

THE UNIVERSITY OF MONTANA

GUIDE TO GRADUATE STUDY IN INTEGRATIVE PHYSIOLOGY AND ATHLETIC TRAINING



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Table of Contents

| | |
|--|-----|
| Introduction and Overview IPAT Graduate Program of Study | 3-4 |
| Guidelines for Completing Comprehensive Exams | 4 |
| Exercise Science MS Option – Course Requirements and Descriptions | 6 |
| Generalist Option – Course Requirements and Descriptions | 7 |
| PhD IPRS | 8 |
| IPAT Requirements | |
| Coursework Summary | 10 |
| Thesis/Professional Paper Summary; Graduate Chair & Committee Selection information | 11 |
| Institutional Review Board (IRB) Related Information | 12 |
| Guidelines for Completing a Masters Thesis | 12 |
| Guidelines for Completing a Professional Paper | 15 |
| Checklist of Graduate Degree Requirements | 18 |
| Graduate School Resources | 19 |
| Professional Development, Community Engagement, Mental Health Support, and Wellbeing | |

I. INTRODUCTION

Welcome to the University of Montana and graduate study in Integrative Physiology and Athletic Training (IPAT). This handbook is designed to acquaint you with the requirements for continuing in and graduating from our program. *The guidelines presented herein are by no means comprehensive, and you should always refer to the Graduate Bulletin for the year you entered the graduate program or to the Graduate School for clarification.* In addition, the graduate catalog and information regarding various deadlines can be found on the [Graduate School website](#). You may also contact Charles Dumke or your academic advisor if you have questions.

Graduate Degrees in Integrative Physiology

The [School of Integrative Physiology and Athletic Training](#) (IPAT) in the College of Health at UM offers thematically related graduate degrees in Integrative Physiology at the Masters and Doctoral level. Masters degree options, focused on exercise science, include a research concentration for students with careers directed toward terminal degrees (clinical or research doctorates), and an applied concentration for students with career interests in clinical (e.g., cardiac rehabilitation), fitness/wellness, coaching, and training. The Doctoral degree in Integrative Physiology and Rehabilitation Sciences serves research-minded students with a career interest in academia, industry, and as an additional credential for collaborative work with physical therapy and other rehabilitation sciences.

- **Integrative Physiology M.S. Exercise Science-Research concentration**
- **Integrative Physiology, M.S. Exercise Science-Applied concentration**
- **Integrative Physiology and Rehabilitation Sciences, Ph.D.**

The Masters degree in IPAT is recognized by the Western Region Graduate Programs. The means that some students from [WICHE States](#) will not pay full out of state tuition. Instead, they will pay only 150% of a Montana resident's in-state tuition. A tremendous cost savings to applicants from Western States.

It is our hope that you will become an increasingly effective scholar in the study of humans and movement through our program of study and guided research. More specifically, during your graduate education we hope you will:

- 1) Demonstrate mastery in oral and written communication;
- 2) Demonstrate an understanding of current research and methodology;
- 3) Develop a distinct familiarity with the literature pertaining to one's choice of specialization;
- 4) Demonstrate appropriate technological skills;
- 5) Design, conduct, and report research in a scholarly fashion;
- 6) Develop investigative skills to promote independent pursuit of learning beyond the confines of curricular requirements;
- 7) Demonstrate a sense of responsibility and professional behaviors requisite for effective functioning as an advanced Health and Human Performance professional.

II. IMPORTANT UNIVERSITY AND DEPARTMENTAL POLICIES

(see a complete list of [UM Graduate School Policies](#)) Forms can be found [here](#).

Establishing a Program.

Upon acceptance into the IPAT Graduate Program, you will be assigned a graduate curriculum advisor that compliments your interests. The advisor and you will develop a program of study.

- Working with your advisor, complete the Program of Study form within the first 10 credits of your program. Turn in the completed Program of Study form to the Graduate Program Coordinator. Any change in your program after the program is on file must receive written approval from the advisor or the Graduate Committee. Any deviation from the recommended course of study, excluding electives which can be determined in consultation with your advisor, must be formally petitioned to the IPAT Graduate Committee (see Course Substitution policy, part I).

Normally, it takes 2 years, regardless of the option, to complete the degree if the student begins the IPAT graduate program in fall semester.

- There may be additional requirements within each IPAT graduate program option. Refer to the specific option degree requirements and meet with your assigned faculty advisor to obtain this information.

Course Substitutions

All IPAT graduate students must complete degree course requirements for their specific option. Any deviation from the recommended degree course requirements, excluding degree electives (determined in consultation with your advisor) must be formally petitioned to the IPAT Graduate Committee. The IPAT Committee Course Substitution Petition Instructions are located in this guidebook, forms are on the IPAT webpage which is available on-line at the main [IPAT website](#).

Professional Paper/Thesis/Written Comprehensive Exam Committee Chair.

A qualified faculty member from IPAT must act as chair or co-chair of a professional paper or a thesis for any student who will graduate with a Master's degree in IPAT.

Professional Paper/Thesis/Written Comprehensive Exam Committee Members.

The committee for either the professional paper or thesis must have a minimum of 3 qualified faculty members, including the committee chair. One of the three-committee members must be from outside the Department of Health and Human Performance.

Required for all.

All students, regardless of degree emphasis, thesis or professional paper format, must take an exit examination, which will consist of defending their thesis or professional paper. If the student selects to not complete a thesis or professional paper, then they must complete a written comprehensive examination.

