School of Health and Human Performance

Guidelines for Honours in Health Promotion, and Recreation & Leisure Studies

2017-2018 Academic Year

Approved by SAC Oct. 31, 2017
Table of Contents

Overview of the Honours Program ................................................................. 3
HONOURS APPLICATION REQUIREMENTS .................................................. 4
ADVANCED STANDING .................................................................................. 5
SECURING AN HONOURS SUPERVISOR ........................................................ 5
SCOPE OF HONOURS THESES ................................................................. 6
HONOURS THESES TOPICS AND METHODS ................................................. 6
ROLES AND RESPONSIBILITIES WITHIN THE HONOURS PROGRAM ......... 8
  Honours Student Roles and Responsibilities ........................................ 8
  Honours Supervisor Roles and Responsibilities .................................... 8
  Honours Coordinator Roles and Responsibilities ................................. 9
  Honours Reader Roles and Responsibilities .......................................... 10
HONOURS TIMELINE .................................................................................. 10
THESIS FORMAT ......................................................................................... 12
EVALUATION COMPONENTS ................................................................. 12
APPENDICES ......................................................................................... 13
  Appendix A: Honours Application Checklist ......................................... 13
  Appendix B: Health Promotion or Recreation Honours Application ....... 15
  Appendix C: Health Promotion or Recreation Honours Conversion Application ... 16
  Appendix D: Health Promotion or Recreation Honours Program ............. 17
  Appendix E: Honours Thesis Progress Report ...................................... 18
  Appendix F: Advanced Placement for Health Promotion Honours Students ... 19
  Appendix G: Advanced Placement for Therapeutic Recreation/Recreation Management Honours Students ................................................................. 20
  Appendix H – Health Promotion Graduate Course Application .................. 21
  Appendix I – Leisure Studies Graduate Course Application ...................... 22
  Appendix J: Record of significant revisions to this document .................. 23

Back to table of contents
Overview of the Honours Program

The Honours Program is an independent research project, conducted under the supervision of a permanent faculty member (including Limited Term Appointments) from the respective programs 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 6 credit hours of course work. The first 3 credit hours are taken as HPRO/LEIS 4101 (Advanced Research Methods/Honours Research Proposal). During this course, students develop their research question and proposal and present their Honours research proposal in class and a second time at the Crossroads Conference. The final three credit hours of course work are taken as HPRO/LEIS 4102 (Honours Thesis). This course functions as an independent study with the faculty supervisor, under the administrative direction of the Honours Coordinator. During this course, students gather and analyze their data as well as discuss their findings through the formal completion of the Honours thesis. As part of this class, Honours students present their Honours thesis as a poster to the School at a time arranged by the Honours Coordinator.

Placement of Honours Course in Undergraduate Programs

The 6 credit hours of Honours courses are part of the 120 credit hours required for the respective Bachelors degree.

In Health Promotion:

Community Health Promotion Stream: These 6 credit hours replace 6 credit hours of open or health-related electives.

Research and Policy Stream: 4101 is already a program requirement. 4102 replaces any open or health-related elective.

In Recreation and Leisure: The 6 credit hours may be attributed as open electives or as recreation-related courses.

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 either an open or health/recreation-related elective.
HONOURS APPLICATION REQUIREMENTS

For students currently enrolled in the BSc (Health Promotion, Recreation, Recreation Management) programs

Students wishing to be considered for entrance into the Honours Program must meet the minimum requirements listed below. *Fulfilling these requirements does not guarantee admission to the Honours program. The Honours Coordinator decides final acceptance.*

1. Completed a minimum 75 credit hours toward their undergraduate degree. Normally students will have completed 5 semesters prior to beginning the Honours component of their program. *(NOTE: 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 special circumstances that suggest they will be able to competently complete Honours although they do not meet the GPA requirement.

2. Completed HAHP 3100 with a minimum grade of B. Students wishing to be considered for the Honours program must **complete HAHP 3100 prior** to commencing the Honours program, normally in the first semester of the third year of the program.

**Honours conversion: For students who have completed a BSc (Health Promotion, Recreation, Recreation Management) program**

Students who have completed their degree and who wish to complete the 6 credit hour Honours program may do so as an Honours Conversion student. Honours Conversion students must secure a faculty supervisor prior to entering the Honours Conversion program. 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 with a minimum grade of B.
ADVANCED STANDING

Undergraduate students are eligible to take a maximum of two graduate courses in the final year of their Honours program. These courses 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 F for Health Promotion eligibility (p. 19) and Appendix G (p. 20) for Recreation Honours eligibility.

