

# **SCHOOL OF HEALTH AND HUMAN PERFORMANCE**

## **HONOURS IN KINESIOLOGY**



### **2018-2019 Handbook**

**REVISED September 2018**

# CONTACT DETAILS

**IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING KINESIOLOGY HONOURS RELATED MATTERS, PLEASE CONTACT:**

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## 1. OVERVIEW OF THE KINESIOLOGY HONOURS PROGRAM

The B.Sc. Kinesiology Honours program consists of a 6-credit hour course component (KINE 4900.06 XY), and a Thesis. The Honours Coordinator oversees all aspects of the Honours program and ensures that all guidelines and timelines are met. Honours students work individually on the Thesis with a faculty Advisor.

Completion of the B.Sc. Kinesiology Honours program requires a passing grade in KINE 4900.06:

10% oral thesis proposal (evaluated by Thesis Advisor, Honours Coordinator and Reader; see Appendix 10)

20% written thesis proposal (evaluated by Thesis Advisor; see Appendix 12)

15% conduct (evaluated by Thesis Advisor)

35% written thesis (evaluated by Thesis Advisor and Reader; see Appendix 13)

20% final oral defense (evaluated by Thesis Advisor, Honours Coordinator and Reader; marking scheme will be provided closer to date)

Pass/Fail: See syllabus for more information

Attendance of Kinesiology Graduate Seminars

Presentation at a conference

Ethics approval

External reader contract

Progress report

In addition, the student must have completed 30 credit hours of Science electives. Twelve credit hours must be at the 2000 level or above. Students must also complete an extra 3 credit hours of Math (in addition to Math 1060). Successful completion of the Honours program will be noted on the student's graduation parchment and transcript.

Students wishing to be considered for entrance into the Honours Program must meet the requirements listed in the academic calendar. Interested students should contact the student services coordinator in their third year of study to discuss entrance requirements.

## 2. CRITERIA FOR ACCEPTANCE INTO BACHELOR OF SCIENCE (KINESIOLOGY) WITH HONOURS

Students who wish to complete the Honours Program must apply through the Honours Coordinator by no later than April 1st in their third year of study. Acceptance into the Honours program is contingent upon the willingness of a faculty member to serve as the Honours Thesis advisor. The financial needs of the Thesis may be covered by the Advisor but this should be discussed during the application process. To be considered for *admission* into the Honours program, students must have fulfilled the following requirements:

1. Completed a minimum of 24 credit hours of science electives, including MATH/STATS 1060.03 and three other credit hours of MATH. At least 6 credit hours of Science electives must be at the 2000 level or above;
2. Completed an upper level Kinesiology class (at the 3000 level or above) in which the research will be undertaken \*e.g., ergonomics, biomechanics, exercise physiology, neuromuscular physiology) with a grade of at least B;
3. Obtained an overall GPA of 3.5 on the previous 60 credit hours of work;
4. Completed HAHP 3100.03 (Research Methods) with a minimum grade of B.

*Note: Appeals to waive these requirements may be made to the Honours Coordinator. Waivers may be granted in exceptional circumstances in consultation with the proposed Thesis Advisor, but students should not assume that a waiver will be granted.*

Applications must be received by the Honours Coordinator by *April 1<sup>st</sup>* of the student's third year.

### 3. HONOURS CONVERSION

Students who have graduated with a Bachelor of Science (Kinesiology) degree can apply for the Honours Conversion program. Requirements for entering and completing the Honours Conversion program are the same as outlined above in Section 2 and must also apply to Dalhousie through a general undergraduate application to the BScKHC program.

### 4. THE HONOURS THESIS

#### **4.1 Thesis Advisors**

The Honours Thesis is an original piece of empirical research designed and conducted by a student under the supervision of a faculty member (the Thesis Advisor). It is the responsibility of the individual student to find an Advisor under whose supervision her/his research project can be performed. Only faculty members with full-time, formal appointments in the School of Health and Human Performance at Dalhousie University can serve as Thesis Advisors. In exceptional circumstances, and with the explicit consent of the Honours Coordinator, suitably qualified faculty members from other academic units at Dalhousie University may serve as Thesis Advisors. Other individuals may act in an advisory capacity for Honours projects, but in such cases a primary Thesis Advisor from the School of Health and Human Performance must be identified.

#### **4.2 Scope of Honours Thesis Research**

The scope of the work conducted in the Honours Thesis may vary considerably, depending on the nature of the subject matter and the student's previous experience of research in the chosen area. The common feature expected in all theses is that the work is an original, empirical study. An original study has the objective of providing new knowledge to a given field. If a student is in doubt as to whether a proposed project is appropriate, s/he should consult with the Honours Coordinator at an early stage of planning.

### 5. THE THESIS SCHEDULE

Because of the expected scope and nature of an Honours Thesis, students will have to work diligently throughout the year in order to achieve an acceptable standard. It is very unlikely that a high quality Thesis can be developed and executed in the last few months of the academic year. The schedule described below will encourage work on the Thesis project throughout the year. It is expected that the work associated with an Honours Thesis approximates that required for a full credit course.

It is the joint responsibility of the Thesis Advisor and student to ensure that the proposed research project can be completed within this schedule. If the Advisor suggests a high-risk project that may not be completed successfully, s/he should ensure that the student is fully informed of the risks involved. The Advisor and student should also agree on alternative plans should circumstances arise which prevent the original contract from being fulfilled. It is the student's responsibility to ensure that the Honours Coordinator is fully informed of any problems that develop which may result in the contract not being met.

The student **must complete the included contract form (see Appendix 4)** with the Thesis Advisor before the end of September in the year the Thesis is being undertaken. The contract includes the title, a description of the proposed project, and a timeline for the completion of each phase of the project. Punctual submission of this document will be taken into consideration for the student's final grade in KINE 4900.06.

Students considering an Honours Thesis should find an advisor by **April 1st** of the academic year preceding the year of their Thesis. This is to enable the assignment of workloads of faculty. If a student fails to do this, or decides later that s/he wishes to do a Thesis, the School cannot guarantee that an advisor will be available. It will be left up to the individual advisor to accept the student. It is the responsibility of the student to be aware of the pre-requisites for an Honours Thesis as listed in the calendar and the scheduling of events in Table 1. **It is also the student's responsibility to make sure that their Advisor(s) and External Reader of the Thesis have a copy of this handbook.**

