

**DEPARTMENT OF KINESIOLOGY
AND
COMMUNITY HEALTH
COLLEGE OF APPLIED HEALTH SCIENCES
UNIVERSITY OF ILLINOIS AT
URBANA-CHAMPAIGN**

**2007-2008
GRADUATE HANDBOOK**



The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from various discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This University's nondiscrimination policy applies to admissions, employment, access to and treatment in the University's program and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

The information in this handbook is for general guidance on matters of interest to faculty, staff and students in the Department of Kinesiology and Community Health at the University of Illinois at Urbana-Champaign. The handbook summarizes campus/university policies as a convenient reference tool. However, information on campus and university policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus/university versions of these policies as posted on official web sites. These can be accessed through the Campus Policies and Procedures home page at the following url:

www.uiuc.edu/admin_manuals.html

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INTRODUCTION

Greetings

Message from the Department Head

I am delighted to welcome you to the Graduate Program in the Department of Kinesiology and Community Health at the University of Illinois at Urbana-Champaign. You are joining a department that is recognized world-wide for its excellence. The breadth and depth of the departmental graduate programs, together with the excellent supporting academic programs offered on campus, will provide a stimulating environment for your studies. Work in graduate school, however, involves more independent study than undergraduate work. Therefore, you are encouraged to explore with skill, persistence, and enthusiasm the many research and scholarly opportunities that our programs provide. Your own efforts, I am sure, will come to contribute to the traditions of excellence in the Department and at the University. I wish you every success in your degree program.

Wojtek Chodzko-Zajko
Department Head

Message from the Associate Department Heads for Academic Affairs

On behalf of the graduate faculty of the Department of Kinesiology and Community Health, welcome to the University of Illinois. Graduate study is often exciting, challenging and stimulating, but it is demanding and can be frustrating at times. We have prepared this handbook in order to minimize any procedural difficulties that you may encounter. Please read the handbook carefully and consult it throughout your studies. You will need to refer to other publications such as the *Handbook for Graduate Students and Advisors*, distributed by the Graduate College, and *Courses Catalog, Programs of Study*, and *Course Timetable*, which can be obtained online. If at any time you have questions regarding graduate studies and procedures, you are encouraged to discuss them with the faculty. If you have any questions about any of the graduate programs in the Department please contact the appropriate Associate Department Head for assistance.

Best wishes for a productive and enjoyable time at UIUC.

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This Handbook

This document identifies the academic policies, regulations, and procedures for graduate students in the Department of Kinesiology and Community Health. It is important that you familiarize yourself with this *Handbook* because it contains most of the answers to questions that will arise about your program. The policies and procedures in the *Handbook* are based on the following Graduate College and University of Illinois publications:

A Handbook for Graduate Students and Advisors.

Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students.

Instructions for Preparation of Theses.

If discrepancies exist, the Graduate College or University policies take precedence. These publications are available at the website <http://www.grad.uiuc.edu>, or you may request copies from the Graduate College, 202 Coble Hall, 801 South Wright Street, Champaign, IL 61820.

A petition may be filed to request a deviation from these policies and procedures. Petition forms are available in the Department Office (see section on Petitions in this *Handbook*). Deviation from policies or procedures stated here or from other applicable regulations must be approved by the Head of the Department or the Dean of the Graduate College as appropriate. It is strongly suggested that you file the petition before the deviation occurs.

The following topics are covered in detail in the *Handbook for Graduate Students and Advisors*:

- Credit Loads
- Credit/No Credit
- Time Limits
- Travel for Conferences
- Travel for Dissertation Research
- Stipend Payments
- Payroll Forms
- Tax Status
- Health Insurance, Vacation, Sick Leave
- University Resources for Teaching Assistants
- Mediation of Conflicts Between Faculty Supervisors and Assistants
- Resources and Procedures for Grievance Outside the Department
- Ethics: Academic
 - Professional Codes of Conduct
 - Academic Misconduct Policies
 - (for example, plagiarism, discrimination, sexual harassment).

Knowing the Rules. Responsibility for familiarization and adherence to departmental and university requirements and regulations rests with the student. Questions concerning interpretation of specific requirements should be directed first to the advisor, then to the Graduate Program Coordinator.

Graduate Studies

Mission Statement of the Department

The Department of Kinesiology and Community Health is an interdisciplinary unit dedicated to the study of health, rehabilitation, and human movement. The advancement and dissemination of knowledge related to health, rehabilitation, and human movement is central to the Department's mission. Faculty in the Department utilize a broad variety of approaches in the integrative study of health, rehabilitation, and human movement, including research themes such as lifespan physical activity, community health, rehabilitation counseling, disability, well-being and inclusion, physical culture and education, pedagogy, human factors, and human performance.

Department Structure

The Department of Kinesiology and Community Health is organized around four concentrations:

Bio-Behavioral Kinesiology: Faculty in the Bio-Behavioral Kinesiology concentration examine the antecedents and consequences of involvement in physical activity and sport and the impact that physical activity and sport have upon individuals. This area includes Exercise and Sport Psychology, Biomechanics, Motor Control, and Kinesmetrics.

Community Health and Rehabilitation: Faculty with specializations in health policy, health education, health behavior, and epidemiology examine a variety of dynamic interactions that impact the overall health of communities. Faculty in rehabilitation examine the impact of disability in the population and the emotional, environmental, vocational, and educational issues surrounding adjustment to disability.

Cultural, Pedagogical, & Interpretive Studies: Faculty in the CP&I concentration examine the interaction between physical activity and the individual from a variety of cultural, sociological and pedagogical perspectives. Several faculty study the impact of movement on cultural and social relations, whereas others examine issues related to pedagogy and physical education.

Exercise Physiology and Athletic Training: Exercise physiology is the study of work output, energy transfer, and movement efficiency. Research in this area is conducted in order to better understand the consequences of exercise stress on body systems. The athletic training program focuses on the prevention, treatment, and rehabilitation of injuries incurred in physical activity and sport.

Each concentration is managed by a coordinator who is responsible for coordination the review of graduate students.

Graduate Degrees Offered in Kinesiology and Community Health

Degree programs are individually designed with each student planning, in consultation with their academic advisor, a program of course work and involvement in research activities appropriate to the student's academic interests and professional goals.

The Kinesiology Program offers graduate programs leading to the master of science and the doctor of philosophy degrees. Major areas of specialization at both the master's and doctoral degree levels include:

Biobehavioral Kinesiology (the study of biomechanics, exercise and sport psychology, kinesmetrics, motor control and learning, and motor development); Cultural Pedagogical & Interpretive Studies (the study of the interaction between physical activity and the individual from a variety of cultural, sociological and pedagogical perspectives); and Exercise Physiology/Athletic Training (the study of exercise stress on body systems and the prevention, treatment and rehabilitation of exercise and sport related injuries).

The Department of Community Health offers graduate programs leading to degrees of Master of Science in Public Health (MSPH) in Community Health, Master of Science (MS) in Community Health, Master of Science (MS) in Rehabilitation, and Doctor of Philosophy (PhD) in Community Health.

The Master of Science in Public Health program specializes in community health. Courses relate to public health and measurement sciences, community health analysis, health related behavior, and educational processes and programming, epidemiology, and health policy and administration.

The Master of Science in Community Health degree is offered for two specializations. The Epidemiology specialization prepares graduates for advanced public health research or as health specialists in epidemiology. The Health policy and Administration specialization concentrates on health policy, health services administration, business, and political science.

The Master of Science in Rehabilitation degree is offered for four concentrations. Rehabilitation counseling, accredited by the Council on Rehabilitation Education, prepares graduates for careers as counselors for clients with disabilities, and for the Certified Rehabilitation Counselor examination. Rehabilitation administration prepares graduates for positions as administrators, coordinators, and planners in a variety of rehabilitation service settings. General rehabilitation prepares graduates for careers in a variety of settings serving clients with a broad spectrum of disabilities. Supported employment focuses on the place/train method of job placement and prepares graduates for careers as directors of supported employment programs.

The Doctor of Philosophy degree in Community Health are offered with specializations in health education, health policy, health services research, epidemiology and rehabilitation.

A PhD in Community Health or Kinesiology can be earned in combination with the MD degree under the Medical Scholars Program of the College of Medicine at Urbana-Champaign, University of Illinois at Chicago. Application to this program is made first to the College of Medicine. Admission to the Community Health or Kinesiology graduate program is conditional upon admission to the Medical Scholars Program. The two degrees can be completed in seven years.

Note: Specific details may need to be added to the CH academic program pages.

Dual Degree Programs

It is possible, with the prior approval of both departments, to pursue two post-baccalaureate degrees simultaneously. Such dual degree programs require students to complete all requirements for each degree, however with the approval of both departments, students will have the opportunity to integrate their studies rather than completing the degrees in series. A student pursuing two post-baccalaureate degrees simultaneously also must be registered in each department or program for at least 12 hours for at least one term in order to obtain both degrees.

www.grad.uiuc.edu/gradhandbook/chapterIII/section09.asp.

Students interested in completing a dual degree should contact the appropriate Associate Head for Academic Affairs for Kinesiology or for Community Health.

Graduate Faculty

Kinesiology Program

<u>Faculty</u>	<u>Research Specialization</u>
Boppart Marni	Exercise Physiology
Broglia, Steve	Athletic Training
Carlton, Les	Biomechanics; Motor Control
Castelli, Darla	Pedagogy and Instructional Technology
Chodzko-Zajko, Wojtek	Aging and Physical Activity
Ebersole, Kyle	Athletic Training
Evans, Ellen	Exercise Physiology
Fernhall, Bo	Exercise Physiology
Graber, Kim	Study of Preservice Teacher Education; Pedagogy
Hillman, Charles	Psychophysiology
Huey, Kimberly	Exercise Physiology
Littlefield, Melissa	Cultural Studies, Body Studies, Feminist Science and Technology
McAuley, Edward	Psychology of Exercise, Aging, Physical Activity, and Health Behavior
Motl, Robert	Psychology of Exercise
Petruzzello, Steven	Psychology of Exercise; Psychophysiology
Rosengren, Karl	Developmental Differences Across the Lifespan
Sosnoff, Jacob	Motor Control
Sydnor, Synthia	History And Anthropology Of Physical Activity
Wilund, Kenneth	Exercise Physiology
Woods, Amy	Pedagogy
Woods, Jeff	Exercise Physiology With A Specialization In Immunology
Zhu, Weimo	Measurement, Research Design and Statistics

Community Health Program

<u>Faculty</u>	<u>Research Specialization</u>
Reginald J. Alston, PhD	Rehabilitation And Disability Studies
Flavia Andrade, PhD	
Jocelyn Armstrong, PhD	Aging Studies, Disability Studies
Lydia Buki, PhD	
Susan Farner, PhD	Health Policy And Administration
Diana Grigsby, PhD	
Shevon Harvey, PhD	Aging Studies, Qualitative Research
Juhee Kim, PhD	Obesity and Physical Activity
Stephen Notaro, PhD	Health Policy And Administration
Thomas W. O'Rourke, PhD, MPH	Health Care Policy, Health Services Research
Karin A. Rosenblatt, PhD, MPH	Epidemiology
Catlainn Sionean, PhD	Health Behavior, Sexually Transmitted Diseases
Diane Smith, PhD, OTR/L	Health Policy And Rehabilitation
David Strauser, PhD, CRC	Rehabilitation
Affiliate Faculty	Research Interests
Kimberly Collins	Rehabilitation And Disability Studies
Jennifer Halls-Carson, MS	Health Education
Sandi Jones	Health Administration
Uriel D. Kitron, PhD	Epidemiology
Peter Mulhall	Community Development And Health Promotion
Robert F. Rich, PhD	Public Administration, Health Policy

The Advisory System

During their graduate careers students will receive advice and guidance from many faculty members both individually and collectively. The general nature of student advisement is outlined below.

The Academic Advisor

The Associate Head for Academic Affairs assigns each student an academic advisor shortly after he or she is admitted for graduate study. This individual will typically serve as a student's major professor and will usually chair and direct a student's thesis or dissertation. However, as students' research interests and career goals often change, a student may request to change advisors at any time. Students should not hesitate to change advisors, but they must: (1) find a faculty member who is willing to serve as their new advisor; (2) inform their current advisor of the change; and (3) file necessary paper work with the appropriate Academic Affairs Office.

In most cases, your academic advisor will act as your thesis/dissertation advisor and mentor. However, it is not unusual to have a faculty member other than your academic advisor as your Director of Research.

Guidance Committees

Students will have a number of committees appointed to guide and evaluate their work, including: (1) doctoral candidacy review committees, (2) thesis committees, (3) dissertation committees, (4) preliminary doctoral examination committees, and (5) final doctoral examination committees. See the appropriate graduate program description for specific guidance committees for your degree.

Financial Assistance

Financial assistance is available to graduate students in a number of forms including departmental teaching and research assistantships, Graduate College fellowships, and student loans.

Department Support

Research and teaching assistantships are available on a competitive basis to qualified master's and doctoral candidates. Stipends vary and include a waiver of tuition and some fees. These assistantships serve as a valuable source of experience in research and teaching and, thus, graduate students should endeavor to obtain both kinds of appointments during their period of study. These assistantships include tuition and fee waivers and a minimum stipend of approximately \$12,200 (50% - 9 months). A 50% assignment includes a 20 hour per week commitment. The maximum assistantship appointment for graduate students is generally 50%. It is expected that students will not accept assistantship loads above 50% without prior notification of the Academic Affairs Office. This notification should be in writing and pertains to any funding over 50% regardless of the source of support.

Most teaching and research assistantships awarded by the Department are for the nine-month academic year with continuation of the tuition waiver through the Summer Session. Assistantships are subject to review for re-appointment each year. In general, assistantships are awarded for no more than two academic years for master's degree students and for no more than three academic years for doctoral degree students.

Every effort is made to secure financial aid for graduate students during their period of study. It should be noted that graduate assistantships are not an entitlement and that acceptance into the program does not guarantee an assistantship in the future. The vagaries of state and university funding, successful procurement of external grant funds by faculty, and opportunities across campus dictate assistantship offerings.

Examples of the types of departmental financial support available for graduate students are outlined below. Details about financial aid and particular forms of financial support may be obtained from the Academic Affairs Office and the Graduate College.

Teaching Assistantships

Department Teaching Assistantships (TAs) are awarded to graduate students for instructional duties in the Department. There are a variety of teaching assignments. TAs assigned to graduate and undergraduate courses are typically responsible for discussion or laboratory sections, some grading, and an occasional lecture. A graduate student holding a half-time appointment (50%) should not be expected to work in excess of 20 hours per week on the average. The professor to whom the teaching assistant reports determines the responsibilities of the student and is the main source of information and feedback to the student and to the department about the student.

Research Assistantships

Research Assistantships (RAs) are sometime available through grant funds obtained by faculty members in support of their research. Responsibilities of RAs vary widely and are arranged individually with professors and/or laboratory directors. Some assignments require RAs to work with fixed schedules throughout the period of their appointment, while others require large and concentrated investments of time. Both types of schedules should conform to the standard that assistants with a half-time appointment not work in excess of 20 hours per week on the average.

Other Assistantships

In addition to TAs and RAs other types of graduate assistantships may be awarded upon occasion. For example, a graduate student may be given an administrative assistantship to perform a variety of tasks for the department head or another administrator.

Frequently graduate students secure assistantships in other departments on campus. It should be noted that these assistantships do not include a tuition and fee waiver in this department unless the work being performed is directly related to the student's degree program. Prior to accepting an assistantship from outside the department, it is advisable to check with the Academic Affairs Office in regard to the tuition waiver.

Graduate College Support

In addition to departmental support graduate students may apply for financial aid from the Graduate College. Financial support from the Graduate College includes: (1) university fellowships, (2) graduate college fellowships, (3) dissertation completion awards, (4) dissertation travel grants, (5) conference travel support. Below are a few descriptions of support available through the Graduate College. Further information on this support may be found in [A Handbook for Graduate Students and Advisers](#) or on the World Wide Web at www.grad.uiuc.edu/fellowship/bulletin/financial_aid.html.

University Fellowships

These fellowships are awarded based on academic and scholarly achievement. Students in all fields of graduate study are eligible.

Graduate College Fellowships

As described in the [Graduate College Handbook](#) from the Graduate College:

"These fellowships are part of Graduate College's effort to increase the enrollment of minority students in those academic areas where they have been traditionally under represented. Graduate College Fellowships are generally awarded to students who are beginning graduate work so that they can devote their first year entirely to study. Some multi-year awards are made to entering doctoral students whose records are outstanding."

Dissertation Completion Fellowships

Dissertation Completion Fellowships are designed to help outstanding students complete the doctoral degree in a timely fashion by providing a one-year stipend of \$17,000, a full waiver of tuition, service fee, health service fee, as well as basic dental and vision coverage. In addition, the Fellow will receive \$100 per semester toward the cost of the graduate student health insurance fee. The intent is to free Fellows from assistantships and other such obligations, allowing them to devote full-time to the completion of the dissertation. No concurrent appointment or employment of any kind is permitted with the Dissertation Completion Fellowship. All applications must be screened and ranked by the Department before being submitted to the Graduate College.

Graduate College Dissertation Travel Grants

Dissertation Travel Grants provide reimbursement to subsidize travel and associated costs necessary for doctoral dissertation research, whether for exploring a potential dissertation topic (i.e., before extensive research has been done) or for conducting dissertation research. Approximately 12 grants at amounts up to \$5,000 will be awarded given sufficient funding. All applications must be screened and ranked by the Department before being submitted to the Graduate College.

Conference Travel Support

The Graduate College awards grants of up to \$500.00 for graduate students to travel to professional conferences to give papers. Because of the large number of applications for these grants, each department is limited to a maximum of three applications in each competition. Note that financial support from the department is required for conference travel. Also note that all applications must be screened and ranked by a committee nominated by the Associate Head for Academic Affairs. To be eligible, the student must be registered for the term in which the grant is received and may not have received a refund of the SEAL fee during that term.

