

# College Of Health and Human Development



**PennState**

## Kinesiology Graduate Program

Master of Science (M.S.) Handbook

2016 – 2017

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## PREFACE

**Welcome to The Pennsylvania State University!** You have been selected by a graduate faculty member to pursue the degree of Master of Science (M.S.). You have competed successfully against other candidates in the process of admission. Your selection was based on your previous academic performance, mentor letters of support, GRE scores, and aptitude for research. Your continued academic excellence is expected.

The M.S. is a research degree. A master's thesis is a critical component of the degree program. Graduate level courses and seminars focus on research and research findings. You will be intellectually stretched and hopefully stimulated to explore the frontiers of knowledge of your academic interest.

You must attend to policies and requirements set by the Graduate School as well as the Department. Universities grant graduate degrees through their Graduate Schools. Therefore, you, the student, as well as the faculty in the Department of Kinesiology are accountable to two administrative units: (1) The Graduate School, and (2) The College of Health and Human Development.

This handbook has been prepared to assist you in your master's studies. Applicable information has been obtained from the *Graduate Degree Programs Bulletin*, *Penn State Policy Manual* and Departmental graduate studies materials.

You, and you alone, are responsible for meeting the M.S. requirements. Your graduate program adviser cannot be held responsible for interpreting policies, rules, or regulations, either those of the department or Graduate School. A word of caution: Petitions have been submitted on behalf of students to waive or modify a Graduate School requirement. These petitions are seldom honored and on no occasion has approval been granted because of a student's oversight. The *Graduate Degree Programs Bulletin* provides the essential information necessary for your degree sequencing and progression. Be systematic in meeting the requirements. There are no shortcuts. Become familiar with the *Bulletin* and its contents, and use it frequently as a reference.

When you have questions regarding your program, avoid the consultation of peers. Go to the source, the Graduate Program Director or the graduate program's staff assistant. M.S. programs are tailored to meet individual needs. What may have been acceptable to one student may not be applicable to you. Therefore, put requests in writing. These written requests will be answered in writing.

Good luck in your research and scholarly endeavors. The faculty and graduate program administrative units are committed to facilitating your efforts during your program of study leading toward the M.S. degree in Kinesiology.

## **Typical M.S. Student Progression**

A typical time-line for a fulltime students studying for M.S. is as follows. Part-time students must adjust their personal schedule appropriately.

### ***Year One***

- Coursework
- Complete Scholarship and Research Integrity (SARI) training (10 hours)

### ***Year Two and Beyond***

- Complete Coursework
- Schedule KINES 600 Thesis Credits
- Complete “Thesis Committee Members” Form. (See Appendix F)
- Identify Thesis Topic
- Work on Thesis Topic (e.g., review literature, collect data)
- Write Thesis

### ***Graduating Semester***

- Activate “Intent to Graduate” with the University Registrar
- Submit Draft Thesis to the Graduate School for Format Review
- Pay Thesis Binding Fee
- Public Defense of Thesis (follow the deadlines as listed on the Thesis Office Calendar)
- Submit Final Thesis to the Graduate School
- Attend Commencement

### **Note**

To ensure graduation in a specific semester you have to follow the “Thesis Office Calendar” deadlines, these are available from the Kinesiology Graduate Program Office or the Graduate School

## Department Of Kinesiology - Graduate Faculty

### **The Graduate Faculty**

Lacy Alexander, Ph.D. (Penn State) Associate Professor of Kinesiology  
April Armstrong, M.D. (Western Ontario) Associate Professor of Orthopaedics  
Melissa Bopp, Ph.D. (South Carolina-Columbia) Associate Professor of Kinesiology  
W. E. Buckley, Ph.D. (Penn State) Professor of Exercise and Sport Science, and Health Education  
John H. Challis, Ph.D. (Loughborough University of Technology) Professor of Kinesiology  
David E. Conroy, Ph.D. (Utah) Professor of Kinesiology  
Mary Jane De Souza, Ph.D. (Connecticut) Professor of Kinesiology  
Danielle Symons Downs, Ph.D. (Florida) Professor of Kinesiology  
Mark Dyreson, Ph.D. (Arizona) Professor of Kinesiology  
Robert B. Eckhardt, Ph.D. (Michigan) Prof. of Developmental Genetics and Evol. Morphology  
Michael Blair Evans, Ph.D. (Wilfrid Laurier University) Assistant Professor of Kinesiology  
Sara B. Ferguson, M.D. (University of Pennsylvania) Assistant Professor of Dermatology  
Jinger S. Gottschall, Ph.D. (Colorado) Assistant Professor of Kinesiology  
Douglas R. Hochstetler, Ph.D. (Penn State) Associate Professor of Kinesiology  
Peter M. Hopsicker, Ph.D. (Penn State) Associate Professor of Kinesiology  
Xuemei Huang, Ph.D., M.D. (Beijing Medical University) Assoc. Prof. of Neurol. and Pharmacology  
W. Larry Kenney, Ph.D. (Penn State) Professor of Physiology and Kinesiology  
Donna H. Korzick, Ph.D. (Penn State) Associate Professor of Kinesiology and Physiology  
R. Scott Kretchmar, Ph.D. (Southern California) Professor of Exercise and Sport Science  
Mark L. Latash, Ph.D. (Rush) Distinguished Professor of Kinesiology  
Scherezade Mama, Dr.P.H. (University of Texas) Assistant Professor of Kinesiology  
Timothy R. McConnell (Kent State) Adjunct Professor of Kinesiology  
Sayers John Miller III, Ph.D. (Penn State) Assistant Professor of Kinesiology  
Gustavo Nader, Ph.D. (Illinois at Chicago) Associate Professor of Kinesiology  
Kristina A. Neely, Ph.D. (Western Ontario) Assistant Professor of Kinesiology  
James A. Pawelczyk, Ph.D. (North Texas) Associate Professor of Physiology and Kinesiology  
Stephen J. Piazza, Ph.D. (Northwestern) Professor of Kinesiology  
David N. Proctor, Ph.D. (Kent State) Professor of Kinesiology  
Liza Rovniak, Ph.D. (Virginia Polytechnic Institute) Assistant Professor of Medicine  
Jonas Rubenson, Ph.D. (Western Australia) Associate Professor of Kinesiology  
Robert L. Sainburg, Ph.D. (Rutgers) Professor of Kinesiology  
Jessica Lynn Schultz, Ph.D. (Iowa) Associate Professor of Kinesiology and Women's Studies  
Wayne J. Sebastianelli, M.D. (Rochester) Professor of Orthopaedic Surgery and Rehabilitation  
Neil A. Sharkey, Ph.D. (California, Davis) Professor of Kinesiology  
Semyon M. Slobounov, Ph.D. (Illinois) Professor of Kinesiology  
Kenneth L. Swalgin, Ph.D. (Ohio) Assistant Professor of Kinesiology  
Richard L. Tutwiler, Ph.D. (Penn State) Senior Research Assoc.; Affil. Assoc. Prof. of Kinesiology  
Nancy I. Williams, Sc.D. (Boston U) Professor and Department Head of Kinesiology  
David Yukelson, Ph.D. (North Texas State) Affiliate Assoc. Prof. of Exercise and Sport Science

### **The Emeritus Faculty**

Karl M. Newell, Ph.D. (Illinois), *Professor Emeritus of Kinesiology and Biobehavioral Health*  
Ronald A. Smith, Ph.D. (Wisconsin) *Professor Emeritus of Exercise and Sport Science*  
Karl G. Stoedefalke, Ph.D. (Illinois) *Professor Emeritus of Exercise and Sport Science*  
Vladimir M. Zatsiorsky, Ph.D. (Central Institute of Physical Culture, Moscow) *Professor Emeritus of Kinesiology*

### **Note**

The Departmental also has a number of affiliate and adjunct graduate faculty, this list can be found on the following web page, <http://www.gradsch.psu.edu/facstaff/listfaculty.cfm?program=107>

## **GENERAL INFORMATION**

### **Assignment of Academic Adviser**

Academic advisers are made aware of graduate student applicants by the Kinesiology Graduate Program Office according to the initial interest expressed by the students in correspondence, on the application for admission, or in personal interviews prior to the first registration. Acceptance of a student by a specific faculty member is required for entry into the Program. It is anticipated that this faculty member would remain the student's adviser throughout their studies. In exceptional circumstances a student may change adviser, but this may only occur after consultation with their current adviser, their potential new adviser, and the Professor in Charge of the Graduate Program. Under such circumstances the student should not assume they can retain their current source of funding (be it departmental assistantship or grant funding). Background course work will be reevaluated in light of the new specialization; deficiencies, if any, will be identified.

