California State University, Long Beach
Department of Kinesiology

Graduate Student Handbook

Academic Year 2005-2006

COMPILED AND WRITTEN BY

KPE 695: PROFESSIONAL LITERATURE STUDENTS
(SPRING, 2001)

AND

DR. SHARON R. GUTHRIE, GRADUATE COORDINATOR
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GREETINGS FROM THE DEPARTMENT CO-CHAIRS AND GRADUATE COORDINATOR

We are pleased and excited to welcome you to the Department of Kinesiology and Physical Education at California State University, Long Beach. With this program, you begin a new journey towards earning a Master’s Degree in Kinesiology and achieving membership in an alumni that now numbers over 6,000, many of whom are leaders in sport and physical activity in Southern California. You were selected for admission because of your outstanding academic performance as an undergraduate student and because of your potential for success in our program. We salute you for that achievement!

In the following pages, you will find a wealth of information that has been gathered and assembled by a team of graduate students, led by our Graduate Coordinator, Dr. Sharon Guthrie. Please take time to carefully review the important material contained in this handbook and become familiar with the policies and procedures of our Department and University. This will ensure that your experience with us as a graduate student will be more pleasant and successful.

Again, we congratulate you on becoming the newest member of the Kinesiology & Physical Education family and wish you the best of success on your journey towards a master’s degree. We encourage you to visit the Department office and introduce yourself. We look forward to meeting you!

Dr. Sharon R. Guthrie
Dr. Keith Freesemann
Co-Chairs
Department of Kinesiology

On behalf of the faculty and staff, I welcome you to Graduate School and the Department of Kinesiology and Physical Education. We are honored that you have chosen to further your education with us, and we will make every effort to make your graduate experience a rewarding one.

This Handbook, constructed primarily by students, was designed for you, the graduate student; thus, if you have suggestions for improvement, please share them with me. As your Graduate Coordinator, I am committed to serving you well and increasing the likelihood of your educational success. Here’s to our future collaboration and to what promises to be an challenging, yet worthwhile enterprise!

Dr. Sharon R. Guthrie
Graduate Coordinator
DIRECTORY OF KPE DEPARTMENT ADMINISTRATORS, COORDINATORS, AND FACULTY

Administrators and Administrative Staff

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Hours of KIN Department Office operation:  Monday - Friday  8 am to 12 pm & 1 pm to 5 pm

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Coordinator, Coaching  
Dr. Sharon Guthrie
Coordinator, Exercise Science  
Dr. Ralph Rozenek
Coordinator, Motor Behavior  
Dr. Douglas Young
Coordinator, Pedagogical Studies  
Dr. Grant Hill
Coordinator, Sport Medicine and Injury Studies  
Dr. Keith Freesemann
Coordinator, Sport and Exercise Psychology  
Dr. Michelle Magyar
Coordinator, Sports Management  
Dr. Ketra Armstrong
Coordinator, Sport Studies  
Dr. Alison Wrynn
## KPE Department Faculty

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<th>Phone</th>
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<tbody>
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<td>Armstrong, Ketra</td>
<td>562-985-4025</td>
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</tr>
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</table>

## Useful Phone Numbers

- **Admissions & Enrollment Services:** 562-985-5471 [BH-101]
- **Bookstore:** 562-985-5091
- **Business Office:** 562-985-5348 [BH-158]
- **Campus Operator:** 562-985-4111
- **Career Development Center:** 562-985-4151 [BH-250]
- **Cashier:** Located at BH-148
- **Disbursements:** 562-985-5541 [BH-148]
- **Financial Aid:** 562-985-8403 [BH-101]
- **Grade Check:** 562-985-1887
ID Card Services: 562-985-7338
Library: 562-985-4012
Parking: 562-985-4146
Student Health Service: 562-985-4771
Student Account Services: 562-985-8280
Testing and Evaluation Services: 562-985-4007
BH-216
VRR/Registration: 562-985-1789

GRADUATE PROGRAM GOALS

Graduate study, in general, is designed to inspire independent thinking, critical analysis and originality in the quest for knowledge and its useful application. More specifically, the Master of Arts and Master of Science Degrees in Kinesiology provide students with advanced education in the discipline of kinesiology, with an emphasis in coaching, exercise science, motor behavior, pedagogy, sport/exercise psychology, sport management, sports medicine, or sport studies. Students are required to demonstrate mastery in their chosen Option area either by conducting independent research culminating in a thesis or project, or by successfully passing a comprehensive examination (see pages 23-31) for more information on the thesis, project, and comprehensive exams).

Graduate Student Learning Outcomes

Upon completion of the MA/MS Degree, students are expected to attain the following learning outcomes:

1. The ability to communicate effectively and persuasively in professional settings;
2. The ability to seek, organize, assimilate, synthesize, and use information;
3. An understanding of the advanced facts, concepts, constructs, and literature of their subdiscipline (Option area);
4. The ability to apply the disciplinary knowledge and skills they have acquired in solving complex problems;
5. The ability to understand and employ a variety of research methods and to understand the role and use of statistics in the research process; and
6. An acquisition of the skills that increase the likelihood of gaining employment in a kinesiology-related occupation or profession.

During the semester in which they graduate, students will be asked to complete a Student Exit Survey, asking them to rate the degree to which they have achieved these outcomes (see Appendix A).
ADMISSION TO THE UNIVERSITY AND THE KINESIOLOGY DEPARTMENT

Applicants to the Graduate Program must qualify for admission to the University and be accepted for graduate study by the Department of Kinesiology.

University Criteria

1. A baccalaureate degree from an accredited university or college or the equivalent academic preparation at a foreign university as determined by the appropriate campus authority (i.e., the Office of International Education).

2. Good standing at the last institution attended.

3. Grade point average of 2.5 or above in the last 60 semester (or 90 quarter) units attempted, independent of when the baccalaureate was granted, excluding lower-division courses or courses taken in extension (except in adjunct enrollment at CSULB in the upper-division level) after obtaining the baccalaureate degree.

Department Criteria

1. A baccalaureate degree from an accredited institution with a major in Kinesiology or the equivalent (e.g., Physical Education). Students with a baccalaureate degree in another field may be admitted into the graduate program provided they have the foundation (i.e., coursework and/or work experience) appropriate for the selected Option as determined by the Option Coordinator. Students without such foundation may be required to take additional units of upper-division undergraduate coursework (see pages 10-11). All foundational coursework must be completed before Advancing to Candidacy (see pages 22-23).

2. A minimum overall undergraduate grade point average (GPA) of 2.75 in the lst 60 semester (or 90 quarter) units. The number of applicants who can be admitted is limited by space availability; therefore, in some cases, a student meeting the GPA and GRE requirement (see #3 below) may not be accepted.

3. A minimum cumulative score of 450 on the verbal test, 450 on the quantitative test, and 3.5 on the analytical writing test of the Graduate Record Examination (GRE).

Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) measures verbal, quantitative, and analytical skills unrelated to any specific field of study. The verbal test measures the ability to analyze and evaluate written material and recognize relationships between words and concepts. The quantitative test measures basic mathematical skills and understanding of elementary mathematical concepts. The analytical writing test measures the ability to: 1) present one’s perspective on an issue and 2) critique an argument, both in writing.

Most students take the computer-based test because it is offered more times during the year. At the start of the test, test questions of moderate difficulty are presented. As
Each question is answered, the computer scores that question to determine which question is presented next. As long as each question is answered correctly, questions of increasing difficulty are presented. Once a question is answered, the test-taker cannot go back and change the answer.

A student can prepare for the GRE in several ways. GRE power prep software ($45.00) includes test preparation for the general test and can be downloaded from the website @ ets.org/store.html or by calling 1-800-537-3160 (ask for Department P68). The GRE practice book: GRE Practicing to take the General Test, 9th Edition ($15.00) is also available from the website. There are also review courses: 1) Kaplan—www.kaptest.com; phone (800-KAPTEST); and 2) Princeton Review—www.review.com; phone (800-2REVIEW).

ADDITIONAL REQUIREMENTS AFTER ACCEPTANCE TO THE DEPARTMENT

Writing Proficiency Examination (WPE)

All graduate students must pass the WPE exam or its equivalent (i.e., GRE Writing Assessment Test or the Essay associated with the GMAT) prior to Advancement to Candidacy. If one obtains a minimum 4.0 on the GRE analytical writing test, the WPE will be waived. The WPE (or equivalent) must be taken during the first semester of enrollment in graduate school. Failure to do so will prevent enrollment in classes during the second semester.

WPE applications are available at the Office of Testing and Evaluation Services (Brotman Hall-216). If the student is a recent CSU graduate, he or she is likely to have met this requirement as part of the baccalaureate degree. Students who need assistance to prepare for the WPE should contact the Learning Assistance Center (LIBE-012) and sign up for the S/I 050 class. They may also contact the Writer’s Resource Center (LAB-212) for assistance in writing essays.

Foundational Undergraduate Coursework (formerly called prerequisites)

If a prospective graduate student has a baccalaureate degree in a field other than Kinesiology or Physical Education, he/she may be required to take prerequisite or foundational upper-division undergraduate coursework in kinesiology. Students must consult with the Graduate Coordinator and/or major advisor before enrolling in foundational courses. The courses, which vary depending on the student’s academic background and Option, may be taken at CSULB or another college/university. Students, excluding those in the Sports Management, Sport & Exercise Psychology, and Sport Studies Options, must take Human Anatomy (BIOL 208) and Human Physiology (BIOL 207) or their equivalents. In addition, 15 units of upper-division coursework chosen from the following list are required:

<table>
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<th>CSULB Course</th>
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<tr>
<td>Biomechanics (3 units, upper division)</td>
<td>KPE 300</td>
</tr>
<tr>
<td>Exercise Physiology (3 units, upper division)</td>
<td>KPE 301</td>
</tr>
<tr>
<td>Motor Learning/Control (3 units, upper division)</td>
<td>KPE 312</td>
</tr>
<tr>
<td>Motor Development (3 units, upper division)</td>
<td>KPE 315</td>
</tr>
<tr>
<td>Sport Psychology (3 units, upper division)</td>
<td>KPE 339I</td>
</tr>
<tr>
<td>Measurement &amp; Evaluation or Statistics (3 units, upper division)</td>
<td>KPE 483</td>
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</table>
Students in the **Exercise Science Option** who are required to take foundational coursework must take Human Anatomy (BIOL 208) and Human Physiology (BIOL 207) or their equivalents. In addition, Biomechanics (KPE 300) and Exercise Physiology (KPE 301) plus 9 units of upper division coursework chosen from the following list are required:

<table>
<thead>
<tr>
<th>Course Content</th>
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<tbody>
<tr>
<td>Prevention and Care of Athletic Injuries (3 units, upper division)</td>
<td>KPE 307</td>
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<tr>
<td>Developmental &amp; Therapeutic Exercise (3 units, upper division)</td>
<td>KPE 309</td>
</tr>
<tr>
<td>Motor Learning/Control (3 units, upper division)</td>
<td>KPE 312</td>
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<td>Motor Development (3 units, upper division)</td>
<td>KPE 315</td>
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<tr>
<td>Adapted Physical Education (3 units, upper division)</td>
<td>KPE 320</td>
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<td>Sport History (3 units, upper division)</td>
<td>KPE 335</td>
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<td>Sport Psychology (3 units, upper division)</td>
<td>KPE 339I</td>
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<tr>
<td>Fitness for Older Adults</td>
<td>KPE 364 or KPE 367</td>
</tr>
<tr>
<td>Measurement &amp; Evaluation or Statistics (3 units, upper division)</td>
<td>KPE 483</td>
</tr>
</tbody>
</table>

Students in the **Sport & Exercise Psychology and Sports Studies Options** who are required to take foundational coursework must take 15 units of upper division coursework from the following:

<table>
<thead>
<tr>
<th>Course Content</th>
<th>CSULB Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Physiology*</td>
<td>KPE 301</td>
</tr>
<tr>
<td>Motor Learning</td>
<td>KPE 312</td>
</tr>
<tr>
<td>Motor Development</td>
<td>KPE 315</td>
</tr>
<tr>
<td>Sport Sociology</td>
<td>KPE 332I</td>
</tr>
<tr>
<td>Sport History</td>
<td>KPE 335</td>
</tr>
<tr>
<td>Women in Sport</td>
<td>KPE 338I</td>
</tr>
<tr>
<td>Sport Psychology</td>
<td>KPE 339I</td>
</tr>
</tbody>
</table>

* Human Physiology (BIOL 207) is a prerequisite for KPE 301

Students in the **Sports Management Option** who are required to take foundational coursework may choose from a variety of courses. Such students should consult with their advisor before selecting courses. If students take coursework at institutions other than CSULB, additional KPE coursework may be acceptable, if it is upper-division; however, students must check with their advisor for approval.
DEGREE REQUIREMENTS

Two Degree Programs are available to students:

Master of Arts (MA) Degree

Students must:

1. Complete a minimum of 30 units with at least 24 units of 500 and/or 600-level courses in KPE at CSULB, including KPE 590, 696, and 698 (Thesis), and an oral examination over the thesis, or a minimum of 36 units with at least 30 units of 500 and/or 600-level courses in KPE at CSULB, including KPE 590, 695, and 696, and a written and oral comprehensive examination;

2. Complete all required courses in one of the seven degree Options; and

3. Maintain a minimum overall 3.0 (B) grade point average in all upper division undergraduate and graduate courses taken at CSULB after completion of the baccalaureate degree.