A committee of three graduate faculty members is appointed to assist the Associate Department Head in screening and ranking all applications. The review committee uses the criteria listed below.

Criteria for Ranking of Grants for Graduate Student Conference Travel, Thesis/Project, and Dissertation Research:

Scientific merit:

- a. significance of the study;
- b. originality of problem formulation;
- c. soundness of methodology;
- d. quality of presentation

With respect to conference presentations, greater weighing will be given to:

- a. Invited papers;
- b. More prestigious conferences (e.g., all things being equal, will be weighted in the following order: national, regional, state, and local conference);
- c. First or sole authorship;
- d. A conference presentation directly related to a student's area of specialization.

Other Forms of Financial Aid

Announcements of a variety of fellowships, scholarships and other forms of financial aid available to graduate students include:

- a. Awards for Study in Scandinavia
- b. Fulbright Grants for Graduate Study and Research Abroad
- c. Michigan Society of Fellows
- d. Woodrow Wilson Women's Studies Research Grants for Doctoral Candidates
- e. Charlotte W. Newcombe Doctoral Dissertation Fellowships
- f. The Luce Scholars Program
- g. NATO Postdoctoral Fellowships in Science
- h. DAAD Scholarships for Research in Germany
- i. Inter-American Foundation Fellowship Programs
- j. AAUW Research & Project Grants for Women
- k. Rockefeller Foundation Fellowships in the Humanities
- l. Kinsey Institute for Research Dissertation Awards
- m. Ford Foundation Doctoral Fellowships for Minorities
- n. English-Speaking Union Scholarship
- o. St. Andrew's Society Graduate Scholarship
- p. Smithsonian Fellowship Program
- q. CIC Minorities Fellowships Program
- r. Avery Brundage Scholarship
- s. T. K. Cureton Physical Fitness Research Award
- t. Benjamin H. Massey Memorial Award
- u. Laura J. Huelster Scholarship Award
- v. American College of Sports Medicine Foundation Grants
- w. Paul Doolen Fellowship for Research in Aging

For a complete listing of fellowship opportunities see the graduate college web-page.

The Office of Student Financial Aid awards scholarships, federal work-study, and loans to graduate and professional students. Scholarships are not available to students holding assistantships. Application for need-based assistance is made separately from an application for fellowships, assistantships, and tuition/fee waivers. A need-analysis document, either the Family Financial Statement (FFS) or the Financial Aid Form (FAF), must be completed. A student applying for a Guaranteed Student Loan must file the FFS or FAF in addition to the loan application. Students are advised to delay processing guaranteed loan applications until they have received responses to applications for other need-based assistance and fellowships, assistantships and tuition/fee waivers.

GRADUATE PROGRAMS IN KINESIOLOGY AND COMMUNITY HEALTH

In the following sections the specific requirements for degrees offered by the Department on Kinesiology and Community Health are provided. While each degree has unique requirements there are a number of factors common to all degrees. Some of these requirements are outlined here and additional requirements may be found in the Graduate College publication: "Handbook for Graduate Students and Advisors" available on the Graduate College web page.

Satisfactory Progress Toward Degree

Good Standing

To remain in good standing a graduate student must maintain a cumulative GPA of 3.0, carry a normal load unless exceptions are granted, and complete required courses in the expected time period. Guidance of students towards completion of degree requirements is a responsibility of the student's faculty advisor. Failure to comply with any Graduate College requirement, such as maintenance of a 3.0 GPA, or completion of degree in the overall time limit, results in notification by the Graduate College and appropriate action by the Department.

If a student fails to meet the requirements for good standing in any given semester, the student may be given a grace period of one semester to meet the requirements. However, if an Advisory Committee concludes that a student will be unable to meet the requirements within the allowable period, then the student can be terminated immediately.

Grading System

Final grades for courses are recorded as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F (failure), with numerical computations of grade point averages based on a system where A = 4.0. Faculty are not required to use plus and minus grades. Other symbols in use, but not included on the computation of grade-point averages are:

- W -- Officially withdrawn from a course
- Ex -- Temporarily excused. Used by the instructor if he/she is granted an extension of time to a student who has not completed the final examination or other requirements for the course. An excused grade must be replaced by a letter grade no later than the designated date the next semester in which the student is registered or one year from the date the excused grade was incurred if the student does not register. Failure to complete the work within these time periods results in a grade of F. This is termed the "F by rule".
- Df -- Grade temporarily deferred. Used only in thesis research courses and other approved courses that extend beyond one semester.
- S or U -- Satisfactory or unsatisfactory. Used only as final grades for thesis research, courses offered for 0 credit, and for certain approved courses.
- CR/NC -- Credit or No Credit. Used only if a graduate student has registered for a course under the credit-no credit option with the approval of his or her major department.

Minimum Grade Point Average

The Graduate Program in Kinesiology requires that all graduate students must maintain a minimum grade point average (GPA) of 3.0. More specifically, a graduate student who has taken a minimum of 12 hours of graduate work (excluding 599, thesis research) at UIUC with a GPA lower than 3.0 will receive a letter of warning from the Graduate College. A graduate student who has taken a minimum of 24 hours (excluding 599, thesis research) with a GPA below 3.0 will be re-classified to Limited Status for a maximum of one semester (academic semester or summer session). Note that students on Limited Status are not eligible to receive graduate degrees. After one semester on Limited Status no further registration will be permitted unless the GPA has been raised to 3.0 and the Department submits a request to the Graduate College for reinstatement to Full Status. Students already on Limited Status for admission deficiencies will be subject to the same warning at the 12 hour level and restrictions at the 12 hour level.

Ex Grades

Students are cautioned against a practice of taking Ex (temporarily excused) grades instead of completing coursework in a timely manner. An Ex grade represents part of one semester's work that is undone and must be added to the next semester's load. It tends to diminish the benefits gained from any course and blur the focus of the material covered. Worst of all, Ex grades can seriously jeopardize a student's academic standing. An Ex is not counted in the computation of a student's grade point average, but does when it reverts --automatically-- to an F.

Several alternatives present themselves to a student whose Ex grade is about to revert to an F. One, of course, is to complete the work for the course. A second is to petition the Graduate College to drop the course retroactively. If the instructor does not object and there is no clear reason why that would be inappropriate (a minimum course requirement, for example), the department is likely to recommend approval of such a petition. A third alternative is to petition the Graduate College for an extension of the excused period. Such a petition will generally NOT be looked upon favorably by the Department. The second extension would exacerbate the ills inherent in Ex grades and make a travesty of the idea of good progress through graduate study. In certain exceptional cases, brief extensions may be recommended by the department but only if the overdue work has been completed. Even though an Ex grade has reverted to an F, it may still be changed by the instructor. Both the Department and the Graduate College look unfavorably on both retroactive dropping of courses and Ex grades. Students are strongly advised to avoid such practices whenever possible.

Credit Loads

The typical graduate student credit load is 12 hours. The number of hours taken depends on the students' assistantship duties or outside employment. University maximum and minimum credit loads are listed below.

Maximum Credit Loads

Within the following credit load ranges, graduate students with various percentages of University appointments are considered to be making normal progress toward a degree. Students are not encouraged to carry loads above or below these limits, although advisers may permit exceptions when good reasons are presented. The lowest normal load is the highest permissible minimum which a department may require.

The maximum amount of credit in which a student can enroll without special overload approval from the Graduate College is:

Fall and Spring terms	24 hours
Summer Term 1	6 hours
Summer Term 2	12 hours

A student who wishes to enroll above the established maximum must have a petition approved by the department and the Graduate College.

Minimum Credit Loads

A full academic load for insurance, visa, loan, etc., purposes is considered by the University to be 12 or more hours. For international students with assistantships between 25 and 67%, 8 hours is considered full-time. All graduate students with fellowships require 12 hours for full time standing.

In addition, the Kinesiology Program requires all Kinesiology graduate students with teaching or research assistantships to register for 12 hours (fall and spring semesters).

Residence Requirements and Time Limits

Master's Degree

The Graduate College requires that all master's degree candidates must complete all degree requirements, under normal circumstances, within five years after their first registration in the Graduate College. One half or more of the courses applied towards a master's degree must be earned in courses meeting on the University of Illinois campuses (Urbana-Champaign, Chicago, or Springfield), or in courses meeting in other locations approved by the Graduate College.

Master's degree candidates may petition for registration in absentia if they have completed the residence credit required and have not exceeded the time limit for the degree.

Doctoral Degree

The Graduate College residence requirement stipulates that at least 64 of the 96 minimum hours, including thesis credit, must be earned in courses meeting on the Urbana-Champaign campus. After the residence requirement has been fulfilled, a student may petition the Graduate College for permission to register in absentia for thesis credit.

A doctoral candidate must complete all requirements within seven years of first registering in the Graduate College. A candidate for the doctoral degree who has received a master's degrees elsewhere, however, must complete the requirement within six years after first registration in the doctoral degree program on this campus. If a candidate's program of study has been significantly interrupted after receiving a master's degrees from this University, and if the candidate later returns to work on their doctoral degree, he or she is allowed six years after the return to complete all degree requirements. An interruption is significant only if it lasts longer than twelve months.

Exceptions and registration requirements

Students in the Medical Scholars Program must complete the Ph.D. in ten years. If the student is pursuing an M.D. and a master's degree, they must complete the master's degree within eight years. If the student received the master's degree elsewhere, she or he must complete the Ph.D. within nine years from first registration.

If minimum course requirements have been met, the Preliminary Examination passed and University facilities are no longer needed, the student simply does not register until the semester when the Final Examination will be scheduled and the degree granted. The student must register on campus or petition for in absentia registration during the degree granting semester. In either instance the student applies for readmission (no fee is necessary if within five years of initial date of entry) and may register for 599 with zero credit. When this route is chosen the advisor should notify the Academic Affairs Office of this intention in order that the Department and the Graduate College will know that the student is still a degree candidate and that he/she need not be alerted to the encumbrance of further registration.

If more than five years elapse between a student's preliminary and final examinations, the student will be required to demonstrate that his or her knowledge is current by passing a second preliminary examination, which is a prerequisite for admission to the final examination."

If an International student wishes to leave campus and return later for the final dissertation defense, they should consult with the International Students Office prior to leaving campus.

Graduate Student Petitions

The right to petition is virtually unlimited with regard to any Graduate College requirement or regulation. However, frivolous petitions are not often granted and both the petitioner and those recommending approval lose credibility with them. Although there may be exceptions, the Academic Affairs Office does not often recommend approval of petitions not recommended by the student's advisor. Similarly, the Graduate College does not often approve petitions not recommended by the Academic Affairs Office. A petition approved at a lower level may still be denied at a higher level.

The Graduate Student Petition form should be completed by the student in consultation with his/her advisor to request any exceptions to Graduate College rules, regulations, or requirements. More specifically, (1) the petition should be neatly typed or printed; (2) both sides (or pages) of the petition form must be completed;

and (3) a clear, cogent and convincing rationale must be provided by both the student and his/her advisor as to why the petition should be approved.

Petition forms are available in the Department office or on-line. After the student justifies the request on the petition, the student gives the petition to his or her academic advisor. The advisor provides their recommendation and sends it to the Academic Affairs Office. The Associate Head makes a recommendation and forwards the form to the Graduate College.

Research and Human Subjects

UIUC policy for the use of human subjects in research is applicable to any activity conducted at or sponsored by the University of Illinois at Urbana-Champaign which involves human subjects: i.e., living individuals about whom an investigator (student or professional) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. The policy applies to research involving human beings whose physical, emotional, or behavioral conditions, responses, tissues, or fluids are investigated for any purpose other than to solely benefit the subject as an individual. It applies to the use of interviews, tests, observations, and inquiries to obtain nonpublic information about individuals or groups. Pilot projects, student dissertation projects, independent study projects, and course projects must follow this policy if they involve human subjects in research.

The following requirements must be met in order to use human subjects in research:

All research projects must be reviewed by the Institutional Review Board.

The investigators must adhere to ethical codes and applicable policies of the UIUC, the sponsor, and cooperating institutions. They must train and supervise their staff and students participating in the research to follow these principles. Risk to subjects should be minimized.

Investigators must make sure that subjects participate in research only as the result of informed voluntary consent. The nature of consent processes and documentation should be designed to fit the research, risks, and types of subject involved. They must conform to UIUC requirements and comply with applicable law and sponsor requirements

Information obtained must be kept confidential unless permission to do otherwise was obtained from the subject.

All research involving physical activity and exercise must follow the DEPARTMENTAL PROCEDURES FOR THE PROTECTION OF HUMAN SUBJECTS IN PHYSICAL ACTIVITY AND EXERCISE STUDIES. All graduate students in Kinesiology will receive a manual covering these procedures.

Prior to conducting research, students should be thoroughly familiar with the *Handbook for Investigators: For the Protection of Human Subjects in Research*. This handbook is available on-line at www.irb.uiuc.edu.

Submit a copy of your proposal (IRB-1) to the Department of Kinesiology and Community Health Office.

Grievance Procedures

The specific procedures to be followed for graduate student grievances depends on the nature of the grievance.

Discrimination

The University of Illinois *Student Code* (www.admin.uiuc.edu/policy/code/) contains specific procedures for student grievances alleging discrimination, including harassment, by reasons of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, and other forms of invidious discrimination not prohibited by law. The procedures in the *Student Code* contain certain time limits for initiating the process and for completing each of its steps.

Sexual Harassment

The *Student Code* contains procedures for resolving complaints of sexual harassment. The information and procedures outlined in the *Student Code* (www.admin.uiuc.edu/policy/code/article_1/a1_1-109.html) include consultation with any of the designated "intake specialists" prior to formal grievance procedures. For more information, see the Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign (www.fs.uiuc.edu/cam/CAM/ix/ix-b/ix-b-3.html). Students may find assistance at www.provost.uiuc.edu/resources/campusconduct/. The Office of the Dean of Students (333-0050 or www.odos.uiuc.edu/help_dean/) can also provide further information.

Policy

The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study. In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner. The University will respond to every complaint of sexual harassment reported. The University will promulgate this Statement to all units of the institution. Sexual harassment is prohibited under federal and state discrimination laws and the regulations of the Equal Employment Opportunity Commission.

Definition

Sexual harassment is defined by law, and includes any unwanted sexual gesture, physical contact or statement which is offensive, humiliating or an interference with required tasks or career opportunities at the University.

Statement On Consenting Sexual Relationships

Romantic or sexual relationships between a teacher, teaching assistant, adviser, or similarly situated member of the faculty or staff and a student, or between a supervisor and an employee, are inadvisable even when both individuals apparently enter into the relationship willingly.

The respect and trust accorded such individuals by a student, as well as the responsibility the teacher in particular exercises in giving praise, blame, grades, or recommendations for further study and future employment, may unduly influence the student's decision to begin or continue a romantic or sexual relationship.

The responsibility a supervisor exercises with regard to praise, blame, salary, promotion, and job assignments likewise may unduly influence an employee's decision about such a relationship with a supervisor.

Faculty and staff members therefore should avoid entering into romantic relationships with individuals over whom they have academic, professional, or supervisory responsibility even when it appears to be by mutual consent. They also are cautioned against assuming professional or supervisory responsibility for those with whom they have existing romantic relationships.

Because the very real possibility of undue influence exists in these situations, such relationships are inappropriate for faculty and staff members of the University of Illinois.

Because of the unequal nature of such relationships, if a charge of sexual harassment is subsequently lodged, it may be difficult to establish innocence on grounds of mutual consent.

When sexual harassment is found to have occurred, the University will vigorously pursue disciplinary action.

Despite these difficulties, supervisory or student-teacher relationships sometimes exist between husband and wife, or between the members of a couple, whether married or not. In the case of married couples, the University's regulations on the employment of relatives apply. These regulations may be found in the University Statutes, article IX, section 2; in the Campus Administrative Manual, section IX/A-3; in the Academic Staff Handbook; and in Policy and Rules--Nonacademic. Consulting these guidelines also may be useful in the case of other significant relationships.

When a graduate student believes that his/her status as a graduate student or University appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior, the student should follow the Kinesiology and Community Health Policy and Procedures on Grievances by Graduate Students (see APPENDIX A).

Capricious Grading

Capricious grading is the assignment of grades on the basis of some standard other than a student's performance in a course, on the basis of more exacting standards than were applied to other students in the course, or by a substantial departure from the instructor's previously announced standards. Capricious grading is dealt with at the departmental level. Each department has a committee that reviews charges of capricious grading brought by students. These committees are made up of elected faculty members and, in some departments, teaching assistant representatives. A student wishing to file a capricious grading complaint should read carefully and follow the procedures given in the appropriate sections of the *Student Code*, including www.admin.uiuc.edu/policy/code/article_3/a3_3-107.html.

KINESIOLOGY GRADUATE PROGRAM

Master's Degrees In Kinesiology

General Requirements

Admission to the M.S. program requires a baccalaureate degree from an accredited institution of higher education, a minimum grade-point average of 3.0 (A=4.0) for the last 60 hours of undergraduate work and any graduate work completed, a minimum total score of 1,000 on the aptitude portions of the Graduate Record Examination (GRE), and three letters of recommendation.

This degree program is designed for those individuals desiring to study a particular area of interest in depth. A student may choose to write an acceptable thesis for 8 hours of credit (i.e., Kinesiology 599) or select a non-thesis option by substituting 8 hours of credit (i.e., approved credit that includes at least 4 hours of Kinesiology 590, Independent Study).

