KNES Graduate Student Handbook

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A. Overview of the Department of Kinesiology

The Department of Kinesiology is one of six departments in the University of Maryland School of Public Health and our faculty bring expertise to examine the complexity of physical activity and its role in human health. At a time when the nation is witnessing an obesity epidemic, enjoys watching sport more than playing sport, and has an aging population at risk for falls, Kinesiology brings together individuals with backgrounds in physiology, psychology, sociology, communications, history, engineering, education, and neuroscience to work on these and many other important public health problems. The faculty and graduate students study human physical activity from a variety of perspectives and at many levels of analysis. From the molecules, genes, neurons, and muscles of the individual performer, to sport in society and the study of groups that promote and educate others about physical activity, the University of Maryland's Department of Kinesiology is unique in its depth and breadth.

The Department of Kinesiology is dedicated to preparing its graduates to play important leadership roles in numerous fields associated with physical activity. The Department's academic programs strive to provide up-to-date, in-depth, interdisciplinary study of human movement at all levels of analysis. The faculty are committed to excellence in teaching, research, and service as we strive to understand human physical activity including individual motor behavior, exercise, and sport across the lifespan and its relation to society and to public health.

The Department has a long tradition of excellent education and research (read more about our history here). We have an outstanding group of 17 faculty. Five current faculty have been elected fellows of National Academy of Kinesiology (NAK), the top honorary society in the field. Over its history, the department has had 16 faculty members elected fellows in the NAK (formerly AAKPE). Several faculty in the Department have affiliate appointments with the Neuroscience and Cognitive Sciences program (NACS), the Center on Aging, the Departments of Psychology, Women’s Studies and Communication and the several departments in the Medical School at the University of Maryland, Baltimore. Research in the Department is funded by a variety of agencies including the National Institutes of Health and the National Science Foundation.

B. KNES MPH Program Concentration Overview

There is growing national demand for professionals who understand the physical and mental health benefits of physical activity, and can leverage this knowledge to combat major public health issues facing today’s society. Sedentary behaviors underlie numerous chronic diseases and are considered a leading cause of morbidity and mortality. The expertise gained through the MPH in Physical Activity prepares students for careers that involve integrating physical activity into public health practice at various levels. To accommodate a variety of career pursuits, students have flexibility in designing their course structure. Once a foundational knowledge is acquired through the program’s core requirements, students are encouraged to take electives across a range of disciplines. This 45-credit degree is adaptable to both a full and part-time student status. More information about the University of Maryland School of Public Health and the Department of Kinesiology can be found at http://www.sph.umd.edu/knes.
a. Course Requirements

The Master of Public Health (MPH) degree with a concentration in Physical Activity is a 45-credit professional degree, administered by the Department of Kinesiology. All MPH students with concentration in Physical Activity will complete six public health core courses, eight courses in the physical activity and related cognate area, internship experience(s), and a project.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPHL601, Core Concepts in Public Health</td>
<td>1</td>
</tr>
<tr>
<td>SPHL602, Foundations of Epidemiology &amp; Biostatistics</td>
<td>4</td>
</tr>
<tr>
<td>SPHL603, Applied Data Management Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>SPHL610, Health Program Planning, Development, Evaluation, and Resources</td>
<td>5</td>
</tr>
<tr>
<td>SPHL611, Public Health Ethics</td>
<td>1</td>
</tr>
<tr>
<td>SPHL620, Leadership, Teams, and Coalitions: Policy to Advocacy</td>
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<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>KNES 600 Kinesiology in Public Health</td>
<td>3</td>
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<tr>
<td>KNES 601 Epidemiology of Physical Activity</td>
<td>3</td>
</tr>
<tr>
<td>KNES 602 Physical Activity Program Planning and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>Research Methods (with Advisement)</td>
<td>3</td>
</tr>
<tr>
<td>Electives (with Advisement)</td>
<td>12</td>
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</table>

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNES 785 Internship in Physical Activity and Public Health</td>
<td>4</td>
</tr>
<tr>
<td>KNES 786 Capstone Project in Physical Activity and Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL MPH PHYSICAL ACTIVITY PROGRAM</td>
<td>45</td>
</tr>
</tbody>
</table>

Students may elect to take an elective course at the 400-level. A maximum of 6 credits of 400-level courses may be included in the MPH degree. Courses at the 400-level that are transferred are eligible for graduate credit provided they were not used in fulfillment of an undergraduate degree requirement. Please refer to graduate school policies for issues related to maintaining full-time status while taking undergraduate course credits.

http://www.gradschool.umd.edu/catalog/registration_policies.htm
b. KNES MPH Degree Program Competencies

By the end of the MPH in Physical Activity, students will master the following competencies:

1) Explain how physical activity integrates within the core areas of public health. Students will be able to describe how the promotion of an active lifestyle can be accomplished within the various disciplines of public health.

