



DALHOUSIE
UNIVERSITY

Guidelines For Honours in Health Promotion & Recreation

School of Health and Human Performance
2024 Calendar year

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Overview of the Honours Thesis Program

The Honours Program involves an independent research project, conducted under the supervision of a HAHP faculty member (including Limited Term Appointments) and under the administrative direction of the School of Health and Human Performance (HAHP) Health Promotion/Recreation Honours Coordinator. The purpose of the Honours program is to allow students to design and implement a complete research project.

The Honours program consists of six credit hours of course work. The first three credit hours are taken as **HPRO/LEIS 4101 (Advanced/Applied Research Methods)**. During this course, students develop and present their research proposals, including at the Crossroads Conference. The final three credit hours are taken as **HPRO/LEIS 4102 (Honours Thesis)**. During this course, students engage in weekly classes relevant to their research, and, with support from their Honours supervisor(s), gather and analyze their data and discuss their findings through the formal completion of the Honours thesis. As part of this class, Honours students also present their Honours thesis at a knowledge translation event.

Placement of Honours Course in Undergraduate Programs

The six credit hours of Honours courses are part of the 120 credit hours required for the respective Bachelors degree. The six credit hours may replace six credit hours of open, health-related, HAHP, health promotion or recreation-related electives.

Note: If after completion of 4101 you decide you do not wish to continue with your Honours project, you will still receive course credit for 4101 as an open, health-related, HAHP, health promotion or recreation-related elective.

Honours Admission Requirements

Current Undergraduate Students

Students currently enrolled in undergraduate programs in Health Promotion, Therapeutic Recreation, or Recreation Management wishing to be considered for acceptance into the Honours Program must meet the minimum requirements listed below. *Fulfilling these minimum requirements does not guarantee admission to the Honours program. The Honours Coordinator will determine final acceptance.*

1. Completed a minimum of 75 credit hours toward their undergraduate degree. Normally students will have completed five semesters prior to beginning the Honours component of their program. Transfer students' credits will be assessed on an individual basis.
2. Obtained a GPA of at least 3.70 based on previous 45 credit hours of academic work. Students whose GPA falls between 3.50 and 3.69 may provide a statement describing the circumstances that suggest they will be able to complete Honours without meeting the GPA requirement.
3. Completed HAHP 3100 or HLTH 3010 with a minimum grade of B. Students wishing to be considered for the Honours program must **complete HAHP 3100 or HLTH 3010 prior** to commencing the Honours program, normally in the first semester of the third year of the program.
4. Matched with a HAHP faculty member who will act as the Honours supervisor (see the section in this Handbook on Matching with a Faculty Supervisor).

Honours Conversion

Students who have completed their degree in Health Promotion, Therapeutic Recreation, or Recreation Management and wish to complete the six credit-hour Honours program may do so as an Honours Conversion student. All regulations in this manual pertaining to the Honours program also apply to Honours Conversion students. Students wishing to be considered for entrance into the Honours Conversion Program must meet the minimum requirements listed below. *Fulfilling these requirements does not guarantee admission to the Honours program. The Honours Coordinator determines final acceptance.*

1. Obtained a cumulative GPA of at least 3.70 based on previous 90 credit hours of the respective program. Students whose GPA falls between 3.50 and 3.69 may provide a statement describing the special circumstances that suggest they will be able to competently complete Honours although they do not meet the GPA requirement.
2. Completed HAHP 3100 or HLTH 3010 with a minimum grade of B.
3. Matched with a HAHP faculty member who will act as the Honours supervisor (see the section in this Handbook on Matching with a Faculty Supervisor).

Advanced Standing

Undergraduate students are eligible to take a maximum of two graduate courses in the final year of their Honours program. These courses may count toward the undergraduate degree and graduate credits may also be granted for these courses upon acceptance into the Dalhousie Leisure Studies or Health Promotion Master of Arts degrees. See [Appendix E](#) for Health Promotion eligibility and [Appendix F](#) for Recreation eligibility.

Honours Application Process

Students wishing to apply for honours should complete the below steps **in the following order**. The application is available as Appendix A. Please note, SSAs and prospective supervisors will need time to schedule meetings and complete forms – students should start early and plan in advance! All application materials should be typed and submitted by the student to the undergraduate secretary.

1. Students must attend the Honours Information Session hosted by the Honours Coordinator in Fall (typically mid-October). If you cannot attend the session, contact the Honours Coordinator to request a separate meeting to discuss Honours policies and procedures.
2. Make an appointment with a Student Services Administrator (SSA) to determine eligibility. The SSA will review your transcript to verify that admissions requirements can be met and that honours fits with your course plan, before signing their portion of the application form.
3. Meet and discuss your Honours application and plans with prospective supervisor(s). Please see the Matching with a Faculty Supervisor section of this handbook. Prospective supervisor(s) will then sign their portion of the application form.
4. Student will then complete and sign the remainder of the application form and submit the application to the undergraduate secretary at the School of Health and Human Performance.
5. The Honours Coordinator will review applications and match suitable prospective students and supervisors.
6. Students and supervisors will receive a letter to notify them of the decision.

Each meeting is confirmed via the application form. It is the responsibility of the student to be aware of the prerequisites for an Honours degree as listed in the University Calendar of their year of entry to the Health Promotion or Recreation program. Notification of acceptance by the Honours Coordinator will typically be emailed to the student by mid-December. Final GPA calculations and fall enrolment in HLTH 3010 mean initial acceptance is typically conditional until January.

Note: Deadline for applications is November 30

Matching with an Honours Supervisor

The Honours thesis is to be an original piece of research (including secondary analysis or evidence synthesis) designed and conducted by a student under the supervision of a faculty member.

Supervisor Eligibility

All regular HAHP Faculty are permitted to supervise honours students, regardless of their program area. Co-supervision with doctoral students, post-doctoral fellows, or faculty beyond HAHP will be permitted at the request/with agreement from a HAHP Faculty member. Faculty members with one-year limited term appointments (July to June) must co-supervise with a regular program area faculty member to ensure continuity; those with longer appointments must co-supervise in the final year of their contracts.

