sought.

H. **Credits that cannot be transferred into a UM graduate program:**

1. Thesis or correspondence credits.
2. Extension credits outside the Montana university system.
3. Credits earned at the undergraduate level.
4. Credits taken in undergraduate or post-baccalaureate status.

I. **Course Substitutions**

1. All HHP graduate students must complete degree course requirements for their specific option. Any deviation from the recommended degree course requirements, excluding degree electives which can be determined in consultation with your advisor, must be formally petitioned to the HHP Graduate Committee. The HHP Committee Course Substitution Petition Instructions and Form are located on pages 20 – 21 of this guidebook, which is available on-line at the main HHP website (http://www.coehs.umt.edu/hhp/graduate_programs/default.html).
J. **Professional Paper/Thesis 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.

K. **Professional Paper/Thesis 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.

L. **Comprehensive Examination.**
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.

M. **A written comprehensive exam** option to the Exercise Science-Adjusted, Community Health,
and Generalist options in the HHP MS degree is available to students. This allows students to
choose between thesis, professional paper or comprehensive exam for these options. This
addition would not alter the credit requirement for these options, however there are no credits
associated with the comprehensive exam. Make-up credits will be selected in consult with their
curriculum advisor.

**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 11st during their second year.
- It is a closed book exam.
- A comprehensive exam committee (comps committee) will be made up of 3 individuals of which
  at least 2 must be from HHP and holding a degree of MS or higher.
- The faculty making up the comps committee will be finalized by the Graduate Committee, and
  will notify the student of their committee makeup by the end of the fall semester.
- Students are blind to the questions prior to the exam, but are encouraged to contact their
  committee members on how to focus their study.
- 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 graded 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.

**Make up credits:**
- Students who select the comprehensive exam option are encouraged to do so during their
  second semester. This allows the planning of make-up credits in consultation with their
  curriculum advisor to meet their option specific credit requirement.

*The following sections describe the specific course requirements and credits for each of the three HHP
graduate degree options: Exercise Science, Community Health 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). This option involves additional required course work and an internship. Coursework is modified to meet student needs.

### Core Requirements (23 credits)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HHP 486</td>
<td>Statistical Procedures in Education (or advisor approved substitution)</td>
<td>3</td>
</tr>
<tr>
<td>HHP 520</td>
<td>Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>HHP 529</td>
<td>Advanced Physiology of Exercise I</td>
<td>3</td>
</tr>
<tr>
<td>HHP 530</td>
<td>Advanced Physiology of Exercise II</td>
<td>3</td>
</tr>
<tr>
<td>HHP 524</td>
<td>Ethics in Health &amp; Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>HHP 531</td>
<td>Laboratory Procedures in Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>HHP 528</td>
<td>Advanced Exercise Prescription</td>
<td>3</td>
</tr>
<tr>
<td>HHP 594</td>
<td>Graduate Seminar (2 X 1 credit each fall)</td>
<td>2</td>
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</table>

**Total 23**

### Research Option Requirements: (41 credits minimum)

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<th>Course Code</th>
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<tbody>
<tr>
<td>HHP 699</td>
<td>Thesis</td>
<td>6</td>
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### Applied Option Requirements: (42 credits minimum)

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<th>Course Title</th>
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<tbody>
<tr>
<td>HHP 598</td>
<td>Internship</td>
<td>3</td>
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<tr>
<td>HHP 599</td>
<td>Professional Paper</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>HHP 699</td>
<td>Thesis</td>
<td>6</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>Written comprehensive exam</td>
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</table>

### Electives (to meet minimum credit requirements)

Elective credits must be chosen in consultation with and approved by the student’s academic advisor. For example…

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUTR 411</td>
<td>Nutrition for Sport</td>
<td>3</td>
</tr>
<tr>
<td>HHP 475</td>
<td>Legal &amp; Ethical Issues in the Exercise Professions</td>
<td>3</td>
</tr>
<tr>
<td>HHP 482</td>
<td>Electrocardiogram Assessment</td>
<td>1</td>
</tr>
<tr>
<td>HHP 483</td>
<td>Exercise, Disease and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HHP 484</td>
<td>Exercise, Disease and Aging – Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HHP 485</td>
<td>Theories of Health Behavior &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HHP 540</td>
<td>Health Promotion Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HHP 492</td>
<td>Program Planning for Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HHP 430</td>
<td>Health Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>HHP 465</td>
<td>Leading HHP Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HHP 417</td>
<td>Fundamentals of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>HHP 435</td>
<td>Certification Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HHP 544</td>
<td>Community Based Participatory Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HHP 597</td>
<td>Research</td>
<td>3</td>
</tr>
<tr>
<td>HHP 598</td>
<td>Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>HHP 599</td>
<td>Professional Paper</td>
<td>3</td>
</tr>
</tbody>
</table>
COMMUNITY HEALTH

The Community Health 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 Community Health 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 community health 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 Community Health will be eligible to take the national exam to become Certified Health Education Specialists.