Master of Science (MS) Degree

Students must:

1. Complete a minimum of 33 units with at least 27 units of 500 and/or 600-level courses in KPE at CSULB, including KPE 580, 590, 696, and 698 (Thesis), and an oral examination over the thesis; or, a minimum of 39 units with at least 33 units of 500 and/or 600-level courses in KPE at CSULB, including KPE 580, 590, 695, and 696, and a written and oral comprehensive examination;

2. Complete all required courses in one of the three degree Options; and

3. Maintain a minimum overall 3.0 (B) grade point average in all upper division undergraduate and graduate courses taken at CSULB after completion of the baccalaureate degree.

After students are admitted to the Graduate Program and have decided on the Option they wish to pursue, they begin taking courses in their chosen Option area. The curriculum for each Option is identified below.

M.A. DEGREE OPTIONS

1. Option in Adapted Physical Education - Coordinator, Dr. Barry Lavay

This Option is designed to provide advanced preparation in adapted physical activity and the study of individuals with disabilities across the lifespan (preschool to adult).
**Required Coursework:**

KPE 590 Statistical Analysis and Measurement (3)
KPE 696 Research Methods (3)

*A minimum of 12 units selected from:*

KPE 537 Physical Education for Special Populations (3)
KPE 538 Motor Dysfunction and the Exceptional Person (3)
KPE 546 Developmental Aspects of Motor Behavior (3)
KPE 638 Seminar in Trends in Adapted Physical Education (3)
KPE 697 Directed Studies (3)

**Comprehensive Exam Candidates**

KPE 695 Seminar in Professional Literature (3), plus a minimum of 15 elective units

**Thesis/Project Candidates**

KPE 698 Thesis (4), plus a minimum of 8 elective units

2. **Option in Coaching - Coordinator, Dr. Michelle Magyar**

This Option provides an in-depth study in the scientific, mechanical, emotional, and methodological realms of coaching.

**Required Coursework:**

KPE 590 Statistical Analysis & Measurement (3)
KPE 696 Research Methods (3)
KPE 593 Coaching Internship (3 or 6), required after Advancement to Candidacy

*A minimum of 12 units selected from:*

KPE 524 Analysis of Teaching in Physical Education (3)
KPE 540 Biomechanical Factors in Human Movement (3)
KPE 551 Advanced Exercise Physiology (3)
KPE 560 Health Related Problems in Sport (3)
KPE 562 Advanced Strength and Conditioning (3)
KPE 575 Psychology of Coaching (3)
KPE 630 Seminar in Motor Learning (3)
KPE 633 Seminar in Sport Psychology (3)

**Comprehensive Exam Candidates**

KPE 695 Seminar in Professional Literature (3), plus a minimum of 9-12 elective units.

**Thesis/Project Candidates**

KPE 698 Thesis (4), plus a minimum of 5 elective units
3. **Option in Motor Behavior - Coordinator, Dr. Douglas Young**

This Option provides advanced preparation in human movement from a behavioral perspective.

*Required Coursework:*

KPE 590 Statistical Analysis & Measurement (3)
KPE 696 Research Methods (3)

*A minimum of 12 units selected from:*

KPE 540 Biomechanical Factors in Human Movement (3)
KPE 546 Developmental Aspects of Motor Behavior (3)
KPE 630 Seminar in Motor Learning (3)
KPE 633 Seminar in Sport Psychology (3)
KPE 697 Directed Studies (3)

**Comprehensive Exam Candidates**

KPE 695 Seminar in Professional Literature (3), plus a minimum of 15 elective units

**Thesis/Project Candidates**

KPE 698 Thesis (4), plus a minimum of 8 elective units

4. **Option in Pedagogical Studies – Coordinator, Dr. Grant Hill**

The Master of Physical Education: Pedagogical Studies is a non-traditional, 24 month program which involves a collaboration between the KPE Department and University College and Extension Services (UCES). This 36 credit Option is designed to prepare K-12 physical educators to systematically improve the quality of their instruction. An additional feature is preparation to apply for National Board Teaching Certification.

The curriculum is offered over a two-year period with two nine week terms in both the Fall and Spring semesters and intensive five-week terms each Summer. Students who select this Option must complete a project.

*Required Coursework: (24 credits)*

KPE 524 Analysis of Teaching in Physical Education (3) *(Fall)*
KPE 525 Instructional Design in Physical Education (3) *(Fall)*
KPE 526 Applied Behavior Analysis in Physical Education (3) *(Fall)*
KPE 580 Computer Applications in KPE (3) *(Fall)*
KPE 590 Statistical Analysis and Measurement in KPE (3) *(Spring)*
KPE 695 Seminar in Professional Literature (3) *(Summer only)*
KPE 696 Research Methods (3) *(Summer)*
KPE 699 Practicum in Pedagogy (3) *(Spring)*

*Elective Courses: (12 credits)*

Students will select four courses from the following list:

KPE 512 Legal and Ethical Issues in Sport (3)
KPE 521 Foundations of Sport Management (3)
KPE 546 Developmental Aspects of Motor Behavior (3)
KPE 560 Health Related Problems in Sport (3)
KPE 575 Psychology of Coaching (3)
KPE 699 Current Issues and Trends in Physical Education and Sport (3)
KPE 699 Fitness Promotion in K-12 Populations (3)
KPE 699 Non-traditional Programming in K-12 Physical Education

5. **Option in Sport Studies - Coordinator, Dr. Alison Wrynn**

This Option examines sport from the perspectives of sociology, anthropology, history, psychology, and philosophy.

**Required Coursework:**

- KPE 590 Statistical Analysis (3)
- KPE 696 Research Methods (3)

*A minimum of 12 units selected from:*

- KPE 573 History of Sport in the USA (3)
- KPE 574 Contemporary International Sport (3)
- KPE 577 Sport in US Culture (3)
- KPE 633 Seminar in Sport Psychology (3)
- KPE 675 Seminar in Human Movement Theory (3)
- KPE 697 Directed Studies (1-3)

**Comprehensive Exam Candidates**

PE 695 Seminar in Professional Literature (3), plus a minimum of 15 elective units

**Thesis/Project Candidates**

KPE 698 Thesis (4), plus a minimum of 8 elective units

6. **Options in Individualized Studies - Coordinator, Dr. Sharon Guthrie**

This Option provides the student with a curriculum that combines one or more Option areas into a program of study. These Options are developed by the student with the advisement of a graduate advisor and/or the Graduate Coordinator.

**Required Coursework:**

- KPE 590 Statistical Analysis (3)
- KPE 696 Research Methods (3)

*A minimum of 15 units of KPE 500/600 level coursework in KPE*

**Comprehensive Exam Candidates**

KPE 695 Seminar in Professional Literature (3), plus a minimum of 12 elective units
Thesis/Project Candidates

KPE 698 Thesis (4), plus a minimum of 5 elective units

7. **Option in Sport Management - Coordinator, Dr. Ketra Armstrong**

The Master of Sports Management program is a non-traditional, 18-month program, which involves a collaboration between the KPE Department and University College and Extension Services (UCES). The Option is designed to prepare individuals for careers in athletic administration and sports management. Upon completion of this program (36 units), individuals will be prepared to work in the sports industry in a variety of settings, including professional, college and scholastic organizations, private businesses, community services, and academic institutions.

The curriculum consists of three 6-month sessions over an 18-month period. Within each session, the student takes three courses, each lasting eight weeks, and is involved in an internship lasting the entire 6-months. Students who select this Option must complete a project.

**Curriculum**

First Session

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<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Dates</th>
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<tr>
<td>KPE 521</td>
<td>Introduction to Sport Management</td>
<td>First Eight Weeks</td>
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<tr>
<td>KPE 696</td>
<td>Research Methods</td>
<td>Second Eight Weeks</td>
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<tr>
<td>KPE 577</td>
<td>Sport in U.S. Culture</td>
<td>Third Eight Weeks</td>
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<tr>
<td>KPE 591</td>
<td>Field Instruction in Sport Event Management</td>
<td>Entire 24 Weeks</td>
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Second Session

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<th>Course #</th>
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<tr>
<td>KPE 590</td>
<td>Statistical Analysis &amp; Measurement</td>
<td>First Eight Weeks</td>
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<tr>
<td>KPE 511</td>
<td>Sports Marketing, Fundraising, Development</td>
<td>Second Eight Weeks</td>
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<tr>
<td>KPE 512</td>
<td>Legal &amp; Ethical Issues in Sport</td>
<td>Third Eight Weeks</td>
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<tr>
<td>KPE 592A</td>
<td>Sports Management Internship</td>
<td>Entire 24 Weeks</td>
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Third Session

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<th>Dates</th>
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<tbody>
<tr>
<td>KPE 513</td>
<td>Facility &amp; Personnel Management</td>
<td>First Eight Weeks</td>
</tr>
<tr>
<td>KPE 514</td>
<td>Sport Finance</td>
<td>Second Eight Weeks</td>
</tr>
<tr>
<td>KPE 695</td>
<td>Professional Literature</td>
<td>Third Eight Weeks</td>
</tr>
<tr>
<td>KPE 592A</td>
<td>Sports Management Internship</td>
<td>Entire 24 Weeks</td>
</tr>
</tbody>
</table>

**M.S. DEGREE OPTIONS**

1. **Option in Exercise Science – Coordinator, Dr. Ralph Rozenek**

This Option provides theoretical principles and practical experiences in exercise physiology and biomechanics.
Required Coursework:

KPE 540 Biomechanical Factors in Human Movement (3)
KPE 550 Instrumentation in the Exercise Sciences (3)
KPE 551 Advanced Exercise Physiology (3)
KPE 552 Physiology of Exercise Testing and Training (3)
KPE 580 Computer Applications in KPE (3)
KPE 590 Statistical Analysis (3)
KPE 696 Research Methods (3)

KPE 594 Exercise Science Internship (3) or KPE 697 Directed Studies (3)

A minimum of 6 units selected from the following four courses or select six other units with advisor’s approval:

KPE 541 Biomechanics: Lifting and Work Capacity (3)
KPE 562 Advanced Strength and Conditioning (3)
KPE 565 Clinical Exercise ECG (3)
KPE 556 Biochemical and Hormonal Adaptations to Physical Activity (3)

Comprehensive Exam Candidates:

KPE 695 Seminar in Professional Literature (3), plus a minimum of 6 elective units

Thesis/Project Candidates:

KPE 698 Thesis (4)

2. **Option in Sport/Exercise Psychology – Coordinator, Dr. Michelle Magyar**

This Option prepares students for careers in sport and exercise psychology, in particular as athletic performance enhancement specialists and/or as researchers and teachers in academic settings.

Required Coursework:

KPE 572 Applied Sport and Exercise Psychology (3)
KPE 575 Psychology of Coaching (3)
KPE 580 Computer Applications in KPE (3)
KPE 590 Statistical Analysis (3)
KPE 633 Seminar in Sport Psychology (3)
KPE 696 Research Methods (3)

A minimum of 6 units selected from:

KPE 571 Biofeedback Applications in Sport and Exercise Science
KPE 573 History of Sport in the U.S. (3) or KPE 574 Contemporary International Sport (3)
KPE 577 Sport in US Culture (3)
KPE 630 Seminar in Motor Learning (3)
KPE 675 Seminar in Human Movement Theory (3)
KPE 697 Directed Studies (3)
Comprehensive Exam Candidates:

KPE 695 Seminar in Professional Literature (3), plus 12 elective units from PSY, Ed PSY, and/or KPE courses

Thesis/Project Candidates:

KPE 698 Thesis (4), plus 5 elective units from PSY, Ed PSY and/or KPE courses

3. Option in Sports Medicine/Sport Injury Studies – Coordinator, Dr. Keith Freesemann

This Option provides the student with an in-depth study of the many health-related problems associated with individuals who are physically active.

