

# GRADUATE HANDBOOK 2017-18



University  
of Windsor  
Faculty of Human Kinetics

Department of Kinesiology



## ***Department of Kinesiology MISSION***

It is the mission of the Department of Kinesiology to continually foster the development of a scholarly culture, founded upon teaching, research and community service in the area of human physical activity, that supports the attention of the full potential of its students, faculty and staff.

## ***Statement on Academic Honesty***

The Department of Kinesiology subscribes to the strictest interpretation of academic integrity. Faculty members and students bear joint responsibility in assuring that cheating on any examination and assignments is not tolerated.

Likewise, plagiarism is considered a serious academic offense and will be handled as such.

Breaches of academic integrity will be handled under the disciplinary proceedings as outlined in Senate Bylaw 31.

## ***Objectives of the Graduate Program***

The aim of the graduate program is to produce scholars who have the desire and competence to contribute to the knowledge of human behaviour in the broad field of physical activity. As primary requirements, students will develop the capacity to:

- Identify and investigate problems in the field
- Independently design and conduct research
- Communicate at a scholarly level, including be able to read and critically evaluate related literature
- Apply theoretical content in a practical performance-based setting.

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## **Dean's Message**

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Welcome to the Graduate program in the Faculty of Human Kinetics. It is our goal in the Faculty to produce Kinesiology graduates who are amongst the very best in Canada. You will be taught and supervised by professors who are at the cutting edge in their fields. Through research and creative thinking, you will share with your professors the experience of advancing knowledge in your chosen discipline. We take pride in fostering a challenging and supportive environment that is enjoyable for students, faculty and staff. I encourage you to make the most of your experience at the University of Windsor by extending your university experience beyond the classroom and laboratories to both campus and community activities. Work hard and have fun!

Michael Khan, Ph.D.  
Dean, Faculty of Human Kinetics

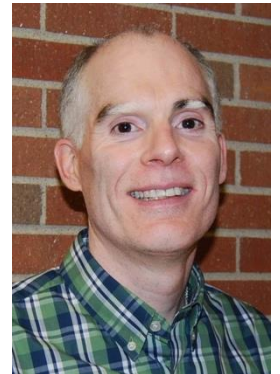


## **Department Head's Message**

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It is my sincere pleasure to welcome you as graduate students to the Department of Kinesiology at the University of Windsor. Whether you are starting a thesis or internship at the Masters level, you are among a select few that are accepted into our graduate program each year. As you advance in your chosen discipline, you will become increasingly aware of the excellent reputation that your program and advisor(s) have on the national and international stage.

When I started my graduate training, an experienced and successful graduate student gave me some very good advice which has served me and my own students extremely well over the years. Graduate school is a job that pays very well, both financially and in terms of how it allows you to grow as a person. If you stick to a regular schedule every day, challenge yourself, and take advantage of the many opportunities that will come your way over the course of your time here, you, and those who you work with, will reap the benefits that come along with them. You truly do get out what you put in when it comes to graduate school. Taken seriously, graduate training in the Department of Kinesiology can set you apart from colleagues in other programs and establish you as a leader, with expertise that will prove foundational for your future career.



Welcome to Kinesiology! Good luck and enjoy your graduate experience.

David Andrews, Ph.D.  
Department Head of Kinesiology

## **Graduate Coordinator's Message**

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Welcome to the HK Family! As a proud alumnus of the Master of Human Kinetics program at the University of Windsor, I can assure you that you have made a wise decision in joining our program. Whether you are enrolled in Applied Human Performance or Sport Management, and pursuing a thesis or an internship, our Kinesiology faculty and staff are committed to providing you with a first rate educational experience and helping you achieve your goals and objectives. But, no matter how prolific we are as researchers, how gifted we are as teachers, or how supportive and inspiring we are as advisors, you will only get out of your experience what you put into it.

During your time as a graduate student, you will be furnished with a great number of learning opportunities, including but not limited to: working as a graduate teaching and/or research assistant, attending HK Speaker Series' lectures, thesis defenses and internship presentations, and academic and practitioner-oriented conferences, participating in Kinesiology Research Day and HK alumni networking events, volunteering in others' research studies (in hopes that others might volunteer in yours), and serving on committees at the Departmental, Faculty, and Univeristy levels. I strongly encourage you to make the most of your experience in the MHK program by getting involved. You'll be happy that you did!

Jess C. Dixon, Ph.D.  
Kinesiology Graduate Coordinator



# Important Dates

## Fall 2017

<b>PLEASE NOTE</b>	
<b>Advisors will not work with students who haven't registered by the following deadlines.</b> All graduate students (both new and in-program) who do not register by the posted late registration deadline for each semester will forfeit their tuition scholarship and GA placement.	
September 5, 2017	New Student Orientation.
September 7	First Day of Classes.
September 20	Last day of registration, change of courses and full refund for day and evening classes. Last day for late registration and change of courses, day and evening. Last day for full tuition refund.
September 21	Last day for the oral defense of dissertations, theses, and major papers for Fall Convocation (graduate degrees) Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking under the Phase 1 deadline (100% tuition) of the tuition fee refund policy for Fall
September 28	Last day for completion of all requirements for graduate degrees under <b>Phase 1</b> registration (Fall Term 2017) of the tuition fee refund policy. Students who have completed all requirements ( <b>including deposit in the Office of Graduate Studies</b> ) for theses and internship reports by this date are eligible for a 100% tuition refund for Fall 2017 term, <b>provided that the Student was registered in Summer 2017 and that all other requirements for the degree are already complete.</b> The grade will be assigned to the Summer 2017 term.
October 4	Last day for reversal of incidental fees for course withdrawal.
October 7-15	Reading week.
October 9	Thanksgiving Day. (statutory holiday, no classes) – University closed.
October 14	Fall Convocation.
October 16	Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking for students who are planning to meet inder Phase II deadline (50% tuition) of the tuition fee refund police for Fall term 2017
October 19	Last day for completion of all requirements for the graduate degrees under <b>Phase II</b> registration (Fall term 2017) of the tuition fee refund policy. Students who have completed all requirements ( <b>including deposit in the Office of Graduate Studies</b> ) for theses and internship reports by this date are eligible for a 50% tuition refund for Fall 2017 term <b>provided that the student was registered in Summer 2017 and that all other requirements for the degree are already complete.</b> The grade will be assigned to the Fall 2017 term. <b>Students on tuition scholarships must defend in Phase II.</b>
November 15	Last day to withdraw voluntarily from Fall term courses. After this date students remain registered in courses and receive final grades as appropriate. Last day for partial tuition refund.
December 6	Last day of classes.
December 9	Fall term Examinations begin (December 9-20).
December 15	Winter term fees are due and payable
December 22	Alternative/Final Examinations/Snow Day
Dec 23, 17- Jan 2,18	University offices closed for December holiday recess.

## Winter 2018

January , 2018	University offices reopen.
January 4	All classes begin, day and evening.
January 17	Last day of registration, change of courses. Last day for full refund of courses, day and evening.
January 22	<a href="#">Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking under the Phase I deadline (100% tuition) of the tuition fee refund policy for Winter term 2018.</a>
January 25	<b>Last day for completion of all requirements for graduate degrees under Phase I (100% tuition refund).</b> Students who have completed all requirements ( <b>including deposit in the Office of Graduate Studies</b> ) for theses and internship reports by this date are eligible for a 100% tuition refund for Winter 2018 term, <b>provided that the Student was registered in Fall 2017 and that all other requirements for the degree are already complete.</b> The grade will be assigned to the Fall 2017 term.
January 31	Last day for reversal of incidental fees for course withdrawal.
February 12	<a href="#">Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking under the Phase II deadline (50% tuition) of the tuition fee refund policy for Winter term 2018</a>
February 15	<b>Last day for completion of all requirements for graduate degrees under Phase II (50% tuition refund).</b> Students who have completed all requirements ( <b>including deposit in the Office of Graduate Studies</b> ) for theses and internship reports by this date are eligible for a 50% tuition refund for Winter 2018 term <b>provided that the student was registered in Fall 2017 and that all other requirements for the degree are already complete.</b> The grade will be assigned to the Winter 2018 term.
February 17-25	Study Week.
February 19	Family Day Holiday – University Closed.
February 23	University Offices Closed.
March 1	Last day to file an application for Spring graduation.
March 9	Deadline for recommending a PhD external examiner for students who plan to graduate at Spring convocation.
March 15	Last day to withdraw voluntarily from Winter term courses. After this date students remain registered in courses and receive final grades as appropriate. Last day for partial tuition refund.
March 29	Study Day, No Classes, labs, tests or exams
March 30	Good Friday- University Closed
April 6	Last day of classes.
April 9	Winter term final examinations begin (April 9-19).

## Summer 2018

<b>May 1 , 2018</b>	Intersession, 12-week session, Summer session and Summer Co-op fees are due.
<b>May 4</b>	Last day for the final oral defense of dissertations, theses and major papers for Spring Convocation 2018
<b>May 4</b>	Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking for students who are planning to graduate at the Spring Convocation
<b>May 7</b>	Intersession, 12-week session and Summer Co-op terms begin.
<b>May 11</b>	Last day for Last day for registration, change of course and full refund for intersession courses.
<b>May 11</b>	Last day to deposit dissertations, theses and major papers for Spring Convocation (Graduate degrees)
<b>May 18</b>	Last day for registration, change of course and full refund for 12-week session and Summer Co-op. Last day for reversal of incidental fees for 6-week Intersession courses.
<b>May 18</b>	Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking under the Phase I deadline (100% tuition) of the tuition fee refund policy for Summer term 2018.
<b>May 21</b>	Victoria Day (statutory holiday). No classes.
<b>May 29 – June 1</b>	Spring Convocation
<b>June 11</b>	Last day to submit dissertations, theses and major papers to the Graduate Studies office for format checking for students who are planning to meet Phase II deadline for Summer term 2018
<b>June 15</b>	Last day for completion of all requirements for graduate degrees under Phase II (50% tuition refund).
<b>June 18</b>	Intersession classes end
<b>June 16 - 24</b>	Mid-term break (Reading Week) for 12-week and Summer Co-op.
<b>June 21 - 23</b>	Intersession examinations.
<b>June 25</b>	Summer session classes begin and 12-week courses resume.
<b>June 29</b>	Last day for Summer Session late registration, course changes and full tuition refund.
<b>July 2</b>	Canada Day (statutory holiday). University closed.
<b>July 28</b>	Deadline for recommending a PhD external examiner for students who plan to graduate at Fall 2018 Convocation.
<b>August 3</b>	Last day of classes for summer session and 12-week courses. Summer co-op term ends.
<b>August 6</b>	Civic Holiday (statutory holiday). No classes.
<b>August 7</b>	Make-up date for Monday, July 2 classes
<b>August 8</b>	Make-up date for Monday, May 21 classes for 12 week courses
<b>August 11 - 20</b>	12-week and summer session course examinations.
<b>August 15</b>	Fall term fees are due and payable.

# Phone Numbers



Faculty of Human Kinetics	
Dr. Michael Khan, Dean	2432
Ms. Sheila Daudlin, Administrative Assistant	2432
Ms. Christine Colautti	4261
Mr. Ryan Donally, Communications Coordinator	
Department of Kinesiology MHK Program	
Dr. Jess Dixon (Grad Coordinator)	2461
Ms. Sharon Horne (Grad Secretary)	2430

## Department of Kinesiology

### Faculty

Dr. David Andrews, <i>Department Head</i>	2433
Dr. Nadia Azar	2473
Dr. Bob Boucher ( <i>Prof. Emeritus</i> )	2432
Dr. Krista Chandler	2446
Dr. Joel Cort ( <i>Sabbatical</i> )	4980
Dr. Jess Dixon Graduate Coordinator	2461
Ms. Adriana Duquette, <i>Lab Coordinator</i>	4981
Dr. Terry Eddy	2467
Dr. Craig Greenham	4270
Dr. Marge Holman ( <i>Prof Emerita</i> )	2420
Dr. Sean Horton	2442
Dr. Kenji Kenno	2444
Dr. Michael Khan, <i>Dean</i>	2432
Dr. Matthew Krause	2443
Dr. Todd Loughhead	2450
Dr. Wayne Marino	2438
Ms. Tiffany Martindale	2470
<i>Undergraduate Coordinator</i>	
Dr. Scott Martyn	2434
Dr. Cheri McGowan	2451
Dr. Nancy McNevin	4276
Dr. Alan Metcalfe ( <i>Prof. Emeritus</i> )	2439
Dr. Marcia Milne	4999
Dr. Patti Millar	4063
Dr. Kevin Milne	2452
Dr. Richard Moriarty ( <i>Prof. Emeritus</i> )	2420
Dr. Victoria Paraschak	2445
Dr. Sara Scharoun-Benson	4994
Mr. Chad Sutherland	4050
<i>Applied Learning Coordinator</i>	
Dr. Paula van Wyk	4287
Dr. Patricia Weir	2107/ 5010
Dr. Sarah Woodruff Atkinson	4982

### Staff

Mr. Don Clarke, <i>Research Technician</i>	4267
Ms. Sharon Horne, <i>Admin. Assist. to Dept. Head/Grad Secretary</i>	2430
<i>Receptionist</i>	2429
Ms. Joann Kolonelos,	
<i>Acting Undergrad Secretary</i>	
	4295
Ms. Matina Juricic, <i>IT Research Technician</i>	2448

## Division of Athletics & Recreational Services

Mr. Mike Havey, <i>Director</i>	2441
Ms. Kelly Bondy, <i>Athletics and Rec Administrative Assistant</i>	2437
Mr. Joe D'Amore, <i>Head Coach, Football</i>	2462
Ms. Mona Dosen, <i>Marketing</i>	2441
Ms. Helen Ellis-Govette, <i>Business Manager</i>	2471
Mr. James Gravelle,	2475
<i>Head Coach, Men's Volleyball</i>	
Mr. Kevin Hamlin,	2437
<i>Head Coach, Men's Hockey</i>	
Mr. Steve Hart,	2465
<i>Head Coach, Women's Soccer</i>	
Mr. Lucas Hodgson,	2425
<i>Head Coach, Women's Volleyball</i>	
Mr. Jim Hunter	2437
<i>Head Coach, Women's Hockey</i>	
Mr. Colin Inglis,	2440
<i>Head Coach, Track &amp; Field</i>	
Mr. Frank Jeney,	4067
<i>Head Coach, Men's Baseball</i>	
Mr. David Stoute & Ms. Natalie Palamino	2426
<i>Sports Therapists</i>	
Mr. Steve Vagnini,	
<i>Head Coach, Men's Soccer</i>	
Mr. Brett Lumley, <i>Travel Coordinator</i>	2423
Mr. Gary Malloy,	2440
<i>Head Coach, Cross Country</i>	
Ms. Elisa Mitton,	2447
<i>Sports Information Officer</i>	
Mr. Chris Oliver,	4047
<i>Head Coach, Basketball</i>	
Ms. Sandra Ondracka,	2449
<i>Campus Recreation Coordinator</i>	
Ms. Linda Rucculo, <i>St. Denis Centre Client Services Coordinator</i>	2422
Mr. Eric Vandembroucke,	2435
<i>Associate Athletic Director</i>	
Ms. Chantal Vallée,	2453
<i>Head Coach, Women's Basketball</i>	
Mr. Adam Wagner, <i>Head Coach, Golf</i>	2437
<hr/>	
<b>Campus Recreation Office</b>	2456
<b>Forge Fitness Centre</b>	4100
<b>Intramural Coordinator</b>	2455
<b>St. Denis Centre Reception/Equipment</b>	2422



# Ontario Operating Funds Distribution Manual

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## Section 4.5.2 Full-time Graduate student

A full-time graduate student must

1. be pursuing his or her studies as a full-time occupation;
2. identify himself or herself as a full-time graduate student;
3. be designated by the university as a full-time graduate student;
4. be geographically available and visit the campus regularly. Without forfeiting full-time status, a graduate student, while still under supervision, may be absent from the university (e.g. visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period of absence exceeds four weeks in any one term, written evidence shall be available in the Graduate Studies Office to the effect that the absence has the approval of the Chairman of the Department and the Dean of Graduate Studies;
5. be considered to be a full-time graduate student by his/her supervisor or equivalent (designated by the University)

## Section 4.5.3 Part-time graduate student\*

*\*Part-time enrolment is not permitted in the Masters of Human Kinetics program.*

All active graduate students other than full-time graduate students as defined above are part-time graduate students.

### Grad Students

Fall 2015



Fall 2016



## **Leave of Absence**

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All full-time graduate students are required to be registered on a continuous basis, but it is recognized that certain situations arise where a leave of absence from graduate studies may be desirable. In the following situations, students may apply for a leave.

**Maternity Leave:** Graduate students may request a maternity leave for no more than three consecutive terms without prejudice to their academic standing.

**Paternity Leave:** In recognition of a father's role, a graduate student may request paternity leave for no more than one term without prejudice to academic standing.

**Parental Leave:** Parental leave is intended to recognize the need for a pause in studies in order to provide full-time care in the first stages of parenting a child. Either or both parents may request one term of leave without prejudice to academic standing. The request for leave must be completed within twelve months of the date of birth or custody.

**Financial Leave:** In the case of financial necessity, primarily as evidenced by the support awarded through the University, a student shall be granted a leave of no more than one term out of three upon application.

**Medical Leave:** Graduate students may apply for a leave of absence on medical grounds for up to three terms without prejudice to their academic standing. Students are required to provide documentation to support a medical leave of absence.

**Personal Leave:** Graduate students may apply for a leave of absence on grounds of serious personal circumstances for up to three terms without prejudice to their academic standing. Examples, though not wholly inclusive, are death in the immediate family, psychological difficulties, and educational opportunities.

A term is defined as a four-month period coinciding with the academic calendar (January to April; May to August; and September to December).

**While on leave, a student will NOT have access to any university resources, including office space, computer access, library facilities, continuation of laboratory experiments, computer research applications, and guidance by faculty members.**

Apart from the combination of maternity or paternity and parental leave, sequentially combining two leaves of absence classifications is allowable only in special and extenuating circumstances.

