

PHYSICAL EDUCATION GRADUATE PROGRAM MANUAL



**SLIPPERY ROCK UNIVERSITY
OF PENNSYLVANIA**

Updated - September, 2007

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SECTION I

Preface

Welcome to the Slippery Rock University Physical Education Department Graduate

Program! One of the main goals of the Slippery Rock University Physical Education Graduate Program is to provide the opportunity for certified physical education graduate students to implement change within an existing Pennsylvania K-12 public or private physical education program, addressing real-world physical education curriculum and instruction issues using a theoretically-based, applied master's project. Such action-research must be based upon fundamentally sound research (theoretical component of the degree), combined with a reflective and thoughtful plan for change within the organization of focus (real-world, applied component of the degree). Both the theoretical and applied facets of the degree will be documented in a site-based action research practicum project, a final research paper and a final project presentation to the Physical Education Department Graduate Committee.

In general, a master's degree is symbolic of an advanced degree, and is representative of the acquisition and extension of specific skills and abilities in an academic area. The higher-order reflection within each graduate class, coupled with the culminating action research practicum experience following completion of all required coursework, are the fundamental differences between undergraduate and graduate study in the Physical Education programs at Slippery Rock University. The entire SRU Physical Education Graduate Program is designed to represent independent, unbiased and objective thought; analysis of current research in the discipline; extensive discussion, reflection and dialogue regarding

implementation of change within the discipline; and a culminating applied and documented action research practicum experience. Specific courses within the Slippery Rock University Physical Education Master's Degree Program have been purposefully designed to: 1). engage master's candidates in expanding the theoretical and applied skills necessary to successfully address current questions/issues within the discipline of physical education, 2). initiate change based on theory and objective application of the approved practicum project, and 3). collate and present project findings to the SRU Physical Education Graduate Faculty.

The action research practicum project, referred to operationally as a real-world "project for change" is formally implemented (following written approval by the PE Graduate Committee) following satisfactory completion of all required graduate coursework required in the program. Satisfactory completion of the culminating presentation of the entire practicum experience, via a practicum action research paper and Powerpoint program delivered to members of the SRU Physical Education Graduate Committee mark the final requirements of participation in the program.

When all coursework has been completed and all requirements of the practicum have been met and documented (according to all comments and suggestions/concerns of the Graduate Practicum Committee, Practicum Advisor and Graduate Faculty), the SRU Physical Education master's candidate can proudly graduate with the M.Ed. degree in Physical Education from Slippery Rock University!

The action research practicum project in the SRU Physical Education Graduate Program must represent the highest standards of inquiry and scholarship, and should make a significant contribution to an existing educational or sport facility. Therefore, compliance with writing styles for both content and format must be followed throughout all class assignments in the program, and in the required final action research practicum paper and Powerpoint presentation of the practicum project. The use of current American Psychological Association (APA) format in all written work represents the practice of communicating in a scholarly, unbiased and inquisitive manner reflective of the rigor expected throughout the SRU Physical Education Master's Program.

The purpose of this manual is to provide the Slippery Rock University Physical Education graduate student with guidelines for the preparation and completion of their graduate experience. The guidelines suggested in this manual parallel those of the *Publication Manual of the American Psychological Association* (APA) (American Psychological Association, 2001 (5th Ed)). Answers to questions regarding format or style not mentioned within this document should be sought within the APA manual. **However, the guidelines presented in this manual supersede the APA Manual and all other writing style formats.**

This manual serves as a supplement to the Slippery Rock University graduate catalog, but for matters not addressed in either of these sources, the student must consult their graduate practicum advisor for clarification. **In no instance should a student rely on a previously written graduate student paper for style or format rules, as significant and substantial changes in format and style may markedly change from one year to the next.**

Graduation calendar deadlines and requirements are available from the SRU Director of Graduate Studies (124 North Hall, One Morrow Way, Slippery Rock University). **PLEASE NOTE:** The final deadline requirements for graduation **cannot** be waived for any reason. Satisfactory completion of all requirements toward fulfillment of the SRU Physical Education Graduate degree, in accordance with all parameters set forth by the SRU Graduate Program, are ultimately the responsibility of the student.

The Slippery Rock University Physical Education graduate faculty welcomes graduate students to “The Rock”. The faculty looks forward to providing positive educational experiences that will challenge and support each PE graduate student throughout their program of study.

September, 2007

Betsy A. McKinley, Ph.D. - Graduate Coordinator

Physical Education Department - 124 Morrow Field House
Slippery Rock University
Slippery Rock, PA 16057

NOTE: Thanks are extended to Dr. Robin Ammon, Chairperson of the SRU Sport Management Program, Dr. Catriona Higgs, Dr. Marybeth Miller and Mrs. Nancy "Sis" Warcup for formatting suggestions regarding selected portions of this document.

SECTION II

SLIPPERY ROCK UNIVERSITY M.Ed. in PE PROGRAM

STATEMENT OF MISSION & OUTCOMES

SRU M.Ed. in PE PROGRAM MISSION

The mission of the Slippery Rock University Physical Education graduate program is to provide an opportunity for students to pursue an advanced degree that will enhance a career in diverse educational settings within the physical education discipline. Achieving this mission requires an integration of theory and practice, combined with on-going collaboration between university and public entity academic professionals, PA school districts, and goal-oriented graduate students.

SRU M.Ed. in PE PROGRAM OUTCOMES

1. **COMMUNICATION AND PUBLIC RELATIONS PROFICIENCY**
Using persuasive and interpersonal skills, communicate and effectively interact with diverse individuals in a variety of contexts pertaining to working in an education or sport setting. Writing and presentation skills incorporating media, data, and computer technology will be utilized to effectively communicate with individuals and groups, both within and outside professional organizations.
2. **APPLICATION OF RESEARCH THEORY TO REAL WORLD SETTINGS**
Integrate theories and practices to effectively plan and implement current practices regarding public and private schools. Skills include reviewing, planning, organizing, and adapting new and pre-existing educational/athletic programs according to best practices in the health, physical education and sport disciplines.
3. **DECISION MAKING**
Use critical and creative thinking expertise to assess, synthesize and evaluate the impact of trends in the physical education setting. Proficiencies include the ability to evaluate educational trends by analyzing current research, reviewing district/organization current structures, and plan and implement change in a chosen organization through an action research project and practicum.
4. **LEGAL AND ETHICAL PROFESSIONALISM**
Engage in ethical decisions regarding class attendance, professional projects and presentations, including all interactions with university personnel, peers and the public. Such interactions must be consistent with contemporary educational/sport protocols, including sensitivity to the special needs of diverse populations.
5. **CONTINUAL PROFESSIONAL AND PERSONAL DEVELOPMENT**

Demonstrate continual professional development related to the disciplines of physical education, health education and sport, through active participation in class sessions and in all interactions with the public sector.

6. **SOCIALLY RESPONSIBLE PEDAGOGY**

Demonstrate understanding and respect for differences among people and cultures in all verbal, electronic, written and personal interactions throughout the SRU M.Ed. program

SECTION III

POLICIES AND PROCEDURES

It is the graduate student's responsibility to study and follow the graduate policies and procedures of the Slippery Rock University Physical Education Graduate Program. If you still have questions after studying this manual, contact your academic advisor or the Physical Education Graduate Coordinator. **All** graduate students must purchase and study the Publication Manual of the American Psychological Association (5th edition). The text is available in the Slippery Rock University Bookstore.

Application for Admission to Graduate Study Policy

A student desiring to take graduate courses must apply for admission through the SRU Office of Graduate Studies. Official applications for admission are available online or from the Office of Graduate Studies. Admission to graduate study does not guarantee program admission (see Degree Candidacy). To be eligible for admission to a graduate degree program, a student must have completed the requirements for a bachelor's degree at an accredited college or university. An admission decision on a completed application as described below, is competed on a rolling basis.

An application for admission to graduate study degree/certificate programs consists of:

- A completed application form.
- Official transcripts sent directly from each institution of all graduate and undergraduate work taken at colleges and/or universities other than Slippery Rock University.
- Payment of the non-refundable application fee except for transient student applicants and special non-degree applicants.
- Official scores from the specific degree program's approved standardized test. See individual programs for admission criteria or contact the office of graduate studies.
- Three letters of recommendation for programs in Counseling and Educational Psychology, and a personal statement.
- On campus interviews are required for programs in Counseling and Educational Psychology.

Credentials submitted in support of an application for admission become the property of the university and will not be returned.

Admission to graduate study is governed by policies recommended by the Graduate Council and approved by the President. Admission to graduate studies does not constitute admission to a degree program. A student may be admitted to graduate study unconditionally, conditionally, or as a special student. Upon acceptance to degree graduate studies, students are assigned a graduate advisor. It is the responsibility of the advisor to assist the student in planning a graduate program. It is the responsibility of the student to see his/her advisor prior to beginning graduate work in order to plan a program and, from time to time thereafter, to report on their progress. The final responsibility for meeting all degree requirements rests with the student. (See Admission to Degree Candidacy, p.10).

Unconditional Admission. An applicant who holds a baccalaureate degree and teacher certification in K-12 H/PE from an accredited institution, an undergraduate grade point average of 2.750 based on a 4.000 scale, and meets the standards established for the specific degree program's approved standardized test may be admitted unconditionally to graduate studies.

Conditional Admission. An applicant who does not possess a K-12 H/PE teaching certification may be granted conditional admission upon recommendation of the appropriate departmental coordinator and approval of the director of graduate studies. The student's initial admission letter will include requirements for achieving unconditional status.