Required Coursework:

KPE 540 Biomechanical Factors in Human Movement (3)
KPE 551 Advanced Exercise Physiology (3)
KPE 560 Health Related Problems in Sport (3)
KPE 561 Musculoskeletal Injuries in Sport (3)
KPE 562 Advanced Strength and Conditioning (3)
KPE 580 Computer Applications in KPE (3)
KPE 590 Statistical Analysis (3)
KPE 633 Seminar in Sport Psychology (3)
KPE 696 Research Methods (3)
KPE 697 Directed Studies (3)

Comprehensive Exam Candidates:

KPE 695 Seminar in Professional Literature (3), plus a minimum of 6 elective units

Thesis/Project Candidates:

KPE 698 Thesis (4)

TRANSFERABLE UNITS FROM UNIVERSITY COLLEGE AND EXTENSION SERVICES (UCES) AND OTHER COLLEGES/UNIVERSITIES

Graduate students attending CSULB may transfer up to 9 units of UCES units. Students transferring from another university may transfer up to 6 units of graduate coursework, provided the courses are equivalent to that required in the student’s Option. Students wanting to transfer units from UCES or another college/university must gain approval from their advisor and the Graduate Coordinator.

SELECTING AN ADVISOR

It is recommended that each student have a faculty advisor, and often the best person for this job is a faculty member who teaches in the student’s Option area. Although the Graduate Coordinator serves as a general source of information and, in some cases, may be a student’s individual mentor, it is recommended that each student select an additional faculty member to serve as his or her advisor. It is ultimately the student’s responsibility to select an advisor, however, if he/she does not know whom to select or how to go about asking a faculty member to serve, the Graduate Coordinator will facilitate the process. The first step is finding out who
the faculty in your Option are and what their specific area of expertise is (e.g., Exercise Science, respiratory physiology; Exercise Science, biomechanics; Sport Studies, history). The following table lists the research interests and expertise of KPE faculty members.

**FACULTY THEORETICAL AND RESEARCH METHODOLOGY EXPERTISE**

<table>
<thead>
<tr>
<th>Name</th>
<th>General subdiscipline expertise</th>
<th>Specific theoretical expertise</th>
<th>Research design expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong, Ketra</td>
<td>Sports Management</td>
<td>Marketing; sport consumer behavior</td>
<td>Quantitative</td>
</tr>
<tr>
<td>Costa, Margaret</td>
<td>Sport history, sport studies, Latin American studies, women in sport</td>
<td>History, cultural analysis</td>
<td>Analytical (i.e., historical, cultural, and philosophical)</td>
</tr>
<tr>
<td>Crussemeyer, Jill</td>
<td>Biomechanics</td>
<td>Mechanisms of injury; variability in human movement</td>
<td>Experimental, single subject designs</td>
</tr>
<tr>
<td>Davis, James</td>
<td>Exercise physiology</td>
<td>Respiratory physiology</td>
<td>Experimental</td>
</tr>
<tr>
<td>Fisher, Jan</td>
<td>Motor development, pediatric adaptive physical education, kinesiotherapy</td>
<td>Motor development, sensory integration, vision and performance</td>
<td>Single subject designs, qualitative</td>
</tr>
<tr>
<td>Freeseemann, Keith</td>
<td>Sports medicine</td>
<td>Sports medicine</td>
<td>Qualitative, survey, experimental</td>
</tr>
<tr>
<td>Garhammer, John</td>
<td>Sport/exercise biomechanics</td>
<td>Biomechanics of weightlifting and weight training; resistance exercise; sport-specific training and program design</td>
<td>Film and video data collection analysis</td>
</tr>
<tr>
<td>Gonsalves, John</td>
<td>Pedagogy, coaching</td>
<td>Coaching motivation and psychology</td>
<td>Qualitative, historical</td>
</tr>
<tr>
<td>Guthrie, Sharon</td>
<td>Sport psychology, sport sociology, feminist studies</td>
<td>Body image, self esteem, eating disorders, feminist theory, disability and sexuality issues in sport and exercise</td>
<td>Survey, qualitative</td>
</tr>
<tr>
<td>Hakim-Butt, Karen</td>
<td>Pedagogy</td>
<td>Analysis of teaching curriculum</td>
<td>Survey, qualitative</td>
</tr>
<tr>
<td>Hill, Grant</td>
<td>Pedagogy</td>
<td>Teaching effectiveness</td>
<td>Survey</td>
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<tr>
<td>Jones, Dan</td>
<td>Kinesiotherapy</td>
<td>Kinesiotherapy</td>
<td>Clinical, qualitative</td>
</tr>
<tr>
<td>Krawietz, Paul</td>
<td>Sports Medicine</td>
<td>Sports Medicine</td>
<td>Qualitative, survey, historical</td>
</tr>
<tr>
<td>Kress, Jeff</td>
<td>Pedagogy; applied sport psychology, exercise psychology</td>
<td>Experiential education in physical education</td>
<td>Qualitative</td>
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<tr>
<td>Lacourse, Michael</td>
<td>Motor behavior</td>
<td>Cortical sensorimotor processing</td>
<td>Experimental</td>
</tr>
<tr>
<td>Lavay, Barry</td>
<td>Adapted physical education, pedagogy, disability issues</td>
<td>APE, behavior management</td>
<td>Single subject, ABA designs, experimental</td>
</tr>
</tbody>
</table>
**SCHEDULING OF COURSES**

Most graduate courses are offered only once every third semester during the Fall and Spring semesters. Graduate courses are rarely offered during the Summer session. Students should take this into account when planning their schedules and graduation dates. KPE 590 and 696, which are required of all students, are offered every Spring and Fall, respectively, and KPE 695, which is required of all comprehensive exam students, is offered every Spring. The following is a tentative list of course offerings through Fall, 2011, however, it may be subject to change due to factors such as faculty sabbaticals, personal leaves, and retirements. Students should make a habit of communicating with the Graduate Coordinator and/or checking the Graduate Student Bulletin Board, located in the PE-1 lobby, for changes in this schedule.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Area</th>
<th>Area of Research</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petray, Clayre</td>
<td>Elementary school physical education pedagogy; physical fitness and activity</td>
<td>Physical activity, teaching effectiveness, obesity, diabetes, self-esteem</td>
<td>Experimental</td>
</tr>
<tr>
<td>Magyar, Michelle</td>
<td>Sport psychology</td>
<td>Leadership, motivation, youth sport</td>
<td>Quantitative and qualitative</td>
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<tr>
<td>Rozenek, Ralph</td>
<td>Exercise physiology</td>
<td>Responses and adaptation to resistance and endurance activity</td>
<td>Experimental, qualitative</td>
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<tr>
<td>Schroeder, Jan</td>
<td>Fitness</td>
<td>Gerontology</td>
<td>Quantitative</td>
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<tr>
<td>Williams, Emyr</td>
<td>Pedagogy-secondary</td>
<td>Technology applications in physical education</td>
<td>Experimental, single subject designs</td>
</tr>
<tr>
<td>Wrynn, Alison</td>
<td>Sport history, some sport studies (i.e., sociology, philosophy, sport literature)</td>
<td>History of exercise science and Olympics; institutional history focused on the discipline of KPE;</td>
<td>Historical</td>
</tr>
<tr>
<td>Young, Doug</td>
<td>Motor control, motor learning, applied research in motor behavior</td>
<td>Neuropsychological processes, aging, skill acquisition and movement control</td>
<td>Laboratory and applied quantitative research</td>
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<tr>
<th>KIN</th>
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*DOUBLE-NUMBERED COURSE (i.e., graduates and undergraduates are enrolled)
RECOMMENDATIONS REGARDING COURSE ORDER

It is strongly recommended that students take KPE 696: Research Methods and KPE 590: Statistics during their first two semesters of graduate work. Students must take these courses, as well as six additional units before Advancing to Candidacy. The courses can be taken concurrently; however, taking one per semester is recommended. In most cases, courses specific to a student’s Option should be taken when they are offered regardless of order; however, students should consult with their major advisor regarding their program of study for recommendations. KPE 695 Seminar in Professional Literature, which is offered every Spring semester and is required for all comprehensive exam students, should be taken at the end of the student’s graduate program (i.e., the last semester if a Spring graduation is planned, or the second to the last semester, if a Summer or Fall graduation is planned). KPE 697 (Directed Studies) and KPE 698 (Thesis/Project) may not be taken until Advancement to Candidacy has occurred. Prerequisite courses, if required, may be taken concurrently with graduate coursework; however, they should be taken early in the program as they must be completed before Advancing to Candidacy. Students should receive academic advising from the Graduate Coordinator at the beginning of their graduate program, and periodically thereafter. They should also consult with their major advisor throughout their graduate study.

All coursework must be completed within seven years of the date the program was initiated, regardless of any breaks in attendance (e.g., educational leave).

ACADEMIC LOAD

Nine units of graduate coursework per semester is a normal academic load for a full-time graduate student. If a candidate wishes to exceed this limit, it should be discussed with the Graduate Coordinator and major advisor. The maximum load for graduate students is 16 units per semester. Students who are employed full-time are advised not to exceed six units per semester.

DIRECTED STUDIES (KPE 697) AND THESIS/PROJECT (KPE 698)

Most of the MA/MS Options have a required or elective Directed Studies (KPE 697), which ranges from 1-3 units. Before taking KPE 697, students must Advance to Candidacy, develop a plan of study or research with a faculty member’s approval and guidance, and complete an Agreement for Individualized Courses form, signed by the faculty member directing the work (see Appendix B).

KPE 698 (Thesis/Project) (4 units) is required for all students who are planning, preparing, and/or completing an approved thesis or project under the guidance of a Committee. A student must be Advanced to Candidacy before enrolling in KPE 698 (Thesis/Project) and complete an Agreement for Individualized Study form, signed by the Chair of the Committee (see Appendix B). Because the thesis/project usually takes more than one semester, it is recommended that the four units of KPE 698 be spread out over several semesters (e.g., 1-2 units in one semester and 2-3 units in the following semester). If the KPE 698 units, as well as all other program of study units have been completed, yet the thesis/project remains unfinished, the student must enroll in GS 700.
GRADING IN GRADUATE COURSES

All 500-600 level courses must be taken for a letter grade. No course in which a letter grade lower than a “C” has been assigned may be used to fulfill Master's Degree requirements, although a “D” or “F” grade is computed in the GPA. At the graduate level, there is no “repeat delete” option, that is, no coursework may be repeated for credit toward the Master’s Degree.

Graduate students can enroll in 100/200/300/400 level courses for “Credit/No Credit;” however, no course in which a grade of “CR” has been assigned may be used to fulfill the requirements for the Master’s Degree. Courses at the 300/400/500/600 levels require “B” level proficiency to merit award of the “CR” grade; at the 100/200 levels, “C” level proficiency or better is required for award of the “CR” grade.

The following definitions apply to grades assigned in graduate courses:

A Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.

B Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements.

C Performance of the student has been at an adequate level, meeting the basic requirements of the course.

D Performance of the student has been less than adequate, meeting only the minimum course requirements.

F Performance of the student has been such that minimal course requirements have not been met.

SP Satisfactory Progress. Used in courses requiring multiple enrollment, that is, more than one semester (e.g., KPE 698, Thesis/Project). Indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of addition work.

I Incomplete. Indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. This grade must be made up within one calendar year immediately following the end of the term during which it was assigned. Failure to do so results in the “F” being counted as a failing grade for GPA computation.

W Withdrawal. Indicates that a student formally withdrew from the course. It carries no connotation of quality of student performance and is not used in calculating grade point average.