## **TABLE 1. Timeline of events for the Honours Program**

1. **April 1: Before April 1<sup>st</sup>**, contact potential Thesis Advisor and submit Honours Application.
2. **Summer: If accepted**, must register for KINE 4900.06 XY. Students should arrange to meet with their Thesis Advisor(s) periodically during the summer to discuss the thesis and prepare their ethics document for a timely submission. **NOTE: Students are responsible for speaking to their Advisor(s) and agreeing upon a date for internal and external ethics submission (for minimal risk projects) and external submission (not minimal risk). It is recommended that ethics is submitted sometime between September and the 1st week of November. Minimal risk studies must be reviewed by the HAHP Research Ethics Committee prior to being submitted to the Dalhousie REB. Please visit <https://www.dal.ca/dept/research-services/responsible-conduct/research-ethics-.html> for the most up to date ethics application forms.**
3. **September:** Attend scheduled meeting times for KINE 4900.06. Weekly meetings will be held throughout the fall semester. Student should select a Thesis topic and begin a review of relevant literature to include in their Thesis Proposal. Establish regular meeting times with Thesis Advisor. Work on ethics document and thesis proposal document.
4. **Last Friday in September:** on or before the last Friday in September, the student **must** submit the completed Student/Advisor contract document (see Appendix 4 for document). If the document is submitted late, marks will be deducted from the student's final mark. Note: the contract **must** indicate the date by which the student's literature review is due.
5. **Last Friday in September:** on or before the last Friday in September, students **must** obtain the signature of one individual who has agreed to be an external reader for the Thesis, in consultation with the Thesis Advisor and Honours Coordinator. The reader form contained in this booklet (see Appendix 5) **must** be submitted by the student for approval to the Honours Coordinator on or before this date (if the document is submitted late, marks will be deducted from the student's final mark).
6. **1<sup>st</sup> week of November:** In consultation with students and advisors, the Honours Coordinator will set a date at the start of November for an oral defense of Thesis Proposals (worth 10% of the final grade for KINE 4900.06). Presentations will be 10 minutes, with 5 additional minutes for questions. It is up to the student to ask their Reader to attend this presentation, if at all possible, so that they can receive early feedback on their proposed work. The Thesis Proposal presentation will be marked by the Thesis Advisor, Honours Coordinator and Reader (or a lay audience member, if the Reader cannot be present).
7. **1<sup>st</sup> week of November:** Ideally, students will have submitted a proposal to the appropriate ethics committee by this deadline (see pages 12-13).



8. **First Friday in December:** Students **must** submit a one-page progress report to the Thesis Advisor on or before this date, with a copy to the Honours Coordinator. If the document is submitted late, marks will be deducted from the student's final mark.
9. **Mid December:** Deadline for submission of written Thesis Proposal to Thesis Advisor. The written Thesis Proposal is worth 20% of the final grade for KINE 4900.06. Note: students and advisors may choose a different date for the Thesis Proposal, in consultation with the Honours Coordinator, and this date **must** be indicated in the Student/Advisor contract document. The structure, format, content, and length of the Thesis Proposal should follow the guidelines outlined in Appendices 7-9. **NOTE: Students are expected to confirm the structure, format, content and length of the Thesis Proposal with their thesis advisor before they begin to write the document. Failing to do so will result in marks being deducted from the submitted work.**

The written Thesis Proposal will be evaluated solely by the Thesis Advisor.

10. **January:** All ethical approvals should be in place ideally before, but no later than, mid-January. Monthly meetings for KINE 4900.06 will be scheduled by the Honours Coordinator.
11. **February:** Students should aim to complete data collection by the end of February to ensure adequate time for data analysis and writing.
12. **Early April:** In consultation with students, advisors and readers, the Honours Coordinator will schedule final presentations for the Thesis around this time of the semester. Presentations are worth 20% of the final grade for KINE 4900.06, and will be marked by the Thesis Advisor, Honours Coordinator and Reader.
13. **Mid April:** Electronic copies of the Thesis must be emailed by the student to the Honours Coordinator, the Thesis Advisor, the External Reader, and the Undergraduate Administrative Secretary (Jane Conrad). Please consult with the Thesis Advisor, Honours Coordinator and External Reader ahead of time whether they would also like to review a hard copy version, and if so, provide one to them. The written Thesis will be graded by the Thesis Advisor, the Honours Coordinator and the External Reader. External Readers will be required to mark (out of 35%) the final Thesis **by the last Friday in April**, and provide comments/edits for the student to consider. Evaluation forms for the final Thesis are available in Appendix 13.

A final grade for the written Thesis will be decided through consultation between the Thesis Advisor and Honours Coordinator (using feedback and grades from all parties). The final written Thesis is worth 35% of the final grade for KINE 4900.06. **Note:** Another 15% of the student's mark will be provided for overall conduct of the thesis project, and will be decided solely by the Advisor. The Thesis Advisor will provide this mark to the Honours Coordinator at the time that the final mark for the written Thesis is agreed upon.

15. **Second Friday in May:** A final, corrected version of the Thesis **must** be emailed to the Honours Coordinator **by the second week of May** for permanent storage in the School of Health and Human Performance.

## **6. EXPECTATIONS OF STUDENTS**

### **6.1 Attend all meetings organized by the Honours Coordinator and contribute in class**

Students are expected to take an active role in these classes by coming to class having read material/lecture notes and being prepared to engage in active discussion and participation.

### **6.2 Work independently**

As this is an Honours Thesis, students are expected to learn how to work independently, seeking guidance from their Thesis Advisor.

### **6.3 Submit high quality written work**

The Thesis Proposal and final Thesis document should be written clearly and concisely, with sufficient depth. Critical thinking about your chosen topic should be demonstrated through the synthesis of existing ideas to create new links or ideas. Written work should also reflect your own ideas or your perceptions of original or primary sources rather than material developed from secondary sources or observations made by other individuals. A specific bibliographic and referencing format is required for your written work. The form and style should be clearly identified through discussions you initiate with your Thesis Advisor. A frequently used format for the preparation of written manuscripts comes from the American Psychological Association (APA). A copy of the APA Publication manual is available for perusal in the main office of Stairs House and for purchase at the Dalhousie Bookstore. The Dalhousie Library website also has a synopsis of the most common referencing formats and a tutorial.

Questions concerning the quality of the written material expected of students should be raised with the Honours Coordinator. Students can contact the Writing Centre at 494-1963 or [writingcentre@dal.ca](mailto:writingcentre@dal.ca), if they require specific help with their writing. We encourage students to make use of this resource.

The Faculty of Graduate Studies (FGS) has specific formatting requirements (aside from reference style) for Theses that must be followed before a Thesis will be accepted. Even though yours is an Honours Thesis, we encourage you to have a look at these guidelines when formatting your thesis. See <http://dalgrad.dal.ca/currentstudents/thesesanddefences/formattingcomments/>

### **6.4 Maintain academic integrity**

All quoted material from other sources and any material that is paraphrased from other sources must be cited appropriately. Students who are uncertain about this process should consult the academic integrity website at <http://academicintegrity.dal.ca>. A tutorial and self-administered quiz are available on this website along with videotapes that clarify the issue and processes associated with academic integrity.

### **6.5 Stay in touch with your Thesis Advisor throughout your program**

Students should arrange to meet with their advisors on a regular basis, to establish progress and also to discuss any problems that might arise along the way. **NOTE: It is up to the student to be diligent and arrange these meetings so that they can progress through their project in sufficient time.**

Honours students interact with their Thesis Advisor on a number of things, such as deciding on a potential thesis topic, selecting a reader for your written work, carrying out the thesis research and the writing of the

thesis. If you experience any problems with any of these matters, you are encouraged to talk about them with your advisor to work towards a resolution. If there are still concerns, you are encouraged to consult the Honours Coordinator, who will help in resolving any difficulties.