Special Admission SRU Undergraduate. Undergraduate students with 95 earned credits or more, enrolled in courses at Slippery Rock University, may register for up to two graduate courses each semester upon recommendation of their advisor, appropriate department coordinator and their dean. An instruction sheet and special SRU Seniors for Graduate Credit application for graduate admission is available from the office of graduate studies. Credits earned under this status will be recorded as part of a separate graduate level record and will not be used as part of the students' undergraduate record or degree requirements. A prorated graduate level tuition will be charged for the graduate level credits only.

The *Application for Admission to Graduate Studies* is to be e-mailed, mailed or hand-delivered to the Graduate Studies Office, Slippery Rock University, Slippery Rock, PA 16057. Specific guidelines and policies regarding admission to the graduate program include the following:

1. All graduate student applicants are required to take the GRE or GMAT before formal admission to the university. A minimum GRE score of 900 (quantitative & qualitative) plus a 3.5 on the writing sample or GMAT score of 50th percentile is required for unconditional admittance.
2. A QPA of 3.00 (4.0 scale) is the minimal quality point average acceptable for admittance to Slippery Rock University.
3. Admission may be conditional if there are any areas of deficiency in the undergraduate preparation. The graduate coordinator will review the applicant's transcripts and determine if any prerequisite courses are necessary. The applicant, upon conditional acceptance, may take elective courses but still shall not be allowed to register for core courses (*see admission criteria and deficiencies below*).
4. Students applying for admission with an undergraduate QPA below 2.75 may be required to complete 9 graduate hours maintaining a QPA of 3.0
5. A student applicant may be required to participate in an interview.

Physical Education Graduate Program Admission Criteria And Deficiencies

Admission into the Physical Education Graduate Program will be consistent with the general criteria for admission into graduate study at Slippery Rock University. **Additional** guidelines and policies regarding admission to the Physical Education Graduate Program include the following:

- A. A student entering the Physical Education Graduate Program is expected to possess appropriate undergraduate preparation in the fields of physical education and health education. A student will be expected to have certification in a K-12 undergraduate degree in Physical and Health Education, or the following physical education undergraduate courses:
- 1 course in introduction to teaching PE
 - 1 course in assessment strategies in PE

If the student does not meet the aforementioned requirements before admission to SRU, then he/she has two options:

1. Successfully pass one of the following undergraduate courses at SRU with at least a grade of “B” or better.
 - a) 61-152 Practical Introduction to Teaching PE OR
 - b) 61-274 Assessment in PE

OR

2. Be completely familiar with current topics within the last twelve (12) months contained in the following list of readings:
 - Research Quarterly in Exercise and Sport (RQES)
 - Journal of Teaching Physical Education (JTPE)
 - Journal of Physical Education, Recreation and Dance (JOPERD)
 - Journal of Legal Aspects of Sport

NOTE: If the student chooses option #2 it is imperative that he/she conducts a comprehensive study of the mentioned reading list, in review with the M.Ed. in PE Graduate Coordinator. It is the students' responsibility to assimilate the required body of knowledge. Deficiencies in undergraduate preparation must be eliminated before the student may schedule more than twelve (12) hours of graduate work.

NOTE: The M.Ed. in PE is NOT a certification program. Those applicants to the program without K-12 certification from an accredited university will only be accepted with a “conditional” status until satisfactory progress (B average) is attained within the initial 12 credits of the program.

Transcripts

At the time of application, the student must submit official transcripts from his/her undergraduate institution(s). Transcripts may be secured by contacting the registrar's office and for a nominal fee the school will submit the official copies to: Director of Graduate Studies, Slippery Rock University, Slippery Rock, PA 16057.

Your Academic Advisor

The Physical Education Graduate Coordinator serves as the academic advisor for all SRU M.Ed. in PE graduate students. **The student's academic advisor must approve all courses in which the student**

desires to enroll. The student should contact their academic advisor on all routine questions concerning the graduate program.

Application for Degree Candidacy

Degree candidacy is the formal approval for pursuit of a graduate degree, after it is determined that all specified preliminary requirements have been met. Specific requirements for admission must be met before degree candidacy can occur.

- The student must complete at least 12 credit hours of course work at a grade of B or better.
- A degree plan must be on file with the PE Graduate Coordinator and the SRU Graduate Office.
- All probationary requirements must have been removed.

To be admitted to degree candidacy, the applicant must have maintained a minimum grade point average of 3.000 on a 4.000 scale for all graduate courses completed at Slippery Rock University, been unconditionally admitted to graduate studies and met departmental program admission requirements.

APPLICATION FOR DEGREE CANDIDACY: After being unconditionally admitted to graduate studies and meeting departmental requirements, a student must file an **Application for Degree Candidacy** unless enrolled in physical therapy or nursing. **The application must be filed after the completion of a minimum of six and a maximum of 12 graduate credits.** The Application for Degree Candidacy may be obtained from the office of graduate studies or a graduate coordinator. It includes a program sequence planned by the student with the assistance of an advisor.

Students who have not been approved for degree candidacy and have earned 12 graduate credits (18 graduate credits for students in counseling and educational psychology) will not be permitted further registration until this requirement has been met. Grades earned by graduate students in undergraduate courses are not included in the grade point average calculation.

Degree Plan

The degree plan consists of all M.Ed. courses and electives. After the completion of six (6), but before eighteen (18) semester hours, the student must file an *Application for Degree Candidacy* (p. 10) through the Physical Education Graduate Coordinator, and the SRU Director of Graduate Studies. This application is to be **typewritten and must include the projected course plan for the remainder of the student's graduate program. *Failure to complete this form and have it processed through the appropriate offices will result in the inability to register for subsequent courses.***

The Degree Candidacy application form can be obtained from the Physical Education office, or the SRU Director of Graduate Studies office. In order to be admitted to degree candidacy, a student must have:

- a. Completed 6-12 credits with at least a 3.0 grade point average,
- b. Eliminated all required deficiencies, and
- c. Received approval of the academic advisor, graduate coordinator, and dean

A student who does not have a graduate QPA equal to or greater than 3.0 will be allowed no more than six (6) additional hours in which to attain the required QPA. Degree candidacy will not be granted if the student does not have a graduate QPA of 3.0 or higher after completing the additional six (6) hours.

Academic Standing

Graduate students must maintain a QPA of 3.00 or above throughout their studies in order to remain in “Good Academic Standing”. Students who earn a QPA less than 3.00 will not be approved for degree candidacy or practicum, nor will they be approved for graduation.

Grades of “C” are acceptable as long as the cumulative QPA remains above 3.0. A grade of “A” is equivalent to 4.0 quality points, a grade of “B” is worth 3.0 quality points, a “C” is worth 2.0 quality points, and a grade of “D” is worth 1.0 quality point. The student can determine his/her own QPA by translating each letter grade into the quality point values then dividing by the number of course hours attempted. A grade of “D” is not acceptable. Any course in which a grade of “D” has been awarded must be re-taken, with a grade awarded of a “C” or better in order to receive credit.

The six credit 61-751 Practicum in Teaching Physical Education is also awarded a letter grade.

Independent Study Credit. Independent study is not encouraged and is rarely approved due to university budgetary and faculty restrictions.

Completion of Degree Requirements

A student who plans to complete all degree requirements by the end of a semester or summer session must inform their academic advisor/the Physical Education Graduate Coordinator, and the Director of Graduate Studies by the calendar deadlines listed in the Graduate Student Degree Requirement Timelines in the SRU Graduate Manual. Graduation is completely contingent upon satisfactory completion of all coursework and the SRU PE Graduate Program action research practicum, including completion of the required research paper and final presentation to the PE Department Graduate Faculty. Written approval from the PE Department Graduate Faculty is required to satisfy all requirements of the practicum experience.

Incomplete Grade Policy

With the exception of the graduate action-research project (61-751Practicum Project), all incomplete work must be finished by the end of the following full semester. Summer sessions are not considered a full semester for purposes of this deadline. Students who do not complete the unfinished work by the end of the following semester will have a grade of “F” entered on the transcript and will be required to re-enroll to earn credit for the course.

Students are expected to fulfill all course requirements within the published period for a graduate course. Grades will be assigned according to satisfactory completion of the parameters of each course by the course termination date. All instructors must advise students in writing of the course requirements to be completed and the specific due date (this is included in each course syllabus). The course instructor may assign an incomplete grade (I) if the student was prevented from completing all requirements by the course termination date because of circumstances beyond his/her control, such as sickness, hospitalization, death in the family, etc.

An incomplete course grade must be removed by the date specified by the instructor but not later than one (1) calendar year following the semester in which the course was taken. If not removed within the specified time limit, the grade “I” will automatically become a “W” (withdrawal).

<p>It is common for students enrolled in the practicum semester to receive an incomplete grade for one additional semester during the implementation phase of the practicum project. However, once the practicum project is completed and presented to the PE Graduate Faculty, the student must submit a</p>

change of grade card at the same time they submit the final copies of the practicum project for signatures to the Physical Education Graduate Coordinator and SRU Graduate Coordinator.

Statute of Limitations

All requirements for the master's degree must be completed within a six-year period commencing with the first graduate course registration (or, in the event of a transfer grade from another university, from the date of the semester in which the transferred grade was originally earned). **A Physical Education graduate student who has completed all course requirements, and is currently enrolled in 61-751 Practicum, is eligible to apply for and be granted a ONE-semester extension to complete action research requirements as recommended by the Physical Education Graduate Coordinator, and approved by the SRU Director of Graduate Studies.**

The practicum extension will be granted for a period of **ONE** (1) semester (excluding the summer term) beyond the initial registration for 61-751, in the semester immediately following the initial registration for 61-751. Following the one semester practicum extension, all requirements for the PE M.Ed. degree must be successfully completed in the semester of the extension, and all calendar deadlines must be met as delineated by the Physical Education Department. Failure to complete the Action Research Practicum Project within the mandated timeframe (including a one semester extension) will result in a W (withdrawal).