Written Comprehensive Exam

- This option is available to the Exercise Science-Applied, and Generalist options in the IPAT MS degree. This allows students to choose between thesis, professional paper or comprehensive exam for these options. The comprehensive exam does not alter the credit requirement for these options, however there are no credits associated with the comprehensive exam. Students who select the comprehensive exam option are encouraged to do so during the second semester of their first year. This allows the planning of elective credits in consultation with their curriculum advisor to meet their option specific credit requirement.

The written comprehensive exam will entail:

- All students taking the exam will do so together during the week prior to spring break of their last semester before graduation.
- Students intending to take the comprehensive exams must notify the graduate coordinator on or before November 1st during their second year. At this time students should select their comprehensive exam committee (comps committee).
- Members of the committee should reflect the 3 categories of questions listed below and hold a degree one level higher than the student (MS or MA or higher). Students should consult with the graduate coordinator or their advisor if they have questions about appropriate committee members.
- The members comprising the comps committee will be approved by the Graduate Committee. The graduate coordinator will notify the student of their final committee makeup by the end of the fall semester of their second year.
- It is a closed book exam.
- Students are blind to the questions prior to the exam, but are encouraged to contact their committee members on how to focus their preparation for the exam.
- 4 hours will be allowed to answer 3 categories of questions:
 1. Research Design and statistics
 2. Option specific topic
 3. Topic that is specific to individual students career goals
- Each portion of the exam will be evaluated by the comps committee member who wrote the question.
- Grades are Pass-Fail (feedback comments are encouraged).
- Students must receive a passing grade on each of the 3 portions of the exam.
- Students have one chance to retake failed portions of the exam.
- If a student fails on the second try on the written comps, they must postpone retaking the exam until the following semester.

The following sections describe the specific course requirements and credits for each of the IPAT graduate degree options: Exercise Science, or Generalist degrees.

MS in EXERCISE SCIENCE

The **Research Option** is designed for those students who intend to pursue further graduate studies. This option involves a more intensive study of laboratory methods and statistical and research design. A thesis is required.

The **Applied Option** is intended for those students who plan to pursue professional careers in Exercise or Applied Sciences (corporate/adult fitness, cardiac rehabilitation, strength and conditioning). This option involves additional required course work and an internship. Coursework is modified to meet student needs.

| Core Requirements (20 credits) | | | <u>Credits</u> |
|---------------------------------------|-----|---|-----------------------|
| HHP | 520 | Research Methods | 3 |
| ??? | ??? | Grad level Stats (SOC, BMED, etc..) | 3 |
| HHP | 529 | Advanced Physiology of Exercise I | 3 |
| HHP | 525 | Advanced Biomechanics | 3 |
| HHP | 530 | Advanced Physiology of Exercise II | 3 |
| HHP | 531 | Laboratory Procedures in Exercise Science | 3 |
| HHP | 594 | Graduate Seminar (2 X 1 credit each fall) | 2 |
| | | | Total 20 |

Research Option Requirements: (38 credits minimum)

| | | | |
|-----|-----|--------|---|
| HHP | 699 | Thesis | 6 |
|-----|-----|--------|---|

Applied Option Requirements: (38 credits minimum)

| | | | |
|-----|-----|----------------------------|----|
| HHP | 598 | Internship | >3 |
| HHP | 599 | Professional Paper | 3 |
| OR | | | |
| HHP | 699 | Thesis | 6 |
| OR | | | |
| | | Written comprehensive exam | |

Electives (to meet minimum credit requirements)

Elective credits must be chosen in consultation with and approved by the student's academic advisor.

GENERALIST

This option prepares students who are seeking a broad general knowledge in the field of Health and Human Performance. The broad-based option responds to the needs of students who do not desire to specialize, but want to focus on the diversity of Health and Human Performance. The broad-based option offers the flexibility to design individualized programs, enabling students to pursue career paths requiring expertise in multiple areas.

Degree Course Work Requirements (38 credits)

| | | | <u>Credits</u> |
|-----|-----|---|----------------|
| HHP | 520 | Research Methods | 3 |
| ??? | ??? | Grad level Stats (SOC, BMED, etc..) | 3 |
| HHP | 594 | Graduate Seminar (2 X 1 credit each fall) | 2 |
| HHP | 699 | Thesis | 6 |
| | | OR | |
| | | Written Comprehensive Exam | |
| | | OR | |
| HHP | 599 | Professional Paper | 3 |

Total 8-14

Electives:

Elective credits must be chosen in consultation with and approved by the student's academic advisor.

PhD Integrative Physiology and Rehabilitation Sciences

Program overview: The PhD in the Integrative Physiology and Rehabilitation Sciences (IPRS) graduate program educates, trains, and prepares students interested in applications of applied/integrative physiology and rehabilitative sciences. The IPRS PhD is a research-intensive terminal degree, which combines integrative physiology didactic coursework and experiential learning along with a rehabilitation-sciences directed research emphasis. The IPRS prepares graduate students that have completed an approved master's degree (or clinical graduate degree, e.g., AT, PT, OT) to undertake academic and research-based careers in clinical and rehabilitative sciences such as Athletic Training, Cardiac Rehabilitation at research hospitals, Occupational Therapy, Physical Therapy, and other professions founded on an exercise and integrative physiology background. Possible research foci of IPRS students include Physiology, Biomechanics, Athletic Training, Cardiopulmonary Rehabilitation, Clinical Exercise Physiology, Exercise/Fitness/Sport/Wellness, Occupational Therapy, and Physical Therapy. Student research interests will correspond with an identified IPAT faculty mentor and/or faculty mentors in collaborating programs (e.g., School of Physical Therapy). Partnering with a faculty mentor begins by contacting that individual, discovering mutual research interests, and coming to an agreement for a doctoral plan of study. In addition to the identification of a mentor, and plan of study, it is expected that all in-coming IPRS doctoral students will have an identified source of funding to cover their stipend (and possibly tuition and fees), research projects, and other doctoral activities. Typically, these funds are supported by the doctoral mentor's grants, but other types of assistantships can be used to support graduate work, as available.