Applications may be filed at any time and shall be processed within three weeks of receipt by the Faculty of Graduate Studies. A student on leave of absence will be assessed a fee of fifty dollars (\$50.00) per term. Appeals against any decisions shall be heard promptly by the graduate Appeals Committee.

Depending on the type of leave that has been approved, the time limit for your program may or may not be affected. If the leave is for maternity, paternity, parental, medical or personal reasons (see above), the time limit for your program will be extended according to the length of your leave. If the leave is for financial reasons, your original time limit will not be extended.

**\* Please note Phase I and Phase II deadline information on page 2, 3 & 4..**



## **DEPARTMENT OF KINESIOLOGY**

### **STATEMENT ON**

# **ACADEMIC HONESTY**

The Department of Kinesiology subscribes to the strictest interpretation of academic integrity. Faculty members and students bear joint responsibility in assuring that cheating on any examination and assignments is not tolerated. Likewise, plagiarism is considered a serious offense and will be handled as such.

Breaches of academic integrity will be handled under the disciplinary proceedings as outlined in Senate Bylaw 31.

<b>"I have read and understand the implications of the above statement."</b>	
<b>COURSE #:</b>	<b>DATE:</b>
<b>NAME (Please print):</b>	<b>STUDENT I.D. #:</b>
<b>SIGNATURE:</b>	

# ***Plagiarism and Examination Make-up Policy***

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## **I. 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 Dean of the Faculty. 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.

## **II. Exam Policy**

The Policy of the Faculty of Human Kinetics is neither 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) **reason**. 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. 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.

# **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:** Intentionally<sup>1</sup> 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.

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<sup>1</sup> The 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 defense. 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

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

University of Windsor Percentage Grade	Undergraduate Descriptor	Graduate Descriptor
80 - 100	Excellent	Excellent
70 - 79.9	Good	Good
60 - 69.9	Fair	Fair
50 - 59.9	Pass	No-Credit
0 - 49.9	No Credit	No Credit
IN	Incomplete	Incomplete
IP	In Progress	In Progress
NR	No Record	No Record
P / NP	Pass / Non-Pass	Pass / Non-Pass

**Please Note**

Upon the positive recommendation of the program concerned, the Faculty of Graduate Studies may grant credit for not more than two term courses in which a grade of C+, C or C- has been obtained.

**Passing Grades with Credit:** A+, A, A-, B+, B, B-, C+, C, C-

**Failing Grades:** F, F- NR

The three C grades can be assigned with credit and become part of the grading scheme. However no student can receive a third C grade on his/her transcript.

\* Passed Senate April 2015

# Graduate Teaching Assistants

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Funding for most graduate students comes in the form of what are known as Graduate Assistantships (GAs). Within the limits of eligibility as prescribed by governmental funding, required registration, and satisfactory performance, those students offered Assistantships at the Master's level shall receive no fewer than **the equivalent of three (3) full terms of support**. If available, such students may apply for one (1) additional **full term of support (for a maximum** of up to four (4) full-terms of support). A full graduate assistantship/term of support is a position that requires an **average of 10 working hours per week**, normally over one academic term for a **maximum of 140 hours per semester**.

All students working as a Graduate Assistant (M II) between the period of September 1, 2017 and April 31, 2018 shall be paid at the rate of **\$37.70 per hour**. Given the nature of the Kinesiology program, no GAs are currently available during the summer sessions. Should GAs become available, notice of the assistantships will be posted prior to the commencement of the summer term.

Prior to the beginning of each semester a student may apply in writing for an Assistantship exemption, during which they may not be offered an assistantship. Each Master's level student shall be entitled to one (1) exemption of one (1) semester during their term of study, without reducing the obligation of the University. Please note that once the respective exemption is exceeded by a student, the obligation of the University is reduced for each additional semester the student declines an appointment by the prorated term of support offered.

Where a student believes that they are likely going to exceed their contracted hours in a particular semester, the student must inform their supervisor, in writing, as least twenty (20) hours prior to completion of the hours allotted in their contract.

## Work Assignments

Generally speaking, and in addition to other eligibility requirements posted at the time of notification, GA appointments shall be offered according to the criteria stated below:

- a) Academic status of the GA candidate;
- b) Academic performance;
- c) Teaching and other relevant experience, which is defined as any experience(s) that can be applied or deemed useful to the duties and responsibilities of an Assistant; and
- d) Pervious positive evaluations of performance, where applicable, as a Graduate Assistant in the Department of Kinesiology.

Traditionally, significant effort is made to align appointments with assignments that are close to the student's area of interest and expertise. We also make every effort to accommodate faculty members and graduate student preferences.



# ***Graduate Teaching Assistant Responsibilities***

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At the beginning of the semester you and the professor you are working with will define the scope of your responsibilities for the term. The related duties may include: attending class, holding office hours, running labs and tutorials, and marking papers and exams. It is important that both you and the professor you are working for keep track of the hours you are working to ensure that all job related duties can be completed. If you are assigned to cover office hours it is your responsibility to be fully up to date on the class material and that you are prepared to help the students. This might entail an extra meeting every week with the professor you are working for. The same is true of marking. If you are unclear about something on the marking key please make sure you clarify it so that you can provide the most accurate and consistent marking possible. Keeping open lines of communication with your supervising professor is critical.

Please remember that your job is to treat all students in the class fairly and consistently. This means that differential treatment should not be given to students you might know. This job is a privilege not a right. Please do not compromise your own integrity or the integrity of the program.



University of Windsor

Faculty of Human Kinetics

# GRADUATE TEACHING ASSISTANT'S REPORT

Graduate Student's Name:		Sport Management <input type="checkbox"/>
		Applied Human Performance <input type="checkbox"/>
GTA Supervisor:		Fall <input type="checkbox"/> Winter <input type="checkbox"/>
		Other <input type="checkbox"/> _____
Course #:	Other Assignment:	

**A) OUTLINE OF DUTIES PERFORMED**

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**B) OVERALL EVALUATION** (Please rate GTA on the following)

	N/A	LOW			HIGH	
		1	2	3	4	5
a) Technical Skills (AV equipment, lab equipment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Investigative Skills (Computer, library, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Social Skills (Approachable, helpful, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Leadership & Persuasive Skills (Discussions, debates, seminars, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Responsibility (Office hours, punctuality, attendance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. SPECIFIC EVALUATION** (Place a check mark to show your overall rating)

1. If you used a GTA to lecture how would you rate his/her performance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did <b>not</b> meet minimum requirements	Fair, but needs improvement	Did a satisfactory job	Did a good job	Did an excellent job	N/A

2. If you used the GTA to conduct seminars how would you rate his/her performance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did <b>not</b> meet minimum requirements	Fair, but needs improvement	Did a satisfactory job	Did a good job	Did an excellent job	N/A

3. If you used the GTA to run labs how would you rate his/her performance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did <b>not</b> meet minimum requirements	Fair, but needs improvement	Did a satisfactory job	Did a good job	Did an excellent job	N/A

4. If you used the GTA to grade labs, papers, and tests, how would you rate his/her performance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did <b>not</b> meet minimum requirements	Fair, but needs improvement	Did a satisfactory job	Did a good job	Did an excellent job	N/A

5. Indicate the strength of your endorsement for rehiring this student as a GTA.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Recommended	Recommended with reservations	Recommended	Highly Recommended

6. Comments:

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Signature:

## **Financial Information for Students Receiving Graduate/Teaching Assistantships**

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**Maximum hours of work per term: 140 hours for G.A.s**

The Collective Agreement between the University and CUPE Local 4580 outlines the regulations governing assistantships and is made available to all GAs and TAs through the departments.

### **Payment of stipend**

If you have not previously been employed at the University of Windsor it is important that you obtain an *employee number* from the Department of Human Resources (room 207 Chrysler Hall Tower). You will not be able to be paid without this number.

All assistants are given a "Notice of Appointment to Assistantship" (contract) filled out by their department. This contract will indicate the type of assistantship (graduate or teaching), the total payment (including the rate per hour and the number of hours) and the period of employment. Students will also be given a copy of "Form 1 - Outline of Duties/Pay Schedule". This outlines the expected duties of the appointment.

The student and the department head or coordinator sign the Notice of Appointment, which is then forwarded to the Office of Graduate Studies for approval. In the case of a G.A. contract, our office checks to see whether the student is properly registered, eligible to hold an assistantship, and that the department has sufficient funds in its budget to cover the contract. For T.A. contracts, our office simply ensures that the department has sufficient funds to cover the contract. Once approved by our office, the contract is forwarded to the Payroll department.

Some of the funds used to pay the graduate assistantship stipends come from money accessible only by students who meet certain criteria (Canadian or Permanent resident, with determined financial need). For this reason G.A.s who are Canadian or Permanent Resident are also asked to complete a *Graduate Bursary Assistantship (GBA)* form. Our office will determine who is eligible to be paid from the GBA account. It makes no difference from which account you are paid, and this information allows us to make full use of all of our funds.

The Payroll department pays the assistantship stipend in bi-weekly installments, calculated to give approximately equal cheques, depending on the number of pay periods in the term.

### **Tuition deduction from stipend**

If you wish to have your tuition fees deducted from your stipend, a **tuition deferment form** should be completed and submitted to the Cashier's Office. This will authorize the Cashier's Office to deduct your tuition fees in installments from your bi-weekly cheque. As long as the amount of stipend is sufficient to cover your total fees, you will not be charged any interest. You are advised to complete the tuition deferment form as soon as possible in the term so that the tuition taken off will be spread over a longer period of time. This form needs to be completed at the beginning of each term that you wish to take advantage of the deferment option.

If you have been awarded a *University of Windsor Postgraduate Scholarship (Tuition, IGSS)*, we will authorize the Cashier's Office to credit your student account in the amount of the award after we have checked that you are registered and eligible to receive the scholarship. Be aware, however, that you are liable for the ancillary fees that are not considered tuition fees (health, recreation, GSS, Grad House, University Centre Expansion and any societal fees), and these ancillary fees must be paid prior to the fee deadline so as to avoid interest charges.

If you have been awarded an *NSERC, SSHRC, CIHR, Ontario Graduate Scholarship, or Ontario Graduate Science and Technology scholarship*, Graduate Studies will issue you a cheque (you must show ID) at the beginning of each term in which you hold the scholarship. You must be registered full-time in order to receive the cheque.

Please note that students employed off-campus more than an average of 10 hours per week are NOT eligible to receive NSERC, SSHRC, CIHR, OGSST or OGS scholarships.

# GA Employment

**PLEASE NOTE:**

The following was taken from the 2014 CUPE 4580 Collective Agreement governing all Graduate and Teaching Assistantships at the University of Windsor.

## ARTICLE 12 – ASSISTANTSHIP APPOINTMENTS

- 12:01(a) Each AAU shall post written notice of the projected number of Graduate Assistants/term of support allocated by the Faculty of Graduate Studies and the total hours assigned. Notice of available assistantships shall be posted and **on the AAU website** prior to the commencement of the fall, winter and summer terms. Copies of said postings will be provided to the Office of Graduate Studies and the Union President.
- 12:01(b) Each AAU shall post written notice of the funds allocated for Teaching Assistants. Postings shall be kept up-to-date and **posted on the AAU website and** copies of said postings will be provided to the Office of Graduate Studies and the Union President.
- 12:01(c) Projected postings shall include the Department name, course code and name, projected number of positions per course, projected number of hours per position, type of each position (TA or GA), duration of the position, eligibility requirements, deadline for application and the name and location of person to whom the application should be submitted.
- i. In situations where the Employer anticipates that the position will be given to the same individual for (2) semesters, the posting shall clearly indicate this.
  - ii. The deadline to apply for any Assistant position shall be at least four (4) weeks before the first day of the semester.
- 12:03 In accordance with Article 13, GA appointments shall be offered according to the criteria stated below:
- a) Academic status of the GA candidate, such that greater preference within the AAU is accorded, in order of priority, first to Doctoral Candidates, then Master’s Candidates (MII)
  - b) Academic performance
  - c) Teaching and other relevant experience, which is defined as any experience(s) that can be applied or deemed useful to the duties and responsibilities of an Assistant; and
  - d) Previous positive evaluation of performance as an Assistant at the University of Windsor, if applicable.

The parties recognize that Graduate Assistantships/term of support may be offered as an element of graduate student recruitment.

In situations where there are one or more graduate students who have not been appointed pursuant to Article 13:01 available and qualified for a particular course, the ratio of TA hours to GA hours within that course for that semester shall not exceed 2.0 (TA) to 1 (GA).

If such a GA applicant is appointed to a course after the start of the semester pursuant to this Article in order to maintain the ratio of 2.0 (TA) to 1 (GA), such appointment will not trigger the application of the commitments prescribed in Article 13:01. The University will not abuse the provisions of this Article for the purpose of reducing the number of appointments pursuant to Article 13:01.

12:04

With respect to TA I, II and III appointments, in the event there are fewer TA I, II, **and III** appointments available than TA I, II **and III** applicants, the following criteria will apply:

- i) Preference for the available TA I, II, **and III** appointments will be given to **qualified** applicants who have the greatest number of prior teaching assistantship hours within the course, provided the applicant **is in good standing and** has previous positive evaluation of performance as a **TA** at the University of Windsor.
- ii) In the event two or more **qualified** applicants **who are in good standing** with previous positive evaluation of performance also have identical prior teaching assistantship hours within the course, the positions shall be offered according to the ranked criteria stated below:
  - (a) greatest number of prior teaching assistantship hours within the department where the position is being offered; and if equal,
  - (b) total number of credit hours within the department where the position is being offered; and if still equal,
  - (c) total number of credit hours towards the degree; and if still equal,
  - (d) academic performance.
- iii) In the event there are two or more qualified applicants with no previous teaching assistantships in the department where the position is being offered, the positions shall be offered according to the ranked criteria stated below:
  - (a) Total number of credit hours within the department; and if equal,
  - (b) total number of credit hours towards the degree, and if still equal,
  - (c) academic performance

### **ARTICLE 13 – FINANCIAL SUPPORT**

13:01 Within the limits of eligibility as prescribed by governmental funding, required registration, and satisfactory performance:

- a) those students offered Assistantships at the Ph.D. level shall receive no fewer than **the equivalent of seven (7) full** terms of support. However, such students may apply for **one (1) additional full term of support (for a maximum** of up to eight (8) full-terms of support);
- b) those students offered Assistantships at the Master's level shall receive no fewer than **the equivalent of three (3) full** terms of support. However, such students may

apply for **one (1) additional full term of support (for a maximum of up to four (4) full-terms of support)**;

- c) Notwithstanding the foregoing, on occasion, if sufficient departmental funds are available, additional grace terms of funding may be granted to a graduate student at the sole discretion of the AAU and with the approval of the Dean of Graduate Studies or his/her designate.
- d) If a Master's Candidate (MII) is offered an assistantship, any prior appointments to Assistantships as Master's Qualifying (MI) shall not count towards the commitment of Assistantships for Master's Candidate (MII).

Semesters while a student is on an approved leave of absence (as per Article 16:05), co-op terms **or a maximum of two (2) sessional appointment** do not count towards the total exemptions a student is permitted. In such cases, students may decline offers of appointment without penalty.

Prior to the beginning of each semester a student may apply in writing for an Assistantship exemption, during which they may not be offered an assistantship. **Each PhD student who accepts a sessional appointment shall be entitled to two (2) exemptions of one (1) semester each during their term of study, without reducing the obligation of the University.** Each PhD student **who does not accept a sessional** shall be entitled to three (3) exemptions of one (1) semester each during their term of study, without reducing the obligation of the University. Each Masters student shall be entitled to one (1) exemption of one (1) semester during their term of study, without reducing the obligation of the University. Once the respective exemptions are exceeded by a student, the obligation of the University is reduced for each additional semester the student declines an appointment by the prorated term of support offered.

With respect to those students who have applied for and been accepted for Assistantships, the **Assistant** will not be paid for any shortfall of hours at the end of their respective program, provided the University has satisfied its obligation to **post available positions each term in writing and on the AAU website and to offer the minimum terms of support in accordance with this Article 13:01 (a) & (b) and provided that the Assistant has applied in writing or via e-mail by the application deadline for each term until they have received the minimum terms of support in accordance with this Article 13:01 (a) & (b).**

- 13:02 Financial support, as outlined in 13:01, shall continue, if the Graduate Assistant:
  - a) maintains full-time registration in good standing in the degree program; and
  - b) is satisfactorily performing the duties required for the support.
- 13.03 Recognizing that Graduate Students are required to register for three (3) terms of study per year, the University will not restrict Graduate students to two (2) assistantships per academic year, subject to the provisions of Articles 12:03 and 13:01.
- 13:04 The University will honour the amount of funding for each student offered a Graduate Assistantship as outlined in their respective written Offers of Financial Assistance. In circumstances where incorrect indications of commitments are advanced by representatives of the University, in writing, such indications will be honoured in good faith. Where the terms of the Collective Agreement offer a superior commitment to Graduate Assistantships/term of support than those written commitments outlined in a Graduate Student's Offer of Financial Assistance, the terms of this Collective Agreement shall prevail.

## ARTICLE 14 – HOURS OF WORK AND WORK ASSIGNMENTS

14:02 Hours of work for full appointments shall be as follows:

a)	Ph.D. Student	140 hours per term
b)	II Master's Student	140 hours per term
c)	I Master's (Qualifying) Student	110 hours per term
d)	Teaching Assistants I, II, III	100 hours per term

A full graduate assistantship/**term of support** is a position that requires an average of 10 working hours per week, normally over **one** academic term for a maximum of **140** hours per **semester**.

A partial graduate assistantship/**term of support** is a position that requires not less than one half ( $\frac{1}{2}$ ) the hours of a full graduate assistantship/**term of support**. **In circumstances where a GA is awarded a partial graduate assistantship/term of support such appointment shall be prorated based on the percentage of hours worked relative to a full graduate assistantship/term of support for the purpose of calculating entitlement to additional required terms of support as outlined under 13.01.**

Notwithstanding the foregoing, in circumstances where a graduate assistant is unable to fulfill the requirements of a full or partial graduate assistantship/ **term of support**, the AAU may appoint a graduate assistant for the remaining hours. Should such appointment be less than 70 hours, such appointment will not be applied to the required terms of support as outlined in 13:01.