## **6.6 Complete all requirements for the Honours program by the required deadlines**

Often times, a student can experience delays with ethics, participant recruitment, data collection, etc., and they find themselves rushing to complete the thesis in time for submission and defence. It is the responsibility of the student to make sure that they stay on schedule and practice good time management so that they can complete their project within the necessary timeframe. **Students should be spending an average of 6 hours per week on the project throughout the academic year.**

## **7. EXPECTATIONS OF THESIS ADVISORS, CO-ADVISORS AND READERS**

### **7.1. Roles and Expectations of the Thesis Advisor (including Co-Advisor)**

It is the responsibility of the Thesis Advisor to:

- a. Make sure they have a copy of, and have read, this handbook thoroughly and are aware of all expectations and deadlines on their part for the KINE Honours Thesis process;
- b. Outline to the student at the beginning of the academic year the expectations for the Honours Project;
- c. Determine how the costs of the study (if any) will be met;
- d. Meet regularly with the student to discuss the progress of the study;
- e. Ensure that the student is provided with sufficient technical and theoretical assistance to be able to carry out the study;
- f. Provide guidance on time management for the completion of the project;
- g. Provide guidance for the oral presentations of the Thesis;
- h. Approve the student's selection of the external reader for the Thesis;
- i. Evaluate and grade the Thesis Proposal and Final Written Thesis

**PLEASE REFER TO THE THESIS SCHEDULE ON PAGES 7-9 FOR EXPECTATIONS, DEADLINES AND GUIDANCE ON WHERE TO FIND EVALUATION FORMS. ALSO SEE APPENDIX A: THE ADVISOR'S GUIDE TO THE HONOURS THESIS.**

### **7.2 Roles and Expectations of External Reader**

It is the responsibility of the External Reader (one Reader required) to:

- a. Make sure they have a copy of, and have read, this handbook thoroughly and are aware of all expectations and deadlines on their part for the KINE Honours Thesis process;

- b. Sign the External Reader Consent Form that the student will provide to them in September;
- c. Aim to attend and evaluate the student's Thesis Proposal Presentation in November;
- d. Attend and evaluate the student's final oral defense in April;
- e. Evaluate the final written thesis, using the suggested template (see Appendix 13), providing comments/edits and a final suggested mark for the written work (out of 35%)

**PLEASE REFER TO THE THESIS SCHEDULE ON PAGES 7-9 FOR EXPECTATIONS, DEADLINES AND GUIDANCE ON WHERE TO FIND EVALUATION FORMS. ALSO SEE APPENDIX C: THE EXTERNAL READER'S GUIDE TO THE HONOURS THESIS.**

## **8. FINANCIAL, TECHNICAL, EQUIPMENT AND SPACE SUPPORT FOR THESIS**

It is the responsibility of the Thesis Advisor to provide or arrange for financial support for the project of any student s/he agrees to supervise. If the Advisor is not able to secure such financial support, the student may choose to fund the project him/herself. Otherwise the project will not proceed. The School of Health and Human Performance does not provide financial assistance for Honours Thesis projects.

## **9. ETHICAL REVIEW**

Before you are able to proceed with your data collection, you will need to receive ethics approval. **There are two steps to receiving ethics approval, which are outlined in section 9.4. Please pay close attention to these steps, as one of the biggest reasons for delays can arise from a student not following the correct ethics procedure.** We strongly recommend you confirming the ethics procedure with your Thesis Advisor/Honours Coordinator, or by contacting Research Ethics at the contact details below (section 9.1).

### **9.1 What is Dalhousie's Policy on the Ethical Conduct of Research Involving Humans?**

All research involving human participants at the University is subject to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) [www.pre.ethics.gc.ca](http://www.pre.ethics.gc.ca) as administered by the University Research Ethics Boards (REBs) <https://www.dal.ca/dept/research-services/responsible-conduct/research-ethics-.html> Be sure to keep a copy of the REB letter giving you permission to carry out your study. You will need it when you submit your thesis. Depending upon the nature of the involved research, some Thesis projects may also require the approval of one of the following recognized bodies: Capital District Health Authority Research Ethics Board, IWK Health Centre Research Ethics Board. Students are responsible for obtaining all necessary ethical approvals for their project, under the guidance of their Thesis Advisor.

All research involving human participants requires review and approval by a REB before any research is undertaken. The process of ethics review for research involving humans is managed through Dalhousie Research Services. All Honours thesis research, regardless of risk level, must be approved by a University REB. If you are unsure where the research must be reviewed, contact Research Ethics (494-3423, [ethics@dal.ca](mailto:ethics@dal.ca)) or consult the website [http://researchservices.dal.ca/research\\_1482.html](http://researchservices.dal.ca/research_1482.html).

## 9.2 What are the responsibilities of the student in the ethics process?

The student is expected to consult the Dalhousie Research Ethics website at <https://www.dal.ca/dept/research-services/responsible-conduct-/research-ethics-.html> and download the **CORRECT** ethics forms for undergraduate research ethics. To locate these forms, click on the “Apply for Research Ethics Board Approval” icon under the “Ethics Review” section and scroll down until you find the forms for undergraduate students. You should download and save a copy of both the submission instructions and the complete application form. Please also make sure that you read the specific submission instructions for undergraduate students’ research, which are located below on the website where you will find your forms.

**PLEASE NOTE:** It is crucial that you check with your Thesis Advisor/Honours Coordinator that you have downloaded and are completing the right form. To be absolutely sure that you have the right forms, it is strongly recommended that you contact research ethics at (902) 494-3423, [ethics@dal.ca](mailto:ethics@dal.ca). Please take this responsibility seriously.

## 9.3 What are the responsibilities of Thesis Advisor in the ethics process?

It is the responsibility of the Thesis Advisor and/or Honours Coordinator to ensure that the student is familiar with the ethical principles and policies that must be observed and that the student is adequately trained in the research methodology employed.

## 9.4 What are the steps that you need to follow for submitting ethics?

The following steps need to be followed in order for you to receive ethics approval. Please contact Research Ethics if you have any questions about these steps.

**NOTE: If you and your Thesis Advisor determine that your study is NOT minimal risk then you may skip internal ethics submission (Step 1) and submit your ethics document straight to the University REB (Step 2).**

**Step 1:** Internal ethics submission (School of Health and Human Performance) – Minimal risk studies only. All ethics documents must first be submitted for internal review in HAHP. **It is the student’s responsibility to check with their supervisor and agree upon a date for submission. We recommend ethics be submitted internally no later than the first week of October.** All documents should be submitted to Heather Neyedli. Please merge all forms and appendices into one editable, word document. Feedback will be provided in the form of track changes and comments. Once the comments have been addressed, the forms should be submitted to Shirley Wheaton, [Shirley.Wheaton@Dal.Ca](mailto:Shirley.Wheaton@Dal.Ca) – Assistant to the School Director – who will ensure the school director signs off on internal ethics approval.