Core Requirements (20 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HHP 485</td>
<td>Theories of Health Behavior &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HHP 486</td>
<td>Statistical Procedures in Education (or advisor approved substitution)</td>
<td>3</td>
</tr>
<tr>
<td>HHP 415</td>
<td>Health &amp; the Mind, Body, Spirit Relationship</td>
<td>3</td>
</tr>
<tr>
<td>HHP 544</td>
<td>Community Based Participatory Research</td>
<td>3</td>
</tr>
<tr>
<td>HHP 524</td>
<td>Ethics in Health &amp; Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>HHP 540</td>
<td>Health Promotion Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HHP 488</td>
<td>Program Planning for Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HHP 594</td>
<td>Graduate Seminar (2 X 1 credit each fall)</td>
<td>2</td>
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</table>

Total 23

Thesis Option Requirements: (38 credits minimum)

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<tr>
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<tbody>
<tr>
<td>HHP 699</td>
<td>Thesis</td>
<td>6</td>
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<td>OR</td>
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<td></td>
<td>Written comprehensive exam</td>
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Professional Paper Option Requirements: (38 credits minimum)

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>HHP 598</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>HHP 599</td>
<td>Professional Paper</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Written comprehensive exam</td>
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</table>

Electives (minimum 9 credits)

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

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HHP 486</td>
<td>Statistical Procedures in Education (or advisor approved substitution)</td>
<td>3</td>
</tr>
<tr>
<td>HHP 520</td>
<td>Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>HHP 524</td>
<td>Ethics in Health and Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>HHP 540</td>
<td>Health Promotion Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HHP 594</td>
<td>Graduate Seminar (2 X 1 credit each fall)</td>
<td>2</td>
</tr>
<tr>
<td>HHP 596</td>
<td>Independent Study</td>
<td>2</td>
</tr>
<tr>
<td>HHP 699</td>
<td>Thesis</td>
<td>6</td>
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<tr>
<td>OR</td>
<td>Written Comprehensive Exam</td>
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<td>OR</td>
<td>Professional Paper</td>
<td></td>
</tr>
<tr>
<td>HHP 599</td>
<td>Professional Paper</td>
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</table>

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 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. Must take HHP 594 first semester of attendance at UM.

_____ 3. Must 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. Must complete all coursework as stated in your “Program of Study.”


Thesis or Professional Paper Related:

_____ 1. Must select a thesis or professional paper chair (may or may not be your advisor) and work with this person in developing your projected research. Must select the Thesis/Professional Paper Examining Committee (see requirements and description on the UM Graduate School website URL http://life.umt.edu/grad/Academic%20Policies/The%20Masters%20Degree.php).

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 qualified UM faculty member or adjunct from the program or unit granting the degree who shall serve as chair;
b. a second qualified 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. Upon the recommendation of the unit, 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, if he or she is uniquely qualified by training, experience, and or degrees held to guide and evaluate the thesis or professional paper.

_____ 2. Must 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. Must 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. They must unanimously approve your proposed research. This meeting must take place during the semester prior to your planned thesis or professional paper defense.
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 (available at http://life.umt.edu/grad/Forms/default.php) and a graduation fee of $25.00. Refer to the graduation deadline calendars (http://life.umt.edu/grad/Graduation%20Resources/default.php) 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 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 by using a

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.

The following criteria should be used in filling out the graduation form – found at this UM Graduate School website: http://life.umt.edu/grad/Forms/default.php. You will need to use the following guidelines and templates to properly format your thesis or professional paper. Access the UM Graduate School Formatting Guidelines for the thesis or professional paper and additional Required Forms for graduation (e.g. the Certificate of Approval Form and Final Paper Checklist Form) at http://life.umt.edu/grad/Forms/default.php.

_____ 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.

Institutional Review Board Related:

_____ 1. If you 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 course, self-study course in human subject protection (http://www.umt.edu/research/complianceinfo/IRB/) 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 4-6 weeks to obtain IRB approval for your project; the IRB review board usually meets only once a month during the academic year and schedule varies during winter and summer session).
“Typical Timeline:” for a thesis/professional project is to:

a. Select your Chair and Committee members
b. Complete literature review and chapter 1 – 3
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. Data analysis
h. Thesis preparation and submission to graduate committee
i. Inform Graduate school of final defense date
j. Defend final thesis to committee
k. GRADUATION
This program outline should be completed within the first 10 credits of your program, approved by your advisor and the Graduate Coordinator. Please *word process* this form.