SECURING 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 program area faculty member*. It is the responsibility of the prospective Honours student to find a supervisor under whose direction their research project can be performed. If a proposed project requires the cooperation or direct supervision of a person or agency outside the program area, a program area faculty member must first agree to be the official supervisor of the project. That faculty member, **not the outside person or agency**, is fully responsible for the content of the project and for assigning grades, as outlined below.

*Note:* Faculty members with one year limited term appointments (July to June) must co-supervise with a regular program area faculty member to ensure continuity of the research project; those with longer appointments must co-supervise in the final year of their contracts.

**Changing supervisors:** Honours students are highly discouraged from changing supervisors after submitting their Honours application. Should a student choose to change to a new supervisor, this change must be finalized prior to the beginning of the 4101 course. Any student contemplating a change of supervisor should contact the Honours Coordinator to discuss this.

*SUPERVISORS EXTERNAL TO THE PROGRAM AREA*

In rare circumstances, a supervisor may be external to the program area. In this instance, the Honours Coordinator, student, and supervisor will together secure a supervisor-of-record (**a co-supervisor**) from within the respective program area. **The co-supervisor** conveys supervisory requirements to the external supervisor. The external supervisor submits a grade in consultation with the internal co-supervisor.
SCOPE OF HONOURS THESES

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 this area. 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 independent or primary research, it could also include secondary analysis or knowledge synthesis.

The schedule described on pp. 9-11 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 project can be completed within this timeframe. Honours students should discuss carefully with their supervisor the scope of their Honours projects to ensure these are manageable given the limited timeframe for completion of Honours.

- The supervisor 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 about any problems that develop during the course of the study.

- In the event that 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 if that person is one of the above parties, with the Director of HAHP.

HONOURS THESES TOPICS AND METHODS

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

- Primary research conducted as part of an existing and approved faculty project that would involve an REB amendment only;
- Systematic reviews/syntheses of existing literature (i.e., scoping review, environmental scale, integrative review; see below for more information about types of reviews)
- Secondary analyses;
- Program evaluation;
- Use 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 (Grant & Booth, 2009) is summarized on the Dalhousie University Libraries website (http://dal.ca.libguides.com/c.php?g=257491&p=2199072). 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, contact university librarians Robin Parker, robin.parker@dal.ca, or Shelley McKibbon, shelley.mckibbon@dal.ca.

<table>
<thead>
<tr>
<th>Types of evidence synthesis</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical review</td>
<td>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</td>
</tr>
<tr>
<td>Environmental scan</td>
<td>Aims to collect and synthesize data from a variety of sources, including grey literature such as government reports or web sites.</td>
</tr>
<tr>
<td>Literature review</td>
<td>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</td>
</tr>
<tr>
<td>Mapping review/systematic map</td>
<td>Map out and categorize existing literature from which to commission further reviews and/or primary research by identifying gaps in research literature</td>
</tr>
<tr>
<td>Mixed studies review/mixed methods review</td>
<td>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</td>
</tr>
<tr>
<td>Qualitative systematic review/qualitative evidence synthesis</td>
<td>Method for integrating or comparing the findings from qualitative studies. It looks for ‘themes’ or ‘constructs’ that lie in or across individual qualitative studies</td>
</tr>
<tr>
<td>Rapid review</td>
<td>Assessment of what is already known about a policy or practice issue, by using systematic review methods to search and critically appraise existing research</td>
</tr>
<tr>
<td>Types of evidence synthesis</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Scoping review</td>
<td>Preliminary assessment of potential size and scope of available research literature. Aims to identify nature and extent of research evidence (usually including ongoing research)</td>
</tr>
<tr>
<td>Umbrella review</td>
<td>Specifically refers to review 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</td>
</tr>
</tbody>
</table>


**ROLES AND RESPONSIBILITIES WITHIN THE HONOURS PROGRAM**

**Honours Student Roles and Responsibilities**

All Honours students are expected to:

1. Work independently.
2. Meet with their supervisor on a regular basis.
3. Spend an average of 6 hours per week on the project throughout the academic terms in addition to time required for the ethics submission (if required).
4. Attend seminars organized by the Honours Coordinator.