Master of Science Degree Requirements

1. Thirty-two hours are required. Sixteen of these 32 hours must be in Kinesiology (excluding thesis units - 599).
2. Students are required to take KINES 501 (Research Methods), 8 hours in their identified major area, and 4 hours from an additional area of study in the Department.
3. Twelve of the 32 hours must be earned at the 500 level and may include thesis (599) and independent study (590) units. Eight of these 12 hours must be in Kinesiology.
4. Students taking the thesis options are required to have a minimum of 8 hours of KINES 599. More units may be taken, if the student so desires.
5. The non-thesis option requires 4 hours of KINES 590.
6. KINES 591 (seminar, 0 hours) is required each semester.
7. No more than 8 hours of graduate credit from another institution may be substituted for any of the above requirements.
8. Master's degree candidates must complete all degree requirements, under normal circumstances, within five years after initial registration in the Graduate College.
9. A sample Master's degree program and a worksheet for your own program can be found at the end of the Kinesiology Graduate Program section of this handbook.

Thesis Requirements

1. A Master's thesis committee must be established before the initiation of the student's thesis project. The committee consists of the student's advisor and at least one other graduate faculty member. Academic professionals and advanced graduate students may be asked to serve as additional members of the committee.
2. The Chairperson of the thesis committee must be a member of the Department of Kinesiology and Community Health and the Graduate Faculty of UIUC. The student's graduate advisor typically serves as both the director of the student's research and chair of the Master's thesis committee.
3. The M.S. proposal and the completed thesis must be reviewed by a student's thesis committee. The Kinesiology Program "Certificate of Results of Committee Meeting for Master of Science Degree Proposal Review" form indicating that the committee has reviewed and accepted the proposal must be turned in to the Kinesiology Academic Affairs office before the thesis research can be initiated. A copy of this form is provided on the following page. Theses must conform to the style and format guidelines for publication developed by the American Psychological Association (Revision 5, 2001) as well as those stipulated by the Graduate College. Details regarding requirements for thesis preparation are given in Section VI.
4. An oral defense of the thesis is an option that a thesis committee may require.
5. Once the student's thesis committee has approved the thesis, it is taken to the Academic Affairs Office for style and format review. If corrections are needed, the thesis is returned to the candidate and is resubmitted by him/her after corrections are made. The **Academic Affairs office needs to be given at least two weeks for this review process**. When the Associate Department Head for Academic Affairs approves the thesis, it is then transmitted to the Department Head for his/her approval and signature.
6. Two unbound copies of the thesis are deposited with the graduate college and one hard cover bound copy is deposited in the Kinesiology graduate program office.

Note: It is important to keep in mind when trying to schedule committee meetings and putting the final touches to your thesis, that faculty attend many conferences throughout the year and most faculty are on nine-month appointments and may not always be easily accessible during the summer. Thus, it is imperative that you work with your advisor and committee well in advance of any deadlines that you are trying to meet so that there is the least amount of disruption for all concerned.

KINESIOLOGY GRADUATE PROGRAM

Master's Degrees In Kinesiology

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
DEPARTMENT OF KINESIOLOGY AND COMMUNITY HEALTH**

**Certificate of Result of Committee Meeting for Master of Science Degree
Proposal Review**

Name of Student

Date of Meeting

Tentative M.S. Title: _____

This is to certify that we have met and reviewed the above student's thesis proposal which included review of research methods and where appropriate use of human subjects. The result of this committee meeting is:

_____ Pass The student may proceed with data collection based on the review of this proposal and with the proper approval of the Institutional Review Board (where necessary).

_____ Decision
_____ Deferred The committee has asked that the student make necessary changes in his/her proposal. Once these changes have been made, the committee will re-review the proposal (and meet if necessary). (The committee will obtain another Proposal Review Form, and indicate their decision once the re-review has been completed.)

The undersigned unanimously concur in this decision.

Chair (Signature)

(Please print)

Committee Member (Signature)

(Please print)

Committee Member (Signature)

(Please print)

Committee Member (Signature)

(Please print)

PLEASE RETURN SIGNED FORM TO THE ACADEMIC AFFAIRS OFFICE, 112 FREER

Doctor Of Philosophy In Kinesiology

Admission Requirements

Admission to the Ph.D. program requires a minimum of a baccalaureate degree from an accredited institution of higher education, a minimum grade-point average of 3.5 (A=4.0) for the last 60 hours of undergraduate work and any graduate work completed, a minimum total score of 1,000 on the aptitude portions of the Graduate Record Examination (GRE), and three letters of recommendation.

International students whose native language is not English must also score a minimum of 580 on the paper-based TOEFL test, 237 on the computer-based test, or 92 on the internet-based test (iBT). Doctor of Philosophy degree candidates pursue an advanced program of study and research in preparation for careers in research and teaching. Candidates must complete 64 hours of work beyond the master's degree. They must also successfully complete the preliminary and final doctoral examinations.

Procedures for Applying to Ph.D. after M.S. Work

Students admitted to the University of Illinois for study toward the Masters degree in Kinesiology and interested in pursuing the Ph.D. degree must, upon completion or near completion of the Masters degree, submit a letter of application to the department and have the application approved before being officially recognized as in the Ph.D. program. It is important for students to understand that acceptance in the doctoral program is very competitive. **Completion of the M.S. degree does not grant automatic passage into the Ph.D. program. In order to avoid interruption in registration and to receive full consideration for financial assistance (i.e., assistantships), it is recommended that applications be made by December 1.** The credentials needed for review, in addition to those submitted in application for the Masters degree program, are as follows:

1. A letter to the Associate Department Head for Academic Affairs, making application for admission to study toward the Ph.D. degree.
2. A written statement giving the rationale for wishing to pursue the Ph.D. degree and the projected area of research specialization. (This may be included in the letter of application listed above.)
3. Results of the Graduate Records Examination (verbal, quantitative, and analytical and/or writing).
4. Completed Masters thesis or equivalent research report, approved and accepted at the departmental level.
5. Letter of reference written by Masters degree program advisor.
6. Two additional references from University of Illinois faculty, other than advisor, who will provide references regarding scholarly potential for doctoral study.

Doctoral Degree Requirements

1. Sixty-four hours are required beyond the Master's degree. Of the 96 total hours required for masters and doctoral degrees, 64 must be taken on the UIUC campus, the UI Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College.
2. Competency in research methodology appropriate to the area of study is required. This competency is normally demonstrated by completion of 12 hours of research methods/statistics with a grade of B or better. KINES 501 may be counted towards these 12 hours of course work.
3. A minimum of 24 hours (excluding KINSE 599) must be taken in Kinesiology beyond the Masters degree. Students admitted to the doctoral program with only a baccalaureate degree must take a minimum of 40 hours in Kinesiology.
4. KINES 591 (seminar, 0 hours) is required each semester.
5. Up to 8 hours of independent study (KINES 590) may be counted toward the 64 hours beyond the master's degree. However, because independent research is such an integral part of doctoral studies, students are encouraged to take additional 590 units.
6. A minimum of 32 hours of dissertation research (KINES 599) is required.
7. Doctoral candidates must complete all requirements within seven years of their initial registration in the Graduate College. Candidates for the doctoral degree who have received a master's degree elsewhere, however, must complete their requirements within six years after their initial registration.
8. A sample Doctoral degree program and a worksheet for your own program can be found at the end of the Kinesiology Graduate Program section of this handbook.

Doctoral Candidacy Review

A graduate student intending to pursue the Ph.D. degree in Kinesiology must undergo an evaluation of progress as early in Stage 2 of graduate study as possible, but not before completing a minimum of 12 semester credit hours of coursework at Illinois Urbana-Champaign, and no later than the end of the second year after entrance into the Graduate College. Candidates receiving the masters degree at the University of Illinois may be reviewed during the first semester following admission for doctoral study, and candidates entering Illinois with their masters degree from another university may be reviewed during the second semester of enrollment. The review process is to result in a clear decision as to the student's progress, whether it is satisfactory or not, and the decision will be communicated to the student. Specific details regarding the review process are as follows:

The Review

Committee: The review committee is comprised of all graduate faculty members in the student's major area of study. The major areas include: Exercise Physiology and Athletic Training; Biobehavioral Kinesiology; Cultural, Pedagogical & Interpretive Kinesiology. Every academic year the faculty in each area will elect a chair and co-chair to conduct and supervise doctoral candidacy reviews. A candidate's graduate advisor will not serve as a chair of the review committee and the co-chair will serve in his or her place. Variations in the committee make-up must be approved by the Associate Head of Academic Affairs prior to the scheduling of the review.

Scheduling Review: The chairperson will determine which students are to be reviewed each academic year and so notify them. The candidates will be informed as to the necessary materials to submit and following the submission of these materials, the chairpersons will schedule the meeting times and places for the reviews.

Process: The review will consist of a meeting by the candidate with the committee which may be preceded by a written phase, if the committee so designates. The written phase will be directed to obtaining from the student information necessary to the meeting. Members of the committee, having reviewed all appropriate materials regarding the candidate, will, at the meeting, obtain additional information and discuss with the student any matters relevant to arriving at a decision.

Decisions Regarding Candidate's Progress

The committee's decision will fall into one of the three categories and will be relayed in writing to the student. Copies will go to the advisor, the student's file, the Graduate Program file, and to the Graduate College.

Satisfactory with no recommendations

Satisfactory but with recommendations

Unsatisfactory, and student is urged to re-assess program and goals

Basis for Decision

The following will be considered in arriving at the decision:

Scholastic ability indicated by such items as grade point average, course work, standardized test scores, advisor's statement, and letters of reference from others acquainted with the candidate's scholarly ability.

Basic understandings of the field of kinesiology and the inter-relationships between the various sub-areas constituting the field evidenced by the ability to present them clearly in written and oral form.

Professional maturity evidenced through professional experience, letters of reference, statement of career goals, and planned program of study toward the Ph.D. degree.

Materials Presented for Review

- Curriculum vitae.
- Transcripts of all course work taken in accredited institutions of higher learning including undergraduate GPA for last 60 hours of course work and GPA for graduate course work.
- Master's thesis and/or other evidence of research experience.
- GRE scores.
- Written statement describing academic and career goals including research interests.
- Detailed plan of doctoral program of study including all courses taken accompanied by grades, courses to be taken, and projected dissertation topic.

- Three or more letters of reference, to include:
 1. Advisor,
 2. Faculty member at University of Illinois, other than advisor, acquainted with candidate's scholastic ability,
 3. Faculty member familiar with student's work at master's degree level.

Follow Up

The committee chairperson, within approximately 14 days following the review, will communicate in writing to the student, the advisor and the Academic Affairs Office the results of the meeting. If the committee has made specific recommendations regarding the student's course of study, the student will be expected to detail how he/she intends to fulfill the recommended actions. This response should be placed in the student's file in the Academic Affairs Office. The student, if there are questions regarding the committee's recommendation, may, after consultation with the advisor address them to the chairperson of the committee in writing, and/or may request another meeting with the committee for discussion and clarification. This request must be received by the committee chairperson within two weeks following transmittal of the decision to the student. The absence of any written communication from the student within the two-week time period will be considered as indicating acceptance of the decision and copies of the statement will be forwarded to the Academic Affairs Office.

Preliminary Doctoral Examination

All Ph.D. candidates undergo two major examinations: (1) the Doctoral Preliminary Examination which is taken at the end of Stage II of the doctoral program as signified by the successful completion of all course and language requirements; and, (2) the Final Oral Examination which constitutes the candidate's public defense of a completed dissertation. The major purpose of the "preliminary examination" is to assess the candidate's readiness for commencing dissertation research. Whereas the major purpose of the "final examination" is to assess whether the candidate has made a sound and substantial contribution to knowledge and is accordingly worthy of being granted a Ph.D.

Appointment of Committees

Doctoral Committees are appointed by the Dean of the Graduate College at the request of the departmental executive officer. Whenever possible, the membership of the doctoral committee which conducts the "preliminary examination", and the membership of the doctoral committee which guides the dissertation and conducts the "final examination" should be the same. The maximal allowable time between the preliminary and final examinations is five years. If more time intervenes, then the candidate must demonstrate currency of knowledge by undergoing another preliminary examination.

The advisor in consultation with the candidate recommends the most appropriate faculty to serve on the candidate's doctoral committee; and also, who is to serve as chairperson and principal director of the dissertation. The advisor (depending upon his/her particular graduate faculty status) may serve in one or both of these two roles. However, if the advisor is precluded (because of particular graduate faculty status) from serving in both roles, or if the advisor prefers not to serve on both roles,• then with the approval of the candidate, another member of the committee can be recommended to serve as either chairperson or principal director of the dissertation.

The chairperson completes the Graduate College form for "Request for Appointment of Doctoral Committee" and submits to the departmental executive office for approval and signature. The form is then transmitted to the Dean of the Graduate College.

If the doctoral committee is properly constituted according to Graduate College requirement, then the Dean of the Graduate College notifies in writing the candidate, chairperson, committee members, and departmental executive officer of the committee's official appointment.

Committee Membership

The chairperson is responsible for all matters pertaining to scheduling, organizing, and administering the preliminary and final examinations. Arrangements must be made well in advance with the candidate and the committee members clearly informed of all relevant details, including the date, time and location of the examination.

The chairperson of a doctoral committee must be a member of the Department of Kinesiology and Community Health and of the Graduate Faculty of the UIUC. (Those retired or resigned faculty members who continue on the Graduate Faculty, but who do not hold a current, zero or full-time appointment, may serve as a voting member of a doctoral committee, but may not chair.) The Director of Dissertation Research, if different from the chair, need not be a member of the Graduate Faculty. However, when possible, the Director of Dissertation research should be a member of the Department of Kinesiology and Community Health and the Graduate Faculty, and have chaired and supervised a master's thesis to completion, or have directed one independent study (i.e., KINES 590).

At least four voting members of the committee must be members of the Graduate Faculty, at least three of whom must be members of the Graduate Faculty and the Department of Kinesiology and Community Health; at least two must be tenured. One member should be from outside of the Department of Kinesiology and Community Health. If there are more than four voting members on the committee, at least half of the voting members should be members of the Graduate Faculty.

All members of a doctoral committee must be members of the Graduate Faculty of the UIUC, with the exception of an external member from another university whose membership on the committee must be approved by the Dean of the Graduate College of the UIUC. Emeritus members of the UIUC Graduate Faculty are also eligible to serve on doctoral committees.

Persons especially qualified to participate in a particular examination, from this University or elsewhere, may be appointed to any committee. A brief description of the person's or persons' qualifications should be included on the other side of the Request for Appointment of Doctoral Examination Committee form. The Graduate College and the Department defrays no expenses such appointments may incur.

A student's preliminary and final examination committees need not have the same composition or chair. It is suggested that a contingent chair be designated to serve in case the chair resigns, retires, or is otherwise not able to chair.

See Chapter 3 of the Graduate College Handbook for rules related to the composition of doctoral examination committees: www.grad.uiuc.edu/gradhandbook/chapterIII/section06.asp

Preliminary Doctoral Examination Overview

The objectives of the preliminary examination are fourfold, namely, to assess the candidate's: (1) general understanding of the disciplinary and professional aspects of kinesiology; (2) knowledge of the literature and theoretical perspectives in his/her major area of study; (3) knowledge of the methodological perspectives and research techniques in his/her major area of study; and, (4) ability to integrate 1, 2 and 3 in the design, preparation and oral defense of a dissertation proposal.

The preliminary examination is administered in two parts, an initial written examination followed, within 10 to 20 days, by an oral examination with the date of the orals constituting the official date of the examination. At the termination of the oral examination a decision will be reached by the committee as to whether the candidate passes the examination. If the decision is pass, then it may be with or without recommendations for additional experiences, including course work. If the decision reached is that the candidate has not satisfactorily passed the examination, one of three courses of action may be taken:

Adjournment: in which case the examination must be retaken within six months.

Failure to pass with an opportunity to retake the examination: in this instance an opportunity to retake the examination is provided after completing additional course work, independent study, or research. The Graduate College is informed of the failure, and the committee chairperson indicates the candidate should be given a second examination.

Failure: This is a final decision and the candidate is considered to be no longer in the program. The Graduate College and the departmental executive officer should be informed immediately if the decision is failure.

"If the Graduate College is not informed of the results of the examination within thirty days after its scheduled date, an adjournment will be recorded."

Written Phase

The written examination is designed to assess, prior to the orals, the candidate's: (1) general understanding of the disciplinary and professional aspects of kinesiology, (2) knowledge of the literature and theoretical perspectives in his/her major area of study; and, (3) knowledge of methodological perspectives and research techniques in his/her major area of study. Committee members may pose any questions they consider appropriate, but the chairperson is obligated to plan the examination to insure that the candidate has a sufficient understanding and knowledge, of each of the areas described above including the historical development and philosophical basis of the field of kinesiology; an adequate knowledge of the principal concepts, propositions, models and theories of his/her area of study; and, an in-depth knowledge of the research literature relevant to his/her dissertation topic as well as research design and methodology appropriate to the area of dissertation research. If expertise is not available within the committee regarding all aspects of the examination, then the chairperson may solicit aid from experts outside the committee in formulating questions and evaluating responses. The evaluations by outsiders are collated and made available to the committee by the chairperson, but are not binding on the committee.

The chairperson contacts each committee member to discuss the format of the examination and to solicit appropriate questions. The chairperson has the responsibility of making sure that the candidate is carefully examined and that all aspects of the examination are adequately covered.

The candidate, following the chairperson's contact with committee members, should visit with each member to accomplish the following:

To discuss the general nature of the questions to be submitted and the source materials appropriate for review; and, give to each committee member: a copy of his/her curriculum vitae, a written description of his/her program of graduate study, and a detailed description of proposed dissertation research.

The chairperson, upon completion of all arrangements (including evaluation format and procedures) notifies the committee as to the date(s) of the written examination and the date questions need to be received.

The candidate is given a set of questions for each of the three parts (see above) of the written examination in a sealed envelope and provided a suitable setting in which to write a given part of the examination. The candidate is allowed ample time (not to exceed 6 hours) in which to write each part of the examination.

The candidate upon completion of a given set of questions returns his/her written answers to the chairperson and arranges a designated time to pick up the next set of questions. The examination may extend over more than one day, but not more than three days.

