Helpful Web Pages and Graduate Resources

- EXW Program Homepage: http://healthpromotion.asu.edu/exerciseandwellness
- EXW MS Degree Program: http://healthpromotion.asu.edu/programs/wellness/graduate/index.htm
- ASU Graduate College Homepage: http://graduate.asu.edu
- ASU Graduate College Catalog: http://catalog.asu.edu/graduate
- ASU Graduate College Application: https://webapp4.asu.edu/dgsadmissions/Index.jsp
- Info for Current Grad Students: http://graduate.asu.edu/current_students
- Grad Student Forms: http://graduate.asu.edu/forms/index.html
- Deadlines: http://graduate.asu.edu/graddeadlines.html
- Policies: http://graduate.asu.edu/faculty_staff/policies

Contact Information

- For iPOS and iPOS-related questions, policy or procedure questions, questions regarding scheduling your defense or other defense-related issues, and inquiries about committees, contact:
  - http://my.asu.edu
  - Susan Callahan, Graduate Programs Coordinator at Susan.Callahan@asu.edu or 602-496-0869

- Format related questions (i.e., regarding your style guide or the Format Manual) should be directed to:
  - gradformat@asu.edu
  - http://graduate.asu.edu/progress/completing/format/formatting
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MASTER of SCIENCE DEGREE
In Exercise and Wellness

Master's Degree Program
The Exercise and Wellness (EXW) program at Arizona State University-Downtown is committed to preparing outstanding scholars and professionals in the areas of fitness leadership and management as well as in health and wellness promotion. The EXW program at ASU-Downtown offers the only degree program in Arizona specifically designed to prepare students for such careers. The Master of Science (MS) degree program in EXW offers unique opportunities for those interested in becoming scholarly professionals and contributors to public health through the delivery of effective exercise and wellness programs to all segments of society.

Overview
A minimum of thirty (30) credit hours of graduate courses are required to complete the MS degree. Students may choose either a thesis or a non-thesis option when they apply.

Who Should Apply?
Professionals in education, commercial fitness and wellness, worksite or corporate health promotion, and personal training who are interested in an advanced training in exercise and wellness, as well as those interested in advanced graduate study in physical activity and chronic disease should consider the program.

Competencies
Students completing the MS EXW degree will:
- Demonstrate entry-level competence in research design, statistical methods and ethical conduct in research studies.
- Integrate knowledge of physical activity and health promotion and fitness and conditioning principles and practice into the development of health and exercise recommendations for both healthy and diseased individuals and populations.
- Design and evaluate exercise and health promotion interventions for chronic disease prevention and treatment utilizing knowledge and skills in fitness and health assessment.
- Evaluate current U.S. and global physical activity programs and interventions and develop an understanding of program development.

Admission
Admission to the MS EXW degree program is based on a number of factors including: GPA (grade point average), GRE (graduate record exam) scores, letters of recommendation, and statement of career/research interests. Applicants whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) score. Admission decisions are based on the compatibility of the applicant’s career/scholarly interests with the purpose of the degree program, previous academic training and suitable GPA, GRE scores, and professional recommendations. First priority will be given to completed applications received by January 15. All students who meet admissions criteria will be admitted as non-thesis.

Letter of Intent: The student’s letter of intent should include their area of professional/scholarly interest, career and professional goals, and relevant background, experience, and training.

Deficiencies and Prerequisite Course Requirements
Students who do not have undergraduate credit for the basic courses required for a BS degree in Exercise and Wellness can be admitted with deficiencies. These courses are not considered part of the graduate interactive plan of study (iPOS). Sometimes a graduate class can be taken to substitute for an undergraduate (UG) deficiency on a case by case basis. Deficiencies are determined upon admission and students will be provided with a list of UG courses and recommended dates for completion. Prerequisite courses include: Human Anatomy and Physiology with Laboratories, Human Nutrition, Physiological Foundations of Exercise
with Laboratory, Kinesiological Foundations of Exercise with Laboratory, Exercise Testing with Laboratory and Exercise Prescription (For more information about deficiencies contact the MS Program Coordinator). **Students must earn a B or better grade to continue in graduate program. No repeats.**

**The Plan of Study**
The basic iPOS includes a total of 30 hours of required course work. Master's students must file their iPOS by the time they enroll in 50 percent of the credit hours required towards their degree program. A student is not eligible to apply for graduation, format approval or apply for the comprehensive examination until an iPOS has been approved. A sample of both the thesis and non-thesis MS student advisement checklists is in [Appendix A](#).