**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:

1. Guiding the student in the selection and planning of an original research topic that can be successfully completed within the expected time frame.
2. Establishing with the student a realistic timeline for completion of various phases of the program.
3. Helping the student to develop their ethics protocol and receive ethics approval, if required.
4. Providing students with realistic times for provision of feedback and ensuring student adheres to the timetable.
5. Ensuring that students have an understanding of the relevant theories and the methodological and technical skills necessary for the research.
6. Being accessible to give advice and provide feedback.
7. Making arrangements to ensure continuity of supervision during leaves or an extended period of absence.
8. Ensuring that the research environment is safe, equitable, and free from harassment and discrimination.
9. Avoiding personal or business relationships that may constitute a conflict of interest.
10. Being honest with the student when academic performance is not meeting expectations.

**Honours Coordinator Roles and Responsibilities**

The Honours Coordinator’s tasks include:

1. Overseeing the process of Honours students’ programs including acceptance into the Honours program, organizing the proposal and final thesis presentation events, and evaluating the final thesis.
2. Offering periodic workshops/seminars in the thesis stage of the process.
3. Ensuring each student has completed the requisite two seminars per term in the Honours program.
4. 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 as defined by the Faculty of Graduate Studies.
5. 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 him/herself.
Honours Reader Roles and Responsibilities

The Reader’s tasks include:

1. Arranging with the Honours student to receive an electronic or hard copy of the complete Honours thesis by December 15.

2. 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. Readers should provide 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.

3. Attending the Honours Poster session if possible and evaluating the student’s poster (as well as others if desired).

HONOURS TIMELINE

Students wishing to pursue the Honours thesis are required to contact the professor they would like to work with for the thesis project. The prospective Honours supervisor may indicate their agreement to supervise the student by signing the student’s Honours 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 be mailed to the student by December 1.

November 15: submit Honours application

| 4101 |

**January – April:** Register and complete HPro/Leis 4101 (Advanced Research Methods/Honours Proposal)

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.

Ethics Approval

**April – May:** If necessary, students must submit their ethics protocol for approval (see School’s Ethical Review Guidelines and forms). Once approval has been received at the HAHP
level the ethics submission will proceed to the appropriate Dalhousie Research Ethics Board.

**August 1:** *All Honours theses requiring ethics approval must have received approval from the School of HAHP and Dalhousie Research Ethics Board before studies begin.*
*Registration in 4102 is contingent upon ethical approval (if required).*

### 4102

**Early September:** Students who have completed 4101 and received ethics approval (if required) will register and begin HPro/Leis 4102.

**NB:** If insufficient progress has been made, the student will be advised to consider withdrawing from the Honours program.

**September:** Students are expected to collect their data. Students will have regular meetings with their supervisor to receive and address feedback on drafts of the thesis. The HPro/Leis 4102 class will meet weekly

**Mid-October:** Any data collection should be completed and data analysis should be underway.

**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 arguing for 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.

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. In the event of challenges with data collection/analysis, please consult with your supervisor and the Honours Coordinator.

Your final written thesis is used to evaluate your work for the year. Be sure, therefore, to allow yourself plenty of time to prepare this to the best of your ability by the required date of submission.

**Mid-November:** The Reader’s Agreement Form (Appendix D) must be submitted for approval to the Honours Coordinator. Each Honours student should work with their reader to decide on the date on which they will submit their thesis to their reader for review. This must occur by December 15. The Honours Coordinator must approve the reader, if the Reader is not a Dalhousie faculty member. Except in exceptional circumstances, Readers are expected to have academic appointments.
**End of Fall Term:** Students are expected to have their final thesis written by the end of the term in which they are registered for HPro/Leis 4102.

**Early December:** A poster session will be held during which students will present their thesis research in poster format. All HAHP faculty, Honours thesis readers and students will be invited to attend. This presentation will account for 15% of the grade for HPro/Leis 4102.

**December 15 or earlier:** 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.

**One week following submission of thesis to reader (mid-December):** The reader will provide written comments on the thesis to the student’s supervisor and the Honours Coordinator. 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 corrections/additions 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.

**Early January:** The Honours Coordinator will submit final grades for HPro/Leis 4102.

**THESIS FORMAT**

The final 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.

The thesis should follow the usual format of a research report using APA format.

**EVALUATION COMPONENTS**

A. Process

i) **During 4101** the student works with the Course Instructor to complete the first part of the Honours proposal (normally the first three chapters) as well as any other course requirements. The Course Instructor establishes the time for the proposal presentations. A second presentation of the proposal occurs under the organization of the Honours Coordinator (typically at the Crossroads conference).
ii) During 4102 the student works with their thesis supervisor to complete the written thesis and the poster for the final presentation. Throughout the term the student also attends classes organized by the Honours Coordinator. At the final poster presentation of the thesis all faculty members and readers who are in attendance contribute to the final grade for the poster.

