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University of Windsor

BHK HANDBOOK

2020-2021

DEPARTMENT OF KINESIOLOGY

FACULTY OF HUMAN KINETICS

UNIVERSITY OF WINDSOR



University of Windsor

Faculty of Human Kinetics

Department of Kinesiology

MISSION

To advance the multi-disciplinary study of human movement through the integration of innovative research, teaching and learning practices, and by fostering collaborative community partnerships to enhance human performance and quality of life.



[uwindsorkinesiology](https://www.instagram.com/uwindsorkinesiology)



[UWindsorHK](https://twitter.com/UWindsorHK)



[@UWindsorKIN](https://www.facebook.com/@UWindsorKIN)

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Welcome to the Faculty of Human Kinetics.

As Acting Dean and a proud alumnus, it is my pleasure to welcome you, the class of 2024, to what is affectionately known as the HK Family. You are about to embark upon an incredible journey that will have a transformative impact on your professional (and often personal) futures. Regardless of your anticipated major or career aspirations, our Kinesiology faculty and staff are committed to providing you with a first-rate educational experience and helping you achieve your

personal goals and objectives. But, no matter how prolific we may be as researchers, how gifted we may be as teachers, how supportive and inspiring we may be as advisors, or how effective we may be as administrators, you will only get out of your post-secondary educational experience what you put into it. During your time in the Bachelor of Human Kinetics (BHK) program, you will be furnished with a number of learning opportunities, including but not limited to: co-op and internship placements, individual studies and theses, study abroad opportunities, volunteering or working in research labs, participating in academic and/or practitioner-oriented conferences, mentoring others as part of the Kin-One Program, and serving as an elected official on the HK Society or as a student representative on other committees throughout the University. I strongly encourage you to take advantage of these opportunities during your time in the BHK program. Doing so will not only make for a more fulfilling and enjoyable undergraduate experience, but will also help to differentiate you from others upon graduating. **GET INVOLVED** - you'll be happy that you did!

I look forward to meeting you all in the coming weeks and months and wish you the very best of success with your studies!

Jess C. Dixon, Ph.D.
Acting Dean
Faculty of Human Kinetics

DEPARTMENT HEAD



Welcome to the HK Family LANCERS!

As Acting Department Head, it is my pleasure to welcome you to the Department of Kinesiology at the University of Windsor. I can assure you that you have made a great decision in joining our Bachelor of Human Kinetics (BHK) program, even if this first year isn't exactly as you had originally planned. During this time of physical distancing, I can assure you that we are more connected than ever, and the Kinesiology faculty and staff are committed to providing you with the best possible experience!

In addition to your coursework, you will be exposed to a number of different experiences and opportunities during your undergraduate degree. I can't say it enough...get involved! You can join HK Society, Kin-One, and/or the numerous student groups on main campus. You'll be exposed to co-op, internships, volunteering to be a research participant, or even designing and executing the study yourself working in one the many Kinesiology research labs.

There are also opportunities to travel (hopefully) by studying abroad or going to a research conference. We have an outstanding reputation for producing the very best graduates and it is because students get involved and make the most out of their 4 years.

The information presented in the remaining pages of this handbook is intended to help you navigate your way through the BHK program and get you across the finish line in a safe and timely fashion. Please take the time to read it carefully and save it on your desktop or some other safe place so that you can quickly reference it if/when the need arises. Beyond this handbook, our faculty and staff are always available to assist you with any questions or concerns that you may have along the way. Our faculty and staff have a wealth of knowledge and insights to share with you, and I encourage you to take advantage of our (virtual) office hours to start the year off and hopefully we'll get back on campus in no time.

I look forward to meeting you all soon and wish you the very best with your studies!

Sarah Woodruff, Ph.D.
Acting Department Head of Kinesiology

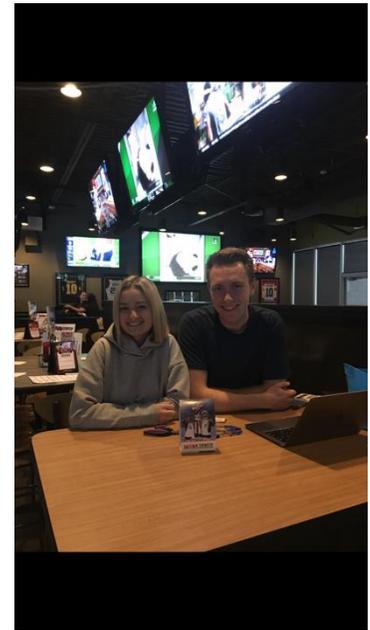
Welcome Class of 2024, and congratulations on being accepted into the University of Windsor's Kinesiology undergraduate program. We could not be more thrilled to have you here, and it is our pleasure to welcome you into the program! You are about to embark on one of the most exciting, and also life-changing, years of your lives while being surrounded by some of the most kind-hearted and passionate professors in Canada. Over your next four years in the Kinesiology program, you will learn more about yourself and the world every day, you will make memories and friendships that will last a lifetime, and work towards personal growth. Once you step foot into the Kinesiology building for the first time, you will become a part of our "HK Family." We will not spoil what that means, as you will find out soon enough how close-knit the students, staff, and faculty are. There is always an open-door policy, and no request will ever be overlooked.

Every member of the Human Kinetics Society (HKS) is committed to bringing each individual student the best undergraduate experience possible and strives to create an environment in which each of you will feel safe to discover new things. Year round, HKS organizes events with the goal of providing a fun break from academics. Whether it be by providing complimentary food days, social gatherings, or an HKS member that will listen to you during your time of need, HKS will always have your back. We are committed to providing you with the resources you need to succeed and opportunities to enhance your university experience. The faculty of Human Kinetics takes pride in all the successes of its students, whether they be academic, athletic, or any other kind of success. We stress the importance of having a well-balanced lifestyle, including proper physical and mental health, in order to thrive. The HK program allows you to learn about the many aspects of health and see the value in taking breaks to focus on you. Hangout with your friends on a Friday night! Go play that sport that your friends have been encouraging you to try! Send that first text to that special someone! Never forget to enjoy the little things during your undergraduate career because it will fly by with the blink of an eye.

Whether you are a fourth-year veteran, or an incoming student who is nervous to start their first day, we encourage each and every one of our students to get involved with something they are passionate about in order to enrich their university experience. With a plethora of options for involvement, including participating in research, joining a sports team as a player or manager, joining a club on campus, applying for international exchange, or becoming a part of HKS, there is without a doubt something for everyone! It is truly our belief that the sky is the limit, and we would love nothing more than to see all of you reach your full potential. We cannot stress enough that we hope you do not give up if at first you do not succeed in what you choose to pursue. Staff and faculty, HKS members, and your peers are always willing to help – you just need to voice your concerns! After all, the master has failed more times than the apprentice has tried, and we can only grow by learning from failure.

Lastly, do not be afraid Class of 2024! Step out of your comfort zone, join that club, go on that trip, spend those extra hours studying, never be afraid to try a second time, and save time for your physical and mental health. We believe in the open-door policy, and therefore we will always be available to you for anything you need. Once again, congratulations to you all, Class of 2024, and may your University of Windsor Kinesiology experience be everything you hope it will be!

Jonathan Graniero and Teanna Kavanagh
HKS Co-Presidents



KIN-ONE FIRST YEAR EXPERIENCE PROGRAM

All first year Kinesiology students are automatically enrolled as a student in the Kin-One Program. The Kin-One is a First Year Experience program and designed to help you get comfortable on campus, connect with other students, and start to think of Kinesiology as home away from home. It is a program that is specific to our first year Kinesiology students. We assist you by providing a network of peer support even before you are sitting in your first university class!