### **Thesis Adviser**

Normally, the same person is both academic and thesis adviser; however, on occasion, it may be desirable to have another faculty member serve as the thesis adviser or co-adviser. If such is the case, the Kinesiology Graduate Program Office should be notified.

### **Transfer of Credits for the M.S. Degree**

Please refer to the *Graduate Degree Programs Bulletin* concerning the transfer of credits. The appropriate form titled "Transfer of Credit from an External Institution" is available from the Kinesiology Graduate Program Office. There are limits to the number of credits that can transfer and be applied to a graduate degree – for details, see <http://www.gradsch.psu.edu/current/transfercredits.html>.

### **Graduate Assistantships**

The Department offers a limited number of half-time assistantships that require 20 hours of service per week per semester. Each semester's appointment will last 18 weeks.

Assistantships are competitive and are awarded based on the following criteria: (1) scholarship, (2) experience, and (3) specific ability desired for tasks for which assistantships are allocated. Preference usually is given to Ph.D. candidates. Departmental assistantships are not differentiated as "teaching" or "research" assistantships and typically involve both activities with approximately ten hours of each per week. Representative teaching during a semester may consist of conducting or assisting with an undergraduate Kinesiology laboratory or teaching a lower level undergraduate course. Students with academic deficiencies that require a semester or more to complete will not be considered for an assistantship until such deficiencies are completed. The maximum amount of time a M.S. student can typically be funded on departmental funds is two (2) academic years (four semesters).

Graduate students with assistantships receive a stipend for the academic year (Fall and Spring Semesters, but not Summer Session) and an exemption from tuition charges (all semesters including Summer). Additional compensation during a semester may be received for additional hours of work only with special advanced approval of the Dean of the College where the student holds the assistantship, and provided the compensation is not for additional hours of work on the assigned assistantship duties. Extra compensation cannot interfere in the due process of the degree program. Half-time assistants must carry a minimum of nine (9) credits per semester during each semester of service and may apply for a tuition grant for the succeeding summer to cover a maximum of nine credits. A "Summer Tuition Assistance Program" application, available from the Departmental Graduate Program Staff Assistant, must be completed by the graduate student and submitted according to the published deadlines.

Graduate assistants are evaluated each semester by their assistantship supervisor, (PR 6, *Penn State Policy Manual*) and often by classroom evaluations. Supervisors will discuss performance with their graduate assistant upon the completion of the academic semester.

### **American English Oral Communicative Proficiency Test**

Linguistics and Applied Language Studies (LALS) offers courses specifically for International Teaching Assistants, and administer a test on arrival to these students. Individuals who need to improve their speaking and presentation skills can enroll in the following courses according to the results of the American English Oral Communicative Proficiency Test (or an approved equivalent test). Students will not be permitted to register for these courses unless they have taken this test. (See the LALS course catalog for course descriptions and scheduled offerings.)

ESL 115G - American Oral English for International Teaching Assistants I (3 credits)  
ESL 117G - American Oral English for International Teaching Assistants II (3 credits)  
ESL 118G - American Oral English for International Teaching Assistants III (3 credits)

Graduate level writing:

ESL 116G - Composition for Academic Disciplines (3 credits)

Speaking and listening undergraduates and graduates:

ESL 114G - American English for Academic Purposes (3 credits)

If a student fails the American English Oral Communicative Proficiency Test they cannot perform any teaching duties. To assume these duties they take and pass ESL 118G. Students enrolled in ESL 118G must receive a grade of "B" and pass a post evaluation exam before being allowed to assume teaching responsibilities. The post evaluation exam is an oral language exit exam that evaluates the student's overall comprehensibility and communicative effectiveness

### **Medical Insurance Requirement**

Penn State requires all graduate students on assistantships and all international students to demonstrate that they have health insurance coverage, either privately or through Penn State.

Graduate students who are U.S. Citizen and elect not to have Penn State Health Insurance must complete an Insurance Declination Form, available online at <http://www.sa.psu.edu/uhs/basics/insurance.cfm>

For details about cost and coverage, contact the Student Insurance Office, 302 Student Health Center, 865-7467.

### **Computer Accounts**

In order to obtain your user ID and password, take your Penn State photo ID card to an automatic signature station and follow the instructions there. Stations are located at

- 103 Boucke Building
- 204 Wagner Building (ITS Help Desk and Accounts Services Office)
- 6 Findlay Commons
- 15 Sparks
- 201 Pollock Library
- 112 Shields Building Lobby area (2 kiosks)
- 107 Waring Commons
- 107 Warnock Commons
- W130 Pattee (ITS Service Desk at Knowledge Commons)
- 109 Willard Bldg
- 24 Redifer Bldg

- 5A Katz Bldg
- 170 Physical Plant Building (M-F 7am-3:30pm)
- 128 Outreach Bldg, 100 Innovation Park Boulevard
- 321 Building, Suite 306 OTS Lobby (M-F 7:30am-5pm)

Please make a note of your user ID and password when they are displayed on the screen. Your account should be active within 24 hours.

## MASTER'S DEGREE PROGRAM OF STUDY

The Graduate Program in Kinesiology is organized around six interdisciplinary areas of study,

- Athletic Training & Sports Medicine
- Biomechanics
- Exercise Physiology
- History and Philosophy of Sport
- Motor Control
- Psychology of Physical Activity

Students select one area of emphasis for their graduate work and a faculty advisor who is a member of that study group.

Entry into a Master of Science (M.S.) degree program encompasses the transition from a common baccalaureate pattern of learning characterized principally by passive modes of learning via formal coursework in classrooms and lecture halls to the beginning of investigative activities, most commonly in collaboration with established researchers. Although beginning M.S. students are enrolled in some graduate courses, simultaneously many of them are instructors of undergraduate students, with attendant responsibilities for the transmission of a heritage of prior knowledge.

The M.S. program of study in the Department of Kinesiology requires a minimum of 30 graduate credits. This total includes the basic core courses and related areas as discussed in subsequent sections. Twelve credits of course work or colloquium must be at the 500 level (that is, graduate courses only). The thesis (6 credits) also is included within the 30-credit minimum.

A final public oral examination, conducted by the candidate's committee members, must be scheduled and passed after all other work, including the M.S. thesis, has been completed. A 3.0 (B) grade point average is required for graduation. Coursework can usually be completed in four semesters and with diligence and well focused efforts, research and thesis completion can be finished in this time.

### **Basic Degree Requirements**

Regardless of the area of study, the following courses are required of all Kinesiology master's degree candidates:

- 6 credits selected from the six Department of Kinesiology areas of graduate study, for all of which the student must receive a quality letter grade.
- 6 credits selected from classes offered outside of the Department of Kinesiology, for all of which the student must receive a quality letter grade.
- KINES 590 - Colloquium, for two semesters (3 credits)
- KINES 600 - Thesis Research: (6 credits)
- Scholarship and Research Integrity (SARI) Training (10 hours)

This gives 21 credits, leaving 9 credits to reach the minimum total credits of 30 required for the master's degree. The remaining 9 credits can be taken from other graduate classes (e.g. from colloquium, statistics, research, etc.) to reach a minimum total of 30 credits. At least 18 credits in the 500 and 600 series combined, must be included in the program. A minimum of 12 credits in course work (400 and 500 series), as contrasted with research, must be completed in the major program.

It is recommended that graduate students attend colloquium (KINES 590) regularly during all of the semesters that they are in residence (i.e. beyond the minimal requirements) because these talks are designed to be central elements in the Department's intellectual life.

## **Scholarship and Research Integrity (SARI)**

The Graduate School has mandated that all graduate students have SARI training. The training will consist of at least 10 hours of instruction. The relevant topics include, but are not limited to, the acquisition, management, sharing, and ownership of data; publication practices and responsible authorship; conflict of interest and commitment; research misconduct; collaborative science; and human subjects protections.