**Required Courses within HHP:**

<table>
<thead>
<tr>
<th>Dept Abbr.</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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**Elective Courses:**

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<th>Dept Abbr.</th>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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Total Credits ________________

Student __________________________________ Date

Advisor  __________________________________ Date

Graduate Program Coordinator __________________________________ Date

At least half the credits required for your degree (excluding a combined total of 10 semester credits for thesis and research) will be at the 500 or 600 level. To apply this rule to your course of study, subtract the number of thesis and research credits you completed (up to 10 semester credits only) from the minimum number of credits required for your degree. Half the remaining credits must be in courses at the 500-600 level.

All HHP graduate students must complete degree course requirements for their specific option. Any deviation from the recommended degree course requirements, excluding degree electives which can be determined in consultation with your advisor, must be formally petitioned to the HHP Graduate Committee. The HHP Committee Course Substitution Petition Instructions and Form are found on page 20 – 21 of the graduate guidebook.
GRADUATE COMMITTEE APPOINTMENT FORM

STUDENT’S NAME ________________________________________________________________

STUDENT ID ________________________________________________________________

PROGRAM ________________________________________________________________

DEGREE TO BE AWARDED_______________  ANTICIPATED COMPLETION DATE ______________

COMMITTEE BEING APPOINTED:

_____ MASTER’S

___ N/A  NON-THESIS OPTION

___ THESIS OPTION

___ PROFESSIONAL PAPER OPTION

_____ DOCTORAL

___ COMPREHENSIVE EXAMINATION

___ DISSERTATION

COMMITTEE MEMBERS:

______________________________________, Chair: signed:____________________________________

____________________________________

____________________________________

____________________________________

APPROVED:

GRADUATE PROGRAM COORDINATOR__________________________DATE________________

THIS FORM SHOULD BE COMPLETED AND SUBMITTED TO THE HHP GRADUATE PROGRAM
COORDINATOR 3 WEEKS PRIOR TO PROPOSAL
Graduate Program Course Substitution Petition Instructions:

The HHP Graduate Committee Course Substitution Petition form (page 21) must be completely filled out according to the following criteria. In the event that a request is incomplete or incorrectly filed, it will not be acted upon until corrected. Petitions shall be grammatically correct. Petitions that are explained fully are more likely to be received positively.

1. Petition must be typed (the committee will not act on hand written petitions).

2. All courses cited must include:
   a. Course name, number, and department taken
   b. Semester/Quarter taken, if appropriate
   c. Grade received, if appropriate

3. A separate form must be completed for each request.

4. Contain student signature and date of request.

5. Advisor signature and date of review.

6. Attach transcript (can be unofficial) and Program of Study form.

7. Copy of catalogue description and (if possible) syllabus.

8. Submit request to the HHP Graduate Program Coordinator.

9. Petitions acted upon will be returned to advisor.

10. A copy of this petition is available from the Graduate Program Coordinator.
GRADUATE COMMITTEE COURSE SUBSTITUTION FORM/PETITION
DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE
THE UNIVERSITY OF MONTANA

Date Received by Graduate Coordinator _____________

I, _______________________________ petition to: □ Waive or □ Substitute

Course
Name: _____________________________ If Substitute for Course
Name: _____________________________
Number: ___________________________ Number: ___________________________
Department: ________________________ Department: _________________________

State your reasons clearly: (attach additional sheets if necessary).

Student's Graduate Program Option (circle): Exercise Science Community Health No Option

_________________________________________ Date ___________________________
Student's Signature Date Student's ID Number

_________________________________________ Phone Number ___________________________
Missoula Address

I have reviewed this request and discussed it with the above student and find it to be appropriate. Yes No

_________________________________________ Date ___________________________
Advisor's Signature Date

Do not type below this line

Action of HHP Graduate Committee: Yes No Effective Date _____

Yes No ___________________________ Meeting Date ___________
Yes No ___________________________ Incomplete Request
Yes No ___________________________ Resubmit by ___

Committee Members Date

Committee Comments:

HHP Grad Guide – Dumke 11/13
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, community health, 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 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 thesis 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 thesis 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 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 students 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 you 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 http://life.umt.edu/grad/Graduation%20Resources/default.php 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.


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, community health, 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](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.

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: http://www.surveymonkey.com/s.aspx?sm=v1uYbnVt3yO03O4s3sG9yg_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