We recommend faculty members supervise no more than two honours students at a time (3 if there is co-supervision). We recommend faculty members serve as reader for only one or two honours students.

Matching Process

It is the responsibility of prospective Honours students to determine prospective supervisors under whose direction their research could be performed. Students are expected to meet with at least one prospective supervisor before applying, and are encouraged to meet with multiple prospective supervisors. They will be asked to rank 3 potential supervisors on their application forms. Should a student be matched with a faculty member with whom they have not met before applying, their acceptance would be conditional based on a meeting occurring.

Prospective students and supervisors, when discussing potential fit, should consider their planned topic area and methodology, scope of honours projects, their workload and capacity, the faculty member's teaching and supervision philosophy, and expectations regarding meetings, communication, and feedback. Part of the application form requires students and prospective supervisors to confirm these items have been discussed.

Note, faculty members meeting with prospective students and signing their application form does not mean they will be matched. The Honours Coordinator will review all applications and match students and faculty members based on the application materials and consultation with faculty members regarding their interest, availability, and capacity.

Scope of an Honours Thesis

The scope of the work conducted for an Honours thesis may vary considerably, depending on the nature of the research topic, the student's previous experience, and opportunities with prospective supervisors. The common feature expected in all theses is that the work represents an original study. An original study is interpreted as one that has the objective of providing new knowledge to a given field. While this may include primary research, where data is gathered directly by the student, it could also include secondary analysis or evidence synthesis.

The schedule described on pages 12-13 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 supervisor and student to ensure that the proposed research can be completed within the Honours timeframe. Students must discuss with their supervisor the scope of their thesis project to ensure it is manageable given the limited timeframe for completion of Honours.
- It is the student's responsibility to ensure that the Honours Coordinator is fully informed about any problems that develop during the study.
- In the event a problem cannot be resolved through the Honours Coordinator (if for example, the Honours Supervisor is also the Honours Coordinator), the student is directed to consult with the respective Division Head, or the Director of HAHP.

Honours Thesis Topics and Methods

Honours thesis topic and methods are determined in consultation with the supervisor. Students and supervisors are encouraged to consider research opportunities that build on existing research projects (i.e., don't require additional ethics review) or that use secondary analysis or existing literature.

Possible methods and topics include:

- Primary research conducted as part of an existing faculty project that has undergone ethical review if necessary (including those involving an REB amendment);
- Systematic reviews/syntheses of existing literature (e.g., scoping reviews or environmental scans; see below for more information about types of reviews);
- Secondary analyses;
- Program evaluation;
- Analysis of publicly accessible data/information.

Primary research (that is not connected to an existing faculty research project) should only be carried out in exceptional circumstances. Note that Honours supervisors are responsible for helping the student to complete ethics review if required for their Honours project.

Types of reviews

An excellent resource describing the types and characteristics of many types of reviews is summarized on the Dalhousie University Libraries website: <https://dal.ca.libguides.com/systematicreviews>

An adapted version of this information, focused on the forms of evidence synthesis most appropriate to Honours theses, is provided below. For further information and advice about forms of evidence synthesis, please contact the relevant university librarians.

Type	Description
Critical review	Aims to demonstrate writer has extensively researched literature and critically evaluated its quality. Goes beyond mere description to include degree of analysis and conceptual innovation. Typically results in hypothesis or model.
Environmental scan	Aims to collect and synthesize data from a variety of sources, including grey literature such as government reports or web sites.
Literature review	Generic term: published materials that provide examination of recent or current literature. Can cover wide range of subjects at various levels of completeness and comprehensiveness. May include research findings.
Mapping review/ systematic map	Maps out and categorizes existing literature from which to commission further reviews and/or primary research by identifying gaps in research literature.
Mixed studies review/mixed methods review	Refers to any combination of methods where one significant component is a literature review (usually systematic). Within a review context it refers to a combination of review approaches, for example, combining quantitative with qualitative research or outcome with process studies.
Qualitative systematic review/qualitative evidence synthesis	Aims to integrate or compare the findings from qualitative studies. It looks for 'themes' or 'constructs' that lie in or across individual qualitative studies.
Rapid review	Assessment of what is already known about a policy or practice issue, by using systematic review methods to search and critically appraise existing research.
Scoping review	Preliminary assessment of potential size and scope of available research literature. Aims to identify nature and extent of research evidence (usually including ongoing research).
Umbrella review	Refers to reviews compiling evidence from multiple reviews into one accessible and usable document. Focuses on broad condition or problem for which there are competing interventions and highlights reviews that address these interventions and their results.

Grant, M.J., & Booth, A. (2009). A typology of reviews: An analysis of 14 review types and associated methodologies. *Health Information & Libraries Journal*, 26, 91–108. doi:10.1111/j.1471-1842.2009.00848.x

Ethics Procedures for Honours Projects

Honours projects may take one of several forms, some of which do not require ethical review, some of which require an amendment to a broader project, and some of which require ethical review. Honours students should discuss ethical requirements with their supervisors while drafting their proposals. The below table indicates the types of projects that may or may not require ethics review.

Important Notes:

- **All honours projects requiring any type of ethics review must have received complete approval prior to August 1.**
- **Record of ethics approval should be forwarded to the Honours Coordinator upon receipt.**
- **Achieving proper ethics review is the responsibility of the student and their supervisor.**
- **Registration in HPRO/LEIS 4102 and continuing in the honours program is contingent upon complete ethical approval by August 1 – exceptions will not be permitted.**

Project Type	Ethics Review
Evidence Synthesis – Literature Review	Usually not required, confirm with supervisor
Analysis of Publicly Available Data	Usually not required, confirm with supervisor
Evidence Synthesis – Environmental Scan	Often not required, confirm with supervisor
Program Evaluation	Often not required, confirm with supervisor
Honours Part of Existing Project	Amendment usually required
Secondary Analysis	Review usually required
Collection of Primary Data	Ethics review required

For projects requiring an amendment to an existing project or complete ethical review, please see the below procedures. **As ethics processes can take several months, ethics procedures should be pursued near the end of HPRO/LEIS 4101 or at the beginning of the spring semester.**

Ethics Procedures for Projects Requiring an Amendment to an Existing Project

Honours theses projects involving research that is part of an existing faculty project will usually require an ethics amendment. This includes projects that involve adding components or questions to existing or ongoing research, students analyzing a specific component of an ongoing or existing project, or students “piggybacking” on faculty projects.