Doctoral student admission decisions: IPAT PhD students will be admitted by a majority decision of voting members of the IPRS Graduate Committee. Applicants will have completed an approved master's degree (or clinical graduate degree, e.g., AT, PT, OT) and GRE prior to admission. GRE scores must be within the past five years OR a verifiable GRE scores if the test date is over five years old. International students may substitute the TOEFL exam for the GRE. In advance of admission, the student applicant will provide the committee with an identified dissertation chair and a brief description of topical expertise.

Doctoral program plan of study: The doctoral plan of study is typically 4 years (8 fall/spring semesters, plus summer work), although alternative plans of study are negotiable pending graduate committee approval.

Graduate coursework includes the accumulation of credits based on the following:

| | Credits |
|--------------------------------------|---------|
| Credits in required courses | 54 |
| Credits from electives | 18 |
| Total credits required beyond the MS | 72 |

A typical doctoral plan of study, with electives, is provided below:

| | Credits |
|---|---------|
| HHP 520 Educational Research | 3 |
| HHP 529 Advanced Exercise Physiology I | 3 |
| HHP 530 Advanced Exercise Physiology II | 3 |
| HHP 531 Lab Procedures in Exercise Physiology | 3 |
| HHP 526 Higher Education Pedagogy in Integrative Sciences | 3 |
| ATEP 569 Clinical Anatomy | 1 |
| BMED 605 Biomedical Research Ethics | 1 |

| | |
|--|-------|
| HHP 594 Seminar: HHP Grad Research | 3 |
| BMED 628 Grantsmanship Skills | 1 |
| Subtotal | 21 |
| Research Methods/Statistical Coursework (6-9 credits) | 6-9 |
| Electives | 18 |
| A total of 27 credits is required from Preparatory Research and Dissertation | 6-12 |
| Dissertation | 12-18 |
| Total | 72 |

Up to 15 transferable credits can be carried into the IPRS PhD program pending approval from the IPAT Graduate Committee

Coursework Summary, Thesis/Professional Paper Requirements, Selection of Graduate Committee, Preparing for Graduation, Institutional Review Board Requirements

Coursework Related:

1. Meet with assigned IPAT academic advisor and determine schedule for first semester in attendance. This is usually done in person, but circumstances may dictate that correspondence occur by phone or e-mail.
2. Take HHP 594 first semester of attendance at UM.
3. Complete "**Program of Study**" form within the first 10 credits of your program in consultation with your IPAT advisor and submit this form to the IPAT Graduate Program Coordinator. *Note!* If you change your Program of Study (e.g. out of department courses) after your form has been completed and submitted you *must resubmit* a new form with approval from your IPAT advisor.
4. Complete all coursework as stated in your "Program of Study."

Additional Graduate School polices can be found [here](#).

Thesis or Professional Paper Related:

Typical Steps for a thesis/professional project is to:

- a. Select your Chair and Committee members
 - b. Complete chapters 1 – 3 (Introduction, Review of Literature, Methodology see below for format)
 - c. Propose your thesis or professional paper project to your full committee
 - d. Make any revisions necessary
 - e. Once the proposal is approved, complete and submit IRB related paperwork (the IRB step may not be necessary for professional paper option)
 - f. Upon IRB approval, begin data collection
 - g. Analyze data
 - h. Prepare thesis and submit to graduate committee (see options for formatting below)
 - i. Inform Graduate school of final defense date
 - j. Defend final thesis to committee
 - k. GRADUATION
1. Select a thesis or professional paper chair (may or may not be your advisor) and work with this person in developing your projected research. Select the Thesis/Professional Paper Examining Committee (see requirements and description on the UM Graduate School [website](#)).

General Information about the Graduate Thesis/Professional Paper Committee

Each master's degree program must include a specific component of research or creative work and a comprehensive evaluation over the content of the discipline. In programs requiring a thesis or professional paper, these requirements are typically combined and overseen by the thesis/professional paper examining committee.

Examining Committee Composition. The thesis/professional paper examining committee shall be comprised of a minimum of three voting members as follows:

- a. a UM faculty member or adjunct from the program or unit granting the degree who shall serve as chair;
- b. a second UM faculty member or adjunct from the program or unit granting the degree, or from a cooperating program or unit in the case of interdisciplinary degree programs;
- c. a qualified UM faculty member or adjunct from a program or unit other than the one granting the degree whose primary responsibility is to ensure that the student is held to reasonable academic standards, that the student is treated fairly by all committee members, and that the student's progress is not unduly delayed by failure of committee members to act in a timely manner.
- d. one additional voting member who is a faculty affiliate, a faculty member of another institution of higher learning, or a non-academic expert may be appointed by the Graduate Dean upon recommendation of

the unit, if he or she is uniquely qualified by training, experience, and/or degrees held to guide and evaluate the thesis or professional paper.

2. Complete a **Graduate Committee Appointment Form** at least three weeks prior to the proposal and submit the form to the IPAT Graduate Program Coordinator.
3. Prepare a thesis or professional paper proposal in consultation with your chosen chair. Once your chair has approved this document, you must schedule a thesis or professional paper proposal meeting with your chosen committee. Email thesis document to all members of committee one week prior to scheduled proposal. The committee must unanimously approve your proposed research.