**Thesis Option:** All students are required to complete the 15 credits of core coursework (EXW/NTR 500 Research Methods, EXW 501 Research statistics, EXW 536 Physiology of Physical Activity and Chronic Disease, and EXW 542 Health Promotion Theory) and 9 credits in a focus area on either Health Promotion and Physical Activity or Fitness and Conditioning. Students electing the thesis option must also complete 6 credits of thesis hours. The thesis is considered a final integrative experience of the knowledge base gained in the MS Exercise and Wellness program. It involves carrying out research that is guided by a recognized research paradigm (e.g., scientific, interpretive) and produces a scholarly report of the process and results. An Exercise and Wellness Program mentor and two other committee members guide a student’s work, and a final oral examination pertaining to the thesis is required. The thesis option is a good choice for students who are interested in pursuing more advanced graduate study in the field. (More information about the thesis and a graduation timeline is available from your mentor).

**Non-Thesis Option:** All students are required to complete the 15 credits of core coursework (EXW/NTR 500 Research Methods, EXW 501 Research statistics, EXW 536 Physiology of Physical Activity and Chronic Disease, and EXW 542 Health Promotion Theory) and 15 credits in a focus area on either Health Promotion and Physical Activity or Fitness and Conditioning. Students electing the non-thesis option will be required to successfully complete a written comprehensive examination which will be taken after completion of 30 credit hours. The comprehensive examination is considered a final integrative experience in which students demonstrate mastery of the knowledge base gained in the MS Exercise and Wellness program. The non-thesis option is a good choice for students who are seeking to continue their education, advance their skill level as practitioners, or advance their current careers.

Final selection of either the thesis or non-thesis track is made upon submission and approval of the plan of study. The plan of study must be submitted in the semester in which students enroll in their 15th credit hour (typically the second semester).

The iPOS must be submitted in the semester in which students enroll in their 15th credit hour (typically the second semester). The selection of either the thesis or non-thesis track should be made upon submission and approval of the iPOS. The final iPOS is completed and submitted online through MY ASU ([https://sec.was.asu.edu/intsite/Main](https://sec.was.asu.edu/intsite/Main)).

Once submitted, the iPOS is automatically routed to the MS EXW Degree Coordinator. He/she will do a final evaluation of the iPOS and will either approve it and forward to the Graduate College, or it will be sent back to the student electronically for revision. [Note: After courses have been entered into the iPOS, the student needs to “Print Course Page” located under the Summary tab and have his/her advisor sign. After the student has obtained the Advisor’s signature, he/she should turn in the signed IPOS approval page to the MS Degree Coordinator to be placed in the student’s file.]

**Changing Tracks: Thesis and Non-Thesis**
Students are admitted into non-thesis track when they are admitted to the program and may change to a thesis track, if desired, usually during the first semester of work. Changing tracks after submission of an iPOS to the Graduate College will require that the student follow the guidelines below and complete an Exercise and Wellness Program *Change of Track* form with the necessary signatures to be placed in the student’s file.
Changing from Thesis to Non-Thesis Track: Students who initially opted for the thesis track and began working with a thesis mentor may opt to switch to the non-thesis track prior to graduation. The following requirements must be met:
1) Approval of the Mentor
2) Approval of the MS EXW Degree Coordinator
3) Submission of a new iPOS.
4) Completion of the 12 credits of core classes.
5) Identification of a concentration focus area.
6) Completion of 18 credit hours of coursework within a focus area. NOTE: Registration for thesis hours will not meet the 18 credit hour course requirement for the non-thesis track.
7) Successful completion of the comprehensive examination.

Changing from Non-Thesis to Thesis Track: Students who initially opted for the non-thesis track may opt to switch to the thesis track prior to graduation. The following requirements must be met:
1) Approval by the Advisor
2) Approval by the MS EXW Degree Coordinator
3) Approval by an approved research faculty Mentor who is willing to accept responsibility for guiding the student's thesis research and committee selection
4) Favorable evaluation by research methods and statistics faculty.
5) Sufficient scores on the verbal and mathematical sections of the GRE.
6) Submission of a new iPOS
7) Completion of the 12 credits of core classes.
8) Registration for 6 credit hours of EXW 599 thesis research.
9) Completion of thesis research and oral defense of thesis.