**Step 2:** External ethics submission (Dalhousie University Research Ethics Board). Once you have received approval from the internal ethics board (HAHP), you are required to submit your ethics document to the Dalhousie University REB. As noted above, please consult the appropriate websites to ensure that you follow the correct procedure, or contact Research Ethics if you have any concerns. Minimal risk studies that have received internal approval will receive expedited review. **We recommend ethics be submitted externally no later than the first week of November.**

Studies that are not minimal risk cannot go through internal review and should be submitted before the monthly submission deadlines. The following website notes the monthly submission deadlines: <https://www.dal.ca/dept/research-services/responsible-conduct-/research-ethics-/apply-for-reb-approval.html>. **For 2017, it is recommended that you submit to the October 2<sup>nd</sup> or October 30<sup>th</sup> deadline.**

## **9.5 How long should it take to hear back from ethics?**

You should allow six to eight weeks to complete the ethics review process from time of submission. **Please allow yourself plenty of time to consult the website to acquire and complete the ethics forms, and go through internal and external ethics reviews.**

## **10. THESIS FORMAT**

The format for the final written Thesis should be agreed upon by the student and Thesis Advisor, after consulting the recommended format for your type of research design (see Appendices 7-9 for formats for quantitative, qualitative or mixed-methods designs). You should discuss with your supervisor whether there is the potential to publish the thesis. As your project may be part of a larger project, you should also have a discussion about authorship and order of authorship on any presentation and publications resulting from your thesis.

## **11. PREPARING AND DEFENDING THE THESIS PROPOSAL**

This section outlines thesis expectations, guidelines and regulations specific to the School of Health and Human Performance.

### **11.1 Purpose of a Thesis:**

The purpose of the Honours Thesis is to demonstrate the student's competence with regard to the skills of scholarly inquiry. In a thesis, a student provides evidence that she or he can:

- a) Ask a question or state a problem and justify it;
- b) Review related literature and show how this literature bears on the question or problem under investigation;
- c) Carry out procedures appropriate for bringing evidence to bear on the question or problem. Such evidence may be empirical, ethnographic/ qualitative, historical, etc.;
- d) Demonstrate an understanding of the evidence gathered and how it relates to the literature;
- e) Draw conclusions regarding the evidence gathered, demonstrating how it adds to new knowledge, and suggesting what implications it has for practice, policy and/or future research;
- f) Engage in scholarly examination and debate about the research

### **11.2 Identification of a Topic:**

The identification of a suitable research topic is normally a joint effort involving the Honours student and the Thesis Advisor. Other faculty members may also be involved in formulating a research topic, depending on the scope of the proposed research.

### **11.3 Manuscript Originality and Independence:**

It is anticipated that a thesis proposal will generate meaningful findings that contribute to new knowledge. A thesis proposal may replicate or extend a previous study. It may be a secondary analysis of existing data (with ethical approval). It may be a proposal to examine an issue in a new way. In each case, the thesis proposal must represent a student's own work with regard to the academic content of the thesis and the standard of writing and expression. Students must be attentive to university regulations pertaining to Intellectual Honesty.

While some editorial correction of the writing is expected, it is not appropriate for the Thesis Advisor or anyone else to be involved in substantive re-writing of the thesis proposal or the thesis. If the Thesis Advisor, Honours Coordinator or Reader identifies a problem with writing, the student should consult the **Writing Centre**, located in the Learning Commons, Killam Library, Telephone: 494-3379, E-Mail: [writingcentre@dal.ca](mailto:writingcentre@dal.ca) Website: [www.writingcentre.dal.ca](http://www.writingcentre.dal.ca)

### **11.4 Working with Your Thesis Advisor:**

A student works primarily with the Thesis Advisor when writing the proposal. This process normally entails a series of drafts of the proposal. Sufficient time must be provided for the Thesis Advisor to respond to submitted material. A reasonable time to allow for a carefully considered response is one week (two weeks if the advisor is receiving material from more than one student at one time). The student is responsible for ensuring that the referencing format required by the advisor is followed in all written submissions. One such format is APA: [www.apa.org](http://www.apa.org). Another example is the National Library of Medicine: <http://www.nlm.nih.gov/pubs/formats/recommendedformats.html>.

The thesis proposal sets out the background to the research area, purpose, hypotheses to be tested (if appropriate), work to be performed (methods), statistical analyses and anticipated results. The format of a thesis proposal depends on the nature of the research as worked out between the student and the advisor. **Appendices 7-9** provide suggested outlines for quantitative, qualitative and mixed-methods research proposals that may be helpful. Thesis advisors may have a preference for a specific thesis proposal outline. Students should check with advisors regarding their preferences. A detailed title page, abstract and table of contents should also be provided.

\*For additional guidance, students are encouraged to consult previous Honours Theses, which can be attained from the Honours Coordinator/Undergraduate Secretary.

The appendices of the proposal should contain all documents that will be submitted for ethical evaluation.

### **11.5 The Thesis Proposal Meeting**

As outlined in the thesis schedule (pages 7-9), the Honours Coordinator will arrange a time for the oral thesis proposal (November), in consultation with the student and the Thesis Advisor(s). See the schedule for complete details.

## **12. THE THESIS DEFENSE**

As outlined in the thesis schedule (pages 7-9), the student will orally defend their final work in early-April, in the presence of the Thesis Advisor, Honours Coordinator, External Reader, and other invited HAHP faculty and staff. Students should arrange a pre-defence meeting with their advisors, to go over their final oral presentation and modify it according to any feedback given. The student's final written document should be

completed by this point so that the presentation mirrors the final written document. It is the student's responsibility to check that the final written document that is submitted is in the correct format and is error-free.

### 13. STRATEGIES FOR USING TIME WISELY

There are a number of points in thesis work when students are waiting for approval before moving forward substantively. For example, students may not proceed to recruit participants or collect data until they receive Research Ethics Board approval. They also may be waiting on revisions from their supervisor (i.e., on the thesis proposal). It is advisable for students to have a list of "housekeeping" tasks that can be carried out during such slack periods, so that they keep on track. While the tasks that can be carried out will depend on the stage of the Honours Thesis, here are a number of suggestions. Students are encouraged to consult their Advisor or Honours Coordinator for other tasks, or add their own to the list.

- a) Proofread the Thesis;
- b) Search for newly published evidence relevant to your thesis and summarizing new findings;
- c) Check over your reference list for completeness and accuracy;
- d) Meet with your advisor to continue work on your thesis (e.g. consider potential questions for the thesis defence);
- e) Start work on your thesis proposal presentations;
- f) Review the forms and requirements for the next stages of the thesis;
- g) Check the formatting of your thesis with your advisor (see Appendices 7-9);
- h) Prepare and submit conference abstracts/publications based on your work.

### 14. EVALUATION

Students earn a grade for KINE 4900.06 XY that is submitted at the end of the program in April. The oral Thesis Proposal (November) is worth 10% of the final grade and is evaluated by the Thesis Advisor, Honours Coordinator, and External Reader (or lay audience member if they cannot be present). The written thesis proposal document is worth 20% of the final grade and it is evaluated solely by the Thesis Advisor. The final written Thesis is worth 35% of the final grade and it is evaluated by the Thesis Advisor, the Honours Coordinator and the External Reader, with a final grade being decided via consultation between the Thesis Advisor and Honours Coordinator. The remaining 15% of the student's grade comes from an assessment of student conduct throughout the thesis project, a mark that is determined solely by the Thesis Advisor. Students must all receive a pass on all of the components outlined in the syllabus. Finally, marks will be deducted from the final mark for KINE 4900.06 for lack of punctual submission of the Student/Advisor contract document, progress report, and external reader signature form.