Institutional Review Board:

If your research involves human subjects you must work with your committee chair to complete and submit the [UM IRB](#) required paperwork and forms and complete an on-line, self-study course in human subject protection. This must be done BEFORE you begin collecting any data for your proposed thesis, and if applicable, professional paper, project. Allow enough time before data collection begins to make any necessary revisions to your IRB submitted paperwork and forms (e.g. it may take 1-6 weeks to obtain IRB approval for your project. If your research is on animals, [IACUC](#), approval is necessary.

4. After your research has been completed and your chair has approved your thesis or professional paper final draft, you must submit a copy to the Graduate School and set a time and place to defend it before your chosen committee.
5. Upon completion of your thesis or professional paper defense, you must submit final corrected copies to the Graduate School with appropriate signatures as required by the Graduate School.

General information: Approximately one semester before degree is to be awarded

At least one semester before the Master's degree is to be awarded, the student must submit to the Graduate School the [Application for Graduation Form](#) and a graduation fee. Refer to the graduation deadlines at the UM [Graduate School Website](#) for the exact date of when to file paperwork.

The Graduate School will conduct a degree audit and send two copies of this form back to the graduate program (one departmental copy and one student copy) early in the final graduating semester. The department and student should note any problems and rectify them at least two weeks prior to the end of the final semester.

Graduation Amendment Form. If the student fails to meet the original graduation date as requested on the form, the student may request the application be reactivated for the following semester by notifying the Graduate School one semester prior to the revised completion date.

All necessary forms (e.g. the Certificate of Approval Form and Final Paper Checklist Form) as well as guidelines for formatting your thesis/professional paper can be found on the UM [Graduate School website](#).

GUIDELINES FOR COMPLETING A MASTERS THESIS
Department of Integrative Physiology and Athletic Training
University of Montana

Introduction

This set of guidelines is intended to give graduate faculty advisors and IPAT graduate students direction in preparing a thesis. **It is not intended to be an exact prescription, since length and style may vary depending upon the topic and the nature of the thesis.** Students should confer closely with their thesis advisor before developing a proposal. In addition, it is the student's responsibility to be aware of all graduation and thesis deadline dates. Each semester's deadline dates are established by the graduate school and posted outside the IPAT office. These dates are also available through your faculty advisor.

General Requirements for Thesis Research

A thesis represents a graduate student's attempt to make an original contribution to the body of knowledge in one of the following areas: exercise science, or exercise and performance psychology. Central to the purpose of each thesis must be a research methodology for the collection of raw data. Based on a research design of sound quantitative or qualitative data collection procedures, a thesis must attempt to measure an original research question, or questions, for the purpose of extending, enhancing, clarifying, or replicating existing knowledge in a specific area of study.

Thesis Proposal Format*

The thesis proposal is normally the first three chapters of the five-chapter final thesis draft. Below are recommended guidelines on what to include in a thesis proposal.

Title Page

Table of Contents

Chapter One: Introduction (Example Headings)

Introduction (2-5 pages recommended)

Statement of problem and sub problems

Research hypotheses (consult with your faculty advisor how to state these, null vs. directional)

Significance of the study

Rationale of the study

Limitations (define these)

Delimitations (define these)

Definition of terms

Chapter Two: Review of Related Literature - may be partially complete (approximately 75%) with advisor approval. (Use of headings and sub-headings is recommended.)

Chapter Three: Methodology (Example Headings)

Research setting (where was the research completed?)

Procedures (include sample selection, instrumentation and all data collection)

Research design and statistical procedures (data analysis)

Prior to the initiation of data collection, a formal proposal should be scheduled with your faculty advisor and the other members of your thesis committee (to be selected by the student - two departmental members and one out-of-department member). Committee members should be selected accordingly based on the nature and context of the research and their expertise in a related area of study.

Proposal presentations should be scheduled according to the guidelines listed below and in conjunction with the availability of the faculty thesis committee. These suggested deadlines are designed give an idea as to the time frame necessary for the student adequate time for data collection and consultation with your faculty committee during the data analysis and the preparation of your final copy.

Spring completion

If you intend to complete your thesis by the **spring deadline**, your proposal should occur before the end of **September** (during the previous Fall semester).

Summer completion

If you intend to complete your thesis by the **summer deadline**, your proposal should occur before the end of **February** (during the previous Spring semester).

Fall completion

If you intend to complete your thesis by the **fall deadline**, your proposal should occur before the end of **June** (during the previous Summer session), depending on the availability of the faculty committee during the summer.

The format of the actual proposal is dependent on the faculty advisor and committee. The committee should be well informed as to the nature of the research and should have seen at least one copy of the proposal prior to the presentation. Each committee member should have adequate time to make editorial comments prior to the proposal. The proposal presentation allows a formal discussion of the planned research. The student's presentation is introduced by the faculty advisor after which, the student should provide a concise explanation of how the research topic was developed. The presentation by the student should include the following topic areas:

- Introduction and previous research
- Significance of the research
- Statement of the problem and hypotheses to be tested
- Methodology and instrumentation
- Data analysis and statistical handling of the data

A copy of the proposal will be signed by the faculty committee and kept on record by the faculty thesis chairperson. The proposal will be classified as: 1) approved; 2) approved with changes; 3) not approved at this time. Typically, minor changes can be addressed by the student and approved by the faculty thesis chair prior to the completion of the final manuscript.

Students should prepare a formal presentation for the proposal. The proposal will be open to all departmental faculty and students. Graduate students are encouraged to attend.

Thesis Final Draft Format

A thesis is normally five chapters as presented below. However, a final thesis draft may adopt another format upon recommendation of the thesis faculty chairperson and approval of the thesis committee.