Catalog Years Prior to 2009: Currently enrolled students who were admitted to the MS degree program (thesis only) in catalog years prior to 2009-2010 are eligible to change to the non-thesis track. The following requirements must be met:
1) Approval by the Mentor
2) Approval by the MS EXW Degree Coordinator
3) Submission of a new iPOS
4) Completion of the 12 credits of core classes. Substitutions may be allowed with the approval of the MS EXW Degree Coordinator.
5) Completion of the 18 credit hours of coursework in a focus area. Registration for thesis hours will not meet the 18 credit hour course requirement for the non-thesis track.
6) Successful completion of the comprehensive examination.

Comprehensive Examinations
Comprehensive examinations will be given in the fall and spring semesters. The student must schedule the comprehensive examination with the MS EXW Degree Coordinator and the Graduate College. The comprehensive examination will include questions based on the core courses as well as questions relevant to the student's concentration focus area. Comprehensive examinations will be designed and evaluated by a committee of graduate faculty who has primary responsibility for teaching graduate level coursework. The committee will include a minimum of three faculty members, typically the advisor, the MS EXW Degree Coordinator, and a faculty member who represents the student's concentration area. The exam will be graded (blindly) by members of the MS Program Committee. Students must pass three of four questions on the exam to graduate. If a student fails two or more questions, he/she will have the opportunity to answer the questions orally in the presence of the MS Program Committee. The results of the examination must be reported to the Graduate College within the semester it is completed. If the student fails the oral examination, he/she may petition for re-examination if endorsed by the members of the student's Supervisory Committee and the head of the academic unit and approved by the Graduate College Dean. Only one re-examination is permitted and must be administered no sooner than three months and no later than one year from the date of the original examination. If the student's petition for re-examination is not approved or the student fails the re-examination,
the Graduate College will withdraw a student from his/her degree program.

Thesis Proposal
The thesis proposal defense is a formal presentation of the research design and procedures. A written copy of the proposal should be given to each Committee member at least 10 days prior to the defense. The proposal must be formatted correctly and include a formal title page, introduction with a statement of purpose/question/specific aims and hypotheses, a review of the literature, and must describe in detail the methods to be used including descriptions of subjects, instruments, statistics and other procedures. A copy of the IRB forms should be included with the proposal. IRB approval should be sought after the proposal has been formally approved. When the proposal has been approved, the Committee members must sign and submit the appropriate EXW program form (please see p. 13 of this handbook). NOTE that ASU now has an online Formatting Tool that uses the Format Manual formatting guidelines to generate a template into which you insert your document's text.

Access the Formatting Tool: graduate.asu.edu/formatadvising
Download the Formatting Tool instructions

Thesis Defense
After completion of the thesis, the final format review of the document and oral defense is to be scheduled. The student should schedule the defense with the Graduate College after approval from the Mentor and the Supervisory Committee. Use the 'Ten Working-Day Calendar' available online from the Graduate College to determine the appropriate schedule dates. Please see the official Graduate College Guidelines for updated deadlines and guidelines regarding the format and submission of the thesis. Students can see the deadline to submit their document on MyASU.

The final oral defense approval form is provided to the mentor by the Graduate College prior to the Defense.

Format Evaluation/Oral Defense Procedures:
(Taken from: http://graduate.asu.edu/progress/graduation_procedures)

Step A: Apply for Graduation
You may apply for graduation through the “Graduation” tab on your MyASU, or through the University Registrar's Office online, in person or by mail. Information about the graduation application procedures and fees is available online: http://students.asu.edu/graduation. If you apply after the deadline for a semester, you will be assessed a late fee and your name will not appear in the commencement program.