PLEASE NOTE: Not all core academic courses may be offered during the school year. Some may be offered during the summer. It is the responsibility of each master's candidate to plan their academic progress accordingly.

Total # of credits required for degree: 30 .
 Graduate Academic Advisor's Signature: _____.

I have completed the following graduate course(s) at

(College/University)

Do you intend to request transfer of any of these credits: Yes No

<u>Course Title at Attending Institution</u>	<u>Comparable SRU Course Title</u>	<u>Comparable SRU Course Number</u>	<u>Transferable Semester Hours of Credit</u>
1.			
2.			
3.			
4.			

Signature of Student _____ Date _____

****When completed, this application is to be submitted to your academic advisor. ****

 Approved Not Approved

Academic Advisor Signature _____ Date _____

 Approved Not Approved

Graduate Coordinator's Signature: _____ Date _____

 Approved Not Approved

Graduate Studies Signature: _____ Date _____

When completed (with ALL signatures) return to:

Office of Graduate Studies
 Slippery Rock University

Slippery Rock, PA 16057

SECTION IV

PHYSICAL EDUCATION GRADUATE PROGRAM ACADEMIC REQUIREMENTS

The Slippery Rock University Physical Education Department offers a Master of Education (M.Ed.) degree in Physical Education. The degree consists of a 30 credit, non-thesis program, culminating in a 6-credit pre-approved site-based action research practicum experience (61-751) which includes project application in an existing PA K-12 public or private school, a youth activity league, or an approved summer camp, a final research paper and final presentation of the Practicum Project to the SRU PE Department Graduate Faculty.

A student entering the Physical Education Graduate Program is expected to possess appropriate undergraduate preparation. Deficiencies in undergraduate preparation must be eliminated before scheduling more than twelve (12) hours of graduate work. Students should direct questions to their graduate academic advisor or the Physical Education Graduate Coordinator.

PHYSICAL EDUCATION **Master of Education Degree – M. Ed.**

Core Requirements (18 hours required) Credit Hours

PE	663	Health-Related Fitness Education & Assessment	3
PE	668	Current Issues in Physical Education	3
PE	702	Technology for Physical Education	3
PE	703	Developmental Training for Coaching Adolescents	3
PE	741	Adventure Programming for Physical Education	3
PE	772	Program & Curriculum Development in PE	3

Support Courses (12 credits)

PE	620	Analysis of Applied Research in Teaching Physical Education	3
PE	751	Practicum in Teaching Physical Education	6
One elective course – Preferably 61-701 Lifespan Motor Development			3

*** All core and support PE master's program classes must be taken and the Proposal for Practicum (61-751) (PHASE 1 - Practicum) must be completed prior to registering for PE 751 (PHASE 2 - Practicum).**

Electives (3 credits)

COMM	602	Professional Communication and Presentation	3
CDEV	622	Behavior Modification	3
CDEV	678	Psychology of Learning and Instruction	3
ERS	576	Stress Management	3
ERS	684	Pediatric Exercise Science	3
HSAF	602	Contemporary Health Issues	3
HSAF	603	Teaching and Assessment for Health Literacy	3
HSAF	624	Nutrition and Exercise	3
PE	701	Lifespan Motor Development	3
PREE	680	Environmental Education	3
SM	515	Diversity Issues in Sport Management	3
SM	778	Legal Aspects of Sport	3
SM	780	Budgeting and Finance in Sport	3
SEFE	602	Univariate Statistics	3
SEFE	606	Social Foundations of Education	3
SEFE	642	Technologies for Instruction	3
SEFE	650	School Supervision – Strategic Leadership	3
SEFE	696	Elements of Qualitative Educational Research	3

SEFE 699 Elements of Quantitative Educational Research

3

NOTE: Other elective courses may be accepted **with permission of academic advisor/PE Graduate Coordinator.**

Transfer Credit

- No more than six (6) semester credit hours (graduate level credit hours) may be transferred towards the graduate degree. These **MUST** be approved by the SRU Physical Education Graduate Coordinator/Academic Advisor. These credits must have been taken within the most recent seven years.
- A grade of B or higher must have been earned in all transfer credit.
- Official transcripts of all transfer work must be on file in the Graduate Office **PRIOR TO** submitting a degree plan.

Degree Requirements

- All requirements for the degree must be completed within a period of seven years from the first enrollment date.
- A graduate degree plan must be signed by the advisor and graduate student and filed with the Graduate Office by the end of the first semester of graduate study.
- The student must be admitted to degree candidacy by the SRU Physical Education Department.
- The student must complete the required number of semester hours of graduate level course work as established by the Physical Education Department Graduate Program.
- A passing grade must be achieved in all courses taken.
- A QPA of 3.0 is required for graduation.
- The student must be enrolled in at least one semester credit hour during the semester in which the degree is granted.

Grading System

The following grading system is used in graduate studies:

A - High quality graduate work

B - Satisfactory graduate work

C - Acceptable graduate work (cumulative grade average must be at least 3.000)

D - Unacceptable graduate work

I - Incomplete (becomes a "W" if not completed by faculty deadline. All incompletes must be completed within 12 months, except for thesis)

F - Failure

W - Withdrawal

P - Passing (In all programs except Physical Therapy, this is equivalent to a letter grade of "C" or better. In Physical Therapy, it is equivalent to a "B" or better.)

X - No grade given (becomes an "F" if not removed by the end of the student's next semester of enrollment)

These grade symbols are translated into quality points as follows: each semester hour of credit with a grade of A counts four quality points; B, three points; C, two points; D, one point. Degree candidates must maintain a minimum grade point average of 3.000. Credits earned with less than a "C" grade cannot be accepted as satisfying any of the requirements for the master's degree. Grades earned in all graduate courses taken at Slippery Rock University are used in the calculation of grade point average.

A student is on academic probation whenever the cumulative quality point average for all graduate courses attempted at Slippery Rock University is less than 3.000. A student whose academic standing is unsatisfactory (less than 3.000) for two successive terms of registration (summers are included as "terms"), shall be suspended by the director of graduate studies. A suspended student may petition the director of graduate studies for readmission.

Any student who does not register for four consecutive regular semesters will become inactive. The student will require readmission to continue working on a graduate degree. During the inactive period, the statute of limitations will continue to be applied.

Academic Integrity Policy

Students charged with academic dishonesty will deal with either the coordinator of student standards or the course instructor or both. If the instructor handles the matter, the instructor is to inform the departmental chairperson of the problem and its resolution. The department chairperson is to forward the information to the appropriate dean who will then inform the provost and vice president for academic affairs. If the instructor decides to refer the matter to the office of student standards, the coordinator of student standards will begin institutional action through an investigation into the matter. If there is sufficient cause, students will be notified of the charges brought against them under the Code of Conduct. The student may then face judicial action, in addition to the instructor's action, which may include a university hearing board that could lead to suspension or dismissal from the university. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism. The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question. The faculty member may consent to refer the case to other academic personnel for further action. The SRU Physical Education Department may impose penalties for academic dishonesty up to and including expulsion from Slippery Rock University.

Master of Education in Physical Education Diversity Statement

Students in the SRU master's program in Physical Education have the knowledge, skills and dispositions to work effectively with diverse learners and in a diverse world. Within the program of study, students may examine issues surrounding gender, race, ethnicity and sexual orientation in the physical education and sport environment. Candidates are provided with opportunities to demonstrate their understanding of diversity through investigation and discussion of current attitudes and practices within their own professional situation and community. Throughout the graduate program of study in the SRU Physical Education master's program, students are expected to exemplify professionalism and socially responsible attitudes in all interactions, class projects and writing.

Intent to Graduate

A student is responsible for submitting an official application for graduation and for fulfilling all requirements for the degree in accordance with the regulations of that program and the university.

Students who meet all graduation requirements in a given term but fail to apply for graduation or pay their graduation fee before the semester ends will be graduated at the end of the semester in which their application/payment is recorded in the office of graduate studies, not the term they completed their coursework.

Students must meet all graduation requirements by the official end of the semester in which they have applied to graduate. Failure to do so (e.g., incomplete grades in any course, "X" grades in required

courses, no application, university holds) will result in extending the student's graduation date to the end of the term the work or requirement is eventually completed.

The student who is preparing to graduate must complete an “Intent to Graduate” form according to all timelines established by the SRU Graduate Office. NOTE: If the “Intent to Graduate” application has been filed but any coursework or requirements for the PE practicum action research project have not been satisfied according to PE Department Graduate Program parameters, the graduate student will not be cleared to graduate until such time as ALL deficiencies have been met.

Graduate Student Responsibility

Graduate students are expected to know the requirements for their degree program. While academic advisors and faculty members will endeavor to aid students, the responsibility for compliance with regulations and requirements rests with the student.

SECTION V

Preparing for the Final Master's Practicum Research Project – PHASE 1

PHASE 1 of the Practicum Project MUST be initiated the semester in which the last M.Ed. in PE classes are taken – PHASE 2 of the Practicum Project occurs during the semester following satisfactory completion of all required coursework and PHASE 1 of the Practicum Project. The student must register for 61-751 (PHASE 2) during either the fall or spring semester immediately following the completion of PHASE 1.

PHASE 1 OF PRACTICUM PROJECT**Securing a Practicum Project Advisor**

The student selects an action research practicum advisor at the start of the semester in which the student submits their initial proposal for action research practicum (PHASE 1). This is done the semester in which all coursework is completed, immediately prior to registering for 61-751 (PHASE 2). (see Appendix A “Practicum Project Flow Chart”). The professor selected as action research practicum project advisor assists the student in adhering to pre-determined time parameters regarding initiation of the procedures for registering for 61-751 Practicum (see Appendix B “Practicum Registration Procedures”). The action research practicum project advisor also assists in selection of the practicum graduate committee, consisting of two additional SRU PE graduate faculty (see Appendix C “Practicum Committee Selection Form”). Faculty member selection should be made according to faculty expertise in the area in which the action research practicum project is focused.