Option 1: Grad School Format

Title Page

Abstract

Dedication (Optional)

Acknowledgments

Table of Contents

Chapter One: Introduction (as listed above)

Chapter Two: Review of Related Literature (as listed above)

Chapter Three: Methodology (as listed above)

Chapter Four: Results (include sub-headings to address each hypothesis, tables, figures and graphics should be discussed with your faculty thesis chairperson)

Chapter Five: Discussion

Chapter Six (optional): Conclusions and Recommendations (this may be combined into Chapter Five - consult thesis chairperson)

References/Bibliography (consult thesis chairperson for format)

Appendices (Attach as needed -- Informed consent, pilot study data, raw data, statistical summary tables, instrumentation examples, article to be submitted for publication, see thesis chairperson for additional appendices)

Option 2: Manuscript Style Format

Title Page

Abstract

Dedication (Optional)

Acknowledgments

Table of Contents

Chapter One: Introduction (as listed above)

Chapter Two: Review of Related Literature (as listed above)

Chapter Three: Methodology (as listed above)

Chapter Four: Manuscript style. Prepare a manuscript ready for submission to a journal of your and your advisors choice.

Chapter Five (optional): Conclusions and Recommendations (this may be combined into Chapter Four - consult thesis chairperson)

References/Bibliography (consult thesis chairperson or journal for format)

Appendices (Attach as needed -- Informed consent, pilot study data, raw data, statistical summary tables, instrumentation examples, article to be submitted for publication, see thesis chairperson for additional appendices)

Style of Writing -- Thesis Proposal & Final Draft

The student is expected to write in clear, concise, and grammatically correct language. The thesis chairperson can select the style of writing format to be used (i.e. APA, 4th Edition, or the format of the target journal for publication). Regardless of writing style, consistency within manuscript is critical.

Completion of Final Draft and submission to the Graduate School

The Graduate School sets the deadline for submission of the approved committee draft of the Master's thesis. The deadline for final copy submission occurs approximately four weeks before the end of the current semester. Consult the graduate [school website](#) at and your thesis chairperson for the exact dates.

The format of the thesis defense is similar to the proposal. Students should prepare a formal presentation focusing on the results and discussion of their research. The defense will be open to the public. Graduate students in particular are encouraged to attend.

The thesis defense will be classified as: 1) approved; 2) approved with changes; 3) not approved at this time. Typically, minor changes can be addressed by the student and approved by the faculty thesis chair prior to the submission of the final manuscript to the Graduate School.

The Graduate School accepts electronic theses only. Information on how to format and submit your e-thesis can be found [here](#).

A *bound* hardcopy of the thesis is to be submitted to the IPAT department library for historical records. At minimum, the final pdf version is to be sent to the thesis committee. The thesis chairperson may request a bound hardcopy.

Submission of the electronic thesis to external libraries (such as www.oregonpdf.org) is encouraged, however the student should be warned about publication of the thesis prior to possible submission to a peer reviewed journal.

GUIDELINES FOR COMPLETING A PROFESSIONAL PAPER
Department of Integrative Physiology and Athletic Training
University of Montana

Introduction

This set of guidelines is intended to give graduate faculty advisors and IPAT graduate students direction in preparing a professional paper. **It is not intended to be an exact prescription, since length and style may vary depending upon topic and the nature of the professional paper.** Students should confer closely with their professional paper advisor before developing a proposal. In addition, it is the student's responsibility to be aware of all graduation and professional paper deadline dates. Each semester's deadline dates are established by the graduate school and posted outside the IPAT office.

General Requirements for Professional Paper Research

A professional paper represents a graduate student's attempt to make an original contribution to the body of knowledge in one of the following areas: exercise science, or exercise and performance psychology. Central to the purpose of each professional paper must be an original synthesis or application based on existing knowledge. Through an appropriate formulated strategy or theory-building approach, a professional paper must present existing knowledge in such a manner as to extend, enhance, clarify, or suggest alternatives to a current interpretation of a specific subject area. Meta-analysis and review of literature proposals may be appropriate only if a thorough literature search has revealed a lack of such an attempt, or when a proposed review of literature compares and/or contrasts two previously unrelated concepts.

Professional Paper Proposal Format

It is recommended that the format below be adopted for the professional paper proposal. Please note, however, that the final professional paper draft may be in a variety of formats depending on what is being proposed, the nature of the subject matter, and the presentation approach recommended by the faculty chairperson. The recommended format below outlines form and substance to how the professional paper final draft will be completed.

Title Page

Table of Contents

Chapter One: Introduction (1-3 pages recommended)

- Statement of Problem
- Purpose of Study
- Significance of Study
- Limitations & Delimitations
- Basic Assumptions
- Definition of Terms

Chapter Two: Review of Literature (May be partially completed with advisor approval)

Chapter Three: Methodology

- Research Design (Formulated strategy, theory-building approach, review methodology, etc.)
- Research Procedures (Methods of accessing existing research)
- Treatment of Research (Introduce original contribution)
- Final Draft Presentation (Optional -- necessary if unique approach needs explanation)

Bibliography

Appendix(s) (Attach as needed)

Proposal presentations should be scheduled according to the guidelines listed below and in conjunction with the availability of the faculty professional paper committee. These suggested deadlines are designed to allow the student adequate time for data collection and consultation with your faculty committee during the data analysis and the preparation of your final copy.

Spring Completion

If you intend to complete your professional paper by the **spring deadline**, your proposal should occur before the end of **November** (during the previous Fall semester).

Summer Completion

If you intend to complete your professional paper by the **summer deadline**, your proposal should occur before the end of **April** (during the previous Spring semester).

Fall Completion

If you intend to complete your professional paper by the **fall deadline**, your proposal should occur before the end of **June** (during the previous Summer session), depending on the availability of the faculty committee during the summer.