If an amendment is required, it is the responsibility of the supervisor (in partnership and agreement with the Principal Investigator (PI) of the existing project if the PI is not the supervisor) to guide and support the student in completing the amendment in alignment with the Tri-Council Policy Statement (TCPS) on Ethical Conduct for Research Involving Humans. Amendments should include adding and naming the student’s role in the project and adding or modifying any necessary instruments.

All Honours theses requiring ethics amendments must have received approval by August 1 (of the year in which the student is enrolled in Honours.) **The approval should be forwarded to the Honours Coordinator** when it is received. **Registration in HPRO/LEIS 4102 is contingent upon ethical approval.**

Ethics Procedures for Projects Requiring Ethics Review

Honours theses projects involving primary research that are not part of an existing faculty project must be reviewed twice: First at the school level (i.e., HAHP), and then by a university Research Ethics Board (REB) in alignment with the Tri-Council Policy Statement (TCPS) on Ethical Conduct for Research Involving Humans.

“Submissions that have received unit-level approval (indicated on section 1.2 of the application form) are eligible for a streamlined review by the Research Ethics Board. The exceptions are research that is more than minimal risk...in which case the research ethics application may be submitted directly to the Research Ethics Board” (Office of Research Services, 2018).

All Honours theses requiring ethics approval must have received approval by August 1 (of the year in which the student is enrolled in Honours.) The **approval should be forwarded to the Honours Coordinator** when it is received. Registration in HPRO/LEIS 4102 is contingent upon ethical approval, if required.

Honours thesis projects involving prospective minimal risk research and secondary use of data must pursue ethical review through the following process:

1. Complete an ethics application form using guidance available online through the Office of Research Services at Dalhousie (<https://www.dal.ca/dept/research-services/responsible-conduct-/research-ethics-/apply-for-reb-approval.html>)
 - Please note, prospective research and secondary analysis of data require different application forms – please see above link to ensure use of correct form.
2. The Honours supervisor should review the draft ethics application and provide feedback, which should be incorporated into the ethics application.
3. Submit the ethics application for school-level (HAHP) review. Applications should be submitted by email to the Chair of the HAHP Ethics Committee (currently Dr. Laurene Rehman).
4. Feedback will be provided directly to the student (cc'd to their Honours supervisor) by the HAHP Ethics Committee member who reviews the application.
5. Revisions should be made to the ethics application, and when complete, submitted to the Chair of the HAHP Ethics Committee (who must formally approve the application by signing Section 1.2 on the application form).
6. Once the application has been approved by HAHP, it should be submitted to appropriate university REB. Note that the monthly deadlines for submission to the REBs do not apply to minimal risk projects.
7. Feedback on the ethics protocol will be provided to the student and Honours supervisor by the REB by email. Once necessary revisions are completed to the satisfaction of the REB, the student and supervisor will receive an email noting that the ethics application is approved.
8. Once the project is complete, be sure to complete and submit a final report to close the ethics file. More information on this process is available at: <https://www.dal.ca/dept/research-services/responsible-conduct-/research-ethics-/post-research-ethics-board-approval.html>

Note: Overall, the process of ethics review typically takes several months. No ethics reviews (of proposals, revisions, or amendments) are completed by Dalhousie’s REBs during the month of August.

Roles and Responsibilities Within the Honours Program

Honours Student Roles and Responsibilities

All Honours students are expected to:

- Work independently.
- Meet with their supervisor on a regular basis.
- Spend an average of six hours per week on the project throughout the academic terms in addition to time required for the ethics submission (if required).
- Attend classes and meetings organized by the Honours Coordinator, and/or Instructor(s) of HPRO/LEIS 4101 and 4102.

Honours Supervisor Roles and Responsibilities

The following section has been adapted from University of Toronto document on Graduate student supervision (University of Toronto, 2008). The supervisor should provide guidance on the progress of the research and the standards expected of the final thesis, including:

- Guiding the student in the selection and planning of an original research topic that can be successfully completed within the expected time frame.
- Establishing with the student a realistic timeline for completion of various phases of the program.
- Helping the student to develop their ethics application and receive ethics approval, if required.
- Ensuring that students understand the relevant theories and the methodological and technical skills necessary for the research.
- Being accessible to give advice and provide feedback and providing students with realistic times for provision of feedback and ensuring student adheres to the timetable.
- Making arrangements to ensure continuity of supervision during leaves or an extended period of absence.
- Ensuring that the research environment is safe, equitable, and free from harassment and discrimination.
- Avoiding personal or business relationships that may constitute a conflict of interest.
- Being honest with the student when academic performance is not meeting expectations.
- Evaluating and suggesting a grade for the final thesis according to the grading rubric provided by the Honours Coordinator.

Honours Coordinator Roles and Responsibilities

The Honours Coordinator's tasks include:

- Overseeing the process of Honours students' programs including acceptance into the Honours program, organizing meetings and events, and evaluating the final thesis.
- Offering regular classes/workshops/seminars in the thesis stage of the process.
- Overseeing conflict resolution that may occur during the time of the Honours program. This is first attempted with an informal meeting between the student and the supervisor or person with whom the student has a conflict. Failing resolution at that level the Honours Coordinator will enter into a more formal phase of conflict resolution guided by the Director.
- Ensuring that the student's thesis is read and evaluated in a fair-minded manner by the supervisor, one outside reader, and the Honours Coordinator.
- Submitting final grades for HPRO/LEIS 4102.