Upon completion of all parts of the written examination, the chairperson transmits copies of the candidate's answers to each committee member and requests that they submit their evaluation of each part of the examination to him/her within 3-5 days.

If the candidate fails two or more parts of the written examination, then the chairperson must, with the concurrence of the committee members, make one of two decisions:

failure to pass with an opportunity to retake the written examination, or
failure.

If the candidate fails only one part of the written examination then the chairperson must discuss his/her reservations with the candidate and request that the candidate either elect to follow through with the oral phase of the examination or elect to request a delay.

If the candidate elects to follow through with the oral phase of the examination, then one part of the oral examination must be addressed to the candidate's "weak performance" on the specific part of the written examination.

If the candidate elects to request a delay, then the chairperson declares the candidate not ready for the full preliminary examination in which case the examination, both written and oral phases, must be taken within six months.

If the examination is not taken within six months, then a request might be filed to reappoint the committee. Committees are automatically adjourned at the end of 30 days if a report of action has not been received by the Graduate College.

Oral Phase

The oral phase of the preliminary examination follows within 10-20 days of the written phase and typically does not exceed 4 hours. The chairperson notifies the committee of the date, time and location of the oral examination.

The first part of the oral examination focuses upon the candidate's written examination. Specifically, questions should be addressed to those parts of the written examination that committee members believe require further clarification. Such questions should reflect an in-depth probing of the candidate's understanding of any part of the written examination that was assessed as a failure or viewed as a weak performance.

The second part of the oral examination focuses upon the candidate's proposed dissertation topic. Each member of the committee must be provided an opportunity to examine the candidate thoroughly. And committee members must be satisfied that the candidate has a solid knowledge of the research literature and research methods related to his/her dissertation topic, and the scholarly abilities to satisfactorily complete a sound and substantial dissertation.

At the chairperson's discretion and in consultation with the committee and candidate, the oral phase of the preliminary examination may be administered in two parts with one segment dealing with the written examination phase and the other segment dealing with the proposed dissertation. If this procedure is adopted, then both parts of the oral examination must be completed with 30 days of the date formally set by the Graduate College for the Oral examination.

Upon completion of questioning, the candidate and any visitors are asked to leave the room while a decision is reached. A favorable decision of pass, requires the assent of all committee members. The decision is recorded and the candidate is invited to return to the examining room. The committee chairperson informs the candidate of the decision and all necessary explanations are given.

The appropriate papers showing the results of the examination are forwarded immediately to the departmental Associate Department Head for Academic Affairs. Copies of the candidate's written examination and its evaluation are placed in the candidate's permanent file in the Associate Department Head for Academic Affairs office.

Final Oral Examination

Overview

The final examination is scheduled upon completion of the dissertation and is oral and public. The chairperson is responsible for arranging all matters pertaining to organizing, administering, and publicizing the examination. The examination shall be publicized by written announcement reported to the Associate Head for Academic Affairs three weeks in advance. This announcement must give the candidate's name, title of dissertation, abstract of dissertation, and date, time and place of the candidate's dissertation defense. The Associate Head for Academic Affairs will announce this information to all faculty members of the Department of Kinesiology and Community Health and other interested persons at least 10-14 days prior to the final examination.

General Procedure

The procedure for appointment of the final oral examination committee is, essentially, the same as that followed in appointing the preliminary examination committee. The chairperson, however, should

contact each member of the preliminary committee to make certain that he/she is still available and willing to serve on the final examination committee.

The candidate with the approval of the chairperson and/or principal director of the dissertation submits the final typewritten draft of his/her dissertation to each committee member and consults each member regarding dates and times suitable for holding the dissertation defense. The final draft is defined as the draft to be presented for final typing and submission to the Dean of the Graduate College.

Each committee member must be given adequate time (a minimum of two weeks) to review and evaluate the final draft of the dissertation.

The chairperson in consultation with the candidate initiates scheduling of the examination by completing the form "request for appointment of doctoral committee" and submits it to the Associate Head for Academic Affairs three weeks prior to the proposed date of the final oral examination. The form is then transmitted to the Dean of the Graduate College.

If the doctoral committee is properly constituted, then the Dean of the Graduate College notifies in writing the candidate, chairperson, committee members, and Associate Department Head for Academic Affairs of the committee's official appointment and acceptance of the proposed date of examination.

Examination Format

The examination should proceed in an orderly fashion with the candidate first being given the opportunity to summarize his/her research. Each committee member then must be given ample time to examine the candidate. At the discretion of the chairperson, visitors may be permitted to address questions to the candidate.

Upon completion of the examination, the candidate and visitors are requested to leave the room. The committee then convenes to reach a decision regarding the acceptance or rejection of the dissertation. Finally, the candidate is asked to return to the room and is informed of the decision of the committee by the chairperson.

Appropriate forms are signed by the committee members and forwarded to the Department Academic Affairs Office. The candidate has the right of appeal to the departmental executive officer or to the Dean of the Graduate College regarding the decision reached by the doctoral committee. Committee members must be prepared to support in writing their vote for acceptance or rejection of a dissertation, should circumstances require supporting evidence.

Submission of Dissertation

Format

The dissertation must conform to the style and format guidelines for publication developed by the American Psychological Association (Revision 5, 2001) as well as those stipulated by the Graduate College.

Corrections

Upon acceptance of the dissertation the chairperson and/or principal director of dissertation consult with the candidate about any corrections that need to be made in the dissertation manuscript. Once

these corrections (if any) are made, the chairperson transmits a copy of the final draft of the dissertation (as well as required abstracts) to the Associate Department Head for Academic Affairs.

Approval

The Associate Department Head for Academic Affairs reads the dissertation and grants his/her approval in terms of style and format. If corrections are called for, then the dissertation is returned to the candidate and is resubmitted by him/her after said corrections are made. The Associate Department Head for Academic Affairs is **given at least two weeks** to review a dissertation relative to style and format. When the Associate Department Head for Academic Affairs approves the dissertation in terms of style and format, it is then transmitted to the Department Head for his/her approval and signature (one to two weeks should be allowed for this last review). Then the dissertation is forwarded to the Graduate College for final review and approval.

Note: It is important to keep in mind when trying to schedule committee meetings and putting the final touches on your thesis, that faculty attend many conferences throughout the year and most faculty are on nine-month appointments and may not always be easily accessible during the summer. Thus, it is imperative that you work with your advisor and/or committee well in advance of any deadlines that you are trying to meet so that there is the least amount of disruption for all concerned.

THESIS AND DISSERTATION PREPARATION

Graduate College Requirements

Requirements and Preparation

The specific requirements of the Graduate College regarding the preparation of master's theses and doctoral dissertations are set forth in the Graduate College Thesis Handbook located at: www.grad.uiuc.edu/thesis/thesishandbook/

Kinesiology Program Requirements

Style and Format

All graduate students must conform to the style and format guidelines set forth in the latest edition of the Publication Manual of the American Psychological Association (Fifth Edition, 2001) when preparing theses and dissertations. Faculty members are strongly encouraged to require students to follow the guidelines of this manual when preparing term papers for graduate level courses in the department. **Students should be especially familiar with the APA format of Tables and Figures and the style of references and citations. These are the most common problems encountered by the Academic Affairs Office in reviewing and approving theses and dissertations.** Copies of this manual are available at the library and for purchase at most local bookstores.

Abstracts

In addition to the Graduate College requirement that all Ph.D. candidates must submit a 350 word abstract of their dissertation research, the Kinesiology Program requires that both master's and doctoral students submit to the Graduate Program Office a 200 word abstract with each copy of their thesis or dissertation in the format show on the following page .

Microform Publications

Microform Publications of Human Movement Studies annually select the best theses and dissertations for reproduction on microfilm so that they may be readily available.

If a thesis or dissertation from the Department is selected for reproduction by Microform Publications, then the Associate Department Head for Academic Affairs:

informs an individual that his/her thesis or dissertation has been selected for reproduction and gives them a "permission for publication form" to sign;

when the Associate Department Head for Academic Affairs receives the signed form, he or she sends a copy of the requested thesis or dissertation to Microform Publications for reproduction.

Sample Abstract

Kinesiology Graduate Program Policy Regarding Abstracts for Theses/Dissertations

Both master's and doctoral students are required to submit to the Academic Affairs Office a 200 word abstract with each copy of the thesis and dissertation, using the format shown below. This format is appropriate for inclusion in the AAHPERD listing of completed research in Health, Physical Education and Recreation. The abstracts will be bound with the theses and dissertations, as well as a copy placed in an abstract file for forwarding to AAHPERD and other organizations requesting abstracts.

E X A M P L E

Lanphear, Margaret L. Fractionated reaction and reflex times on nine to twelve year old mentally retarded boys. M.S. in Physical Education, 1972. 99 p. (W. Kroll)

Visual RT and patellar reflex times were fractionated on a sample of 6 mentally retarded boys between the ages of 9 and 12. The electromyographic fractionated technique allowed assessment of the premotor time component of the voluntary leg kick and the reflex latency of the "knee-jerk" as well as the motor time component or actual muscle contraction time of both the tasks. The data which were collected from each S over at least a 3-day testing period were analyzed with a repeated measures ANOVA test and it was found that motor time of the RT testing was different from the motor time of the reflex, significant at the .05 level. It was also found that the premotor time and motor time components accounted for approximately the same percentage of the total RT delay that studies done on normal Ss have reported although the RT of these retarded boys is much longer than what has been reported for the intellectually normal population.

NOTE: Ph.D. degree candidates will still need to prepare a 350 word abstract for the Graduate College using the format and guidelines indicated in the Graduate College's instruction pamphlet, "Instructions for Preparation of Theses."

Thesis/Dissertation Formatting Hints

Below is a listing of some of the most common formatting problems encountered with depositing your thesis/dissertation. This is to serve as a guide. For more complete guidelines on formatting, please refer to the American Psychological Association's (APA) Publication Manual, fifth edition and also the guidelines distributed by the Graduate College. **Do not use former students theses/dissertations as your guide to APA format.**

Margins

The Graduate College requires 1" on all margins. Because copy machines and printers sometimes move text a little to one side or the other, we suggest using 1 1/2" on the left and 1,1" on all other sides.

Headers (pages 111-115 APA Manual)

This seems to be a problem for most people. The important thing to remember is that you must be consistent. If you chose to use Level 1, 3, and 4, then you need to use this throughout the document and not change your style from one chapter to the next.

Statistical Notations (pages 138-146 APA Manual)

References Within the Text

1. The first time you cite a group of authors in the text you should use all surnames separated by a comma (e.g., Kosslyn, Koenig, & Barrett). After this first citing, you can list the surname of the first author followed by et al. (e.g., Kosslyn et al.). **Two exceptions:** If the reference has only two authors — then list both surnames at all times; or if the work has six or more authors — then list the surname of the first author followed by et al. This style may be used when referencing from the first time onwards.
2. The ampersand (&) should be used in the text when listing multiple authors in parenthetical material (e.g., Joreskog & Sorbom, 1989). If multiple authors are used in running text you should use the word and to join the surnames.

Tables (pages 147-176 APA Manual)

1. Table title should be double spaced and underlined.
2. Decimal places should be lined up.
3. Tables should be double spaced (see example on page 134)
4. When using abbreviations in the table — make sure you have defined the abbreviation. You can either list at the end of the Table in a note what the abbreviations stand for or in the title of the table.

GENERAL PLAN OF STUDY FORMS AND SAMPLE MS/PHD PROGRAMS

Sample -- Master Of Science Degree Program [Minimum Of 32 Hours]

Name: _____
 Date Entered: _____
 Date Graduated: _____
 Program Emphasis: Exercise and Health Psychology
 Advisor: _____

<u>Class</u>		<u>Hours</u>	
KINES 501	Research Methods in KINES	4	Department/500 level
KINES 447	Social Psychology of Phys. Act.	4	Department
KINES 448	Exercise & Health Psychology	4	Department
KINES 551	Scientific Basis of Physical Perf.	4	Department/Other Area of Study/ 500 level
ED PSY 580	Statistical Methods in Education	4	500 level
PSYCH 541	Personality and Behav. Dynamics	4	500 level
KINES 591	Seminar in Sport/Ex. Psychology	0	Seminar
KINES 599	Thesis	8	Thesis/500 level

NOTE: This is a sample program. You should be able to substitute, where appropriate, courses in or related to your area of study to meet the degree requirements.

Master Of Science -- General Study Plan [Minimum Of 32 Hours]

Name: _____
Date Entered: _____
Date Graduated: _____
Program of Emphasis: _____
Advisor: _____

	<u>Class</u>	<u>Hours</u>	<u>Semester Taken</u>
1.	Research Methods		
	a. KINES 501	_____	_____
	b. _____	_____	_____
2.	Area of Study Courses		
	a. _____	_____	_____
	b. _____	_____	_____
3.	Courses from Other Areas of Study		
	a. _____	_____	_____
	b. _____	_____	_____
4.	Thesis Research (8 hours min. req.)		
	a. _____	_____	_____
	b. _____	_____	_____
5.	Additional Courses		
	a. _____	_____	_____
	b. _____	_____	_____
6.	Seminar (591) (required every semester)		
	a. _____	_____	_____
	b. _____	_____	_____

Sample--Doctor Of Philosophy Degree Program [Minimum Of 64 Hours]

Name: _____
 Date Entered: _____
 Date Graduated: _____
 Program of Emphasis: Sport and Exercise Psychology
 Advisor: _____

Masters Degree: M.Ed.
 Institution U of XYZ
 Area of Study Sport and Exercise Psychology
 Hours Completed 32
 Date Completed xx/yy/zz

<u>Class</u>		<u>Hours</u>	
KINES 443	Psychophysiology of Exercise Sport	4	Department
KINES 594	Children in Sport	4	Department
KINES 448	Exercise and Health Psychology	4	Department
KINES 551	Scientific Basis of Physical Performance	4	Department
KINES 553	Circulorespiratory Aspects of Phys. Act.	4	Department
KINES 590	Independent Study in Ex. Psych	4	Department
KINES 590	Independent Study in Ex. Psych	4	Department
KINES 590	Independent Study in Ex. Physiol.	4	Department
ED PSY 580	Statistical Methods in Education	4	Res. Methods
ED PSY 577	Methods of Qualitative Research	4	Res. Methods
ED PSY 582	Advanced Statistical Methods in Educ.	4	Res. Methods
PSY 352	Attitude Theory and Change	4	Additional units
PSY 456	Attitude Measure. & Behav. Prediction	4	in correlate area
PSY 558	Advance Problems in Attitude Res.	4	of interest
KINES 591	Seminar in Sport/Exercise Psychology	0	Seminar
KINES 599	Dissertation	32	Department

NOTES:

1. This is a sample program. You should be able to substitute, where appropriate, courses in or related to your area of study to meet the requirements identified on page 14.
2. This sample program has a total number of units that exceed the requirements of the Department and the Graduate College. This is typically the case as students seek to broaden their knowledge with respect to their area of interest.

Doctor Of Philosophy -- General Study Plan [Minimum Of 64 Hours beyond the Masters degree]

Name: _____
Date Entered: _____
Date Graduated: _____
Program of Emphasis: _____
Advisor: _____

Masters Degree: _____
Institution _____
Area of Study _____
Units Completed _____
Date Completed _____

	<u>Class</u>	<u>Hours</u>	<u>Semester Taken</u>
1.	Research Methods (12 hours)		
	a. _____	_____	_____
	b. _____	_____	_____
	c. _____	_____	_____
2.	Kinesiology (24 hours - may include 8 hours maximum of 590)		
	a. _____	_____	_____
	b. _____	_____	_____
	c. _____	_____	_____
	d. _____	_____	_____
	e. _____	_____	_____
	f. _____	_____	_____
	g. _____	_____	_____
	h. _____	_____	_____

3. **Support Areas Outside of Kinesiology (no requirement)**

<u>Class</u>	<u>Hours</u>	<u>Semester Taken</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

4. **Seminar (KINES 591 - required each semester)**

a. _____	_____	_____
b. _____	_____	_____

5. **Dissertation Research (Minimum of 32 hours required)**

a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____
f. _____	_____	_____
g. _____	_____	_____
h. _____	_____	_____

6. **Examinations:**

a. Doctoral Review	(Date)_____
b. Preliminary Examination	(Date)_____
c. Final Examination	(Date)_____

COMMUNITY HEALTH GRADUATE PROGRAM

Master's Degrees in Community Health

General Requirements

For admission into all master's degree programs, applicants must have completed a bachelor's degree and have achieved a grade point average (GPA) of at least 3.0 on a 4.0 scale. The GPA is computed for the applicant's last 60 hours of undergraduate courses for the degree (excluding field work, student teaching and physical activity courses). In addition, for any graduate work completed, a minimum GPA of at least 3.0 is required. The GPAs for undergraduate and any graduate work are calculated separately. Both should be 3.0 or higher for admission. Satisfactory scores on the Graduate Record Examination (GRE), taken within the last five years at time of application, are also required. Applicants must have completed undergraduate coursework in social and biological science, mathematics and statistics, and data analysis.

Master of Science Degree Requirements

M.S. in Community Health / Specialization in Health Policy and Administration

The specialization in health policy and administration generally takes two years depending upon prior education and experience. A minimum of 48 hours of graduate credit is required. Twenty-four hours must be at the 500 level with 12 hours in Community Health courses. Students will be expected at entry to the program to have completed undergraduate coursework in economics, social sciences, and data collection and processing which includes issues of measurement, questionnaire design, computerization, descriptive health measures, and statistical analysis through regression. Courses must have been completed with grades of B or better. Deficiencies in these areas will require additional coursework, as necessary, for successful completion of the degree. Students must maintain a minimum grade point average of 3.0 (A=4.0) during the master's program.