Professional Paper Final Draft Format

The professional paper final draft may be in any one of a variety of formats most appropriate to what is being attempted. A few of the more unusual formats acceptable for consideration as a professional paper include creating a professional video tape, publishing work in a reputable journal, a conference presentation at the regional or national level (from an accepted paper), or creating computer software specific to a need not being addressed. The professional paper proposal should outline the exact form and substance of the final draft. In lieu of an alternate format accepted by the student's professional paper committee, general guidelines for a professional paper final draft are presented below.

Title Page

Abstract

Dedication (Optional)

Acknowledgments

Table of Contents

List of Tables (Optional -- Needed if numerous tables are presented)

Body of Paper (Number of Chapters Subject to Form and Content Approved in Proposal)

Bibliography

Appendix(s) (Attach as needed)

Style of Writing -- Professional Paper & Final Draft

The student is expected to write in clear, concise, and grammatically correct language. The Professional Paper chairperson can select the style of writing format to be used (i.e. APA, 4th Edition, or the format of the target journal for publication). Regardless of writing style, consistency within manuscript is critical.

Completion of Final Draft and submission to the Graduate School

The Graduate School sets the deadline for submission of the approved committee draft of the Master's professional paper. The deadline for final copy submission occurs approximately four weeks before the end of the current semester. Consult the [graduate school website](#) and your professional paper chairperson for the exact dates.

The format of the professional paper defense is similar to the proposal. Students should prepare a formal presentation of their paper. The defense will be open to the public. Graduate students in particular are encouraged to attend.

The professional paper defense will be classified as: 1) approved; 2) approved with changes; 3) not approved at this time. Typically, minor changes can be addressed by the student and approved by the faculty professional paper chair prior to the submission of the final manuscript to the Graduate School.

The Graduate School accepts electronic submissions only. Information on how to format and submit your e-professional paper can be found [here](#).

At minimum, the final pdf version is to be sent to the thesis committee. The thesis chairperson may request a bound hardcopy.

Submission of the electronic professional paper to external libraries (such as www.oregonpdf.org) is encouraged, however the student should be warned about publication of the paper prior to possible submission to a peer reviewed journal.

**DEPARTMENT OF INTEGRATIVE PHYSIOLOGY AND ATHLETIC TRAINING
CHECKLIST OF GRADUATE DEGREE REQUIREMENTS**

Name of Student _____ Date _____

- _____ 1. Application for admission to Graduate School
- _____ 2. Admission to Graduate School Approved
- _____ 3. Admission requirements (if any) completed
- _____ 4. Graduate Record Examination filed*
- _____ 5. Graduate Record Examination completed.
Scores: Verbal _____ Quantitative _____
- _____ 6. Program planned and approved in conference with advisor,
- _____ 7. Program filed in IPAT Graduate Coordinator and Advisor's Office
- _____ 8. Completion of Course work

CONCURRENTLY WITH ABOVE

- _____ 1. Thesis or professional paper planning conference with advisor
- _____ 2. Graduate Committee formed
- _____ 3. Graduate Committee form signed by committee members and filed in Graduate Coordinator and Advisor's office.
- _____ 4. Preparation of thesis proposal or professional paper proposal
- _____ 5. Approval of proposal by advisor - committee
- _____ 6. Submission and Presentation of comprehensive proposal to committee (Approved proposal to Institutional Review Board if appropriate)
- _____ 7. Presentation of first draft (thesis or professional paper) to advisor (in accordance with published dates)
- _____ 8. Presentation of approved copy to committee
- _____ 9. Presentation of approved copy to Dean of Graduate School**
- _____ 10. Date for oral examination established
- _____ 11. Oral defense passed
- _____ 12. Completed manuscripts submitted to Graduate School and Department (after technical editing and approval). Don't forget the abstract.
- _____ 13. Application for Degree**
- _____ 14. Completion of the graduate exit survey:
Exercise science: http://www.surveymonkey.com/s.aspx?sm=hrdLF6lyqqRgl9ZZs_2f6c9w_3d_3d
Generalist: http://www.surveymonkey.com/s.aspx?sm=41Kvx7jkWnXUcenxZPGHZw_3d_3d
- _____ 14. Return books, reprints, etc., borrowed from faculty
- _____ 15. Degree conferred

* . . . As stipulated in Departmental and Graduate School regulations.

** . . . Check for deadline dates in Graduate School webpage.

NOTE: It is the student's responsibility to complete the above requirements. Failure to meet deadlines usually results in a lengthening of the period required to obtain the degree. Each student should attempt to keep all records, letters, etc., relative to graduate work. Keep the checklist up to date and refer to it often.

Name of Advisor

| | |
|----------------|--|
| Procedure: | HHP Graduate Advising Guidelines |
| Date Adopted: | August 2016 |
| Last Revision: | 10/23/14 |
| References: | Graduate Council Approved Graduate School Advising Guidelines (302.30) |
| Approved by: | HHP Graduate Committee |
| Resources: | HHP Graduate Guide, Graduate School Policies |

A. Purpose & Scope

To provide additional information for Health & Human Performance faculty and graduate students to supplement the Graduate School developed Advising Guidelines.

B. Graduate Student Orientation

Upon entry into the HHP graduate program you will receive an orientation to the program. This will include introductions, and information on what is expected from both students and faculty. Materials will include the HHP Graduate Guide, as well as the Graduate School Advising guidelines and the HHP Graduate Advising Guidelines. Additional information can be found in the [Graduate School Policies](#).

C. Assignment of graduate student advisors.

HHP graduate students may have two different advisors, a curriculum and/or a thesis/professional paper advisor. These may be different or the same HHP faculty member. The curriculum advisor is responsible for steering you toward successful completion of coursework that meets the requirements for the degree. The thesis/professional paper advisor, usually the chair of your project, mentors the successful completion of this capstone experience.