When a faculty member is selected and consents to serve as the action research practicum project advisor, a “Proposal for Practicum Project” is signed (see Appendix D). This contract states the action research practicum project topic and the intended date of completion. Both the student and the action research practicum advisor must sign the form. The form is then kept in the Graduate Coordinator's office until the student completes his/her project.

Practicum Proposal Timeline for Action Research Project Completion

PHASE 1: The first draft of the action research practicum proposal Table of Contents, Chapters 1 – 3, Appendices and References is presented to the action research practicum advisor by the 10th week of the semester immediately PRIOR TO the semester in which the student is enrolled in PE 751. **WEEK 10 OF SEMESTER IMMEDIATELY PRIOR TO 61-751 ENROLLMENT.**

ALL SECTIONS of the first draft of the action research practicum proposal must be completed and amended as per action research practicum advisor suggestions and presented to and formally approved by the entire practicum committee during the 14th week of the semester immediately prior to the semester before the student plans to register for 61-751 – Practicum in Teaching PE. **WEEK 14 OF SEMESTER IMMEDIATELY PRIOR TO 61-751 ENROLLMENT.**

ALL changes to the action research practicum proposal suggested by the Practicum Committee in WEEK 14 must be made and submitted to the action research practicum advisor by **WEEK 16 of the semester immediately prior** to the semester in which the student enrolls in 61-751. The action research practicum advisor must approve, in writing, the practicum proposal prior to enrollment in 61-751. **Enrollment in 61-751 cannot commence until all parameters of the action research practicum project are satisfied.**

Enrollment in Master's Practicum (PE 751): PHASE 2

PHASE 2: Enrollment in 61-751, Practicum in Teaching Physical Education, is not permitted until the Proposal of the Practicum Project has been officially completed and approved in writing the semester immediately PRIOR to the semester in which the student enrolls in 61-751. Enrollment in 61-751 is done through the PE Graduate Coordinator, and only when the practicum proposal has been completed according to all program parameters.

- At the beginning of the semester in which the student enrolls in PE 751, the student must contact his/her action research practicum advisor regarding initiating the approved practicum proposal.
- **The student must contact the action research practicum advisor within the first TWO WEEKS of the semester.** If the student fails to do this, the action research practicum advisor has the prerogative of telling the student that he/she will not be able to complete his/her practicum action research project during that semester.
- It is NOT the responsibility of the faculty member to contact the student to initiate work on the graduate practicum action-research project! Students must personally register for 61-751 through the PE Department Graduate Coordinator.

PRACTICUM PROJECT ACTION RESEARCH TIMELINE AND DUTIES

- Practicum project action research project initiation, data collection, analysis of data and practicum project action research summary (Chapters 4 and 5 of required research paper) commence during the semester in which the student is enrolled in 61-751.
- Amendments are made to the proposed Table of Contents, appendices and references. Tense of the project is changed from future to past tense.
- **The first draft of Chapter 4, "Results of Implementation of the Practicum Project" is sent to the action research practicum project advisor before the end of the 8th week of the semester in which the student is enrolled in PE 751.**
- **The final draft of Chapter 4 and the first draft of Chapter 5 is submitted to the action research practicum project advisor by the end of the 10th week of the semester in which the student is enrolled in PE 751.**
- **Upon approval of the action research practicum advisor, the final draft of the entire project is presented to the practicum committee for review during the 12th week of the semester in which the student is enrolled in 61-751.**
- When all corrections have been made according to practicum committee feedback, a **final presentation** of the action research practicum research paper and 20 minute Powerpoint project synopsis is scheduled to be presented to the PE graduate committee **during the 14th week of the semester in which the student is enrolled in 61-751.**

NOTE: UNTIL ALL CHANGES SUGGESTED BY THE GRADUATE FACULTY ARE COMPLETE, THE STUDENT CANNOT FORMALLY GRADUATE FROM THE PROGRAM. IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO ASSURE THAT ALL PROTOCOLS ARE COMPLETE, ACCORDING TO SRU PE DEPARTMENT GRADUATE PARAMETERS AND SRU GRADUATION REQUIREMENTS.

Summer Registration for 61-751 and Official Timeline

In selected situations, it is permissible for the graduate student to initiate the APPROVED action research practicum project during the summer. Summer initiation of the project is contingent upon:

1. Practicum committee approval of the Table of Contents, Chapters 1-3, Appendices and References the semester immediately prior to the summer in which the project will be formally initiated.
2. Availability of practicum advisor. **It is unrealistic to expect the practicum committee to be available throughout the summer months for feedback or conferencing regarding the practicum project. Many graduate faculty are conducting their own research, teaching, traveling or are on sabbatical. If the practicum advisor is available to the student and is willing to conference with the student and review project progress, the practicum may be initiated during the summer months, with review of progress agreed upon by both the advisor and student. However, the FINAL presentation of project material to the SRU Graduate Faculty can ONLY occur during the fall or spring semester.**

NOTE: 1). Work completed over the summer may be submitted to the 3-person graduate practicum committee during the 4th week of the fall semester for final review, with anticipated graduation scheduled for December graduation of the semester in which final approval is granted by the PE Department Graduate Faculty.

2). Final presentation of the action research practicum project for students implementing the project during the summer must be scheduled for week 8 of the fall semester immediately following the summer of project initiation.

SECTION VI

Procedures for Initiating the Practicum Experience: 61-751 Practicum in PE

The practicum project action research experience is central to the completion of the Slippery Rock University Physical Education Department Master of Education degree. The experience consists of a supervised, 6 credit (240 contact hours) educational experience within a K-12 Pennsylvania public or private school physical education program, or **approved** sport/activity venue.

Objectives of the practicum are designed to provide the master's candidate with the opportunity to:

- Integrate theory and practice in a real-world educational or sport setting.
- Expand a project started in an approved SRU master's class passed with a minimum "B" letter grade
- Refine mastery of skills in an area including but not limited to: teaching strategies, assessment of student learning, curriculum design, implementation of new programs, design and administration of adventure experiences, expansion of an existing physical education academic program, creation of IT-based assessment of student learning, implementation of a fitness-based physical education program, etc.
- Establish a working relationship between the master's candidate, a site-based public or private K-12 school administrator and the SRU Physical Education Department faculty practicum advisor.

TO RECEIVE FULL GRADUATE CREDIT the following protocols MUST be followed, according to all stated time parameters:

PHASE 1: (One semester immediately prior to initiation of the practicum, within the Slippery Rock University designated semester time-frame):

- Develop the project focus and rationale
- Determine the primary objective of the project
- Determine facility/equipment/budget/liability needs
- Determine technology needs
- Select SRU PE Department practicum advisor
- Select two additional SRU PE Department graduate faculty members for Practicum Committee
- Write Chapters 1 – 3 of an introspective and reflective 15-20 page action research **practicum proposal** paper (according to all SRU PE Department graduate program parameters, and in APA research paper format) on the: 1) impact of this experience on the graduate student as a physical educator, 2) the benefits of this project realized by the participating district, and 3) the continuance and future directions of the project after completion. Paper must contain a minimum of 12 citations pertinent to the focus of the project, Table of Contents, Chapters 1-3, Appendices and References.
- Present a copy of the practicum proposal research paper to practicum advisor for review. Make all suggested changes. WEEK 10 of the semester immediately prior to registering for 61-751.
- Determine the school district administrative site manager (to document hours bi-weekly)
- **Obtain written approval of participating site administrator and public/private school district or approved sport/activity venue.**
- Present completed, practicum advisor-approved Table of Contents, Chapters 1-3 (in future tense), Appendices and References to PE practicum committee – make all committee changes. WEEK 14 of PHASE 1 semester..
- Secure written approval of practicum proposal research paper from practicum advisor following completion of ALL practicum committee suggestions. WEEK 16

- Register for 61-751 for following semester.

PHASE 2: (During the semester in which 61-751 is taken, all course work has been satisfactorily completed, PHASE 1 has been satisfactorily completed, and the practicum project is initiated).

- Implement practicum project according to all approved parameters.
- Keep site-based bi-weekly log, signed by site administrator on a weekly basis, documenting hours and flow of project.
- Submit log bi-weekly to practicum advisor, signed by graduate student and site administrator, documenting project progress to date.
- Create monthly reflection paper on progress to date – submit to site administrator and university practicum advisor by the last Friday of each calendar month.
- **Write chapter 4 (WEEK 8) and submit to PE practicum advisor week 8. Write Chapter 5 (WEEK 10) and submit to PE practicum advisor for feedback by week 10 of the practicum semester. Make all corrections.**
- **Schedule a final meeting in week 12** of the practicum semester with the PE practicum committee (3 faculty members). **Make all changes to practicum research paper and forward final action research practicum paper to all PE Department Graduate Faculty for review by the Friday of WEEK 12.**
- **NOTE: it is crucial that all changes suggested by the graduate student's practicum committee be made to the final practicum research paper. The changes must be approved by the practicum advisor prior to scheduling the final practicum presentation to the practicum committee.**
- **The fully completed document (all table of contents, 5 required chapters, appendixes and references), must be forwarded to the PE Department Graduate Faculty at the end of week 12 of the semester so that there is adequate time to review the document prior to the final presentation of the practicum project.**
- Schedule a final practicum research project presentation meeting date with the SRU PE Graduate Faculty, to present the completed practicum project. **This meeting must be scheduled for week 14 of the academic semester in which the graduate student is enrolled in 61-751.**
- Create a detailed, 20-minute Powerpoint presentation describing the entire project from initiation to completion. Present the Powerpoint to the SRU Graduate Faculty during the formally scheduled meeting. Wear presentation attire.
- **Make all changes suggested by PE graduate faculty. Secure written approval of final practicum research paper and Powerpoint project from PE practicum advisor by WEEK 16 of the semester in which 61-751 is initially taken.**

The Practicum Flow Chart (Appendix A) was developed to assist the student through each and every step of the practicum procedure, from initial determination of the project with practicum advisor to submission of the final practicum presentation and research paper to the Physical Education Graduate Committee. Using this check-off form will ensure that the graduate student will have successfully completed each step of this process.