Step B: Submit Materials for Format Evaluation and Scheduling the Oral Defense
When you have identified a suitable defense date with your committee and reserved a building and room number, you will request to schedule the defense through the “Defense” tab on your MyASU. The request to schedule a defense must be submitted within 10 working days of the planned defense date. In the “Defense” tab you will have a “Schedule my Defense” link that will take you to the electronic schedule form. If the link does not appear on your MyASU, please verify that every item below has been completed and contact your academic unit should you need assistance:

- You must be defending a Thesis or Dissertation
- You must have an approved iPOS (no pending changes or petitions)
- You must have met all minimum 3.0 GPA requirements (iPOS and Graduate)
- You must have an approved full committee on the iPOS (no pending changes)
- All milestone requirements have been satisfied (for example, written comprehensive examination, foreign language examination, etc.)
- Doctoral students must have reached candidacy
- You must be an active student and currently enrolled

Within 24 hours of requesting the defense through MyASU, you must submit a complete draft of your document via email to gradformat@asu.edu so that initial format review can begin. Please be sure to include your ASU Affiliate ID number on the document or in the email text that you submit to the format office. If you have scheduled your defense well in advance, you must submit the complete draft within 10 working days before the defense date.
Step C: Approval to Hold the Oral Defense
Once you have submitted the request to schedule a defense, the request must be approved by the academic unit through the iPOS approval system. The “Pass/Fail” form will be sent to your supervisory committee only after your academic unit has approved the defense in the system.

When the defense has been approved, you will receive email confirmation and your defense will be highlighted on the Graduate College Master’s/Doctoral Defense Schedule website that updates every Monday.

Step D: Hold the Oral Defense
Students and supervisory committee chairs must be physically present at the oral defense of their thesis, dissertation or equivalent research document. If, due to unforeseen circumstances, they cannot be physically present, then the oral defense must be rescheduled to another date.

On the day of your defense, the “pass/fail” form will have already been sent to your committee chair from the Graduate College for your committee to sign. It is the responsibility of your committee chair to take the form to the defense location.

Step E: Submit thesis/dissertation to UMI/ProQuest
Final Document Approval Pathway:
- Students submit the final version of their document that has been approved by the Supervisory Committee and the head of the academic unit, electronically to UMI/ProQuest.
- The approved document is then reviewed by Graduate College format advisors to ensure compliance with format regulations; additional format revisions may be required.
- When final format approval has been granted, the Graduate College notifies ProQuest that the document is ready for publication.
- Once the document has been submitted to ProQuest and approved by ASU format advisors for publication, the document cannot be recalled; no changes may be made to an approved document. Always double check to make sure you have submitted the correct version for publication.

Students may not receive a letter of degree completion until ASU has approved the final document and notified ProQuest.

UMI/ProQuest Submission Instructions:
Students are required to create a new user account specific to the submission of their document and must use their ASU email address.
- Select the appropriate Publishing Option but do not select “Open Publishing” as the Graduate College does not allow open publishing. If you select the “Open Publishing” option your ETD submission will be returned to you.
- UMI/ProQuest requires all students to submit a PDF version of their final document. The ASU Graduate College requires that the PDF document is in compliance with the formatting standards. Students will receive final format approval only after the submitted PDF document has successfully passed a format review. - To create a PDF version of the document, students can use the full Adobe suite for free by logging into http://www.asu.edu/myapps, or alternatively UMI/ProQuest provides a free Word to PDF conversion.
- Students have an opportunity to order bound copies of their document for themselves through UMI/ProQuest. They can also go to any third party bindery to obtain bound copies of their document if desired.

Academic Integrity
The highest standards of academic integrity are expected of all graduate students, both in the academic coursework and in their related research activities. The failure of any graduate student to meet these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Violations of academic integrity include, but are not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with
these issues and each student must take personal responsibility in their work. In addition, graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available in the Office of Student Life, or at http://students.asu.edu/srr/code

Assistantships/Financial Aid
A limited number of graduate teaching and research assistantships for full-time graduate students are available. Students are encouraged to make applications for these stipends along with application for admission (see below). In addition, the Financial Aid Office of Arizona State University provides information on other available scholarships, fellowships, or assistantships. Any MS EXW student holding a Graduate Teaching Assistantship must be a full-time student (minimum 6 credit hours, maximum 12 credit hours.)