D. Mechanism for addressing student complaints

If conflicts arise between graduate students and advisors, students are encouraged to seek resolution. If they feel uncomfortable meeting with their advisor, they are encouraged to contact the department chair or graduate program coordinator. If resolution within the department cannot be made, and the students wish to pursue a formal grievance, they can proceed with the UM grievance protocol. Some examples of where grievances may occur:

-  Authorship on a paper
-  'Ownership' of data
-  Recollection of previous conversations
-  Perceived lack of support from mentor/advisor

Students and faculty are encouraged to avoid potential conflicts by practicing professionalism. In addition, records of email conversations, and edits to written work are to be kept. Students should make notations of discussions with faculty advisors in order to correctly dictate future tasks.

Students should recognize that while potential disputes will be considered and resolved on a per case basis, in general, decisions about authorship on potential papers, the order of authorship, and the ownership of data collected are at the sole discretion of the mentoring faculty member.

More information on UM's advising protocol can be found in the [Graduate School Advising Guidelines](#).

Graduate Student Resources: Professional Development, Community Engagement, Mental Health Support, and Wellbeing

*The list of mental health resources was compiled by the Wildlife Biology program. The Division of Biological Sciences supplemented it to include Community Engagement, and Diversity, Equality and Inclusivity resources. The Graduate School and Curry Health Center added Professional Development resources, and revised and updated the document.

*Please feel free to integrate these resources into your program's student handbook, or distribute it to your students, modified to fit the needs of those cohorts.

Professional Development

In addition to your Department's support in your professional development, UM has an on-campus [Office of Experiential Learning and Career Success](#), where you can get help with CV and resumes, internships, and other career advice.

In addition, the Graduate School provides access to several online career development portals, described on the Graduate School's [Professional Development page](#). Students should open emails from [Aurora / Beyond the Professoriate](#) and [pd.education](#): they are not "spam," but partner providers of a free service in professional development for students, who access it through their UM student status (Aurora is an SSO/NetID; pd.education provides an email registration system). They send announcements about live webinars and events, including several coming up in early Fall 2021. We will be updating our website with this information, as well as sending out on-campus emails monthly to students to draw their attention to those events.

Community Engagement

• Diversity and Inclusion

1. [Disability Service for students](#): to develop accommodations as a result of mental health issues
2. [Global Engagement Office](#): Resources for international Students (orientation, newsletter, activities, etc.)
3. [UM Allies](#): Promoting LGBTQ equality
4. [DiverseU](#): UM Annual Symposium to foster diversity and inclusivity
5. [UM Student Groups](#), including Black Student Union; LatinX Student Union; Chinese Student Association, etc.

• Discussion and Support Groups:

1. [UM Graduate and Professional Student Association](#) (GPSA)
2. **Women in Science Group (students, post docs and faculty). Organized by graduate students and post-docs in the Division of biological Sciences.** Contact: Emily.kopania@umontana.edu (2021-2022) or the DBS graduate student coordinator.
3. **Curry Health Center UM Graduate Student Support Group.** Get together with other Grad students to discuss familiar challenges of Grad school, learn ways to cope and support each other. Time & Date TBA, ZOOM format, No Charge. Call Curry Health Center Counseling Services if Interested: 243 4712.

4. **UM SACNAS Interest Group (students, post docs and faculty)**. Society for Advancement of Chicanos/Hispanics and Native Americans in Science. SACNAS is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. Anyone can join. Contact: Erim Gómez (erim.gomez@mso.umt.edu)
5. [UM Student Groups](#)
6. Western Montana LGBTQ+ Community Center: [The Center](#).

Wellbeing and Mental Health Resources

Services listed below with an * or in this color are available free/low cost/ sliding scale if you qualify.

On Campus

1. [Curry Health Center Counseling Services](#): 406 243-4712
 - **First individual therapy/counseling session no charge – thereafter \$25/session**
 - Covered by Student Health Insurance Plan
 - If you want to submit the \$25 fee to your private insurance (other than the student plan), must submit own claims
 - Typically ~2 week wait or less
 - **Free Group therapy sessions**
 - Understanding Self and Others
 - Mental wellness for graduate students
 - Overcoming Anxiety
 - Support group for BIPOC students (Black, Indigenous, and People of Color)
 - Curry 360° — medical appointment that incorporates both, a medical provider and a behavior health specialist and/or health coach.
 - Tele-mental health: during the COVID-19 pandemic, counseling services will be conducted via Zoom. CHC uses an encrypted and HIPAA compliant version of Zoom. Students who are unable to secure a private location for their counseling, or have technical challenges, are welcome to use one of our offices. Initial visits can be scheduled via the [CHC health portal](#) or calling 406-243-4712
2. Curry Counseling Urgent Care:
 - Same day meeting with counselor if in immediate need – **Free first visit**, \$25/session after that - same insurance info applies
Phone: (406) 243-4712
3. Curry Medical Urgent Care:
 - Open for telemedicine and in-person urgent care appointments. Call before coming in.
Phone: (406) 243-2122
4. [Student Advocacy Resource Center \(SARC\)](#):
 - Counseling is available to survivors of *sexual assault, relationship violence and discrimination*.
 - **Free service**, typically 6-8 sessions.
 - **Medical advocacy at First Step: a free, medical clinic that provides health care and gathers forensic evidence for survivors of sexual assault.**
5. [UM Clinical Psychology Department](#):
 - Accepting new patients, conditional on current COVID restrictions
 - Individual therapy/counseling sessions with PhD students.

