



# **Graduate Student Handbook**

Department of Exercise Science and Health Promotion

Boca Campus

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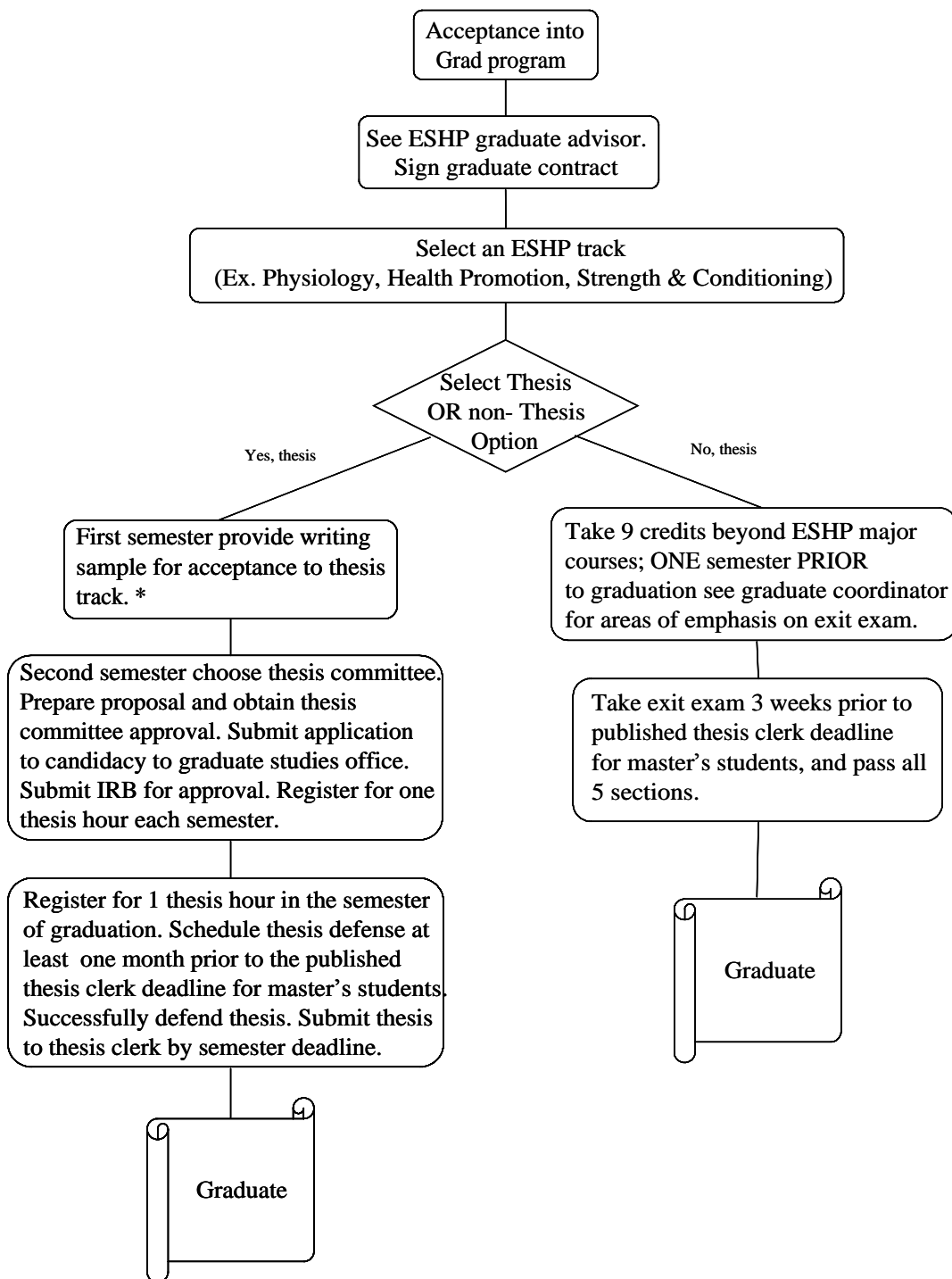
Within each of these tracks students may elect  
a THESIS or NON-THESIS option.

Four tracks are available (choose one):

Exercise Physiology  
Health Promotion  
Health, fitness and aging  
Strength and Conditioning

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\* If writing sample not provided during the first semester, a timely graduation may be delayed.