You will be randomly assigned to a group of other first year Kinesiology students and will be led by a Kin-One Leader. Your Kin-One Leader is an upper year Kinesiology student, who has made it through university successfully, and is there to provide support, advice, and basically "show you the ropes" for success in Kinesiology. Your Kin-One Leader will communicate with you on a regular basis throughout your first year. This communication may be through email, phone, in class, or even grabbing a coffee on campus. They are there to ensure that you are adapting to university life, succeeding in classes, and having fun in the Kinesiology Family.



Along with regular communication with your Kin-One Leader and group, you will also have access to the Kin-One website (www.uwindsor.ca/kinone) and participate in Kin-One Skills Workshops throughout the year. These workshops will be in areas of: time management, taking notes in class, how to read your material effectively, study tips, exam preparation, preparing for multiple choice exams, writing skills and career seminars etc.

As your Undergraduate Coordinator, I will also provide academic advisement throughout your degree. It is important to start off on the right foot during your first term, so I will invite you to meet with me to discuss course selections, possible career paths and goals, and to ensure that you are making a smooth transition from high school.



Take a look around. Get involved. Ask questions. And have a great first year!

Tiffany L. Martindale, B.Ed., M.H.K.
Undergraduate Academic Advisor & Joann
Kolonelos Undergraduate Administrative Assistant
Contact HK@uwindsor.ca

Facebook: <https://www.facebook.com/HK-KinOne-Program-1438463879754354/?ref=bookmarks>

DISTINGUISHED HISTORY

In the spring of 1965 the following excerpt appeared in a brochure published by the University of Windsor:

The University of Windsor takes pleasure in announcing the introduction of courses leading to

**BACHELOR OF
PHYSICAL AND HEALTH EDUCATION
and of
BACHELOR OF PHYSICAL EDUCATION**
beginning in September 1965.

Courses in Arts and Physical and Health Education:

Beginning in September, 1965, the following four-year program will be introduced leading to the Bachelor of Arts degree with option in Physical Education at the end of three years and the Bachelor of Physical and Health Education on the completion of the fourth year. In 1965-66 the first year only will be available, with additional years being successively added.

Much has happened in the last 40 years as evidenced by the modern career-oriented curriculum taken by Kinesiology students in this Faculty. The name change in 1974 to Human Kinetics was a pivotal point in the history of this Faculty and was certainly a sign of what was to transpire over the next three decades.

While much has changed, certain factors have remained the same providing the solid under girding for one of the top programs in Canada. Faculty expertise, first-class facilities, research opportunities, and commitments to program excellence and innovation have established a solid reputation for Kinesiology at the ***University of Windsor***.

During the four-year program, you will be exposed to a stimulating array of courses from both biological science and social science orientations. Graduates are prepared for challenging employment opportunities in such diverse areas as sports and recreation, education, health and rehabilitative care, community programming, and business and industry.

Kinesiology emphasizes an understanding of human physical activity in its broadest sense. Classroom lectures combined with laboratory experiences result in a dynamic program-multidisciplinary in both content and career potential. It may also provide the background for entry into professional programs such as education, chiropractic, sport therapy, physiotherapy, athletic training, and medicine, and for graduate-level studies in Kinesiology.

Over 4,500 students have graduated with undergraduate degrees since the first class entered in 1965. Our graduates go on to become registered Kinesiologists, physicians, physiotherapists, teachers, researchers/consultants, fitness trainers and facility owners, marketing managers, coaches, and general managers of pro sports teams, just to name a few.

Important Academic Dates 2020-2021

University of Windsor



Click the link below

<https://www.uwindsor.ca/registrar/events-listing>

**Department of Kinesiology
PROGRAM RECORD FORM**

MOVEMENT SCIENCE MAJOR

Core Curriculum Requirements

Year 1 - Semester 1			Year 1 – Semester 2		
1.	KINE-1110	Principles of Mental Skills Training Psychology	1.	KINE-1000	Health and Wellness
2.	KINE-2250	Ethics in Sport & Physical Activity	2.	KINE-1050	Introduction to Exercise Physiology
3.	KINE-1650	Functional Anatomy	3.	KINE-1500	Principles of Sport Management
4.	KINE-1800	Fundamental Mechanics of Human Motion	4.	KINE-2690	Measurement & Evaluation
5.		Non-Kinesiology Option	5.		Non-Kinesiology Option

Year 2

The following courses are required.

1. KINE-2100 Human Performance
2. KINE-2240 Introduction to Occupational Biomechanics/Ergonomics
3. KINE-2600 Physiology of Fitness
4. KINE-2700 Research Design

Select 2 of the following:

1. KINE-2220 Introduction to Leisure
2. KINE-2300 Sociology of Sport and Physical Activities
3. KINE-2400 Historical Perspectives on Physical Activity and Sport in Western Civilization
4. KINE-2850 Human Growth and Development
5. KINE-3500 Organizational Behaviour

Select 4 Non-Kinesiology Options

1. Option _____
2. Option _____
3. Option _____
4. Option _____

The following courses DO NOT count towards your degree program KINE-1030 / KINE-1040 nor any other introductory elective statistics courses.

Year 3 and 4

Movement Science Major

1. Select 10 of the following:

- KINE-3010 The Use and Abuse of Drugs
- KINE-3020 Exercise and Fitness Psychology
- KINE-3030 Imagery Effects on Performance
- KINE-3040 Sport Nutrition
- KINE-3060 Obesity and Eating Disorders
- KINE-3100 Motor Learning and Control
- KINE-3330 Applied Sport Psychology
- KINE-3600 Physiology of Exercise
- KINE-3610 Musculoskeletal Physiology
- KINE-3620 Human Factors and Work Performance
- KINE-3630 Cognitive Ergonomics
- KINE-3700 Scientific Basis of Conditioning
- KINE-4000 Human Movement and Aging
- KINE-4040 Population Health
- KINE-4080 Dynamics of Skill Acquisition
- KINE-4100 Physical Activity for Special Populations
- KINE-4340 Sport Leadership
- KINE-4530 Perceptual-Motor Development
- KINE-4580 The Endocrine System in Sport, Exercise and Health
- KINE-4600 Cardiovascular Physiology
- KINE-4610 Chronic Disease and Exercise Rehabilitation
- KINE-4620 Exercise in Extreme Environments
- KINE-4630 Applied Neurophysiology
- KINE-4640 The Pathophysiology of Pain
- KINE-4650 Ergonomics and Injury-Prevention
- KINE-4660 Cardiac Rehabilitation
- KINE-4710 Physiological Basis of Sports Therapy
- KINE-4750 Individual Studies
- KINE-4780 Undergraduate Thesis
- KINE-4800 Advanced Biomechanics
- KINE-4850 Group Dynamics in Sport
- KINE-4900 Special Topics – In Movement Science
- KINE-4980 Internship

2. Select 2 of the following:

- KINE-4910 Laboratory Experiences in Biomechanics and Ergonomics
- KINE-4920 Laboratory Experiences in Human and Exercise Physiology
- KINE-4930 Laboratory Experiences in Motor Learning and Psychology of Physical Activity

3. Select 8 options

At least six courses must be from Science, Psychology, Engineering and/or Nursing (four of those courses must be 2000 level or above). The remaining two courses must be 2000 level and can be from any area of study, including Kinesiology.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Department of Kinesiology
PROGRAM RECORD FORM