The training has two components,

**1)** Completion of five hours of online Responsible Conduct of Research (RCR) training

(<http://www.research.psu.edu/orp/sari/>).

**2)** Participation in five hours of discussion (class time or workshops) of universal and discipline-specific aspects of SARI.

Doctoral students must meet the entire ten-hour minimum requirement prior to taking their candidacy examination, while Masters students must fulfill the requirement in order to graduate.

You will be notified of classes, seminars, and workshops which will satisfy the second requirement. Our College, Health and Human Development, will offer three 100 minute workshops per academic year, two during the fall semester and a third during the spring term. If you take the following classes they can also contribute to your SARI Training,

- KINES 530 – Experimental Design and Methodology in Kinesiology (3 credits) – contributes 2 hours.
- KINES 588 – Scientific Writing in Kinesiology (3 credits) – contributes 2 hours.
- BIOS 591 – Ethics in the Life Sciences (1 credit) – contributes 5 hours.

The Department must maintain a record of each student's SARI training; and you will be notified when you have completed the mandated requirement. It should be appreciated that emerging scholars should continue throughout their academic careers to keep apprised of issues related to scholarship and research integrity.

## **Minor Field**

A student may elect to have a minor field of study. A minor field consists of at least 6 credits of integrated or articulated work in one field related to, but different than that of the major. A minor normally may be taken only in one of the approved graduate degree programs offered at Penn State, or in a formal graduate minor program that has been approved by the Graduate Council. The minor field chosen must have the approval of the departments and programs responsible for both the major and minor fields.

Students should work with the Graduate Program Staff Office in 276 Rec Hall to be sure that the proper paperwork is submitted to the Graduate School.

## **Grading**

Quality Grades are assigned by a course professor or thesis adviser in recognition of the student's scholarly attainment. The following grading system applies to graduate students: A, 4.00; A-, 3.67; B+, 3.33; B, 3.00; B-, 2.67; C+, 2.33; C, 2.00; D, 1.00; F, 0.00. A minimum grade point average of 3.0 for work done at the University is required to remain in good standing for all graduate degrees.

R Grades indicate that the student has devoted adequate effort, but give no indication of the quality of such work. An R grade does not influence the GPA. If an R grade is to be changed (as for thesis work) to a quality grade, this change must take place within one semester of the original grade having been recorded.

Deferred Grades (DF) are assigned if work is incomplete at the end of a semester due to extenuating circumstances. Assignment of a deferred grade is not automatic, and any student who

contemplates being unable to complete the work in any course by the end of a semester should discuss the matter with the instructor and secure approval; it should not be assumed that a deferred grade will be assigned if such arrangements have not been made by the normal end of the course. The DF must be removed (by completing the work and allowing sufficient time for it to be evaluated by the instructor) by the ninth week of the subsequent semester in which the student is enrolled. A quality grade will be assigned by the course instructor at that time. If the work has not been completed, the DF will automatically change to a grade of F. All DF grades must be removed from a student's record prior to the Final Oral Examination.

Pass/Fail (P/F) Grading is used exclusively for certain graduate courses (e.g. KINES 590) approved by the Graduate Council. While a grade of P does not influence a student's GPA, a grade of F does.

For more information about the University's grading system refer to the *Graduate Degree Programs Bulletin*.

### **The Master's Committee**

The M.S. Committee must consist of a minimum of three members, with the majority holding an appointment in the Graduate Program in Kinesiology. One member shall serve as the Committee Chair. The Committee members are selected by the thesis adviser and the degree candidate. A form titled "Master's Degree Faculty Thesis Committee" must be filed with the Department's Graduate Program Office (see Appendix A).

### **KINES 600/610 Thesis Research Credits**

KINES 600 is a variable credit course for students in full time residence at the University Park campus devoting time toward thesis research and writing. KINES 610 is a variable credit course for students not in residence at the University Park campus while devoting time toward thesis research and writing. No more than six credits of thesis research (600/610) may be assigned a quality letter grade. Thesis credits over this limit must appear as "R" on the transcript.

### **Intent to Graduate**

At the beginning of the semester when graduation will occur, each student is required to use the appropriate e-lion application to activate the graduation process (<https://elion.psu.edu>). If the student does not meet all graduation requirements in the semester as expected, the activation process must be repeated in the next semester when graduation is intended. The deadline for activation usually is three weeks after the beginning of the semester. The student is responsible for meeting the graduation/thesis deadlines. A semester calendar can be consulted at the Department of Kinesiology Graduate Program Office and on line at <http://www.gradsch.psu.edu/calendar/>.

### **Thesis and Final Oral Examination**

Competence in independent research and scholarly exposition must be demonstrated by preparation of a thesis on some topic related to the area of study. The M.S. thesis should represent a significant contribution to knowledge, be presented in a scholarly manner, document an ability to do independent research of high quality, and indicate sound knowledge of research methodologies and techniques. The complete Graduate School *Thesis Guide* is available from the Graduate School, or online at <http://www.gradsch.psu.edu/current/thesis.html>.

A final public oral examination is given by the masters student's committee members. This exam covers the thesis and knowledge of areas related to the student's specialization.

*The candidate is responsible for delivering the thesis to their committee members, at least two weeks prior to the scheduled thesis defense. A shorter delivery time should only occur if your advisor has prior permission from all of your committee members.*

### **Thesis Submission**

All Thesis Signatory Pages must be **typed** and submitted to the Kinesiology Department Graduate Program Staff Assistant prior to the Graduate School deadline for the signature of the Program Director or Department Head. On determination that corrections have been made as required by the Committee, the signatory page, already bearing signatures of other committee members, will be signed by the Program Director or Department Head.

### **Copies of Thesis**

In addition to a copy of your thesis submitted to the Graduate School Thesis Office, it is customary to provide a complimentary, hard-bound copy to each member of your Committee in recognition of the assistance provided during the course of the research.

### **Time Limit for the M.S. Degree**

All requirements, including the defense of the thesis, must be met within eight years of admission to degree status. Please see *Graduate Degree Programs Bulletin* for more details.

### **Research Policies**

It is important that all research is conducted with highest possible standards; please see Appendix B for guidelines.

Prior to research using animals the Institutional Animal Care and Use Committee's (IACUC) web-based basic training program must be completed, this includes a web-based test that must be passed. This training course explains the care and use of animals involved in any university activity, whether these animals are dead or alive.

Prior to research using humans the Office of Research Protection web-based basic training program for the use of human participants involved in any University research project must be completed. This training includes a web-based test that must be passed. This training course has been mandated by Federal regulations; it provides information on topics such as laws and regulations, guidelines, responsibilities, resources, when conducting research on humans.

For certain studies, training associated with the Health Insurance Portability Accountability Act (HIPAA) must be completed. This training is required for research with human participants where data is obtained from a third party source such as a physician's office, hospital, or clinic that treated a subject.

The Office of Research Protection can provide guidance in planning studies to ensure all University and Federal regulations and guidelines are met. This office also provides the training courses. Their web address is <http://www.research.psu.edu/orp/>.

The initiation of any study involving animals of humans is contingent upon the approval of the appropriate committee of the Office of Research Protection, and all personnel having completed the appropriate training program from the Office of Research Protection.

## **LOGISTICS**

The following are some general logistics. Please check with your respective laboratory or research group about any specific policies they might have regarding the topics discussed in succeeding paragraphs.

### **Address and Telephone Updates**

You should immediately notify the Kinesiology Graduate Program Staff Assistant with a change of address and phone number. This is necessary in order to receive correspondence from the Department in a timely manner. Also, in case of an emergency, it will save time in trying to reach you. It will also be necessary to complete a new W4 form, which can be obtained from Department of Kinesiology Graduate Program Office.

### **Bicycle and Moped Registration**

Please consult the following web site for information about registration:

<http://www.transportation.psu.edu/>

or *contact the Parking Office, 1 Eisenhower Parking Deck, 814-865-1436*. Any person bringing a bicycle or moped on any campus of the University shall register the bicycle/moped and obtain a permit. Bicycles/mopeds registered by the Borough of State College are valid on the University Park Campus. Also, the University Park issued permits are valid in the Borough of State College. This is by reciprocal agreement and identical permits are issued. Upon expiration of the permit, the bicycle/moped must be re-registered.