ACADEMIC PROBATION

Students must maintain an overall GPA of 3.0 at all times and in all units attempted subsequent to admission to the degree program, including undergraduate prerequisite coursework; otherwise, they are on academic probation. If placed on academic probation, the student will be notified by the Associate Dean of Graduate Studies. Once on probation, a
student is given two semesters to bring his/her GPA to a minimum of 3.0. Only grades earned in major courses can offset a GPA deficiency in the major, and only grades earned at CSULB can offset a GPA deficiency at CSULB. Students unable to achieve the 3.0 GPA minimum will be disqualified from the Graduate Program. Disqualification will prevent the student from any further enrollment at CSULB. Graduate students with less than a 3.0 GPA may enroll in University College and Extension Services for courses, but are subject to a limitation of nine units transferable to the Master’s Degree Program.

GRADE APPEALS

Students have the right to appeal the final course grade only. Grade appeals are limited to situations in which the student believes the course grade was “prejudicially, capriciously, or arbitrarily” assigned. The appeal must be initiated during the regular semester following assignment of the course grade and must first be directed to the course instructor, orally or in writing. Further information regarding grade appeals is available via the College Dean’s office or the CSULB Web Page by clicking on Academics, then Academic Senate, then Policy Statements, then Policy 99-16.

ADVANCEMENT TO CANDIDACY

After taking 12 units of graduate coursework and completing the prerequisite coursework if necessary, the next step in the graduate process is to Advance to Candidacy.

1. To Advance to Candidacy, a student must be enrolled at CSULB during the semester in which the advancement takes place and have:

   a. Passed the Writing Proficiency Exam (WPE), the GRE Writing Assessment Test, or the Essay associated with the GMAT. Information about the WPE is available at the Testing Office (BH 216).

   b. Completed a minimum of 12 units of graduate coursework while in residence; six of these units must include KPE 590 (Statistical Analysis & Measurement) and KPE 696 (Research Methods).

   c. Earned at least a 3.0 cumulative GPA, including upper-division prerequisite courses; once a student has Advanced to Candidacy, he/she must maintain a 3.0 cumulative GPA; otherwise, candidacy may be revoked.

   d. Completed the Advancement of Candidacy form (see Appendix C) and have it approved by the major advisor, the Department Graduate Coordinator, and the Associate Dean of Graduate Studies for the College of Health and Human Services. Advancement to Candidacy forms may be obtained from the Department office and the file cabinet outside the Graduate Coordinator’s office.

2. Advancement to Candidacy forms should include all of the graduate level courses a student has taken and plans to take to earn the MA/MS Degree; students should not include prerequisite coursework on the form. The form must be signed first by the student’s major advisor and then by the Graduate Coordinator, who will then send the paperwork to the College office.

3. Advancement to Candidacy must take place at least one semester before graduation. It is recommended that students Advance to Candidacy before the beginning of their second year of graduate school, if possible, in order to avoid a delay in graduation.
The application deadline for a Fall/Winter graduation is March 1; the deadline for a Spring/Summer graduation is October 1.

4. Once a student’s Graduate Program (Advancement to Candidacy) has been approved, he/she will receive a letter from the Associate Dean of the College indicating the semester he/she was Advanced to Candidacy, as well as the semester the master’s degree must be finished in order not to lose credit for courses completed earlier in the program of study (i.e., all coursework must have been completed within a seven year period). Students also receive a copy of the fully executed documents.

5. Once the Graduate Program of Study has been approved, changes in the Program require the completion of another form (i.e., Change of Program form, see Appendix D), as well as the signatures of the Advisor, Graduate Coordinator, the Department Chair, and the Dean of Graduate Studies.

6. Students must be Advanced to Candidacy before they arrange to take the Comprehensive Exam or initiate research for the Thesis or Graduate Project.

7. Policy and degree requirements (catalog rights) applicable to the candidate are those in effect at the time the student is Advanced to Candidacy, not the time of admission.

**THESIS, PROJECT, AND COMPREHENSIVE EXAM REQUIREMENTS**

A thesis, project or comprehensive examination must be completed by all graduate students to earn the MA or MS degree in Kinesiology. Thesis and project students must complete four units of KPE 698 (Thesis) while comprehensive examination students must complete KPE 695 (Professional Literature). Failing the thesis, project, or comprehensive examination requirements constitutes failing the other options; thus, a student failing the comprehensive exam may not proceed to the thesis option or vice versa. Once a student has completed a semester of enrollment towards fulfillment of either the comprehensive exam or thesis/project option, he/she may not change from one option to the other without the approval of the faculty concerned, the Department Chair, the Graduate Coordinator, and the College Dean.

**Guidelines for the Thesis and Project**

The thesis or project options may be selected to fulfill completion of the M.A. or M.S. Degree requirements in Kinesiology.

A thesis is a written product of the systematic study of a significant problem. The work clearly identifies the problem, states the major assumptions, explains the significance of the investigation, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion and/or recommendation(s) for future research and/or practice. The finished product, which typically consists of five chapters, evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. An oral defense of the thesis, upon completion, is required.

A project is a significant undertaking appropriate to the discipline of Kinesiology (e.g., a book, monograph, manual, educational/instructional video series, examination of data collected by someone other than the student). It evidences originality and independent thinking, appropriate form and organization, and a rationale. The project includes an abstract and typically three chapters, that is, the project’s significance and objectives (Chapter I: Introduction), methodology (Chapter II: Methods), and a conclusion and recommendation(s)
(Chapter III: Conclusions and Recommendations). An oral defense of the project, upon completion, is required.

**Thesis/Project Committee**

A student’s Thesis/Project Committee shall consist of at least three members qualified in the areas relating to the thesis. At least two shall be full-time faculty members at CSULB, one of whom must be tenured or tenure-track. The Chair of the Committee must be a tenured or tenure-track faculty member of the KPE department. *The Committee must be approved by the Graduate Coordinator and the College Associate Dean of Graduate Studies.* Normally, the Chair of the Committee also serves as the Thesis Director, but this is not necessarily so. The Director must be a person qualified in the specific area of the thesis, but need not be a tenured or tenure-track faculty member. The committee shall be responsible for the student’s guidance throughout the thesis effort. *Any change in the composition of the Committee requires justification and must be approved by the Graduate Coordinator and CHHS Associate Dean of Graduate Studies.*

**Checklist for Thesis Students**

1. File your program of study (Advance to Candidacy) after completing 12 units with at least a 3.0 GPA, including KPE 590 and KPE 696.

2. Decide on a problem you want to investigate via research.

3. Form your Thesis Committee (must consist of three members); select one member to be the Chair of the Committee.

4. Sign up for KPE 698 (Thesis/Project).

5. Write your prospectus (Chapters 1-3) and hold a prospectus meeting with your Committee. Your prospectus must be approved by your Committee before you begin collecting data.

6. Complete the Institutional Review Board’s (IRB) form and submit it for approval. You must gain approval of your study from the IRB before collecting data.

7. Contact the University Thesis Office for information, advice, and assistance on the mechanics of preparing a completed thesis. Purchase a copy of Master’s Theses and Projects: Guide to Style and Format (copies of this guide can also be checked out from the reserve desk in the University Library). The thesis reviewer also conducts periodic workshops on how to prepare a thesis at CSULB.

8. Conduct your research.

9. Write-up and analyze your results (Chapters 4-5) and submit the entire product to your Committee for approval. Your Committee may wish to review your work chapter by chapter or as a whole.

10. Schedule an oral defense of your thesis with your Committee; have the Committee sign-off on the thesis on the appropriate form (see Appendix E).

11. Make any last minute changes that are required by your Committee.

12. Take the thesis to the Thesis Review Office in the University Library for approval.
Checklist for Project Students

1. File your program of study (Advance to Candidacy) after completing 12 units with at least a 3.0 GPA, including KPE 590 and KPE 696.

2. Formulate an idea for the project and a plan for carrying it out.

3. Formulate a Project Committee (must consist of three members); select one member to be the Chair of the Committee. Hold a proposal meeting with your Committee. Your proposal must be approved by your Committee before you begin conducting the work.

4. Sign up for KPE 698 (Thesis/Project).

5. Complete the Institutional Review Board’s (IRB) form and submit it for approval, if applicable. You must gain approval of your study from the IRB before beginning the project, if your work involves human subjects. If you are unsure as to whether your project requires IRB approval, check with the Graduate Coordinator.

6. Conduct the work and formulate the project report, which usually consists of an Abstract, Chapters 1-3 (i.e., introduction, methods, conclusion), as well as the creative product.

7. Schedule an oral defense of your project with your Committee; have the Committee sign-off of the project on the appropriate form (see Appendix D).

8. Make whatever last minute changes are required by your Committee.


Guidelines for the Comprehensive Examination

The comprehensive examination (CE) option may be selected to fulfill completion of the M.A. or M.S. Degree requirements in Kinesiology. The CE is designed to assess a student’s ability to:

1. Integrate ideas, concepts, constructs, and facts secured from a broad spectrum of disciplinary and professional sources;

2. Convey and logically organize one’s ideas verbally and in writing;

3. Think creatively and critically; and

4. Apply knowledge in identifying problems and suggesting solutions to such problems.

Preceding the Examination

Arrangements for the comprehensive examination should be made with the Graduate Coordinator, according to the following procedures:
1. File your program of study (Advance to Candidacy) after completing 12 units with at least a 3.0 GPA, including KPE 590 and KPE 696.

2. Complete the Comprehensive Examination Application form. Forms may be obtained in the KPE office or in the file cabinet outside the Graduate Coordinator's office (see Appendix F). The completed form should be returned to the Coordinator no later than the 12th week of the semester preceding the semester in which the examination will take place.

3. In addition to Research Methods, the student must designate three additional courses, from either the core or specialized Option area, from which to receive questions. Courses upon which the candidate will be examined must be taken before or during the semester in which the examination is scheduled. It is recommended, however, that the courses be ones the student has already completed. The instructors who write the questions should be those persons who taught the course at the time the student was enrolled. If a faculty member is retired, on sabbatical, or otherwise unavailable, the student should consult with the Graduate Coordinator regarding a replacement. A student may not ask for more than two questions from one instructor.

4. A candidate’s CE Committee will consist of three faculty members, who each submit a question or questions for the candidate based on the material covered in a particular course. The student designates the Chair of the Committee, but must first gain the faculty member's approval to serve as Chair. The KPE 696 instructor generally is not selected to serve on the Committee, unless the candidate chooses to receive two exam questions from a single instructor, in which case, the KPE 696 instructor serves as a member of the Committee.

5. After selecting the Committee, the candidate should obtain guidelines and recommendations for studying from the faculty members who wrote the questions. Following are what a student may expect in terms of preparation guidelines recommendations.

   - Each instructor will generate two or more comprehensive questions or topics for a given student and provide these questions or topics to the student early in the process. The questions or topics are derived from major themes in a given course.

   - One or more of the questions or topics will be asked during the written examination and the other(s) will be the focus of the oral examination. The student will find out which question(s) or topic(s) is for what setting when he/she undergoes the written examination.

   - While the focus of the oral examination is on the second question/topic or group of questions/topics, the instructor may have follow-up queries regarding the student’s answer to the first question or topic.

   - In order to prepare for the Comprehensive Examination, the student is encouraged to meet regularly with the instructor who has generated the questions or topics and to study for the examination in study groups if more than one student is preparing for questions or topics from a given instructor.

**Administration of the Written Examination**
1. Each instructor will submit at least one question that pertains to material covered in the selected course (e.g., KPE 541, KPE 633).

2. Each candidate will answer a question(s) related to the KPE 696: Research Methods course, and three additional graduate courses completed in the Program of Study. A student may request no more than two questions from one professor (i.e., from two different courses taught by the same instructor). Thus, the student receives questions covering the content in four courses.

3. The written examination, which is six hours on one day, is scheduled the 8th Friday of each semester. The examination, which usually takes place in the computer lab, begins at 9:00am and ends at 4:00pm. There is a lunch break between 12-1pm. Students are allowed to leave the test site during the exam to visit the restroom only. They may bring light snacks/drinks to the examination.

4. Students answer two questions from 9-12pm and another two questions from 1-4pm.

5. Students should bring a writing utensil (e.g., pencil with eraser, pen) to the exam. In certain cases, a dictionary is allowed. This must be approved by the Graduate Coordinator and the Committee Chair before the exam. Paper will be provided. Students are also allowed to type their exam on the computer; however, they must notify the Graduate Coordinator in advance of the exam. Blank diskettes will be provided by the proctor. Students are required to print a hard copy of their responses prior to leaving the examination area at the end of the day.