A partial teaching assistantship may be offered with pay and hours commensurate to the proportion of the full assistantship. The notice of appointment shall specify the number of hours.

14:06 **Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing or via email, at least 20 hours prior to completion of the hours allotted in their contract.**

## ARTICLE 16 – LEAVES OF ABSENCE

16:06 **A student offered a Graduate Assistantship/term of support pursuant to Article 13:01 will not be subject an interruption in offers of appointments in excess of two (2) consecutive semesters.**

## ARTICLE 20 - TERM OF AGREEMENT

20:01 This Agreement shall be effective from **the date of ratification**, and shall continue in effect up to and including the 31st day of August, **2019**. The Agreement shall continue automatically thereafter for annual periods of one year, unless either party notifies the other in writing within a period of three (3) months immediately prior to the expiration date, that it desires to amend the Agreement.



**ARTICLE 26 – ACADEMIC FREEDOM & INTELLECTUAL PROPERTY**

**Academic Freedom**

**26:01** The Employer accepts its responsibilities to its employees in upholding their right to teach and speculate without deference to prescribed doctrine as long as said teaching and speculation has academic substance and is fully pertinent to each work assignment.

**26:02** In agreeing to work assignments, employees accept their responsibility for completing said work assignments with due regard for any and all legislation and Employer’s policies and procedures, and all Employer identified limitations in course design, content, and methods for delivery. All employees have the right to indicate in writing to their immediate supervisor, without prejudice, their concerns regarding the content, structure, texts and teaching methods used in their course or their concern regarding the class size.

**26:03** Employees shall not be disciplined or treated in a discriminatory manner as a result of exercising their legal rights of expression as individuals outside of their employment relationship with the Employer.

**Intellectual Property**

**26:04** Where appropriate, employees shall receive name recognition consistent with their contribution to course material, design, research or other matter that they may develop or assist in developing during their employment.

**LETTER OF UNDERSTANDING RE: REQUEST FOR CONSIDERATION OF REDUCED HOURS**

The parties understand that there may be occasions where Assistants who have been offered a Graduate Assistantship/term of support pursuant to Article 13:01 may wish to work less hours than those offered. In such case, the Department and the employee may agree to a reduced number of hours. In such instance, this will be considered a term of support based on the number of hours offered for the purposes of Article 13:01.

**SCHEDULE “A”**

**Graduate Assistants**

	<i>When contract was signed</i>	<b>Sept 1/16 (1.5%)</b>	<b>Sept 1/17(1.5%)</b>	<b>Effective Sept 1/18 (1.5%)</b>
M II	<b>\$36.68</b>	<b>\$37.23</b>	<b>\$37.70</b>	<b>\$38.26</b>
PhD	<b>\$40.88</b>	<b>\$41.49</b>	<b>\$42.01</b>	<b>\$42.64</b>

APPENDIX "C" - Description of Duties and Allocation of Hours Form

# KINESIOLOGY

## FORM 1

### Description of Duties and Allocation of Hours

Student Name:		
Student number:		
Course Number & Title:		
Supervising Professor:		
Duties	Hours per task	
	Initial	Revised
Training:		
Preparation:		
Contact:		
Marking/Grading Estimated Enrolment per GA/TA:		
<b>Proctoring:</b> 70 HRS GA - 3 hours of Proctoring 140 HRS GA - 6 hours of Proctoring		
Other Duties:		
<b>TOTAL HOURS</b>		
(NOTE TO THE GRADUATE/TEACHING ASSISTANT: If you believe that you are likely to exceed your contracted hours in a particular semester, you must inform your supervisor, in writing <b>or via e-mail</b> , at least 20 hours prior to completion of the hours allotted in your contract.)		
Prepared by (Supervisor):	Signature:	Date:
Approved by (Graduate Coordinator): <b>Dr. Jess Dixon</b>	Signature:	Date:
Accepted by (Graduate/Teaching Assistant):	Signature:	Date:
<b>MID COURSE REVIEW CHANGES</b> (if no changes, record date of meeting and note no changes)		
Date of Meeting:	Prepared by (Supervisor signature):	
Approved by (Graduate Coordinator):	Graduate/Teaching Assistant Signature:	

**NOTE:** Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing, at least 20 hours prior to completion of the hours allotted in their contract.

# ***Accessible Customer Service Training for GAs***

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The Office of Human Rights, Equity and Accessibility has announced that under the **Accessibility Standard for Customer Service, Ontario Regulation 429/07** of the **Accessibility for Ontarians Act, 2005**, all front-line University employees are required to undertake training in communicating with persons with disabilities.

This requirement applies to Graduate and Teaching Assistants as well. This mandatory training requirement the following process has been established:

- **Graduate Assistants (GAs):** All students receiving a GA contract must complete a one-time Accessibility Customer Service training using an online E-Learning tool.

Note that the training must be completed only once so students who completed the training and received GA appointment(s) in previous terms (e.g. Fall 2016, W2017 etc.) do NOT need to repeat the training if they have already done so. Thus, all new GAs will be required to complete the training before they start their assignment in September 2017.

## **How to complete the E-learning training:**

Students can complete this training on their own. Copy and paste **<http://www.uwindsor.ca/equity/accessibilitytraining>** into your Internet browser. Be sure to read ALL the instructions on the log in page as well as the instructions upon clicking on the word EXIT at the end of each of the three modules. After answering a short review quiz, a certificate of completion can be saved or printed and must be submitted to your department. The E- learning can be taken in stages or at one sitting—with minimal interruption, the self-paced E-Learning requires an average of ninety minutes to complete. If you require assistance with completing the E-learning, please contact Denise Livingston at ext. 2056.

GAs **must submit the Certificate of Completion to Sharon by September 29, 2017**. Failure to do so may result in your not being assigned a GA in Winter 2018.

# Graduate Student Attendance Policy

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Throughout the course of the academic year there will be a number of Master's students defending their theses or presenting their internship reports. In addition, a speaker series has been set up that features a number of very prominent academics in Kinesiology. Approximately once each month, a distinguished speaker will present a topic in the Conference Room for graduate students and faculty. A copy of the **Distinguished Speakers' Series** will be distributed once complete.

For many years graduate students and faculty members have profited from the intellectual stimulation provided by these academic forums where results of research are presented, and contemporary topics are debated and discussed. There is always ample opportunity to ask questions and engage in lively discussion.

The following chart will provide a blueprint for **your** participation during the upcoming academic year.

	<b>Sport Management Theses Defences &amp; Internship Reports</b>	<b>Applied Human Performance Theses Defences &amp; Internship Reports</b>	<b>Distinguished Guest Speaker Series &amp; Kinesiology Research Seminars</b>
<b>Sport Management Students</b>	MANDATORY	OPTIONAL	MANDATORY
<b>Applied Human Performance Students</b>	OPTIONAL	MANDATORY	MANDATORY

There are in some instances, valid reasons why you may not be able to be in attendance at these events. Some are:

- 1) Graduate class
- 2) GTA assignments
- 3) Internship Term
- 4) Academic Conference

In the event you will **not** be able to make any of the mandatory events for **a valid reason (illness, grad class, GA responsibilities)** please email Sharon Horne (shorne@uwindsor.ca) before the presentation stating why you are unable to attend. This will become part of your student file.

Graduate Committee

# Graduate Awards

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## FACULTY OF HUMAN KINETICS GRADUATE AWARDS

### Human Kinetics Outstanding Graduate Research Award (Master's)

Two awards which are valued at \$250 each and are presented annually to graduate students on the basis of research involvement and academic scholarship. Research involvement includes: conference presentations, publication of refereed journal articles, book chapters, book reviews, conference proceedings and abstracts. Evidence of academic scholarship is evaluated through the student's cumulative grade point average based on a minimum of 4 graduate courses, and the receipt of graduate level scholarships including University of Windsor tuition scholarships, International Graduate student scholarships, OGS, NSERC and SSHRC research awards.

#### Previous Recipients:

2016	Laura Chittle, Adam Goodwin	2011	Alyson Crozier
2015	Julie Legg, Sara Santarossa	2010	Sergio Perciballi, Alison Schinkel-Ivy
2014	Andrew Bakos, Matthieu Hoffmann	2009	Lynn Campbell, Darl Edwards
2013	Kelly Carr, Katrina Krawec	2008	Braden Te Hiwi, Amy Kossert
2012	Mark Badrov, Chantelle Lachance, Anna Marano	2007	Bonnie Simpson, Tom Hazell

### Human Kinetics Outstanding Doctoral Research Award – Applied Human Performance

#### Previous Recipients:

2017 Danielle Gyemi

### Human Kinetics Outstanding Doctoral Research Award – Movement Science

#### Previous Recipients:

2017 Michelle Guerrero  
2016 Michelle Guerrero  
2015 Kelly Carr

### Human Kinetics Graduate Alumni Award

These awards are valued at \$100 each and are presented annually to graduate students on the basis of academic scholarship, in the areas of Applied Human Performance and Sport Management. The recipients of these awards have the highest cumulative grade point average in their respective streams based on a minimum of 4 graduate level courses.

#### Previous Recipients:

2017 Spencer Riehl, Mary Ann Zokvic  
2016 Stephen Kirzinger, Laura Chittle  
2015 Alexander DiBiase, Julie Legg, Jennifer Tomayer  
2014 Alexander DiBiase, Ashley Duguay  
2013 Kelly Carr, Katrina Krawec  
2012 Ian Flaxey, Anthony Vander Laan  
2011 Michael Noetzel, Martina Kovacevic, Kristy Smith  
2010 Sergio Perciballi, Alison Schinkel-Ivy  
2009 Stephanie Eckert, Darl Edwards  
2008 Amy Kossert, Janice Jaskolka, Xiaowei Yu  
2007 Jonathan Scherer, Bonnie Simpson, Kelly Simpson  
2006 Caitlin Jenkins and Lisa Murphy





- 2005 Jenny O, Katie MacPherson
- 2004 Sean Ludwig, Leisha Strachan
- 2002 Mark Bruner, Kim Fournier
- 2001 Stephen Brown, Cathi Sabiston
- 2000 Dan Aitken, Carrie Czichrak
- 1999 Jeffrey Fox, Renata Ivankovic
- 1997 Tim Elcombe, Darren Godwell, Joe Kantor

**Margery Holman Legacy Award for Gender in Sport**

The Margery Holman Legacy Award for Gender in Sport was created in fall 2012, by colleagues, students and friends who wished to honour her retirement from the Faculty of Human Kinetics. Dr. Holman was in the first class that graduated from our Physical and Health Education Program. She had an outstanding 42 year career in both Athletics and Kinesiology, as a teacher, coach, administrator and researcher

committed to creating a sport world that is positive, equitable and accessible to all. The annual award is presented each year to a graduate or undergraduate student who has completed research that will further the goal of gender equity in sport and physical activity

**Previous Recipients:**

- 2016 Taylor Imeson
- 2015 Sara Santarossa
- 2014 Taylor Imeson
- 2013 Meghan Roney

**Human Kinetics Graduate Research Excellence Awards**

**Previous Recipients:**

- 2016 Alex DiBiase, Michael Pearl
- 2015 Yasmina Somani
- Stephen Kirzinger
- Sarah Sherk
- Will Sibley

**Human Kinetics Doctoral Research Excellence Award**

**Previous Recipients:**

- 2016 Sara Santarossa
- 2015 Michelle Guerrero

**INTERNAL SCHOLARSHIPS AND BURSARIES**

**Canadian and permanent resident applicants:** at the time of admission all full-time applicants to research-based programs with high academic averages (above 80%, or equivalent) will be considered for entrance scholarships upon the recommendation of their program.

No separate application is required but early application is strongly encouraged

**International applicants:** a limited number of entrance scholarships are available to full-time international applicants with high academic averages (above 80%, or equivalent) applying to research-based programs.

No separate application is required but early application is strongly encouraged

**Ian and Terry Scholarship (formerly the Ian David Berks Scholarship)**

Value \$1,000. Awarded annually through the Faculty of Graduate Studies to a mature, married student with family or other responsibilities, on the basis of academic merit. The recipient may be enrolled in any graduate program in the natural or applied sciences at the University of Windsor, and must be a Canadian citizen or Permanent Resident of Canada. This award was established in 1990 by the family and friends of Ian David Berks, and latterly by the family and friends of Terry Behie.

**Lois K. Smedick Graduate Award (number varies each year)**

Value: \$500 to \$1000. Awarded annually, to Canadian citizens or Permanent Residents, on the basis of financial need and scholastic ability. Established in 1996, by friends and colleagues of Dr. Lois K. Smedick, former Dean of Graduate Studies, in recognition of her contribution to the Faculty of Graduate Studies.

**Previous Recipients:**

2015 James Anderson

2013 Brad Harrop

**Charles Clark Graduate Awards (number varies each year)**

Value \$1,000. For graduate students in any program. Must be Canadian citizen or Permanent Resident with an average of at least 10.5, and show financial need.

**Previous Recipient:**

2013 Ashley Duguay

**3M Canada Company Bursary Award (up to 6 available)**

Value: \$1,000. Awarded to graduate students entering their first year of graduate studies and who have maintained grades establishing them in the top quartile of their program and who are in need of financial assistance.

**Casino Windsor Cares/Gail Rosenblum Memorial Breast Cancer Research Scholarships (number varies each year)**

Value: \$5,000 per award. Awarded to Master's or PhD students engaged in study in breast cancer research. Must be Canadian citizen or Permanent Resident, and show financial need.

**Previous Recipient:**

2012 Jillian Ciccone

**Gloria & Carl Morgan Graduate Scholarship in Breast Cancer Research**

Value: \$1,000 per award. Awarded to Master's or PhD students engaged in study in breast cancer research in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

**University of Windsor Community Scholarship**

Value: Tuition and reasonable living expenses. Awarded to a student from South Africa who meets the following criteria: belongs to a group in South Africa disadvantaged by apartheid and who has completed an undergraduate degree in South Africa; has a plan of study for a graduate degree that could be obtained at the University of Windsor; has demonstrated by past activities and experiences that she/he is committed to contributing to the development of post-apartheid South Africa; is eligible for admission to the Faculty of Graduate Studies at the University of Windsor. Interested students should e-mail the Faculty of Graduate Studies (gradst@uwindsor.ca).

### **Verdecchia Family Graduate Scholarships in Health Sciences**

Value: \$1,000 per award. Awarded to Master's or PhD students engaged in study in the health sciences. Must be Canadian citizen or Permanent Resident, and show financial need.

#### **Previous Recipients:**

2016 Evan Gammon, Matthew Miller  
2015 Yasmina Somani  
2014 Yasmina Somani  
2013 Evan Brydges

### **Windsor Prostate Cancer Scholarships**

Value: \$1,000 per award. Awarded to Master's or PhD students engaged in research related to prostate cancer in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

#### **Previous Recipient:**

2014 Kevin Mageto  
2013 Kevin Mageto  
2012 Jillian Ciccone

### **Dr. Ross H. Paul Scholarships**

Value: \$1000. Awarded to a graduate student with a minimum average of 11.0 in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

#### **Previous Recipient:**

2014 Adam Ali, Milana McNamee  
2013 Kelly Calhoun

### **A. R. and E.G. Ferriss Awards**

Value: \$1000. Awarded to a graduate student with a minimum average of 11.0 in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

#### **Previous Recipients:**

2016 Celine Freeman-Gibb, erin Jackson, Ayobami Ogunlana, Austin Roth, Dan Upham  
2015 Geoffrey Hackett, Adam Goodwin  
2014 Geoffrey Hackett

### **James Molnar Graduate Scholarship**

Value: \$500. Awarded to a graduate student with a minimum average of 11.0 in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

#### **Previous Recipient:**

2013 Josh Seifarth

### **University of Windsor Entrance Scholarship – Master's**

#### **Previous Recipients:**

2016	Russel Boglitch	Mary Zokvic
	James Gillis	2015 Kimberley Curtin
	Adam Goodwin	Adam Goodwin
	Stephen Kirzinger	Stephen Kirzinger
	Ayobami Agunlana	Julie Legg
	Spencer Riehl	Benjamin Phalavong
	Anthony Toco	Robert Ward
	Elizabeth Vandeborn	Mary Zokvic
	Robert Ward	

### **General Graduate Endowment Award**



**Previous Recipients:**

2015 Stephanie Cleary  
Dillon Richardson

**Graduate (Teaching) Assistantships**

Graduate (teaching) assistantship funding is allocated by the student's academic department. A full Graduate Assistantship requires an average of ten hours of work per week, for up to 140 hours per term. Graduate and Teaching Assistants are unionized and governed by a Collective Agreement. For questions related to eligibility and applications please consult Sharon Horne or Dr. Azar.

**Research Assistantships**

A number of programs also offer Research Assistantships supported by funds received by faculty from external granting agencies. Consult your advisor for further information.

**NATIONAL AND PROVINCIAL SCHOLARSHIP AWARDS**

A student should have an outstanding academic record to be in the running for these external awards. A grade average of A- in the most recent two years of study (undergraduate or graduate coursework) is usually necessary. Evidence of research capability, previous research awards (such as NSERC Undergraduate Student Research Awards), and experience of research will also strengthen an application. An application for an external scholarship will pass through several stages: first, the application must be submitted to the program by the appropriate deadline date, then applications may have to be ranked by a program committee. The applications will then be forwarded, along with the program's ranking, to the Dean of Graduate Studies. A committee representing the Faculty of Graduate Studies may then have to rank the applications overall. The Dean will forward recommendations and ranking to the external agency. These applications should be prepared with care. They must be typed, and complete. It is the responsibility of the student to ensure that the application package, including letters of reference, arrives on time. Applicants should check to see whether an award is renewable, or if it must be applied for anew on subsequent occasions.