### **Motor Vehicle Registration/Parking Permit**

Please consult the following web site for information about permits:

<http://www.transportation.psu.edu/>

or *contact the Parking Office, 1 Eisenhower Parking Deck, 814-865-1436*. All students wishing to use parking facilities at University Park campus must register the vehicle with the Parking Office and, while parked on campus, display an authorized parking permit on the vehicle. Vehicles must be registered by the first day of class each semester or by first business day following arrival on campus.

### **Copying**

Any copying done for a class you are conducting or assisting with should be done on the Department of Kinesiology copiers located in 266 Recreation Building. You are strongly encouraged to make your own copies whenever possible. Please allow ample time for processing large jobs, especially during peak times such as the start and end of each semester. Material to be copied in connection with a student's personal coursework and/or thesis is the responsibility of the student and is not to be done on departmental equipment.

### **Desk and Office Space**

Usually students who are on departmental assistantships have a desk area to facilitate their teaching needs. Please see the Kinesiology Graduate Program Staff Assistant for more details.

### **Keys**

Keys will be issued with approval from the appropriate faculty member. Most keys are issued by the KPAP Administrative Support Assistant in 276 Recreation Building, 814-863-0353.

**Mailboxes**

Mailboxes are provided for all Kinesiology graduate students in 266 Recreation Building. Biomechanics Laboratory and Noll Laboratory also have additional mailboxes for students.

**Office Supplies**

Office supplies are not provided by the Department of Kinesiology for student use. If you are a graduate assistant, basic supplies are available for use in your teaching responsibilities (e.g., paper, pens, grade book, etc.). If you have any questions, see the Kinesiology Graduate Staff Assistant.

**Postage**

The student is responsible for postage for any personal correspondence mailed from the department. In the case of material mailed for research purposes, arrangements must be made through the Kinesiology Department Administrative Assistant prior to the mailing. In most cases postage expense for research would be covered under a research contract or grant.

**Student Identification Cards (id+)**

New students have until the end of the first semester/session of registration to obtain an id+ card. Failure to do so within the first semester/session of registration could result in being assessed a replacement fee for the card. Students are required to carry the Penn State id+ card at all times for purposes of identification. The University Park ID office is located in 103 Hetzel Union Building (HUB). You must have valid identification with you (e.g., photo driver's license, passport, or military ID) in order to have your photo id+ issued.

**Travel/Conference Registrations**

Graduate students can apply for one departmental Travel Grant each academic year to assist in the costs of travel to professional meetings. Application forms are available in 275 Recreation Building or from the Kinesiology Graduate Staff Assistant.

Conference registration fees for which reimbursement will be requested must be paid using a Penn State purchasing card. Most faculty with grants have these cards. Otherwise, work with the Accounting Staff Assistant to have your registration paid on the department's purchasing card.

For any travel where any portion of the costs will be reimbursed by Penn State funds (grant or department funds), the travel arrangements must be made through a Penn State approved agency (Penn State Travel Services, Centre For Travel, or E-Travco). Please check with the Accounting Staff Assistant before making any travel arrangements on your own to be sure correct procedures are being followed, otherwise reimbursement may not be possible.

## APPENDIX A

### **Co-authorship of Scholarly Reports, Papers and Publications (Intellectual Property IP02)**

#### **Purpose:**

It is the policy of The Pennsylvania State University that proper credit be given to those individuals who make material contributions to activities which lead to scholarly reports, papers and publications

#### **Guidelines:**

Rigid prescriptive requirements in this area are considered unwise, because the situation with respect to co-authorship varies from one discipline to another and from one publication to another. Nevertheless, it is recommended that the authors of scholarly reports, papers and publications abide by the following principles regarding co-authorship.

1. Co-authorship should be offered to anyone who has clearly made a material contribution to the work.  
Moreover, each coauthor should be furnished with a copy of the manuscript before it is submitted, and allowed an opportunity to review it prior to submission. An author submitting a paper, report or publication should never include the name of a coauthor without the person's consent. Exceptional circumstances, such as death or inability to locate a coauthor, should be handled on a case by case basis. In cases where the contribution may have been marginal, an acknowledgment of the contribution in the publication might be more appropriate than co-authorship.
2. In cases of theses for advanced degrees, if any publication derived from the thesis is not published with the degree recipient as sole author, then that person should be listed as coauthor. In no instance should publications derived from a thesis be published under the sole authorship of the thesis adviser.
3. Anyone accepting co-authorship of a paper must realize that this action implies a responsibility as well as a privilege. As a general rule, each coauthor should understand the content of the publication well enough to be able to take responsibility for all of it; otherwise, the publication should clearly indicate the parts of which each coauthor has responsibility. If a potential coauthor has doubts concerning the correctness of the content or conclusions of a publication, and if these doubts cannot be dispelled by consultation with the other coauthors, the individual should decline co-authorship.

#### **Further information:**

For questions, additional detail, or to request changes to this policy, please contact the Office of the Vice President for Research and Dean of the Graduate School.

#### **Cross References:**

Other policies may also be referenced, especially the following:

AD47 - General Standards of Professional Ethics.

Effective Date: January 7, 2013

Date Approved: September 14, 2012

Date Published: January 7, 2013 (Editorial changes- December 20, 2013)

#### **Most Recent Changes:**

- December 20, 2013 - Editorial change in CROSS REFERENCES section.  
RA10, *Addressing Allegations of Research Misconduct*, has been removed. Revisions to RA10 make it no longer applicable to this particular IP policy as a cross reference.

**Revision History (and effective dates):**

- October 25, 2013 - Editorial changes. Addition of policy steward information, in the event that there are questions or requests for changes to the policy.
- January 7, 2013- Policy moved from the Research Administration (RA13) section to the new Intellectual Property section (IP02). Same name and verbiage was retained.
- February 25, 2010 - Minor editorial changes made throughout the policy.
- May 23, 2007 - Revisions to Guideline #2, to clarify publishing particulars involving theses for advanced degrees.
- February 20, 1998 - Relocated and renumbered Policy RA13 from AD48, and updated RA10 location.

## **APPENDIX B**

### **The Responsible Conduct of Research (University Guideline RA16)**

#### **Purpose:**

The Pennsylvania State University is committed to fostering integrity in the conduct of research. All members of the research community, including faculty, research staff, students, fellows, adjunct faculty, and visiting researchers, are expected to adhere to the highest ethical and professional standards as they pursue research activities to further scientific understanding.

The goal of the Guidelines is to offer a set of values, principles, and standards to guide decision-making and conduct throughout the research process. It is not intended to provide a set of rules that prescribe how researchers should act in all situations. Rather, the Guidelines are intended to increase awareness of research integrity and outline the University's expectations for ethical behavior amongst all researchers.

The Guidelines discussed are not mutually exclusive. There are many circumstances when many of them apply to a single project or activity. The risks of non-adherence to the Guidelines can be both personally and institutionally great. Potential consequences of non-adherence are outlined in the University policies that form the foundation for these Guidelines.

#### **Guiding Principles:**

The Code of Conduct prescribes standards of work performance and ethical conduct expected of all persons engaged in research at The Pennsylvania State University based upon the following guiding principles:

- a. Research is the pursuit of truth in the advancement of knowledge
- b. Researchers should, in all aspects of research-
  - i. Demonstrate integrity and professionalism;
  - ii. Observe fairness and equity;
  - iii. Disclose and appropriately manage all conflicts of interest;
  - iv. Ensure the rights, safety, and dignity of those associated with research; and
  - v. Comply with all legal, regulatory, and ethical requirements established by the University, regulatory bodies, funding sources, and professional organizations.
- c. Research methods and results should be open to scrutiny and debate.

#### **I. Data Management and Data Integrity**

Data integrity depends on the proper and ethical collection, representation, and retention of data. Falsification or fabrication of one's own data and unacknowledged use of data generated by others are unacceptable behaviors and constitute misconduct. The University maintains ownership of all data collected from research conducted at the University, under the auspices of the University, or with University resources, subject to restrictions stipulated in University-approved agreements with sponsors and other third parties.