Course requirements are:

Departmental Core:	Hours
CHLH 429 Research Techniques for the Health Sciences	4
CHLH 474 Principles of Epidemiology	4
CHLH 510 Public Health Development	4
 Program Core:	
CHLH 456 Organization of Health Care	4
CHLH 550 Health Policy in the United States	4
CHLH 599 Thesis Research	4
Three units of coursework selected from the following:	12
BADM 508 Organizational Behavior	
ECON 302 Intermediate Microeconomic Theory	
ECON 482 Health Economics	
ECON 545 Economics of Education, Health, and Human Capital	
LIR 545 Economics	
REHB 521 Rehabilitation Administration	
Electives	12
Total	48

Health Policy and Administration (cont'd)

Electives may be drawn from a wide range of courses to suit student interest, for example:

BADM	510	Foundations of Behavioral Science for Administration
BADM	508	Organizational Behavior
BADM	511	Topics in Personnel Management
BADM	520	Marketing Management
BADM	535	The Sampling of Human Populations and Social Organizations
CHLH	455	Health Services Financing
CHLH	457	Health Planning
CHLH	458	Health Administration
CHLH	469	Environmental Health
CHLH	585	Community Health Advanced Internship
CHLH	540	Health Behavior: Theoretical Perspectives
ECON	303	Intermediate Macroeconomic Theory
ECON	511	Public Goods Theory
ECON	508	Applied Econometrics
HIST	475	US Public Health and Health Policy
LEIST	410	Administration of Leisure Studies
LIR	522	Government Regulation
LIR	562	Human Resources Planning and Staffing
PS	308	The US Federal System
PS	322	Law & Public Policy
PS	372	Modern Political Theory
PS	572	History of Political Theories
PS	549	Topics in Comparative Politics
SOCW	584	National Social Welfare Policy I
SOCW	585	National Social Welfare Policy II
SOC	456	Sociology of Scientific Knowledge
SOC	586	Advanced Social Statistics, I
SOC	587	Social Statistics, II
SOC	488	Demographic Methods

M.S. in Community Health / Specialization in Epidemiology

The specialization in epidemiology requires a minimum of 32 hours of graduate credit with at least 12 hours at the 500 level, eight hours of which must be in Community Health. For admission, students must be adequately prepared in undergraduate coursework in biological and social sciences and mathematics. Students must take an additional 4 hours of coursework in statistics (CHLTH 590 Biostatistics or SOC 485 Social Statistics, I, or equivalent), if they did not complete courses through regression and correlation with a grade of B or better in their undergraduate study; and an additional unit of coursework in data analysis (CHLTH 421 Health and Data Analysis, or equivalent), if they did not complete such a course with a grade of B or better in their undergraduate study. Students must maintain a minimum grade point average of 3.0 (A=4.0) during the master's program.

Required Courses:			Hours
CHLH	429	Research Techniques for the Health Sciences	4
CHLH	469	Environmental Health	2
CHLH	474	Principles of Epidemiology	4
CHLH	510	Public Health Development	4
CHLH	527	Statistical Techniques in Epidemiological Research	4
CHLH	578	Applied Epidemiology	4
CHLH	574	Seminar in Epidemiology	4
CHLH	599	Thesis	4
Electives			2

Electives may be drawn from a wide range of courses to suit student interest, for example:

ANTH	379	Medical Anthropology
CHLH/REHB	407	Disability, Culture and Society
CHLTH	421	Health Data Analysis
CHLTH	457	Health Planning
CHLTH461/ES	431	Environmental Toxic Substances
CHLH571/VP	371	Epidemiology and the Media
CHLH	585	Community Health Advanced Internship
CHLH590/VP	391	Biostatistics
CHLH	527	Statistical Techniques in Epidemiological Research
CHLH	540	Health Behavior: Theory
CHLH	550	Health Policy in the United States
CHLH 516/VP	416	Epidemiology of Infectious Diseases
CHLH517/VP	517	Principles and Methods of Epidemiology
GEOG/BIOL	468	Biological Modeling
MCBIO	426	Biology of Bacterial Pathogens
MCBIO	430	Molecular Biology
SOCW	553	Social Services for Health and Rehabilitation
SOC	481	Survey Research
SOC	488	Demographic Methods
VP	641	Food Safety and Public Health
VP	591	Design and Analysis of Biomedical Experiments

M.S. in Public Health

The Master of Science in Public Health Degree requires a minimum of 48 hours of graduate credit with at least 12 hours at the 500 level in Community Health. For admission, students must be adequately prepared in undergraduate coursework in biological and social sciences and mathematics. Students must take an additional 4 hours of coursework in statistics (EDPSY 480 Elements of Educational Statistics, or equivalent) if they did not complete courses through regression and correlation with a grade of B or better in their undergraduate study; and an additional unit of coursework in data analysis (CHLH 421 Health Data Analysis, or equivalent), if they did not complete such a course with a grade of B or better in their undergraduate study. Students must maintain a minimum grade point average of 3.0 (A=4.0) during the master's program.

Required Courses:		Hours
CHLH 429	Research Techniques for the Health Sciences	4
CHLH 469	Environmental Health	2
CHLH 474	Principles of Epidemiology	4
CHLH 585	Community Health Advanced Internship	4
CHLH 510	Public Health Development	4
CHLH 540	Health Behavior: Theoretical Perspectives	4
CHLH 550	Health Policy in the U.S.	4
CHLH 599	Thesis Research	8

Electives (at least 4 hours)

Electives may be drawn from a wide range of courses to suit student interest, including:

ANTH 379	Medical Anthropology
BADM 508	Organizational Behavior
CHLH/REHB 407	Disability, Culture and Society
CHLH 455	Health Services Financing
CHLH 456	The Organization of Health Care
CHLH 457	Health Planning
CHLH 458	Health Administration
CHLH 501	Issues in Health Education
CHLH 578	Applied Epidemiology
CHLH 574	Seminar in Epidemiology
EDPSY 407	Adult Learning and Development
EDPSY 580	Educational Statistics
PS 320	Introduction to Public Administration
PSYCH 337	Behavior Modification
PSYCH 352	Attitude Theory and Change
PSYCH 354	Small Group Behavior
REHB 401	Issues in Rehabilitation
REHB 520	Psycho-Social Aspects
REHB 521	Rehabilitation Administration
SOCW 451	Human Behavior and Social Environment
SOCW 501	SW Practice with Groups
SOC 587	Social Statistics, II

M.S. in Rehabilitation

Introduction

Every academic institution strives for excellence, according to its own understanding of what the term means. Certainly there are categories of achievement that almost all would agree upon: an institution's rankings in educational surveys, the breadth of its programs, the quality of its faculty and students, the placement of its graduates, and the career achievements of its alumni. In these categories of achievement, the University of Illinois at Urbana-Champaign (UIUC) consistently ranks among the nation's top academic institutions. There are, however, subtler and perhaps even more fundamental indications of quality that relate to the nature of the institution's commitment to its students—commitment that is based on an intimate awareness of what the students themselves require for success and well-being, and not merely what is required of them by an institution. In these categories of achievement, the University of Illinois has also been a leader, often of visionary stature. The UIUC provides an educational environment where creative thinking and personal commitment are respected and encouraged—an environment in which you, as a student, can successfully prepare to meet your highest personal and professional aspirations.

The College of Applied Health Sciences (AHS) consists of the Departments of Kinesiology and Community Health, Recreation, Sports and Tourism and Speech and Hearing. Each department is involved with enhancing health and human development. Additional units administered by the College which serve the campus as a whole are the Institute for Research on Human Development and the Office of Gerontology and Aging Studies. Each AHS unit makes specific contributions toward improving the quality of our lives.

It is important to note that the University of Illinois at Urbana-Champaign was the first university in the country to offer students with disabilities the opportunity to access mainstream educational environments. DRES was established in 1947. Long before federal law facilitated more egalitarian educational opportunity by mandating colleges and universities be accessible to persons with disabilities, the University of Illinois was developing this unique form of programmatic service. Since 1947, more than 1,200 persons with disabilities have obtained the necessary education to be fully participating members of society. Evidence shows that many of these individuals would not have been able to attend college had the University not had services available.

Within the Department of Kinesiology and Community Health, a Master of Science (M.S.) degree in Rehabilitation is offered to prepare participants for careers as rehabilitation professionals. Available areas of concentration are rehabilitation administration, rehabilitation counseling, and general rehabilitation. A curriculum in supported employment is available as a general rehabilitation option. The academic program provides diverse opportunities for students, both those enrolled in the rehabilitation degree programs as well as graduate student assistants from other campus units. Research opportunities in areas such as testing persons with severe disabilities, culture and disability, adaptive technologies, and characteristics of persons with disabilities in the competitive job market are available in conjunction with research programs of the academic faculty.

Library Resources

The University Library comprises a main library and over 30 departmental libraries. Rehabilitation is served primarily by Applied Health Sciences Library (146 Library) and Education and Social Sciences Library (100 Library). Self-guided taped tours of the main library and the Undergraduate Library are available at the Information Desk (333-2290) on the second floor of the main library and at the Undergraduate Library's Media Center (333-2667). At the request of instructors, the Reference Library will provide research instruction for graduate courses. For further information on library instruction services, telephone the Undergraduate Library Office (333-1900). Students in need of assistance with getting to or being involved with the library tour can call the Rehabilitation Graduate Program, 333-4622, TDD 333-4868.

The University of Illinois Library catalog, as well as those for many other universities in Illinois, can be searched by using any personal computer and modem. Call the main library for further information.

Rehabilitation Graduate Degree Program

The master 401; electives and specific requirements depend upon the area of concentration (See Appendix F). A minimum of 10 units (40 credit hours) is required. Three units must be at the 400 level and two of these must be in Rehabilitation. Students who choose to become eligible to sit for the certificate exam as a Certified Rehabilitation Counselor (CRC) must take 12 units (48 credit hours) to meet the accreditation requirements of the Council on Rehabilitation Education (CORE). All students must have completed one course in basic statistics before graduation.

Rehabilitation Counseling prepares graduates for careers as rehabilitation counselors of clients with physical, mental, and emotional disabilities. Graduates are prepared to take the Certified Rehabilitation Counselor examination. The program is accredited by the Council on Rehabilitation Counselor Education. **Rehabilitation Administration** prepares graduates for positions as administrators, coordinators, and planners in a variety of rehabilitation settings. **Supported Employment** has been identified as a track within the general rehabilitation concentration. It focuses on methods of job placement for persons with disabilities. Supported employment specialists often work in rehabilitation facilities as directors of supported employment programs. See Appendix F at the end of this section (page 73) for specific course requirements under each concentration.

Graduate courses offered:

401 Introduction to Rehabilitation.

Orientation to general field of rehabilitation; includes foundations, resources, assessment, counseling, and placement. 4 hours (usually offered every fall).

402 Medical Aspects of Disability.

Examination of the scope of medical disabilities, their implications, complications, and management. Prerequisite: Biology 111 and Cell and Structural Biology 234; or consent of instructor. 4 hours (usually offered in the fall).

403 Independent Living.

Focuses on the concept of independent living, its medical aspects, and application to elimination of physical and social barriers to persons with disabilities. Prerequisite: Rehabilitation Counseling 401 or consent of instructor. 2 hours.

404 Gerontology

An interdisciplinary approach to the study of human aging and the aged. Aging in the United States and its personal, structural and cultural conditions. Cross-cultural perspectives. Same as Human Development and Family Studies 404. 4 hours (usually offered in the spring).

407 Disability, Culture and Society

Social and cultural contexts of disability, their consequences for the experience of disability, and implications for the development of habilitation and rehabilitation practice. Prerequisite: 6 hours of social or health science, or consent of instructor. 2 hours (usually offered in the fall).

322 Introduction to Mental Retardation.

Study of the history and current status of the social, emotional, physical, and learning characteristics and problems of mentally handicapped children; identification and diagnosis; available services and provisions; and educational programs and lifelong problems and adaptations for these individuals and their families. Same as Psychology 322, Social Work 322, Special Education 322. 3 hours (usually offered every semester).

435 Job Placement Techniques.

Examines theories of job placement, job seeking skills, and techniques for outreach with employees. Focuses on a systems approach to job placement for persons with disabilities. Topics include supported employment, labor market trends, and job restructuring. Laboratory time with clients who have disabilities who are active in the job search process is required. 2 hours (usually offered in the spring).

440 Introduction to Sensory Impairments.

Introduces sensory impairments (i.e., vision and hearing) from a rehabilitation perspective. Prerequisite: Biology 111 or equivalent; Psychology 100 or equivalent; Rehabilitation Counseling 401. 4 hours.

444 Introduction to Adaptive Technologies for Persons with Disabilities.

Introduction and orientation to available adaptive technologies, their applications to various disability groups, and current research and field testing. Prerequisite: Rehabilitation Counseling 401; Rehabilitation Counseling 402, or consent of instructor. 4 hours (usually offered in the spring).

481 Rehabilitation Practicum.

Practical experience in the major areas of rehabilitation; discussion/laboratory sections cover the areas of physical therapy, activities of daily living, counseling, and medical services. This course requires 5 to 8 hours of off campus work every week. For CRC certification, a total of 700 hours must be logged between Rehabilitation Counseling 481 and Rehabilitation Counseling 483. Prerequisite: Rehabilitation Counseling 401. For rehabilitation counseling track, additional prerequisites include the equivalent of Educational Psychology 422. 4 hours (offered spring and summer).

499 Independent Study.

Credit given to students who choose to work one-on-one with a faculty member on an agreed upon area of study.

501 Research Methods in Rehabilitation.

Examines methods and techniques of conducting and evaluating rehabilitation research; experimental and survey designs and procedures; data collection and current directions of rehabilitation research. Prerequisite: Rehabilitation Counseling 402, basic statistics course such as Educational Psychology 490, and consent of instructor. 4 hours (usually offered in the fall or spring).

*CHLH 429 Research Techniques for the Health Sciences or KINES 501 Research Methods in Kinesiology can serve as substitute.

520 Social Psychology of Persons with Disabilities.

Study of the social and emotional adjustment of individuals with disabilities; evaluation of effects imposed by societal attitudes; analysis of the implications for rehabilitation professionals in dealing with individuals who have a disability; review of relevant research. Same as Special Education 520. Prerequisite: Rehabilitation Counseling 401 and 402, and consent of instructor. 4 hours(usually offered in the spring).

521 Rehabilitation Administration.

Overview of rehabilitation management in the public and private sectors; emphasis on rehabilitation service delivery and the interface of rehabilitation administration, supervision, and service delivery to all clients with disabilities; coverage of construct areas such as the Federal Rehabilitation Services Administration, State Department of Rehabilitation Services, and private sector facilities; emphasis on the organizational role and administrative practices, management, supervision, and other relevant areas of leadership development and modeling. Prerequisite: Rehabilitation Counseling 401, 501, Special Education 510, or consent of instructor. 4 hours (Class is usually offered in the spring on an alternating basis between on-campus and off-campus sites).

536 Vocational Evaluation.

Encompasses both the theory and practice of vocational evaluation techniques for persons with disabilities. Reviews basic psychometric instruments and adds practical experience with work samples and computer-based testing. Taught in the Rehabilitation Research and Evaluation Center and includes hands-on experience in the evaluation of disabled clients. Prerequisite: Rehabilitation Counseling 401; consent of instructor. 4 hours (usually offered in the fall).

537 Introduction to Neuropsychological Testing for Rehabilitation Counselors.

Use by rehabilitation counselors of the Halstead-Reitan Neuropsychological Test Battery and other related tests; particular emphasis on understanding test reports and useful applications for neuropsychological testing in terms of rehabilitation clients. Prerequisite: Rehabilitation Counseling 401; consent of instructor. 4 hours (usually offered in the other year).

583 Supervised Practice in Rehabilitation Counseling.

Development of individual counseling skills in a rehabilitation setting; emphasis on vocational evaluation, placement skills as developed in case management, planning experiences as well as adjustment to disability, vocational choice and job placement techniques. This course requires working off campus in an agency. For CRC certification, a total of 700 hours must be logged between Rehabilitation Counseling 381 and Rehabilitation Counseling 483. Prerequisite: Rehabilitation Counseling 481 and consent of instructor. 4 hours May be repeated to a maximum of 8 hours(usually offered every semester).

591 Seminar in Rehabilitation.

Interdisciplinary seminar on topics of current interest. Students, faculty, and visiting lecturers present seminars based on their studies, research or professional activities in the selected rehabilitation topic area. Prerequisite: Consent of instructor. 2 hours. May be repeated to a maximum of 4 hours.

593 Special Problems in Rehabilitation.

Independent research on special projects. Open only to majors. Prerequisite: Rehabilitation Counseling 401; consent of instructor. 2 hours. May be repeated to a maximum of 8 hours.

594 Special Topics.

Lecture course on topics of current interest; specific subject matter announced in Timetable. Prerequisite: Will be determined for each topic and will be indicated in Timetable. Prerequisite: Rehabilitation Counseling 401 consent of instructor. 2 to 4 hours. May be repeated to a maximum of 8 hours.

599 Thesis Research.

Preparation of thesis in rehabilitation. Prerequisite: Satisfactory standing in the master's program. 0 to 8 hours. May be repeated to a maximum of 8.

Related Educational Psychology Courses:**419 Professional Skills Development Workshop in Educational Psychology**

Laboratory, prepractica, or workshops designed to teach practitioner-oriented skills in specialized areas of educational psychology; requests for initiation of sections in this course may be made by students or by faculty members. Prerequisite: Junior standing, concurrent or previous registration in Educational Psychology 422 or equivalent. 2 to 4 hours. May be repeated to a maximum of 8 hours (usually offered in the fall).

420 Introduction to Counseling and Psychotherapy

Study of counseling processes that are especially applicable to the problems of normal individuals; study of the theories of education and personality which underlie counseling procedures for the purpose of developing the student's ability to evaluate these procedures. Prerequisite: EDPSY 311 and 312. 4 hours (usually offered in the fall and summer).