Remember: The student must be continuously enrolled in 61-751 in order to hold formal conferences with their action research practicum advisor, practicum committee and other SRU PE faculty. When conducting a practicum project, the student is required to identify three faculty members to serve as practicum committee members (See Practicum Registration Procedures, Appendix B).

Terminology:

Academic advisor is the SRU Physical Education Department Graduate Coordinator. S/he will be available to provide assistance and support/advice in areas such as course selection, paperwork, and proper completion of all forms.

Action research practicum advisor is the graduate faculty member chosen by the graduate student to ensure smooth and efficient transition throughout all requirements of the selected research practicum. The graduate student should take care to choose a practicum advisor who possesses expertise in the area in which the student's practicum will focus. The practicum advisor also serves as chair of the 3-person practicum committee working with each practicum student. The practicum advisor must review all written practicum proposal research papers and final research paper prior to dissemination to Practicum Committee, graduate coordinator, and/or SRU PE Graduate faculty.

The practicum advisor provides guidance to the student throughout the practicum process including selection of the topic, proof-reading all chapters of the document, setting up initial and final practicum review with the three chosen graduate faculty, and ensuring excellence in quality control of the research product.

Site administrator is the public or private school administrator, or sport venue administrator who will closely monitor on-site progress of the practicum project. The site administrator must submit signed, weekly progress assessments of the progress throughout the 61-751 semester. NOTE: A site administrator must be secured. The PE practicum advisor CANNOT serve in this capacity.

Practicum Committee Selection.

It is the responsibility of the graduate student, in consultation with the action research practicum project advisor, to request two additional graduate faculty members to serve on the practicum committee. The two (2) additional members of the committee must be selected from the graduate faculty of the Slippery Rock University Physical Education Department.

The student and the action research practicum advisor should select the second and third graduate faculty members according to those professors who are best qualified to advise and guide the student based primarily on the expertise of the faculty and the practicum topic chosen by the student. The action research practicum advisor is to inform the graduate coordinator in writing when all members of the committee have consented to serve (See Committee Selection Form, Appendix C).

Selection of Action Research Topic

Graduate students must select a topical health, physical education or sport action research practicum project that will be researched, designed and formally proposed for initiation to a Pennsylvania school district or other approved facility within the stated framework of SRU Graduate Program parameters, and according to available facilities, time, liability concerns and cost. The proposed action research practicum project must contribute to the status of the existing body of knowledge in the student's area of inquiry, and must be pursued to its logical conclusion (selection of site administrator, formal presentation to school district/constituents, acceptance by district for initiation, and formal presentation and approval of the final practicum project and research paper to the SRU Physical Education graduate faculty). NOTE: The topic must be formulated after much review of the literature in the general area of research interest of the student. In addition to a thorough review of current literature, it is advisable to consult with several members of the graduate faculty about a proposed practicum topic prior to making a final decision.

Action Research Practicum Plan of Action

The proposed plan of action is a detailed plan for investigating and implementing the chosen topic. Within the practicum plan, the topic and parameters are identified. An extensive review of literature is

also completed. The practicum plan of action, in essence, is the beginning of the practicum and should exemplify scholarship, current research on the topic and sound applied research principles. The proposed practicum project is presented in the form of a practicum proposal research paper, according to all PE Graduate program parameters, and in current APA format.

The practicum proposal plan must proceed through several sequential steps before final approval to initiate the process granted by the practicum committee (See Practicum Proposal Letter, Appendix D). The first step involves the initial meetings between the student and the practicum advisor. During this process, the student (with continued guidance from the practicum advisor) develops the project and refines each step of the project. When the practicum advisor deems that the quality of the proposed practicum action research paper is representative of a completed practicum proposal (Table of Contents, Chapters 1-3, Appendices and References), the student forwards copies of the proposed practicum research paper to the practicum committee members, along with a cover letter identifying the purpose of the mailing. The second step is one in which the practicum committee members read the proposed project (allowing 10 working days, or two academic weeks for feedback to be provided), and provide feedback to both the practicum advisor and student. This step may typically be repeated several times to: 1). ensure the rigor of the process, 2). promote a quality practicum product, and 3). maintain consistent communication among all members of the practicum committee, the graduate coordinator and the student. **Once all parties agree that the practicum proposal research paper and project are in compliance with all content, format and graduate protocols of both Slippery Rock University and the SRU Physical Education Department, registration for 61-751 and initiation of the project may begin in the semester immediately following formal, written practicum project approval from the practicum committee. Please note that included within the practicum project is a clearly delineated timeline which adheres to the graduate program calendar for acceptance of a final project.**

NOTE: Because the focus of the SRU Physical M.Ed. program is the application of physical education theory to a real-world educational setting, it must be understood by the graduate student that the action research project is formally proposed and initiated in collaboration with the host school district/sport venue, including a site manager who will work closely with the graduate student throughout the planning and implementation of the project. Further, a formal presentation of the practicum project must be made to the school board of the district in which the project will take place. Consequently, the graduate student must make certain that 1) the practicum project is viable for the parameters of this degree, and 2) a site manager is secured and is willing to collaborate with the student through all aspects of project initiation in the school district/sport venue.

Action Research Practicum Project Final Presentation

Following successful completion of the formal practicum project in the semester in which 61-751 is registered, a final presentation of the project, with Powerpoint summation and completed final practicum research paper describing all aspects of the project, must be prepared and presented to the SRU Physical Education Graduate Committee, as per agreed-upon and established timelines (see Appendix E). **Graduate students must make certain that the final presentation is scheduled to permit ample time (two weeks for graduate committee feedback, in addition to time to make required changes to the practicum document) according to suggestions from the graduate faculty following the final, formal practicum presentation. A copy of the finished practicum project research paper must be filed with the graduate advisor, the Physical Education graduate coordinator, and the SRU Graduate Coordinator.**

The formal presentation of the action research practicum project serves as the culminating event of the Slippery Rock University Physical Education Department master's degree program. The student works closely with the action research practicum advisor and practicum committee to prepare the final five-chapter research paper, so that it meets all format and style requirements of this manual. The action research practicum advisor should also ensure that the content is accurate and complete. Following

approval of the action research practicum project and paper, copies of the final research paper are forwarded to the remaining two practicum committee members for review, suggestions, and corrections. *The practicum committee members should have at least 10 working days to review the final manuscript. Only when all members of the practicum committee have read and provided suggestions/revisions and agree that the student is ready for the final practicum presentation meeting is the meeting date set.* Once the final practicum presentation meeting date is set, invitations are sent to the Physical Education Graduate Coordinator and the entire graduate faculty, following the same procedures for invitations which were used for the proposal of the practicum project.

The purpose of the final presentation of the action research project is to provide a time for the graduate student to verbally share the purpose, project, results, and conclusions of the entire practicum. PLEASE NOTE: The final practical meeting is **not** a time for discussing fundamental format and style mistakes; these must be addressed **before** the final project presentation with the graduate committee and graduate coordinator.

Practicum Research Paper Copies

It is the responsibility of the student and the practicum committee to ensure that each practicum project maintains the highest quality of scholarship, style, content, and form. For purposes of reproduction, the original and all copies of the final project paper must be reproduced and signed by prospectus committee members using a **black ink** pen. Two final practicum project papers must be submitted in a bound file to the practicum advisor and to the Physical Education graduate coordinator.

Final Semester Calendar of Deadlines

The student must carefully consult the current Calendar of Deadlines. It is the student's responsibility to meet all deadlines of the SRU Physical Education Department Graduate Program. and the Office of the Director of Graduate Studies.

SECTION VII

Writing Style and Format

While each department within the university may specify a particular writing manual or style to be used, the instructions in this guide supersede all style manuals. Under no circumstances should a final practicum research paper follow more than one style manual! The Publication Manual of the American Psychological Association, (APA) 5th Edition, 2001 has been selected as the correct writing style and format guideline for all Physical Education practica. When in doubt on a specific question of style and format not addressed within this text, refer to the APA manual for direction.

Style

Both the practicum proposal paper and the final practicum paper should be written in a clear and concise research style. The master's student must create a bias-free product, with particular attention paid to tense, diction, grammar, punctuation and consistency in style. The student's practicum advisor will provide initial suggestions regarding use of a consistent writing style. Enrollment in Analysis of Research Literature (61-620) will ensure that consistent and correct instruction will be provided regarding correct format and style. Simple examples of style include writing in the third person, avoiding the use of pronouns and personal accounts, and citing supportive research documentation for virtually all statements made regarding issues of debate on the practicum topic. This will help to ensure that the graduate student avoids the appearance of bias or lack of rigor in presentation of all parts of the prospectus.

Format

The following section provides an example of the elements and order of presentation of various topics and required pages of the practicum research paper:

- Title page
- Acknowledgment page (optional)
- Overview (150 words or less)

Table of contents

List of tables, figures, or plates (photographs)

Body of text (Chapters 1, 2, 3, 4, 5)

Chapter 1 – introduction of the practicum project, including rationale

Chapter 2 – review of related literature

Chapter 3 – procedures for formulating the practicum project

Chapter 4 – results of implementation of the practicum project

Chapter 5 – suggested changes and extension of research topic focus

References

Appendixes (including letters to school board members, school site administrator,

approval of PE graduate committee, budget, liability parameters, etc.)