Completion of the B.Sc. Honours program in Kinesiology requires a passing grade in KINE 4900.06 XY. **Note:** Students are responsible for completing other course-related requirements for the Honours program as outlined in section 1.



## APPENDICES

- Appendix 1. The Advisor's Guide to the Honours Thesis
- Appendix 2. The Student's Guide to the Honours Thesis
- Appendix 3. The External Reader's Guide to the Honours Thesis
- Appendix 4. Student/Advisor Contract Form
- Appendix 5. Reader Signature Form
- Appendix 6. Suggested Format for a Quantitative Thesis Proposal
- Appendix 7. Suggested Format for a Qualitative Thesis Proposal
- Appendix 8. Suggested Format for a Mixed-Methods (Quantitative and Qualitative) Thesis Proposal
- Appendix 9. KINE Honours Thesis Proposal Presentation Evaluation Form
- Appendix 10. KINE Honours Written Thesis Proposal Evaluation Form
- Appendix 11. KINE Honours Final Written Thesis Evaluation Form

## APPENDIX 1. THE ADVISOR'S GUIDE TO THE HONOURS THESIS

This year you have agreed to advise an Honours Kinesiology student who will be designing and conducting a research project and writing a Thesis under your mentorship. To assist you in carrying out your duties and to clarify what the Kinesiology Program expects of their Honours students, we are providing you with the following guidelines as well as a copy of the detailed guide to the Thesis that we have given to your student. Some of the key points found in the student's guide that we would like to bring to your attention are:

1. At the very beginning of your relationship with your student you should have a frank and open discussion with him/her as to what you will expect of him/her, and what the project will involve. The Honours guidelines for students has outlined to the student what is expected of them, but the key factor in determining the success and level of enjoyment they derive from their Honours year is, in fact, what you, the advisor, expects of them and student's clear understanding of these expectations in the very beginning. We ask for example, that the students be allowed to work solely on their own projects and not be recruited into other projects and expected to do their own work in their "spare time". If this policy does not adhere to that of your lab, and your student understands and agrees to your plan of action, and realizes that s/he may not complete his/her Thesis in one year – then all is well. The key is that the student understands from the onset what is involved so that panic, confusion, and discontent does not occur in March.

2. The Honours Thesis constitutes six credit hours for the Honours students in their final year of study. Consequently, students are expected to devote approximately one-fifth of their available time to conducting their research and writing their Thesis. This time limitation should be taken into serious consideration when designing the research project. The students are not expected to write a graduate dissertation or to act as an unpaid laboratory technician doing their own work only when time permits. We ask that you please ensure that your student embarks on a project, which can be reasonably completed by the end of February. Students who do not begin analyzing their data or writing their thesis by mid February become very stressed trying to fit in Thesis completion with the rest of their course requirements later in the term, and frequently, do not make the final submission date (second Friday in April). Extensions for Thesis submissions will not be an automatic option to students who fall behind.

3. Final projects which fall short of what was proposed (e.g. fewer subjects tested) are acceptable; provided the student is able to demonstrate that s/he understands what is missing, what would be required to complete the work, and how best to achieve what was proposed. This is with the understanding that the inability to complete the original proposal was not due to lack of commitment by the student.

However, in all fairness to a student, getting his/her first taste of a research project, incomplete projects may not be as personally satisfying as those they have been able to see to completion. We again ask therefore, that you carefully consider the extent of experimentation that is attempted and frequently monitor the progress that is being made.

4. To assist the students in managing their time with the goal of submitting on time, ensure students follow the schedule presented in the main document of the handbook (pages 7-9).

5. Even though you will be evaluating the final thesis, it is completely acceptable and in fact desirable, for you to comment on your student's initial drafts. An important part of the experience of writing an Honours Thesis is the opportunity for the student to improve her/his writing skills. We would hope that the final product does not totally become the style of the advisor, but we do recommend that you give him/her feedback on her/his writing along the way. To reduce uncertainty for both parties, the student and Advisor should agree

on guidelines for the number of drafts that will be prepared and that will receive feedback, and an expected turnaround time.

6. Sometime in the first week of November, your student will make an oral presentation of their research proposal. In addition, an oral presentation of the final Thesis will be required in early April. You will need to ensure that you attend both of these presentations, as you will be required to evaluate both of these presentations (see Appendices 10-11 for evaluation documents). The thesis proposal presentation will be marked out of 10% and the final presentation out of 20%.

7. At the *end of December*, your student will provide you with their written thesis proposal, which will be marked out of 20%. An evaluation template for the proposal is provided in Appendix 12. In January, you will be expected to provide that mark to the Honours Coordinator.

8. By the *due date specified in April*, the student will have emailed their final written thesis to the Thesis Advisor, the Honours Coordinator, the External Reader and the Undergraduate Secretary. The Thesis Advisor, and the External Reader will examine the thesis. The External Reader will provide a suggested mark (out of 35%) and any comments/edits to the Thesis Advisor and the Honours Coordinator. This evaluation should be based on the written Thesis. Another 15% of the final mark should be allotted for student conduct; the Thesis Advisor will be solely responsible for providing this mark.

8. The Thesis Advisor and Honours Coordinator must agree upon a final mark for the written thesis before the end of April. The Thesis Advisor is also responsible for providing the mark for student conduct (out of 15%) at that time. Once all the marks have been received, the Honours Coordinator will review the marks for all students in an effort to ensure consistency and fairness.

9. Students must submit a corrected, final copy for School records by the *second week in May*.

The School thanks you for offering to supervise one of our students and hopes you have a mutually rewarding and enjoyable research experience with your student. If you have any questions throughout the year, please feel free to contact the Honours Coordinator.

## APPENDIX 2. THE STUDENT'S GUIDE TO THE HONOURS THESIS

This year you will be conducting a research project under the guidance of your Thesis Advisor. Your written report of this project will constitute your Honours Thesis. In the Kinesiology Program, the research and Thesis are worth 6-credit hours. You should therefore consider the time and effort you devote to your Thesis as being equivalent to one rather heavy class and allow approximately one-fifth or a little more of your time for it. Both you and your advisor should recognize this time limitation; you are not writing a graduate Thesis. Neither are you an unpaid laboratory technician expected to do your own work only if time permits.

In order to prevent any future problems, be sure to have a frank, open discussion with your advisor as to what your project will involve and what will be expected of you. Be sure from the onset as to what your research relationship with your advisor will be. Such an understanding can be critical in determining the final successful and satisfying completion of your Thesis and your undergraduate Kinesiology experience.

To assist you in managing your time during the Honours program and to get you to finish in a timely manner, please adhere closely to the timelines outlined earlier (see pages 7-9).

Remember, this Honours Thesis is meant to be an opportunity for you to see whether you enjoy and can successfully carry out a research project. Unsuccessful projects are acceptable to the extent that you made every effort to finish the project. In this case the exercise is for you to demonstrate in your written report that you understand what is missing, what would be required to complete the work, and how best to achieve these final results. The major basis we will have to evaluate your work for the year will be your final, written Thesis. Be sure therefore, to allow yourself plenty of time to prepare this to the best of your ability by the required date of submission.