#### **Guidelines:**

- a. Accept primary responsibility for data collection, proper attribution, recording, storage, retention, and disposal or transfer to University Archives, as appropriate.
- b. Scrupulously record data in a form that is easily accessible for analysis and review and, if the research is supported by external funding, readily identifiable with and traceable to the sponsored project.
- c. Maintain the privacy of data as required by confidentiality agreements and regulations.
- d. Make data immediately available to scientific supervisors and collaborators, as confidentiality agreements permit.

- e. Post-publication, share data with other interested researchers who seek to verify and/or complement existing research.
- f. Maintain research data intact, preferably in original form, in accordance with University or sponsor's retention requirements or for a sufficient amount of time to allow for analysis of published results by other researchers, optimally a minimum of five years after publication.

## **II. Responsible Authorship**

Authorship is the process by which the results of original research are translated to published form to facilitate the communication of new knowledge to the professional community. Thus, the integrity of the scholarly record is of paramount concern to the research community. See University Policy [RA13](#).

### **Guidelines:**

- a. Attest to the originality of work.
- b. Assign credit appropriately in publications by citing relevant work of others.
- c. Discuss and resolve issues of authorship before beginning a study or as they arise during a study.
- d. Assign appropriate credit in publications to all those who have contributed significantly to the research process, including research staff, students, and support staff. See PSU Policy [RA13](#) for further clarification on co-authorship.
- e. Confirm that all coauthors willingly agree to be listed as coauthors of publications and to assume responsibility for the accuracy and integrity of their contributions.
- f. Actively involve all coauthors in reviewing and verifying any and all parts of the manuscript.
- g. Identify a primary author to be responsible for the validity of the entire manuscript and for assuring that all contributions are appropriately recognized.
- h. Avoid honorary authorship, which is the practice of subscribing authorship to an individual who has not made a substantial contribution to a manuscript. Instead, utilize alternative forms of acknowledgment as allowed by the publication venue.
- i. Include information in the publication on the sources of financial support for the research. Be cautious of financial sponsorship that prohibits the naming of the sponsor in publication.

## **III. Dissemination of Research**

The University strongly upholds principles of academic freedom, and as an institution serving the public, encourages every effort to ensure that research conducted under the auspices of the University can be freely pursued and disseminated. Researchers are urged to be aware of overtly commercialized research that attempts to place boundaries on academic freedom to pursue research for the good of society and to make research results available to the general public. However, the nature of some research, particularly industrial and defense-related research, does present some circumstances where it may be appropriate and necessary for restrictions to be placed on dissemination. Where such situations are warranted, researchers should practice caution and abide by the following guidelines.

### **Guidelines:**

- a. Conduct classified research only in the Applied Research Laboratory.
- b. Maintain the secrecy of classified research.
- c. Maintain the confidentiality of proprietary information that has been provided to enable research.
- d. Refrain from publishing or otherwise disseminating research related to inventions until appropriate disclosure filings are made to protect your intellectual property.
- e. Abide by export control regulations that can place legal restrictions on the ability to publish or present.
- f. Refrain from disseminating research that may result in future harm to the public.

#### **IV. Publication Practices**

Timely communication of research results is the primary method for the public dissemination of new knowledge, which is necessary for fostering growth in a professional field. As such, researchers have the responsibility to communicate research results to the scholarly community. Both the reputation and the growth of a profession depend upon three key values: 1) openness in communication, 2) honesty in reporting results and methods, and 3) fairness in apportioning credit. All investigators are obligated to uphold these values.

##### **Guidelines:**

- a. Include sufficient information in publications to enable others to replicate the results or otherwise scientifically validate the research.
- b. Avoid simultaneous submission of the same abstract or manuscript to multiple journals.
- c. Avoid fragmentary publication or multiple publications of highly similar research findings based on the same data set.
- d. Acknowledge any sources of financial support for the research and disclose any conflicts of interest in publications.

#### **V. Peer Review**

Peer review is an essential part of the research process. Peer review helps ensure that research has been carried out in an effective manner and will make a significant, timely contribution to the field. Researchers of all fields may find themselves in the position to offer peer review, and the obligation should be thought of as an additional way to contribute to the profession. The review process must be conducted according to the highest professional standards to ensure continuing widespread confidence in the peer review system.

##### **Guideline:**

- a. Review only manuscripts and grant applications on a subject matter of personal expertise and return a thoughtful review.
- b. Disclose real or perceived conflicts of interest. Identification of a conflict of interest may require a decision to remove oneself from the review process.
- c. Base a review objectively within the context of published information. Offer positively constructive comments rather than confrontational remarks.
- d. Retain the confidentiality of all manuscript and grant application contents, as both contain privileged information.

#### **VI. Collaborative Research**

Collaborative research affords many opportunities to significantly expand research in response to more detailed questions by sharing expertise and resources. Researchers are encouraged to partake in collaborative research within the institution as well as across institutions, keeping in mind that all of the guidelines for research put forth are applicable to collaborative projects. Noncompliance by any single individual contributing to collaborative research may have negative repercussions for the entire research team.

##### **Guidelines:**

- a. Ensure all those involved confirm their compliance with applicable regulations and policies of all institutions and professional standards.
- b. Abide by export control regulations that can place legal restrictions on the ability to publish or present.
- c. Ensure collaborators adhere to all grant management regulations and contractual obligations.
- d. Discuss and agree to authorship guidelines for the project.
- e. Advise collaborators of institutional policies for intellectual property and requirements for protecting privileged work invented in the course of the collaboration.

- f. Disclose all real or perceived conflicts of interest with collaborators prior to embarking on collaboration.

## **VII. Financial Conflict of Interest**

Conflict of interest occurs when a researcher uses his/her position, relationships, and reputation for personal gain or for the profit of a family member. Real or perceived conflict of interest can be detrimental to the research process in that it may lead some researchers to inappropriately influence a research study or results. The existence of a financial relationship does not necessarily lead to inappropriate actions. Consequently, it is important for researchers to disclose all relevant financial relationships. See University Policies: [RA05](#), [RA12](#), [HR91](#), and [RA20](#).

### **Guidelines:**

- a. Disclose all potential significant conflicts of interest to:
  - a. the University Conflict of Interest Committee prior to the submission of proposals or initiation of sponsored projects or at least annually or as changes in status occur.
  - b. funding agencies when submitting funding applications.
  - c. journal editors when submitting manuscripts for publication or acting as a peer reviewer.
  - d. meeting organizers prior to delivering a scholarly presentation.
  - e. the Institutional Review Board, when applicable.
- b. Attempt to eliminate significant conflicts of interest and appropriately manage those that cannot be eliminated.

## **VIII. Conflict of Commitment**

Conflict of commitment occurs when demands on time and/or effort made by non-institutional entities or persons interfere with primary professional responsibilities to the University. Avoiding irresponsible conflicts of commitment is essential for supporting credibility and accountability, providing sound stewardship of University resources, increasing trust among members of the University community, protecting researchers and the University from litigation, and for maintaining mission focus and academic freedom. The University allows and encourages extra-university research activities as long as such activities support the mission of the University and do not compete with the University. To avoid the appearance of unethical conflicts of commitment, researchers should disclose all potential conflicts to academic supervisors. See University Policy [RA12](#).

### **Guidelines:**

- a. Attempt to effectively manage time and effort commitments that may detract from University obligations.
- b. Disclose all potential conflicts of commitment that arise from activities such as consulting, external teaching, privately-funded research, and start-up companies.

## **IX. Fiscal Responsibility**

Accurately managing research funds contributes to the fiscally sound and ethically responsible conduct of research. Managing project budgets and effort responsibly contributes to the legitimacy of the overall research project. See University Policies [RA01](#), [RA03](#), [RA04](#), [RA06](#), and [RA08](#).

### **Guidelines:**

- a. Understand that grants, contracts, and gifts are awarded to the University, rather than to individuals employed by the University.
- b. Effectively manage research-appropriated funds to ensure all costs incurred on a project are reasonable, allowable, and allocable.
- c. Comply with all terms and conditions imposed by the financial sponsor.

- d. Initiate all required approvals for budgetary and programmatic changes that may be necessary during a project.
- e. Comply with University purchasing and travel policies as well as all sponsor regulations.
- f. Submit effort certifications for all projects annually, but review effort assignments monthly to avoid unallowed expenses for federally funded projects in particular.