SPORT MANAGEMENT MAJOR

Core Curriculum Requirements

Year 1 - Semester 1			Year 1 – Semester 2		
1.	KINE-1110	Principles of Mental Skills Training	1.	KINE-1000	Health and Wellness
2.	KINE-2250	Ethics in Sport & Physical Activity	2.	KINE-1050	Introduction to Exercise Physiology
3.	KINE-1650	Functional Anatomy	3.	KINE-1500	Principles of Sport Management
4.	KINE-1800	Fundamental Mechanics of Human Motion	4.	KINE-2690	Measurement & Evaluation
5.		Non-Kinesiology Option	5.		Non-Kinesiology Option

Year 2

The following courses are required

1. KINE-2300 Sociology of Sport and Physical Activities
2. KINE-2400 Historical Perspectives on Physical Activity and Sport in Western Civilization
3. KINE-2700 Research Design
4. KINE-3500 Organizational Behaviour

Select 2 of the following:

1. KINE-2100 Human Performance
2. KINE-2220 Introduction to Leisure
3. KINE-2240 Introduction to Ergonomics
4. KINE-2600 Physiology of Fitness
5. KINE-2850 Human Growth and Development

Select 4 Non-Kinesiology Options

1. Option _____
2. Option _____
3. Option _____
4. Option _____

**The following courses DO NOT count towards your degree program:
KINE-1030 / KINE-1040 nor any other introductory elective statistics
courses.**

Year 3 and 4

Sport Management Major

1. Select 12 of the following:

- KINE-3400 History of the Modern Olympic Movement
- KINE-3450 Sport Marketing
- KINE-3510 Strategic Planning of Sports Events
- KINE-3520 Sport Finance
- KINE-3550 Socio-economic Aspects of Sport and Leisure
- KINE-4020 Sport Tourism
- KINE-4040 Population Health
- KINE-4050 Gender Issues in Sport
- KINE-4330 Selected Topics in Sport Leadership
- KINE-4400 History of Sport in Canada
- KINE-4500 Human Resources in Sport Management
- KINE-4510 Sport and the Law
- KINE-4520 Sport and Government
- KINE-4550 Global Issues in Sport Management
- KINE-4560 Sport Communication
- KINE-4570 Hockey in Canada
- KINE-4590 Sport Media
- KINE-4730 Social Construction of Leisure
- KINE-4750 Individual Studies
- KINE-4760 Principles of Coaching
- KINE-4780 Undergraduate Thesis
- KINE-4890 Special Topics - In Sport Management
- KINE-4980 Internship

2. Select 8 options

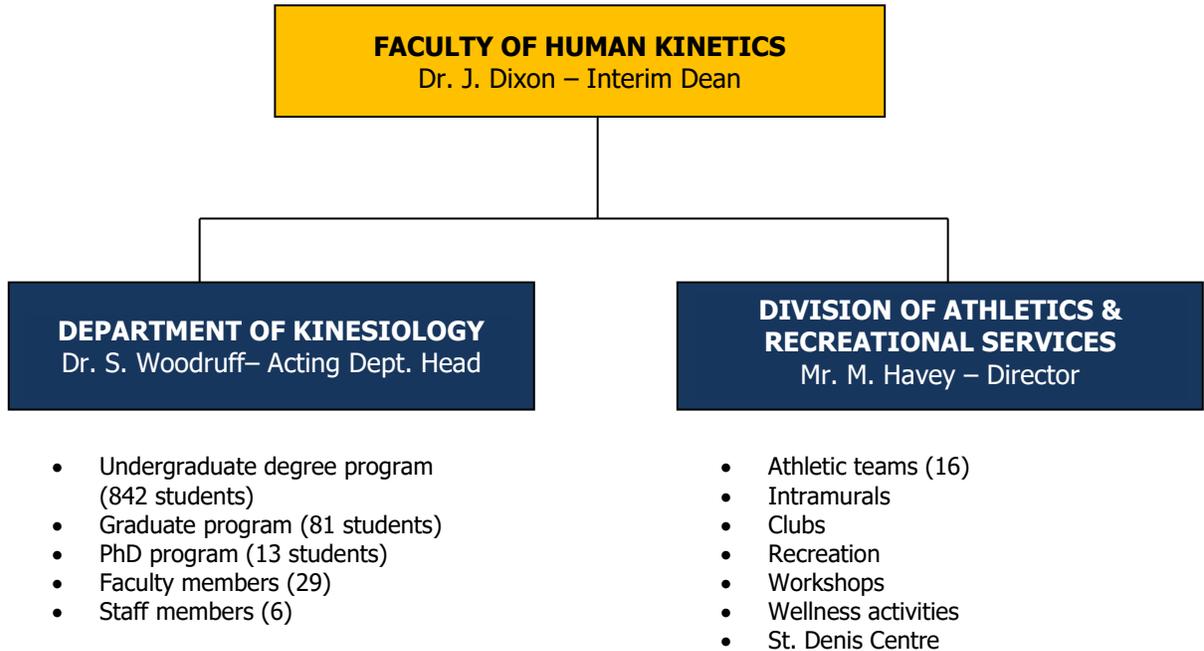
At least 6 courses must be from the Faculty of Arts, Humanities, and Social Science and/or the Faculty of Business (Four of those courses must be 2000 level or above). The remaining 2 courses must be 2000 level or above and can be from any area of study, including Kinesiology.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- 5. _____
- 6. _____
- 7. _____
- 8. _____

Your Chance to Get Involved!

The Department of Kinesiology operates as one of two administrative units within the Faculty of Human Kinetics. It looks something like this:



The governance of the above units is democratic and participative *and* involves student representation. The following Councils and Committees have specific mandates and are comprised of varying combinations of faculty members, staff members, and students.

Faculty Council	Meets at least <i>once</i> a year or at the call of the Chair. Deals with issues of policy that affect the entire Faculty of Human Kinetics. (4 student representatives—3 undergrad, 1 grad)
Kinesiology Council	Usually meets once/month or at call of the Chair. Deals with all policy matters for the Department of Kinesiology including curriculum, personnel matters, and future directions. (4 student representatives—3 undergrad, 1 grad)
Undergrad Committee	Usually meets once/month. Deals with course additions, student recruitment, graduation requirements and all matters related to the B.H.K. program. (2 undergrad student representatives)

**Personnel
Committee**

Meets when required. Deals with promotion, tenure, and renewal evaluations of current faculty members AND hiring of new faculty members. (1 undergrad student representative)

Co-op Committee

Meets once every two months. Deals with all matters related to the Co-op program. Committee includes faculty members, staff, students, and Co-op employers. (3 undergrad Co-op students representing Year II, Year III, Year IV)

Equity Committee

Meets at the call of the Chair. Mission is to facilitate a productive environment for all faculty, staff members and students in the Faculty. Any concerns with gender, ethnic, racial or physical biases are dealt with by this committee. (2 student representatives—1 undergrad, 1 grad)

SPECIAL NOTES:

- 1 The Division of Athletics and Recreational Services has a number of opportunities for student representation.
- 2 For the above committees the nomination of candidates is handled by the Human Kinetics Society (Undergraduate Student Association). The only exceptions to this policy are the graduate student representatives, who are appointed by the full-time graduate students.