2) Apply evidence-based knowledge and understanding of the relation of physical activity to health and function across the life-span. Students will be able to explain how exercise impacts physical and mental health in both healthy and diseased populations. This understanding will include the physiological, psychosomatic, and psychosocial dimensions that underlie these relationships.

3) Design, implement, and evaluate physical activity interventions in a variety of populations and community settings. Students should be able to identify benefits and risks of physical activity interventions and formulate appropriate and measurable program objectives. Students will apply their knowledge of the built environment, as well as their skills in biostatistics and epidemiology, to evaluate the success of interventions.

4) Utilize a conceptual understanding of social, behavioral, and cultural theories to promote and implement physical activity programs and policies. Students will be able to describe how these theories impact participation in physical activity and apply them to optimize physical activity adoption and maintenance.

5) Evaluate the impact of physical activity and sedentary behavior at the community level. Students will be able to use ecological methods to evaluate the association between patterns of physical activity and sedentary living within a community and various pediatric and adult indicators of health in that same community. Students will be able to describe ways of altering the built environment of a given community in order to promote more active living.

6) Develop and utilize the ability to collaborate with public health professionals at local and/or federal levels to promote physical activity research, practice, and policy.
c. MPH Course Sequence

Prior to starting their first semester students should plan out their courses for the entire program. Some courses are offered every full-term semester (MPH core courses) whereas others are only offered in the fall or spring semesters (including many of our KNES courses). Limited courses are also offered during the summer term, such as most of the MPH core courses. A full-time sample course sequence for the Kinesiology MPH is provided below:

Sample Full-Time Physical Activity MPH Course Sequence (Two years)

<table>
<thead>
<tr>
<th>Fall Semester I</th>
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</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>SPHL 601</td>
<td>Core Concepts in Public Health</td>
</tr>
<tr>
<td>SPHL 602</td>
<td>Foundations of Epidemiology and Biostatistics</td>
</tr>
<tr>
<td>SPHL 603</td>
<td>Applied Data Management Laboratory</td>
</tr>
<tr>
<td>KNES 600</td>
<td>Kinesiology in Public Health <em>(Fall only)</em></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPHL 610</td>
<td>Health Program Planning, Development, Evaluation and Resources</td>
</tr>
<tr>
<td>SPHL 611</td>
<td>Public Health Ethics</td>
</tr>
<tr>
<td>KNES 601</td>
<td>Epidemiology of Physical Activity <em>(Spring only)</em></td>
</tr>
<tr>
<td>KNES 602</td>
<td>Physical Activity Program Planning and Evaluation <em>(Spring only)</em></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KNES 785</td>
<td>Internship in Physical Activity and Public Health *The internship experience can be split into two separate 2-credit experiences, and can be completed in Spring Semester I, Fall Semester II, as well as the summer between Year 1 and 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPHL 620</td>
<td>Leadership, Teams, and Coalitions: Policy to Advocacy</td>
</tr>
<tr>
<td>Research Methods</td>
<td>Research Methods (with advisement) *suggested semester but could also be completed at any point in program</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective course</td>
</tr>
<tr>
<td>Elective or KNES</td>
<td>Elective course or internship experience</td>
</tr>
<tr>
<td>785</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Elective course</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective course (if still needed)</td>
</tr>
<tr>
<td>KNES 786</td>
<td>Culminating Project in Public Health</td>
</tr>
</tbody>
</table>
C. Project Requirement (KNES 786)
Required pre-requisites: SPHL 601, SPHL 602, SPHL 603, SPHL 610, SPHL 611, SPHL 620, KNES600, KNES601
Recommended pre-requisites: KNES602, Research methods and elective courses

All Master of Public Health students are required to complete a final project (KNES 786, 3 credits). When designing the project, students should review the MPH competencies for their program. Students must address each competency through their coursework and both culminating experiences (internship and project). As a culminating experience, the project is to be completed after all core and required cognate courses.

Students should begin to discuss project ideas with their advisor in the beginning of the semester before the project will commence in order for work to be completed in the last semester. Students must present their project proposals by the end of the semester before they will complete the work (i.e., propose in the fall semester and defend the final project in the spring semester). Students must also follow the timeline requirements of the proposal and final defense meetings (e.g., providing documents 7 days before defense meetings, etc.).