Sequence and Order of Presentation of the Practicum Research Paper

Title page. The date on the Title Page indicates the month and year in which the research paper, is successfully completed (i.e., May, 2006). This page is counted as page one, but the number does not appear on the page (see Appendix F).

Acknowledgments page (optional). This page is optional. It is not necessary to acknowledge the routine assistance a student receives from a practicum advisor and members of the practicum committee. Some students, however, want to express gratitude and formal appreciation for support and assistance provided by those who assisted with completion of the project.

Abstract. An abstract of the completed practicum project must accompany each project final research paper (see Appendix G). The abstract for the project should not exceed 150 words and must meet specified margin and paper requirements according to current APA format requirements.

Table of Contents. The table of contents is composed of a list that includes at least every major heading and subheading of the practicum paper, followed by its page number. This includes: Acknowledgments, chapter numbers and titles, list of references, and appendix titles (see Appendix H).

Body of text. Slippery Rock University's Office of Graduate Studies does not prescribe the exact order of presentation of the text. However, the SRU Physical Education Department Graduate

Committee requires a document length that is divided into five (5) chapters, with corresponding headings. Subheadings within each chapter are encouraged, and often provide clarity and direction to the reader. Side headings and indented side headings provide the reader with a quick overview of the theme that the practicum project has taken. The APA Manual (as well as the practicum advisor) will be able to provide advice regarding the exact subdivisions appropriate to the practicum proposal and final practicum research paper.

Charts, graphs and tables. As with text, all charts, graphs, pictures or letters of correspondence must conform to the margin guidelines. Photocopying of tables/charts/graphs may be used if reduction in size is necessary. The tables and figures should be labeled and numbered in accordance with the APA style manual (see Appendix I). Photographs of adults or minors involved in the practicum **MUST** be supported with written, signed documentation of participant informed consent.

Margins

Every page of the action research practicum paper, including appendixes, charts, tables, and correspondence, must conform to the following margin guidelines:

Top Margin:	One inch
Bottom Margin:	One inch
Left Margin:	One inch
Right Margin:	One inch

Spacing

Double spacing must be used throughout the paper except for spacing within the Table of Contents. Single spacing is required in this specific section of the paper.

Pagination

The Title Page is an un-numbered page. Introductory pages, such as the Table of Contents, Acknowledgment page and Overview page are numbered using lower-case Roman numerals at the bottom **center** of each page, as a “footer”. In the case of pages not completely filled with text, the page

number must be within one inch of the bottom edge of the paper. The Title Page is counted as the first page, however, the page number does not appear on this page. The first page showing a number will be page "ii" and will typically be the acknowledgment or overview page.

Numbering with Arabic numerals begins with Chapter I. The first page of Chapter I is numbered page one (1). The number is placed on the bottom and center of the first page of every new chapter. The page number is again located in a "footer". To verify the correct format, go to the menu bar and click on "file". Click on "Page setup" and ensure that both the "header" and "footer" values are .5" (one-half inch). Numbering for subsequent pages of each section (following the first page of each new section) is placed in the upper right hand corner of each page, in a "header".

Spacing and Punctuation

Space once after all punctuation as follows:

- after commas, colons, and semicolons
- after punctuation marks at the ends of sentences
- after periods that separate parts of a reference citation
- after the periods of the initials in personal names

Exception: Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios.

Corrections

All copies of the practicum proposal and final paper submitted to the PE Graduate Coordinator and Practicum Advisor should be proof read and corrected beforehand, and must not show visible marks or corrections.

Paper

All copies of the research paper must be white, clean copies made on 20-lb, 25% rag bond paper, and sized 8-1/2 by 11 inches. The student may purchase this type of paper from the Slippery Rock University Bookstore or any other stationary/copy centers.

Type Size and Font

The type size must be 12-point and must be standard throughout the paper. Script, bold, or other irregular fonts are not acceptable. Times Roman, Times New Roman, or Courier are the acceptable typeface fonts to use in the final printing of the research paper. In addition, proportional spacing that some word processors offer is not to be used. When printing the document, do not produce pages with right-hand flush or full-justified margins. Some word processors use full-justify as the default format; this must be manually changed within the word processor to a left justified command. Black jet ink or black laser jet ink must be used during the original printing of the document. Other inks will not produce acceptable copies. Letter-quality print or laser jet copies must be used in printing the original. It is highly suggested that electronically produced originals be utilized. Word processing on a computer will provide consistent copy and allow for rapid modifications during the preparation of the document.

Plagiarism

Plagiarism occurs when an author uses the ideas or words of another person without appropriate acknowledgment or permission. Plagiarism is the intentional use of someone else's ideas, work, terminology or development of ideas presented as one's own. Plagiarism also includes unintentional use of these items without the correct citations (i.e. Smith, 2005). **A student must acknowledge the original author for any work or part of work not originally developed by the student. Plagiarism is not acceptable and may result in disciplinary expulsion from the university (be familiar with the section of the Slippery Rock University Green & White Student Handbook that pertains to plagiarism <http://www.sru.edu/pages/3660.asp>).**

Summary

This manual is intended to answer some of the more commonly asked questions that arise about format, style, practicum proposal parameters and final preparation and presentation of the Physical

Education graduate practicum research paper and project. More specific questions may be answered by referring to the current APA manual. The student's practicum advisor and/or the Physical Education Graduate Coordinator can also answer questions regarding specific aspects of the preparation and submission of the practicum proposal and final practicum paper. **Please remember that it is the student's responsibility to meet all practicum project procedural requirements and calendar deadlines.**

SECTION VIII

Sample Action Research Practicum Paper Components

This section of the PE Department Graduate Manual is designed to serve as a practical example of steps to take in writing a research paper. Each paper, however, will be slightly different. The headings and format will vary from one student's paper to another. The proposal research paper for the practicum project should be written in the future tense, and the final practicum project research paper should be written in the past tense. The researcher should avoid the use of the first person and utilize terms such as investigator or researcher when referring to him/herself.

Headings

Depending on the length and type of paper, a typical paper will use two or three levels of headings. The subheadings used in this example are those typically suggested for a majority of research papers. An example of the appropriate use of various headings follows:

CHAPTER I

(centered and in caps)

The Specific Chapter Title

(centered & uses both upper and lower case letters)

A Major Side-heading is Underlined and Flush Left

The next subheading is indented and underlined. This heading is double-spaced and includes a period at the end; text follows immediately with a capital letter as a new sentence would begin. See the next page for an example.

CHAPTER I

The Practicum Project

Introduction

The introduction section establishes the overall topic of focus/concern. It should be carefully planned and should arouse the interest of the reader. This section should not be lengthy and should use terminology that a reader will understand without having to delve into the main body of the text. It is very important that this section be carefully planned and written.

Rationale of the Project

It is critical to a practicum project that the graduate student documents justification for the project early within the paper. This project should make a contribution to an existing physical education or sport program. This section should provide the reader with the rationale as to why and how this project will make a contribution to the existing status of the school or facility.

It is vital to the credibility of the writing and presentation of the practicum project that the graduate student must provide clearly cited documentation in this section by citing as many supportive and relevant research studies linked to the project topic as possible. As a general rule of thumb, the graduate student should include research within the previous 10 years unless "seminal" studies have been constantly mentioned within the literature.

Statement of the Project

This statement usually begins with "The purpose of this project will be to (for the practicum proposal paper) ..." and goes on to briefly state the project which is being addressed. Terminology that is action oriented and captures the reader's attention should be used in the purpose statement.

The statement of the project must be clearly stated, succinctly worded, and free from bias. It should provide the reader with a specific and accurate synopsis of the overall purpose of the project. The statement permits the reader to focus on the main topic of concern without having to hunt for the main objective of the study. This statement should be highly visible and free from vague and unusual vocabulary. The researcher must also include all sub-problems related to the main topic.

One example of a typical statement of a project is: "The purpose of this project will be to initiate an adventure curriculum in the Seneca Valley Intermediate High School".

Parameters of the Study

This subdivision permits the graduate student to narrow the focus of the study. The writer establishes boundaries and the scope of the project. Such boundaries include the target district or organization, population (age, gender), where the project will be conducted, and additional information related to the self-imposed boundaries. Also documented in this section is information regarding practicum budget concerns, in addition to reference to liability concerns which may arise during collaboration and interaction with the participating school board and administration. An example of **selected** parameters of a practicum research project include:

The parameters of this practicum project will be:

- (1) The project will focus on the 9th grade physical education curriculum in the Intermediate High School of the Seneca Valley School District in the state of Pennsylvania.
- (2) The project will be conducted during the fall of 2005.

Definition of Terms

The writer should define all terms specific to the study. These include words specific to the research or those terms "**operationally defined**" by the writer for specific purposes of the project. The definitions may be quoted from another authoritative source or may be operationally (personally) defined by the researcher. The purpose of this subdivision is to define words or terms clearly and succinctly, so that readers are able to follow the terminology used within the paper. The writer must also, as a final review, recheck all phrases, words, and terms to be sure the word usage is consistent throughout. The order of presentation of the terms to be defined should be alphabetical. Numbering or lettering the sequence of the terms is not necessary. All terms should be indented, underlined, using capital letters for only the first word, and end with a period. Text should immediately follow.

An example of Definition of Terms follows:

Full value contract. Operationally defined for the purpose of this study as

NASPE Standards. "Relating to" (NASPE, 2005, p.2).

CHAPTER II

Review of Related Literature

Introduction

When introducing Chapter II to the reader, an introductory paragraph should be written which describes the review of related literature. For most research papers, it is best to organize the review of related literature by subject matter. However, a writer may also choose to list the research in chronological order; that is, from the oldest study to the most recent study. The main concern is to relate in a logical manner what has been done in the past concerning the topic under investigation.