## **X. Responsibilities of Research Supervisors**

Mentoring young researchers in the technical as well as ethical aspects of research is a significant responsibility. Research supervisors have the rewarding and unique opportunity to inform, instruct, and set an example for the responsible conduct of research. However, researchers should be cognizant of ethical issues related to the supervision of research trainees such as the potential abuse of power over those who are dependent for financial, academic, and emotional support; conflicts of commitment between the productivity of the supervisor's research and the trainee's academic progress; and financial conflicts of interest created by assigning research trainees to projects in which the supervisor stands to gain financially.

### **Guidelines:**

- a. Ensure the scientific integrity of all work stemming from one's research group.
- b. Provide supervision, guidance, and example to trainees to further their academic, technical, and professional development.
- c. Provide oversight of experimental procedures including study design and data collection, validity, reporting, and retention.
- d. Instruct graduate students, post doctoral fellows, and other research assistants on all relevant regulations, university policies, and university procedures for research with humans, animals, and/or hazardous materials.
- e. Ensure the proper fiscal management and conduct of the project.
- f. Oversee the preparation and submission of technical reports and any other required deliverables.

## **XI. Research with Human Participants**

The conduct of research with human participants is highly regulated and is guided by ethical considerations. First and foremost, researchers should be cognizant of the fact that research with human participants is a privilege, not a right stemming from Academic Freedom. Researchers are obligated to conduct research with human participants in such a way as to minimize any risks or harm to participants. The Institutional Review Board (IRB) review and approval process is in place to ensure that all research with human participants adheres to this mandate. See University Policies [RA14](#) and [RA22](#).

### **Guidelines:**

- a. Minimize risk to participants and ensure that research is justified by maximizing potential benefits.
- b. Obtain informed consent of participants throughout the duration of the research as appropriate.
- c. Ensure the safety and privacy of all participants, as well as the confidentiality of all information.
- d. Employ additional safeguards when vulnerable populations are involved.
- e. Obtain written IRB approval for research prior to contact with human participants.
- f. Adhere to all relevant federal regulations.

## **XII. Research with Animal Subjects**

Research involving animals must be humane and meet normative standards of conduct. Animal researchers are duty-bound to conduct their research ethically and humanely. Researchers should

be cognizant of the fact that the use of animals in research is a privilege, not a right stemming from Academic Freedom. See University Policy [RA15](#).

**Guidelines:**

- a. Ensure all research associates working with animals are adequately evaluated according to the Animal Care and Use Occupational Health and Safety program, trained and supervised.
- b. Identify how the research will benefit animals or human kind.
- c. Minimize the number of animals involved in a research study to include only the number necessary to ensure the integrity of the research.
- d. Design protocols to avoid or minimize discomfort, distress, and pain, using appropriate pain medication where appropriate.
- e. Obtain written approval of research from the Institutional Animal Care and Use Committee (IACUC) prior to the commencement of any research or teaching with animals.
- f. Adhere to the IACUC-approved protocol throughout the study.
- g. Conduct all research activities in accordance with University policy, the Animal Welfare Act, the Public Health Service Policy on Humane Care and Use of Laboratory Animals, the Guide for Care and Use of Laboratory Animals, and U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Teaching, Research, and Training.

**XIII. Research Involving Hazardous Materials and Potential Safety Hazards**

Research involving biohazardous, radioactive and other hazardous materials, such as chemicals, if, improperly handled, has the potential to pose a threat to researchers, the Penn State community, and society at large. Additionally, other potential safety hazards may exist in the research environment and measures need to be in-place to prevent injury or negative impacts. It is essential that an organizational structure for safety be established and followed so that safe processes are integral with daily activities. See University Policy [SY01](#).

**Supervisor Responsibilities:**

All supervisors (department chairs, faculty, and other employees with direct oversight of University activities) have specific responsibilities to provide for the health and safety of those supervised.

- a. Be thoroughly informed of appropriate University and Departmental safety policies, rules and procedures and how they specifically apply to your responsibilities and authority.
- b. Ensure all employees and students understand and abide by relevant safety and health policies, rules, regulations, and procedures.
- c. Provide and maintain required safety equipment, devices and personal protective equipment and apparel. Ensure proper usage.
- d. Provide instruction and assistance in the proper operation of equipment or materials that may be potentially hazardous.
- e. Encourage reporting of health and safety concerns. Take prompt, corrective action when unsafe conditions, practices or equipment are reported or observed.
- f. Conduct a thorough investigation in all work-related injuries, illnesses and accidents, submit appropriate recommendations on all accident reports, and follow through to ensure corrective measures have been implemented.
- g. Coordinate or conduct inspections to maintain safe and healthful conditions, and address any deficiencies that are identified.
- h. Provide for health and safety training.

**Guidelines for Use Involving Biohazardous Materials:**

The Institutional Biosafety Committee (IBC) and Environmental Health and Safety (EHS) exist to ensure compliance with regulations pertaining to the use of these materials. See University Policy [SY24](#).

- a. Submit any research or teaching involving the use of genetically modified materials (recombinant DNA); infectious agents; human blood, tissues, or unpreserved body fluids;

Select Agents, or USDA regulated agents to the Institutional Biosafety Committee for review and written approval prior to conducting the activities.

- b. Ensure all laboratory work areas have current and protocol appropriate inspections by Environmental Health and Safety.
- c. Ensure all research personnel are properly trained and supervised for handling biologic and chemical materials to which they may be exposed.
- d. Dispose of all biological hazards and chemical materials according to established regulations.
- e. Conduct all research activities in accordance with relevant University polices, federal regulations, and state laws.

#### **Guidelines for Use of Radioactive Materials:**

The University Isotope Committee (UIC) and Environmental Health and Safety (EHS) exist to ensure compliance with radiation rules and procedures. See University Policy [SY14](#).

- a. Obtain written authorization from the University Isotope Committee prior to beginning research utilizing radioactive materials.
- b. Acquire all radioactive research materials through Environmental Health and Safety.
- c. Ensure the proper containment of radioactive materials being utilized in work areas.
- d. Ensure all research associates and technicians working with radioactive materials are properly trained by EHS.
- e. Immediately report radioactive material spills or exposure to the environment.
- f. Dispose of all radioactive materials according to established regulations.
- g. Conduct all research activities in accordance with all relevant University policies, federal regulations, and state laws.

#### **Guidelines for Use of Radiation-Producing Equipment:**

The use of radiation-producing equipment such as x-rays poses a potential serious hazard to those individuals exposed. It is also regulated by federal and state agencies. See University Policy [SY15](#).

- a. Consult with EHS as early as possible prior to ordering or installing any radiation-producing equipment.
- b. Arrange to have newly installed systems inspected by EHS for required labeling, safety devices, radiation levels, and evaluation of the system location to assure user and non-user safety.
- c. Prepare written operating procedures for the use of all radiation-producing instruments and review them with the user(s).
- d. Inform EHS prior to the transfer of the equipment or when a system is permanently removed from service and is to be either disposed of or used for parts.
- e. Contact EHS for guidance on proper disposal.

#### **Concluding Statement:**

The responsible conduct of research is essential for promoting public trust in research and in the University. The University expects that all research and other scholarly activities be conducted according to the highest ethical standards and guidelines. The personal and institutional consequences associated with unethical conduct can be significant. The risks of non-adherence to the guidelines stated here can include fines, loss of privileges to conduct particular types of research, loss of funding or the inability to apply for certain types of funding in the future, damaged reputation, disbarment from a federal agency, and dismissal from the University. As is stated in Policy [RA10](#), the University will take all necessary actions to ensure the integrity of research and scholarly work.

*Effective Date: December 3, 2003*

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## APPENDIX C

### **Diversity in the Department of Kinesiology**

The Department of Kinesiology at Penn State University focuses on the basic and applied science of human movement and application of this science to health and education. The department is committed to providing outstanding instruction and educational opportunities for our students; discovering and disseminating new knowledge about physical activity, exercise, and human movement and its relationship to human health and disease; and providing outstanding service and outreach to the field of kinesiology and our community.