The full description, timeline, and instructions for the completion of the project requirement can be found in the KNES MPH Project Handbook, which is to be reviewed carefully as you begin to develop your project plan.

D. MPH Internship Experience (KNES 785)
Required pre-requisites: SPHL 601, SPHL 602, SPHL 603, KNES600
Required co-requisites: SPHL 610, SPHL 611, KNES601, KNES 602

A public health internship or applied practice experience is a requirement for the Master of Public Health degree. It is a separate experience from the project requirement. All core KNES program competencies must be met through the student’s coursework and both culminating experiences (internship and project). For the internship experience, students must demonstrate attainment of at least five competencies, of which at least three must be foundational competencies as defined in Criterion D2 of the Council on Education for Public Health (CEPH) Accreditation Criteria.

The 200-hour internship experience is designed to enable students to gain practical experience as professionals under conditions conducive to educational development. The internship is a time-limited, supervised period of activities carried out in a public health organization—or multiple organizations—that work within the area of physical activity. The internship provides students with the opportunity to integrate and apply knowledge and skills obtained in the MPH program.

Each student’s competency attainment in applied settings will be assessed through a portfolio approach that specifically demonstrates and facilitates assessment of competency achievement. The portfolio must consist of at least two products (e.g., written assignments, projects, videos, multi-media presentations, websites, posters, photos or other digital artifacts of learning).
The full description, timeline, and instructions for the completion of the internship requirement can be found in the KNES Internship Handbook, which is to be reviewed carefully prior to the beginning your internship search.

E. KNES MPH Advising
All KNES graduate students are assigned an academic advisor. Advisors will provide students with approval to register each semester, assist students in determining elective courses, and work with students to identify internship sites (in conjunction with the department’s MPH Coordinator). Advisors also supervise the project experience and act in the role of the chair of the committee. If a student would like a different faculty member to serve as project chair, this should be determined prior to starting work on the project.

Every semester students must complete an MPH Program Plan for their specific program detailing the courses they have taken and the courses they will register for the next semester. This form must be discussed with and approved by the student’s academic advisor. Once the approval has been given students should give the signed form to the KNES MPH Coordinator who will give you permission to register for courses.

Each year students must complete an Annual Progress Meeting Report and should meet with their advisor to review their progress in the program. This form should be completed, reviewed with the advisor, and given to the KNES MPH Coordinator by May 1 each year.

F. Minimum Requirements for Satisfactory Progress
Students must meet minimum requirements for “satisfactory progress” each year in the master’s program to be allowed to continue. Students must meet all the degree Milestones within the time requirements and must maintain a 3.0 GPA throughout their program (See Graduate School policy on Academic Standing). All graduate students must register for at least 1 credit hour each semester. Students should register for the number of credits that will, in the judgment of the graduate program faculty, accurately reflect their involvement in graduate study (Graduate School Requirements).

MPH Milestones: These milestones are envisioned for full-time students; part-time students will need to work with their advisor to determine how these milestones may need to be adjusted for their individual circumstances.

**Milestone 1:** Approval of MPH Program Plan  
**Milestone 2:** Completion of MPH Core Courses (SPHL 601, SPHL 602, SPHL 603, SPHL 610, SPHL 611, SPHL 620)  
**Milestone 3:** Completion of KNES Cognate Courses (KNES600, 601, 602)  
**Milestone 4:** Capstone Competency Planning/Culminating Project Proposal Approval  
**Milestone 5:**  
- a. Final Program of Study Approval (Graduate School Form)  
- b. Final Project Defense  
- c. Internship completion
G. Course Waiver Policy

MPH students may request a waiver of a required course in their program if they can demonstrate that they have achieved the competencies through another course. The KNES MPH program is 45 credits, so if a student waives out of a course they must make sure they complete 45 credits in their program by taking an additional elective or independent study. KNES 600, 601, and 602 may not be waived. The course waiver policy includes:

1. SPHL602 Foundations of Epidemiology and Biostatistics (4 credits):
   a. MPH /MS/ PhD students who have earned at least a “B” in both a graduate level introductory epidemiology course and an introductory biostatistics course at an accredited school of public health or other accredited program of public health within the 24 months prior to matriculating may waive out of SPHL602 and enroll directly into EPIB651 Biostatistics II and EPIB611 Intermediate Epidemiology.
   b. Students who have taken graduate level introductory courses in both epidemiology and biostatistics from a non-accredited program, taken the courses more than 24 months prior to matriculating, or who will serve as TA’s for SPHL 602/603, are required to pass a waiver examination for SPHL602 (70% or better) or take SPHL602*. There will be no exceptions. We offer the waiver exam once a year during the week before classes start to allow students to register in the event they do not pass the placement exam.