#UWINPROUD



FACULTY OF HUMAN KINETICS

EQUITY COMMITTEE

Membership:

- Dean (Ex-officio)
- 2 representatives from Kinesiology
- 2 representatives from Athletics and Rec 1 staff member (alternate every 2 years between Kinesiology and Athletics and Recreation)
- 1 graduate student
- 1 undergraduate student

General Objectives:

1. To facilitate a productive, educational environment for all faculty, students, and staff in the Faculty of Human Kinetics, through practices designed to eliminate discriminatory barriers across all age groups for women, visible minorities, Aboriginal peoples, persons with disabilities, and sexual/gender minorities.
2. To identify inequities based on sex, sexuality, race, ethnicity, physical and learning disabilities within the Faculty, and offer concrete methods for eliminating those inequities.
3. To monitor the decision-making process in the Faculty concerning the presence of an informed perspective.
4. To receive and examine concerns of students, faculty, and/or staff who feel that they may be experiencing discrimination, and make recommendations for change to the Dean, Athletics and Recreation Council, Kinesiology Council, the community and/or an appropriate external body, if necessary.
5. To keep faculty, students, and staff informed on current information concerning equity issues in the University and community.

Contact: HKEquity@uwindsor.ca



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AEGROTAT STANDING

Aegrotat: A final estimated grade given in a course where a student was unable to write the final exam based on ***medical or compassionate grounds***.

Normally at least 50% or more of the course work must have been completed to qualify for an aegrotat grade.

A student may apply for an aegrotat grade, although the professor is not required to grant it. The professor may still require the student to write the final exam at a later date or recommend an alternative plan for arriving at a final grade.

APPLICATION PROCEDURES

It is recommended that the student, if possible, first discuss the situation with the professor(s) in the course(s) to determine if an aegrotat grade is possible.

- A. Complete the form, available at
- B. Complete a letter of rationale including:
 - Name
 - Student Number
 - Address, including postal code
 - Phone number
 - Course(s) for which aegrotat is being requested
 - Reasons for requesting aegrotat grade
 - Supporting document attached to letter (such as a doctor's notes)

FINAL STEPS

Bring or mail your letter of rationale and supporting documents to the **Registrar's Office** as soon as possible before the final exam. In unusual circumstances this may have to be completed after the final exam.

ADDITIONAL QUESTIONS?

Call or see Dr. Sarah Woodruff 253-3000 (ext. 4982) if you are unsure of any of these procedures.

[Grade Appeal Request Form Undergraduate \(for Health, Bereavement, or Extenuating Circumstances\)](#)

OR

Online forms available at: <http://www.uwindsor.ca/kinesiology/492/online-forms>



GRADE APPEALS

In the event that you feel a final grade for a course was not arrived at in an appropriate manner you do have the right to appeal. Please recognize the difference between *not liking* your final grade and any *irregularities* that have occurred in determining that grade. [Senate Bylaw 54](#) covers grade appeals and you should first consult the Bylaw to see if the conditions favor your application.

APPLICATION PROCEDURES

You should then submit the following to the Registrar:

- Letter of explanation with rationale
- Name
- Student number
- Address, including postal code
- Phone number
- Course for which grade is being appealed
- Supporting documents must be attached to the letter

FEE: You must include \$20.00 with your appeal. Please make cheque payable to: University of Windsor.

Complete all relevant sections of the appeal form.

[Grade Appeal Request Form \(for Incorrect Evaluation or Procedural Irregularity\)](#)

From available at:

http://www.uwindsor.ca/registrar/sites/uwindsor.ca/registrar/files/grade-appeal-incorrect-eval-proced-june-2013_fillable.pdf

Bring or mail your appeal form (which is available through the Registrar's Web Site) and your letter of rationale, along with supporting documents and \$20, to the **Registrar's Office**.

An appeal request must be received in the Registrar's Office no more than **3 weeks** after the final mark has been released by the Registrar.

WHAT HAPPENS NEXT?

All of your materials are sent to the Department Head in Kinesiology. The Department Head then asks the original instructor and a second instructor familiar with the course content to review the grade. The Head then makes a recommendation to the Dean of Human Kinetics who then forwards the final decision to the Registrar.



University of Windsor



A. TO BE COMPLETED BY THE STUDENT:

I, _____, hereby authorize Dr. _____ to provide the following information to the University of Windsor and, if required, to supply additional information to support my request for special academic consideration for medical reasons. My personal information is being collected under the authority of the *University of Windsor Act 1962* and will be used for administrative and academic record-keeping, academic integrity purposes, and the provision of services to students. For questions in connection with the collection of this information, the Department Head of Kinesiology may be contacted at 519-253-3000.

Signature _____ Student No. _____ Date _____

B. TO BE COMPLETED BY THE PHYSICIAN:

- I hereby certify that I provided health care services to the above-named student on _____
(insert date(s) student seen in your office/clinic)
- The student could not reasonably be expected to complete academic responsibilities for the following reason in broad terms: _____
- This is an acute / chronic problem for this student.
- Date(s) during which student seems to have been affected by this problem: _____
- Unable to complete academic responsibilities for: 24 hours 3 days 5 days 2 day 4 day Other (please indicate) _____
- If the student is permitted to continue his/her course of study, is the medical problem likely to recur and affect his/her studies again? Yes No
Reason: _____

PHYSICIAN VERIFICATION

Name: (please print) _____ Registration No. _____
Signature: _____ Telephone: _____
Address: _____
(stamp, business card, or letterhead acceptable)

PLEASE RETAIN COPY FOR THE PATIENT'S CHART. Note: Cost of certificate to be paid by student.

¹ This form has been adapted, with permission, from the University of Windsor Faculty of Law Student Medical Certificate and the University of Western Ontario Student Medical Certificate.

Form available at:

https://www.uwindsor.ca/kinesiology/sites/uwindsor.ca.kinesiology/files/medical_certificate_kinesiology_fortable.pdf

DEPARTMENTAL STATEMENT ON ACADEMIC DISHONESTY

Academic dishonesty is a serious offense because it undermines the trust and honesty between you and your peers, between you and your professors, and between you and members of your community. It is also a serious offense because it defrauds those who may eventually depend upon your expertise, knowledge, and integrity. The Department of Kinesiology has defined behaviours of academic dishonesty and has in place measures to prevent such behaviours. However, should such behaviours occur, there are major consequences for those who get caught.

Definitions of Academic Dishonesty

Cheating: Intentionally¹ using or attempting to use unauthorized materials, information, or study aids in any academic exercise. For example, a student who a) prepares and/or uses a crib sheet, b) plagiarizes a term paper, a laboratory book or a class project, c) copies answers from another student's examination booklet during the examination, or d) arranges in advance to share answers during an examination is guilty of cheating.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. For example, a writer should not reproduce a quotation found in a book review and indicate that quotation was obtained from the book itself. Likewise, it would be academically dishonest to analyze one subject in a laboratory experiment and covertly invent a data base from the single observation.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to violate any aspect of academic integrity. For example, one who provided term papers or examinations to other students while knowing or having reason to know that such materials would be used in meeting course requirements would be responsible for facilitating academic dishonesty.

Forgery: Altering or imitating another person's signature of handwriting with intent to deceive or defraud. For example, a student who signs a course instructor's name to a Course Change Form has committed a forgery.

Plagiarism: Plagiarism is a serious academic offense because it dishonestly and fraudulently uses someone else's work as one's own. Students are to be evaluated on the basis of their own original work. In the preparation of essays, papers, reports, and any other types of assignments, students must necessarily rely on the work of others. However, it is imperative that the source of any ideas, wording, or data obtained from others be disclosed and properly acknowledged by citations, quotation marks, and bibliographic references in the proper format. Using the work of others without acknowledgment is plagiarism. Plagiarism includes, but is not limited to:

- a) Using a passage or passages of any length from published or unpublished work of others without placing the passage(s) in quotation marks (or using indentation for long quotation(s) and acknowledging their source;
- b) Submitting work as original when that work also has been or is currently being submitted for another course, unless prior permission has been given in writing;
- c) Copying material, for example, from the Internet, or purchasing material and submitting it as one's own;
- d) Submitting work completely or largely identical to that of other students, unless group work and joint submissions are explicitly permitted by the instructor.