Honours Reader Roles and Responsibilities

The Honours Reader should be a regular HAHF Faculty member. A doctoral student or post-doctoral fellow may serve as reader only should they wish and with encouragement from their supervisor. Faculty members outside of HAHF should be discussed in advance with the Honours Coordinator.

The Reader's tasks include:

- Arranging with the Honours student to receive an electronic or hard copy of the complete Honours thesis by the required date.
- Reading and assessing the Honours thesis within one week of receiving the thesis, providing written, constructive feedback either directly on the document (using track changes) or in a separate document.
- Providing written feedback about the thesis to the students' supervisor in an email (cc'd to the Honours Coordinator) along with a recommended Pass/Fail mark.
- Evaluating the honours knowledge translation project if possible (as well as others if desired).

Honours Timeline

Students wishing to pursue the Honours thesis option are required to attend three meetings (in this order) in the fall prior to applying for/beginning Honours:

1. Either the honours information session hosted by the Honours Coordinator, or a separate meeting with the Honours Coordinator to discuss honours procedures
2. With a Student Services Administrator to discuss course/schedule planning and honours eligibility
3. With at least one faculty member(s) who could serve as a prospective supervisor.

November 30: Submit Honours application

Winter Semester: HPRO/LEIS 4101

January – April: Register and complete HPRO/LEIS 4101: Advanced Research Methods. Completion of HPRO/LEIS 4101 includes the development of the research proposal (in consultation with their Honours supervisors), and presentation of the proposal in class and at the Crossroads conference.

End of February: All students will submit their first progress form to the Honours Coordinator (see Appendix C).

Spring/Summer: Ethics and Progress Checking

April – May: If necessary, students must submit their ethics protocol for approval (see the section on ethics review procedures in this handbook.) Once approval has been received at the HAHP level the ethics submission will proceed to the appropriate Dalhousie Research Ethics Board.

August 1: All students will submit their second progress form to the Honours Coordinator (see Appendix D). **All Honours theses requiring ethics approval must have received approval by August 1.** Record of ethics approval should be forwarded to the Honours Coordinator when it is received. Registration in 4102 is contingent upon ethical approval (if required).

Fall Semester: HPRO/LEIS 4102

Early September: Students who have completed 4101 with a grade of B or better, and received ethics approval (if required), will register and begin HPRO/LEIS 4102. If insufficient progress has been made, the student will be advised to consider withdrawing from the Honours program.

September: Students are expected to collect data, and meet regularly with their supervisor to receive and address feedback on drafts of the thesis. The HPRO/LEIS 4102 class will meet weekly. Timeline assignment will be completed and biweekly reporting will begin.

Mid-October: Data collection should be completed, and data analysis should be underway.

Early November: The Reader's Agreement Form (Appendix B) must be submitted for approval to the Honours Coordinator. Each Honours student should work with their reader to decide the date on which they will submit their thesis. The Honours Coordinator must approve the reader. Specific dates will be detailed in the HPRO/LEIS 4102 syllabus.

November 15: Requests for extensions in submitting theses. Extensions may be granted only on the basis of (1) a medical excuse, or (2) a letter from the student's supervisor stating extreme, unavoidable circumstances causing a delay in completion. Requests for extensions must be formally submitted, in writing, to the Honours Coordinator by November 15. Students should allow plenty of time to write to ensure that they make the deadline.

End of Fall Term: Students submit their final thesis by the end of the term in which they are registered for HPRO/LEIS 4102.

Early December: Knowledge Translation (KT) projects will be completed in HPRO/LEIS 4102. All HAHP faculty, Readers, and graduate students will be invited to review and evaluate KT projects. Details and specific dates will be found in the HPRO/LEIS 4102 course syllabus.

Early December: Submission of the Honours thesis to the reader. The thesis will be provided in either hard copy or electronic format depending on the reader's preference. The Honours Coordinator should receive an electronic copy of the thesis at this time. Details and specific dates will be found in the HPRO/LEIS 4102 course syllabus

One week following submission of thesis to reader: The reader will provide written comments on the thesis to the student's supervisor and the Honours Coordinator.

One week following receipt of reader feedback: The student will have one week to incorporate feedback, making revisions based on feedback from the reader and in discussion with the supervisor. The supervisor will oversee the revisions and then recommend a grade for the thesis to the Honours Coordinator. The Honours Coordinator will make the final grade decision in consultation with the supervisor. The student will submit a final copy of the thesis to their supervisor, the Honours Coordinator, and the School of HAHP.

Honours Thesis Format

The final Honours thesis normally consists of the following sections/chapters: Revised Chapters One, Two and Three from the proposal stage, Chapter Four: Findings/Results, Chapter Five: Discussion & Conclusion, References and Appendices. Note that the thesis may also be presented in manuscript format (i.e., as a journal article). It is also recommended that the Dalhousie Ethics Approval letter (if required) is included in an Appendix.

Evaluation Components

Process

- **During HPRO/LEIS 4101** the student works with the Course Instructor to complete their Honours research thesis proposal (i.e. the first three chapters) as well as any other course requirements. The Course Instructor establishes the time for in-course proposal presentations and collaborates with the Honours Coordinator and Crossroads organizing committee to plan proposal presentations at the Crossroads conference.
- **During HPRO/LEIS 4102** the student works with their thesis supervisor to complete the written thesis and the poster for the final KT event. Throughout the term, the student also attends classes organized by the Honours Coordinator. The final KT projects are shared at a KT event and evaluated by all faculty members and readers who attend and wish to evaluate.

Grading

Grades in HPRO/LEIS 4101 are assigned based on the written proposal and oral presentation of the Honours thesis proposal, following evaluation criteria developed by the HPRO/LEIS 4101 instructor, and outlined in the course syllabus. **Students must complete HPRO/LEIS 4101 with a grade of B or better in order to continue on to HPRO/LEIS 4102.**

Note: If the student fails the oral presentation of the proposal, they will be given a second opportunity to present prior to the first week of May. If the student fails the second time, they will not be permitted to continue with the Honours thesis. Course credit will be granted as an open or health/recreation elective if the appropriate grades have been achieved.