Students planning on seeking enrollment in the master's degree program in Exercise Science and Health Promotion should become acquainted with Department, College and University policies governing graduate enrollment.

1) General Departmental Policies

All courses must be completed with a "C" or better. A "C-" is not passing, and must be repeated.

Students must maintain an overall GPA of 3.0. All graduate classes and UG 4000 level classes count in your graduate GPA. See FAU graduate policy manual.

Students must maintain a current CPR certification.

Undergraduate pre-requisite courses can not be used as graduate program electives.

Directed Independent Study (DIS) cannot be used to replace a required course, unless a required course was canceled or not offered, and, thereby, may delay your graduation (one or two years). **Failure by the student to consult with their faculty advisor and thus not register for a scheduled course, or failing a course, does not constitute grounds to substitute a DIS for any course.** Graduate course offering schedule is posted on the ESHP website.

The Department of ESHP has high expectations of its students. Students are expected to display professional and cordial behavior and become involved in class discussions/work, current research projects, and outside searches for knowledge.

Upon acceptance to the graduate program students must meet with an assigned advisor (See departmental secretary to be assigned an advisor) and sign a graduate program contract. Students should meet with their advisor prior to registering every semester.

2) All graduate students must select one master's track in which to major and whether or not they wish to conduct a thesis.

Current MS tracks:   Exercise Physiology  
                              Health Promotion  
                              Strength and Conditioning

## A. **Non-Thesis Option**

Students selecting the non-thesis option are required to complete an additional 9 credit hours of elective course work relating to the major of study. These electives may be offered in the Department of Exercise Science and Health Promotion, or any other FAU department provided the courses are 4000 level or higher, or approved by your ESHP advisor.

### **Exit Exam Requirements**

Students selecting the non-thesis option are required to pass an exit exam during their last semester of classes. The exit exam consists of essay questions from five (5) core courses of the graduate ESHP curriculum and are graded pass/fail by the faculty member who taught that course. The semester prior to the semester you anticipate graduation you will be given areas of emphasis from these 5 courses which will encompass the exit exam questions. You will receive these areas of emphasis by the 8<sup>th</sup> week of that semester. Your faculty advisor can inform you of the 5 core courses currently used for the exit exam at any time during your program.

**The student is responsible for notifying the graduate coordinator for ESHP of intention to graduate the semester prior to graduation so the above information can be disseminated to them.** Failure to notify the graduate coordinator of your expectation to take the exit exam the semester prior to your anticipated graduation may result in you're taking the exit exam with little or no preparation OR delaying your graduation one semester.

Each semester the exit exam will be given at a date and time determined by the Department of ESHP, usually 3 weeks prior to the FAU published deadline for master's thesis submission to the thesis clerk. This allows students who are unsuccessful in their first attempt to pass the exit exam an opportunity to prepare to retake the exam prior to graduation day.

Students who fail to pass ALL 5 sections of the exit exam must retake the section(s) they failed. This may be done within the same semester or during the following semester. Students are encouraged to meet with the faculty member responsible for the section(s) failed for purpose of review.

Students who fail to pass any section after a second attempt must petition the Department of ESHP for a third attempt. Petition decisions will be on a case-by-case basis, decided by the ESHP graduate committee. If the petition for a third attempt is denied, a student may retake the course(s) in which they failed the exit exam, then petition again to retake that portion

of the exit exam for a third time. Failure of an exit exam section for the third time will result in not graduating. If a student fails a course from which an exit exam question is taken, the student will not be able to take the exit exam for that section (course) until the course has been completed with a C or better.

Students who fail the exit exam for one track may switch to another track, complete the course work for that track and then take the exit exam for that track if they so choose. Some exit course sections are chosen by the student. The students will have a choice of cardiovascular physiology OR respiratory physiology in which to take an exit exam in the exercise physiology track). If you choose CV phys. and fail that section twice, you CANNOT then switch over to respiratory phys. in order to avoid repeating the CV course. Students who fail the exit exam and thus will not graduate do have the option to switch to the thesis option and complete a thesis for graduation. See section B “thesis option” for requirements for the thesis.

All students must complete all course work counting towards the Masters degree within 7 years of the first course taken. If earlier courses are older than 7 years, students must petition the College of Education in order to have them count for graduation. If the petition is not approved, student must retake the courses.