### Requirements for the final written Thesis

1. Electronic copies of your Thesis must be emailed to your Thesis Advisor, the Honours Coordinator, the External Reader, and the Undergraduate Secretary (Jane Conrad) by the *due date in April*. **You are responsible** for distributing these copies to the individuals directly. Please check ahead of time whether any of the parties would also like a hard copy version to review.
2. The Thesis should follow the format suggested in this handbook (see Appendices 7-9 for suggestions). However, you should check with your Thesis Advisor and the Honours Coordinator that this format is appropriate ahead of time. **The Thesis should be typed on standard 8.5 x 11 inch white paper, double-spaced, with 1.5-inch margins on the left to allow for binding space.**

NOTE: It is strongly recommended that you consult the format suggested in this handbook and previous Honours Theses to make sure that you have formatted the thesis appropriately and have not left out important sections that are often missed (i.e., Abstract, Table of Contents, Appendices, which should include your ethics submission/approval documents, consent forms, information letters, questionnaires, etc.).

3. After your Thesis has been graded, please make all necessary changes and email a final, clean, electronic of the Thesis to the Honours Coordinator, who will make sure that it is stored in the School's records.
4. Regulations for obtaining an extension in submitting your Thesis: Extensions will be granted by the Honours Coordinator only on the basis of (1) a medical excuse, or (2) a letter from your advisor

arguing for extreme, unavoidable circumstances causing a delay in completion. **Do not** assume an extension will be automatically granted.

**Good luck and enjoy your year!**

## APPENDIX 3. THE EXTERNAL READER'S GUIDE TO THE HONOURS THESIS

This year you have agreed to be an external reader for an Honours Kinesiology student who will be designing and conducting a research project and writing a Thesis. To assist you in carrying out your duties and to clarify what the Kinesiology Program expects of their Honours students, we are providing you with the following guidelines as well as a copy of the detailed guide to the Thesis that we have given to your student. Some of the key points found in the student's guide that we would like to bring to your attention are:

1. The student will have approached you at the end of September to be a reader of their thesis. They will have given you a reader contract form that you will have signed (see Appendix 5) and the student would have forwarded this form on to the Honours Coordinator for their records.
2. In November, the student will be asked to give an oral presentation of their proposed work. In addition, an oral presentation of the final Thesis will be required in early April. You will need to ensure that you attend both of these presentations, as you will be required to evaluate both of these presentations (see Appendices 10-11 for evaluation documents). The thesis proposal presentation will be marked out of 10% and the final presentation out of 20%.
3. By the *due date in April*, the student will have emailed their final written thesis to you (the External Reader), the Thesis Advisor, the Honours Coordinator, and the Undergraduate Secretary. The External Reader will provide a suggested mark (out of 35%) and any comments/edits via email to the Thesis Advisor and the Honours Coordinator. The Honours Coordinator will provide a suggested mark (out of 35%) and any comments/edits to the Thesis Advisor. The student's final mark (out of 35%) will be determined through consultation between the Thesis Advisor and Honours Coordinator, considering all suggested marks/comments. This evaluation should be based solely on the written Thesis.
4. The Thesis Advisor and Honours Coordinator will agree upon a final mark for the written thesis before the end of April. Once all the marks have been received, the Honours Coordinator will review the marks for all students in an effort to ensure consistency and fairness.
5. Finally, students will submit a corrected, final copy of their Thesis for School records by the *second week in May*.

**School of Health and Human Performance  
Dalhousie University  
Honours in Kinesiology**

**Student/Advisor Contract Form**  
*(Must be completed by September 30<sup>th</sup>)*

**Student Name:** \_\_\_\_\_ **Banner ID#:** \_\_\_\_\_

**Thesis Advisor:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

\_\_\_\_\_

**Please provide a description of the proposed project: (Attach an additional page if required)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Time schedule for each phase of the project:**

	<b>Required Work</b>	<b>Due Date</b>
1.	<u>Oral thesis proposal</u>	_____
2.	Written thesis proposal _____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Thesis Advisor Signature**

**Copies sent to:**       Honours Secretary       Honours Coordinator

**School of Health and Human Performance  
Dalhousie University  
Honours in Kinesiology**

**Reader Signature Form**

The following reader has agreed to read and examine my Honours thesis and grade the thesis within the time lines set by the Honours Coordinator (normally within one week after the final submission deadline). He/She has also agreed to attend the oral thesis proposal (November) and final thesis proposal (April) and provide an evaluation of these.

Student Name: \_\_\_\_\_

Student's Advisor: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

Reader Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval of the Honours Coordinator**

**Date**

**Copies given to:**  Advisor

Honours Coordinator

Honours Secretary



## Appendix 6. Suggested Format for a Quantitative Thesis Proposal

### Cover Page (1 page)

- a. Proposed Title
- b. Author's Name
- c. Name of Institution
- d. Degree Sought
- e. Name of Supervisor
- f. Date of Submission

### Table of Contents

### Abstract (1 page)

*The abstract summarizes the basic components/structure of the proposal.* Use the following headings in the abstract: Introduction, Purpose, Methods, and Anticipated Results. The final Thesis should replace “Anticipated Results” with Results, and include a Discussion heading.

### Chapter 1: Introduction

*The introduction provides an overview of the study.* Use subheadings within.

#### Introductory paragraph(s)

- Introductory paragraph(s)
  - Briefly summarize the research to be covered in the literature review. Succinctly state the nature of the problem, its importance, and state how the thesis will advance the state of knowledge in your research area. State the criteria and standards that will guide the study.
- The Research Question and Hypotheses
  - The research question(s) and hypotheses may appear here and/or at the end of the literature review. Any subsidiary questions may be raised.
- Define any unusual or specifically used terms
- You may give a brief description of study design
- Mention any limitations of the study
- Provide a summary of Chapter 1 and a transition to Chapter 2. Chapter 1 and 2 may be integrated into one chapter.

### Chapter 2: Review of Literature

*This is an integrated statement that affords some explanation of why the studies and theories cited are important to the work to be undertaken. “Thesis” means “a logical argument”.*

- Demonstrate your knowledge concerning what is contained in relevant literature
- Set the study within a tradition of inquiry and a context of related studies
- Elaborate on the theoretical or conceptual frameworks guiding your study as introduced in Chapter 1
- Clarify the assumptions that underlie the study's questions
- Your review of the literature should include strengths, weaknesses and gaps in existing research that your study could fill
- Your review of the literature should lead logically to your research question
- Show the connections between the literature and (a) the focus, purpose and significance of your study and (b) the study's questions and (c) any hypotheses
- Provide a summary of Chapter 2 and a transition to Chapter 3

**Together, Chapter 1 and Chapter 2 should be between 10 to 20 pages.**

**Chapter 3: Method or Procedure (5-10 pages)**

*This section completely describes how the study will be carried out, with sufficient detail that it could be replicated.*

- Consider restating the study's questions; or, refer the reader back to Chapter 1
- Diagram and explain the study's design
- Give sources of evidence or authority (e.g. experimentation, secondary data analysis of an existing database or data set)
- Describe the site of the study, who the participants will be and how you will recruit them
- Describe the measures, tools, or instruments you will use (including reliability and validity information)
- Describe your methods for data collection and management
- Describe specifically how you will analyse and interpret the data in order to answer each research question or hypothesis
- Describe how you will ensure the reliability and validity of the study
- Outline any special ethical considerations (if applicable)
- Mention your plans for reporting on the study
- Provide a proposed timetable for completing the thesis
- Provide a summary of Chapter 3
- Conclude the proposal

**References (1-5 pages)**

The thesis may be referenced in APA, AMA, or other recognized style as directed by your Supervisor. The referencing style must be established and used consistently within the proposal.