**National Scholarships****Natural Sciences and Engineering Research Council of Canada Postgraduate Scholarships (NSERC)**

Two types of scholarships are available -NSERC postgraduate scholarships (PGS) and Canada Graduate Scholarships (CGS). For Master's students, the value of PGS is \$17,300 for one year, and the value of CGS - Master's is \$17,500 for one year. At the Doctoral level, PGS is valued at \$21,000 a year (for up to three years), and CGS - Doctoral is \$35,000 a year for up to three years. These awards are open to students in the fields of natural sciences and engineering, and in some areas of psychology and kinesiology. At the time of application, an applicant must be either a Canadian citizen or a permanent resident. The deadline set by the University is usually early October. Further information may be obtained from the Office of Graduate Studies, or at [www.nserc.ca](http://www.nserc.ca).

**Previous Recipients:**

2009 Ruth Brown  
2008 Alison Schinkel  
2007 Ruth Brown, Darl Edwards  
2006 Nicole Freeman  
2004 Deborah Salzer  
2003 Adriana Duquette  
2001 Stephen Brown

**Social Sciences and Humanities Research Council of Canada Fellowships (SSHRC)**

For doctoral students both Doctoral Fellowships and Canada Graduate Scholarships (CGS) - Ph.D. program are available. Doctoral Fellowships are valued at \$20,000 per year, and CGS - Ph.D. Program are valued at \$35,000 a year for 36 months. By the time of taking up the award students will have completed

a Master's degree, or at least one year of doctoral study. Support for Master's students has recently become available through the Canada Graduate Scholarship - M.A. program, and is valued at \$17,500 for twelve months. It is non-renewable. Applicants must have completed no more than 12 months at the graduate level by the expected start date of the award.

These awards are intended to develop research skills and to assist in the training of highly qualified personnel. Candidates must demonstrate a high standard of academic achievement in undergraduate and graduate studies in the social sciences and humanities. Applicants must be Canadian citizens or permanent residents of Canada. Information is available in the Office of Graduate Studies or at [www.sshrc.ca](http://www.sshrc.ca). Deadline set by the department is usually early November.

**Previous Recipients:**

- 2015 Kelly Carr, Matt Hoffmann, Michelle Guerrero, Kristy Smith
- 2014 Laura Chittle, Meagan Littlejohn, Jennifer Tomayer
- 2013 Kelly Carr, Katrina Krawec
- 2012 Alyson Crozier, Alison Divine, Kristy Smith, Anthony Vander Laan
- 2010 Kristy Smith
- 2009 Alyson Crozier, Karen Maini
- 2006 Caitlin Orth
- 2005 Bradley Davidson
- 2003 Leisha Strachan



**Canadian Institute of Health Research Scholarships (CIHR)**

The Canada Graduate Scholarships Master's Awards administered by CIHR are intended to provide special recognition and support to students who are pursuing a Master's degree in a health related field in Canada. These candidates are expected to have an exceptionally high potential for future research achievement and productivity. More information is available at [www.cih-irsc.gc.ca](http://www.cih-irsc.gc.ca)

**Previous Recipients:**

- 2016 Sara Santarossa
- 2015 Benjamin Phalavong, Sara Santarossa
- 2014 Shane Freeman, Benjamin Phalavong, Sara Santarossa
- 2010 Chatelle Lachance, Lindsay Walsh
- 2009 Cassandra Stiller-Moldovan

**Provincial Scholarship**

*International students may apply for awards marked with an asterisk (\*)*

**\* Ontario Graduate Scholarships (OGS)**

The Government of the Province of Ontario provides annually a number of postgraduate awards. An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms. One-term awards are not granted. The value of the OGS is \$5,000 per term, thus you may receive \$10,000 for two consecutive terms or \$15,000 for three consecutive terms.

The purpose of these awards is to encourage excellence in graduate studies in all disciplines. The minimum academic qualification is a four-year degree or its equivalent. Applicants should have an A-grade average or better in the most recent two years of study. The awards may be held for three consecutive terms and must be held for at least two consecutive terms. International students should note that while they are eligible to apply for OGS support, there is a very limited number of awards allocated to international students. Further information and application forms are available from the Office of Graduate Studies. Deadline is normally in October.

**Previous Recipients:**

- 2016 Laura Chittle, Ashley Duguay, Danielle Gyemi, Sara Santarossa

- 2015 Ashley Duguay, Michelle Guerrero, Danielle Gyemi, Sarah-Anne Hanik, Benjamin Phalavong, Sara Santarossa
- 2014 Kelly Carr, Ashley Duguay, Matthieu Hoffmann, Kimberley Curtin, Michelle Guerrero, Sarah-Anne Hanik, Sara Santarossa
- 2013 Kelly Carr, Matt Hoffmann
- 2012 Mark Badrov, Evan Brydges, Kelly Carr, Alyson Crozier, Chantell Lachance, Ericka Santarossa, Anthony Vander Laan
- 2011 Chantal Lachance, Alyson Crozier, Lindsay Walsh
- 2010 Alyson Crozier, Lindsay Walsh, Alison Schinkel-Ivy, Chantelle Lachance

### **Ontario Graduate Scholarships in Science and Technology (OGSST)**

The Government of the Province of Ontario supports excellence in graduate studies and Technology through the Ontario Graduate Scholarships in Science and Technology (OGSST). These scholarships are worth up to \$15,000 per year for Master's and doctoral students. The allocation of scholarships is made according to each university's share of eligible graduate full-time Canadian (or Permanent Resident) students in applied sciences, biological sciences, and physical sciences. Applicants must be Canadian citizens or permanent residents. The selection of winners is made by the University, and the deadline set by the University is usually early January. The grad secretary will forward you information on the application process and deadlines in the Fall.

#### **Previous Recipient:**

- 2005 Jennifer Wilson
- 2004 Adriana Duquette
- 2002 Janice Flynn and Dawn Shephard
- 2001 Dan Goble and Diane Grondin
- 1999 Tanya DiStefano

- **Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII GSST)**

The Government of the Province of Ontario supports excellence in graduate studies and Technology through the Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII GSST). These scholarships are worth up to \$15,000 per year for Master's and doctoral students. The allocation of scholarships is made according to each university's share of eligible graduate full-time Canadian (or Permanent Resident) students in applied sciences, biological sciences, and physical sciences. Applicants must be Canadian citizens or permanent residents. The selection of winners is made by the University, and the deadline set by the University is usually in May. Further information may be obtained from the Office of Graduate Studies.

- **\* Ontario Trillium Scholarships (OTS) for international PhD applicants**

The OTS program is an initiative of the Ontario Government to attract more of the best qualified international students to Ontario for PhD studies. They are available to new students who are applying or have applied for admission for either May or September.

The University of Windsor will receive 3 awards each year from 2011 to 2015, resulting in a total of 12 scholarships as a steady state at our institution. Each scholarship is worth \$40,000 annually and is awarded for four (4) years, provided the student maintains good academic standing and continues to meet the eligibility requirements.

Students holding external funding (e.g., scholarships, third party tuition payments) are not eligible to be considered.

For details new international students should contact the UWindsor program of their interest. The deadline for applications is set by each program and is usually in January/early February.

### **Other External Awards**

*\*International students may apply for awards marked with an asterisk (\*)*

- **\* Delta Kappa Gamma World Fellowship**

The Delta Kappa Gamma Society international is an organization of professional women in the field of education. A fellowship for graduate study in the amount of \$4,000 U.S. is offered to a female graduate student, with a possibility of renewal for a second year. To be eligible, an applicant must be a female student from a country other than Canada or the United States, studying under a "student authorization", and accepted for admission to graduate studies. The student must be in a program which will lead to a teaching position in an educational institution (school, college, university, library, nursing institution). In addition, the applicant must plan to return to teach in her home country on completion of studies. Applications may be obtained from the International Students' Centre, and must be submitted by December 15.

- **The Canada-United States Fulbright Program**

This program provides, for a nine-month period, a grant of \$15,000 (U.S.). This Fulbright program sponsors outstanding graduate students who are Canadian citizens who will spend one academic year at a host institution in the U.S. The goal of the program is to promote and improve mutual understanding between Canada and the United States. In addition to the general Canada-U.S. Fulbright awards, the foundation also offers a number of corporate awards. Eligible topics: issues pertaining to Canada and the U.S., for example science policy issues, international trade, comparative studies of U.S. and Canadian policies and institutions, attitudes, etc. Deadline: November 15 in the Fulbright Program Office (Ottawa). This is a prestigious award, and only students in the A range should apply. Further information is available at [www.fulbright.ca](http://www.fulbright.ca).

- **Canadian Federation of University Women Awards**

The Canadian Federation of University Women offers the following awards to women holding a degree from a Canadian university and who are Canadian citizens or have held landed immigrant status for one year. More information about the awards is available at [www.cfuw.org](http://www.cfuw.org). The following awards are available:

- **CFUW - Margaret McWilliams Pre-doctoral Fellowship**

Value \$11,000. The candidate must be a full-time student and must have completed at least one full calendar year in doctoral studies at the time of application.

- **CFUW - Beverley Jackson Fellowship**

Value \$2,800. The candidate must be over the age of 35 at the time of application and enrolled in graduate work at an Ontario university.

- **CFUW - 1989 Polytechnique Commemorative Award**

Value \$2,800. For graduate studies in any field. The onus is on the candidate to demonstrate the relevance of her work to women.

- **CFUW - Dr. Marion Elder Grant Scholarship**

Value \$10,000. At the time of application, the candidate must be enrolled in a full-time course of studies at any level of a masters or doctoral program, except the first year of a first masters program. One of her letters of reference must be provided by her graduate supervisor.

- **CFUW Memorial Fellowship**

Value \$6,500. For graduate study in science and technology, either in Canada or abroad.

- **CFUW - Bourse Georgette Lemoyne**

Value \$6,000. For graduate study at a Canadian university where one of the languages of instruction and administration is French.

- **CFUW - Margaret Dale Philp Biennial Award**

Value \$3,000. For graduate studies in the humanities or social sciences with special consideration given to study in Canadian history. The candidate must reside in Canada. This award is offered biennially.

- **CFUW - Alice E. Wilson Award**

Value \$5,000. Three awarded. For graduate studies in any field, with special consideration given to candidates returning to study after at least three years.

Application forms are available from [www.cfuw.org](http://www.cfuw.org). Completed applications and documentation must be received by November 15. Applications should be sent to the Canadian Federation of University Women, 297 Dupuis Street, Suite 308, Ottawa, Ontario K1L 7H8.

- **CIDA Awards for Canadians**

Awards of up to \$10,000 (less income tax) per year are available. The objective of these long-term awards is to develop a body of Canadians competent and expert in the field of international development. Applicants must be Canadian citizens; proof of citizenship must accompany the application form. Applicants must have indicated a definite commitment to and suitability for a career in international development work. Deadline for application is February 1. More information is available at [www.cbie.ca/cida](http://www.cbie.ca/cida).

- **Ontario-Quebec Exchange Fellowship Program**

The two provincial governments will each award ten fellowships; in 2000-01, students pursuing studies at the Master's level will receive \$10,000; doctoral students will receive \$12,000. The Ontario-Quebec Commission for Co-operation, in accordance with the interprovincial Agreement for Co-operation and Exchange in Educational and Cultural Matters, sponsors an exchange program that allows students from one province to pursue, on a full-time basis, graduate studies at the Master's or doctoral level in the other province. Outstanding students from Ontario and Quebec are offered the opportunity to live in the cultural milieu of their second language and to work in their particular field of study in their second language. Fellowship holders must be registered as full-time students in a graduate program for the tenure of the award. Students from provinces other than Ontario must have resided in Ontario for twelve consecutive months. All candidates must be Canadian citizens or permanent residents for at least one year. More information is available at <http://osap.gov.on.ca>.

- **Commonwealth Scholarship and Fellowship Plan**

Under a plan drawn up at a conference in Oxford in 1959, each participating country of the Commonwealth offers a number of scholarships to students from other Commonwealth countries. These scholarships are mainly for graduate study and are tenable in the country making the offer. Awards are normally for two years and cover travelling, tuition fees, other university fees and a living allowance. Canadian Students wishing to study in another Commonwealth country may visit [www.csfp-online.org](http://www.csfp-online.org) for more information and applications.

- **IODE War Memorial Scholarships for Graduate Study**

Seven to nine scholarships valued at \$10,000 for study in Canada (\$15,000 for study elsewhere in the Commonwealth) will be awarded to enable students to carry on studies in history, economics, the humanities, constitutional government or any subject vital to the interests of the Commonwealth. These scholarships are tenable in any university in Canada, Great Britain or within the Commonwealth. Applicants must be Canadian citizens who hold a first degree from a Canadian university, hold a Master's degree or are in the final year of studies leading to a Master's degree. Deadline for application is December 1.

- **Mackenzie King Travelling Scholarships**

Four scholarships of up to \$11,000 (subject to change) will be available to graduates of any Canadian university who propose to engage, either in the United States or the United Kingdom, in postgraduate studies in the field of international or industrial relations (including the international or industrial aspects of law, history, politics, economics). Application material available from [www.mkingscholarships.ca](http://www.mkingscholarships.ca). Deadline date February 1.

- **Mackenzie King Open Scholarship**

One one-year scholarship of \$10,000 (subject to change) will be available to graduates of any Canadian university, for full-time postgraduate studies in Canada or elsewhere and in any field. Application material available from [www.mkingscholarships.ca](http://www.mkingscholarships.ca). Deadline date February 1.

- **May Court Club of Ottawa Centennial Scholarship**

Value: \$5000. One scholarship awarded annually to a Canadian woman pursuing graduate work in the Health Sciences. Awarded on the basis of academic excellence and involvement in volunteer work. For further information, visit [www.maycourt.org/scholarship/](http://www.maycourt.org/scholarship/). Deadline for application is normally June 1.

- **Mensa Canada Scholarships**

Awards of \$750 or \$1000 each. These scholarships are awarded on the basis of a 250-word essay. For information please contact [www.mensacanada.ca](http://www.mensacanada.ca). Deadline for application is January 31

### **CONTINUING CAREER AWARDS**

This group of awards includes programs that often seek to identify a researcher during the period of graduate studies, and to provide the individual with ongoing support over various formative stages of the career. Information on these programs is available from the Office of Graduate Studies, University of Windsor. They include, for example:

- Alzheimer Society Training Awards and Research Awards
- Canadian Foundation for the Study of Infant Deaths (grants)
- Canadian Northern Studies Trust
- Canadian Space Agency
- Eco-Research Doctoral Fellowships (Green Plan)
- Gerontology Research Council of Ontario
- Health and Welfare Canada: National Welfare Scholarships
- Learning Disabilities Association of Canada: Doreen Kronick Scholarship
- Medical Research Council/National Health Research and Development Program: HIV/AIDS Research Initiative
- Ministry of Community and Social Services: Northern Bursary Competition
- Ontario Mental Health Studentships
- Planned Parenthood Federation of Canada Award

### **Scholarship and Award Databases**

#### **[studentawards.com](http://studentawards.com)**

This link will connect you to a comprehensive database containing information on various Graduate awards available nationally and internationally. Online application as well as printable forms are available. Access to the site is free to all users upon registration.

#### **[graduateaid.com](http://graduateaid.com)**

One of Canada's largest free scholarship websites, this new and exhaustive database contains over 9,000 different scholarships and awards currently valued at over \$57 million. GraduateAid.com also provides free email, information on resumes and careers, as well as other helpful tools.

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## **GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND**

The Conference Travel Support Fund for graduate students is a partnership among the Faculty of Graduate Studies; the Office of the Vice-President, Research and Innovation; the Deans; and the Graduate Student Society.

Funds are available to full-time graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel within North America, and \$750.00 CDN for travel outside of North America.

### **Eligibility**

1. Must show written proof that the presentation/poster was accepted by the conference organizers for presentations given on or after September 1, 2017.
2. Must have presented at the conference and must submit a completed Conference Travel Support Fund application to the Graduate Studies within 30 days of travel.
3. Must be a full-time registered student at the time of the presentation at the conference.
4. Master's students are eligible for a maximum of one (1) reimbursement within the first 6 terms of registration—see Note\*
5. Doctoral students are eligible for a maximum of two (2) reimbursements within the first 12 terms of registration—see Note \*

***\*Note: if you received support under the previous Conference Travel fund program (pre-2017) it will be counted towards the allowances outlined in 4. and 5. above.***

A complete Application for Graduate Student Conference Travel Support Fund consists of the following:

- Completed application form, signed by the student, advisor, and graduate coordinator (or department head)
- Written proof of invitation or acceptance from the conference organizers
- Copy of the final conference program
- Signed Conference Travel Support Fund Expense Form (see last page of the application form)
- Original receipts
- In addition, please include a photocopy of your complete package, including receipts

### **Claimable Expenses**

1. Transportation: Actual costs incurred (not mileage). These must not exceed economy airfare.
2. Accommodation: Room only; meals and beverages are not covered.
3. Registration fees: Separate costs of conference dinners or party events are not covered.

### **Reimbursement**

The travel expenses can be reimbursed directly back to the student, or in the case where the student received advanced funding from their research advisor, back to a research grant account. If funds are being reimbursed to a research grant account the following information is required:

1. The research grant account number
  2. The cheque requisition number related to the original expense.
- for details get the Conference Travel Support Fund [application form and instructions](#)

Conference Travel online forms:  
<http://www1.uwindsor.ca/grad/graduate-student-conference-travel-support-fund>



University  
of Windsor

Graduate Studies  
uwindsor.ca/graduate

TEL: (519) 253-3000 ext. 2109  
E-MAIL: gradst@uwindsor.ca

**APPLICATION FOR GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND**

To be submitted within 30 days after travel has taken place  
 Please refer to Conference Travel Support Fund Instructions regarding eligibility for reimbursement

Name	Student Number	Date
Program		<input type="checkbox"/> Master's <input type="checkbox"/> Ph.D.