In cases of plagiarism, the instructor assigns a grade of "0" (F-) to the work in question, and may assign an F- for the entire course. This will be decided in consultation with the Department Head or designate. If an instructor determines that plagiarism has occurred, the student shall be informed and the case reported to the Department Head. Disciplinary proceedings may be initiated pursuant to [Senate Bylaw 31](#), which could result in suspension or expulsion from the University in cases of repeated plagiarism. Students will not be allowed to re-write or re-submit work to compensate for grades assigned as a result of plagiarism. Students can appeal a plagiarism grade to the Department Head or designate and/or to the Administrative Dean of Student and Academic Services, and ultimately to a judicial review panel at the University.

Exam Policy

The Policy of the Department of Kinesiology is not to allow make-ups for scheduled tests, midterms, or final exams,

nor to assign a grade of Incomplete **without acceptable and verifiable medical** (or equivalent compassionate) **reasons**. Acceptable reasons might include hospital stays, serious illness, family emergencies (like serious accidents or illnesses, death) or similar circumstances. Normally, written documentation stating specific reasons and dates is required. Forms are available on line at: <http://www.uwindsor.ca/kinesiology/492/online-forms>. Arrangements for make-up exams – if allowed by the instructor – must be made as soon as possible. The instructor establishes the date and format for make-up exams, which will usually differ from the original exam.

¹The question of “intent” is a question of fact. A student who cites long passages from a book without acknowledgement cannot expect to convince the faculty member that the omission was merely negligent. Also, requiring a showing of intent is not to be confused with excusing the students who claim they were unaware of the rules. Such ignorance is not a valid defence. Not knowing what one has done (e.g., inadvertently omitting a footnote) is to be distinguished from knowingly doing something while ignorant of a rule.



University of Windsor

SENATE/BOARD POLICY

Policy on Student Code of Conduct

(Approved by Senate: May 11, 2005)

(Amended by Senate (sections 1,2,3A): March 13, 2015) (Approved by Board (sections 1,2,3B): October 18, 2016)

1. Principles

The University of Windsor is a community of scholars committed to the motto of: Goodness, Discipline, and Knowledge. As in any community, integrity is the foundation upon which all else is built. Fundamentally, a university is a place where those eager to learn gather to advance knowledge in an open, accepting and friendly manner with a goal to making important contributions to society.

- It is a place where freedom of expression is protected vigorously and uncompromisingly and where civility of expression in word and deed is the code of conduct.
- It is a place where all people are treated fairly without concern to religion, race, colour, national origin, sex, sexual orientation, disability or age.

As such, students are expected to commit to a code of behaviour that stresses respect for the dignity and individuality of all persons, and the rights and property of others. They are expected to practice personal and academic integrity, to take responsibility for their own personal and academic commitments, and to contribute to the University community to gain fair, cooperative and honest inquiry and learning. They are also expected to respect and strive to learn from differences in people, ideas, and opinions, and refrain from and discourage behaviours which threaten the freedom and respect that every individual deserves.

All students, student groups, and organizations have the responsibility to maintain a high standard of conduct based on these principles. It is important to understand that transgressing the code of behaviour or assisting others in a transgression are equally wrong. Students are expected to be individually responsible for their actions whether acting individually or in a group. All students should know that the Senate Bylaw on Academic Integrity (Bylaw 31) addresses this issue as it relates to academic misconduct and all students should be familiar with the content of this Bylaw. Further, students should know that non-academic misconduct is addressed under the purview of the Board.

2. This code applies to:

- (a) conduct that occurs on the premises of the University or its federated and affiliated institutions; and
- (b) conduct that occurs off-campus, when the student is conducting University activities:
 - i. the student is representing, or presenting him/herself as a representative of, the University or a student group/organization;
 - ii. the student's actions or behaviour have, or might reasonably be seen to have, a negative impact on the University or on the rights of a member of the University community to use and enjoy the University's learning and working environments.¹

3. Statement of Academic and non-Academic Rights and Responsibilities

Academic Rights and Responsibilities. All students of the University of Windsor have the right to have their work judged accurately and fairly and have the responsibility to behave in a manner that ensures this. Examples of behaviours that violate this code include, but are not limited to:

¹ University of Western Ontario, Code of Student Conduct, May 6, 2004, Section I (7).

- i. Plagiarism: the act of copying, reproducing or paraphrasing significant portions of one's own work, or someone else's published or unpublished material (from any source, including the internet), without proper acknowledgment, representing these as new or as one's own. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study and instructors have the responsibility of informing students in writing of any significant individual interpretations of plagiarism.)
- ii. Falsifying/altering, withholding or concocting medical records, compassionate documents, correspondence, academic documents, research results, references, sources. Forging or using University documents, records or instruments of identification with intent to defraud.
- iii. Submitting false, fraudulent or purchased assignments, research or credentials. Taking or releasing, without permission, the ideas or data of others that were shared with the expectation that they were confidential.
- iv. Impersonating another or permitting someone to impersonate you, either in person or electronically, for academic assessment or in order to improperly gain access to services.
- v. Improperly obtaining, through theft, bribery, collusion or other means, access to confidential or privileged information, examination papers, or set of questions, or improperly distributing restricted material.
- vi. Submitting the same work, research or assignment, or portions of the same course work, research or assignment, for credit on more than one occasion without the prior written permission of the instructor(s) in the course(s) involved.
- vii. Taking part in unauthorized collaboration with another student, which may include working in a group, and submitting the same course work as one or more students in the course, unless expressly permitted by the instructor.
- viii. Copying or using unauthorized aids, or, without permission, working or receiving assistance from another, for any evaluative procedure.
- ix. Allowing another student to copy one's academic work when one knows or has reason to believe the other student will be submitting the work for evaluation.
- x. Failing to take reasonable care, in the circumstances known to the student, to prevent one's material from being inappropriately copied.
- xi. Altering, destroying, hiding or otherwise restricting access to academic materials intended for general use.
- xii. Interfering with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes falsifying, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (for example, a painting, sculpture, film), with a chemical used for scientific study or research, or with any other object of study.
- xiii. Breach of the Senate Policy on the Conduct of Exams and Tests.

A) Non-Academic Rights and Responsibilities. It is the right of all members of the University community that their person and their property be treated respectfully, free from endangerment or harassment. It is the responsibility of each individual to behave in a manner that ensures this and ensures the protection of societal property. Examples of behaviours that violate this code include, but are not limited to:

- i. Unauthorized removal, destruction, or theft of library and other university resources.
- ii. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other University activities, including public service functions, and other authorized activities on University premises.
- iii. Malicious abuse of any person on University premises or at University sponsored or University supervised functions or malicious conduct that threatens, endangers or harasses any such person.

- iv. Theft from or deliberate damage to University premises or theft of or deliberate damage to property of a member of the University community on University premises.
- v. Failure to comply with directions of members of the University administration or of the teaching staff acting in the proper performance of their particular duties.
- vi. Physically, verbally or sexually assaulting or harassing another person, or engaging in sexual misconduct, or in any way threatening another person.
- vii. Knowingly creating a situation that endangers or threatens the health, safety or well-being of any person or that threatens to damage or destroy property, while on campus or while off-campus and representing, or acting as a representative of, the University or a student group/organization.
- viii. Misusing one's own or another person's identity, password, identification number, University identification card or any other identification card or assisting another to misuse any identity, password, identification number, University identification card or any other identification card.
- ix. Stealing, destroying or damaging property or stored information such as data files or computer programs or the like.
- x. Knowingly possessing stolen property or University supplies or documents without authority. (These may include, but are not limited to, equipment, keys, records, files, computer accounts and instruments of identification.)
- xi. Participating in unauthorized or fraudulent use of University facilities, equipment or services.
- xii. Deliberate alteration or misappropriation of computer records, data, software, etc. of the University or a member of the University community.
- xiii. Violation of rules governing University Residence halls.
- xiv. Misusing library resources, as defined in the "Library Behaviour Code".
- xv. Misusing computer resources, as defined in the "Acceptable Use Policy".