Other potential appendices:

Draft consent and letters to participants

Copies of measures to be used

Ethics submission forms, approval letters, etc.

## Appendix 7. Suggested Format for a Qualitative Thesis Proposal

### Cover Page (1 page)

- a. Proposed Title
- b. Author's Name
- c. Name of Institution
- d. Degree Sought
- e. Name of Supervisor
- f. Date of Submission

### Table of Contents

### Abstract (1 page)

*The abstract summarizes the basic components/structure of the proposal. Use the following headings in the abstract: Introduction, Purpose, Methods, and Anticipated Results. The final Thesis should replace "Anticipated Results" with Results, and include a Discussion heading.*

### Chapter 1: Introduction

*The introduction provides an overview of the study. Use subheadings within.*

- Establish the significance of the study by placing it within a larger theoretical, policy or practical framework – conceptualized and describe. Provide a background for the study.
  - What do we already know about this topic? Forecast the literature to be reviewed in Chapter 2, i.e., the broad areas of theory and research to be discussed.
  - What has not been answered adequately in previous research and practice?
  - How will this new research add to knowledge, practice and policy in this area?
  - Who may be interested in this inquiry?
- Describe the focus of the study clearly
- State the purpose of the study
- Identify the general research questions
- Give a brief description of study design
- Mention any limitations of the study
- Define unusual or specifically used terms
- Provide a summary of Chapter 1 and a transition to Chapter 2

### Chapter 2: Literature Review

*This section proves the importance of the study's focus. It is an integrated statement that affords some explanation of why the studies cited are important to the work to be undertaken.*

- Demonstrate your understanding of what is contained in relevant literature
- Set the study within a tradition of inquiry and a context of related studies
- Elaborate on the framework for the study, as introduced in Chapter 1
- Clarify the assumptions (values and beliefs) that underlie the study's questions
- Show the connections between the literature and (a) the focus, purpose and significance of your study and (b) the study's questions
  - Identify gaps in the literature and show that the proposed study will fill a need
  - Give a brief restatement of research focus

- Make a precise statement of the problem, questions, or area for exploration underlying assumption and values behind research questions
- Provide a summary of Chapter 2 and a transition to Chapter 3

**Together, Chapter 1 and Chapter 2 should be between 10 to 20 pages.**

**Chapter 3: Research Design and Research Methods (5 to 10 pages)**

*This section describes how the proposed study will be conducted. In this section, it is important to emphasize the flexibility inherent in qualitative research.*

- Consider restating the study’s questions; or, refer the reader back to Chapter 1
- Describe your overall methodological approach, and research strategies, with rationale
- Clarify your role in the study concerning entry, reciprocity and ethics
- State the criteria and standards that will guide the study
- Diagram and explain the study’s design; include site and sample selection
- Describe your methods for data collection, management, recording, analysis and interpretation
- Describe how you will ensure the trustworthiness of the study
- Mention your dissemination strategies and plans for reporting on the study
- Give a management plan, timeline, and feasibility analysis
- Provide a summary of Chapter 3
- Conclude the proposal

**References (1 to 5 pages)**

Theses may be referenced in APA, AMA, or other recognized style as directed by your Supervisor. The referencing style must be established and used consistently within the proposal.

**Appendices**

Include copies of instruments, letters to participants, consent forms, etc.

Adapted from:

Marshall, C. & Rossman, G.B. (1989). *Designing Qualitative Research*. New Park, CA: Sage.

## **Appendix 8. Suggested Format for a Mixed Methods (Quantitative and Qualitative research) Thesis Proposal**

### **Cover Page (1 page)**

- a. Proposed Title
- b. Author's Name
- c. Name of Institution
- d. Degree Sought
- e. Name of Supervisor
- f. Date of Submission

### **Table of Contents**

### **Abstract (1 page)**

*The abstract summarizes the basic components/structure of the proposal. Use the following headings in the abstract: Introduction, Purpose, Methods, and Anticipated Results. The final Thesis should replace “Anticipated Results” with Results, and include a Discussion heading.*

### **Chapter 1: Statement of the Research Problem/Introduction**

*The introduction provides an overview of the study.*

- Establish the significance of the study by placing it within a larger theoretical, policy or practical framework – conceptualize and describe. Provide a background for the study.
  - What do we already know about this topic? Forecast the literature to be reviewed in Chapter 2, i.e., the broad areas of theory and research to be discussed
  - What has not been answered adequately in previous research and practice?
  - How will this new research add to knowledge, practice, and policy in this area?
  - Who may be interested in this inquiry?
- Describe the focus of the study clearly
- State the purpose of the study
- Identify the general research questions
- Give a brief description of study design
- Mention any limitations of the study
- Define unusual or specifically used terms
- Provide a summary of Chapter 1 and a transition to Chapter 2

### **Chapter 2: Review of Literature**

*This is an integrated statement that affords some explanation of why the studies and theories cited are important to the work to be undertaken. “Thesis” means “a logical argument”.*

- A description of the theoretical or conceptual frameworks guiding your study should appear here
- Demonstrate your knowledge concerning what is contained in relevant literature
- Set the study within a tradition of inquiry and a context of related studies
- Elaborate on the framework for the study, as introduced in Chapter 1
- Clarify the assumptions that underlie the study's questions
- Your review of the literature should include strengths, weaknesses and gaps in existing research that your study could fill
- Our review of the literature should lead logically to your research question

- Show the connections between the literature and (a) the focus, purpose and significance of your study and (b) the study's questions
- Provide a summary of Chapter 2 and a transition to Chapter 3

**Together, Chapter 1 and Chapter 2 should be between 10 to 20 pages.**

### **Chapter 3: Methodology or Procedure (5-10 pages)**

- Describe the overall design, who the participants will be, recruitment techniques, and how the study will be carried out overall. Describe the mixed methods design you plan to use.
- Describe the quantitative elements of the thesis (note: the order of presentation of the elements should match the order in which you carry out each element of the design).
- Describe the measures, tools, or instruments you will use (including reliability and validity information)
- Describe the qualitative elements of the thesis
- Detail how you will demonstrate credibility and trustworthiness
- Describe your role as a researcher
- Review ethical considerations

### **References (1 to 5 pages)**

Adapted from:

Ivankova, N.V. (2002). *A Sample Mixed Methods Dissertation Proposal*. New Park, CA: Sage.

Available from:

<http://www.sagepub.com/creswellstudy/Sample%20Student%20Proposals/Proposal-MM-Ivankova.pdf>



**(Proposal – Potential) Results/Discussion:** Is there discussion of (Proposal – anticipated) results and possible implications?