Name of Conference:		
Location:	Date of Presentation:	<input type="checkbox"/> Paper <input type="checkbox"/> Poster
Complete title of paper or other presentation:		
Author(s) in order of appearance on paper:		

<b>Travel Expenses</b>	
Total: \$	Payable to <input type="checkbox"/> Student <input type="checkbox"/> Research Grant
Research Grant Account Number. (if applicable):	Cheque Req. # (for reimbursements to research grants):
Signature of Applicant: _____	

<b>Confidential Recommendations by Research Advisor and Graduate Coordinator (or Department Head)</b>	
<i>Research Advisor</i>	
<input type="checkbox"/> Recommended for support	
<input type="checkbox"/> Not recommended (please explain)	
Signature: _____	
<i>Graduate Coordinator (or Department Head)</i>	
<input type="checkbox"/> Recommended for support	
<input type="checkbox"/> Not recommended (please explain)	
Signature: _____	

**Please refer to the Checklist in the Instructions for a list of documentation to be submitted**





**GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND EXPENSE FORM**

Please complete all areas of the form that apply

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

<b>Full Name:</b>	<b>Department:</b>
<b>Destination:</b>	<b>Departure Date:</b>
<b>Name of Conference:</b>	<b>Return Date:</b>

Expenses	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
<i>Date</i>								
Auto/Air/Rail								\$0.00
Taxis/Bus								\$0.00
Hotel								\$0.00
Registration								\$0.00
							<b>CLAIM</b>	<b>\$0.00</b>

**\*\*\* PLEASE ATTACH ALL ORIGINAL RECEIPTS AS THEY ARE REQUIRED TO RECEIVE REIMBURSEMENT \*\*\***

**DECLARATION AND AUTHORIZATION:**

I CERTIFY ALL ENTRIES REPRESENT EXPENSES FOR LEGITIMATE CONFERENCE TRAVEL AND DO NOT INCLUDE ITEMS FOR PERSONAL USE OR FOR USE FOR REIMBURSEMENT FROM ANOTHER SOURCE.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator/Head Signature

\_\_\_\_\_  
Date

# ***Courses taken at other institutions***

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## **Transfer Courses**

- Students who wish to complete courses at other institutions outside of Ontario must make a request in writing to their department prior to the beginning of the course.
- Dr. Dixon will bring a motion to the Kinesiology Graduate Committee for their recommendation. If this motion is passed, then Dr. Dixon will make a recommendation to Graduate Studies as to whether the course should be used as part of the student's program.
- A decision will be made in Graduate Studies and the student will be advised by e-mail, with a copy to our department.
- Students are responsible to provide official transcripts upon completion of the approved courses.

## **Ontario Visiting Graduate Student (OVGS)**

- The Ontario Visiting Graduate Student allows a graduate student of an Ontario University to take graduate courses at another Ontario University while remaining registered at his/her own University
- A maximum of two courses may be taken by students as an OVGS and this must be first approved by the Department.
- Approval from the Department Chair and Graduate Dean at the University of Windsor is required first and then the form is sent to the Department Chair and the Graduate Dean at the Host University for approval.
- Final approval of course is not official until all signatures have been obtained.
- The student pays fees to the University of Windsor and is classed as a "visiting graduate student" at the Host University where he/she pays no fees.
- For University of Windsor students on the OVGS regular student fees apply.
- It is the responsibility of the student to provide Graduate Studies a final official transcript from the Host University upon completion of the course.
- Transfer credit will appear on the University of Windsor transcript after receipt of the official transcript. No grade for the course will appear on the Windsor transcript—a grade of Pass or Fail is recorded on the student's transcript

## The Internship Route

A viable way to complete the requirements of an M.H.K. degree program is the internship route. In general, students who do not plan to pursue academic degrees beyond the Masters level find this program attractive. Additionally the internship route often leads to full-time employment for students who gain contacts in the field and are better positioned to pursue employment opportunities.

Students who pursue the internship route take **7 courses** at the graduate level\* and are generally not permitted to do an internship until **4 courses** have been completed. Therefore, assuming a student enters in September one of the following plans can be taken.

I	FALL	WINTER	SUMMER	FALL	1 ½ Years
	2 courses	3 courses	Internship	2 courses	
II	FALL	WINTER	SUMMER	FALL	1 ½ Years
	2 courses	3 courses	2 courses	Internship	
III	FALL	WINTER	SUMMER	FALL	WINTER
	2 courses	3 courses	Leave of Absence	Internship	2 courses
IV	FALL	WINTER	SUMMER	FALL	WINTER
	2 courses	2 courses	Leave of Absence	3 courses	Internship

These are only some of the combinations available to you depending on your individual circumstances. Some points to remember:

1. You should take 2 or 3 courses a semester. We recommend 2 in your first semester.
2. In order to graduate in 1 ½ years you need to do some portion of your program in the 1<sup>st</sup> summer.
3. GTA funding is only available for 4 semesters maximum within your first 2 years of registration. Therefore you should make every effort to graduate within the 6 semester (2-year) timeframe.

### Graduation Requirements:

#### Sport Management

1. Five Kinesiology graduate courses (1 must be 95-562).
- 2.\* Two other graduate or senior level undergraduate courses from Kinesiology or another department chosen in consultation with the internship advisor.
3. Internship (95-795).

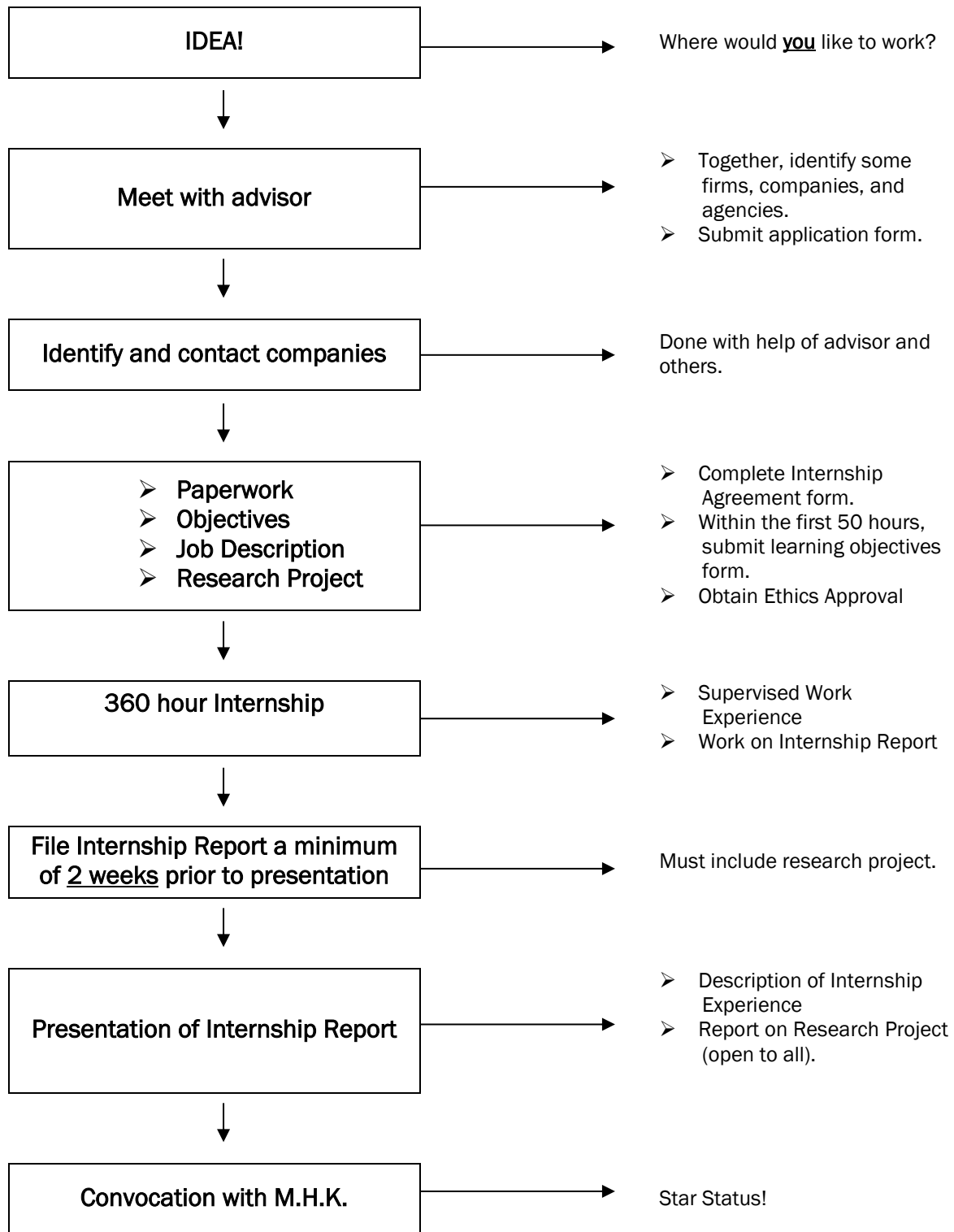
#### Applied Human Performance

1. Five Kinesiology graduate courses.
- 2.\* Two other graduate courses or senior level undergraduate courses from Kinesiology or another department chosen in consultation with the internship advisor.
3. Internship (95-795).

\*As per the Ontario Council of Graduate Studies regulation, **up to one-third of graduate course credits can be taken at the senior undergrad level**. For the internship program this equates to the two courses you can take outside of Kinesiology. Should you choose to do this, please complete the Undergraduate Course Selection form and give to Sharon Horne.

# Critical Path for Securing Internship

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**Special Note:** The following document titled *Graduate Internship Program* contains all the relevant materials relating to an internship. Students can request a copy of the guidelines from Sharon Horne (shorne@uwindsor.ca).

# **GRADUATE INTERNSHIP PROGRAM 95-795**

## *Contents:*

- Graduate Kinesiology Internship Program Description
- Application Form for a Graduate Kinesiology Intern
- Internship Agreement Form
- Internship Learning Objectives Form
- Intern's Mid-term Performance Appraisal Form
- Intern's Final Performance Appraisal Form
- Intern's Guidelines for Preparing the Internship Report & Presentation
- Intern's Evaluation of the Agency
- Intern's Evaluation of the Agency Supervisor
- Critical Task Checklist

## **Further Information:**

**Graduate Internship Program  
Department of Kinesiology  
University of Windsor  
Windsor, ON N9B 3P4  
Phone: (519) 253-3000, ext. 2430  
Email: [shorne@uwindsor.ca](mailto:shorne@uwindsor.ca)**

# Graduate Kinesiology Internship Program Description

## What:

The Graduate Kinesiology Internship Program is designed to provide students with a challenging opportunity to enrich their classroom studies (seven graduate level classes) with a structured experientially-based field-work experience. Kinesiology interns will be given the opportunity to:

1. learn current methods from knowledgeable practitioners;
2. apply theoretical content in a practical kinesiology-based setting;
3. measure and evaluate their skill set and knowledge base relative to the needs of the field;
4. explore a Kinesiology career option,
5. gain a greater appreciation for the role and function of Kinesiology professionals, and;
6. work in conjunction with their co-operating professional and their advisor in the formation and implementation of their research project.

The internship will consist of a minimum of 360 hours in an applied, research-driven Kinesiology work experience with a research component. Students will be required to secure an internship experience in conjunction with a graduate faculty member from the Kinesiology Graduate Program prior to registering for the internship. Students must also complete an "Internship Learning Objectives Form" prior to completing 50 hours of their experience and their work experience will be supervised and evaluated (mid-term and final evaluation) by their co-operating professional.

Students participating in the Graduate Kinesiology Internship Program must fulfill a research project to receive credit for the internship experience. A research proposal must be submitted and approved by a graduate advisor. **If the research involves human subjects a research ethics application must be complete (see page 61).**

The internship (i.e., satisfactory completion of the internship experience and Final Report) will be graded on a Satisfactory/Unsatisfactory basis by the graduate advisor. One copy of the students *Internship Report* (i.e., all completed internship forms, reflection section, and the research article) will be spiral bound and deposited in the General Office in the Department of Kinesiology. Once approved, the student will make a presentation of the internship report to the graduate faculty and students. The Final Report must be submitted to the student's advisor **for display 2 weeks in advance** of the proposed presentation date. Notice of the presentation must be circulated seven days in advance of the session by the Faculty of Graduate Studies. Presentation of the Internship Report should be made prior to the close of the term immediately following the internship experience. The Final Report will be filed in the Front Office (i.e., PDF and hard copy)

The internship option is open exclusively to Kinesiology graduate students who have completed a minimum of four graduate courses.

## Co-operating Professional Eligibility:

Professionals in the field who agree to provide an enriching, challenging learning opportunity for a graduate student. The host agency must agree to provide the necessary space and equipment required for the student to carry out his/her duties and research as well as agree to supervise, support and evaluate the graduate intern.

## Process:

1. Students are eligible during any one of the three academic terms (i.e., Fall, Winter, or Summer).
2. All internship experiences must be formally approved in advance. The graduate student, co-operating professional and a graduate Kinesiology professor must sign the *Internship Agreement Form* (student responsible for collecting and submitting form). A copy of the completed form will be filed with the Graduate Secretary.

3. Employers are encouraged to post an internship opportunity by completing an *Application for a Kinesiology Graduate Student Intern Form* and forwarding it to the Department of Kinesiology.
4. Students may secure their own internship in collaboration with his/her faculty advisor.
5. The students' research proposal must be submitted and approved by their graduate advisor.
6. Once the internship term has been completed, students must submit their *Internship Reports*.
7. Students must make a formal presentation of their *Internship Report* to the graduate and faculty and students. The Report must be filed with the graduate advisor in advance of the proposed presentation date. **Notice of the presentation must be circulated 2 weeks in advance of the session.**
8. A final copy of the Report will be filed in the front office (i.e., PDF copy and hard copy).

## Note

You must register every semester for  
**07-95-795 (Internship)**  
until you complete your  
internship presentation.





## Internship Agreement Form

I, (Name and Student ID#) \_\_\_\_\_ am a graduate student in the Department of Kinesiology. I agree to serve as an intern at \_\_\_\_\_ under the supervision of \_\_\_\_\_.

---

**Section to be completed by the co-operating professional:**

Student Job Title: \_\_\_\_\_

Hours per week: (must equate to 360 hours for the term): \_\_\_\_\_

Please check:            **Term:** Fall     Winter             Summer   
                                  **Paid** (optional):                                     Not Paid:

Position responsibilities: (Please attach)

Other conditions of internship experience: (Please attach)

---

**The undersigned agree to the above conditions:**

\_\_\_\_\_

Student Intern

\_\_\_\_\_

Date

\_\_\_\_\_

Co-operating Professional

\_\_\_\_\_

Date

Agency: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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\_\_\_\_\_

University Supervisor

\_\_\_\_\_

Date

**Note:** This form must be completed and signed prior to the commencement of the Internship experience. The student is responsible for submitting this form.

## Internship Learning Objectives

(Due prior to the completion of 50 hrs. in placement)

Graduate Student's Name: \_\_\_\_\_ Term: \_\_\_\_\_

Agency: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_

**Directions:**

- a) Please complete the following four sections.
- b) Forward the completed form to the Department of Kinesiology by the end of the second week of the internship experience.
- c) Please prepare these objectives in consultation with your Cooperating Professional.

**SECTION A:** Technical skills and competencies you hope to heighten (e.g., skills related to the technical aspects of your position).

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B:** Interpersonal skills that you hope to enrich through your internship (e.g., leadership skills, communication skills, etc.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

... continued on next page

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION C:**

1. Research topic: \_\_\_\_\_
2. Discuss your proposed research topic (*please attach a one page summary*).
3. Attach a timetable for completing your research project.
4. Discuss how your current internship experience will contribute to the completion of your research project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D: (Summary Statement)** Please provide a summary outlining how you feel that your current internship experience contribute to your professional development.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mid Term Performance Appraisal**  
(Due in your advisor's office at the Mid-Point of Placement)

Intern's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_

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

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

Have the results of this assessment been shared with the intern? YES  NO

**Scale:**

Outstanding <b>5</b>	Very Good <b>4</b>	Average <b>3</b>	Marginal <b>2</b>	Unsatisfactory <b>1</b>	Not applicable <b>NA</b>
-------------------------	-----------------------	---------------------	----------------------	----------------------------	-----------------------------

Communication Skills:

Written Expression \_\_\_\_\_ Oral Expression \_\_\_\_\_

Comments:

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2. Ability/Willingness to Work Independently \_\_\_\_\_

Comments:

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---

3. Dependability \_\_\_\_\_

Comments:

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4. Quality of Work \_\_\_\_

Comments:

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---

5. Quantity of Work \_\_\_\_

Comments:

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6. Interpersonal Relations \_\_\_\_

Comments:

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7. Ability/Willingness to Learn \_\_\_\_

Comments:

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8. Acceptance of Criticism and Suggestions \_\_\_\_

Comments:

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9. Organization/Planning Skills \_\_\_\_\_

Comments:

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Major Strengths of the Student:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Areas Needing Improvement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Overall Assessment (*please check*):      Pass                       Not Pass

Comments:

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**Please return the completed form to:**

Graduate Internship Program  
Department of Kinesiology  
University of Windsor  
Windsor, Ontario N9B 3P4  
Email: shorne@uwindsor.ca

**Final Performance Appraisal**  
(Due in your advisor's office at the End of the Placement)

Intern's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_

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

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

Have the results of this assessment been shared with the intern? YES  NO

**Scale:**

Outstanding <b>5</b>	Very Good <b>4</b>	Average <b>3</b>	Marginal <b>2</b>	Unsatisfactory <b>1</b>	Not applicable <b>NA</b>
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Communication Skills:

Written Expression \_\_\_\_\_ Oral Expression \_\_\_\_\_

Comments:

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2. Ability/Willingness to Work Independently \_\_\_\_\_

Comments:

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3. Dependability \_\_\_\_\_

Comments:

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4. Quality of Work \_\_\_\_

Comments:

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5. Quantity of Work \_\_\_\_

Comments:

---

---

---

---

6. Interpersonal Relations \_\_\_\_

Comments:

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7. Ability/Willingness to Learn \_\_\_\_

Comments:

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---

8. Acceptance of Criticism and Suggestions \_\_\_\_

Comments:

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9. Organization/Planning Skills \_\_\_\_\_

Comments:

---

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- Major Strengths of the Student:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

- Areas Needing Improvement:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

Overall Assessment (*please check*):    Pass                       Not Pass

Comments:

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**Please return the completed form to:**

Graduate Internship Program  
Department of Kinesiology  
University of Windsor  
Windsor, Ontario N9B 3P4  
Email: shorne@uwindsor.ca

## **Guidelines for Preparing the Internship Report and Presentation**

**Note:** The Internship Report must be typed (double-spaced) and a copy filed following the completion of your internship experience. Please use 12 point font and use 1.5 inch margins. The Final Report will be filed (i.e., PDF and spiral bound copy) in the Human Kinetic's Front Office.