Other examples of behaviours that violate this code include:

- xvi. Breach of this Senate Student Code of Conduct.
- xvii. Breach of the rules of conduct as set out by professional bodies and adopted in substance by the relevant professional program as part of its code of conduct in the program.
- xviii. Breach of any other Senate or University bylaw, policy, rule or procedure, including regulations relating to entry to, and use of, University facilities.

Kinesiology Grading Conversion Scale



University of Windsor

Faculty of Human Kinetics

University of Windsor Percentage Grade Range	Corresponding Undergraduate Letter Grade	Corresponding Graduate Letter Grade
90-100	A+	A+
85-89.9	A	A
80-84.9	A-	A-
77-79.9	B+	B+
73-76.9	B	B
70-72.9	B-	B-
67-69.9	C+	C+
63-66.9	C	C
60-62.9	C-	C-
57-59.9	D+	F
53-56.9	D	F
50-52.9	D-	F
0-49.9	F	F

Grade Descriptors: In effect from May 1st, 2004 until August 31, 2019

Undergraduate

Graduate

Grade Point	Letter Grade	Range	Grade Point	Letter Grade	Range
13	A+	93 – 100	13	A+	93 – 100
12	A	86 – 92.9	12	A	86 – 92.9
11	A-	80 – 85.9	11	A-	80 – 85.9
10	B+	77 – 79.9	10	B+	77 – 79.9
9	B	73 – 76.9	9	B	73 – 76.9
8	B-	70 – 72.9	8	B-	70 – 72.9
7	C+	67 – 69.9	7	C+	67 – 69.9
6	C	63 – 66.9	6	C	63 – 66.9
5	C-	60 – 62.9	5	C-	60 – 62.9
4	D+	57 – 59.9		F	Below 59.9
3	D	53 – 56.9		F – NR	No record
2	D-	50 – 52.9			
1	F	35 – 49.9			
0	F-	0 – 34.9			

ACADEMIC PROBATION

Academic Probation Occurs When: A student's cumulative average is below 60%.

The Academic Standing Committee of the Department of Kinesiology is responsible for reviewing the academic standing of each student in the Faculty after the Fall and Winter semesters.

TERMS OF PROBATION

The minimum requirement for continuation "in good standing" is a cumulative grade point average of 60%.

If any student has not met the minimum cumulative requirement at the end of any semester he/she will be placed on probation and will receive a letter from the Department Head.

If at the end of the probation semester, noted in the letter, the cumulative average of 60% has not been met, the student's record will then be referred to the Academic Standing Committee with a recommendation that the student be ***Required To Withdraw from Kinesiology***.

A student who is required to withdraw can typically reapply, after a 12-month absence, to Kinesiology. **Students who choose to sit out this period are cautioned not to enroll in other post-secondary programs. If that is the case these students will not be treated as "Readmittances" but will be considered "Transfer Students". Currently it takes at least a 70% cumulative average to transfer into the B.H.K. degree program.**

NOTIFICATION AND APPEALS

Notification of requirement to withdraw is included on the final grade report of each semester. This requirement may be appealed by the student in writing and submitted to the office of the Dean of the Faculty of Human Kinetics with supporting documents within 6 weeks of the release of the final grade.

The Academic Standing Appeal Committee of the Faculty meets when required and notifies students of the outcomes by mail. All appeals are determined on the basis of materials submitted to the committee. Personal interviews are not conducted.

Assistance to students on probation is provided by the Academic Advisory Centre in Dillon Hall.

NOTE: The Senate Policy for first year students only is that, a student with a cumulative average between 55% and 59.9% at the end of year 1 will be allowed to remain in the program for one additional year on probation. If at the end of year 2 the cumulative average is still below 60% the student will be required to withdraw.



ACADEMIC PROGRESS

Students who are beginning the four-year Honours Bachelor of Human Kinetics degree should make sure they are familiar with all the academic regulations that govern the program. The on-line University Calendar Fall 2016, contains information that all students should be familiar with. Some areas you should pay attention to are:

- Undergraduate Degree Regulation
- Examination and Grading Procedures
- Fee Regulations and Schedules
- Human Kinetics Specific Regulations

RELATED INFORMATION

- 1 Grades for each semester are often posted after final exams on the course websites. These grades are unofficial and are posted for your convenience. Official final grades appear on the University website: www.uwindsor.ca/sis
- 2 Your DARS (Degree Audit) is also available on the Registrar's Student Information System website. This form helps you determine requirements of your degree program that have been fulfilled and those that remain outstanding. Please refer to the Kinesiology Program Record Form to ensure you are satisfying the requirements of the program. If you require assistance, contact Ms. Tiffany Martindale, ext. 2470.
- 3 Students who attain an 80% cumulative average in **at least five** courses in a semester are placed on the Dean's Honour Roll.
- 4 Should you wish to transfer out of Kinesiology, you must fill out the appropriate form that is available at the Registrar's Office.
- 5 In order to graduate on schedule you should plan to take 5 courses per semester for 8 semesters. If you fail or drop courses that put you behind this pace, you can take courses during Intersession or Summer to get back on schedule. Students who wish to take an overload (6 courses) will be allowed to register for the 6th course on the first day of classes each semester with permission from the Department Head.
- 6 Students wishing to take one or more courses for transfer credit from another university must obtain a Letter of Permission in advance of registration. Only in this way can the student be assured in advance that the course, if successfully completed, will be credited to his/her program at the University of Windsor.

Application forms for such Letters of Permission are available at the Office of the Registrar and on the website and returned there. Approval shall be based on (a) the student's overall academic record (i.e., student must be in good standing), (b) the appropriateness of the particular course to the student's program at the University of Windsor (i.e., the course must apply toward the program), and (c) other factors relevant to the student's particular situation.

Grades for courses taken on a "Letter of Permission" will not be included in a student's major or cumulative average.

Ms. Tiffany Martindale
book an appointment with the Academic & Career
Counselor [HERE](#)



UNIVERSITY OF WINDSOR

REQUEST FOR LETTER OF PERMISSION TO TAKE COURSE(S) AT ANOTHER UNIVERSITY FOR TRANSFER CREDIT

NAME: _____ I.D. #: _____

Address: _____

Phone #: _____ Email: _____

I request permission to take the course(s) below at the following University:

Address of University: _____

If the document is to be faxed, please provide the fax number. An additional \$10.00 fee will apply.

THE COURSE(S) WILL BE TAKEN DURING:
Summer Session January - April
September - April September - December

Course Name and Number: _____
Course Name and Number: _____

EMAIL A PDF EMAIL OF THE COURSE OUTLINE(S) TO registrars@uwindsor.ca
SHOWING THE UNIVERSITY WEB ADDRESS ON THE DOCUMENT.
PLEASE MAKE SURE YOU HAVE THE PRE-REQUISITES FOR EACH COURSE.

Alternate choices, may be listed on an additional sheet with attached course descriptions, if above courses are not available.

I am requesting transfer credits towards my _____ degree at the University of Windsor.

Please review guidelines on reverse.