The Department of Kinesiology values diversity in all of its forms. Learning about kinesiology involves developing an appreciation for people from different backgrounds, understanding movement from a wide-range of perspectives, and fostering diverse types of thinking. Department faculty expertise reflects considerable breadth and diversity.

Within the Department faculty teaching and research interests touch on biomechanical, historical, neuromotor, pedagogical, philosophical, physiological, psychological, and sociocultural perspectives of human movement, physical activity, and exercise. The Department is one of nine academic units in the College of Health and Human Development, an innovative college focusing on human health and well being throughout the lifespan. The college features a blend of disciplines that address life quality issues in a comprehensive way.

The following is a list of resources at Penn State which endeavor to foster diversity in its many aspects.

#### **Affirmative Action Office/Diversity Support and Education Center:**

- The Affirmative Action Office offers assistance with managing diverse classrooms and workplaces and educational programs on all aspects of diversity through the Diversity Support and Education Center. Concerns regarding possible discrimination based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, including sexual harassment, sexual orientation or veteran status may be discussed with staff in the office. For more information contact 814-863-0471 or visit this website, <http://www.psu.edu/dept/aaoffice/>

#### **Center for Adult Learner Services:**

- The center helps prospective and enrolled adult learners in three ways. Adults interested in beginning or resuming college student can obtain admission and financial aid materials and education information. Enrolled adults are helped to make the transition to student status by using the center's lounge, study area, and kitchenette; attending orientation, computer, stress management, and other programs; and meeting with staff. Lastly, staff advocate for and with adult learners to improve the University climate for adults. For more information contact 814-863-7378 or visit this website, [www.sa.psu.edu/adultlearners](http://www.sa.psu.edu/adultlearners)

#### **Center for Women Students (CWS):**

- The center provides educational programming, counseling services, information materials, and referrals on numerous women's issues, including "chilly" classroom/campus climate, institutionalized sexism, sex-based discrimination, gender harassment, and violence against women. The CWS is also involved in women's advocacy and related efforts to make the academic community aware of and responsive to, women students' concerns. As part of its services, the center maintains an extensive library of reading materials pertaining to women's topics and numerous audio-visual holdings, which may be reserved for classroom use. For more information contact 814-863-2027 or visit this website, <http://www.sa.psu.edu/cws/mission.shtml>

**Commission for Women:**

- The Commission for Women has identified areas of concern for the women employees and students of Penn State. It is a forum for exchanging ideas that can translate into improved practices to support women. The Commission for Women examines and makes recommendations about issues that affect women employees and students, including workplace and classroom climate; recruitment, advancement, and retention; professional development and recognition; mentoring; maternity and child/elderly-care policies; salary equity; intercollegiate athletics; collaborates with departments/organizations in support of gender-equity initiatives; recognizes and celebrates the contributions and achievements of women at Penn State. For more information contact 814-863-8493 or visit this website, <http://www.equity.psu.edu/cfw/>

**Office of the Vice Provost for Educational Equity (OVPEE):**

- The office of the Vice Provost for Education Equity offers resources for faculty on a variety of subjects dealing with diversity in the classroom, including videotapes that depict several scenarios dealing with diversity issues. Each video comes with a discussion guide or may be facilitated by staff from OVPEE. The following units within OVPEE provide additional support for faculty and students. For more information contact 814-865-5906 or visit this website, <http://www.equity.psu.edu/>

**Commission of Lesbian, Gay & Bisexual Equity (CLGBE):**

- The CLGBE offers several resources, including monthly discussions on lesbian, gay, bisexual, and transgendered topics; research forums for the presentation and discussion of lesbian, gay, and bisexual research by Penn State faculty; peer education classes for Penn State community; and a lecture series featuring speakers actively involved in LGBT issues. For more information contact 814-863-7696 or visit this website, <http://www.equity.psu.edu/clgbte/>

**Lesbian, Gay, Bisexual, Transgender & Ally (LGBTQA) Student Resource Center:**

- The LGBTQA Student Resource Center provides a comprehensive range of education, information and advocacy services. We work to create and maintain an open, safe and inclusive environment for lesbian, gay, bisexual and transgender students, staff, and faculty at the Pennsylvania State University. For more information contact 814-863-1248 or visit this website, <http://www.sa.psu.edu/lgbt/>

**Commission on Racial/Ethnic Diversity (CORED):**

- The Commission on Racial/Ethnic Diversity commits to lead and actively support university-wide diversity initiatives that foster teamwork, collaboration and communication among various racial and ethnic constituencies in order to ensure inclusion, equal opportunity, and success for underrepresented/underserved communities and community members of Penn State and the surrounding areas. For more information contact 814-863-7696 for visit this website, <http://www.equity.psu.edu/cored/>

**Multicultural Resource Center (MRC):**

- The Multicultural Resource Center (MRC) in 122 Grange provides professional counseling and educational services for African/Black American, Latino/Hispanic American, Asian and Pacific American, and American Indian/Alaskan Native undergraduate students. Its staff is dedicated to helping students succeed and graduate from Penn State. For more information contact 814-865-1773 or visit this website, <http://equity.psu.edu/mrc/>

**Office for Disability Services (ODS):**

- Faculty can contact ODS for assistance in teaching or testing students with disabilities. ODS will provide sign language interpreters or note-takers for deaf students. Lab assistants can be provided for students who physically have difficulty manipulating laboratory equipment. Test accommodations can be arranged, such as test proctors or readers for extended time exams. For more information contact 814-863-1807 or visit this website, <http://www.equity.psu.edu/ods/>

**Office of Veterans Programs:**

- The Office of Veterans Programs is organized as a comprehensive, direct service unit for veterans and VA benefit recipients. Four full-time professionals, a staff assistant, and approximately 20 student veterans who work part-time under the provisions of VA work-study provide programming and services in three major areas: outreach, certification and enrollment monitoring, and general counseling. For more information contact 814-863-0465 or visit this website, <http://www.equity.psu.edu/veterans/>

**Women in the Sciences and Engineering (WISE) Institute:**

- The Women in the Sciences and Engineering Institute represents an innovative approach to cross-disciplinary interaction among engineers, humanists, scientist, and social scientists to address the underrepresentation of women in the sciences and engineering at Penn State, national, and internationally. The Institute runs a variety of programs designed to improve the recruitment and retention of women in science and engineering fields. For more information contact 814-865-3342 or visit this website, <http://www.equity.psu.edu/wise/>

**College Office of Diversity Enhancement Programs:**

- The College of Health and Human Development Office of Diversity Enhancement Programs was established to facilitate the development of an infrastructure and climate that promotes and values diversity. The office works collaboratively with all administrative and academic units to achieve the ongoing strategic diversity mission of the College. A primary function of Diversity Enhancement Programs is to provide a broad range of direct student services for diverse undergraduate and graduate students which creates a supportive climate and leads to graduation. For more information contact 814-863-1291 or visit this website, <http://www.hhdev.psu.edu/student-services/diversity.html>

## APPENDIX D

### **Guidelines for Graduate Assistant Paid Leaves**

#### **Introduction**

Circumstances occasionally occur that prevent graduate assistants (GAs, including graduate teaching assistants, TAs, and graduate research assistants, RAs) from performing the duties of their appointment. Consistent with Penn State's continuous effort to support the personal and professional development of all members of our community, these guidelines seek to reduce the professional and personal stresses that can develop when graduate assistants encounter extenuating circumstances that warrant a temporary absence from their assistantship duties, while continuing their stipend and benefits. The purpose of this document is to outline how instances of personal and/or family illness, injury, childbirth or adoption for graduate assistants should be addressed by the unit funding the assistantship. These guidelines are intended to ensure that the student's stipend and benefits be maintained to the extent possible during an approved absence. In the cases of foreseeable events, the student should inform his/her assistantship supervisor as soon as the circumstances and dates of needed leave are known. For unforeseeable events, notification should be made as soon as possible once the need arises. These guidelines pertain only to issues related to the individual as a graduate assistant. Issues pertaining to the individual's status as a student and academic progress are addressed in the Graduate Degree Programs Bulletin

([http://bulletins.psu.edu/bulletins/whitebook/academic\\_procedures.cfm?section=procedures3](http://bulletins.psu.edu/bulletins/whitebook/academic_procedures.cfm?section=procedures3))

#### **Short-Term Absences**

Short-term absences, typically less than one week duration, may be requested for a variety of reasons, including, but not limited to, recovery from a minor illness, illness of an immediate family member requiring care by the graduate assistant, or bereavement for the death of an immediate family member.<sup>1</sup> In these instances, the graduate assistant should make the request to his/her assistantship supervisor as promptly as possible, so that coverage of duties during the requested short-term absence can be addressed, if necessary. Reasonable requests for short-term absences should typically be approved with the stipend and health benefits maintained without requiring make-up time. All graduate assistants, regardless of appointment type or funding source, are eligible to request a short-term, paid leave. Approval for a short-term leave should be granted by the assistantship supervisor.