B. Grading

i) 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.

*If the student fails the oral presentation of the thesis, 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, however the course credit will be awarded as an open or health-related/recreation elective if the appropriate grades have been achieved.

ii) Grades in HPro/Leis 4102 are assigned based on the following weighting:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Poster Presentation of the Thesis</td>
<td>15%</td>
</tr>
<tr>
<td>Graded by Supervisor, Honours Coordinator, other faculty and readers in attendance</td>
<td></td>
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<tr>
<td>Written thesis</td>
<td>85%</td>
</tr>
<tr>
<td>Graded by Supervisor in consultation with the Honours Coordinator considering comments by the reader</td>
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</tbody>
</table>

*If an Honours student fails the poster presentation of the thesis in early December they will be given a second opportunity to present in the first week of January, to be arranged by the Honours Coordinator and the student’s supervisor. A second failure will result in graduation without Honours; however, the course credit will be awarded as an open or health-related elective if the appropriate grades have been achieved.

APPENDICES

Appendix A: Honours Application Checklist

1. Make an appointment with the Student Services Administrator to determine eligibility. The Student Services Administrator will review your transcript to verify that required courses have been completed (including upper level courses in the area of proposed research) and that a cumulative GPA of 3.7 has been achieved in your last 45 credit hours in the program.
2. Discuss your Honours application with your potential supervisor by end of September of your third year or post-program for Honours Conversion. If criteria are met, seek the potential supervisor’s signature.

3. Complete and sign the application,
   a) Attach a letter addressed to Honours Coordinator requesting Honours status and identify the area in which research will be done
   b) If your GPA falls between 3.50 and 3.69, you may provide a statement describing the special circumstances that suggest you will be able to competently complete Honours although you do not meet the GPA requirement.

4. Submit the complete application and letter (addressed to Honours Coordinator) to the Honours Secretary, School of Health and Human Performance, Dalhousie University, Halifax, NS, B3H 3J5. For Honours Conversion, submit this application and letter, to the Registrar’s Office, and provide a copy to the Honours Secretary in HAHP.

5. You will receive a letter to notify you of the decision.

N.B. Deadline for applications is November 15
## Appendix B: Health Promotion or Recreation Honours Application

<table>
<thead>
<tr>
<th>Name: __________________________________</th>
<th>Banner I.D.: __________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: __________________________________</td>
<td>Local Address: __________________________________</td>
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<tr>
<td></td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Permanent Address (if different from local address above): __________________________________</td>
<td></td>
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<tr>
<td></td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Home Phone: ____________________________</td>
<td>Other Phone: ____________________________________</td>
</tr>
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<td></td>
<td>________________________________________________</td>
</tr>
</tbody>
</table>

Program:  □ Health Promotion  □ Recreation Management  □ Therapeutic Recreation

□ I met with the Student Services Administrator at the School of Health and Human Performance to discuss my eligibility for the Honours program.

________________________________________  __________________________________
Student Services Administrator                    Date

□ If the student is accepted into the Honours program, I will act as their supervisor for their Honours thesis.

________________________________________  __________________________________
Faculty member – Print and sign                    Date

### FOR OFFICE USE ONLY

□ 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 special circumstances that suggest they will be able to competently complete Honours although they do not meet the GPA requirement.

□ B or better in HAHP 3100

□ Completion of 75 credit hours in undergraduate studies

□ A letter requesting Honours status and indicating the area of research.

Notes:

□ I understand that the Honours Coordinator and/or potential supervisor may request a copy of my student record.

________________________________________  __________________________________
Student signature                    Date

Please return application to the Undergraduate Secretary, School of Health and Human Performance, Dalhousie University, Stairs House, Halifax, NS, B3H 3J5 by **NOVEMBER 15**.
### Appendix C: Health Promotion or Recreation Honours Conversion Application

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Banner I.D.: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: __________________________</td>
<td>Local Address: __________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Address (if different from local address above): ____________________</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone: ____________________</td>
<td>Other Phone: ___________________________</td>
</tr>
<tr>
<td>Program: □ Health Promotion □ Recreation Management □ Therapeutic Recreation</td>
<td></td>
</tr>
</tbody>
</table>

- □ I have attached my BSc (Health Promotion) or BSc (Recreation/Recreation Management) transcript (circle one).
- □ I met with my advisor and the Student Services Administrator at the School of Health and Human Performance to discuss my eligibility for the Honours Conversion program.
- □ I have submitted a copy of my application to the Registrar’s Office.