Unclear Procedures/Analysis

1

2

3

4

Very Clear

5

Notes:

**Presentation Style:** Did the slides convey information in a clear, easy to follow way (i.e., points not narratives, appropriate font size, good choice of background slide colour) and did the presenter speak in a clear, confident and engaging manner?

Poor

1

2

3

4

Excellent

5

Notes:

**Documentation of References:** Were quality sources used and were all sources documented and references presented at the point of use?

Poor

1

2

3

4

Excellent

5

Notes:

**Question and Answer Period:** How well were questions answered?

Poor

1

2

3

4

Excellent

5

Notes:

FINAL GRADE (/40): \_\_\_\_\_

Percentage (/10% - proposal/ 20% final defence): \_\_\_\_\_



## KINE Honours Written Thesis Proposal Evaluation Template

Student Name: \_\_\_\_\_ Name of Evaluator: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Date: \_\_\_\_\_

**Cover Page/ Table of Contents/Abstract ( /10 marks):** Does the thesis proposal include the following elements: Author's Name, Name of Institution, Degree Sought, Name of Supervisor, Date of Submission? Does the proposal contain a table of contents? Does the thesis proposal contain an appropriate abstract, summarizing the basic components of the proposal include the Introduction, Purpose, Methods, Anticipated Results?

Notes:

**Chapter 1: Introduction (/15 marks).** The introduction should provide an overview of the study.

In the introductory paragraph, has the study briefly summarized the research to be covered in the literature review? Have they stated the nature of the problem, its significance, and how the thesis will advance the state of knowledge in the research area? Have they stated criteria and standards that will guide the study? Has the student identified the research question(s) and hypotheses? Have they given a brief description of the study design and any limitations of the study? Finally, have they provided a summary of Chapter 1 and a transition to Chapter 2?

Notes:

**Chapter 2: Review of Literature ( /30 marks).** The literature review should provide an explanation of why the studies and theories cited are important to the work to be undertaken.

In this Chapter, has the student demonstrated their knowledge of relevant literature? Have they set the study within a tradition of inquiry and a context of related studies? Have they elaborated on the theoretical or conceptual frameworks guiding their study as introduced in Chapter 1? Have they clarified the assumptions that underlie the study's questions? Have they included strengths, weaknesses and gaps in existing research that their study could fill? Does the review lead logically to their research question(s)? Have they shown connections between the literature and (a) the focus, purpose and significance of their study and (b) the study's questions and (c) any hypotheses? Finally, have they provided a summary of Chapter 2 and a transition to Chapter 3?

Notes:

**Chapter 3: Methodology ( /30 marks).** The methods section should describe how the study will be carried out, with sufficient detail that it could be replicated.

Has the student started this Chapter by restating the study's questions? Have they described, or used diagrams to explain the study's design? Have they described the site of the study, who the participants will be and how they will recruit them? Have they described the measures, tools, or instruments they will use (including reliability and validity information)? Have they described their methods for data collection and management? Have they described specifically how they will analyse and interpret the data in order to answer each research question or hypothesis? Have they described how they will ensure the reliability and validity of the study? Have they outlined any special ethical considerations (if applicable)? Have they provided a proposed timetable for completing the thesis? And finally, have they provided a summary of Chapter 3 and concluded the proposal?

Notes:

**Documentation of References ( /5 marks).** Were quality sources used and were all sources referenced correctly?

Notes:

**Scholarly Writing/ Overall Document ( /10 marks):** Did the thesis convey information in a clear, easy to follow way? Were there many grammatical/spelling errors? Has the student included all relevant appendices (i.e., consent forms/participant letters, questionnaires, ethics submission forms, approval letters)?

Notes:

**\*FINAL GRADE (/100):** \_\_\_\_\_

**\*Worth 20% of their final mark**

## KINE Honours Written Thesis Evaluation Template

Student Name: \_\_\_\_\_ Name of Evaluator: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Date: \_\_\_\_\_

- **Note that for Chapters 1-3, which were included in the proposal, consideration should be given when providing marks for the final section whether previous feedback has been incorporated into the document.**

**Cover Page/ Table of Contents/Abstract ( /5 marks):** Does the thesis proposal include the following elements: Author's Name, Name of Institution, Degree Sought, Name of Supervisor, Date of Submission? Does the proposal contain a table of contents. Does the thesis proposal contain an appropriate abstract, summarizing the basic components of the proposal include the Introduction, Purpose, Methods, Anticipated Results?

Notes:

**Chapter 1: Introduction ( /5 marks).** The introduction should provide an overview of the study.

In the introductory paragraph, has the study briefly summarized the research to be covered in the literature review? Have they stated the nature of the problem, its significance, and how the thesis will advance the state of knowledge in the research area? Have they stated criteria and standards that will guide the study? Has the student identified the research question(s) and hypotheses? Have they given a brief description of the study design and any limitations of the study? Finally, have they provided a summary of Chapter 1 and a transition to Chapter 2?

Notes:

**Chapter 2: Review of Literature ( /10 marks).** The literature review should provide an explanation of why the studies and theories cited are important to the work to be undertaken.

In this Chapter, has the student demonstrated their knowledge of relevant literature? Have they set the study within a tradition of inquiry and a context of related studies? Have they elaborated on the theoretical or conceptual frameworks guiding their study as introduced in Chapter 1? Have they clarified the assumptions that underlie the study's questions? Have they included strengths, weaknesses and gaps in existing research that their study could fill? Does the review lead logically to their research question(s)? Have they shown connections between the literature and (a) the focus, purpose and significance of their study and (b) the study's questions and (c) any hypotheses? Finally, have they provided a summary of Chapter 2 and a transition to Chapter 3?

Notes:

**Chapter 3: Methodology ( /10 marks).** Has the student started this Chapter by restating the study's questions? Have they described, or used diagrams to explain the study's design? Have they described the site of the study, who the participants will be and how they will recruit them? Have they described the measures, tools, or instruments they will use (including reliability and validity information)? Have they described their methods for data collection and management? Have they described specifically how they will analyse and interpret the data in order to answer each research question or hypothesis? Have they described how they will ensure the reliability and validity of the study? Have they outlined any special ethical considerations (if applicable)? And finally, have they provided a summary of Chapter 3 and concluded the proposal?

Notes:

**Chapter 4: Results ( /30 marks).** Are the results clearly described? Are the appropriate statistical methods used? Have all statistics been reported in the correct form and completely? Have table and graphs been labelled appropriately and clearly including labelling all axes using the correct units.

Notes:

**Chapter 4: Discussion ( /30 marks).** Have the results been summarized and linked to the original purpose and hypothesis? Have the results been linked and compared to the literature in the introduction and literature review? Have the implications of the study been discussed? Have the limitations been discussed? Is there a well written concise conclusion?

Notes:

**Scholarly Writing ( /10 marks):** Did the thesis convey information in a clear, easy to follow way? Were there many grammatical/spelling errors? Has the student included all relevant appendices (i.e., consent forms/participant letters, questionnaires, ethics submission forms, approval letters)?

Notes:

**\*FINAL GRADE (/100):** \_\_\_\_\_

**\*Worth 35% of their final mark**