Grades in HPRO/LEIS 4102 are assigned based on the following weighting:

- **Timeline assignment (5%):** Submitted by end of second week of classes. Signed by supervisor and assessed by Honours Coordinator. Further dates and details will be available in the HPRO/LEIS 4102 course syllabus.
- **Biweekly Reporting (10% - 5 at 2% each):** Following the timeline assignment, biweekly reporting will be used to track progress. Signed by supervisor and assessed by Honours Coordinator. Further dates and details will be available in the HPRO/LEIS 4102 course syllabus.
- **KT Project (20%):** Graded by Supervisor, Honours Coordinator, other faculty and readers in attendance. A rubric is provided as Appendix I. Further dates and details will be available in the HPRO/LEIS 4102 course syllabus.
- **Written thesis (65%):** Graded by Supervisor in consultation with the Honours Coordinator, considering comments by the reader. A rubric is provided as Appendix J. Further dates and details will be available in the HPRO/LEIS 4102 course syllabus.

Note: If an Honours student fails the KT project, they will be given a second opportunity revise their work (arranged by the Honours Coordinator and the student's supervisor). A second failure will result in graduation without Honours; however, course credit will be granted as an open or health/recreation elective if the appropriate grades have been achieved.

Appendix A: Health Promotion or Recreation Honours Thesis Application

Please note:

- Honours applications are due on November 30 and require several meetings in advance – please plan accordingly.
- Note the order of meetings should be as follows: Honours Coordinator, SSA, Prospective Supervisor(s) (see process details on pages 4 and 5 of the Honours Handbook).
- This form should be completed using word processing software and typed except for signatures.
- SSAs and Prospective Supervisors are welcome to save their portions as separate files and email to student or directly to the undergraduate secretary, or to print and sign.

Section 1 of 4: To Be Completed by Student

Name: _____ Banner ID: _____

Email: _____ Phone: _____

Program: Health Promotion Recreation Management Therapeutic Recreation

Please use the space below to describe your planned area of research. Please include planned topic area, population of interest, potential methodology, etc. (note, these can be refined and finalized through HPRO/LEIS 4101). Please also use this space to address any GPA, application concerns, or extenuating circumstances – attach an additional page if necessary:

Health Promotion and Recreation Honours Application Form

Please note:

- Honours applications are due on November 30 and require several meetings in advance – students should plan accordingly.
- Students should attend the Honours Info Session or meet with the Honours Coordinator in advance of meeting with a Student Service Administrator (see process details on pages 4 and 5 of the Honours Handbook).
- SSAs are welcome to save their portion as a separate file and email to student or directly to the undergraduate secretary, or to print and sign.

Section 2 of 4: To be completed by a Student Services Administrator

- I confirm the student has met with me and discussed their eligibility for honours
- Student has completed 75 credit hours of undergraduate study

GPA on last 45 credit hours (or 90 credit hours for Honours Conversion applicants): _____

- Please note: A GPA of 3.7 on last 45 credit hours is required (3.5-3.69 may apply with a statement describing the circumstances that suggest they will be able to complete honours without meeting the GPA requirement)

Grade in HAHP 3100 or HLTH 3010 (if completed): _____

- Currently enrolled in HLTH 3010

Please note: Students applying for Honours Conversion must also apply through the Registrar's Office.

Notes:

SSA Name and Signature

Date

Health Promotion and Recreation Honours Application Form

Please note:

- Honours applications are due on November 30 and require several meetings in advance – students should plan accordingly.
- Students should attend the Honours Info Session (or meet with the Honours Coordinator) and meet with a Student Service Administrator in advance of meeting with prospective supervisor(s) (see process details on pages 4 and 5 of the Honours Handbook).
- Prospective Supervisors are welcome to save their portion as a separate file and email to student or directly to the undergraduate secretary, or to print and sign.

Faculty members meeting with prospective students and signing their application form does not mean they will be matched.

- The Honours Coordinator will review all applications and match students and faculty members based on the application materials and consultation with faculty members regarding their interest, availability, and capacity.
- Students are required to meet with at least one prospective supervisor and will rank three prospective supervisors in Section 4 of this application.
- Students are encouraged to meet with multiple prospective supervisors and to attach multiple copies of Section 3 with their application. Should a student be matched with a faculty member with whom they have not met before applying, their acceptance would be conditional based on a meeting occurring.

Section 3 of 4: To be Completed Jointly by the Student and Prospective Supervisor

We, the student applicant and prospective supervisor, have met and discussed the following:

- Fit of planned topic and potential methodology
- Scope of proposed honours thesis project
- The proposed supervisor’s teaching and/or supervision philosophy
- Expectations for meetings: Frequency, how to schedule, etc.
- Expectations for communication: Timeline, best format, etc.
- Expected response times: To emails, for review of written work, etc.

Notes:

Faculty Name and Signature

Date

Student Name and Signature

Date

Health Promotion and Recreation Honours Application Form

Please note:

- Honours applications are due on November 30 and require several meetings in advance – students should plan accordingly.
- Students should attend the Honours Info Session (or meet with the Honours Coordinator) and meet with a Student Service Administrator in advance of meeting with their prospective Supervisor(s) (see process details on pages 4 and 5 of the Honours Handbook).

Remember: Faculty members meeting with prospective students and signing their application form does not mean they will be matched.

- The Honours Coordinator will review all applications and match students and faculty members based on the application materials and consultation with faculty members regarding their interest, availability, and capacity.
- Students are required to meet with at least one prospective supervisor and will rank three prospective supervisors in Section 4 of this application.
- Students are encouraged to meet with multiple prospective supervisors and to attach multiple copies of Section 3 with their application. Should a student be matched with a faculty member with whom they have not met before applying, their acceptance would be conditional based on a meeting occurring.