The introductory section should also inform the reader of the sequence of the chapter by defining the major side-headings of the chapter. An introductory lead-in follows in italics:

Because of the minimal research conducted on high school prayer before sporting events, this review of literature will be written in two sections and in chronological order. The first section, School Prayer, includes current research on the status of prayer in American Public Schools. The section, High School Prayer, includes current research specifically dealing with prayer and high school athletics.

School Prayer (as a side heading example)

This section of the chapter is called the body of the text and the material included herein is essentially the review of related literature. As mentioned above, this section can be sub-divided in several different ways. It may be organized by subject matter or presented in chronological order. The researcher is encouraged to organize the data by sub-divisions. The use of sub-headings helps the reader to follow the flow of the review of related literature.

Summary of Related Literature

Following a comprehensive review of related literature, a summary of the research studies presented in Chapter II should follow and include points of similarity as well as differences obtained from the action-research of focus. **This section should emphasize the justification for the study and may provide rationale for the procedures used in the present practicum project.**

This chapter is the most time-consuming and difficult to write! Complete documentation and justification of the writer's project focus must be investigated thoroughly. As a reminder, it is customary to review research studies within the most recent 10 years unless seminal (or classic) research studies have been identified. Chapter two prepares the writer with the justification and accountability to proceed with the procedures section (Chapter III).

CHAPTER III

Procedures for Formal Implementation of the Practicum Project

Introduction

Chapter III should include the exact and precise procedures that will be used to collect the necessary data to solve the problem. This chapter focuses on HOW the practicum project was conducted. **These procedures should be so precise as to allow a second writer to duplicate the exact nature of the project.** The introduction should include a re-statement (verbatim) of the purpose of the practicum project and include an organizational statement of the side-headings that appear in this chapter. This chapter as well as sections of Chapter I and II should be written in the future tenses when preparing the research paper proposal for review by their 3-person committee. Following completion of the presentation of the proposal of the practicum project to the SRU PE practicum committee and practicum advisor, and following presentation of the project to the appropriate school district or organization, Chapters I, II, and III should be re-written and put into past tense.

Selection of school district or organization

When describing the district or organization utilized in the project, information should be included as to the demographic background of the district/organization, the number of students/constituents, their gender, and age range.

Selection of The Project

This portion of the chapter should include a detailed description of the project. Enough detailed information should be provided so that a reader is able to reproduce the exact nature of the project from the material provided. Such documentation includes correspondence sent to collaborating participants, timeline of the project, place of the project, involved personnel, specific exercise or sport equipment utilized, computer software applications, budget, liability issues and any additional information necessary to describe in detail the procedures used in administering the practicum project.

Project Implementation

A detailed description of the field procedures that will be followed in the implementation collection of the data should be provided. This includes where, when, and how the project was initiated. It should also include the dates of all steps of the project, from initial contacts with the site administrator and school district/organization, to the final interactions with the organization.

Summary

Briefly summarize the important aspects of the chapter including selection of district or organization and all steps in the project process from beginning to end.

NOTE: An Institutional Review Board application for research involving human subjects does not have to be filed and approved by the SRU IRB UNLESS this project is presented outside the SRU final practicum meeting with the PE Department Graduate Committee. No portion of this project may be used for presentation at local, state or district conferences without full compliance with SRU IRB protocols.

Results of Implementation of the Practicum Project

This chapter is the heart of the research paper and is the key to any contributions the practicum action research project might make to the profession. Four major questions should be addressed: (1) How was the practicum project chosen? (2) How was the school district or athletic organization chosen? (3) What were the results of the project? (4) How can the project be used by other school districts or athletic organizations to improve their physical education or sport program?

Since every practicum action research project topic is different, it is impossible to provide one standardized format to follow in preparing this chapter. However, the processes used in the project should be provided in clear, concise, and orderly fashion and in terms that are readily understood by the reader. The use of tables and charts are valuable in displaying large amounts of data in a method which allows readers to be selective in the detail to which the study is read. The following subsections should be included in Chapter IV.

Introduction

This section includes a short introduction or overview that restates the project (verbatim) and delineates the organization and subheadings of the chapter.

Results of the Project

The results of the project section should begin with sub-sections delineating answers to questions 1 – 4 above. Also included in this chapter is presentation of the outcomes of the project according to the students, faculty and administration or public involved in the project. Tables, graphs, and pictures or figures should be utilized where appropriate to report the project status. No more than one subject should be included in a single table, graph, picture or figure. Each table, graph, picture or figure should contain enough information so that it can stand-alone. The same information also must appear in the text for complete understanding of any table, graph, picture or figure (see Appendix I, p.

64). In no case should any hint of bias appear, and all facts should be provided in a straightforward manner.

CHAPTER V

Summary, Conclusions, and Recommendations

The content of Chapter V should include a summary of the project, conclusions that are based on actual results of the practicum research project, and recommendations or suggestions for additional projects related to this investigation.

Summary

Since the summary section is a review of the completed work, it may be worded exactly as some portions of previous chapters. The following information is usually included within the summary: (1) statement of the practicum project (verbatim), (2) description of the collaborating Pennsylvania school district or sport organization, (3) highlights of procedures within the project, and (4) summary of the ending status of the project.

Conclusions

The conclusion section is usually prefaced with the statement "Within the parameters of this practicum project, the following results can be highlighted according to feedback from selected participants in the project. Then, each level of involvement (student, administrator, coach, athlete, community member, etc.) is designated as a sub-section under the conclusions heading and explained according to what actually occurred in the field setting throughout implementation of the practicum project. The overall results of the project study should be positively stated. REMEMBER: Unless statistical treatment is used to analyze data collected, the results of this study are NOT applicable to the general education population.

Recommendations for Further Consideration

The last section contains the recommendations for additional action-based research projects related to the present one. Any practical suggestions for additional related projects, based on the results of the current project, should be provided. These are often based on weaknesses or limitations in the

project that prevented the writer from completing all aspects of the proposed project. Recommendations may also be made which would lead to additional research questions or hypotheses for future research.

REFERENCES

The list of references provides readers with the source from your related literature search as well as the source of any references you cited within the text. This includes references cited within tables, figures, appendixes, etc. A reference list differs from a bibliography in that only sources cited within the paper are listed in a reference list. Examples of various citations follow. For more specific examples, please refer to the APA manual pages 215-281.

Reference Citations Within the Body of the Text

I. One work by one author:

Miller (2005) discussed effective elementary instructional techniques...

In a review of recent Chinese research on field dependence-independence in high-level athletes (Liu, 1996), athletes participating in closed-skill sports were...

II. One work by multiple authors

When a work has two authors, always cite both names every time they occur in the text. With two authors join them with “and” in running text; use an ampersand (&) in parenthetical material and in the reference list.

As Ogoreuc and McKinley (2005) demonstrated...

...as has been shown in previous aquatics research (Ogoreuc & McKinley, 2005)...

III. One work by three, four, or five authors:

Cite all authors the first time the reference occurs; in subsequent cites, include only the surname of the first author followed by “et al.”

Leight, Miller & Vasil (2006) found....(1st cite)

Leight et al. (2006) found....(2nd time)

IV. One work with six or more authors:

With six (6) or more authors cite only the surname of the first author followed by et al. and the year for every citation.

The Reference List

I. Research journal citation with one researcher:

Leight, J. (2005, Spring). Techno Tid-bytes: Storage Devices. *Pennsylvania State Association of Health, Physical Education, Recreation and Dance Journal*, 75(2),18.

Vasil, J. (2006). The four keys to teaching golf in elementary schools. *Strategies*, 19(3), 7-9.

II. Research journal citation with two or more researchers:

McKinley, B. & Ogoreuc, R. (2005, Winter). Systematic observation skills: The rookie guard systematic observation grid. *American Lifeguard*.

Nichols, R. & Mitcheltree, B. (2002). The pitching report card. *American Baseball Coaching Journal*.

III. Textbook citation:

Rink, J.E. (2005). Teaching physical education for learning (3rd ed.). Boston: McGraw-Hill.

IV. Citation from edited textbook:

Higgs, C. & McKinley, B. (2005). Why sport management matters. In A. Gillentine & R.B. Crow (Eds.), *Foundations of sport management* (pp. 11-18). Morgantown, WVA: Sheridan Books.

V. Magazine article:

Wong, G. W. (2000, January). Sit-down strike. *Athletic Business* 24(1), 22, 24.

VI. Unpublished manuscript (thesis, dissertation):

McKinley, B. (1998). "A comparison of physical education and classroom teachers' gendered student interactions, perceived gender appropriateness of selected physical activities, and knowledge of Title IX mandates for gender equitable teaching." Unpublished doctoral dissertation, Temple University, Philadelphia, PA.

VII. Newsletter article, no author:

Plans for fitness education program seems dead (1998, January 29). *Seattle Times*, pp. B3.

VIII. Electronic/Internet research citation:

Olympic security in full operation. (1998, February 7). *Kyodo News*. Retrieved February 5, 2001 from http://www.shinmai.co.jp/oly-en_g/19980207/98020705.htm

NOTE: See Sample Quick Check Page, Appendix I, for an overview of APA format protocols of the practicum research paper.