### **A. Reflection (maximum 20 pages):**

**1. Agency, Name of Agency Supervisor, And Date**

**2. Summary:**

- A brief description of your internship experience.

**3. Impact:**

- What did you learn about yourself?
- In what areas did you experience the most professional growth?
- What insights have you gained into the field of Kinesiology?
- What insights have you gained relative to the need for research in the area of Kinesiology?
- Based on your internship experience, what skills would you like to develop in preparation for your career?
- How has the internship influenced your career goals? Please explain.

**4. Evaluation:**

- Did the internship experience meet your personal expectations?
- How would you assess your performance at the agency?
- Would you recommend this site to future graduate interns?

### **B. Research Article (maximum 30 pages):**

Students are required to submit their **30 page, (inclusive of Tables, Appendices, and Reference List) research article** (i.e., as part of the Internship Report) by the close of the term immediately following the internship experience. The research article must conform with the "Instructions for Authors" as noted in an academic journal (graduate advisor to provide). Sections of the article may include:

#### **Background to the Study**

- brief overview of the research problem
- need/justification for the study
- definition of related terms

#### **Review of Related Literature**

- synthesis of the literature related to the research topic and the population under investigation

#### **Methodology**

- research design
- study population
- instrumentation
- data collection procedures
- data analysis procedures

## Results and Discussion

- presentation of the results of the study
- discussion of the results including

## Summary and Conclusions

- summary of the research findings
- the implications of the findings
- conclusions drawn from the results of the study

## References

## Appendices

**Note:** 1. Prior approval from the University is required for human subjects research projects.

### **C. Presentation (one hour)**

Students are required to present the Internship Report (inclusive of their research article) following the internship experience. The presentation will take approximately one hour (inclusive of a question/answer section). Students must file their Report with their advisor two weeks to the proposed presentation date. Notice of presentation must be circulated seven days in advance of the session. Students are encouraged to use audiovisual aid/handouts to facilitate their presentations.

#### **1. Internship Report (20 minutes):**

Brief overview of the Internship experience

- learning objectives
- assigned responsibilities
- learning outcomes
- evaluation of the experience.

#### **2. Research Article (20 minutes)**

- Overview of the topic, brief justification of the need for the study, brief synthesis of the related literature.
- Methodology including brief review of study population, instrumentation, data collection and analysis procedures
- Presentation and discussion of the study results
- Summary, conclusions and implications drawn from the study, recommendations for future research

#### **3. Question Period (20 Minutes)**

## Example of an Internship Report Title Page

ANALYZING THE ORGANIZATIONAL EFFECTIVENESS OF THE OUA  
MARKETING PLAN: A COMPETING VALUES APPROACH

by

Kylie Wasser

An Internship Report  
Submitted to the Faculty of Graduate Studies  
through the Faculty of Human Kinetics  
In Partial Fulfillment of the Requirements for  
The Degree of Master of Human Kinetics at the  
University of Windsor

Windsor, Ontario, Canada

2014

© 2014 Kylie Wasser

## Evaluation of the Agency

**Instructions:** Please rate the strengths and weaknesses of the agency in terms of meeting your needs as an intern. Use the following scale:

Excellent	More than adequate	Adequate	Less than adequate	Poor	Not applicable
5	4	3	2	1	NA

ITEM		SCORE
1.	Accepted you as a functional member of the agency staff.	_____
2.	Provided you with relevant experiences in administration, supervision and leadership.	_____
3.	Provided you with professional growth experiences (e.g. training programs, seminars, other developmental activities).	_____
4.	Provided assistance to you meet your personal and professional, and research goals.	_____
5.	Possessed the resources essential to the preparation of sport management or applied human performance professionals (e.g., library, equipment, supplies, etc).	_____
6.	Provided you with the opportunity to dialogue with other professionals.	_____
7.	Provided you with sufficient feedback on your performance.	_____
8.	Allowed you the opportunity to test classroom theory in applied situations.	_____
9.	Willing to listen to your suggestions or recommendations and discussed rationale for acceptance or rejection).	_____

**Additional Comments** (use other side of this sheet if necessary):

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## Evaluation of the Agency Supervisor

**Instructions:** Please rate the quality of supervision you received by your agency supervisor during the internship. Use the following scale:

Excellent	More than adequate	Adequate	Less than adequate	Poor	Not applicable
5	4	3	2	1	NA

ITEM		SCORE
1.	Interested in your development.	_____
2.	Willingness to discuss the full range of activities at the agency.	_____
3.	Ability to respond to your problems and to help you work toward solutions.	_____
4.	Quality of conferences with agency supervisor.	_____
5.	Adequacy of arrangements made to orient you to the agency.	_____
6.	Sensitivity to your needs in accomplishing your objectives.	_____
7.	Expression of encouragement and sincerity.	_____
8.	Understanding of philosophy and practices in the profession.	_____
9.	Flexibility in arranging your task in light of changing situations within the agency and your increasing professional competencies.	_____
10.	Openness to change, innovation, and new techniques.	_____

**Additional Comments** (use other side of this sheet if necessary):

## Critical Task Checklist

- Determine preferred route for securing M.H.K. degree (thesis or internship)
- If going the internship route, discuss 360 hour placement interests with your graduate advisor.
- Discuss placement possibilities with your graduate advisor (students can work with their advisor to secure their own placement).
- Once placed, ensure that the Internship Agreement Form is completed and filed with your advisor (copy to the Kinesiology Graduate Secretary).
- Discuss a possible research topic with your advisor and employer early in the placement.
- Within the first 50 hours of the placement, complete the Internship Learning Objectives Form and file a copy with your advisor and the Kinesiology Graduate Secretary.
- If required, complete a research ethics application.
- Ensure that a Mid-Term Performance Appraisal is completed around the midway through the placement (normally after 180 hours). The completed form must be forwarded to your advisor's office.
- Ensure that a Final Performance Appraisal is completed (normally after 360 hours). The completed form must be forwarded to your advisor's office.
- Prepare the Internship Report (Reflection and Research Article) in concert with the Guidelines. A copy of the Draft Report must be forwarded to your advisor (2 weeks in advance of the proposed presentation date). Notice of the presentation must be circulated by the Kinesiology Graduate Secretary seven days in advance of the proposed presentation date.
- Deliver the Internship Presentation (Reflection and Research Article) in concert with the Guidelines.
- File the completed Evaluation of the Agency Form with the Graduate Coordinator.
- File the completed Evaluation of the Agency Supervisor Form with the Graduate Coordinator.
- If you pass all of the graduate program requirements, apply to graduate.
- Convocate with the MHK Degree!!!

# Graduate Internship Ethics Education, Procedures and Form: Department of Kinesiology

## 1. Education

The Interagency Advisory Panel on Research Ethics has announced the launch of a new online tutorial, TCPS2: Course on Research Ethics (CORE). CORE is designed to support the Canadian research community's implementation of the 2nd edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2).

All graduate students submitting a Research Ethics Board (REB) application, including those doing Internships, will need to complete the TCPS 2 tutorial on the web (<http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>), and submit their certificate of successful completion of the TCPS2 On-Line Tutorial with their application. The Certificate does not need to be submitted with subsequent applications. It is also understood that each faculty advisor is responsible for educating their students about research ethics.

## 2. Oversight and Procedures

Each internship student will have to have a one page form (see below) filled out for research projects that involve only minimal risk. Any research project involving more than minimal risk (*e.g. if audio or video taping is occurring, if there is any deception, or if participants are not adults*) will need to be written up using the standard ethics application form and submitted to the University REB for review.

Immediate oversight for the ethics form for each student will be the responsibility of the student's faculty advisor. Applications will need to be signed by the student, their faculty advisor and a cooperating professional in the company where the student is doing their internship. It is ultimately the faculty advisor's responsibility to make sure the form is completed and signed and that the research is minimal risk.

Once completed, a copy of the ethics form *and* the PRE tutorial certificate for each student will be submitted to the Chair of the Kinesiology Undergraduate Research Ethics Board for final clearance and for filing. Each spring, a summary report and a copy of all forms and certificates will be sent to the Chair of the University REB. **Clearance from the Chair of the Kinesiology Undergraduate REB is required before the proposed research is conducted.** The student will not be allowed to conduct the research, and hence, complete their degree requirements if the form and certificate have not been completed. It is recommended that the ethics form and discussion regarding any ethics issues related to the proposed research project be completed up front with the cooperating professional when the other internship paperwork is being completed.

## 3. Form and Information to Participants

The following basic information will need to be compiled on the one page internship ethics form:

- a. names and signatures of student, faculty advisor and cooperating professional
- b. name and contact information of organization
- c. title of research
- d. basic description of research
- e. number and characteristics of participants
- f. how recruitment will take place
- g. assurance that participation was voluntary
- h. nature of consent
- i. statements on confidentiality and anonymity
- j. statements on feedback, compensation and how data will be used

Participants will be given a business card (or similar document) provided by the University REB with contact information for the REB in case they have any questions. The cards will not be project specific.



# The Thesis Route

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While most students entering our graduate program are attracted by the Internship Route, a number of students end up opting for the thesis route. While not a hard and fast rule, most academic programs beyond your M.H.K. degree will require a thesis. Therefore, careful thought must go into your choice of which route to pursue.

## Remember!

*There is no difference in the quality of the degree! However, your academic preparation, and the kinds of skills and competencies you will acquire will be quite different depending on the route you choose.*

The thesis will be a major requirement of your program and in conjunction with the research for it makes up a least one-half of the time normally required for the degree. The thesis is expected to be a significant contribution to the knowledge in the field, and the candidate must indicate in what ways it is a contribution. Although the selection of the topic will be established in consultation with the Thesis Advisor, the thesis must demonstrate mature scholarship and critical judgment on the part of the candidate.

---

## Things you shouldn't say at your Thesis Defense!



## **The Thesis Route ... continued**

### **Applied Human Performance**

The program focuses on the application of movement science in sport, the workplace, and activities of daily living. Students pursue course work, thesis research, and internships that examine the basic and applied principles of human biomechanics, motor performance and exercise physiology. To fulfill the degree requirements, each candidate must complete the following:

#### **Thesis Option**

- 1) 3 Kinesiology graduate courses. Recommended to take 95-595 Statistics.
- 2)\* One graduate course or senior level undergraduate course from Kinesiology or another department chosen in consultation with the thesis advisor.
- 3) A Thesis (95-795).

### **Sport Management**

The program focuses upon the understanding of the components of organizational behaviour in the context of amateur and professional sport environments. Students will pursue course work and either thesis research or an internship that focuses on topics such as leadership, organizational effectiveness, sport management, organizational change, and legal, philosophical and social issues of management. To fulfill the degree requirements, each candidate must complete all of the following:

#### **Thesis Option:**

- 1) 3 Kinesiology graduate courses (1 must be 562).
- 2)\* One graduate course or senior level undergraduate course from Kinesiology or another department chosen in consultation with the thesis advisor.
- 3) A Thesis (95-797).

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\*As per the Ontario Council of Graduate Studies regulation, **up to one-third of graduate course credits can be taken at the senior undergrad level**. For the thesis program this equates to one course you can take outside of Kinesiology. Should you choose to do this, please complete the Undergraduate Course Selection form on page 87 and give to TBA.

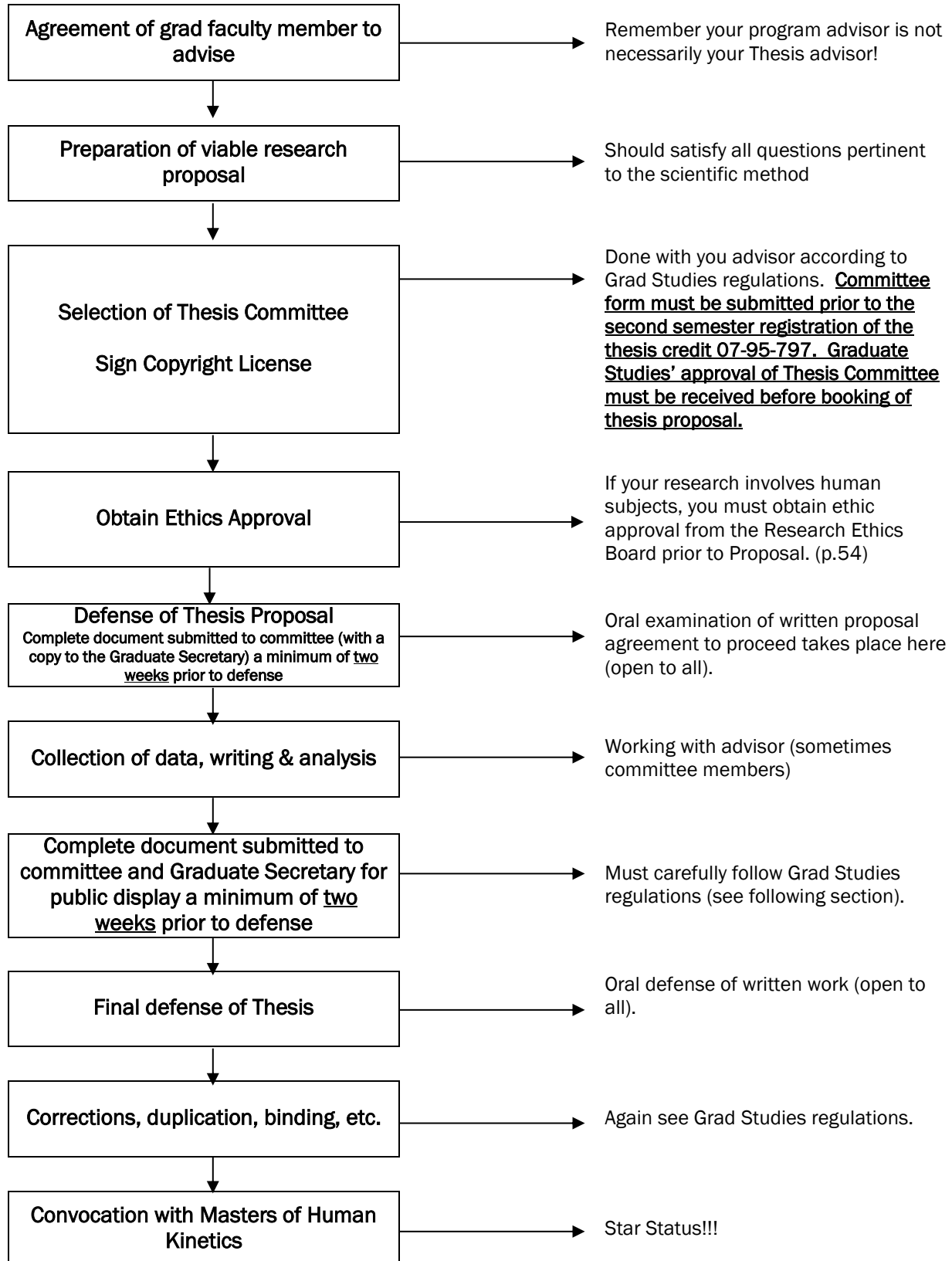
## Note

You must register every semester for  
**07-95-797 (Thesis)**  
until you complete your  
thesis defense.

You only need to register ONCE for  
**07-95-510 (Special Problems)**.  
A grade of INC will be assigned  
each semester until it is completed.

# Critical Path for Thesis Route

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# Guidelines on Committee Attendance at Thesis Defenses

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Minimum requirements for membership on final committee is as follows:

	Masters Thesis
Defense Chair	1
Advisor(s)	1
Program Reader	1
Outside Program Reader	1

Given that the defense of the thesis is the culmination of the student's research work and it is important that it be presented and examined properly for quality control purposes, the Chair of the Defense should use the following conditions to determine if the defense may proceed:

- The defense should take place on the University of Windsor campus.
- The student and Defense Chair must be physically present.
- A minimum of two committee members must be physically present.
- At most one committee member may be absent (not physically or virtually present), and the absent member cannot be the External Examiner.
- At most two committee members may be virtually present.

Note that according to the calendar, the External Examiner must be present in order for her/his vote to veto positive unanimity by the rest of the committee. The chair is non-voting.

## Ethics Approval

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- If your thesis or internship research involves human subjects, you must obtain ethic approval from the Research Ethics Board (REB).
- Ethics must be obtained **prior** to defending your proposal or beginning thesis (or internship) research.
- All graduate students submitting a Research Ethics Board (REB) application, including those doing Internships, will need to complete the **TCPS 2 tutorial on the web (<http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>)**, and submit their certificate of successful completion of the TCPS2 On-Line Tutorial with their application. The Certificate does not need to be submitted with subsequent applications. It is also understood that each faculty advisor is responsible for educating their students about research ethics.
- The guidelines and **Student Ethics Approval Forms** can be found on the Office of Research Services website **<http://www.uwindsor.ca/reb>**, "New Application for Student & Faculty Researchers".
- The sample consent form found on this site must be followed for your research. If you deviate from the suggested format, rationale must be provided.
- The meeting dates of the Research Ethics Board (REB) are located on the Ethics in Human Research website. Generally, ethics forms need to be submitted one week prior to the REB meeting date.
- Please see your advisor for samples of successful Research Ethics Board applications.
- Upon receipt of ethics approval a copy of the final letter must be submitted for your file.