**Evaluation of the Written Exam**

1. Each question is rated 0-25; to pass, a student must receive a score of at least 80 out a total possible of 100.

2. The Graduate Coordinator notifies each student of the results of his/her written examination, usually within two weeks after taking the examination (i.e., the 10th week of the semester).

**Administration of the Oral Examination**

1. Once the student has passed the written exam, the student informs the Chair of the out the availability of the members and reporting this information to the Chair. The oral examination should be completed no later than the 12th week of the semester.

2. The student may be asked questions related to the specific question included in the written exam, as well as other types of questions related to the subject matter of the course as deemed appropriate by Committee members.

3. The oral examination is usually completed within one hour; however, the Chair may conclude questioning at any time the Committee so agrees.

4. At the conclusion of the oral examination, the candidate will be excused temporarily while the Committee discusses the ratings. The candidate will then be asked to return to the location in which the oral examination took place for an announcement of the results (i.e., pass or fail).

**Evaluation of the Oral Examination**
1. The Committee will judge the overall Comprehensive Examination, including both the written and oral sections, as follows: pass with distinction, pass, or unsatisfactory.

2. The Committee will sign off on the appropriate form. Forms are located in the office and in the file outside the Graduate Coordinator’s door (see Appendix G). Although it is the Chair’s responsibility to bring the form to the oral, the student should make sure that he or she has done so.

**Procedures Following the Examination**

1. Each candidate who fails the written examination (i.e., scores less than 80 points) may apply for re-examination no sooner than the following semester. The student is required to re-take all parts of the examination, regardless of how the points were distributed.

2. Each candidate who passes the written examination but fails the oral examination may apply through the Graduate Coordinator for an oral re-examination no sooner than the following semester.

3. Failure on the second attempt, at either the written or oral examination, precludes granting of the Master of Arts or Master of Science Degree in Kinesiology from CSULB.

4. Each candidate who successfully passes the written and oral examinations will be granted the Master of Arts or Master of Science Degree in Kinesiology upon satisfactory completion of the official Degree Program.

**Checklist for Comprehensive Exam Students**

1. Advance to Candidacy after taking 12 units, including KPE 590 and KPE 696 and maintaining a minimum overall 3.0 GPA. Advancement to Candidacy must be granted the semester prior to taking the comprehensive exam and filing the “Request To Graduate” form with the Office of Enrollment Services. The necessary form is available at Enrollment Services BH 101. *The Advancement to Candidacy Form must be filed before the Request to Graduate Form.*

2. Register for the exam during the semester in which you plan to take it. Registration forms may be obtained from the Department Office, as well as the file outside the Graduate Coordinator’s office.

3. Meet with the faculty who are responsible for writing questions to learn the best way(s) to prepare for the exam.

4. After successfully completing the written exam, schedule an oral examination with the members of the CE Committee.

5. Ask the CE Committee members how best to prepare for the oral examination.
Comprehensive Exam Appeals

A student may contest a score received on a particular question on his/her comprehensive exam. To do so, the student must first make a formal request to the Graduate Coordinator to have a second faculty member evaluate the particular written response being contested. The following process will then take place:

Step 1: The student makes a formal request to the Graduate Coordinator to have a second faculty member evaluate the student’s written answer that received a low score (less than 20) by the first faculty member, that is, the person who generated the question.

Step 2: The Graduate Coordinator selects a second faculty member to evaluate the question.

Step 3: The first faculty member supplies the second faculty member with a “key” to the answer (e.g., a photocopy of an answer that received a passing score, preferably one that received a 25). If no key is available, then the faculty member who generated the question will inform the second faculty member what would be expected on a passing exam.

Step 4: The second faculty member reads the question and reports his/her score for the question to the Graduate Coordinator.

Step 5: The final score for the question is the average of the two scores.

THESIS, PROJECT, OR COMPREHENSIVE EXAM?

Students in the KPE Graduate Program must choose to write a thesis, do a graduate project, or take the comprehensive examination. In order to facilitate a decision among these choices, the pros and cons of each choice are listed below.

Pros of the Thesis Choice

1. The thesis provides the student with a research experience that leads to a written product.

2. If the thesis involves the testing of human subjects, the student obtains practical experience of the specific testing involved. Also, the student gains experience obtaining permission from the Institutional Review Board (IRB), which governs the testing of human subjects.

3. The thesis can lead to a journal article publication, publication of an abstract, and/or presentation of the research project at a professional meeting or other venue.

4. The thesis allows the student to focus on a specific area of interest.

5. For students planning on pursuing a doctoral degree, the thesis experience is excellent preparation for the doctoral dissertation. Also, some colleges and universities require a thesis at the Master’s Degree level prior to acceptance into a doctoral program. The thesis provides such institutions with information regarding the student’s research and technical writing capabilities.
Cons of the Thesis Choice

1. The thesis is usually far more time-consuming than studying for a comprehensive exam. Moreover, the thesis typically takes longer to complete than originally planned by the student. Delays can occur in deciding on a topic, establishing a Committee, gaining approval from the IRB, recruiting subjects, experiencing equipment failures and subject mortality, and finding blocks of time to gather and analyze data and to write. Students can expect that the thesis will take them at least two to three semesters to complete.

2. The student may not be able to find faculty members available to serve on the Thesis Committee or willing to work within the student’s desired timetable. For example, faculty may not be available or willing to work during the Summer or Winter sessions.

3. The student may struggle with the conceptual and writing demands of the thesis, particularly those who have poorly developed skills in these areas.

Pros of the Project Choice

1. The student typically has more flexibility in terms of what can be done because the project does not have to involve data collection and can involve more creative choices. For example, one can analyze a data set that already has been collected by someone else, write an instructional book, or develop an instructional video series.

2. The project, like the thesis, allows the student to focus on a specific area of interest.

3. If the thesis project involves human subjects, the student gains experience obtaining permission from the IRB, which governs the testing of human subjects.

4. The project leads to a finished product that may be useful in enhancing one’s career or marketability for jobs (e.g., book, educational tool)

Cons of the Project Choice

1. The project, like the thesis, is likely to be more time-consuming than studying for a comprehensive exam. Moreover, the project typically takes longer to complete than originally planned by the student. Delays can occur in deciding on an acceptable topic, developing a plan of action, establishing a Committee, gaining approval from the IRB, if necessary, and finding blocks of time to gather and/or analyze data, and to write. A project can take as long as doing a thesis.

2. The student may not be able to find faculty members available to serve on the Project Committee. Faculty are often not available or willing to work during the Summer and Winter sessions.

3. The student may struggle with the conceptual and writing demands of the project, particularly those with poorly developed skills in these areas.

4. Students interested in pursuing a doctoral degree in the future may be placed at a disadvantage by not doing a thesis.
Pros of the Comprehensive Examination (CE) Choice

1. Students can plan the date of the CE well in advance, and thus have a better estimate when they will finish their degrees compared to students who do theses and projects.

2. Preparation for the CE forces the student to integrate and synthesize concepts and ideas that may lead to a deeper understanding of the material.

3. Preparation for the CE gives the student a broader understanding of the subject matter than he/she would obtain by researching one area or phenomenon.

4. The pressure of taking the written and oral components of the CE may prepare students for similar experiences in their professional careers.

Cons the Comprehensive Examination (CE) Choice

1. The student misses the experience of conducting a research or other creative project.

2. The CE does not lead to something that can be published or presented at a professional meeting or other venue.

3. The student does not obtain practical experience in the testing of human subjects.

4. Students who perform poorly on lengthy and timed written examinations may experience difficulty as The CE involves six hours of testing, with only a one-hour break for lunch.

5. Students interested in pursuing a doctoral degree in the future may be placed at a disadvantage by not doing a thesis.

EDUCATIONAL LEAVE

An approved Educational Leave of Absence permits a student to be absent from the University for a specified number of semesters (one semester minimum; one calendar year maximum) while authorizing the student to return and continue to study under catalog requirements that applied prior to the absence. A student may request, in writing, in advance, an extension of leave. Under no circumstances will the total number of approved educational leaves exceed two, nor will the duration of approved educational leaves extend beyond two calendar years. Students must complete an Educational Leave form, in advance, including an explanation for their reasons for seeking the leave and a statement of when they intend to resume academic work (forms can be obtained in the Office of Enrollment Services, BH 101). The completed form must be submitted for approval to the Graduate Coordinator.

While an approved Educational Leave of Absence permits a student to be absent from the University for a specified period of time, it does not grant permission to international students to remain in the U.S. during that time. INS regulations do not allow persons to stay in the U.S. on F-1 status if they are not enrolled in school. Immigration regulations make it necessary for international students to return home or be overseas during their educational leave. They may, however, re-enter the U.S. in F-1 status to resume study as long as their entry visa is not expired, and they have a valid I-20 endorsed for travel.
If a student does not officially apply for an educational leave from the University and does not enroll for a semester, student status with the University is terminated. If a student does not return to the University by the specified semester on his/her approved educational leave, enrollment will also be terminated. In both cases, students must re-apply for admission to the University. Furthermore, without an approved Educational Leave of Absence, graduation requirements may have changed during the intervening time; the program of study may have been declared “impacted” and closed to non-residents, for example. All of these new restrictions and requirements will be imposed on the student if he or she re-applies and is re-admitted to the University.

Students who plan to enroll for credit at another college/university during the leave period must obtain prior approval for the transfer of course credit to the student’s program from the Graduate Coordinator, Department Chair, and the College Dean.

_The period of an educational leave is counted in the calculation of elapsed time under the regulations governing the maximum period (i.e., 7 years) for completion of degree requirements._

**ENROLLMENT IN GRADUATE STUDIES 700 (GS 700)**

Students must enroll in GS 700 when they have been Advanced to Candidacy and completed all coursework for their Master’s Degree program, yet still have to complete their thesis, project, or comprehensive exam. Students must enroll in GS 700:

1. Each semester they use any of the University’s resources (including, but not limited to, faculty, staff, library, and/or other facilities/services)
2. Once each calendar year when they are not using any of the University’s resources
3. The semester they are taking the comprehensive examination, submitting their thesis or project to the University’s Thesis Office, or graduating, if they are not enrolled in any other courses at the University.

Note: GS 700 should not be taken more than one semester; if a student has not completed his or her thesis or project, he/she should enroll in additional thesis units, rather than taking multiple semesters of GS 700.

**GRADUATION/ COMMENCEMENT PROCEDURES**

**Request to Graduate**

Students who expect to receive a degree at the end of any semester or session **must be enrolled during that semester or session** and must complete the *Request to Graduate* form well in advance (forms are obtained in the Office of Enrollment Services). To graduate in the Fall semester or Winter session, the *Request to Graduate* must be filed between December 1 and March 1 of the previous school year. To graduate in the Spring semester or Summer session, the *Request to Graduate* must be filed between May 1 and October 1 of the previous school year.

Before filing a *Request to Graduate* form, a student must pass the Writing Proficiency Examination (WPE) or equivalent and submit an approved Advancement to Candidacy form. Students must also check with their major advisor to assess and update their student records. Enrollment Services must have all necessary documents, including transcripts from other institutions, petitions, and waivers.
The *Request to Graduate* form may be obtained from Enrollment Services (BH-101). When completed, the form and the receipt for a $30 Commencement and Diploma Fee (paid at the Cashier’s window) must be taken to Enrollment Services. Once filed, the *Request to Graduate* form will be evaluated to assess eligibility for graduation and produce a degree audit, summarizing the student’s progress and indicating all remaining requirements to be met. If the *Request to Graduate* is filed by the deadline, the student will receive the degree audit prior to registration for the final semester. Included will be instructions to carefully check the audit and correct any errors.

If filing late, the student must file an *Exception After the Deadline Petition* (obtained from Enrollment Services) along with the *Request to Graduate* form. A $10 missed deadline fee will be charged. *Filing this petition does not guarantee graduation at the time requested.*

**Degree Clearing**

Degree clearing is the final review of student records verifying that the student has satisfied all of the graduation requirements indicated on the degree audit. This review begins three weeks after completion of final exams of the student’s final semester or session and takes up to three months to complete. Students should check with their major advisor to make sure their records are complete. Graduation depends upon any classes that the student has taken outside CSULB during the final semester or session, transcripts must be received from those institutions by July 1 for Spring, October 1 for Summer, February 1 for Fall, and March 1 for Winter graduation.

