



Master of Science Plan B Project Option Policy

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Adopted on April 20, 2001, and effective immediately

Policies

1. Students electing the project option must fulfill all of the regular requirements for the Plan B option of the master's degree in their emphasis area, plus successfully complete 4 credits of KIN 897, Project in Kinesiology.
2. A project shall consist of a capstone experience that results in a tangible product such as a position paper, teaching aid, instructional videotape, web site, on-line course materials, journal article, publishable literature review, lab manual, curriculum, etc. The final project report shall consist of a paper following the format of a thesis (see next section). A project may involve research work, although typically this work is not as extensive or as independently driven as a thesis. For example, a student could conduct a limited pilot study with a small number of subjects, or carry out a piece of a larger project conceived and planned primarily by the supervising faculty member. Anyone considering the possibility of going on for a Ph.D. should complete a thesis (Plan A, KIN 899) involving a research project resulting in a publishable paper. The project report is filed only with the department and thus is not subject to the strict formatting guidelines governing the thesis, which must be submitted to the University as well as the department.
3. The guidance committee shall consist of at least two members selected according to University Plan B Guidance Committee policy (see Academic Programs book). It is recommended that a third member be selected, in addition to the two faculty members required by University policy. This additional member could be, for example, a doctoral candidate in the student's emphasis area, or an off-campus professional involved in the planning and/or execution of the project.
4. The student shall prepare, present and defend a project proposal (see guidelines below) prior to beginning any work on the project itself. The completed written proposal must be provided to all committee members at least two weeks in advance of the scheduled proposal defense date. Approval of the proposal by the committee is required before data collection or other production work begins.
5. Generally, the proposal presentation should consist of a 15-30 minute talk in which the student briefly outlines the rationale for and potential significance of the proposed project and presents the proposed methods for the project. After the presentation, questions may be addressed to the student by the audience, not to exceed 15 minutes total. After the question/answer period, the guidance committee will meet privately with the student to engage in scholarly inquiry and discussion and to address any specific concerns. The student will then be asked to leave the room while the committee deliberates on the outcome of the defense. The committee shall decide on one of four outcomes: approved with no changes, approved with minor changes (student's advisor to be the final arbiter of the revised proposal), approved with major changes (revision to be resubmitted to all committee members for re-evaluation), or rejected. Following these deliberations, the student will be apprised of the committee's decision.
6. Upon conclusion of the project, the student shall prepare, present and defend a final report on the project (see guidelines below). The final defense meeting serves as the student's final certifying examination. This final presentation and defense shall follow the same procedures outlined above for

the proposal defense, with the addition of a brief report on the outcomes of the project, potential applications of the results, and conclusions and recommendations for future development.

7. The project proposal presentation and the defense of the completed project report shall be open to the public. The project advisor shall notify the Graduate Studies Secretary at least 14 days in advance of defense, and the Graduate Studies Secretary shall notify KIN faculty and graduate students within 7 days in advance of the defense. Notification shall be via email and written notices posted on the Graduate Studies bulletin board by the Graduate Studies Secretary.
8. Copies of the final report, revised if and as directed by the committee at the final defense, shall be provided to the student's major advisor and to the Kinesiology Department. The department copy should be flat-bound and submitted to the department's graduate secretary before the end of the semester in which the final defense occurred. Approved binding methods include spiral, pressure, and pin methods; three-ring binders are not acceptable. Hardcover, book-style binding is acceptable but not required.

Guidelines for Preparing the Project Proposal and Final Report

Students shall follow the University Guidelines for Preparing Theses and Dissertations in preparing the project proposal and final report. This document specifies content and format for the title page, table of contents, body of the paper, and appendices.

Proposal

Chapter 1: Introduction - Provide a brief overview of the project: what you propose to do, why it is needed, who will benefit.

Chapter 2: Literature Review - This chapter should consist of a comprehensive review of the literature related to the concept and production of the product, including detailed citations to document the rationale and significance of the project and to support the chosen methods.

Chapter 3: Methods - Provide a detailed description of the procedures to be followed in conducting the project (materials and methods to be used, subject populations to be studied [if appropriate], procedures for analyzing or evaluating the outcome of the project, etc.).

References: All literature cited in the text should be listed according to standard citation methods (e.g., APA style or an accepted journal format).

Note: If the project will involve any research using human subjects or laboratory animals, a proposal must be submitted to the appropriate university review board after committee review of the project proposal and approved by the review board before any data collection begins.

Final Report

The final report shall consist of Chapters 1-3 (amended as required by the guidance committee at the proposal defense), plus the following:

Chapter 4: Results and Discussion - Present a detailed summary of the results of the project and a discussion of the outcome. Compare the project results with appropriate products discussed in the review of literature (Chapter 2).

Chapter 5: Conclusions and Recommendations - Briefly summarize the major outcomes of the project. Describe the potential applications of the resultant product, including the populations who might benefit from use of the product. Provide suggestions for future applications, extensions, or improvements of the methods and results of the project.

References: All literature cited in the text should be listed according to standard citation methods (e.g., APA style or an accepted journal format).

Appendix: If appropriate, the actual product and any supporting materials (surveys, data, etc.) should be included in appendices at the end of the report.

Note: Deviations from this report format may be made with prior approval of the guidance committee.