## B. **Thesis Option**

Students selecting the thesis option are required to complete a written thesis on a topic of their choice and within the scope of faculty expertise and department resource feasibility. A student may complete a thesis based on a topic selected by a faculty member, if the student chooses.

Upon selection of the thesis option students must apply to be accepted to this option, see secretary for application. As part of the application, students will complete a 10 page written review of literature, with references, on a topic of their choice, or their thesis topic. **This writing sample should be completed during the first semester in the program.** This writing sample is to assess the students writing ability and will be assessed by the ESHP departmental graduate committee. The committee will review the writing sample and provide a “Satisfactory / Unsatisfactory” evaluation within one month of submittal. Failure to obtain a “Satisfactory” on the writing sample by the graduate committee will result in the student not being admitted to the thesis option. It may be possible for the student to take additional writing courses to enhance their writing skills, however, this may add an undetermined amount of time until graduation.

Students may approach any ESHP faculty member, who has graduate faculty status, to be the chair of their thesis committee. Upon faculty acceptance of the chair role, the student and the committee chair will assemble the remaining two members of the committee, who must also hold graduate faculty status in the ESHP department. Students then file an application to candidacy form to the Department of Graduate Studies on the Boca campus. **Application to candidacy should be done during the second semester, after IRB submittal. Students in the thesis track must register for at least one (1) thesis credit hour during the second semester and each subsequent semester until graduation. During the second semester the student, in conjunction with their committee chair, will prepare a thesis proposal to be presented to their thesis committee for discussion and approval. After approval of proposal is obtained, the student will submit an IRB form for approval to use human subjects for research. Students also must log onto the CITI website and complete a use of Human subjects test, print this diploma and include it in your IRB submission, plus provide a copy for your department file.** The chair of the thesis committee will provide the majority of the day-to-day guidance to the graduate student during the entire thesis process.

**Required sections of the thesis will include:**

- 1) Introduction (present the issues that are significantly relevant and its nature of importance. State what is to be done (research question).
- 2) Review of literature (include what is known based upon other published research studies).
- 3) Methods (how the research is going to be conducted. Selection of subjects and specific data collection procedures). Detail statistical procedures used to analyze study data.
- 4) Results (describe what was found).
- 5) Discussion (explain the results and how they relate to current literature. Discuss new findings).

For proper thesis format - follow university guidelines available at: <http://www.fau.edu/graduate/pubs/RevGuidelines.pdf>. Student needs to ensure these guidelines are followed in any draft(s) submitted to the thesis committee. Student is responsible for meeting all thesis deadlines.

Defense of the thesis will normally be conducted during the last semester of student enrollment. The thesis defense must be scheduled a minimum of 6 weeks prior to the University published Master's Thesis deadline. Also,

the thesis defense date must be scheduled with a minimum of 1 month's advanced notice to the committee members. Students must provide all thesis committee faculty members with a finalized COMPLETE copy of the thesis to be defended a MINIMUM of 14 days prior to the scheduled thesis defense date. Other deadlines may exist, so the student must work closely with the thesis chair, committee members, and department chair, if necessary.

If the student fails to pass the oral defense of their thesis, the student will be allowed to present an additional defense, either during the same semester or during the following semester based on the guidance of the committee chair. If a student fails to pass the defense a second time, they must petition the ESHP graduate committee for a third attempt. Failure of the third attempt, or disapproval of the petition for the third attempt will result in failure to graduate. Students wishing to change to the non-thesis option after failure to pass the thesis defense may do so, provided they take the additional 9 credit hours of electives and pass the exit exam described in the non-thesis option section of this handbook.

Students who pursue a thesis, then subsequently decide to proceed with the non-thesis option, **cannot** use thesis credit hours as elective credit for the non-thesis option requirements.

Students must provide the chair of their thesis committee a complete draft of the manuscript/publication version of their thesis within 3 months of graduation.

All students must complete all course work counting towards the Master's degree within 7 years of the first course taken. If earlier courses are older than 7 years, students must petition the College of Education in order to have them count for graduation. If the petition is not approved, student must retake the courses. **In addition to this requirement, thesis students, once admitted to candidacy, must remain continuously enrolled until graduation (at least 1 credit each Fall and Spring, Summer does not count).**

If you have questions concerning any information in this handbook, contact the ESHP graduate coordinator or other ESHP faculty member. (561-297-2938; fax 561-297-2839).