If all program requirements have not been completed, the *Request to Graduate* will be canceled, and a new graduation date must be selected. *A student may not register for the semester following intended graduation unless graduation has been rescheduled.*

**Receiving the Degree**

If all degree requirements are met, the degree and any additional honors will be added to the transcript upon completion of degree clearing. A transcript is an official verification of completion of the degree. Diplomas are typically ready within two to three months after the degree is recorded (approximately six months after completion of coursework). Degree recipients will receive a postcard with instructions regarding receipt of the diploma.

**Commencement**

Students may participate in the commencement ceremony immediately preceding or following their graduation date. One graduation ceremony is held per year at the conclusion of the Spring semester. The official graduation date will depend on when the student actually fulfills all requirements and has officially been cleared. Attending a commencement ceremony does not constitute graduation. Cap and gowns may be rented or purchased at the University Bookstore, usually beginning in late April or early May.

**IMPORTANT FORMS**

Forms that are needed by students at various stages during their graduate studies (e.g., Advancement to Candidacy, Change of Program of Study, Independent and Directed Studies, Comprehensive Exam Registration forms) are located in the KPE Department office. Many of these forms may also be found in a file cabinet to the right of the Graduate Coordinator’s office door (see Appendices A - F for sample forms).
GRADUATE BULLETIN BOARD

The Graduate Student Bulletin Board is housed in a locked case in the lobby of the PE-1 Building. It holds information of interest to graduate students (e.g., upcoming events, changes in curriculum, available scholarships). If students wish to place something on the bulletin board, please contact the Graduate Coordinator. Additional information regarding graduate students (e.g., upcoming KPE conferences) can be found on the bulletin board outside the Graduate Coordinator's office.

COMPUTER LAB

The Department of Kinesiology and Physical Education offers KPE students the opportunity to utilize computer services at any one of 30 IBM computer terminals located in the Computer Lab (Room 114 in the PE-1 Building). In taking advantage of this free service, students are required to maintain the highest standards of decorum, integrity, and respect for all property in the Lab, as well as for fellow students who are working in the lab. Students can access their email, use the Internet, take advantage of a variety of software packages, scan photos and text documents, and obtain computer help from the computer lab assistant, who maintains and monitors the lab. Students must bring a 3 inch floppy or zip disk in order to save information. Printing services necessitate that a student bring a ream of computer paper each semester in order to print. Students who attempt to print without providing paper will have their documents withheld until they meet this requirement.

Computer Lab hours are as follows:

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>11:00am - 5:00pm</td>
</tr>
<tr>
<td>Friday, Saturday &amp; Sunday</td>
<td>Closed</td>
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</table>

NOTE: At any point during the semester, the Computer Lab is subject to restricted access, if reserved by faculty. Please check the schedule located outside the Computer Lab door.

HONORS & AWARDS

Graduate Dean’s List

The Graduate Dean’s List provides for recognition of the University’s most outstanding graduate students. The annual list is limited to one percent of the University’s graduate enrollment. Only two students can be nominated by the faculty from each department, and final selection of candidates is made through a recommendation of the Associate Dean for Graduate Studies of the College of Health and Human Services to the Associate Vice President of Academic Affairs. Those selected will be named in the Commencement Program and will receive a certificate from the Graduate Dean. Criteria for the Graduate Dean’s List of Scholars and Artist include:

1. minimum GPA of 3.75
2. willingness to pursue advanced study
3. contributions to Department, University, professional field, and/or community
4. approval of Advancement to Candidacy
Eligible students graduating in the previous December, May, or the preceding summer session are encouraged to submit an application at the beginning of Spring semester for nomination to the Graduate Dean’s List. Nominations should be made through the Graduate Coordinator.

**4.0 Club**

The 4.0 Club is reserved for students who receive no more than 1 “B” in their graduate coursework upon graduation. If courses are transferred from another college/university, they count towards the overall GPA; however, undergraduate prerequisites, if taken, do not. Students do no need to apply; they are automatically selected for entry into the club if they meet the grade criteria. 4.0 Club members are recognized by having their names on a plaque, which hangs on the wall in the lobby of the PE-1 building, to the right of the Graduate Student Bulletin Board.

**Department Graduate Student Honors**

In recognition of outstanding graduate student achievements, the KPE Department may honor graduating Master’s Degree candidates by special recognition in the annual commencement ceremonies. This honors is reserved for one student from a Department. Departmental honors are noted on the student’s transcripts. Departmental honors are usually restricted to students not otherwise recognized by University or school awards. These honors are normally conferred for excellence in and contributions to the discipline, including outstanding seminar papers, artistic exhibitions, special achievements in fieldwork, and in University committees and functions, as well as participation in scholarly and professional organizations resulting from student research. Departmental Graduate Student Honors in KPE are also based on overall GPA. Recipients are selected from among those who graduated in the previous August, the previous December, or are in the Spring Commencement.

**Department Outstanding Thesis and Project Awards**

This award is presented to the students whose thesis and project have been selected as being the outstanding thesis and project within the Department of Kinesiology & Physical Education completed during the year prior to the Commencement Ceremony in which it is awarded (Summer, Winter, or Spring). Recognition is given at Commencement, and a certificate is presented by the Associate Dean for Graduate Studies in the College of Health and Human Services (for Outstanding Thesis only).

Occasionally, an award will also be given to the student whose project has been selected as outstanding within the Department. No recognition is given at Commencement, however.

**College Outstanding Thesis and Project Awards**

This award is presented to a student whose thesis has been selected as being the outstanding thesis from the College of Health and Human Services completed during the year prior to the Commencement Ceremony in which it is awarded (May, August, or December). Recognition is given at Commencement, and a certificate is presented by the Associate Dean for Graduate Studies in the College of Health and Human Services.

**Dr. Dorothy Deatherage Scholarship**
This award includes a monetary stipend awarded to a graduate student or students in the final year of study. The award is based upon the following:

1. Minimum GPA in graduate work of 3.5 and Advancement to Candidacy
2. Outstanding achievements during graduate studies
3. Faculty recommendations
4. Statement of goals upon completion of the graduate program

**Subdisciplinary and 110% Awards**

The Subdisciplinary award is given to a student from each of the following subdisciplinary areas for outstanding achievement in the classroom and service to the department: 1) Exercise Science/Motor Behavior; 2) Sport Studies/Sport & Exercise Psychology; 3) Sports Medicine; 4) Pedagogy/Adapted/Coaching; and 5) Sport Management.

The 110% award is given to a student from each of the aforementioned subdisciplinary areas who has shown tremendous effort and "heart" in their graduate program. This award is not GPA-sensitive; that is, the recipient of this award may not have achieved the best grades, but has consistently demonstrated an admirable work ethic, and thus been a role model of discipline and tenacity for others.

**National Graduate Honor Societies**

National Honor Societies have chapters on campus and will contact students who fall within the required top 3% of their class and invite them to join their ranks. These organizations offer scholarship opportunities, prestigious recognition, and a variety of networking opportunities.

**GRADUATE COLLOQUIUM**

The purpose of the Graduate Student Colloquium, which takes place on a Thursday evening in late April, is to: 1) honor graduating students; 2) showcase the work of students who have completed theses and graduate projects; and 3) present Department, College, and University awards to the recipients. Graduate students and families and friends, as well as faculty, attend this showcase event.

**GRADUATE ASSISTANT/TEACHING ASSOCIATE POSITIONS**

The Department offers an opportunity for a select group of students to serve the faculty and Department as Graduate Assistants/Teaching Associates. Graduate Assistants/Teaching Associates provide aid in undergraduate courses and laboratories and teach lower division activity courses. The opportunity to work for the Department affords the students selected for these positions closer contact with faculty and department personnel, work experience in the field of interest, practical preparation for other graduate programs (e.g., Ph.D. or 2nd Master's Degree), teaching and laboratory experience, a salary commensurate with job duties, and a free membership to FROGS (on-campus fitness facility).
Qualifications

Minimum requirements: Baccalaureate degree from an accredited institution, admission to CSULB and the KPE Department, and a minimum cumulative 3.0 GPA for the B.A./B.S. degree (or a minimum 3.3 GPA in previous graduate courses).

Preferred qualifications: Baccalaureate Degree in Kinesiology or equivalent field (e.g., Physical Education), appropriate laboratory and/or teaching experience, good communication skills, word processing and spreadsheet computing skills, and the ability to communicate effectively with an ethnically and culturally diverse campus community.

Duties & Responsibilities

A. Managing Laboratories (approximately 3-6 hours per week)

   Laboratory Assistant in Biomechanics
   Laboratory Assistant in Exercise Physiology
   Laboratory Assistant in Fitness
   Laboratory Assistant in Motor Behavior
   Laboratory Assistant in Pedagogical Studies
   Laboratory Assistant in Sports Medicine
   Laboratory Assistant in Sports Studies/Sport and Exercise Psychology
   Assistant in Special Projects

B. Serving Faculty Needs (approximately 8 hours per week)

<table>
<thead>
<tr>
<th>Division</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Biomechanics</td>
<td>Garhammer/Crussemeyer</td>
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<td>Exercise Physiology</td>
<td>Rozenek/Davis</td>
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<td>Fitness</td>
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<td>Motor Development/Control</td>
<td>Fisher/Young/Jones</td>
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<td>Pedagogy</td>
<td>Hill/Hakim-Butt/Lavay/Petray/Kress</td>
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<tr>
<td>Sports Medicine</td>
<td>Freesemann/Krawietz</td>
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<tr>
<td>Sports Studies/Sport Psychology</td>
<td>Guthrie/Wrynn/Costa</td>
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C. Teaching in the general activity program (2-4 hours per week)

D. Keeping office hours for students (2 hours per week)

E. Keeping graduate bulletin board current and attractive.

GA/TA's are expected to maintain professionalism at all times. As representatives of the Department, they should dress appropriately when attending to their duties (e.g., wear teaching attire), behave in a professional manner, and demonstrate evidence of their ability to establish and meet priorities and deadlines. Confidential information regarding the Computer Lab and other lab protocols and access codes should be kept in the strictest confidence. Students who fail to meet the guidelines of professionalism and conduct will be subject to immediate termination.

Application Process

Position announcements and applications are available in the file outside the Graduate
Coordinator’s office. Applicants should submit a completed application form (see Appendix H), a current resume, and three letters of recommendation to:

Sharon R. Guthrie, Ph.D.
Coordinator of Graduate Programs
California State University, Long Beach
Department of Kinesiology & Physical Education
1250 Bellflower Boulevard
Long Beach, California 90840

The deadline for application submission is April 1 of each academic year.

Term of Service

Fall and Spring semesters, beginning the first week of classes. Graduate students may not be employed for more than six semesters.

Salary

Approximately $8500 for two semesters (17-20 hours/week for 30 weeks). Employment is contingent upon proof of the legal right to work in the United States. This proof must be provided prior to employment at the University. An appointment is not final until proof is provided. Upon hire, GA/TA’s are required to attend a mandatory orientation at which they will be informed regarding teaching and faculty assignments, laboratory schedules, office location, and how to obtain keys, pay and a mailbox.

OTHER WORK POSSIBILITIES

Students who need to earn extra income but do not wish to commit to the time constraints of a job with regular hours should contact the Movement Sciences Laboratory (MSL) at (562) 985-5711. The MSL periodically contracts with various companies and equipment manufacturers to test and evaluate equipment related to kinesiology and fitness. Monetary compensation is often given to participants in the research projects. Graduate students may also be hired on a temporary basis to help administer phases of the testing. The MSL is located next to the east entrance of the Women’s Locker Room, around the corner from the West Gymnasium.

OTHER SOURCES OF FINANCIAL ASSISTANCE

For financial aid and/or scholarships, students should check:

1. The website http://www.csumentor.edu for general financial aid information, links to scholarship databases, and other valuable campus information;


3. The Office of Financial Aid (562-985-4641) or via Internet at www.fafsa.ed.gov to obtain a FAFSA application to complete and submit to determine eligibility and availability of federal and/or state financial support;

4. The Office of Financial Aid for available scholarships and/or loans;
5. The current year’s copy of The Graduate Fellowship and Assistantship Guide (The Office of Federal Programs of the American Association of State Colleges and Universities, 1307 New York Avenue, NW, Fifth Floor, Washington, D.C. 2005-4701) to determine other possible sources of support;


7. Websites: http://www.fastweb.com and http://www.collegeaid.com—offer students the opportunity to construct a personal financial aid profile. From this information, these organizations determine which scholarships, loans, grants, etc. are appropriate for the student. They also email students periodically when new and appropriate scholarships are introduced into their databases.