Section 4 of 4: To be Completed by the Student

- I have attended the Honours Information Session or met with the Honours Coordinator.
- I understand that the Honours Coordinator and/or prospective supervisors may request a copy of my student record.

My preferred ranking of prospective supervisors is as follows:

1: _____

2: _____

3: _____

- I have completed the above form honestly and am hereby submitting my application for the Honours program.

Student Name and Signature

Date

Appendix B: Readers Agreement

School of Health and Human Performance Health Promotion and Recreation Honours Reader Agreement

Section A: To Be Completed by Student

Name: _____ Email: _____

Supervisor: _____ Email: _____

Thesis Title: _____

Program: Health Promotion Recreation Management Therapeutic Recreation

Section B: To Be Completed by Reader

Name: _____ Email: _____

Title/Appointment/Affiliation: _____

- I agree to serve as reader for the Honours student and thesis noted above.
- I will provide comments on the written thesis to the Supervisor and Honours Coordinator within one week following receipt of the thesis from the student (early December).
- I understand I will also be invited to evaluate a translation project in early December.

Name and Signature

Date

Appendix C: Honours Thesis Progress Report 1 – February 28

The student and supervisor should complete this form and submit it to the Honours Coordinator by February 28.

Student Name: _____ Banner I.D. _____

Honours Thesis Topic: _____

Supervisor: _____ Program: _____

Is ethics required for your honours project? Please circle or underline: Yes No

If no, please note why not (e.g. evidence synthesis); If yes, please note whether you will complete an amendment to a larger study, or your own application, etc.: _____

To be completed by honours thesis supervisor:

Please mark one 'X' in the most appropriate column of each row.

Task	Does not meet expectations	Meets expectations	Exceeds expectations
Literature review			
Proposed methodology			
Overall progress			

Please comment on one strength or area that is progressing well:

Please comment on one area where improvement is suggested:

To be completed by student:

Please comment on one strength or area you feel is progressing well:

Please comment on one area you would like to improve:

*Please note, the following is required to advance to HPRO/LEIS 4102:

- A grade of B is required in HPRO/LEIS 4101
- Ethics approval (if required) must be received by August 1

Student signature

Date

Supervisor signature

Date

Appendix D: Honours Thesis Progress Report 2 – August 1

The student and supervisor should complete this form and submit it to the Honours Coordinator by August 1.

Student Name: _____ Banner I.D. _____

Honours Thesis Topic: _____

Supervisor: _____ Program: _____

Is ethics required for your honours project? Please circle or underline: Yes No

If ethics is required, has it been received? Yes Not Applicable

Please note: Ethics approval (if required) must be received by August 1. Please forward record of approval to the Honours Coordinator.

Grade received in HPRO 4101: _____

To be completed by honours thesis supervisor:

Please mark one 'X' in the most appropriate column of each row.

Task	Does not meet expectations	Meets expectations	Exceeds expectations
Literature review			
Proposed methodology			
Overall progress			

Please comment on one strength or area that is progressing well:

Please comment on one area where improvement is suggested:

To be completed by student:

Please comment on one strength or area you feel is progressing well:

Please comment on one area you would like to improve:

*Please note, the following is required to advance to HPRO/LEIS 4102:

- A grade of B is required in HPRO/LEIS 4101
- Ethics approval (if required) must be received by August 1

Student signature

Date

Supervisor signature

Date

Appendix E: Advanced Placement for Health Promotion Honours Thesis Students

Advanced placement may allow Honours students to apply a maximum of 6 credit hours of study at the graduate level to both their undergraduate (Health Promotion) and their future MA (Health Promotion) program.

Students must plan their undergraduate program in advance to ensure open elective space is available in their fourth/final year, as overloads will not be permitted. Only one 3-credit hour graduate level course may be taken in a semester. Students registering in any graduate level course will be graded in accordance with the graduate grading scale and must obtain a grade of B- or higher in order to receive credit.

Successful completion of graduate level courses does not guarantee entry to the MA (Health Promotion) program. A grade of B- or higher must be achieved in all graduate level courses in order to reduce the overall course requirement in a graduate program. To apply these credits to a graduate program, a request for advanced placement must be made to the graduate coordinator in the first semester of said graduate program. Please see item 3.7 'Advanced Placement' in the Faculty of Graduate Studies regulations for more information. The Faculty of Graduate Studies makes the final decision on acceptance of advanced placement credits in the first semester of the student's graduate degree.

Criteria for eligibility to take a graduate level course:

1. Completion of HPRO 4101 with a grade of A- or higher.
2. Completion of a statistics course and an introductory research methods course with a grade of B or higher.
3. Cumulative GPA of 3.5 or higher in the last 45 credit hours.
4. Permission of the Honours Supervisor, Course Instructor, and the Honours Coordinator.

Graduate courses available to Health Promotion Honours students: Required courses in the MA (Health Promotion) program: HPRO 5514.03 - Current Frameworks in Health Promotion, and HPRO 5595.03 – Program Planning and Evaluation in Health Promotion. Elective courses: HPRO 5518.03 – Women's Health and the Environment, HPRO 5620.03 – Topics in Biopsychosocial Health, and HPRO 5600 – Independent Study. Note that HPRO 5600 courses need to be approved by the Graduate Coordinator as appropriate for credit at the graduate level.

Courses related to developing the methods (Qualitative or Quantitative) or data analyses (Statistics or Biostatistics) in the MA (Health Promotion) program are NOT open to Honours students.

To request permission to take a graduate course, please complete Appendix G. All applicants must meet with a student services administrator to ensure eligibility.

Note: This policy was discussed and approved at the Health Promotion division meeting on Feb. 8, 2017, and updated on Feb. 20, 2019.

Appendix F: Advanced Placement for Recreation Honours Students

Advanced placement may allow Honours students to apply a maximum of 6 credit hours of study at the graduate level to both their current BSc (Recreation) or BSc Recreation (Management) degree and their future MA (Leisure Studies) program.