Student Signature: _____ Date: _____

For Office Use Only			Receipt #
IGS	FI	PD	Res. Rqmt Met
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guidelines for Letter of Permission

1. A \$40.00 **non-refundable** fee, payable at the Office of the Registrar, per Letter of Permission must be paid before the Letter of Permission will be processed. The cost for a revision to a Letter of Permission for the same institution is \$20.00 per request.

2. Contact the institution regarding their application procedures. You may verify whether the university is accredited by contacting the Registrar's Office ex. 3315.

3. Must be in good academic and financial standing and at the University of Windsor to attend another university on a Letter of Permission. You must meet the residency requirement for your program. You must have completed one full semester (5 courses) before applying for a Letter of Permission.

4. Select courses that apply toward the degree program in which you are enrolled. Care should be taken when selecting courses to avoid duplication of courses and to make sure that you have the course prerequisite. A full course or a 6.0 credit course is considered as two of Windsor's one-semester courses. A half course or a 3.0 credit course is considered as one of Windsor's one-semester courses.

5. Complete the Letter of Permission form on the opposite side of this form. You may only apply to one University.

6. E-mail course outlines (as PDF attachments) for each course to registrar@uwindsor.ca. You may check to see if a course has already been equated www.uwindsor.ca/registrar and click Course Equivalencies link. No course outlines are required if course(s) has already been equated.

7. It is your responsibility to submit an official transcript to the Office of the Registrar, University of Windsor, upon completion of the course(s).

Note: A minimum grade of 60% must be obtained for transfer of credit.

To *revise* a previously submitted Letter of Permission for the same institution you must submit a letter explaining what is now being requested. The *revision* fee is \$20.00; a *new* Letter of Permission for a different institution is \$40.00.

To cancel a Letter of Permission you must submit a letter (to the Office of the Registrar) requesting the Letter of Permission to be cancelled.

NOTICE - COLLECTION OF PERSONAL INFORMATION AND DISCLOSURE

Personal information on this form is collected under the authority of the University of Windsor Act 1962, and University of Windsor, Senate By-Law 31. It is collected for the purpose of administering the university / student relationship including the processing of requests for Letters of Permission. A detailed Notice of Disclosure can be found at: www.uwindsor.ca/fippa. Questions about the collection of this information can be directed to: the Registrar at 519-253-3000 or registrar@uwindsor.ca

Form is available at: <http://www.uwindsor.ca/kinesiology/492/online-forms> OR
<http://www.uwindsor.ca/registrar/sites/uwindsor.ca/registrar/files/letter-of-permission-form-fillable.pdf>

Student Affairs, we are here to help!

519-253-3000 ext. 3287

	<p>Aboriginal Education Centre (www.uwindsor.ca/aec) ext. 3465</p> <ul style="list-style-type: none"> • Serves as a bridge to other services on campus • Students are informed about off-campus aboriginal happenings
	<p>Advising Centre (www.uwindsor.ca/advising) ext. 1414</p> <ul style="list-style-type: none"> • Assistance with course selection • Understand and discuss your Degree Audit • Discuss choosing or changing your major • Clarification on academic policies and procedures
	<p>Awards & Financial Aid (www.uwindsor.ca/awards) ext. 3300</p> <ul style="list-style-type: none"> • Recognition of academic achievements through scholarships and awards • Financial aid for students facing financial challenges through OSAP, Work Study, and Ontario Student Access Guarantee • OSAP, Work Study, and Ontario Student Access Guarantee
	<p>Cashier's Office (www.uwindsor.ca/cashiers) ext. 3307</p> <ul style="list-style-type: none"> • Tuition payments • Account information
	<p>Centre for Career Education (www.uwindsor.ca/cce) ext. 3895</p> <ul style="list-style-type: none"> • Career development resources and support (e.g. advising, workshops, class presentations, events, job postings) • Volunteer Internship Program • Co-operative Education programs
	<p>Centre for English Language Development (www.uwindsor.ca/elip) ext. 3405</p> <ul style="list-style-type: none"> • Intensive English language programs for second language learners • Bridge Program for academic admission • English proficiency testing English programs for current UWindsor students
 <p style="font-size: small;">Student Counselling Centre</p>	<p>Counselling Centre (www.uwindsor.ca/scc) ext. 4616</p> <ul style="list-style-type: none"> • Free short-term counselling to UWindsor Students • Crisis intervention • Mental health consultation for faculty and staff
	<p>Educational Development Centre (www.uwindsor.ca/edc) ext. 3288</p> <ul style="list-style-type: none"> • Disability Services- academic accommodations for documented disabilities • Campus Life Line, S.T.E.P.S., Connecting4Success, S.O.S. • Student transition support and orientation
	<p>International Student Centre (www.uwindsor.ca/isc) ext. 3938</p> <ul style="list-style-type: none"> • Recruitment and assistance for international students • Study Abroad (i.e. Exchange Program) • Volunteer International Student Assistance (V.I.S.A) • Arrival and transition support for new students

	<p>Human Rights Office (www.uwindsor.ca/ohrea) ext. 3400</p> <ul style="list-style-type: none"> • Education; Equity; Accessibility • Government reporting • Policy development • Human rights inquiries and complaints • Ombuds functions related to human rights • Any other matters requiring accountability in these areas
	<p>Student Accessibility Services (www.uwindsor.ca/accessibility) ext. 3288</p> <ul style="list-style-type: none"> • Host special needs exams • Educational development • Referrals for assessments
	<p>Student Health Services (www.uwindsor.ca/health) ext. 7002</p> <ul style="list-style-type: none"> • By appt only • Immunizations • Advice, referrals if required
	<p>Registrar's Office (www.uwindsor.ca/registrar) ext. 3315</p> <ul style="list-style-type: none"> • Registration and Admissions • Application Information • Questions of DARS, change of course forms



Download the myUWindsor [app](#) for convenience on the go



POINTERS FOR ACADEMIC SUCCESS*

The following pointers have been proven to contribute to academic success in the Faculty of Human Kinetics. Read them carefully and apply them throughout your time at the University. With use, they will become habits, the kind that carries over into everything you do in life. The Kin-One Workshops will elaborate on these success tips and provide useful strategies.

- 1 **Time Management** – Get organized! Read and periodically refer to the syllabus that was distributed at the beginning of the class. Also, use a daily planner to remind yourself of work to be completed.
- 2 **Read Assignments in Advance** – Read assignments *before* the lecture! Reading chapter summaries first will familiarize you with what the chapter is about. As you read, list questions about confusing material so that you can ask for clarification during class. Remember, if you have a question about something you do not understand, it will likely go unanswered throughout the semester unless you get it resolved.
- 3 **Class Attendance** – Go to class! University provides more free time than high school, making it more tempting to miss classes every once in awhile. However, nothing can replace the learning that can occur in the classroom. Develop the habit of being present in class and participate. Be an active contributor to your education.
- 4 **Take Precise Notes** – Learn effective note-taking skills; listen for the main points that a professor emphasizes during class, pay attention to what a professor emphasizes, summarize class discussions, use the margins to add your own thoughts about the subject. After class rewrite and review your notes, identifying the key concepts, so you can understand how everything is related.
- 5 **Develop Exam Strategies** – Find out as much as possible about the type of exam that you are going to be taking. Concentrate on the material that you are unsure of or confused about when studying. During the exam answer the questions you are confident about first then return to the questions you are unsure about.
- 6 **Review** – Take a few minutes to review class notes on a daily basis. This emphasizes long term learning rather than having to cram before an exam. This process also assists in eliminating test anxiety because you come prepared for the test instead.
- 7 **Improve Writing Skills** – Make sure you understand what your professor has specified as the guidelines for the paper. Also ask someone to proofread one of your rough drafts so that you can make any necessary changes. If you do not wait until the last minute, often times professors are willing to review your rough draft and make suggestions. Learn the basics of A.P.A. style!
- 8 **Get To Know Your Professors** – Visit them periodically before and after classes. Office hours are intended to assist you in getting to know your professors. Do not be afraid to ask for clarification during or after class, and do not be afraid to find out from your professor how you are doing in class.
- 9 **Collaborate** – Create a study group with classmates. Not only is it a great way to reinforce what you are learning in class, but it can also be a support system when something gets difficult for you. This is particularly useful for courses such as Human Anatomy.
- 10 **Academic Advisement** – When difficulty arises consult Ms. Tiffany Martindale at tmdale@uwindsor.ca or Joann Kolonelos at joannk@uwindsor.ca for guidance.