**Out-Of-State Tuition Waivers**

Students who are U.S. citizens but who reside outside California may apply for an Out-Of-State Tuition Waiver. Waivers are given on a limited basis and only to students whose undergraduate GPA and GRE scores are exemplary. Students interested in applying for the waiver should contact the Graduate Coordinator.

**Student Academic Travel Funds**

Students who are selected by the KPE Department and the College of Health and Human Services can receive limited funding to enhance their educational experience by traveling to professional conferences and events. It is the intent that travel funds support student growth in a discipline. Students must meet the following eligibility requirements:

1. They must be currently enrolled as graduates (6 units) at CSULB.

2. Graduate students must have a minimum 3.0 cumulative GPA in all work accepted at CSULB.

3. In order to be considered for funding, a student must provide:
   a) a summary of his or her presentation proposal, or a thorough description of the purpose of travel (not to exceed one half-page);
   b) information regarding the professional conference to be attended (e.g., copy of the call for papers/presentations);
   c) a completed Student Travel Fund Request (3 pages); and
   d) documentation/verification of presentation acceptance (if applicable).

*Travel request application packets are available at STUDENT LIFE AND DEVELOPMENT, USU 206 and online; they must be returned to USU-206*
INTERNATIONAL STUDENTS

International Students are subject to the same admission criteria as non-international students; however, they have to complete a different application process, and there are different application deadlines. Prospective students should contact the Center for International Education (BH 201) for further information (phone: 1-562-985-5476 or 1-562-985-4106).

Application Process

The International Student Application is a four-section form, including:

Section 1: Application Instructions
Section 2: The CSU International Application Form
Section 3: Affidavit of Financial Support
Section 4: Campus Information Sheet

Instructions must be followed for each section. Failure to follow the instructions in each section may result in significant delays in the processing of the application. Upon reading the entire application form and completing all of the requirements, students must mail the application, application fee, and all supporting documents to CSULB. The application deadlines are as follows:

Fall Semester  Opens: November 1 Closes: Variable Closing Dates
Spring Semester Opens: August 1 Closes: Variable Closing Dates

Upon completion of the application process, the Center for International Education Office (CIE) will notify students of acceptance into the University. Once a student has been accepted to CSULB, an evaluator will evaluate his/her transcripts to provide information on transferable coursework. There are no pre-evaluations of student’s transcripts.

Application Fee

A $55 (U.S. currency) non-refundable fee payable to the California State University must accompany each application. Checks must be drawn off a U.S. bank and include electronically readable micro-encoding. Applications and fees are valid for one semester only and must be resubmitted if a student wishes to be considered for a subsequent semester.

Financial Requirements

Students must be able to provide proof of financial sponsorship for their educational costs while in the U.S. They should refer to the Affidavit of Financial Support form and the Campus Information Sheet for additional information.

English Proficiency

Applicants generally must have a score of at least 550 on the Test of English as a Foreign Language (TOEFL).

Required Educational Documents

Students must have their official college or university transcripts and diplomas and/or certificates sent from each college/university attended. They must also record a complete educational history on the Educational History Sheet. Failure to declare attendance at an educational institution is considered a serious offense. All official academic records
(transcripts, mark sheets, certificates, diplomas, degrees) with respect to all secondary and post-secondary educational experiences must be included with the student’s application. Official documents are those mailed directly by previously attended educational institution(s) in an unopened envelope to CSULB. If an institution will not mail original documents, exact copies that have been certified as such by the appropriate officials should be sent directly to the campus in a sealed (unopened) envelope. Official English translations of all supporting educational documents must be completed. Partial records or excerpts are not acceptable. Final grades, marks, exam certificates, etc. may be required prior to determining admission.

Transfer Units

The exact transfer of post-secondary courses completed cannot be determined without a review of detailed syllabi (in English). These syllabi should be official school documents and include detailed information on the breadth and depth of the subject matter, the hours per week of classroom and laboratory instruction, names of textbooks used, and other pertinent information.

Use of Social Security Number

The CSU campuses use the social security number as the identifier for student records maintained in association with the campus and, if needed, to help collect debts owed the University. All students are required to include their social security number on the application for admission. The CSU collects the social security number pursuant to authority contained in Title 5, California Code of Regulations, section 41201. In the event that a student does not have a social security number at the time of filing the application, the student may leave the item blank. The campus will assign a substitute number.

Fee Refund Policy

Fees may be refunded only as authorized by Sections 41802, 141803, and 41913 of Title 5, California Code of Regulations. Details concerning the fees that may be refunded, the circumstances under which they may be refunded, and the appropriate procedure to be followed in seeking a refund may be obtained from the Office of Admissions and Records on campus.

Post-Acceptance to the University and KPE Department

Applying for a Social Security Card:

In order to be employed in the U.S., including employment in student assistant jobs on campus, students are required to have a social security card.

1. Obtain a special prepared letter from the Center for International Education Office (CIE). You may request this letter in three ways:
   a. E-mail: icastor@csulb.edu
   b. Telephone: (562) 985-4106
   c. Go to Brotman Hall, Room 201 (open between 9 AM and 4 PM, Monday to Friday)

2. When requesting the letter, provide your name and student ID number. If you are
eligible to receive the letter, and unless you hear otherwise from CIE by e-mail or phone, the letter will be ready for you to pick up from CIE office within two working days. At very busy times of the year, it may take longer for the letter to be ready.

3. Go to one of the Social Security Administration (SSA) offices in the area between 9:00 AM and 4:00 PM, Monday - Friday. Take the following documents with you:

   a. The CIE letter
   b. Your current valid passport
   c. Your I-94 card
   d. Your I-20 or IAP-66 form

No appointment is necessary at the SSA Office. Once there, fill out an application form, and present the appropriate documents at a Service window. There is no application fee. If approved, the card will be mailed to you in about 2-3 weeks.

**Local SSA Offices:**

1) Queen City Bank Building  
   120 W. Broadway, (Between Pacific and Pine)  
   Long Beach, CA 90802  
   Tel: (562) 495-2445

   **OR**

2) 5220 Clark Avenue, Suite # 220, 2nd Floor  
   Lakewood, CA 90712  
   Tel: (562) 867-0597

3) SSA Central: 1-800-772-1213

You may request to use your new social security number as your CSULB student ID number. This is done at the Enrollment Services window in BH-101.

**Note:** The SSA Office only issues social security cards to non-immigrant visa holders for the purpose of obtaining a California Driver's License or State ID card.

**Applying For An Individual Taxpayer Identification Number:**

1. **What Is An Individual Taxpayer Identification Number (ITIN)?**

   All non-immigrant visitors to the US, including F-1 & J-1 students, are required by Federal Law to file annual tax returns. This is true whether you earned any money in the U.S. or not. The ITIN number enables students to file these forms every year. An ITIN card contains the same information as a social security card (name and nine-digit number). It cannot be used for employment purposes, however.

2. **What Else Can I Use MY ITIN For?**

   Apart from filing annual tax returns, the ITIN can be used for many other important functions in the U.S., such as:
a) Opening a bank account  
b) Applying for a California Driver's License  
c) Renting an apartment  
d) Ordering telephone service and other utilities

Identification numbers, such as ITIN or Social Security number, are used on almost a daily basis in the U.S. to verify that you are who you claim to be.

3. **How To Apply For An ITIN:**

a) Pickup an IRS form W-7 from the CIE  
b) Take the completed form to the International Revenue Services (IRS) office between the hours of 8-4, Monday - Friday.  
c) Take the following documents with you:
   - Your current, valid passport
   - Your I-20 or IAP-66 form
   - Your I-94 card

**Note:** No appointment is necessary, and there is no fee involved. Once you are there, show your documents at a service window. If approved, the card will be mailed to you in about 2-3 weeks.

**Local IRS Office:**

501 West Ocean Blvd.  
Long Beach, CA 90802  
Tel: (800) 829-1040  
Outside the Unites States: (215) 516-4846

**Helpful Hints:**

1. Sometimes the long lines and business-like staff at the IRS office may be frustrating. Try to be patient and don’t let yourself get too shaken up by the experience. Once you get the number, memorize it!

2. Carry your card with you, and remember to take the same precautions with it as you do with your passport.

3. Remember, an ITIN can have many useful purposes as an ID while in the U.S., but it is not acceptable as a form of ID for employment purposes.

**Applying For A California Driver's License**

International students are eligible to apply for a California Driver’s License or a California State ID card from a Department of Motor Vehicles (DMV) Office. The California Driver’s License and the State ID card are considered official documents for routine identification purposes in California.

The following are required when applying:

1. Your valid Passport
2. A Social Security Card
3. Your I-20 & I-94 immigration documents
4. The Department of Motor Vehicles application fee ($12 for a license or $6 for the ID card)

Obtain and study a copy of the “California Driver Handbook” from the DMV. Become familiar with the California traffic laws. Go to the DMV with all of your documents. Fill out a driver’s license application form. You will then be given a vision test and a written test on California driving laws. An appointment is required at the DMV to take the driving test. You must provide a vehicle (with proof of valid insurance) in safe operating condition. No one may accompany you during the test, except the examining officer. Once you pass the driving test, the DMV will issue you a 60-day temporary license. Your permanent license will be sent to you by mail from Sacramento. If you are applying for just the California ID card, the card will also be mailed to you within 60 days. New government legislation passed in 1998 to curb fraud and misuse of the system now requires the DMV to send documents to the INS for verification before issuing a California driver’s license or ID card to applicants who are non-US citizens. While international students are eligible to apply for these documents, it is not unusual for students to experience significant difficulties and delays in the process. In some cases, students may never receive their license or ID cards. The DMV has a very useful website with information on the various tests and requirements, as well as locations of other DMV offices (www.dmv.ca.gov).

**The difference between a Driver’s License and a California ID card?**

There are no tests involved in obtaining an ID card; in contrast, the driver’s license requires taking three tests: vision, driving, and written tests. The application fee for an ID card is less than for a driver’s license.

**Local Department of Motor Vehicles (DMV)**

3700 E. Willow Street (Between Redondo and Grand)
Long Beach, CA 90815
(562) 426-0284

**Office Hours:**

8:00-5:00 Monday, Tuesday, and Friday
9:00-5:00 Wednesday
8:00-6:30 Thursday

**Opening a Bank Account**

Banks in the United States offer various kinds of banking products such as checking and saving accounts. You should read various brochures at the banks carefully and ask questions at the bank before deciding what kind of account best meets your needs. Some banks offer accounts without charging any fees while others have fees. Some have special student accounts. Be sure to inquire about all of the conditions and fees involved. Most students find that they eventually need a checking account from which to pay their regular bills and expenses, as well as a form of savings account. You may close an account at a bank after opening it, should you desire to change banks.

**Documents Required to Open A Bank Account:**

1. Your passport with I-20 and I-94
2. At least one of the following: social security card if you have one, CSULB picture ID
card, California driver’s license, or a credit card.

3. The bank may require your permanent address in your home country, as well as your local address in the U.S.

While CSULB or CIE are not affiliated with any banks, the following resources are made available to assist new students with their banking needs.

Automated Teller Machines (ATM) Located on the CSULB Campus:

- **Wells Fargo**-Outside convenience store near bookstore.
- **Bank Of America**-Ground floor, rear of University Student Union.
- **Long Beach Credit Union**-Second floor of the bookstore.
- **Washington Mutual**-Ground floor, outside University Student Union, near pool tables.

Banks in the Long Beach Area:

- **Bank of America**
  5101 E. 2nd St.
  Belmont Shore
  (562) 868-1448

- **Bank of America**
  2240 Bellflower Blvd.
  Los Altos Center, near Target
  (562) 624-4552

- **Wells Fargo**
  Los Altos Shopping Center
  2096 North Bellflower Blvd.
  (800) 869-3557

- **Fidelity Federal Bank**
  5767 E. Pacific Coast Hwy.
  Long Beach
  (1-800) 434-3354

- **California Federal Bank**
  2211 Bellflower Blvd.
  Los Altos
  (800) 225-3337

**Housing**: see Student Housing (p. 39)

**SERVICES FOR STUDENTS WITH DISABILITIES**

**Disabled Student Services (DSS)**

Located in Brotman Hall-270 G
562-985-5401
Open Monday through Friday from 8 a.m. – 5 p.m.
DSS attempts to ensure that students’ special educational needs are met. DSS provides support services, resources, and equipment and acts as a liaison with campus and community agencies to assist students with disabilities obtain their degrees.