**UNIVERSITY OF WINDSOR  
APPLICATION TO INVOLVE HUMAN SUBJECTS IN RESEARCH  
DRAFT INTERNSHIP FORM**

**Please complete and submit one copy of this form to the Faculty of Human Kinetics REB Chair.**

This level of review can only be used for research with competent adults. If the research involves the audio/video taping of research participants or the use of deception, this level of review is inappropriate. Such projects must be reviewed by the appropriate Research Ethics Board. This form is to be used only when there are no foreseeable risks of harm to the participants. Risks to be considered are: psychological harm (the participant may feel demeaned, embarrassed, worried, or upset), physical risks/harms or social risks/harms (loss of status, employment, privacy, and/or reputation).

Student's name:

Supervisor's name:

Name of organization for the internship:

Contact information of the organization:

Title of research project:

Date of research:

Description of research (survey, questionnaire, etc.):

Number of participants:

Characteristics of the participants:

Recruitment of participants:

Explain how the participation is voluntary:

Information provided to the participants: Information Sheet: Yes  No  Verbal : Yes  No

Nature of the consent: Implied  Verbal

Describe assurances of confidentiality or anonymity:

Feedback of participants, if possible: Yes  No

If yes, how:

If no, why not:

Is compensation offered to the participants? Yes  No

How will the research data be used?

Is the University of Windsor REB contact information card provided to the participants? Yes  No

I have reviewed this form and agree that the conditions as set out above for the conduct of the research are present for this level of review. In my judgment, there are no foreseeable risks to the participants.

Student's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

## **Liability and Disability Coverage for Students Working Off Campus**

If a student is away from campus for the purposes of conducting research or like activities (e.g. graduate internship experience or data collection for a thesis student), then you should consider if they are covered for liability and disability. If the student is being paid by an organization or company, then they are covered by that organization or company. The issues begin if they are not receiving payment from the company. This may occur if you are paying them from a grant through payroll at the University, or if they are conducting the work as part of an unpaid learning experience.

### **Disability Coverage**

#### **a. Unpaid Learning**

If the student is doing work as part of a learning experience and is not receiving payment, then the student is not necessarily covered by WSIB. The safest route may be ACE INA Insurance through the Ministry of Training, Colleges and Universities. This is what our undergraduate internship students are covered under because they are typically unpaid learners. Other students on campus that are required to have field experience as part of their degree are also covered in this way (e.g. Nursing clinical hours).

#### **b. Paid From a Grant (e.g. SSHRC, NSERC, AUTO21)**

As long as you arrange payroll (e.g. normal grant salary form) for the time the student is away and the student will receive a T4 for their earnings, and then WSIB would cover them.

The student would not be covered if they were to do the work and then have them invoice you for their pay.

If asked by a company or organization (e.g. by way of a form) for the WSIB firm # for the university, call Occupational Health and Safety (OH&S), Ext. 2055.

In any case, if you are unsure of your coverage through WSIB or ACE INA, call the OH&S office on campus.

### **Liability Coverage**

If an organization or company asks for information on a student's liability coverage through the University please complete the Certificate of Insurance Form available online at: [www1.uwindsor.ca/legalservices/insurancerisk-management](http://www1.uwindsor.ca/legalservices/insurancerisk-management). If you require more information please contact Legal Services Insurance & Risk Manager, Ext. 2080. You will need the following information:

1. name and mailing address of the company
2. contact name and phone number at the company
3. brief description of activities that will be performed at the company
4. names and employee numbers of the student(s)

### **Other Considerations**

Student(s) may have to do WHMIS (Workplace Hazardous Materials Information System) training on site. By law, a company or organization must provide this to all employees if hazardous materials are present. Having the training already through the university does not matter. It has to be done on site.

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES**

**ACE INA INSURANCE STATISTICS - UNIVERSITY**

Training Agency Name: University of Windsor – Department of Kinesiology

Contact Person: *YOUR ADVISOR*

Telephone Number: (519)-253-3000 ext: (*Advisor's Extension*)

**PERIOD :** (*Dates you will require the coverage*)

**UNPAID WORK PLACEMENT WITH EMPLOYERS OUTSIDE THE *WORKPLACE SAFETY AND INSURANCE BOARD ACT* ELIGIBLE FOR INSURANCE COVERAGE THROUGH ACE INA**

PROGRAM	TOTAL HOURS OF WORK PLACEMENT	NUMBER OF STUDENTS		APPLICATION INDUSTRY
		GRANT- ELIGIBLE	VISA	
A. Postsecondary				
Educational	(117 X 1) = 117	1		Secondary School
Business	(117 X 2) = 234	2		Sport Marketing Offices
Athletics	(117 X 1) = 117	1		Not-for-Profit

# Procedures to Follow in Preparing A Thesis

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**M**ost programs have strictly defined procedures regarding the steps a student must take in preparing a thesis: consult your advisor or program graduate coordinator to ascertain what these are in your program. An early appointment with the Assistant to the Dean (ext. 2112) in the Office of Graduate Studies is strongly advised, to review format and university-wide procedures. The following regulations are set by the Faculty of Graduate Studies, and apply to graduate students regardless of program:

1. By the end of the first term in which a student is enrolled in the thesis route (07-95-797), the program chair must submit a proposed committee, to be approved by the Committee of the Faculty of Graduate Studies. Failure to do so could delay a student's continued registration in 07-95-797.
2. The student must, within the first term of enrolling in the thesis, sign a copyright license authorizing the University to make available copies of the thesis to a library user at this or any other university.
3. Notice of a student's Master's defense must be received in the Office of Graduate Studies **at least ten days** prior to the defense.
4. A copy of each thesis must be brought, by the student, to the Office of Graduate Studies to be checked. Failure to allow sufficient time could mean deferring graduation until the next Convocation.
5. At least three copies of a thesis must be given to the University in order to complete degree requirements.

## Thesis Template in MS Word

A Master's Thesis Template is now available on the Faculty of Graduate Studies website: [www.uwindsor.ca/grad](http://www.uwindsor.ca/grad). Select **Dissertations/Thesis/Major papers** on the left and then **Thesis Template**.

Presently, the Master's Thesis Template is meant to be used as an aid. Please refer to the **Guidelines for Major Papers, Theses and Dissertations** to ensure format guidelines have been met when preparing your thesis.

For questions regarding your thesis format, please contact Svetlana Georgieva in the Office of Quality Assurance, Graduate Studies, extension 2114.

For technical questions about the template please read the instructions carefully before you call the Help Desk at extension 4440 or e-mail [helpdesk@uwindsor.ca](mailto:helpdesk@uwindsor.ca)

## Theses

- By the end of the first term in which a student is enrolled in the thesis (07-95-797), the program chair must submit a proposed committee, to be approved by the Committee of the Faculty of Graduate Studies. Failure to do so could delay a student's continued registration in 07-95-797.
- The student must, within the first term of enrolling in the thesis, sign a "Non-exclusive License to the University of Windsor", authorizing the University to archive, distribute, and make available copies of the thesis to a library user at this or any other university.
- Notice of a student's Master's or doctoral defense must be received in the Office of Graduate Studies at least 10 (ten) days prior to the defense.
- A copy of each thesis and dissertation must be brought by the student to the Office of Graduate Studies (CHT 316) to be checked for format prior to making the final copies for depositing and binding. Please print out and complete the format



CHECK LIST and bring it in with your full paper for formatting. Allow at least 2 business days for format-checking - failure to allow sufficient time for format checking could mean deferring graduation until the next Convocation.

- After the thesis is approved by the candidate's thesis committee and by the Graduate Studies office, the student deposits the required number of copies (see the next section "Depositing the Document").

## **DEPOSITING THE DOCUMENT**

Deposit of a major paper, thesis is the act of submitting the required number of copies to the Office of Graduate Studies, after the document has been checked for format by the Administrative Officer in Graduate Studies and permission has been given to proceed. Students are also required to pay the costs of binding, where applicable).

### **Deposit Steps**

#### **Step 1: prepare the document**

After having defended the thesis, the student makes any changes required by the committee, and prepares and proof-reads a final, error-free draft of the document observing the format requirements.

#### **Step 2: format checking**

- A single **paper copy** of this final draft along with a filled out copy of the Formatting CHECK LIST is brought to the Office of Graduate Studies for perusal by the Administrative Officer (allow at least **2 business days** for format-checking).
- The Administrative Officer returns the document to the student along with a list of suggested corrections, or permission to proceed.
- If corrections have been requested by the Administrative Officer, the student makes them and prints the final copies.

**N.B. Take the precaution of thoroughly examining at least one printed or photocopied final document, checking for completeness and legibility. Examine every page. Mistakes not caught at this stage are costly and difficult to correct later.**

#### **Step 3: submit final document: Master's theses / Major papers**

Having now produced a final, error-free, Office of Graduate Studies-approved copy of the document, the student can complete the deposit. At this point the students must have obtained the signatures of all committee members (including the chair of defense) on the "Approval page" and must present this form to the Graduate Studies office at the time of completing the deposit.

Upload **a pdf of your thesis** using the online submission system - see *instructions* for electronic thesis submission submit to the Graduate Studies office the following:

- one paper copy\* for your department along with the Approval page signed by all committee members
- completed and signed "Thesis non-exclusive license form" - available from the Graduate Studies office or you can get a copy here
- binding fee - \$25 per copy (in cash or cheque only): there is no cost for the electronic deposit, however, the student must pay the binding fee for the paper copy of the thesis required for the student's department.

### **Format Specifications**

Master's students pursuing a thesis program, are advised to consult the Administrative Officer in the Office of Graduate Studies before they begin writing the final version of their major paper, thesis. A student has not completed the requirements leading to a degree until the thesis has been deposited in the Office of Graduate Studies, and may miss convocation deadlines or be required to register for an additional term if the document needs substantial revisions in order to meet Office of Graduate Studies guidelines.

The Faculty of Graduate Studies guidelines, derived from those set by Library and Archives Canada, concern **copyright**, and **physical format**. No particular **style of presentation** is recommended for the body of the thesis document (e.g. style of chapter headings and sub-headings, heading levels, style for references, etc.).

The single most important aspect of style is **consistency**: the same style must be followed throughout.

If your program does not recommend any particular style manual, the following are widely-accepted examples of the numerous style manuals available:

- A Manual of Style. 16th rev., enl. ed. Chicago: University of Chicago Press, 2010.
- Publication Manual of the American Psychological Association. 6th. ed. Washington: APA, 2009.
- Turabian Kate. A Manual for Writers of Term Papers, Theses and Dissertations 8<sup>th</sup> rev., enl.ed. Chicago: University of Chicago Press, 2013.

In order that sufficient time is allowed to check each document, students are urged to submit their thesis to the Administrative Officer in the Office Graduate Studies as early as possible, especially during peak periods preceding convocation. Students should allow **at least 2 business days** for format checking.

## **COPYRIGHT**

- Senate Policy On Authorship
  - see *also* Graduate Studies Policy on Authorship and Plagiarism

The University expects that all researchers will adhere to the proper standards of intellectual honesty in the written or spoken presentation of their work, and will at all times acknowledge in a suitable manner the contribution made by other researchers to their work.

Acknowledgement may be in the form of a footnote reference to the contribution or by the attribution of coauthorship. In publications arising from a research project, a footnote is considered appropriate acknowledgement to a fellow researcher for an idea or data or other factual material, for the performance of a service involving professional skill, or for assistance during the planning phase of a project.

In order to merit acknowledgement as a coauthor, a researcher must have made a substantial contribution to the project, either through the design or execution of a major part thereof. Attribution by coauthorship is an appropriate acknowledgement for substantial participation in the execution of a study designed by another person. Design of a project includes identification of problems and of the theoretical or experimental methods for their solution. Execution of a project includes the collecting and analyzing of data, the writing up of results, and the explaining of results in such a way that the final report may be written. Provision of space or facilities or financial remuneration does not constitute a basis for coauthorship. Allowing for different conventions such as alphabetical listing, coauthorship order shall normally reflect the order of importance of the contributions made by project members.

The form of acknowledgement for contribution to a project should be indicated in advance by the head of a research team and submitted for approval prior to publication or presentation in any form of the whole or any part of the project or research to all persons who made a substantial contribution to the project or research, allowing for changes in the assignment of credit on the basis of actual contribution. Disputes arising from acknowledgement of contribution to a research project, if they cannot be resolved informally, shall be referred for resolution to a board of arbitration to be constituted by the Dean of Graduate Studies in consultation with the President of the Graduate Student Society.

- Copyright regulations

Students are affected by copyright legislation in two regards: they must copyright their own work, and they must take care not to violate other authors' or publishers' copyrights.

- Protecting your own work

Candidates undertaking an thesis are required to validate a Non-Exclusive License to the University of Windsor, which should be supplied by their programs, authorizing the University to archive, distribute, and make copies of the thesis , or substantial parts thereof, at the request of a library user at this university or a library user at another university, and to recover the cost of reproduction.

At the time of deposit students are also required to validate a “Theses Non-exclusive Licence”, which authorizes the National Library to perform similar actions. Commercial copyright remains with the author.

The Universal Copyright Symbol, ©, must appear either on the title page or on the page immediately following, with the author's name and the year, for example,

© 2014, A. Scholar

- Using previously copyrighted material

Students wishing to include substantial amounts of material in their theses which has already been copyrighted must receive written permission from the copyright holder. The regulation applies whether the material appears in the body of the thesis or in an appendix. If the student wishes to use material which she/he authored and which has already been published, permission must be received from the copyright holder if copyright is not held by the author. Failure to provide written proof of having received such permission will prevent the inclusion of this material in the thesis, and it must be removed before the thesis can be deposited.

Letters of permission must be presented at the time of deposit. For suggested wording refer to sample letter to request permission to use copyrighted material (MS Word file). For guidance on what constitutes substantial amounts, refer to the Copyright guide for graduate students and other resources or consult the Administrative Officer.

- Co-authorship

The student is expected to be the principal author and have had a major role in the preparation and writing of the manuscripts. Please note that publication or acceptance for publication of these research results before the presentation of the thesis, does not supersede the University's evaluation and judgment of the work during the examination process.

Material that has been previously published by the student may be used as part of a thesis provided that this material describes work done during the student's graduate registration at the University of Windsor. Where manuscripts are co-authored by the student and others, an explicit statement by the student is required as to who contributed to the work and to describe the nature and extent of this contribution. A “Declaration of Co-Authorship/Previous Publication” should be included in the thesis, to clearly document the student's contribution to each multiple-authored work. The candidate's original contributions should be indicated, justifying the work's inclusion in the main body of the thesis. Supervisors must attest to the accuracy of these statements at the oral defense. Since the task of the examiners is made more difficult in these cases, it is in the student's interest to clarify the responsibilities of all the co-authors.

- Withholding of a Thesis

If a thesis contains material which, for a variety of valid reasons, should be withheld temporarily from the public or the community of scholars, the candidate and their thesis supervisor may request a period of withholding from circulation for six months, with one renewal request for six months normally being allowed. When completing the deposit at the Graduate Studies office, the student must submit a "Request for Withholding Thesis" form signed by both student and advisor.

The withholding can be applied for deposits of electronic thesis deposits.

- Contact the Administrative Officer *if you have questions or if you have reasons to request a withholding period for more than 2 years.*

## PHYSICAL FORMAT

Students may choose between two types of format for the thesis the traditional format or the manuscript format.

- **Sample Thesis Document** is available based on the requirements for the Traditional format
- Format CHECK LIST is also available and should be submitted along with the thesis copy for format-checking

### **(1) Traditional format**

This format organizes chapters around a central problem and is normally used when no part of the thesis has been published or submitted for publication.

### **(2) Manuscript format**

The manuscript format comprises the text of one or more papers that have been, or will be, submitted for publication. These texts must follow the guidelines for format given elsewhere in this document with respect to font size, line spacing and margin sizes. The document must be more than a collection of manuscripts, however, in that all the components must be brought together into one cohesive unit, with logical progression from one chapter to the next.

### **Paper**

Use paper of good quality, 8½ x 11 inches (21.5 x 28 cm). Do not use erasable paper or thin computer paper. If maps or charts necessitate the use of larger sheets of paper, see the Administrative Officer in the Office of Graduate Studies for advice.

### **Margins**

Every page must have the same margins: 1½ inches (3.8 cm) on the left, 1 inch (2.5 cm) everywhere else. It is essential that these margins be observed, as text or diagrams extending into the margins could be destroyed in the binding process.

### **Typing**

The pages must bear print on only one side of the sheet. The spacing of the typed lines should be at least 1½ spaces, with the exception of notes, long quotations, figure and table captions, and references. The typeface must be clear, black, and the typesize should be 10 points or larger; a smaller typeface may be used for graphs, formulas and appendices. Computer printers must produce letter quality print. If you intend to use a dot-matrix printer, please consult the Administrative Officer in the Office of Graduate Studies before printing the final version. If in doubt about acceptability of print, bring a sample to the Office of Graduate Studies.

### **Pagination**

Each page must be assigned a page number. The number does not appear on the following preliminary pages: title page, copyright page (if separate), and approval page; nevertheless, each page must be accounted for in the numbering system. All preliminary pages (those preceding the main text of the thesis) are assigned lower-case Roman numerals (i, ii, iii, iv, etc.), while pages in the body of the thesis are assigned Arabic numerals (beginning with "1") which run consecutively to the end of the thesis. There are no restrictions about the position/placement of the page numbers (e.g. upper right, bottom center of page, etc.), as long as the location is consistent throughout the document.

Do not begin new pagination sequences at the beginning of appendices. If appendices include material taken from other sources on which page numbers already appear (permission to reproduce this material having been received, if necessary), they must also carry numbers conforming to the pagination of the thesis.

### **The preliminary pages should appear in the following order:**

*Note: pages marked with an asterisk [\*] are optional, depending on the demands of the thesis and the wishes of the author.*

### **Title page**

Assigned page number i, but not physically numbered. Format should follow that of Example 1 (for a Master's thesis, the caption should begin "A Thesis Submitted...", for students in the Creative Writing Program – "A Creative Writing Project Submitted...") and the wording of the caption should follow the one in Example 1, with the correct Department name and respective Degree. In selecting your title, keep in mind that the systems used by libraries to retrieve the information contained in your document rely on title keywords. The title should therefore be accurate, specific, and brief.