Adapted from Faculty of Arts & Social Sciences material.

DIRECTORY

Faculty of Human Kinetics

Faculty of Human Kinetics

Dr. Jess Dixon, <i>Interim Dean</i>	2432
Dr. Kevin Milne, <i>Associate Dean</i>	2452
Ms. Sheila Daudlin, <i>Administrative Assistant to the Dean</i>	2432

Department of Kinesiology

<u>Faculty</u>	
Dr. David Andrews	2433
Dr. Nadia Azar	2473
Dr. Anthony Bain	4069
Mr. Mike Bates	mikeb1@uwindsor.ca
Dr. Francesco Biondi	2444
Dr. Krista Chandler	2446
Dr. Joel Cort	4980
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Ms. Adriana Duquette, <i>Lab Coordinator</i>	4981
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Dr. Matthew Krause	2443
Dr. Todd Loughhead	2450
Dr. Wayne Marino	2438
Ms. Tiffany Martindale <i>Undergraduate Coordinator/Academic Advisor</i>	2470
Dr. Scott Martyn	2434
Dr. Cheri McGowan	2451
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Dr. Patricia Millar	4063
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Dr. Sara Scharoun-Benson	4994
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Dr. Patricia Weir <i>Dean of Grad Studies</i>	2107
Dr. Sarah Woodruff <i>Acting Head & Faculty</i>	4982
Dr. Paula van Wyk	4287
<u>Staff</u>	
Mr. Denis Beaulieu <i>Research Technician</i>	4267
Ms. Joann Curti-Kolonelos <i>Kinesiology UG Admin Assistant</i>	4295
Ms. Sharon Horne <i>Admin Assistant to Dept. Head/ Grad Secretary</i>	2430
Ms. Laura Pepper <i>Kinesiology Receptionist/Admin Assistant</i>	2429
Ms. Matina Juricic <i>IT Technician</i>	2448

Division of Athletics & Recreational Services

Mr. Jesse Alexander <i>Football</i>	6070
Ms. Olivia Binder <i>Campus Rec Aquatics/Summer</i>	
Mr. Jean-Paul Circelli <i>Head Coach, Lancer Football</i>	2462
Mr. Chris Cheng <i>Men's Basketball</i>	
Ms. Sheila Daudlin <i>St. Denis Centre Administrative Assistant to the Dean</i>	2428
Ms. Anne Dawson <i>Athletics and Rec Administrative Assistant</i>	2437
Mr. Trevor Dinham <i>Facility Technician & Acting Facility Manager</i>	4278
Ms. Helen Ellis-Govette <i>Business Manager</i>	2471
Mr. Adam Ellwood <i>Sports Therapist</i>	2426
Mr. James Gravelle <i>Men's Volleyball</i>	
Mr. Kevin Hamlin <i>Head Coach Men's Hockey Track & Field Head Coach</i>	2437 2437
Mr. Michael Harrington <i>Lancer Support Services Coordinator</i>	4983
Mr. Mike Havey, <i>Assistant Athletic Coordinator</i>	2437
Mr. Lucas Hodgson <i>Head Coach, Women's Volleyball</i>	2425
Mr. Deanna Iwanicka <i>Head Coach Women's Hockey</i>	2437
Mr. Paul Janikowski <i>Facilities/Equipment/Event Technician</i>	2454
Mr. Brett Lumley <i>Track & Field</i>	2423
Mr. Daniel Mendonca <i>Women's Soccer</i>	2465
Mr. Ryan Mendonca <i>Men's Soccer</i>	2484
Ms. Elisa Mitton, <i>Sports Information Officer</i>	2447
Ms. Sandra Ondracka <i>Campus Recreation Manage</i>	2449
Mr. Paul Scott <i>Fastpitch</i>	
Ms. Natalie Paladino <i>Sports Therapist</i>	
Ms. Amanda Ruccolo <i>Rec/Facilities Coordinator</i>	2422
Ms. Linda Ruccolo <i>Client Services</i>	7029
Ms. Mona Sleiman <i>Marketing</i>	2441
Ms. Chantal Vallée <i>Head Coach, Women's Basketball</i>	2453
Mr. David Stoute <i>Sport Therapist</i>	2426
Mr. Eric Vandenbroucke <i>Assoc. Athletic Director</i>	2435
Mr. Adam Wagner <i>Golf</i>	
Campus Recreation Office	2456
Intramural Coordinator	2455
St. Denis Centre Reception/Equipment	2422



DEPARTMENT OF KINESIOLOGY

UNIVERSITY OF WINDSOR

APA REFERENCE SYSTEM

Introductory Information

APA style is the style of writing specified in the *Publication Manual of the American Psychological Association* (7th ed., 2020), and is the approved style for all assignments produced within the Faculty of Human Kinetics.

Please visit the “APA Reference Guide” on your Kin-One website.

Kin-One website:
www.uwindsor.ca/kinone visit “APA Reference Guide”

However, this overview is not a substitute for the manual itself, which should be purchased by any student in the Faculty of Human Kinetics. The current APA manual can be found in the University of Windsor’s campus bookstore, as well as in many large, general-purpose bookstores, in the reference and style guide section. It can be obtained directly from the APA order department at 1-800-374-2721, or online at <https://apastyle.apa.org/products/publication-manual-7th-edition>.

[Sharon Munro](#) is the librarian for Human Kinetics. You can reach her by e-mail at: smunro@uwindsor.ca and by telephone at ext. 3850. Sharon can help you to find resources and show

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IN
Human Kinetics
Thursdays
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HUMAN KINETICS LIBRARIAN
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you the most effective way to use them for your papers and presentations. She will have office hours in the Human Kinetics in the Fall - days and times to be announced (This may vary during COVID). There will also be library tours available for students in September - days and times also to be announced (This may vary during COVID). More detailed information about the library and access to a wide range of library resources can be found via the Leddy Library’s homepage at: <http://web4.uwindsor.ca/leddy>

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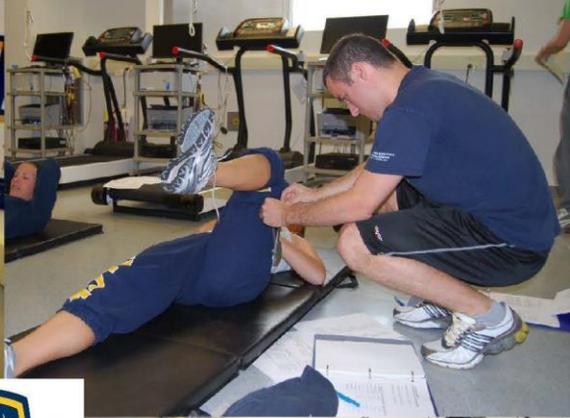


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