APPENDIX A

PRACTICUM PROJECT FLOW CHART

PRACTICUM FLOW CHART – PHASE 1

- **Check off as you complete, each step must be completed before moving to the next level.**
- Select an action research practicum project topic (conceptualization/feasibility)
- Complete and successfully pass 24 credit hours of SRU M.Ed. in PE graduate coursework
- Select a practicum project action research advisor (practicum committee chairperson)
- Select two (2) practicum committee members, in addition to the committee chairperson
- Select and receive written approval from a Pennsylvania public or private school or an approved sport/activity venue to conduct research project on-site
- Secure on-site contact person to verify your presence – document in writing
- Develop practicum proposal and review on constant basis with advisor, according to all stated SRU PE Graduate Program timelines (Table of Contents, Chapters 1-3, Appendices and References in APA format)
- Submit practicum work to date to 3-member practicum committee for review of Table of Contents, Chapters 1-3, Appendices and References in APA format – make all changes within stated time parameters
- Submit completed practicum proposal to practicum advisor for final written approval of practicum proposal
- Receive written approval from practicum advisor attesting to satisfactory completion of practicum proposal and all required coursework

PRACTICUM FLOW CHART – PHASE 2

- Register for 61-751, Practicum in Teaching Physical Education
- Commence practicum project
- Write/rewrite Chapters 4 and 5 of the final practicum research paper (working closely with practicum advisor), making all suggested changes within stated PE Department time parameters
- Submit final research paper draft to practicum committee and PE Graduate Coordinator
- Make all appropriate corrections to final practicum research paper according to practicum committee and PE Graduate Coordinator suggestions
- Schedule final action research practicum presentation with PE Department Graduate Faculty, PE Graduate Coordinator, and PE department secretary **according to stated time parameters**
- Present final action research practicum project research paper and Powerpoint synopsis of entire project PE Graduate Faculty
- Make all corrections
- Submit final action research practicum research paper, copy of Powerpoint synopsis and all appropriate forms (change of grade and graduation forms) to practicum advisor and PE Department Graduate Coordinator
- Submit all final paperwork to the SRU Graduate School, according to established timeline parameters, as set by the SRU Graduate School

***NOTE: GRADUATE STUDENTS are responsible for meeting all current (these change every year) dates for submission of the practicum research paper to the Physical Education Department Graduate Coordinator and the Director of Graduate Studies, and for filing ALL appropriate forms for graduation with the SRU Graduate Office.**

APPENDIX B

PRACTICUM REGISTRATION PROCEDURES

REVIEW OF PHASE 1 PROCEDURES

Before registering for the practicum (61-751), you must have:

- 1) **Completed ALL PE M.Ed. classes.**
- 2) **Successfully passed 24 credit-hours in the SRU PE graduate program.**
- 3) **Selected your practicum academic advisor to discuss your practicum project ideas, making certain that your advisor has expertise in the area of focus of your practicum action research project.**
- 4) **Selected your 3 person practicum project committee consisting of your practicum advisor and two additional SRU PE graduate faculty members.**
- 5) **Selected site manager and received (in writing) school district/sport venue approval to initiate your action research practicum project the following semester.**
- 6) **Completed the action research practicum proposal including writing the Table of Contents, Chapters 1, 2, and 3 and References.**
- 7) **Presented the action research practicum proposal and presented it to your practicum committee.**
- 8) **Made all corrections to your actions research practicum proposal according to practicum committee feedback.**
- 9) **Received written approval from practicum advisor to proceed to register for 61-751, Practicum in PE.**

Ask yourself –

1. Do I seriously anticipate initiating and completing the practicum project in the semester during or semester immediately following the semester in which I plan to register for 61-751?

2. Do I have approval of three faculty members to serve on my committee? I **must** have completely filled out and submitted the form located on page 60.
3. Is my practicum proposal (Table of Contents, Chapters 1 – 3, Appendices and References) formally reviewed and approved by my practicum research committee? NOTE: A practicum project **must** be approved the semester immediately prior to registering for 61-751.

If you can answer “yes” to these questions, you are ready to register for the practicum in teaching physical education (61-751). Otherwise you are not prepared in terms of research or academic preparation to enroll in this course.

APPENDIX C

PRACTICUM COMMITTEE SELECTION FORM

PRACTICUM COMMITTEE SELECTION FORM

MEMO

TO: Dr. Betsy A. McKinley
Graduate Coordinator
Physical Education Department

RE: Practicum Committee for _____
SRU ID# _____

DATE: _____

Please be advised that the following professors have agreed to serve on the practicum committee for _____ .

- 1) _____, *Chair/Advisor*
- 2) _____
- 3) _____

c: Advisor
Graduate Studies
File

APPENDIX D

SAMPLE INVITATIONAL LETTER FOR
PRACTICUM PROPOSAL MEETING

PROPOSAL OF A PRACTICUM PROJECT

MEMO

TO: Dr. Betsy A. McKinley
Graduate Coordinator
Physical Education Department

RE: A proposal of a practicum project presentation by _____

DATE: _____

Please be informed that _____ will present a proposal of their action research
practicum project entitled _____".

The presentation will take place on _____
day/date/time location.

This presentation is being made as partial satisfaction of the SRU PE M. Ed. Degree, with
anticipated graduation scheduled for _____.

You are cordially invited to attend.

c: Advisor
Graduate Studies
Graduate Bulletin Board
File

APPENDIX E
INVITATIONAL LETTER FOR PRACTICUM
FINAL PRESENTATION MEETING

FINAL PRACTICUM PROJECT PRESENTATION

MEMO

TO: Dr. Betsy A. McKinley
 Graduate Coordinator
 Physical Education Department

RE: Final practicum project presentation by _____

DATE: _____

Please be informed that on _____, will present his/her
day/time/date and location

final practicum project entitled,
 _____."

You are cordially invited to attend.

c: Advisor
 Graduate Studies
 Graduate Bulletin Board
 File

APPENDIX F

SAMPLE ACTION RESEARCH PRACTICUM PROJECT TITLE PAGE

PHYSICAL EDUCATION DEPARTMENT
SLIPPERY ROCK UNIVERSITY

Proposal of a Practicum Project
Or (for final practicum research paper)
Practicum Project

TITLE OF PAPER IN INVERTED
PYRAMID FORMAT

By

STUDENT'S NAME

Submitted in Partial Fulfillment of the
Requirements for the Degree
Master of Education

Approved: _____ Date: _____

Practicum Chair _____

Other Members _____

Graduate Coordinator of
Physical Education _____

APPENDIX G

SAMPLE ACTION RESEARCH PRACTICUM PROJECT OVERVIEW

COMPLETED PRACTICUM PROJECT IN PHYSICAL EDUCATION

Abstract

Slippery Rock University, Slippery Rock, PA

Institutional Representative

GERRICH, D. Planning and implementing an adventure curriculum. M.Ed. in Physical Education, 2005, 33 pp. (W. Liu).

The purpose of this study was to initiate an Adventure Curriculum for 9th grade students in the Seneca Valley Intermediate School, Seneca Valley School District, Zelenople, PA. The graduate project consisted of writing and initiating an adventure-based physical education curriculum. According to Panicucci (2003), adventure is a way of doing; it is not just an activity in and of itself. Project approval was granted by the Seneca Valley School Board. Ninth grade Physical Education faculty were trained according to adventure activities included in the curriculum. The curriculum was initiated during the Spring, 2005 semester for 1200 students. A survey of student satisfaction revealed that 93 per cent of students taking part in the new class were excited by the physical challenges and personal growth opportunities offered in the new adventure unit. Recommendations for program improvement included off-site training for educators and establishment of posted safety protocols for students.

NOTE: This overview must represent all aspects of the action research practicum project, and must be no longer than 150 words.

APPENDIX H

SAMPLE TABLE OF CONTENTS

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APPENDIX I
SAMPLE TABLES

The following two examples of tables are designed to demonstrate the most typical configuration of tables common in many research papers.

Example 1:

Table 1

Determination of number of subjects

Class	Team	Average Attendance
AAA	Richmond Braves	7,440
AA	Reading Phillies	5,924
A	Frederick Keys	4,572
	Total Attendance	17,936
	Average per team	5,978

Example 2:

Table 3

Fan support ranking criteria

Class	Team	League (# of teams)	# of games	Total Att.	Avg. Att.	Per win	Per 10k	% of Capacity	Fan Support Ranking
AAA	Richmond	International (30)	71	528,2307,440	8,254	171	61.2	3	
AA	Reading	Eastern (28)	70	414,6585,924	7,405	167	69.7	4	
A	Frederick	Carolina (28)	66	301,7604,572	4,715	250	83.1	1	

Average Attendance: Team's total home attendance divided by the number of home games in 1998.

Attendance per win: Team's total home attendance was divided by its total number of regular season wins (home and away) in 1998.

Attendance per 10 k: Teams average attendance was divided by the estimated population of the city where the team was based.

Percent of capacity: Team's average attendance divided by the capacity of its home park in 1998.

(Thomas, G. S., 1999, pp. 35-38)

APPENDIX J

QUICK CHECK PAGE

QUICK CHECK PAGE

MARGINS

Top:	1"
Left:	1"
Bottom:	1"
Right:	1"

PAGE NUMBERING

First page of chapters and all major sections:	Bottom center.
All other pages:	Top right-hand corner

QUOTATIONS

- When directly quoting from source, must be cited by author, year, and page number,
i.e., (Bian, 2005, p. 34).
- When paraphrasing another author's work, simply cite author and year, i.e., (Bian, 2003).
- Quotes longer than 40 words should be "blocked" (see APA manual).

REFERENCES

In Text:

- Zillifro (2005) investigated the relationship between.....
- This issue was previously investigated by several researchers (Leight 2002; Smith, 2006).
- "Athletes competing in closed skill sports depend mainly on information from internal sources (awareness of the body, tactile, vestibular, and kinesthetic feedback) together with relevant knowledge and experience obtained earlier" (Liu, 1996, p. 1188).

In Reference List:

Liu, W. & Si, G. (2000). Field-dependent students in physical education: Their limitations and the Solution thereof. *Journal of Sport Behavior*, 26(3), 285-297.

Mitcheltree, B. & Nichols, R. (2003). Pitching A-Z. *American Baseball Coaching Journal*.

SPACING

All parts of manuscript should be double-spaced with the exception of the Table of Contents.

TABLE/GRAPH PLACEMENT

All tables and graphs should be placed after reference to it within the text.