Continuous Enrollment and Leave of Absence
Once admitted, graduate students must be registered for a minimum of one graduate credit hour (not audit) every semester (not including summers) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses, taking comprehensive exams, or in any other way using university facilities or faculty time including the term in which they graduate. Thus, if a student has completed all course work except defending the thesis or taking compts which they plan to do in the summer, then they must register for at least 1 credit hour of EXW 595 Continuing Enrollment during the summer term they intend to graduate. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence from the Graduate College. Leave of absence petitions must be filed and approved before the anticipated absence. See the Graduate College Policies for more information about Leave of Absence Policies http://graduate.asu.edu/progress/steps/critical_policies_to_remember/continuous_enrollment

Minimum GPA
There are two GPA requirements that govern academic progress in and graduation from a graduate degree program. The iPOS GPA is based on all courses that appear on the student's final iPOS. The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. To be eligible for graduation, students must achieve both an iPOS GPA and an overall Graduate GPA of 3.00 or higher. If either GPA falls below 3.0, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in her/his degree program. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPA's are raised above 3.0. Transfer credits are not counted in calculations of the iPOS or Graduate GPA.

Time Limits
All work toward a master's degree must be completed within six consecutive years. The six years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

Probation and Dismissal Policy
A student can be placed on academic probation for unsatisfactory progress or failing to maintain an average 3.0 GPA on the iPOS or Graduate GPA. Time limits for remaining on probationary status may vary. Typically students have up to one semester to demonstrate improvement and be removed off of probation. Students who fail to meet the requirements or timeline needed to demonstrate satisfactory improvement will be dismissed from the program. A student can be recommended for dismissal from the MS EXW program if they exceed the statute of limitations and are not making sufficient progress towards defending their thesis. Dismissal for any reason cited above will be automatic. The student will receive notice from the MS EXW Degree Coordinator that they have been removed from the program. A student may appeal any action concerning dismissal through the Graduate Council Appeals Board (GCAB) http://graduate.asu.edu/sites/default/files/Graduate_Appeals_Guidelines.pdf
Faculty
The core EXW Program faculty mentors are a group of distinguished scholars with a wide variety of research interests. Faculty in Nutrition and a number of adjunct professors in Health Promotion, Nursing, Epidemiology, Gerontology, Physical Education and Medicine augment the Exercise and Wellness faculty.

Steps toward Graduation
1. Select Program Committee
2. File iPOS
3. Take Courses in iPOS (6-credits minimum for TAs; 12-credit maximum for TAs)
4. Work on Thesis Proposal
5. Take IRB Online Class
7. Submit IRB Forms
8. Collect Data/Analyze Data
9. Apply for Graduation
10. Complete Thesis
11. Have Thesis Format Approved (form)
12. Schedule Thesis Defense (form)
13. Have All Grades Submitted

Graduate Policies and Procedures
The Graduate College has created a handbook to help guide graduate students along their academic path. This handbook can be found at:

http://graduate.asu.edu/sites/default/files/GradPolicies_8.pdf
# Student Advisement Checklist

**APPENDIX A – Student Advisement Checklist**

**MASTER OF SCIENCE, EXERCISE AND WELLNESS**

Student Advisement Checklist: **Non-Thesis Option**

**NAME:** ___________________________  **DATE:** ______________

**ADVISOR:** ________________________________________________________________________

Admitted: Regular: __________  Probationary: __________

## Undergraduate Course Deficiencies:

(Must earn a B or better grade to continue in graduate program. No repeats.)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Undergraduate Course Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 201, 202 Human Anatomy &amp; Physiology</td>
</tr>
<tr>
<td></td>
<td>NTR 241 Human Nutrition</td>
</tr>
<tr>
<td></td>
<td>EXW 315 Physiological Foundations of Movement</td>
</tr>
<tr>
<td></td>
<td>EXW 330 Kinesiological Foundations of Movement</td>
</tr>
<tr>
<td></td>
<td>EXW 420 Exercise Testing</td>
</tr>
<tr>
<td></td>
<td>EXW 425 Exercise Prescription</td>
</tr>
</tbody>
</table>

