

## SKHS Independent Study Courses

*Updated April 13, 2020*

The School of Kinesiology and Health Studies (SKHS) Independent Study course offerings are listed in the chart below. Common to all courses is that a student engages in intensive self-directive study on a topic or question under the supervision of a faculty advisor.

Course Code / # of units	Course Title	Brief Description
HLTH 456/3.0	Survey of Research and Literature in Health Studies	These courses are designed for students who wish to gain experience researching a topic in depth by reviewing the current literature and research on that topic.
KNPE 456/3.0	Survey of Research <i>and</i> Literature in Physical & Health Education or Kinesiology	
HLTH 491/3.0	Special Project in Health Studies	These courses are project or research based in nature, with a wide variety of options available in terms of the design of the study.
KNPE 491/3.0	Special Project in Physical & Health Education or Kinesiology	
HLTH 595/6.0	Honours Thesis in Health Studies*	These Honours Thesis courses involve the completion of a detailed research proposal (with literature review), ethics protocol (if required), and the implementation of an independent research study.
KNPE 595/6.0	Honours Thesis in Physical & Health Education or Kinesiology*	

*Note: Students who receive credit in HLTH 456/3.0 or KNPE 456/3.0 in the same area of research as HLTH 595/6.0 or KNPE 595/6.0 may not receive additional credit for the 'Literature Review' evaluation component in the Honours Thesis course.*

### Course Application and Registration

#### **Step 1: Find a Supervisor**

Identify a supervisor in the School of Kinesiology and Health Studies with whom to complete the independent study or honours thesis. Please note that leaving the decision to do an independent study or honours thesis until just before the start of a term may result in not being able to find a supervisor. Therefore, it is recommended that you identify and confirm a supervisor prior to the end of the winter term of the year preceding the academic year that you intend to complete your independent study or honours thesis.

#### **Step 2: Identify and Define a Topic to Study or Research.**

In cooperation with your supervisor, identify and define a topic to pursue. Some faculty members will have defined topics for independent studies/theses and will accept students only to work on those topics or may be seeking students to work on existing research projects. Others may entertain a wide selection of topics that fall within the scope of their expertise and are very receptive to students approaching them with their ideas.

### Step 3: Registration

1. The supervisor and student must sign a [course enrolment/registration form](#) indicating a specific topic and the faculty member's consent to act as a supervisor for the independent study.
2. Submit the completed form to the SKHS Undergraduate Office preferably before registration opens in the summer. Completed forms may be submitted any time prior to the add/drop deadline for the respective term (see section on 'important dates' below).

*Please note that **all** relevant sections of the form must be completed including Term Registered and Ethics (see section 'g' in Step 4 below).*

### Step 4: Develop the Proposal

The faculty supervisor will provide guidance related to defining the scope of the study, suggest relevant literature and other sources of information, and provide input on the plan for the student's work. Together, the student and supervisor will determine what components will be included in the project/study and what the final product will be. The final product will include, at a minimum, a comprehensive final paper with a review of literature appropriate to the scope of your project/study. The student, in conjunction with the faculty advisor, must prepare a written proposal for the study/project and submit the proposal to the Course Coordinator for approval (See Important Dates for Academic Year). The proposal should include:

- a) Title of the study/project
- b) Purpose of the study/project
- c) Methods and/or procedures to be utilized (e.g. testing, questionnaires, surveys, etc.)
- d) Outline all components of the study/project (e.g. lab work, placements, presentations, etc.)
- e) A proposed timeline for important milestones and final report completion. This may consist of deadlines for specific components of the study and/or a final deadline for submission of the final product.
- f) Specific evaluation or assessment procedure to be followed, including accuracy, writing style, methodology, content, and other criteria set by the instructor (including proportional evaluative value of various components of project).
- g) Proof of Queen's University's General Research Ethics Board (GREB) approval (if applicable) – Any student doing work with human subjects must provide confirmation that the project/study is either covered under an existing approved ethics protocol, or that the project/study will be submitted to the SKHS's [Research Ethics Board](#) for review and approval. In addition, students must complete the Queen's online ethics certificate. If a supervisor already has ethics approval in place for an existing study, no additional ethics review will be required. Data collection (including observation) cannot occur until the Ethics Review has been completed, submitted and approved by GREB. This process takes approximately two weeks from the time of the submission of the Ethics Review documentation.