Students must plan their BSc (Recreation) or BSc Recreation (Management) program to ensure open elective space is available in their fourth/final year, as overloads will not be permitted. Only one 3-credit hour graduate level course may be taken in a semester, and students are not permitted to take a graduate level course while on Internship. Students registering in any graduate level course will be graded in accordance with the graduate grading scale and must obtain a grade of B- or higher in order to receive credit.

Successful completion of graduate level courses does not guarantee entry to the MA (Leisure Studies) program. A grade of B- or higher must be achieved in all graduate level courses in order to reduce the overall course requirement in a graduate program. To apply these credits to a graduate program, a request for advanced placement must be made to the graduate coordinator in the first semester of said graduate program. Please see item 3.7 'Advanced Placement' in the Faculty of Graduate Studies Calendar for more information. The Faculty of Graduate Studies makes the final decision on acceptance of advanced placement credits in the first semester of the student's graduate degree.

Criteria for eligibility to take a graduate level course:

1. Completion of LEIS 4101 with a grade of A- or higher.
2. Completion of a statistics course and an introductory research methods course with a grade of B or higher.
3. Cumulative GPA of 3.5 or higher in the last 45 credit hours.
4. Permission of the Honours Supervisor, Course Instructor(s), and the Honours Coordinator.

Graduate courses available to Recreation Honours students:

Required course in the MA (Leisure Studies) program: LEIS 5592.03 – Interdisciplinary Basis of Leisure Science. Elective course: HPRO 5595.03 – Program Planning and Evaluation in Health Promotion.

Other courses from within the School of Health and Human Performance that directly relate to the student's intended program of study at the Master's level may be reviewed/approved on an individual basis.

Courses related to methods (qualitative or quantitative) or data analyses (Statistics or Biostatistics) in the MA (Leisure Studies) program are NOT open to Honours students.

To request permission to take a graduate course, please complete Appendix H. All applicants must meet with a student services administrator to ensure eligibility.

Note: This policy was discussed and approved at the Recreation and Leisure Studies division meeting on September 13, 2017.

Appendix G: Health Promotion Graduate Course Application

Name: _____	Banner ID# _____
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Requirements:	<input type="checkbox"/> Grade of A- or higher in HPRO 4101 <input type="checkbox"/> Grade of B or higher in an introductory statistics course <input type="checkbox"/> Grade of B or higher in an introductory research methods course <input type="checkbox"/> Minimum cumulative GPA of 3.5 in last 45 credit hours
_____	_____
Student Services Administrator	Date

Course A: HPRO _____	Course B: HPRO _____
<p>Note: Only one 3-credit graduate level course may be taken per semester in the fourth/final year. Students registering in any graduate level course will be graded in accordance with the graduate grading scale and must obtain a grade of B- or higher to receive credit.</p>	

It is the responsibility of the student to obtain all required signatures in the order listed below.

Provide a statement of intent:

Student: _____ Date: _____

Supervisor: _____ Date: _____

Instructor, course A: _____ Date: _____

Instructor, course B: _____ Date: _____

Honours Coordinator: _____ Date: _____

cc: HAHP Graduate Coordinator

Appendix H: Leisure Studies Graduate Course Application

Name: _____ Banner ID# _____

Requirements: <input type="checkbox"/> Grade of A- or higher in LEIS 4101 <input type="checkbox"/> Grade of B or higher in an introductory statistics course <input type="checkbox"/> Grade of B or higher in an introductory research methods course <input type="checkbox"/> Minimum cumulative GPA of 3.5 in last 45 credit hours				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Student Services Administrator</td> <td style="border: none;">Date</td> </tr> </table>	_____	_____	Student Services Administrator	Date
_____	_____			
Student Services Administrator	Date			

Select up to a maximum of 6 credit hours: <input type="checkbox"/> LEIS 5592.03 <input type="checkbox"/> HPRO 5595.03 <input type="checkbox"/> Other: _____
Note: Only one 3-credit graduate level course may be taken per semester in the fourth/final year. Students may NOT take a graduate level course while on Internship. Students registering in any graduate level course will be graded in accordance with the graduate grading scale and must obtain a grade of B- or higher to receive credit.

It is the responsibility of the student to obtain all required signatures in the order listed below.

Provide a statement of intent:

Student: _____	Date: _____
Supervisor: _____	Date: _____
Instructor, course A: _____	Date: _____
Instructor, course B: _____	Date: _____
Honours Coordinator: _____	Date: _____

cc: HAHP Graduate Coordinator

September 2017

Appendix I: Knowledge Translation Project Grading Rubric

Please note, this rubric may be updated by the honours coordinator/course instructor in HPRO/LEIS 4102. More details are provided in the HPRO/LEIS 4102 course syllabus.

	Excellent (3 points)	Acceptable (2 points)	Unsatisfactory (1 point)
Content & Design			
Contribution to Discipline	The research represents a novel and relevant contribution.	The research adequately contributes to the discipline.	The research's contribution to the discipline is limited or unclear.
Background	The KT project clearly highlights key background literature and rationale for the research.	The project adequately presents background literature and/or rationale.	The project presents limited background literature and/or rationale.
Purpose & Methods	Purpose is clearly stated, and methods are outlined and well-aligned with purpose.	Purpose and methods are sufficiently aligned and described.	Purpose and methods are limited or missing.
Results	The findings are clearly and logically described.	The findings are adequately described.	Findings are limited or unclear.
Discussion & Conclusion	Key implications of the work are discussed, and conclusions flow logically from results.	Implications and conclusions are satisfactorily described.	Implications and conclusions are limited, unclear, or missing.
Overall Design	Design is easily viewed, logical, and conveys information well.	Design is acceptable.	Design is unclear or difficult to understand.
Writing Style	Text is clear, articulate, and free of spelling or grammatical concerns.	Text is satisfactory, with only minor spelling or grammatical concerns.	Text is unclear, with significant concerns in spelling or grammar.
Oral Presentation			
Depth of Knowledge	Project is well-described, understanding of the field is evident.	Project and its connection to the field are adequately described.	Description of the project and understanding of the field is limited.
Confidence & Engagement	The student speaks in a clear, confident, and engaging manner.	The student speaks somewhat clearly and confident.	Oral presentation skills warrant refinement or practice.
Structure & Clarity	The oral presentation is clear and describes the project thoroughly and logically.	The oral presentation is acceptably organized.	The oral presentation is disorganized or difficult to follow.
Total			<u> </u> /30 = <u> </u> /20

Appendix J: Honours Thesis Grading Rubric

Please note, this rubric may be updated by the honours coordinator/course instructor in HPRO/LEIS 4102. More details are provided in the HPRO/LEIS 4102 course syllabus.