## Required Courses (15 credits):

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Required Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NTR 500 Research Methods</td>
</tr>
<tr>
<td></td>
<td>EXW 501 Research Statistics</td>
</tr>
<tr>
<td></td>
<td>EXW 536 Physiological Aspects of PA &amp; Chronic Disease</td>
</tr>
<tr>
<td></td>
<td>EXW 542 Health Promotion Theory</td>
</tr>
<tr>
<td></td>
<td><strong>Required Restricted Elective Courses</strong></td>
</tr>
<tr>
<td></td>
<td>EXW 591 Exercise and Wellness Seminar</td>
</tr>
<tr>
<td></td>
<td>EXW 592 Research (F, S, or Sum for 2 hours credit)</td>
</tr>
</tbody>
</table>

## Elective Concentration Area Courses (15 credits in 1 Focus Area)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Health Promotion &amp; Physical Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXW 598 Health Program Evaluation</td>
</tr>
<tr>
<td></td>
<td>EXW 598 Public Health &amp; Phys Activity</td>
</tr>
<tr>
<td></td>
<td>EXW 642 Exercise Epidemiology</td>
</tr>
<tr>
<td></td>
<td>EXW 538 Obesity, Exercise, and Health</td>
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<tr>
<td></td>
<td>EXW 635 Aging and Physical Activity</td>
</tr>
<tr>
<td></td>
<td>EXW 590 Reading and Conference</td>
</tr>
<tr>
<td></td>
<td>EXW 592 Research</td>
</tr>
<tr>
<td></td>
<td>EXW 598 Special Topic</td>
</tr>
<tr>
<td></td>
<td>Elective:</td>
</tr>
<tr>
<td></td>
<td>Elective:</td>
</tr>
</tbody>
</table>

## Comprehensive Examination:

**Anticipated date:** ___________________________

**High Pass**

**Pass**

**Unsatisfactory**
**MASTER OF SCIENCE, EXERCISE AND WELLNESS**  
Student Advisement Checklist: Thesis Option

**NAME:** _________________________________________________ **DATE:** __________________

**MENTOR:** __________________________________________________________________________

**Admitted:** Regular: ____________  
**Probationary:** ______________

**Undergraduate Course Deficiencies:** (Must earn a B or better grade to continue in graduate program. No repeats.)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Undergraduate Course Deficiency</th>
</tr>
</thead>
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<tr>
<td></td>
<td>EXW 315 Physiological Foundations of Movement</td>
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<td></td>
<td>EXW 330 Kinesiological Foundations of Movement</td>
</tr>
<tr>
<td></td>
<td>EXW 420 Exercise Testing</td>
</tr>
<tr>
<td></td>
<td>EXW 425 Exercise Prescription</td>
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</tbody>
</table>

**Required Courses (15 credits):**

<table>
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<tr>
<th>Semester/Year</th>
<th>Required Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>EXW 501 Research Statistics</td>
</tr>
<tr>
<td></td>
<td>EXW 542 Health Promotion Theory</td>
</tr>
<tr>
<td></td>
<td>EXW 536 Physiological Aspects of PA &amp; Chronic Disease</td>
</tr>
</tbody>
</table>

**Required Restricted Elective Courses**

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Elective:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXW 591 Seminar</td>
</tr>
<tr>
<td></td>
<td>EXW 592 Research</td>
</tr>
</tbody>
</table>

**Elective Concentration Area Courses (9 credits in 1 Focus Area):**

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Health Promotion &amp; Physical Activity</th>
<th>Semester/Year</th>
<th>Fitness and Conditioning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXW 598 Health Program Evaluation</td>
<td></td>
<td>EXW 535 Adv Exer Assmnt &amp; Prescr</td>
</tr>
<tr>
<td></td>
<td>EXW 598 Public Health &amp; Phys Activity</td>
<td></td>
<td>EXW 534 Fitness Conditioning</td>
</tr>
<tr>
<td></td>
<td>EXW 642 Exercise Epidemiology</td>
<td></td>
<td>EXW 538 Obesity, Exercise, and Health</td>
</tr>
<tr>
<td></td>
<td>EXW 538 Obesity, Exercise, and Health</td>
<td></td>
<td>EXW 598 Theory of Strength Training</td>
</tr>
<tr>
<td></td>
<td>EXW 635 Aging and Physical Activity</td>
<td></td>
<td>EXW 635 Aging and Physical Activity</td>
</tr>
<tr>
<td></td>
<td>EXW 590 Reading and Conference</td>
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**Thesis (6 credits):**

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<thead>
<tr>
<th>Semester/Year</th>
<th>Thesis Credits</th>
<th>Proposal Approved</th>
<th>Date:</th>
</tr>
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**Thesis Title:** _________________________________________________

**Thesis Committee Members:**

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<th>Name</th>
<th>Contact:</th>
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APPENDIX B – Advisement Review

Master’s Degree in Exercise and Wellness
Advisement Review (End of First Semester) _______(year)

Complete the following form and then meet with your mentor/advisor and have him/her sign below. Please turn this in to the MS EXW Degree Coordinator.