### **Copyright page\***

Assigned page number ii, but not physically numbered. Not necessary if copyright symbol appears on the title page.

## **Approval page**

Assigned page number ii or iii, but not physically numbered. The Approval page should have the signatures of all committee members, with the exception of the Chair of Defense. The thesis title and author name should appear at the top of the approval page too - see Example 2 (a) and 2(b).

Note if you are completing an electronic thesis deposit: you should include in the pdf the unsigned Approval page listing the names of your thesis committee members. Do not scan and insert in the pdf the signed Approval page with the signatures of your committee members - bring the signed Approval page to the Graduate Studies office when you are depositing your paper thesis copy for the department.

**Begin physically numbering pages after the Approval page.**

## **Author's Declaration of Originality or Declaration of Co-Authorship/Previous Publication:**

### **Author's Declaration of Originality**

Assigned page number iii or iv and physically numbered. This form should be used in the traditional thesis format when the thesis does not include materials based on joint research or material that has been published or submitted for publication. Download the form and insert it in your thesis.

### **Declaration of Co-Authorship/Previous Publication**

Assigned page number iii or iv and physically numbered. This statement should be used as an alternative to "Author's Declaration of Originality", when the thesis incorporates material based on joint research (published or unpublished), and/or when the thesis incorporates the text of one or more papers that the student has published or submitted for publication. In the case of previous publications, it is the responsibility of the student to obtain proper permission from the journal/copyright holder to use the published material in their thesis. For details refer to section "Using previously copyrighted material" earlier in this document.

This form is normally used in the manuscript thesis format (or in the traditional format, in case of co-authorship). Download the form and insert it in your thesis.

## **Abstract**

Assigned a page number and physically numbered. All theses must contain an abstract, which should not exceed 150 words. Failure to observe this limit will mean the abstract does not appear in Dissertation Abstracts International or Master's Abstract International. There is no limit for the length of the Abstract for major papers.

## **Dedication\***

Assigned a page number and physically numbered.

## **Acknowledgements\***

Assigned a page number and physically numbered.

## **Table of Contents**

Assigned a page number and physically numbered. The Table of Contents should follow the format of Example 3 (a) or 3 (b). All preliminary pages should be listed, except for the title page, the copyright page, the approval page and the table of contents itself. All pages following the body of the text must be listed too, including the Vita Auctoris page.

The Table of Contents must reflect exactly the typeface, spelling and wording of headings and subheadings as they appear in the text of the thesis (see Examples 3 (a) and 3 (b)).

When subheadings are included in the Table of Contents, they may be indented differently from the chapter titles or set in another type style.

### **List of Tables\***

- should match the Table of Contents in font size and general style. Assigned a page number and physically numbered.

### **List of Figures\***

- should match the Table of Contents in font size and general style. Assigned a page number and physically numbered.

### **List of Appendices\***

- should match the Table of Contents in font size and general style. Assigned a page number and physically numbered.

### **List of Abbreviations (or Nomenclature)\***

- should match the Table of Contents in font size and general style. Assigned a page number and physically numbered.

**The text of the thesis follows, divided into chapters.** Remember that pages in the body of the thesis are assigned Arabic numerals (beginning with "1") which run consecutively to the very end of the thesis (including the Vita Auctoris page). No particular style of presentation is recommended for the body of the thesis document (e.g. style of chapter headings and sub-headings, heading levels, etc.). The single most important aspect of style is consistency: the same style must be followed throughout. If using the manuscript format, each chapter should have its own bibliography/references section. If using the traditional format, the bibliography normally follows at the end of the text.

**Back matter (the pages following the thesis body) should appear in the following order:**

### **References (or Bibliography)**

The References/Bibliography section can either precede or follow the Appendices. No particular style for references is recommended so students should consult their supervisors about the appropriate style for their discipline.

### **Appendices\***

Copyright releases from publications must be included in the Appendices.

### **Vita Auctoris**

(or life of the author). The Vita Auctoris is a required thesis element, however, there are no specific requirements / restrictions about its format or contents: it should include as a minimum the author's name, year and place of birth, and education and degrees (for privacy concerns, students should NOT include personal information such as home address and phone numbers, full date of birth, etc.). Other information may be included, but should be directly related to the thesis or academic discipline (e.g., list of student's publications/conference presentations resulting from their thesis research, etc.). See sample Vita Auctoris pages. The Vita Auctoris page must be the last page of the document, it must be assigned a number and listed in the Table of Contents.

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### **Illustrative Material**

Keep illustrative material within the margins defined above. If this is not possible, such material may be inserted into a pocket at the back of the work. If this is necessary, see the Administrative Officer in the Office of Graduate Studies for assistance. The format of tables, figures, etc. must follow one style consistently. Check with your research supervisor for advice on your program's preferred style. If the description of a figure is too long to be placed on the same page as the figure, it may be placed on the page facing the figure.

### **Use of colour**

Colour graphs/figures are acceptable but keep in mind that when microfilmed, all colours will appear as varying shades of grey; therefore, identification of lines on a graph must be made clearer by line symbols rather than by variation of colour. For better contrast, use cross-hatching rather than colour for shaded areas.

Illustrative material that must be drawn in ink, or hand lettered, will be reproduced satisfactorily on microfilm provided the ink is opaque and black.

### **Photographs**

Black and white photographs are preferable to coloured since they are microfilmed more successfully; slides are not acceptable.

### **Grammar and Spelling**

It is the student's responsibility (and an important courtesy to the readers) to ensure that grammar and spelling conventions are observed.

### **Other Questions**

For questions come to the Office of Graduate Studies and Quality Assurance, Room 316, Chrysler Hall Tower, or contact the Administrative Officer at 519-253-3000, extension 2104.

## **Please note:**

Kinesiology Masters students are allowed to sign out  
Kinesiology theses at the Front office.

They are also available in PDF format through the Leddy Library:  
[www.scholar.uwindsor.ca/etd/](http://www.scholar.uwindsor.ca/etd/)

**For an updated list of all Kinesiology theses,  
please email Sharon Horne (shorne@uwindsor.ca).**

# Faculty of Human Kinetics Equity Committee

**Membership:** Dean (Ex-officio)  
2 representatives from Kinesiology  
2 representatives from Athletics and Recreational Services  
1 staff member  
1 student

**General Objective:** To facilitate a productive academic environment for all faculty, students and staff in the Faculty of Human Kinetics, free from gender, age, ethnic, racial, status and physical bias.

## Terms of Reference:

1. To identify inequalities based on gender, race, ethnicity, physical and learning disabilities within the Faculty, and offer concrete methods for eliminating those inequalities.
2. To monitor the decision-making process in the Faculty concerning the presence of an informed perspective.
3. To examine concerns of students, faculty, and/or staff who feel that they are experiencing discrimination, and make recommendations for change to Faculty Council if necessary.
4. To keep faculty, students and staff informed on current information concerning equity issues in the University.

**Contact us:**  
**HKEquity@uwindSOR.ca**





## Department of Kinesiology Graduate Student Committee Representation

### **Equity Committee**

**1 Grad Representative**

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.

### **Faculty Council**

**1 Grad Representative**

Meets at least *once a year* or at the call of the Chair. Deals with issues of policy that affect the entire Faculty of Human Kinetics.

### **Kinesiology Council**

**1 Grad Representative**

Meets *monthly on average* or at call of the Chair. Deals with all policy matters for Department of Kinesiology including curriculum, personnel matters, and future directions.

### **Kinesiology Graduate Committee**

**1 Grad Representative**

Meets, *on average, once a month*. Deals with course additions, student recruitment, graduation requirements and all matters related to M.H.K. program.

### **Human Kinetics Society**

**1 Grad Representative**

*Meets weekly*. HK Society representatives organize most of the social events held in our department from assorted sporting tournaments, fundraisers, KIN games, HK Semi-Formal and much, much more. As the grad student representative on this committee it will be your responsibility to get this information out to your fellow students.

### **Kinesiology Representative on Graduate Student Society (GSS)**

**1 Grad Representative**

*Meets once a month* and this is a paid position. Graduate Students in each department elect one voting departmental representative to the Council. An election is held in early September. The GSS is the official representative body of all graduate students at the University of Windsor. Elected representatives from the GSS represent graduate students at different levels of the University, including the Board of Governors, the Senate, the Faculty of Graduate Studies Council, and on many of the committees of the aforementioned bodies.

*The Graduate Secretary will circulate an email in September with a request that students let her know which committee(s) they are interested in being the grad representative on.*

# Grad Student Computer Use Policy

- The computers in the Grad Room are for **HK GRADUATE STUDENTS ONLY**.
- Save your document **TEMPORARILY** in the “Save your Files Here” folder on the desktop “T” drive or on a memory stick. Files saved anywhere else will be deleted. **Documents saved on the drive will be erased when the computers are reset or shut down.**
- Any disks brought in from outside computers **MUST** be virus checked.
- While we will continue to provide computers in the Graduate Study Areas, we have extended the Kinesiology Computer Lab (Rooms 248/249) for graduate students. This lab has top of the line computer and printing equipment. To print, money must be added to your UWin card to cover expenses.



## **“U OF W” E-MAIL ADDRESS**

All Kinesiology Graduate students must use a “University of Windsor” email address. E-mail addresses can be obtained free of charge from Information Technology Services. All grad students are required to have an active email address throughout the program.

- All accounts are activated via the web.
- You will be required to have your 9-digit Student Number and 4-digit Personal Access Code (PAC) available in order to activate your account.
- Log onto <http://www.uwindsor.ca/userid>, “UWin Account Services”. Select “Activate your UWin Account”.
- Type in your Student Number and Personal Access Code (PAC) in the area provided and select the Submit button.
- Follow the on-screen instructions.

**IMPORTANT: Please keep Sharon Horne informed of any email address changes.**

## **Printing in the HK Grad Lab**



Printing under the new **GoPrint** system is very similar to the way the current ITC system works. You print from your workstation to an appropriate print queue, visit the print Release Station (now called a Pay-Station), select your print request upon the display screen, swipe your Student card and the print job is released to the printer as your account is debited the cost of your print request.

# Connecting to the University of Windsor's Wireless Network

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To gain access to the University's wireless network your laptop must have a wireless network device and an **IPSEC** based VPN client software properly installed. At this time, the University has available (at no charge to you) only a Microsoft Windows compatible client. If you have a different system, such as Macintosh, Linux or an handheld computer then you will need to purchase the client yourself; but ITServices can assist you with the configuration. The client's protocol must be **IPSEC** based or it will not connect to the University. The University client is based upon Nortel's Contivity software, but other vendors such as Certicom (MovianVPN) have IPSEC based VPN software also.

To download the University's VPN client go to [www.uwindsor.ca/downloads](http://www.uwindsor.ca/downloads). You may also borrow an installation CD from the ITServices HelpDesk, the Leddy Library or in either the UCC student lab or the Leddy Library lab from the student consultants.



To install the VPN client simply click its icon and select the affirmative response at any prompts that appear. All of the necessary address' and port numbers have already been configured to enable you to connect to the network, but make sure your wireless card has its properties configured to "allow Windows to connect to the selected wireless network". To confirm this, click upon the DeskTop System Tray icon "Wireless Network Connection" and check in the "Wireless Networking" screen. You will need to reboot your computer after the initial installation in order to run the program and connect to the network.

Once your wireless adapter has been configured and the University's VPN client has been installed you may log into the network from one of the supported locations by:

1. Double-clicking the DeskTop icon, "Contivity VPN Client", that was created at installation time.
2. Enter your UWinID and password at the "UserName/Password" prompts and press "Connect".
3. Select "Save" if you would like to store your current settings for later connections.
4. The local Wireless Access Point will display a "Connection" pop-up window and a "Security Banner" once you have entered the system.
5. You may now access the InterNet just as if you were at a "wired" PC on campus.
6. To disconnect, double-click the "Contivity VPN" icon in the system tray and select "Disconnect". You then will be logged-out of the University's Wireless Network.

# Places to go — People to see!!!

In the first month or so there are a number of administrative details that require your attention. Some of you were able come in during the summer to take care of the forms. Following a few simple steps will alleviate unnecessary hassles.

## PAYROLL


It is absolutely necessary that all students receiving GAs fill out the necessary forms from the Office of Human Resources (207 Chrysler Hall Tower) in order to receive an employee number. These forms can be found at: <http://www1.uwindsor.ca/hr/employment-services-student-employees>. Complete the following forms and return your forms to either Sharon Horne or take to the Office of Human Resources:

- [New Student Employee - Personal Information](#)
- [Personal Tax Credits Form TD1 \(federal\)](#)
- [Ontario Personal Tax Credits Form TD1ON \(provincial\)](#)
- [Authorization Agreement for Automatic Deposits](#)

GAs are paid bi-weekly and this will be automatically deposited into your bank account once you have supplied the necessary information to HR. Your pay stub will be emailed to your UWin Email address. Please keep track of your pay stubs for future reference. If you have any questions about your pay, please contact Sharon Horne before calling Payroll.

## KEYS & SWIPE CARD

All graduate students will be issued a swipe card to gain access to the Grad Room, East Entrance Door & hall doors (for after hours). Keys will be issued to students using the labs. In order to receive keys and the swipe card, you must make a “key deposit” with the Cashier’s Office. **(The deposit is \$50.00 and covers all keys.)** Sharon will email you when your key(s) are ready to be picked up at the Maintenance Office. Please bring your Key Deposit receipt from the Cashier’s Office to the Maintenance Office on Union Street (*hours below*). Keep this receipt in your records (*or give it to Sharon to place in your file*) since you will need it when you have finished the program in order to return your keys and receive your \$50 deposit back. All keys **MUST BE RETURNED** when you complete the program.

<p style="text-align: center;"><b>KEY CONTROL HOURS</b></p> <p style="text-align: center;"><b>Monday/Wednesday/Friday</b> <b>8:00 - 12:00 Noon, 1:00 - 3:45 p.m.</b></p> <p style="text-align: center;"><b>Tuesday/Thursday</b> <b>8:00 - 9:00 a.m., 11:00 - 12:00 Noon</b> <b>1:00 - 3:45 p.m.</b></p>	
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## AV/TV REQUESTS

Please channel all requests in this regard to Ms. Matina Juricic, ext. 2448 or email your request to [matina@uwindsor.ca](mailto:matina@uwindsor.ca). Ms. Juricic’s office is upstairs in Room 246. A minimum of 24 hours notice is suggested as equipment may have prior bookings and/or need to be borrowed from other departments.

## Helpful Web Links:



The following information has been supplied by the Faculty of Graduate Studies.

General information for graduate students, scholarships, graduate funding and registration information	<a href="http://www.uwindsor.ca/grad">www.uwindsor.ca/grad</a>
Program regulations and requirements can be found in the Graduate Calendar	<a href="http://www.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf">www.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf</a>
Important dates, registration deadlines, fee payment deadlines and start/end of classes	<a href="http://www.uwindsor.ca/registrar">www.uwindsor.ca/registrar</a>
Student Information System (SIS) you can access registration, <b>update address</b> , view your student account, pay your tuition and fees, print off your T2202A Income Tax Information Form come tax time, and eventually – apply to graduate, and so much more.	<a href="http://www.uwindsor.ca/sis">www.uwindsor.ca/sis</a>
Tuition and student fee estimator	<a href="http://www.uwindsor.ca/finance/fee-estimator/">www.uwindsor.ca/finance/fee-estimator/</a>
Tuition fee information and fee deadline dates	<a href="http://www.uwindsor.ca/cashiers/">www.uwindsor.ca/cashiers/</a>
Instructions for registration for the student webmail system (UWin) which is required for all official communication with the University (must be a registered student to activate account)	<a href="http://www.uwindsor.ca/its/uwinid/">www.uwindsor.ca/its/uwinid/</a>
Graduate Student Society is student government for graduate students	<a href="http://www.uwindsor.ca/gss">www.uwindsor.ca/gss</a>
Information for International students and soft landing program	<a href="http://www.uwindsor.ca/isc">www.uwindsor.ca/isc</a>
Campus information including maps and directions	<a href="http://www.uwindsor.ca/tours">www.uwindsor.ca/tours</a>
Living on campus in University residences	<a href="http://www.uwindsor.ca/residence">www.uwindsor.ca/residence</a>
Off Campus Housing	<a href="http://www.uwindsor.ca/isc/off-campus-housing">www.uwindsor.ca/isc/off-campus-housing</a>
Varsity and campus athletics	<a href="http://www.golancers.ca">www.golancers.ca</a>
City of Windsor & surrounding areas	<a href="http://www.citywindsor.ca">www.citywindsor.ca</a> and <a href="http://www.visitwindsor.com">www.visitwindsor.com</a>

# **Student Affairs, we are here to help!**

519-253-3000 ext. 3287

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

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



## Change of Supervisor

Student Name	
Student ID	

Current Advisor	
New Advisor	

Reason for Change

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Advisor Signature

\_\_\_\_\_  
Date





**Thesis / Internship Option**

<b>Student Name</b>	
<b>Student ID</b>	

<b>Current</b> <i>(Thesis/Internship)</i>	
<b>New</b> <i>(Thesis/Internship)</i>	

<b>Reason for Change</b>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grad Coordinator Signature

\_\_\_\_\_  
Date



University of Windsor

Faculty of Human Kinetics

## Department of Kinesiology Graduate Program

# Undergraduate / Graduate COURSE SELECTION FORM

Student Name	Student Number
Academic Term	Department who is offering the course
Course Number	Title of Course
Student's Signature	Advisor's Signature
Signature of Graduate Coordinator	Date
Thesis <input type="checkbox"/>	Internship <input type="checkbox"/>
<b>Thesis – 1 additional</b> graduate or senior level undergraduate course from KIN or another Department	<b>Internship – 2 additional</b> graduate or senior level undergraduate course from KIN or another Department

Once this form has been signed and approved by your Advisor,  
please return to Sharon Horne in the front office.