- Availability dependent on schedule and case-fit
 - No Insurance accepted, but reduced, **sliding scale fee (lowest starting at \$7/sessions)**
6. **Curry Wellness:** **programs available for free to all students.**
- Health Coaching:
 - **Free program for students** focused on handling stress, maintaining healthy habits etc.
 - 6 weeks, 1 on 1 sessions that can be extended
 - Peer and Wellness-staff led (certification process)
 - **Wellness Services** page includes a range of services, including the mental health training Kognito, a 45-minute web-based simulation module to train individuals to recognize signs of mental health concern, distress, and suicide.
 - **You@UM**, an online tool-kit for managing stress
 - **Well-Being in the Classroom**
 - **Digital Resources**

Off-Campus

There are many services off-campus offered through hospitals and private practitioners. The fee and availability of many of these services may be dependent on your insurance provider and plan. Additionally most of these service providers have a low income/sliding fee scale program. If it isn't clear from their website call and ask, or ask when making an appointment. Most places are also not allowed to deny services based on an inability to pay.

1. **Psychology Today:**
 - Nation-wide search engine for licensed/certified mental health providers, including: counselors, social workers therapists, psychologists and psychiatrists
 - Searchable by location, distance, specialty, accepted insurance, gender and more
2. **CounselNet:**
 - Database of counselors in the Missoula community
 - Lists distance from campus and if they accept insurance
 - Searchable by location, access, accepted insurance and specialty
3. **THE WELLNESS INSTITUTE OF MONTANA:**
 - A partnership for mind and body wellness, combines four thriving businesses into one full-service organization to better serve the community.
 - Mental health recovery, clinical and psychiatric, lifestyle and functional medicine, and supported living programs.
4. **NATIONAL ALLIANCE ON MENTAL ILLNESS (NAMI) MONTANA:**
 - The Montana chapter of the National Alliance on Mental Illness (NAMI).
 - Supports, educates, and advocates for Montanans with severe mental illnesses and their families.
5. **MISSOULA ADULT MENTAL HEALTH SERVICES:**
 - A multi-setting mental health facility serving adults with serious mental illness and veterans.
Phone: (406) 532-9700
Email: missoulaadults@wmmhc.org
6. ***PARTNERSHIP*:**
 - **Short-term behavioral care for established patients**
 - Sliding-scale fee clinic

- Non-crisis facility
7. PROVIDENCE HEALTH and SERVICES:
 - Psychiatric Inpatient and Outpatient services, including:
 - Psychological testing, psychopharmacologic treatment, psychotherapy
 - Urgent Mental Health Clinic: (406) 327-3034.
 8. TAMARACK GRIEF RESOURCE CENTER
 - Strengthens and honors individuals, families and communities throughout their journey with grief.
Phone: (406) 541-8472
Email: info@tamarackgriefresourcecenter.org
 9. DAKOTA PLACE
 - Residential inpatient treatment for young adults, adults, and seniors with serious mental illness.
 - Crisis care and addiction rehabilitation.
Phone: (406) 532-8949
 10. FULL CIRCLE MENTAL HEALTH
 - Licensed mental health center and a qualified developmental disabilities services provider serving Missoula and Ravalli Counties.
 - Family-based mental health services, school-based mental health services, autism and developmental services, and evaluation and diagnostic services.
 11. ALL NATIONS HEALTH CENTER
 - Provide medical health care with a specialty in family health, community health, culturally-relevant individual, group, or family specific behavior health, and they can also help you navigate health insurance.
 - Mental Health – offer outpatient counseling services that can be tailored to the individual requirements
 - While All Nations specifically serves the Native American community in Missoula, they happily take all patients.
 - Native Americans can be seen for free but they have a sliding fee scale for qualifying individuals. They also accept Medicaid, Medicare, and third-party reimbursement
 12. WESTERN MONTANA MENTAL HEALTH CENTER.
 - Treats adults and children with mental health conditions or addiction
 - **Has a low income/sliding fee scale program***
 13. HOPE: support group for suicide survivors and those affected by suicide.
Phone: (406) 543-2890
Email: pat@anewsong.org
 14. YWCA:
 - shelter, crisis counseling and support for survivors of domestic and sexual violence, including the 24-hour crisis hotline
 - safe shelter for women, men and children fleeing abusive situations
 - walk-in peer counseling
 - weekly support groups
 - in-house short-term therapy
 - referrals to community resources
 - legal, personal and medical advocacy

Diversity, Equality and Inclusivity (DEI) Training

1. [Diversity and Recruitment tools and videos](#)
2. [Implicit Bias Videos and Resources](#): Office of the Provost
3. Videos on Teaching and advising (From Faculty Development Office workshops):
 - [Creating a Campus Culture to Mentor Native Student Effectively \(10/30/15\)](#).
 - [Effective Backseat Driving: Mentoring Graduate Students \(2/8/13\)](#). A Pedagogy Project Conversation.
 - [A Faculty Member's Role and Responsibilities in Addressing the Problem of Sexual Violence at UM \(9/14/12\)](#).
 - [Inclusive Syllabi Roundtable \(1/20/11\)](#).
 - [Meeting the Needs of Displaced Workers \(2/11/11\)](#).
 - [My Parents Were Not Griz: Working with First Generation College Students \(10/24/12\)](#). A Pedagogy Project conversation.
4. Training Topics Available at SARC upon Request
 - Bystander Intervention: How to Intervene to Stop Sexual Assault
 - Resiliency and Engagement: Self-care
 - First Responder: How to Respond to Survivors of Sexual Assault, Interpersonal Violence or Discrimination
 - Addressing Microaggressions
 - Inclusive Communities

Graduate Student Leave of Absence

Request [a leave of absence](#).