Check List

- Met with student to go over program requirements and discuss timeline.
- Sign up for credit hours (please list how many credit hours student is taking)._________
- Make tentative plan of study for two year course rotation.
- Completed and filed Plan of Study (iPOS) (form on line (https://sec.was.asu.edu/intsite/Main) keep a copy/ give a copy to your mentor/advisor/get approval page signed and give to MS EXW Degree Coordinator).
- Check with mentor about progress in classes (are you getting a B or better?).
- Do you have any course deficiencies to make up? Please list below what they are and when each was/will be completed and/or the grade you received.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Grade</th>
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Mentor/Advisor comments regarding student's progress: (Use back for additional space if necessary)

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Mentor/Advisor Signature: _____________________________________________
# Approval Page for Master’s Thesis Proposal

## Exercise and Wellness Program

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ASU ID</th>
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<td>Address:</td>
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<tr>
<td>Degree</td>
<td>Major</td>
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<td>Title of Proposal:</td>
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iPOS filed?  □ Yes  □ No

## Approval of the Thesis Proposal

Date of Proposal Defense:

<table>
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<tr>
<th>Typed Names of Thesis Committee</th>
<th>SIGNATURES</th>
<th>Pass</th>
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Please provide a copy of the Proposal Title Page and this signed form to the MS EXW Degree Coordinator to be filed.
APPENDIX D – Student Advisement Checklist

Exercise and Wellness Program
Master of Science Degree
STUDENT ADVISEMENT CHECKLIST

FIRST YEAR
Fall
First Week
- Discuss with student their career and professional interests and goals and go over program requirements and timeline.
- Assist student in selecting a focus area and selecting coursework.
- Suggest that students take 9-12 credits in Fall—(FTE’s are calculated in Fall Semester). (NOTE: Requirements: Six (6) GRADUATE Credits are required each semester to keep Teaching Assistantship. TAs cannot take more than 12 credit hours without petitioning the Graduate College.
- Make tentative course of study for two year courses (See Grad Course Rotation Sheet)

First Semester
- Check on Research Methods progress
- Check on progress in first semester graduate courses.
- Discuss with student his/her career and professional interests and goals and assist student in selection of thesis or non-thesis track if still unclear. Assist student with selection of Thesis Mentor if needed.
- Thesis Mentor assists student with selection of a focus area coursework, development of thesis research question and the Thesis Committee, and the iPOS.

Spring
- Submit iPOS to the Graduate College. This is required when student has registered for 15 hours of course work.
- Check on progress in second semester graduate courses. Involve student in ongoing research. Continue to assist student in development of thesis research question, review of literature, and other aspects of preparation of thesis proposal.

Summer
- For thesis students: Continue to work on or complete thesis proposal—Intro, Review of Literature, Questions, Hypotheses, Methods, Stats.

SECOND YEAR
Fall
- Thesis Students: Complete thesis proposal—Intro, Review of Literature, Questions, Hypotheses, Methods, Stats
- Schedule proposal meeting (Give Committee Members a copy 7-10 days before)
- Bring proposal approval sheet to meeting (Appendix C)
- Have proposal meeting (all members must sign Approval Page for Master's Thesis Proposal sheet). This is an internal form that can be obtained from the handbook (Appendix C) or MS EXW Graduate Degree Coordinator. Make copies—give copy of signed proposal approval sheet to MS EXW Degree Coordinator for files.
- Get Human Subject’s (IRB) Approval/Mentor must sign after the proposal meeting. http://researchintegrity.asu.edu/humans — Do not submit IRB before proposal has been approved.
- Get thesis Format Manual (from Graduate College web page)
- Begin data collection upon approval from IRB – calculate timeline to completion
- Schedule regular meetings to analyze data, draft parts/chapters and consult with Chair and Committee as appropriate.
- Schedule timeline for Data Meeting.
- Schedule timeline for thesis completion.
- Schedule timeline for comprehensive examinations.