511 Vocational Psychology Theories and Assessment

Study vocational psychology theories, assessment, decision-making, and the job search process; includes an historical overview of the development field. The course links theory with practice, as students engage in the interpretation of vocational assessments, examine relevant ethical standards, and discuss their application. 2 hours is for work on either the vocational theories or vocational assessment parts of the course (this must be negotiated.) For 4 hours, a student must do both aspects. Prerequisite: Admission to the graduate program in counseling psychology or consent of instructor.

Related Special Education Courses**444 Career Development and Individuals with Disabilities**

Course focuses on career development and employment of individuals with disabilities. Emphasis will be placed on determining job options, job development, self-determination and person-centered planning. Prerequisites: Admission to the Department of Special Education, or consent of instructor.

435 Behavior Analysis for Teachers: Applications with Exceptional Individuals

Remediation of behavior problems of exceptional students and adults using applied behavior analysis techniques; includes defining, observing, recording, charting, and evaluating behavior change and application of behavioral procedures to remediate behavior problems in the classroom.

Sample Course Sequence for Concentration in Rehabilitation Counseling

<u>Semester 1</u>		<u>Hours</u>
REHB 401	Introduction to Rehabilitation	4
REHB 402	Medical Aspects of Disabilities	4
EPSY 419	Professional Skill Development Workshop in Educational Psychology	4
EPSY 420	Introduction to Counseling and Psychotherapy	4
<u>Semester 2</u>		
REHB 403	Independent Living	2
REHB 444	Introduction to Adaptive Technologies for Persons with Disabilities	4
REHB 520	Social Psychology of Persons with Disabilities	4
REHB 435	Job Placement Techniques	2
SPED 444	Career Development and Individuals with Disabilities	2
<u>Semester 3</u>		
REHB 407	Disability, Culture and Society	2
REHB 481	Rehabilitation Practicum	4
REHB 501	Research Methods in Rehabilitation	4
REHB 536	Vocational Evaluation	4
REHB 4591	Seminar in Rehabilitation	2
<u>Semester 4</u>		
REHB 583	Supervised Practice in Rehabilitation Counseling	4
Elective		4
Elective		4

Minimum of 48 credit hours required for CRC certification.

Basic statistics course (such as EPSY 480) required prior to graduation, preferably prior to REHB 501.

Basic testing course (such as EPSY 486) recommended before REHB 536.

Highly recommended: Educational Psychology 486, Social Work 552.

Sample Course Sequence for Supported Employment Concentration within General Rehabilitation

<u>Semester 1</u>		<u>Hours</u>
REHB 401	Introduction to Rehabilitation	4
REHB 402	Medical Aspects of Disability	4
SPED 445	Vocational Training for Mentally Retarded Adolescents and Adults	4
Elective		4
 <u>Semester 2</u>		
REHB 403	Independent Living	2
REHB 481	Rehabilitation Practicum	4
REHB 520	Social Psychology of Persons with Disabilities	4
SPED 322	Introduction to Mental Retardation	4
 <u>Semester 3</u>		
REHB 407	Disability, Culture and Society	2
REHB 501	Research Methods in Rehabilitation	4
REHB 583	Supervised Practice in Rehabilitation Counseling	4
SPED 435	Behavior Analysis for Teachers: Applications with Exceptional Individuals	2
REHB 591	Seminar in Rehabilitation	2

Minimum of 40 credit hours required.

Basic statistics course (such as EPSY 480) required prior to graduation, preferably prior to REHB 501.

Basic testing course (such as EPSY 486) recommended before REHB 536.

NOTE: Students wishing to become eligible for examination as a Certified Rehabilitation Counselor must also complete EPSY 420, 511, 419 and REHB 435 and 536 or equivalents with a minimum of 48 hours.

Sample Course Sequence for Concentration in Rehabilitation Administration

<u>Semester 1</u>		<u>Hours</u>
REHB 401	Introduction to Rehabilitation	4
REHB 402	Medical Aspects of Disabilities	4
REHB 501	Research Methods in Rehabilitation	4
Elective	Health Administration	4
<u>Semester 2</u>		
REHB 403	Independent Living	2
REHB 444	Introduction to Adaptive Technologies for Persons with Disabilities	4
REHB 520	Social Psychology of Persons with Disabilities	4
REHB 521	Rehabilitation Administration	4
<u>Semester 3</u>		
REHB 3407	Disability, Culture and Society	2
REHB 3481	Rehabilitation Practicum	4
REHB 591	Seminar in Rehabilitation	2
Elective	Health Administration	4

Minimum of 40 credit hours required.

Basic statistics course (such as EPSY 480) required prior to graduation, preferably prior to REHB 501.

Basic testing course (such as EPSY 486) recommended before REHB 536.

**SUPERVISED FIELDWORK IN
REHABILITATION SETTINGS**

Introduction

Supervised field experience is essential to the preparation of rehabilitation professionals. The purpose of the experience is to provide students majoring in rehabilitation with an opportunity to develop and refine their counseling or administrative skills within the functional milieu of a rehabilitation or related agency. Depending on the program concentration requirements, the following courses are offered as part of the "core" curriculum to graduate students in rehabilitation education at the University of Illinois at Urbana-Champaign.

Rehabilitation 481 - Rehabilitation Practicum (4 hours)

Rehabilitation 583 - Supervised Practice in Rehabilitation Counseling (4 hours)

Only graduate students in the counseling and supported employment tracks are required to complete both of the fieldwork courses mentioned above. Students enrolled in the administration track are only required to enroll in Rehabilitation 481; however, they may also elect to complete Rehabilitation 583.

Note: Any student wishing to eventually be eligible to sit for the Certified Rehabilitation Counselor (CRC) examination must accrue sufficient supervised clinical hours. At the time of this writing, 600 hours (on a semester basis) of supervised internship and at least 100 hours of supervised practicum are required as one of the eligibility criteria identified in the Guide to Rehabilitation Counselor Certification (effective March 10, 1990) by the Commission on Rehabilitation Counselor Certification.

Policy Regarding Student Assignment

It is the responsibility of the Fieldwork Committee to review the specific services and policies of each field agency on a regular basis. This information is provided to the student for the purpose of proper selection of an appropriate placement. Students are then placed in a suitable situation based on their needs and those of the agency. Criteria for acceptability of placements are based on the nature of assigned responsibilities; qualifications and credentials of the supervisor, including professional degrees and certification; and recognized quality of services provided by the agency, including accreditation status where appropriate. Interns who are not supervised in the agency by staff holding the Certified Rehabilitation Counselor (CRC) credential are assigned for supervision to a university faculty member who does hold the CRC credential.

Students performing more than one fieldwork experience should attempt to work in more than one rehabilitation agency setting. Practicum and internship sites chosen should be based on personal interest, professional development needs, and a realistic employment outlook. Students will apply in writing and be reviewed for fieldwork readiness by the Committee. Each student should apply for fieldwork prior to the semester in which the placement will be completed (November 1 for spring placement; April 1 for summer and/or fall placement). The letter of application should be submitted to Dr. David Strauser, Coordinator of the Master's in Rehabilitation Program. See Appendix A at the end of this section (page 63) for more details.

Specific Student, Agency, and Divisional Responsibilities

(1) Student Responsibilities

Students should arrange their work schedules to conform to the agency requirements. Agency policies regarding dress, time of arrival, departure, confidentiality, and other relevant work practices should be followed.

(2) Agency Responsibilities

The agency assigns qualified and interested staff to oversee the student's work and provide general supervision. A regular time schedule should be set each week for supervisor-student consultation and the supervisor should be available to the student at other times for assistance. The practicum or internship program developed by the agency should provide the student with a realistic and representative experience of the actual duties performed by full-time professionals within that agency context. Hopefully, the agency will be able to promote the student's growth in self direction, acceptance and knowledge of professional responsibilities, and increased competencies in the provision of the appropriate rehabilitation services.

(3) Divisional Responsibilities

The Rehabilitation Graduate Program will provide regular supervisory sessions for both practicum and internship students. Students are expected to discuss practicum/internship issues during the sessions. Regular contact will be maintained with participating agency representatives to discuss a student's progress and to provide necessary

assistance. A schedule will be maintained with participating agency representatives to discuss a student's progress and to provide necessary assistance. A schedule of three agency contacts each semester is followed—initial, mid-semester review, and final—when the student, agency supervisor, and university supervisor can meet together to discuss progress.

Individualized written objectives are established for each student in each practicum and internship placement and are included in the "Field Experience Contract." (Appendix B at the end of this section, page 65). The objectives are determined at a joint meeting of the student, agency supervisor, and university supervisor held at the beginning of the semester. Responsibilities and objectives are based primarily on the professional development needs of the student, while also considering the unique characteristics of the agency placement and the interests and expertise of the supervisor.

Student Objectives

Depending on the program track or concentration:

To apply classroom knowledge and skills.

To develop confidence in the ability to fulfill professional responsibilities in activities related to rehabilitation (e.g., counseling, case management, placement, policy analysis, program planning, etc.)

To gain experience in rehabilitation related relationships with clients, other professionals and other agencies.

To experience counselor-client relationships and the role that self-understanding plays in the relationship.

To become acquainted with the organizational structure, processes, and working conditions of rehabilitation and related agencies.

To stimulate the formation of and identification with a professional role.

To provide an awareness of the process of community organization in meeting client needs.

To gain experience in working with a multi or interdisciplinary team.

University Objectives

To assess the student's ability to move from classroom experiences into "real life" situations in rehabilitation practice areas.

To provide feedback for the continuous evaluation of the effectiveness of the core curriculum.

To facilitate university and agency personnel in developing working relationships with one another.

Rehabilitation Agency Objectives

To provide the student with a comprehensive orientation program and instruction, including the agency expectations.

To influence the continued development of rehabilitation education programs.

To provide a practice experience requiring professional responsibility commensurate with the student's knowledge and experience.

To provide professional supervision and guidance to maximize the learning and growth experience.

To provide exposure to a number of varied rehabilitation issues and situations.

To provide the student with a realistic and representative experience of the duties performed by a full-time professional within the agency structure.

Student Evaluation

A grade will be assigned at the conclusion of each unit of supervised practice. The university faculty supervisor is responsible for assigning the grade, but it will be based primarily on the evaluation of the agency supervisor as well as the student.

The student, university, and agency supervisor will develop individualized objectives for the student at the beginning of the clinical experience. These objectives should be reviewed in a joint meeting at mid-semester to discuss the student's progress and provide constructive feedback. At the end of the semester, student progress in accomplishing objectives should again be evaluated and discussed to facilitate closure, emphasize student strengths, and identify areas of needed improvement in future placements or professional positions.

The "Field Experience Evaluation" form provides a final written evaluation for the practicum or internship placement (See Appendix C at the end of this section, page 67).

The field experience is the most important component of our graduate program in preparing competent rehabilitation professionals. The success of the field experience component depends upon the cooperative efforts of university faculty and community professionals and a high priority is given to facilitating those cooperative relationships.

M.S in Rehabilitation Manual Appendices

Field Placement Policy (Appendix A)

Field Experience Contract (Appendix B)

Field Experience Evaluation (Appendix C)

List of Sites (Appendix D)

Liability Insurance Information (Appendix E)

Course Requirements for Concentrations (Appendix F)

Field Placement Policy

All students receiving the Master's Degree in Rehabilitation, regardless of concentration, must complete a practicum (REHB 481). Students who expect to graduate from the CORE accredited program in rehabilitation counseling and/or students who expect to take the Certified Rehabilitation Counselor (CRC) exam must also complete 4 hours of Supervised Experience in Rehabilitation Counseling (internship) (REHB 583) and may take a second 4 hour internship of REHB 583 at the discretion of their advisors. Students who take the counseling concentration must take the equivalent of REHB 401 and EPSY 420 before their first counseling field experience. For students who wish to sit for the CRC exam, 700 clock hours of supervised experience must be accumulated and documented. The 700 clock hours must be supervised by a CRC. A form is included in Appendix B to substantiate documentation. This form will be included in the students' permanent files when completed.

For students who are not preparing to take the CRC exam, practicum experience will involve a minimum of 160 clock hours in an appropriate setting. The course numbers REHB 581 and REHB 583 are offered in fall and spring semesters on campus and only off campus in the summer. For students on the UIUC campus, practicum class should be taken in the spring or the summer.

Procedures for obtaining a field placement site are as follows: The semester before the student expects to take REHB 481/583, he or she is required to submit a letter of application to the Fieldwork Committee and discuss the anticipated placement with their advisor. Whenever possible, placements should be chosen from the facilities/agencies listed in Appendix D at the end of this section (page 69). Additional field placement sites may be developed at the discretion of the field work coordinator and student's advisor, but such development should take place well in advance of the semester in which the student undertakes a given field work experience. Field work sites should be clarified with the Fieldwork Committee and advisor at least one month before the last day of class in the semester before the field work is to begin. These dates would usually be in the first week of November for spring semester, the first week of April for the summer term and/or fall semester.

The Fieldwork Committee will compile and circulate a list of students who anticipate field work in a given semester and their tentative placements, before the end of the semester. Students who are not on this list when circulated are not guaranteed field work placement or credit for the next semester.

Copies of the forms related with fieldwork, including the form which designates the supervised clock hours mentioned previously, the field work experience contract, and all evaluation forms shall be kept in each student's permanent file. Duplicate copies of all such paperwork should be provided to the course instructor for REHB 481/583 for that semester. The student will provide his/her advisor with such information. It is the responsibility of the advisor and student to ensure that copies are forwarded to the student's permanent file.

Students will be supervised by the instructor for the 481/583 course. The faculty supervisor will make at least one on-site field visit to meet with each on-site supervisor and each student during the semester. Additional visits may be developed as need arises or at the discretion of the faculty supervisors. Out of town supervision may be done by teleconference.

As a point of clarification, there actually will be two people involved in the supervision of each student: the class instructor and the site supervisor (non-academic). The field supervisor is required to meet for 1 hour weekly with each student. The purpose of the weekly meeting is for the student and supervisor to discuss field activities and client cases, assess task performance, and plan upcoming activities.

It will be the responsibility of the REHB 481/583 course instructor to ensure that evaluation forms are collected at the end of the semester for purpose of grading. The Fieldwork Committee will be responsible for developing any contracts made between the program and any institution which requires other than the simple contractual arrangement forms available in the student handbook. The Coordinator of the Master's of Science in Rehabilitation Program will complete any necessary signatures as representative of the graduate program/university.

Fieldwork policy is dynamic and may be changed as the need arises by faculty consensus. Students who enter in a given semester will be accountable to the policy as stated in the Graduate Student Handbook at the beginning of their semester of entry into the program.

GRADUATE PROGRAM IN REHABILITATION

**University of Illinois at Urbana-Champaign
127 Huff Hall, MC 588
1206 South Fourth Street
Champaign, IL 61820
(217) 333-6877**

Field Experience Contract

The field experience component of instruction in rehabilitation services is designed to provide students with practical experience in rehabilitation relevant activities and settings. Students are provided with observational experiences and opportunities to assume responsibilities in direct client service and related activities, consistent with their readiness to assume those responsibilities. Accordingly, it is agreed that:

_____ will complete field/experience under the
Student's Name

supervision of _____
Agency Supervisor

at _____
Agency

Address of Agency: _____

Phone: _____

from _____ through _____
Starting date Ending date

for _____ hours/week, according to the following schedule:

Duties and responsibilities will include the following (specify below):

Learning objectives (knowledge and skill to be developed) will include the following (specify below):

The student will perform the duties and responsibilities specified in a reliable and conscientious manner and will maintain regular contact with the instructor and agency supervisor, informing them of any problems which might develop in performing those duties.

The agency supervisor will assign duties consistent with student readiness and provide the necessary supervision to perform those duties. The agency supervisor will also provide an evaluation of the student's performance at the end of the semester, using a form provided by the instructor.

The instructor will be available to both the student and agency supervisor to facilitate the fulfillment of this contract. The instructor (or designated representative) will meet with the student and supervisor (or, in the case of placements which are a great distance from campus, will maintain phone contact) at least twice during the semester to facilitate establishment of these objectives and to monitor and facilitate progress.

Student Date

Agency Supervisor Date

Instructor Date

Other University Supervisor Date

GRADUATE PROGRAM IN REHABILITATION

University of Illinois at Urbana-Champaign

Field Experience Evaluation

Name of Student: _____

Field Placement Agency/Program: _____

1. Please rate the knowledge, skill, and performance of the student using the following scale:

5 = outstanding, a definite strength; 4 = more than adequate; 3 = adequate; 2 = marginal; 1 = deficient, a definite limitation; NA = not applicable.

a. Knowledge of agency roles, functions, and operating procedures	5	4	3	2	1	NA
b. Knowledge of other cooperating agencies and programs	5	4	3	2	1	NA
c. Knowledge of client needs and problems	5	4	3	2	1	NA
d. Skill in relating effectively to clients	5	4	3	2	1	NA
e. Skill in relating effectively to staff and other professionals	5	4	3	2	1	NA
f. Responsiveness to supervision	5	4	3	2	1	NA
g. Growth in knowledge and skill during the semester	5	4	3	2	1	NA
h. Professional behavior and adherence to ethical standards	5	4	3	2	1	NA
i. Any other area of knowledge, skill, or behavior not indicated above which seems particularly important	5	4	3	2	1	NA

2. Please check the option which best describes the conscientiousness and reliability demonstrated by the student during the semester:

_____ Fulfilled all responsibilities in a reliable and conscientious manner

_____ With one or two minor exceptions, met all obligations in fulfilling responsibilities

_____ Some deficiencies were evident

3. Please check the option which best describes your perceptions of the student's potential for future performance as a professional practitioner in rehabilitation settings serving persons with disabilities and other special needs:

_____ Outstanding; the student has the potential to develop into an exceptionally competent practitioner

_____ Very good; the student has the potential to develop into a practitioner with above average competence

_____ Good; the student has the potential to develop into a competent practitioner

_____ Questionable; at present the student demonstrates some deficiencies and future potential seems uncertain

_____ Poor; at present the student does not appear to have the potential to develop into a competent practitioner

4. In the space below please comment briefly on the student's strengths and weaknesses and provide any other information which might be helpful in guiding future professional development.