________________________________________  ________________________________
Student Services Administrator  Date

- □ If the student is accepted into the Honours program, I will act as their supervisor for their Honours thesis.

________________________________________  ________________________________
Faculty member – Print and sign  Date

**FOR OFFICE USE ONLY**

- □ GPA of at least 3.70 based on final 90 credit hours of academic work in the undergraduate BSc (Health Promotion or Recreation) 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.
- □ B or better in HAHP 3100
- □ Transcript from BSc (Health Promotion) or BSc (Recreation) degree (attached)
- □ A letter requesting Honours status and indicating the area of research

□ I understand that the Honours Coordinator and/or potential supervisor may request a copy of my student record.

________________________________________  ________________________________
Student signature  Date

Please return application to the Undergraduate Secretary, School of Health and Human Performance, Dalhousie University, Stairs House, Halifax, NS, B3H 3J5 by **NOVEMBER 15**
Appendix D: Health Promotion or Recreation Honours Program

School of Health and Human Performance

READER’S AGREEMENT

I, __________________________ agree to serve as a reader for the Honours thesis
(Print name)

entitled ___________________________ by ______________________.

Title of Honours thesis                      Student name

Please indicate program area as either Recreation or Health Promotion

_____________________________

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. I understand this will include attending a poster presentation session in early December where Honours students will present their research.

___________________________

Signature

___________________________

Date
Appendix E: Honours Thesis Progress Report

Health Promotion or Recreation Honours Thesis Progress Report

Date:

Student Name: ____________________________    Banner I.D. ____________

Honours Thesis Topic: __________________________________________________________________

Program Area: ____________________________

Student comments about personal progress

Supervisor: ____________________________ Date: _________________________

☐ Student is progressing well
☐ Student progress is satisfactory although behind
☐ Student progress is unsatisfactory

Supervisor comments about student progress:

Supervisor recommendation:

☐ Continue
☐ Recommend withdrawal

________________________________________  __________________________
Student signature                          Date

________________________________________  __________________________
Supervisor signature                      Date
Appendix F: Advanced Placement for Health Promotion Honours Students

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

Students must plan their BSc (Health Promotion) 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, 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 (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 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 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, and
HPRO 5620.03 – Topics in Biopsychosocial Health.

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 H. 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.
Appendix G: Advanced Placement for Therapeutic Recreation/Recreation Management Honours Students

Advanced placement allows 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 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, 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 developing 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 I. 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 H – Health Promotion Graduate Course Application

Name: ___________________________ Banner ID# ____________

Requirements:
☐ Grade of A- or higher in HPRO 4101
☐ Grade of B or higher in an introductory statistics course
☐ Grade of B or higher in an introductory research methods course
☐ Minimum cumulative GPA of 3.5 in last 45 credit hours

Student Services Administrator ___________________________ Date ___________________________

Select up to a maximum of 6 credit hours: ☐ HPRO 5514.03 ☐ HPRO 5518.03
☐ HPRO 5595.03 ☐ HPRO 5620.03

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:

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Appendix I – Leisure Studies Graduate Course Application

Name: ________________________________  Banner ID#__________________

Requirements:  □ Grade of A- or higher in LEIS 4101
□ Grade of B or higher in an introductory statistics course
□ Grade of B or higher in an introductory research methods course
□ Minimum cumulative GPA of 3.5 in last 45 credit hours

________________________________________  ________________
Student Services Administrator  Date

Select up to a maximum of 6 credit hours:  □ LEIS 5592.03  □ HPRO 5595.03
□ 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:

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Student: ____________________________________________  Date: ______________

Supervisor: ____________________________________________  Date: ______________

Instructor, course A: ________________________________________  Date: __________

Instructor, course B: ________________________________________  Date: __________

Honours Coordinator: _________________________________________  Date: __________

cc: HAHP Graduate Coordinator

September 2017

Back to table of contents
Appendix J: Record of significant revisions to this document

2016: Significant revision of the Handbook, with a focus on removing repetition and clearly outlining the responsibilities of all stakeholders, including the Readers; Handbook was approved by the SAC on August 29, 2016.

2017: Revisions to encourage Honours projects not requiring ethical review (see p. 6-8); removal of the ethics proposal as a component of the HPro/Leis 4101 course, and shifting responsibility to Honours supervisors to guide and assist students in the ethics process, if required. Handbook was approved by the SAC on Oct. 31, 2017.