Stephen Benson Learning Disability Program: A program under DSS, which provides learning disability assessment, assistance, academic and personal counseling, and support services to students with learning disabilities. Phone: (562) 985-1875

Eligibility Services for Students with Learning Disabilities

Once enrolled at CSULB, even if you are not diagnosed with a learning disability, go to the DSS and explain your situation:

1. During your first visit, you will be asked to fill out an “intake form.” This form includes questions regarding your demographics and medical history.
2. Setup an interview with a counselor to discuss the forms and decide whether you should take the Psychological Education Evaluations tests.
3. The psychological education evaluations include the WASIII, Woodcock-Johnson, the WRAT and the Nelson-Denny Reading test. Expect a period of approximately 4-8 weeks to complete this testing.
4. The tests will be scored against State criteria. An Assessment Specialist will arrange a one-hour meeting to review your test results.
5. The DSS staff will determine if further testing is appropriate.
6. If you do not meet the State criteria for having learning disability, you may be referred to another health professional.

If you already have been tested and diagnosed as having a learning disability, bring your paperwork or documentation to the DSS office and set up an appointment for an intake interview. A DSS staff member will meet with you and decide whether your testing must be updated and/or which of the following services you need: notetakers, tutors, books on audio tape, extra time on tests, separate rooms to take exams, and/or advising from the DSS staff.

Everything said or written at DSS is CONFIDENTIAL.
Files are invalid after 5 years, and all files are destroyed after 7 years.

For further information, contact Brian W. Carey, MS, MFT at (562) 985-5719
Http://www.csulb.edu/~dss/dssprog.html

STUDENT HOUSING

The following is a list of local rental agencies and newspapers that help persons find a place to live.

A Better Property Management: (562)-498-0159
Pabst Kinney & Associates: (562)-439-2147
**Grunion Gazette:** The Grunion is a free local paper, which comes out every Thursday. It gives information on local businesses and news in the Belmont Shore and Heights area. There is also a large classified section for housing. The Grunion can be found at almost every business on 2nd Street in Long Beach.

**Daily 49er:** The Daily 49er is the official CSULB newspaper, which is distributed Mon.-Thurs. There are classified ads in the back with housing or roommate listings.

**Long Beach Press-Telegram:** The Press-Telegram is the daily Long Beach newspaper. It includes classified ads for apartments, housing, and the names of persons seeking roommates.

### FUTURE EMPLOYMENT & SALARY POTENTIALS FOR KPE GRADUATES

The following is a table listing employment and salary potentials for students obtaining MA and MS degrees in Kinesiology.

<table>
<thead>
<tr>
<th>Field</th>
<th>Salary (starting-ending)</th>
<th>Related jobs</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Physiology</td>
<td>$23,000 - 35,000</td>
<td>Cardiac Rehabilitation</td>
<td>ACSM, NSCA certs.</td>
</tr>
<tr>
<td></td>
<td>$30,000 - 50,000</td>
<td>University setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$33,000 - 42,000</td>
<td>Corporate Wellness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$30,000 - 85,000+</td>
<td>College/university professor</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Motor Control</td>
<td>$30,000 - 85,000+</td>
<td>College/university professor</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Sport Coaching</td>
<td>$20,000 - 100,000+</td>
<td>Coach college, pro teams, or individuals</td>
<td>Specific sport certification usually needed</td>
</tr>
<tr>
<td>Sport Psychology</td>
<td>$50 - 150/hour</td>
<td>Individual entrepreneur working with teams or individuals</td>
<td>AAASP Certification recommended</td>
</tr>
<tr>
<td></td>
<td>$30,000 - 85,000+</td>
<td>College/university professor</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Sport Studies</td>
<td>College/university professor</td>
<td>College/university professor</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Sports Medicine</td>
<td>$30,000 - 85,000+</td>
<td>College/university professor</td>
<td>ATC Ph.D.</td>
</tr>
<tr>
<td>Sports Management</td>
<td>$30,000 - 100,000+</td>
<td>--College/university professor</td>
<td>Ph.D.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>--Sport Business Consultant</td>
<td>M.A./M.B.A.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>--Working with pro teams</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>--Athletic administration</td>
<td></td>
</tr>
</tbody>
</table>
CAREER DEVELOPMENT CENTER (CDC)

The special employment needs of KPE students can be addressed by using the many sport-related career resources available in the Career Development Center. The Career Development Center, which is a department of the Student Services Division, is free and open to all current CSULB students and alumni who are recent graduates (i.e., graduated no more than 3 months ago). After three months, CSULB alumni can use the services of the Career Development Center for a fee of $75.00 per year. The many services that are obtainable through the Career Development Center are listed on its website (www.careers.csulb.edu), although a brief overview is provided below.

The Career Development Center is committed to teaching skills and techniques to enhance the ability of students and alumni to set and obtain career goals. The Center does not operate as a typical “employment agency” with the sole purpose of securing employment for students. Rather, the staff provides a variety of programs and services, which assist students/alumni in determining and implementing their career and educational choices. The services of the CDC are as follows:

1. **Career Counseling**

   Individual counseling is available by appointment to assist students in developing career goals, determining methods of obtaining these goals and implementing a viable job search. Practical help for creating effective resumes and cover letters, as well as receiving tips for interviewing can be obtained by consulting with a career counselor. KPE students can contact any counselor to help them with sport-related jobs. However, Carol Brown-Elston (cbelston@csulb.edu) is a career counselor who counsels student-athletes at CSULB and is a great resource for KPE students seeking employment inside or outside the sporting realm. Counselors are also available for “drop-in” counseling for which no pre-scheduled appointment is required.

2. **Career Resource Library**

   The Career Resource Library houses an extensive collection of career and employer information. The printed and audiovisual material includes specific career booklets, labor market reports, government and business literature, job search information, current job vacancy notices, and information on graduate and professional schools. There are many sport-related periodicals listing job opportunities in sport. Additionally, the computers in the Library are connected with many online resources offering job listings for professional, amateur and collegiate athletic departments, as well as sports organizations.

3. **On-Campus Interview**

   Each year, several hundred employers visit the campus to interview students for career positions. Registration information is available during the first week of the semester of your graduation.

4. **Computer-Assisted Career Guidance**

   SIGI-plus and EUREKA are two interactive computer-based programs, which provide a clear and easily understood individualized approach to career decision-making. Vocation testing also is offered. Counselors are available to assist in the interpretation of test results.
5. **Workshops**

A variety of group workshops are offered throughout the year such as Career Planning, Career Change, Applying to Graduate School, Resume Writing, Interviewing Techniques, and Job Search Techniques. Workshop schedules are available in the reception area.

6. **Student Employment**

Part-time and summer employment opportunities are available 24 hours a day through the Career Development Center’s web site ([www.careers.csulb.edu](http://www.careers.csulb.edu)). The same job information can also be reviewed in printed form in the part-time Student Employment binder located in the Career Resource Library during weekday hours when the Career Development Center is open to students.

7. **Publications**

The Career Development Center publishes and distributes a variety of free materials. Other publications include *Career Monographs*, *A Student Guide to Networking*, and *A Student Guide to Informational Interviewing and Job Choices*.

**Contact Information**

Brotman Hall, Room 250  
1250 Bellflower Boulevard  
Long Beach, CA 90840-0113  
562/985-4151 Telephone  
562/985-1641 Fax  
Hours of Operation: Monday - Thursday 8am-8pm; Friday 8am-12pm

**FUN THINGS TO SEE AND DO IN LONG BEACH AND SURROUNDING AREAS**

Long Beach is the fifth largest city in California with a population of over 400,000 people. The city is very diverse and located near some of the major attractions in the Southern California area. Thus, students find many interesting things to see and do while working on their graduate degrees at CSULB.

**Shopping Centers**

Ximeno & Atherton – Vons/Rite Aid/Wherehouse/Ross/Marshalls/In-N-Out Burgers

Los Altos Center – Bellflower & Stearns/Post Office/Target/Rite Aid/Borders books & music/Blockbuster Video/Comp USA/Circuit City/Baja Fresh

Marina Pacifica Mall 6334 E. Pacific Coast Highway (PCH) – WOW Tower Records/AMC Theaters/Starbucks/Barnes & Noble/Acapulco

Long Beach Towne Center Carson & 605 freeway – Edward Cinemas/Barnes & Nobles/Old Navy/Tilley’s
2nd St., Belmont Shore, Long Beach – Acapulco Inn/Belmont Station Mexican Restaurant & Disco/Limericks Pub & Eatery/Murphy’s Pub/Shannon’s Pine Square – Pine Ave. & Broadway Blvd.

**Transportation**

Long Beach Transit 591-2301

Long Beach Yellow Cab 435-6111

**Local Gyms and Fitness Facilities**

Bally’s  (562) 494-1216

Belmont Athletic Club (562) 438-1176

Frogs at the Pyramid  (562) 985-5995

Gold’s Gym (562) 436-4653

24 Hr. Fitness (562) 420-1444

**Copiers**

Copy Pro 1785-H Palo Verde Ave. (Many course reading packets are housed here)

Kinko’s  5591 E. 7th St.

CSULB Campus Copy Center (located in the bookstore)

**Movie Theaters**

AMC Marina Pacifica  6334 PCH435-4262

UA Market Place  6400 E. PCH 594-6525

Edwards Long Beach 7501 Carson Blvd. 429-1291

AMC Pine Square435-4262

**Interesting Places to See in Long Beach**

Downtown Long Beach Pine St.

Long Beach Aquarium (562) 590-3100
100 Aquarium Way

Queen Mary (562) 435-3511
1126 Queens Hwy.

Belmont Shore & 2nd St.

Long Beach Convention Center(562) 436-3661
300 Ocean Blvd.
**Beaches**

*North of Long Beach:*

Hermosa Beach  
Redondo Beach  
Manhattan Beach  
Venice Beach  
Malibu  
Santa Monica

*South of Long Beach:*

Seal Beach  
Huntington Beach  
Newport Beach  
Laguna Beach  
Dana Point

**Museums**

Los Angeles County Museum of Art 5905 Wilshire Blvd. Los Angeles (213) 857-6111  
Collections of fine art from around the world.

Paul Getty Museum, Los Angeles. Completely renovated and very popular attraction. Admission is free. Parking reservations are required and may be obtained by calling (310) 440-7300. There is a $5.00 fee per car. Only people with advance parking reservations are guaranteed.


**Sports Arenas & Stadiums**

Los Angeles Memorial Coliseum & Sports Arena, home of the USC Trojans (213) 747-7111  
Dodger Stadium, home of the LA Baseball Team. (213) 224-1400  
Staples Center (Los Angeles), home of the LA Clippers, Lakers, Kings, and the Sparks (213) 742-7100  
Long Beach Arena, home of the Ice Dogs (562)-436-3661

**Movie Theaters**

The cost to see a movie is usually around $7.50. However, most theaters charge half price for
showings before 5:00 p.m., and the AMC usually provides discounts to students with a valid student ID and a sticker. CSULB students can also purchase discount tickets through the University Student Union on campus.

**Other Interesting Places to Go in Southern California**

Disneyland, Anaheim (714)-781-4565  
Knott’s Berry Farm, Buena Park (714)-220-5200  
Santa Catalina Island (310)-510-1520  
Arrowhead Pond of Anaheim (714)-704-2500  
Edison International Field of Anaheim (714)-634-2000  
Griffith Park, Los Angeles (213) 665-5188  
Six Flags Magic Mountain (805) 255-4100  
Universal Studios (818) 508-9600  
Long Beach Aquarium (562) 590-3100  
The Hollywood Bowl (213) 850-2000  
Bonelli Park & Raging Waters (909) 592-6453  
Sea World, San Diego (619) 226-3901  
San Diego Zoo (619) 234-3153

**APPENDICES**

Appendix A: Student-Exit Survey  
Appendix B: Agreement for Individualized Courses  
Appendix C: Advancement to Candidacy Form  
Appendix D: Change of Program Form  
Appendix E: Thesis/Project Oral Defense Sign-Off Form  
Appendix F: Comprehensive Exam Application Form  
Appendix G: Comprehensive Exam Sign-Off Form  
Appendix H: Graduate Assistant/Teaching Associate Application Form