Supervisor's signature: _____

Date: _____

Please review this evaluation with the student and return it to: Rehabilitation Graduate Program, 127 Huff Hall, 1206 South Fourth Street, University of Illinois, Champaign, IL 61820.

LIST OF SITES

Anixter Center North Suburban Employment Office, Northfield, IL

Office of Rehabilitation Services-Danville, IL

PACE, Inc., Urbana, IL

Champaign Schools Cross Categorical Program, Champaign, IL

Dept. of Special Education & Dept. of Rehabilitation Services, Bloomington, IL

Urbana School District, Urbana, IL

Office of Rehabilitation Services, Champaign, IL

Marriott Foundation Bridges Program, Atlanta, GA

Developmental Services Center, Champaign, IL

Rehabilitation Education Center, Univ. of Illinois, Champaign, IL

Kanagawa Prefecture Educational Institute for the Handicapped, Kanagawa, Japan

The Pavilion, Urbana, IL - Job Development Case Management

Richland Community College

Minority Student Affairs, Univ. of Illinois, Champaign, IL

Client Assistance Program, Springfield, IL

Bridges: School to Work

Marriott Foundation Bridges Program-Chicago, IL

Parkland College/Disability Services

Office of Rehabilitation Services, Decatur, IL

The Urban League - Employment & Training

Marc Center

St. Louis State Hospital

Parkland College

Social Services Division: Champaign-Urbana Public Health

Carle Industrial Rehabilitation

Beckwith Hall, University of IL, Champaign, IL

Rise, Inc. - Spring Lake Park

Carle Clinic Therapy Service, Urbana, IL

LIABILITY INSURANCE INFORMATION

Questions and Answers About the University of Illinois' Self-Insurance Program

In 1976, the Board of Trustees established a self-insurance plan to cover liability resulting from the conduct of University business or arising out of professional services. The limits and terms of coverage, as well as the procedures for submitting a claim, are defined in a document titled "University of Illinois Liability Self-Insurance Plan" (hereafter referred to as the "Plan"). The information contained in this document is intended to provide answers to questions which are frequently asked about the Plan, but is not intended to modify or supplement any terms of the Plan itself. A copy of the Plan can be obtained from the University Office of Risk Management by calling (217) 333-3113.

1. Who is covered by the Plan?

The University and the following persons are covered: trustees, University employees, and those students, volunteer workers, visiting faculty and committee members who have been assigned duties for the delivery of University services. The University may also extend coverage to persons or firms pursuant to a contract with the University, provided the contract specifies the coverage.

2. For what activities are employees covered under the Plan?

Coverage is limited to occurrences or professional services which are within the scope of the person's University duties. The Plan does not provide protection for liability arising from personal activities, moonlighting, or non-University employment. The Plan specifies other exceptions from coverage, such as intentional violation of the law, criminal acts, etc.

3. Does the Plan cover liability arising from a motor vehicle accident while in the course of University business?

Liability arising from motor vehicle accidents is covered by a separate fund administered by the State of Illinois for all state employees. The State provides primary coverage for state-owned vehicles, and secondary coverage for privately owned vehicles provided the employee was acting in the course of University employment.

4. What actions should a covered person take if he or she is notified of a claim or lawsuit?

If a covered person is named as a defendant in a lawsuit, he or she must notify the Campus Legal Counsel within 15 days following receipt of a summons and complaint. The covered person should provide a letter to the Legal Counsel enclosing a copy of the summons and complaint, stating when he or she received the complaint and whether the acts complained of were in the scope of the person's University employment, and requesting that the University provide legal representation. When an employee learns of facts which may lead to a claim or lawsuit, the employee should report the matter to his or her supervisor, who in turn should notify the Campus Claims Manager or Legal Counsel for appropriate investigation and follow-up activities.

5. What are the monetary limits of coverage under the Plan?

The Plan provides \$5 million of coverage per occurrence. The Plan is fully funded based on annual actuarial review and is further protected by the purchase of excess insurance.

6. Can a University employee who is named as a defendant select his or her own attorney?

By the terms of the Plan, the selection of attorneys to defend University employees is made by the University Counsel. This is consistent with the practice of insurance companies when a claim is made under an insurance policy. While the defense is generally directed by the University Counsel, The Canons of Ethics require that a retained attorney's ultimate duty of loyalty is to the individual defendant, as opposed to the institution. Employees may retain and pay for a private attorney to defend claims made against them in their individual capacities, but any settlement or judgment would not be covered by the Plan.

7. Will the University defend lawsuits which seek punitive as well as compensatory damages, or allege intentional or criminal wrongdoing as well as negligence?

Occasionally, a lawsuit will assert multiple claims, some of which may not be covered under the terms of the Plan. Unless the claims are clearly unrelated to the person's University duties, or some other exclusion clearly applies, the University will normally proceed to defend the case without waiving the limitations of coverage under the Plan. By law and policy, the University cannot pay fines or punitive damages which are assessed against an individual for intentional misconduct.

8. What happens if a claim or lawsuit is filed after an employee retires or leaves the University?

The Plan will cover claims and liability arising from acts within the scope of University employment, regardless of when the claim is actually filed. A former employee should submit such claims or lawsuits to the Campus Legal Counsel in the same manner as if he or she was still actively employed by the University.

Sample copy

CERTIFICATE OF COVERAGE

Issued to: _____
 (Agency Name & Address)

RE: _____
 (Name of Student) (Course name & number)

Period: _____
 (Dates of Fieldwork)

The University of Illinois Director of Risk Management certifies:

1. The Board of Trustees of the University of Illinois has established the "University of Illinois Self-Insurance Plan for General and Professional Liability" and said Plan is in effect on the date(s) hereof. The Plan covers civil liabilities for bodily injury, personal injury, and damages arising out of professional services.
2. Students in approved practicum programs at the University of Illinois will be considered "covered persons" under the University's Self-Insurance when acting as an agent of the University. This coverage is limited to occurrences and professional services when the student is acting on behalf of the University of Illinois and within the scope of duties assigned to him or her by the University for delivery of University services.
3. Effective 7/1/97, the limit of liability under the terms of the University of Illinois Self-Insurance Plan shall be a maximum of \$5,000,000 per occurrence. The University does not make any commitments to pay liabilities in excess of the balances which are made available under the Self-Insurance Plan.

Additional information regarding the Self-Insurance Plan may be obtained from the Director of Risk Management.

 Beverly L. Dries,
 Director of Risk Management

Note: If a "Certificate of Coverage" is required, the student should place a request with the Rehabilitation Graduate Program (217) 333-6877.

M.S. in Rehabilitation

Course Requirements for the Concentrations

The Master of Science degree in Rehabilitation, requires a minimum of 40 hours of graduate credit with at least 12 hours at 500 level, eight hours of which must be in Rehabilitation. Students who choose to become eligible for the Certified Rehabilitation Counselor (CRC) examination must take 48 hours of graduate credit to meet the accreditation requirements of the Council on Rehabilitation Education (CORE). For admission, students must have a degree in a Rehabilitation-related discipline and/or a strong background in undergraduate coursework in biological and social sciences. Students must take an additional 4 hours of coursework in statistics (EPSY 480 Educational Statistics, or equivalent) if they did not complete courses through regression and correlation with a grade of B or better in their undergraduate study. The program has concentrations in Rehabilitation counseling, Rehabilitation administration, and supported employment. In consultation with their advisor, students plan a program of courses to fulfill these concentrations. Students must maintain a minimum grade point average of 3.0 (A=4.0) during the master's program.

Required Courses: Hours

*REHB 401	Issues to Rehabilitation	4
*REHB 402	Medical Aspects of Disabilities	4
*REHB 585	Rehabilitation Practicum	4
*REHB 501	Rehabilitation Research	4

Concentration in Rehabilitation Counseling:

REHB 403	Independent Living	2
REHB 407	Disability, Culture and Society	4
*REHB 435	Job Placement Techniques	2
REHB 444	Adaptive Technologies	4
*REHB 520	Psycho-Social Aspects	4
*REHB 536	Vocational Evaluation	4
*REHB 583	Counseling internship	4
REHB 591	Seminar in Rehabilitation	2
*SPED 444	Career Development & Individuals with Disabilities	1

*Or equivalent required for CRC certification.

Concentration in Rehabilitation Administration:

REHB 403	Independent Living	2
REHB 407	Disability, Culture and Society	4
REHB 444	Adaptive Technologies for Persons with Disabilities	4
REHB 520	Psycho-Social Aspects	4
REHB 521	Rehabilitation Administration	4
REHB 591	Seminar in Rehabilitation	2

Concentration in Supported Employment:

(Rehabilitation Counseling requirements plus the following three courses)

REHB 322	Introduction to Mental Retardation	4
REHB 545	Transition & Vocational Planning	
SPED 435	Behavior Analysis in SPED	2-4

Thesis Option:

REHB 599	Thesis Research	8
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Electives:

Electives may be drawn from a wide range of courses to suit student interest, including:

ANTH 379	Medical Anthropology: Managing Organization
CHLH 455	Health Services Financing
CHLH 456	The Organization of Health Care
CHLH 457	Health Planning
CHLH 458	Health Administration
CHLH 469	Environmental Health
CHLH 474	Principles of Epidemiology
CHLH 540	Health Behavior: Theory
CHLH 550	Health Policy in the United States
EPSY 407	Adult Learning and Development
EPSY 580	Statistical Inference in Education
LIR 545	Economics in Human Resources
PS 320	Introduction to Public Administration
PSYC 352	Attitude Theory and Change
PSYC 354	Small Group Behavior
SOCW 553	HBSEII: Health and Rehabilitation
SOCW 501	Social Work with Groups
SOCW 522	Social Work Practice with Communities
SPED 460	Communication & Phys Disab

Internships

Internships are required for the MSPH degree in Community Health and for the MS degree in Rehabilitation. It is optional for other master's degree specializations in Community Health.

For the MSPH degree, students register in CHLH 485 Community Health Advanced Internship, and work for a minimum of 12 weeks (480 hours) in a University-approved agency or site. This is usually done during the first summer of residence. Working with their advisor and the course instructor, students plan an internship at a suitable site with a placement supervisor and draw up an agreement that incorporates the expectations of both student and internship site. Planning for the internship should begin at least one semester in advance of when the internship will be carried out. Please contact Dr. Susan Farner regarding the internship process.

For the MS in Rehabilitation, supervised field experience is an essential part of the degree. Depending on the concentration, students take one or two courses: REHB 481 Rehabilitation Practicum and REHB 583 Supervised Practice in Rehabilitation Counseling. All students complete REHB 481; students in the counseling and supported employment concentrations are required to complete both courses. Students in rehabilitation wishing to be eligible to sit the Certified Rehabilitation Counselor (CRC) examination must accrue at least 700 hours of supervised internship. Students should consult their advisors and the *Manual for Supervised Fieldwork in Rehabilitation Settings*, available in the Department Office.

Doctor of Philosophy In Community Health

Admission Requirements

For admission into the PhD degree program applicants must have completed a master's degree with thesis. In addition to a 3.0 on a 4.0 scale for the last 60 hours of their bachelor's degree work, they must have a grade point average of at least 3.6 on a 4.0 scale for their master's degree work, and acceptable scores on the Graduate Record Examination (GRE). The GRE test must have been taken within the last five years at time of application.

Applicants whose native language is not English, or who have not obtained a university degree from an institution in a country where the native language is English, must complete the Test of English as a Foreign Language (TOEFL). The Department of Community Health requires a minimum score of 600 on the paper-based test and 250 on the computer-based test for admission. In addition, if applicants whose native language is not English are seeking an assistantship they must also have taken the TOEFL within the last two years.

Procedures for Applying to PH.D. after M.S. Work

Master's degree students in the Department of Community Health, UIUC, who are in their last semester of coursework including deposit of thesis, may apply to enter the PhD degree program. As they are already admitted to the University and the Graduate College the procedure is simplified and without fee. The steps are as follows:

1. Write a letter to the Graduate Program Coordinator in the semester when the thesis will be deposited to request consideration for entry into the doctoral program. In most cases this would be for admission in Fall Semester. For Community Health master's degree students only, Spring Semester admission may be considered. Indicate in the letter whether or not you wish to be considered for a departmental assistantship, or if you are applying for a university fellowship.
2. Write a statement of about 200 words describing your reasons for wanting to complete the Ph.D. degree in community health, your research interests, and career objectives. This is the same as the statement requested in the Application for Admission to the Graduate College. The Application itself does not have to be completed; write the statement on plain paper with your name at the top. Send this statement to the Graduate Program Coordinator before the 15 January deadline for applications, or other deadline as indicated by the Graduate Program Coordinator.
3. Ask your thesis/academic advisor to write a confidential evaluation of your potential for doctoral work and addressed to the Graduate Program Coordinator, Department of Community Health.
4. Applicants will be invited for an interview with the Graduate Program Coordinator and other members of the faculty after the application is complete.
5. All other requirements for admission to the doctoral program, namely a GPA of at least 3.6 for master's degree work, a completed master's degree with thesis, and satisfactory scores on the GRE examination, must be satisfied. Letters of recommendation other than the one from the advisor are optional.
6. For further information contact the Graduate Program Coordinator.

PhD Program Description

Areas of Study: There are four areas of study in the doctoral program: epidemiology, health education, health policy and health services research and rehabilitation.

Objectives. Candidates for admission to the program will be required to possess a master's degree with thesis or equivalent, and to follow a course of study which will demonstrate:

1. Substantial knowledge of the field of community health; including concepts, techniques, research, institutions, cultural and international variations, and history; and ability to apply this knowledge in a community health profession.
2. Competency in one or more social sciences, epidemiology, and quantitative and qualitative research methods.
3. In depth knowledge of one area of study in community health (epidemiology, health education, health policy, and health services research and rehabilitation), and in a related discipline.

The ultimate expression of a student's competence in the above consists of the doctoral dissertation. The dissertation, as evidence of a candidate's ability to identify, organize and execute a substantial piece of independent research, should constitute a significant contribution to knowledge, and demonstrate a high degree of writing skill.

Deficiencies. Before admission to the doctoral degree program, students will be advised if they will be required to take up to 12 hours of additional coursework to strengthen course experience lacking in their master's degrees. Areas of weakness will be determined by the Graduate Program Coordinator and interim advisor, and a suitable course program prescribed. The subject areas of concern are: public health, epidemiology, and quantitative and writing skills. Recommended courses could include: CHLH 429--Research Techniques for the Health Sciences, CHLH 474--Principles of Epidemiology, CHLH 510--Public Health Development, and CHLH 540-Health Behavior: Theoretical Perspectives.

Doctoral Degree Requirements.

1. **Areas of Study:** The department offers courses in the following areas: epidemiology, health education, health behavior, health services research, health policy, and rehabilitation. Students will select a dissertation research topic within one of these areas.
2. **Courses:** A student must complete the course requirements as determined by an individually planned program. In contrast to the master's degree programs in Community Health, the doctoral program allows greater flexibility in the selection of courses to allow students to plan their coursework to best suit their research objectives. It is assumed that doctoral candidates will have completed a master's degree in the health or disability field with coursework in public health, epidemiology, health behavior, health data analysis, and research and quantitative methods. Areas of weakness will be determined by the Graduate Program Coordinator and interim advisor and a suitable course program prescribed. Students may be required to take up to 12 hours of additional coursework to strengthen course experience lacking in their master's degree.

A minimum of 64 hours is required beyond the master's degree and must include:

	Hours
CHLTH 591 Seminar	4
Two CHLH 500 level courses related to student's area of study	8
One 500 level course in advanced quantitative methods	4
Related discipline (minor field) in another department	16
CHLTH 599 Dissertation	<u>32</u>
	64

3. Foreign Language or Research Tool Option.
4. Passing the Preliminary Examination.
5. Submission and Defense of a Satisfactory Dissertation.

Foreign Language or Research Tool Option: All doctoral students must complete a foreign language or research tool option. The options available are:

- a. Foreign language. Pass the examination in two of the following: Spanish, French, Russian, German, or other by approval of the Graduate Program Coordinator.
- b. Research tool. 16 hours with representation of at least two of the following areas: statistics, evaluation, research design, computer science, tests and measurement.
- c. Pass the examination in one foreign language, and take 8 hours of research tool.

Note: Courses taken for the research tool option cannot be used to satisfy other course requirements in the doctoral program.

PhD Written Preliminary Examination

Preliminary examinations are typically administered annually in the first week immediately prior to the Spring semester, and should be taken when a doctoral candidate has completed an acceptable amount of coursework approved by advisor.

Examination Date. The written examination questions will be administered during a single period of five days in either **Spring or Fall semester**. In consultation with their advisor, candidates must notify the Associate Department Head, in writing, at least two months prior to scheduled examination date.

Examining Committee. The written examination is conducted by a committee comprised of the student's advisor, and members of the Department graduate faculty. The advisor represents the student's dissertation topic and the committee the areas of competency: community health, research methods, statistical techniques, and the student's area of concentration. Examination in the related discipline will be conducted by faculty of the department concerned. Each paper will take three hours duration.

Examination Questions. In order to guide the examining committee in preparing examination questions that will take into account the student's interests.

Papers are set by the examining committee.

Examiners will read and grade each paper independently as:

Pass with distinction

Pass

Fail.

The chair of the examining committee is responsible for coordinating the final grading and assessment for the candidate. The final assessment of Pass or Fail is recorded in a letter and placed in the candidate's file. The candidate and advisor are notified of the results in writing.

Outcome. Candidates must pass the written portion of the preliminary examination before defending the dissertation proposal.

If a student fails one or more papers, he or she will work with the exam committee and advisor to devise an individualized program of remedial coursework and independent study, and/or will retake only the failed section(s) the following spring. A second failure would result in unconditional termination from the program.