Spring
- Check Graduation Deadlines and Procedures (Graduate College)
Student should apply for Graduation (Please note the Graduate College’s graduation deadline dates)

Complete thesis document/determine an oral defense date. (Please see the 10-Working Day Calendar)

Take comprehensive exams.

Thesis Students: Student needs to schedule defense (work with Chair/Committee to determine the appropriate date for oral defense). Student needs to email thesis as a PDF or Word file to gradformat@asu.edu and include 10-digit ASU Affiliate ID number in the email. The Document MUST be submitted for format evaluation 10 working days prior to oral defense

Format must be APA style for Master's theses (unless previously approved).

Student needs to schedule defense (work with Chair/Committee to determine the appropriate date for oral defense). Student needs to email thesis as a PDF or Word file to gradformat@asu.edu and include 10-digit ASU Affiliate ID number in the email. The Document MUST be submitted for format evaluation 10 working days prior to oral defense

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Format must be APA style for Master's theses (unless previously approved).

Student should give a copy of the entire thesis to Committee 10 days prior to oral defense.

Once format approval is complete, student should make up “fliers” and/or email copies of abstract and defense information to faculty/students to publicly announce oral defense—(needs to be done 7-10 days before defense).

Hold defense (Bring pen, original approval page and PASS/FAIL form—this is delivered to the Mentor. Graduate College will send by e-mail.)

Obtain original signatures on Pass/Fail form.

Make corrections required by Committee. Turn in final copy with the forms by the Graduate College deadline (otherwise graduation will be delayed).

Student must clear up all incompletes on iPOS.

Student must GIVE A COPY of TRANSCRIPT to Committee Chair before final signatures are obtained—(this is to make sure all grades are recorded).

It is typical to give a bound copy of your thesis to the Mentor and to the other Committee members. (Ask them if they want this).

Go to GRADUATION for “Hooding”… YEA!!!!
APPENDIX E – Proposal Outline Format for Research Projects

Proposal Outline Format
For Research Projects

1. Use format required by Graduate College
   [http://graduate.asu.edu/progress/Completing/format/formatting/information](http://graduate.asu.edu/progress/Completing/format/formatting/information)

2. Title page (use format similar to Dissertation/Thesis)

3. Introduction (approximately 3-6 pages)
   Components:
   - Narrative hook (first sentence)
   - Outline of the research issue/problem
   - Discussion of studies that have addressed this issue/problem
   - Identification of deficiencies in past literature
   - Statement of the importance of the proposed research
   Include in the introduction:
   - Purpose of the study
   - Research questions/ specific aims—make these very specific and testable (with subheadings)
   - Research hypotheses (with subheadings)
     - Write the research hypothesis in the null form.
     - Make sure these are testable hypotheses.
     - Make sure you have a hypothesis for each question.
   - Definition of terms (with subheadings)
   - Delimitations and limitations (with subheadings)

4. Review of Literature (may include in appendix if Committee approves)
   - This may not be 100% complete but should show that you have thought about and begun a review.
   - At a minimum, all areas/topics /subheadings that you will be covering should be outlined and represented.
   - A clear understanding of the most important “classic” early investigations that have been done on this topic should be included.

5. Methods and Materials (use as many pages as needed)
   Components:
   NOTE: If you use a qualitative research techniques use appropriate methodology.
   - Subject selection (or other appropriate description of data source)
     May include all or some of the following:
     - inclusion/exclusion criteria
     - sample size calculation (details in appendices)
     - informed consent/IRB statement (include consent in appendices)
     - collection of health history (include forms in appendices)
   - Research design (flowchart in appendices)
   - Study procedures (use subheadings for each part) NOTE: If there are very technical/specific details (i.e., assay techniques) they should appear in appendices.
   - Data/sample collection and processing
   - Statistical analyses

6. References
   - Use APA style – You can change this later when you go to publish.
   - APA allows you to become very familiar with the names of the researchers whom you cite.

7. Other Considerations
   - IRB application and consent letter
   - Provide timeline.
   - Give proposal to Committee in plenty of time before defense (10 days?).