	Excellent	Acceptable	Unsatisfactory
Title & Abstract (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Title and abstract are clear and contain all key components.	Title and abstract are present but warrant minor refinement.	Title and abstract are unclear or missing key components.
Literature Review (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Literature review is comprehensive. Relevant literature is summarized clearly and concisely.	Literature review is adequate. Literature is acceptably summarized.	Literature review lacks comprehensive summary.
Critique & Rationale (<u> </u> /6)	<i>6 points</i>	<i>3 points</i>	<i>2 points</i>
	Relevant literature is analyzed and critiqued. Rationale for study is clear and sensible.	Some critique and analysis of literature is offered. Rationale for study is acceptable.	Limited critique and analysis of literature. Rationale is unclear.
Purpose & Questions (<u> </u> /6)	<i>6 points</i>	<i>3 points</i>	<i>2 points</i>
	Study purpose, questions, objectives and/or hypothesis are appropriate and clearly stated.	Study purpose, questions, objectives and/or hypothesis are adequately stated.	Study purpose, questions, objectives and/or hypothesis are missing or limited.
Design & Methodology (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Overall study design, methodology, and approach are clearly and logically described.	Study design and approach are adequately described.	Study design and approach are not described, limited, or missing significant components.
Data Collection & Analysis (<u> </u> /6)	<i>6 points</i>	<i>3 points</i>	<i>2 points</i>
	Methods for collecting and analysing data are thoroughly and logically described.	Data collection and analysis methods are adequately described.	Data collection and analysis methods are not described, limited, or missing components.
Results: Participants and/or Dataset (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Study participants and/or dataset is clearly and thoroughly described.	Study participants and/or dataset are acceptably described.	Description of study participants and/or dataset is limited or missing.
Results: Findings (<u> </u> /6)	<i>6 points</i>	<i>3 points</i>	<i>2 points</i>
	Findings are thoroughly and logically presented and explained, clearly connected to research purpose, and supported by data and evidence.	Findings are adequately presented, sufficiently connected to purpose, and somewhat supported by data and evidence.	Findings are limited or unclear, not well connected to purpose, and not supported by data or evidence.

Discussion: Analysis (<u> </u> /6)	<i>6 points</i>	<i>3 points</i>	<i>2 points</i>
	Findings are clearly placed in context and connected to relevant literature. Strengths and limitations are thoroughly discussed.	Findings are somewhat connected to relevant literature. Strengths and limitations may warrant further discussion.	Findings are not placed in context or connected to relevant literature. Discussion of strengths and limitations is missing.
Discussion: Significance & Implications (<u> </u> /6)	<i>6 points</i>	<i>3 points</i>	<i>2 points</i>
	The meaning and significance of a broad range of theoretical and applied implications are discussed. Findings are clearly connected to study purpose and discipline. Significant suggestions are made for future work.	Significance and meaning of findings are discussed. Adequate connections between findings and study purpose and discipline are made. Future work may be suggested.	Discussion of significance or meaning of results is limited, not connected to discipline or study purpose. Suggestions for future work are missing.
Conclusion (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Conclusion clearly identifies key points, and takeaways.	Conclusion adequately summarizes key points.	Conclusion is limited or missing.
Structure and flow (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Thesis is well-organized, flows logically, and clearly methodologically congruent.	Thesis is sufficiently well organized and methodological congruency is evident.	Thesis lacks organization and methodological congruency.
Incorporation of literature (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Writing is supported by the effective integration of multiple and diverse sources. Research is cited appropriately and accurately.	Writing is supported and cited by some sources, but would be strengthened by the addition of more, or more diverse sources.	Writing is not supported by academic sources, or sources are not cited appropriately or accurately.
Grammar & APA (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	Writing is fluid, clear, concise, and free of grammatical and APA errors.	Writing is adequate with minor style, flow, grammatical or APA concerns.	Writing lacks clarity and contains significant errors in grammar and APA format.
Appendices (<u> </u> /3)	<i>3 points</i>	<i>2 points</i>	<i>1 point</i>
	All relevant appendices are included and are well-organized.	Most relevant appendices are included and are adequately organized.	Appendices are missing or disorganized.
Total	<u> </u> /63 = <u> </u> /65		

Appendix K: Record of significant recent revisions to this document

2020: Changes were made to reflect the remote learning environment, including the revision of the KT project to reflect options for the assignment and online submission/evaluation. Rubrics for the KT project and final thesis were also created and added as appendices. Moderate date changes were made to align the thesis submission timelines with the more typical academic semester.

2021: No major changes.

2022: Minor updates to Progress Report to add question about ethical requirements.

2023: Changes were made to refresh application materials, including the addition of required meetings and signatures from SSAs and prospective supervisor(s). Minor changes made to update Reader Agreement form for clarity. Changes to reflect additional progress tracking were also made for both the winter semester and in the 4102 course. Evaluation procedures for 4102 were updated to reflect the addition of progress tracking assignments and higher weight for KT project.

2024: Changes we made to further update the application process and application materials to reflect a supervisor matching process and revised application date (November 30). Forms and materials updated to reflect the change to HLTH 3010 as the undergraduate research methods course. Crossroads proposal presentation re-acknowledged with shift back to in person learning. Expansion of supervisor and reader eligibility to remove program-area requirement and permit co-supervision and reading by doctoral students or post-doctoral fellows.