PhD Dissertation Committee

The dissertation committee is formally established with the Department and with the Graduate College when the student has successfully completed prelims.

The dissertation committee has the responsibility for approving the dissertation proposal, conducting the oral portion of the preliminary examination, and evaluating the completed dissertation.

Committee Composition. The dissertation committee will have at least four members, all Graduate Faculty of the University. The chair of the committee will be from the Department of Kinesiology and Community Health. At least one, but not more than two members, must be from other departments. The dissertation research advisor may not necessarily be the chair of the committee and may be a faculty member from outside the Department at the University of Illinois at Urbana-Champaign.

The dissertation advisor is primarily responsible for directing the dissertation research. The chair of the committee is responsible for scheduling and arranging examinations and other formal meetings of the committee, and communicating decisions of the committee to the student, the Graduate Program Coordinator, the department faculty, and Graduate College, as appropriate.

PhD Oral Examination

Soon after its establishment, the dissertation committee will meet with the student to review progress, approve the first draft of a dissertation proposal, and plan the timetable for the oral proposal defense. Approval of a dissertation proposal is required before the preliminary examination is scheduled. The proposal must contain a clear statement of the research topic, the objectives, review of literature, rationale of design methodology, and timetable for work. Students should allow at least 60 days between the time their dissertation proposal is approved and sitting for the oral proposal defense.

The oral defense of the dissertation proposal will normally take place within one year of passing all written exams, and must take place prior to initiating the research project.

Outcome. If the examination is successful, the candidate is approved for promotion to Stage III of graduate studies and may register for CHLH 599--Dissertation Research. This result is reported to the Graduate College on the appropriate form. If the results of the oral examination are unsatisfactory, a re-examination of the oral portion must be scheduled within one year of the initial examination. Failure to pass the re-examination will result in termination in the doctoral program.

PhD Final Dissertation Defense

The oral defense of the dissertation must take place at least six months after the defense of the proposal. Upon completion of a satisfactory dissertation draft, the candidate will present and defend the results before the dissertation committee in a public presentation. Copies of the draft dissertation must be given to the dissertation committee members at least four weeks prior to the expected date of the final examination. The final defense shall not be scheduled any sooner than two weeks after a majority of the committee has judged the draft to be defensible.

The chair of the committee is responsible for arranging the final defense and notifying the Graduate Program Secretary to prepare official forms for recording results of the examination and the Certificate of Committee Approval (red border forms) for the dissertation.

Final defense examinations should also be scheduled no later than **four weeks** before the dissertation is due to be delivered to the Graduate College. Deadlines for depositing dissertations are published in the *Graduate College Academic Calendar* and may be obtained from the Graduate Program Coordinator. (Four weeks allows time for revisions, final typing, making illustrations, completing departmental approvals, and copying -- and the odd crisis, such as loss of files in a computer.) One copy of the dissertation must be deposited with the Department before clearance for graduation can be approved, and two copies with the Graduate College.

Outcome. Satisfactory completion of the final defense is recorded on a Graduate College form and transmitted to the Department Graduate Program Secretary by the chair of the dissertation committee. Depending on the recommendations for completion of the dissertation, the Certificate of Committee Approval

(red border forms) may or may not be signed at this time. The student is now ready to make final preparations to deposit the dissertation.

Submission of Masters Theses and Dissertations

The specific requirements of the Graduate College regarding the preparation of master's theses and doctoral dissertation are set forth in the Graduate College Thesis Handbook located at: www.grad.uiuc.edu/thesis/thesishandbook/

Forms. The official Certificate of Committee Approval (red border form) and Departmental Format Approval Form, are typed by the Department Graduate Program Secretary with information supplied by the student.

In the case of master's theses, these forms must be prepared at least a week ahead of submission to the Associate Department Head for signature. They must be signed by the advisor before submission to the Associate Department Head.

In the case of doctoral dissertations, the forms are prepared before the final defense examination for signature by the dissertation committee. They are then submitted to the Department Head for signature when the dissertation is ready for deposit.

Deadlines. Deadlines for deposit of theses and dissertations are given in the Graduate College Thesis Handbook: www.grad.uiuc.edu/thesis/deadlines.htm. At least two weeks prior to this deadline, an appointment should be made with the Associate Department Head to submit the final draft of the thesis/dissertation. The draft, together with the red border and departmental format forms, must be format checked, approved, and signed by the Head of Department. This process must be completed before the thesis or dissertation is deposited with the Graduate College.

Copies. **One** copy (unbound) of a thesis or dissertation is deposited with the Department of Kinesiology and Community Health. Upon receipt of this copy the student is given the Certificate of Committee Approval (red border forms). The Grade Report Form for satisfactory completion of CHLH 499--Thesis Research is then completed by the Department. **Two** copies (unbound) must be deposited with the Graduate College. Degrees are not complete, and will not be awarded, until the **three** copies have been deposited.

Progress Towards Degree

Guidance of students towards completion of degree requirements is a responsibility of faculty advisors. Annually the Graduate Program Coordinator and faculty make a formal evaluation of each student's progress towards completion of their degree. Failure to comply with any Graduate College requirement, such as maintenance of a 3.0 GPA, or completion of degree in the overall time limit, results in notification by the Graduate College and appropriate action by the Department. Clearance for graduation is the responsibility of the Graduate Program Coordinator and Associate Department Head. This involves a review of all courses taken to make sure the student has satisfied all degree requirements.

PhD/MD Medical Scholars

The Department of Kinesiology and Community Health offers its PhD degree in combination with the MD degree under the Medical Scholars Program of the College of Medicine at Urbana-Champaign, University of Illinois at Chicago. Application to this program is made first to the College of Medicine. Admission to Kinesiology and Community Health is conditional upon admission to the Medical Scholars Program.

Admission. The application materials required by the Medical Scholars Program are used for application to the PhD program in Kinesiology and Community Health. A separate application is not necessary. The Medical College Admissions Test (MCAT) test scores are used in lieu of the Graduate Record Examination (GRE) scores. However, for determination of financial aid it is recommended that applicants submit GRE scores. Applicants must have a grade point average of at least 3.0 on a 4.0 scale for the last 60 hours of a completed bachelor's degree, and for any graduate work completed. Coursework for the MD degree will be recognized as equivalent to a master's degree. Candidates for admission are expected to have previous coursework or professional experience in public health, health education, health policy, epidemiology, quantitative analysis and writing skills. Areas of weakness will be determined by the Graduate Program Coordinator. Students will be advised before admission if they will be required to take additional coursework (up to 12 hours) to remedy deficiencies.

Requirements. The requirements for the PhD degree in Kinesiology and Community Health under the Medical Scholars Program are the same as for the regular PhD degree (see previous sections). Those students who have not completed a master's degree in Kinesiology and Community Health will be advised to complete courses that will prepare them for the preliminary examination. These could include: CHLH 429--Research Techniques for the Health Sciences, CHLH 474--Principles of Epidemiology, CHLH 510--Public Health Development, and CHLH 540-Health Behavior: Theoretical Perspectives.

APPENDIX A

**KINESIOLOGY AND COMMUNITY HEALTH GRADUATE PROGRAM
POLICY AND PROCEDURES ON GRIEVANCES BY GRADUATE STUDENTS**

**Kinesiology and Community Health Graduate Program
Policy and Procedures on Grievances by Graduate Students**

Prepared March 2, 2000

I. INTRODUCTION

All members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching, (*Guiding Standards for Faculty Supervision of Graduate Students*, March 31, 1997). In a large and heterogeneous scholarly community however, problems may arise. Thus the University articulates its policies and provides effective informal and formal procedures for resolving these problems involving graduate students.¹

The purpose of this policy is to protect the interests of graduate students in the Kinesiology Graduate Program by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a department policy. Any graduate student in the Kinesiology Program may informally pursue or formally file a grievance when s/he believes that a decision or behavior adversely affects his/her status as a graduate student.

This *Policy and Procedures on Grievances by Graduate Students in the Kinesiology Program* specifies the policy and describes the procedures to be employed to resolve grievances by graduate students in this department. It was approved by the Graduate College on May 19, 2000. This policy does not apply in cases of academic misconduct. Breaches of academic integrity in research and publication are handled under the campus's *Policy and Procedures on Academic Integrity in Research and Publication*. Similarly, this policy does not apply to cases that arise under the *Code of Policies and Regulations Applying to All Students* ("Code"), such as capricious grading in a course (Section 26) or academic integrity (Section 33).

¹ The policies and procedures described in this document do not override or supersede any other policies as established in the University statutes and campus policies. For more information, see the Department of Kinesiology and Community Health, Kinesiology Graduate Program Handbook and the *Handbook for Graduate Students and Advisers*.

II SCOPE AND COVERAGE

A. Definition of a Grievance

A grievance may arise when a graduate student believes that his/her status as a graduate student, or University appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior. Examples include, but are not limited to the following:

1. inappropriate application of a department or University policy;
2. being unfairly assessed on a preliminary examination;
3. being required to engage in excessive effort on assistantships;
4. being improperly terminated from student-based University appointment (e.g., graduate assistantships, etc.);
5. being improperly terminated from a program;
6. being required to perform personal services unrelated to academic or assistantship duties;
7. being required to meet unreasonable requirements for a graduate degree that extend the normal requirements established by the campus or by the department and are inconsistent with the scholarly standards in the discipline;
8. being the subject of retaliation for exercising his/her rights under this policy; or
9. being the subject of professional misconduct by a student's graduate supervisor or other faculty or staff member.

Practices or actions by a student's supervisor, other faculty member, or other member of the University community that seriously deviate from ethical or responsible professional standards in the supervision of graduate student work may constitute professional misconduct in violation of University policy.

III. INFORMAL PROCEDURES

University policy strongly encourages all students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating a formal grievance. Students in Kinesiology are encouraged to discuss the issue with the faculty or staff member with whom the problem has arisen. If a satisfactory solution is not forthcoming, the student should discuss the issue with his or her adviser, the director of graduate studies, or the head of the department, who shall attempt to find a resolution acceptable to both parties. The student may also consult with the Graduate College, the Office of the Dean of Students, the Ombuds Office, the Office of International Student Affairs, or other sources.

IV. FORMAL PROCEDURES

A. Identification of the Grievance Committee

Annually two members of the faculty shall be appointed by the head of department and two graduate students shall be selected by the graduate students to serve on the grievance committee. The head shall appoint one of the faculty members to serve as

chair of the committee. The graduate student grievant may request that there be no graduate students on his or her grievance committee. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Head.

B. Procedures

1. A student in the Kinesiology Graduate Program may file a formal grievance with either the head of department or directly with the Graduate College, as the student elects. A formal grievance should be filed promptly and must be filed in writing within 180 calendar days of the decision or behavior resulting in the grievance, regardless of whether the department procedure or Graduate College procedure is used. The written grievance should indicate the parties involved, the action or decision being contested, any applicable university, campus or unit policy, an explanation of why the action or decision is inappropriate, and the remedy sought.
2. The head shall define the subject matter and scope of the issues related to the grievance in a written charge to the grievance committee. The primary involved parties shall receive a copy of the charge.
3. Any participant to the grievance may challenge any member of the grievance committee if there is a perceived conflict of interest. The challenge should be made in writing to the head of the department. If the objection is prompt and reasonable, the head shall replace the person with one who meets the stated criteria. The decision of the head as to whether the challenge is prompt and reasonable and as to the acceptability of the replacement selected may be a basis for appeal of the grievance committee's recommendation.
4. The grievance committee's investigation will include a review of written materials presented and seeking information from the primary involved parties in writing or in person. During a hearing, each of the primary parties involved may make a brief opening statement, and then respond to questions from the committee. The primary involved parties may not question each other directly, but may pose questions through the committee chair.
5. Within 30 calendar days of the filing of the grievance, the chair of the grievance committee shall report the committee's recommendations in writing to the department head. The head may grant an extension of the time limit for good cause. The grievance committee's report shall contain:
 - a) a summary of the grievant's contentions and relief sought
 - b) the response of the individual or department against whom/which the grievance was filed
 - c) a general description of the investigative process
 - d) a citation of relevant policies

- e) an explicit finding of fact based on the preponderance of the evidence with respect to each grievance included in the grievance committee's charge
 - f) a listing of the evidence relevant to each finding
 - g) an indication of whether there was a reasonable basis in fact and honest belief for the allegations in the investigated grievance
 - h) a recommendation of appropriate redress for the grievant(s) and
 - i) any recommended changes in policies and procedures to minimize the probability of recurrence.
6. Within 7 calendar days of receipt of the committee's report, the head shall determine the disposition of the case and communicate the decision to the primary involved individuals.

If the head determines that the grievance has not been proved or has no merit, the head will notify all involved parties and all persons who have been interviewed or otherwise informed that grievance has been dismissed.

If the head concurs with the committee's conclusion that the grievance has been sustained and has merit, the head will proceed in accordance with the University statutes and relevant University rules and regulations. The head may, after consultation with appropriate campus officers, prescribe redress for the grievant. In addition, the head may initiate modifications of department policies or procedures. The head shall notify the relevant primary involved individuals (grievant, respondent, grievance committee members) of actions taken.

7. Within 10 calendar days of receipt of written notification of the head's determination, appeals may be made to the Graduate College as specified in the Graduate College grievance policy. This appeal can be based only upon demonstrated specific deficiencies in the application of this department grievance procedure to the student's grievance.
8. After completion of a grievance review and all ensuing related actions, the head shall return all original documents and materials to the persons who furnished them. The department shall destroy the grievance file on a date 5 years beyond the grievant's time limit for completion of the degree. A report of the nature of the grievance and the primary involved parties shall be forwarded to the Graduate College.

V. GENERAL PROVISIONS

A. Coverage

This policy and these procedures apply to all graduate students and members of the academic and administrative staffs in the Kinesiology Graduate Program. This policy also applies to former graduate students, provided they meet the timeliness requirements specified in the procedures above.

B. Oversight Authority and Responsibility

1. The head has responsibility, under the policies and procedures of the Graduate College, for the management of Department of Kinesiology and Community Health graduate programs and related policies and procedures.
2. The head shall have the primary responsibility for administering campus procedures detailed herein. All information and items furnished will be made available to the grievance committee. During the course of an investigation, the head will provide information about the status of the proceedings to the primary involved individuals. Subsequent to the grievance committee's reporting, the head will maintain a file of all documents and evidence, and is responsible for the confidentiality and the security of the file. The head shall make the complete file available to the associate dean of the Graduate College on the appeal of a grievance outcome to the Graduate College.

C. Confidentiality

All persons involved in administering these procedures will make diligent efforts to protect the reputations, privacy, and positions of all involved persons. These persons include those who file grievances, persons who are alleged in a grievance to have taken inappropriate actions or activities, and department administrators. All of the procedures and the identity of those involved should be kept confidential to the extent permitted by law. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false and in particular if dissemination is necessary to protect the reputation of individuals or units falsely accused. Making public the fact that a grievance has been deemed false or unproved is not considered retaliation against the grievant. Protection of confidentiality does not preclude disclosures necessary to redress actions leading to a grievance.

D. Standards of Evidence

The grievance committee's decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of the grievance must be supported by a preponderance of the evidence.

E. Academic Freedoms and Rights of the Parties

1. It shall be a prime concern of all persons who implement this policy and these procedures to protect the academic freedoms fundamental to the academic enterprise. Among other things, this includes the professional judgments of student performance that are an essential part of the graduate education process. Academic freedom, however, affords no license for the mistreatment of graduate students.
2. The rights of the primary involved individuals shall be specified in the form of a written notice or letter from the head of department. The primary involved individuals have the following rights:
 - a. To receive notice of the identity of the members of the grievance committee.
 - b. To receive a written statement of the charge including the subject matter being considered by the grievance committee. If additional information emerges during the committee's evaluation that substantially changes the subject matter, the parties shall be informed promptly in writing.
 - c. To submit statements in writing and to meet with the committee to present information.
 - d. To consult private legal counsel, or another person who may provide advice at the meeting with the committee. Prior notice of the presence of an advisor must be given and any other primary involved party may request a delay of up to 5 calendar days to arrange for the presence of an advisor.
 - e. To review and respond to the grievance committee's final report.
3. Any of the parties responsible for the implementation of this policy may consult University Legal Counsel at any time during the informal or formal processing of a grievance.

F. Conflict of Interest

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, who has a conflict of interest in a dispute under this procedure, or a concern about a conflict on the part of another, shall report it to the head of department who shall take appropriate action. If the head has such a conflict, the head will inform the Associate Dean of the Graduate College who will, in consultation with the dean of the academic college, decide how to address the situation.

G. Timeliness and Procedural Changes.

All procedures prescribed in this document should be conducted expeditiously. The head for good cause may extend any of the time periods and may make other reasonable alterations of these procedures, provided that the alteration does not impair the ability of a grievant to pursue a grievance or the respondent(s) named in the grievance to defend him/herself. Any alterations of these procedures must be communicated to all pertinent parties.

H. Withdrawal of a Grievance

The grievant may submit a written request to withdraw the grievance at any time. The head shall decide whether to approve the request. A request to withdraw shall be approved only if both parties to the action agree to terminate the proceedings. If the withdrawal request is approved, the head shall notify the primary involved parties and the files shall be destroyed. If the withdrawal request is denied, the grievance shall continue to be processed to a conclusion according to the above procedures.

I. Termination of University Employment

The termination of University employment of any of the primary involved individuals in a grievance, by resignation or otherwise, after initiation of procedures under this policy shall not necessarily terminate these proceedings.

J. Malicious Charges

Bringing unfounded charges in bad faith is a violation of this and the Graduate College grievance policy. If the grievance committee determines that the allegation(s) in the grievance or the testimony of any person was unfounded and motivated by bad faith, that finding shall be communicated by the head of department to the Dean of the Graduate College and the dean of the academic college. After consultation with the Provost, the deans may inform the head of such a finding. Such finding may be the basis for disciplinary action or other personnel decision in accordance with University rules and regulations.