#### **Extended Paid Leaves**

For needed absences from his/her assistantship duties of longer than one week, a graduate assistant must request a formal, extended paid leave. To be eligible for an extended paid leave, a graduate assistant must:

- a. Be currently appointed on a quarter, half, or three quarter time assistantship.
- b. Be currently enrolled at the appropriate level. Credit load requirements are defined in [http://bulletins.psu.edu/bulletins/whitebook/academic\\_procedures.cfm?section=procedures5](http://bulletins.psu.edu/bulletins/whitebook/academic_procedures.cfm?section=procedures5)
- c. Be in good academic standing as required by their program and the Graduate School. In cases where the assistantship is held outside the student's academic program, a written release must be provided by the student to allow this information to be released by the program.

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<sup>1</sup> For the purpose of these guidelines, immediate family member is taken to be spouse or partner, parent, or child. A parent is the biological parent of the graduate assistant or an individual who stood in loco parentis to the graduate assistant when the graduate assistant was a child. Child shall include a biological, adopted, or foster child, a stepchild, a legal ward, or a child for which the graduate assistant is standing in loco parentis, who is under 18, or over 18 and incapable of self-care because of a mental or physical disability.

Procedures for requesting an extended paid leave are implemented at the college or campus level, but in general, the request for leave must be made to the head of the unit providing the assistantship, in consultation with the assistantship supervisor, the student's academic program, and the student's Associate Dean for Graduate Education. In most cases, graduate assistants who have been funded on restricted funds will receive their regular stipend from the respective grant or contract supporting the assistantship, during the period of extended leave, provided it is allowable by the sponsor. If the sponsor has terms and conditions that do not permit funding pursuant to this guideline, the unit in which the assistantship is held should fund the leave period from other sources whenever possible. Graduate assistants whose appointments are funded with General Funds by departments or other administrative units of the University should continue to receive their stipend from unit resources. If the appointing unit supports the request for extended paid leave but lacks the financial resources to fund the leave, as well as a replacement, the unit should first seek the additional funds from the College or larger administrative unit in which the graduate assistant is appointed. In the unlikely event such funds are not available, the appointing unit should consult with the College of the graduate assistant's academic program to identify a source of funding.

Graduate assistants who meet the requirements and are approved for an extended paid leave will be excused from their regular activities for a designated period of time and unless mutually agreed upon, graduate assistants will not be required to perform any duties for the duration of their absence. During this time, graduate assistants will continue to receive the same stipend and benefits as provided by their appointment immediately prior to their leave. Health care benefits, including health insurance, as previously applied to graduate assistants and their spouse/partner/dependents, will remain unchanged. In the event that the leave period includes an academic break included in the regular period of appointment, such as the winter break that occurs between fall and spring semesters for an academic year appointment, the leave period includes the academic break and cannot be extended by the length of the break.

A request for an extended paid leave may be denied for a number of reasons, including but not limited to inadequate documentation, repeated requests for short term paid absences or extended paid leaves, documented unsatisfactory performance, or incompatibility with funding source guidelines. In the event that the extended paid leave is denied and the assistantship is to be discontinued during an extended period of absence by the individual, he/she should be referred to the Student Insurance Office (320 Grange Building; (814 865-7467) for consultation regarding the implications of such discontinuation for his/her health insurance coverage, and of the mechanisms available for continuing coverage when the insurance provided by their stipend benefit is no longer in effect.

### **Illness/Injury (e.g. Personal illness or injury, Care of an immediate family member)**

If a graduate assistant is unable to fulfill the duties of his/her assistantship appointment because of illness, injury, or needing to care for an immediate family member, so as to require an extended paid leave, the graduate assistant must submit a written request to his/her immediate supervisor, who will immediately forward it to the responsible individual within the appointing unit. The request must be made by the student as soon as it is known that an extended leave will be required, and should be accompanied by a written certification of illness from a health care provider and written permission by the graduate assistant for the Director of University Health Services to contact the certifying health care provider, if needed.

The decision to approve/deny the leave of absence is made by the appointing unit after appropriate consultation with the assistantship supervisor and the graduate assistant's academic program and Associate Dean for Graduate Education. The appointing unit will notify the graduate assistant, the graduate assistant's academic program, Associate Dean for Graduate Education, and the Graduate School regarding the outcome of the request. If the leave is approved, the graduate assistant's stipend should be maintained for up to six weeks or until the end of the appointment

(whichever occurs first) in the case of personal illness or injury and up to three weeks or until the end of the appointment (whichever occurs first) to care for an immediate family member.

### **New Parent**

Penn State will reasonably accommodate the needs of its graduate assistants when they become parents. "Parent" is defined as a man who fathers a child, a woman who gives birth to a child, any person who adopts a child, or the documented, same-sex partner of a birth parent. A graduate assistant who becomes a parent as defined above is eligible for paid leave under this guideline upon the birth of a biological child or when an adoptive child is placed within the individual's custody and adoption proceedings are officially underway. Graduate assistants desiring a new parent paid leave must submit a written request to their immediate supervisor who will forward the request to the responsible individual within the appointing unit. The request should be made as soon as possible after the date of the anticipated birth or adoption is known. The decision to approve/deny the paid leave is made by the appointing unit after appropriate consultation with the assistantship supervisor and the graduate assistant's academic program and Associate Dean for Graduate Education. The appointing unit will notify the graduate assistant, the academic program, the student's Associate Dean for Graduate Education and the Graduate School regarding the outcome of the request. If the leave is approved, the graduate assistant will be excused from his/her regular assistantship duties for a period of up to six weeks, or until the end of the appointment (whichever occurs first), immediately following the birth or adoption of a child. Note that this guideline does not address occasions for which medical care is required prior to the birth of a child, or situations that necessitate extended medical treatment because of complications that may arise during or following the birth of a child. Such occasions, which require extended paid leave due to illness or disability, are to be handled in the manner outlined in the section above on illness/injury.

### **Appeals**

If a request for an extended paid leave of any type is denied, the graduate assistant has the right to appeal such a decision by submitting a request for an appeal in writing to the Dean of the College or Campus Chancellor where the student is appointed, or his/her designee, or to the Vice President/designee for appointments to non-academic units, within 10 days of receiving the notification that the original request has been denied. At that time, the student should include any additional documentation available to support his/her request for the extended paid leave. The request will be reviewed by the Dean/designee, Chancellor/designee, or Vice President/designee, in consultation with the Graduate School, and a decision will be made within 10 days. The student will be notified in writing by the Dean, Chancellor, or Vice President's Office of the final disposition of their request, as soon as a decision has been reached. There will be no further appeal once the Dean/designee, Chancellor/designee or Vice President/designee has rendered a decision, and that decision will stand.

### **Return from Leave**

A graduate assistant returning from leave during the appointment period shall resume the duties of the original appointment. If the original position is no longer available, the student shall be provided an equivalent appointment. If the student is unable to return until after the original appointment ends, there is no guarantee of the availability of funding upon the individual's return, however, he/she should be considered for future appointments in a manner consistent with all other graduate students from the student's academic program. Taking leave should in no way prejudice future appointments.

## **APPENDIX E**

### **Sample Forms**

1. Resume Study/Change of Graduate Degree or Major Form
2. Kinesiology 596 - Independent Study Proposal Form
3. Master's Degree Committee Appointment Signature Form
4. Masters Approval Page
5. Graduate Student Exit Interview Form

\*Copies of these forms can be obtained from Shari Grassi (276 Recreation Building).