   *SPHL602 and SPHL603 are integrated, what students learn in SPHL602 will be applied in SPHL603 using the SAS Point-and-Click program. It is recommended that PhD and MS students who must take SPHL602 also enrol in SPHL603. MPH students who do not pass the waiver exam must take both SPHL602 and SPHL603.

Course waivers may be requested using the SPH Course Waiver request form.

2. To waive other courses students must prepare a waiver package which includes the SPH Request for Waiver or Substitution of a Graduate Course Requirement, transcripts, a copy of the course syllabi and possibly letters of support from faculty. The approved waiver form should be given to the KNES MPH Coordinator.

H. Registering for a course from another SPH department or school

The following is a general listing of courses that may serve as elective courses outside of the Department of Kinesiology. This list is not comprehensive and does not reflect courses that will be offered in any particular semester. Please work with your advisor for which courses best align with your career goals. For registration in a course outside of the University of Maryland, please see the Graduate Coordinator.

   EDPS614 Politics of Education (3 credits)
   EDPS620 Education Policy Analysis (3 credits)
   EPIB 611 Intermediate Epidemiology (3 credits)
   EPIB 620 Chronic Disease Epidemiology (3 credits)
   EPIB 622 Social Determinants of Health (3 credits)
I. Student Travel Policy

If you have the opportunity to present your research at a professional conference there are a number of forms and requirements to follow.

Students may apply for a travel grant from the Graduate School to fund a portion of their conference travel [http://www.gradschool.umd.edu/current_students/travel_awards.html](http://www.gradschool.umd.edu/current_students/travel_awards.html) and in include the “International Conference Student Support Awards” and the “Jacob K. Goldhaber Travel Grant”. These
grants are received by the Graduate School on a rolling basis. The Goldhaber Travel Awards may not exceed the amount contributed by a college, department, or other source regardless of funds available or destination. Student may receive a Goldhaber Travel Grant twice during their tenure at the University regardless of degrees earned. Instructions for how to apply for the Goldhaber award are at http://www.gradschool.umd.edu/images/uploads/goldhaberapplication.pdf.

Students must complete a “Travel Authorization Request (TAR)” if traveling for academic purposes. The TAR is also required for reimbursement of travel expenses. The TAR should be completed as soon as you know you will be traveling to a conference so that your information can be entered into the system.

J. Graduate School and Graduate Catalog
The Graduate School website provides important information for our students on graduate policies, requirements, forms, and graduation deadlines. All students should be familiar with these resources and keep up to date on the deadlines and policies.

- Graduate Student Deadlines: http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html
- Graduate student forms http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html
- The Graduate Catalog http://www.gradschool.umd.edu/catalog/ provides information on policies and procedures for admissions, academics, registration, financial aid and student support policies.
- Graduate School Fellowship Opportunities http://www.gradschool.umd.edu/prospective_students/gs_fellowships.html
- Graduate Student Prizes and Awards http://www.gradschool.umd.edu/current_students/prizes_and_awards.html
K. The SPH Grad Student Handbook covers information on the following school-wide topics

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   b. Collaborative School
   c. Handbook’s purpose
V. Academic Programs
   a. Accreditation and Reaccreditation
   b. Departments
   c. Degree Programs
   d. MPH & MHA Core Curriculum
      i. Core Competencies
      ii. Practical & Culminating Experiences
   e. Public Health Professional Certification
VI. Graduate Policies
   a. Academic Integrity
   b. Grading
   c. Registration
      i. Interdepartmental Registration
   d. Add/drop
   e. Transfer Credit
   f. Change of Program
   g. The Graduate School (link out to overarching policies)
VII. Getting Oriented
   a. SPH website
   b. Graduate Catalog (link)
   c. Office of the Registrar
   d. Scholarships & Funding
   e. Printing
   f. Campus Safety
      i. UMD Alerts
   g. Connecting to Wireless
   h. Room Reservations
   i. Lactation Rooms
VIII. SPH Resources
   a. Centers & Institutes
   b. SPH Student Services (?)
   c. Career Services
   d. Library Services
   e. Public Health Practice Series
   f. Public Health Grand Rounds
g. Public Health Research @Maryland
h. Maryland Day

IX. Student Life
   a. Housing
   b. Parking & Transportation
   c. Student Organizations
      i. Starting a Student Organization
   d. Graduate Student Life
   e. Campus Recreation
   f. International Affairs

X. Course Matrix

XI. Campus Calendars

XII. Campus Maps