### Consultation with Supervisor

Students are expected to have regular meetings/consultation with their supervisor throughout the term(s) either through lab/research group meetings, or one-on-one sessions. As previously stated, the independent study courses require students to demonstrate self-directed learning and are therefore encouraged to be proactive with regards to establishing regular meetings with their supervisors.

## Poster Presentations

The Undergraduate Poster Presentations will be held annually in March. The purpose behind the Undergraduate Poster Presentations is threefold:

- i) so that students may share their work and learning experience with others;
- ii) as a recruiting tool for future students who might be interested in completing independent study projects; and
- iii) to provide a simulated research conference experience that will be of benefit to those students who might be planning to pursue graduate studies.

*For KNPE & HLTH 456:* All students who are completing a 456 survey of literature are invited to participate in the poster presentations. Participation is to be discussed between the student and the supervisor, and if included, a component of the evaluation should be assigned to the poster presentation.

*For KNPE & HLTH 491:* All students who are completing a 491 independent study are strongly encouraged to participate in the poster presentations. Participation is to be discussed between the student and the supervisor, and if included, a component of the evaluation should be assigned to the poster presentation.

*For KNPE & HLTH 595:* All students completing a KNPE or HLTH 595 honours thesis are required to participate in the poster presentations. The student and supervisor should discuss and assign a grade value to this evaluation component of your work.

## Other Important Information

1. When planning your schedule keep in mind the learning metric for these courses is 110 to 130 hours per 3.0-unit course, with 6.0 units being double this amount (i.e. 220-260 hours).
2. Please review the '*Important Dates*' section (see below) for the academic year to understand when components are due.
3. An abstract must accompany the final submission of each study and must be a maximum of one page. Abstracts should be double-spaced, with a minimum length of 100 words and a maximum length of 250 words.
4. It is the responsibility of the supervisor to ensure that the final grade is submitted to the Undergraduate Coordinator by the final date for submitting grades (See Important Dates for the 2020-2021 academic year).
5. For any extension to the final deadlines for the fall, winter or fall/winter terms students must meet the requirements for an Incomplete as defined in the Faculty of Arts and Science Academic Regulations.
6. Per Queen's policy on the disposal of confidential information, all data (e.g. test results, questionnaires, surveys, etc.) of a confidential nature that was collected in the completion of these projects must be disposed of in an appropriate manner. Please submit such information and data to your supervisor for appropriate disposal.

## Important Dates for the 2020-2021 Academic Year

Date	Task
Before end of winter term	Secure a supervisor and define general parameters of research project
(Ideally) Before summer registration period	Submit relevant <a href="#">form</a> to the SKHS Undergraduate Office
September 23 <sup>rd</sup> , 2020	Add/Drop deadline for Fall or F/W courses
October 5, 2020	Deadline for proposals for all independent study courses to be completed in Fall 2019 or Fall/Winter 2019-2020
December 14, 2020	Deadline to submit Fall term final papers to supervisor. Should student wish to submit document after December 31, they must meet the requirements for an Incomplete as noted in the Faculty of Arts and Science Academic Regulations.
January 15, 2021	Last day to add Winter section of HLTH 456, 491, KNPE 456 or 491
January 25, 2021	Deadline for proposals being completed <i>exclusively</i> in the Winter term
March 2021 (TBC)	SKHS Undergraduate Poster Presentations
April 14 <sup>th</sup> , 2021	Deadline to submit final paper to supervisor. Should student wish to submit document after April 31, they must meet the requirements for an 'Incomplete' as noted in the Faculty of Arts and Science Academic Regulations.

## Further Information and Contact

For further information please contact Robert Watering, Course Coordinator, at 613-533-6000 ext. 79155; [watering@queensu.ca](mailto:watering@queensu.ca)