HANDBOOK
POLICIES AND PROCEDURES FOR MASTERS PROGRAM IN EXERCISE PHYSIOLOGY: CLINICAL TRACK

Division of Exercise Physiology
School of Medicine

Robert C. Byrd Health Sciences Center
West Virginia University

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A. PROGRAM OVERVIEW

The Division of Exercise Physiology offers a Masters of Science degree in Exercise Physiology. Two tracks exist (i) a clinical (non-thesis) program and (ii) a thesis program. The clinical track is a two year program.

The content of this handbook represent the current policies and procedures that have been approved by the graduate faculty of the Division of Exercise Physiology. Nevertheless, this handbook is to be viewed as a "living document" so that after appropriate debate and approval by the graduate faculty, the content of this handbook may be periodically revised. In addition to the information contained in this handbook, the student is urged to consult the current Graduate School Catalog for additional information regarding the requirements of the Graduate Council at West Virginia University.

AI. Goals and Objectives of the Program

The M.S. clinical track program provides students training to develop their clinical skills that will lead to a career in clinical health care.

The objectives of the program are

(1) Provide integrative scientific education in the biomedical and practical clinical sciences to graduates from an accredited undergraduate institution

(2) Provide the opportunity to obtain training with clinical populations

(3) Develop integrative and critical thinking skills to allow application of scientific knowledge for clinical applications

(4) Enhance competitiveness for admission to a health professional (e.g., medicine, physical therapy, occupational therapy, doctor of chiropractor, nursing, physician assistant and/or Ph.D. program

(6) Enhance skills for job placement in a clinical or rehabilitation setting including resume and cover letter evaluation, and interviewing preparation.

B. Progression through the Masters Clinical Program

Although it is expected that most students will complete their work by the end of the Spring Semester (two academic years), on a case-by-case basis, student's may continue their work between May-August with the approval of the masters committee This might occur if a student wished to participate in a clinical research project during the summer semester.

C. Courses and sequence for taking courses in the curriculum

Clinical Track Program Requirements

This is a two-year program. The following courses or equivalents are required. Typically, ~ 70% of the students admitted to the Masters clinical track receive graduate assistantships (teaching or clinical laboratory assistantships). Funding is dependent upon availability of departmental resources and departmental needs.

A Plan of Study (Appendix 1) should be completed before the spring semester of year 1. The typical course sequence is given below.

MASTERS CLINICAL TRACK CURRICULUM

MASTERS OF SCIENCE COURSES - CLINICAL TRACK				
COURSE	**COURSE TITLE**	**YEAR 1**	**YEAR 2**	**HOURS**
PSIO 743	Fundamentals of Physiology	Fall		5
EXPH 670	Lab Techniques & Methods II (ECG)	Fall		3
STAT 511	Statistics (or another approved statistics)	Fall		3-4

EXPH 567	Exercise Physiology 2	Spring		4
PCOL 549	Applied Pharmacology	Spring		4
EXPH 682	Research Methods & Design	Spring		4
	Elective**	Spring		0-4
EXPH 680	Advanced Clinical Exercise Physiology		Summer	3
EXPH 695	Independent Study		Summer	1
	Elective**		Summer	3
EXPH 681	Clinical Exercise Prescription		Fall	4
EXPH 460	Pathophysiology		Fall	3
EXPH 672	Professional Field Placement		Fall	2
EXPH 696	Graduate Seminar		Fall	1
	Elective**		Fall	2-4
EXPH 696	Graduate Seminar		Spring	1
EXPH 673	Exercise Prescription		Spring	3
EXPH 672	Professional Field Placement		Spring	2
	Elective**		Spring	3

** Recommended Electives

EXPH 691 G Anatomy – 3 credits (Summer)
HN&F 619 Nutrition and Disease – 3 credits (Spring)
EXPH 697 Research 1-4 (Fall, Spring, Summer)
AGBI 610 General Biochemistry – 4 credits (Fall)
EXPH 791C Advance Cardiovascular Physiology, Fall (3 credits)
EXPH 786 Musculoskeletal Biology, Spring (3 credits)
EXPH 693F Applied Biomechanics, Spring (3 credits)
EXPH 693G Advanced Neuromechanics, Fall (4 credits)

Policy for Grades and Academic Standards in Graduate School

Masters students must achieve **a grade point average (GPA) of 3.0 or better to graduate. Any letter grade less than a "B" is considered unsatisfactory** because it is "Substandard for graduate students" at West Virginia University (pp. 30 of the West Virginia University Graduate Catalogue). **ALL** graduate courses should have a letter grade of "B" or better and **ALL** EXPH courses must have a letter grade of "B" or better to graduate. **The graduate policy for Exercise Physiology is that for graduation, students can obtain a maximum of one (1) "C" in a non-EXPH course.** If a student obtains a "C" in an EXPH course, the student must retake that

course and/or take another appropriate replacement course as approved by the student's advisor and graduate committee, and obtain a grade of "B" or better in that course before being certified for graduation. For example, if a student obtained a "C" in EITHER (not both) STAT 511 or PCOL 549 in the masters curriculum and the student's cumulative GPA was 3.0 or above, the student could still graduate. If the student obtained a letter grade of "C" in EXPH 673, he/she must retake the class even if their GPA is above 3.0.

D. Participation in Departmental Seminars and Events

D.1 Graduate students in the Division of Exercise Physiology should become "well-rounded" scientists who have a breadth of knowledge that allows them to interact with persons who are not conducting research in his/her field. Furthermore, when ever possible, all graduate students should regularly attend departmental seminars and journal clubs. Students can benefit from preparing, giving presentations and responding to questions (even if the topic area is not in his/her research field). Students may be asked to present some of the research data that they have collected as part of one of the departmental research seminars. This will normally be completed by attending departmental seminars, special speakers, and when possible, EXPH 799 (journal club).

D.2 Some graduate students will participate in research as part of their clinical training. Graduate students will benefit from presenting his/her data at state, national and/or international meetings and interacting with faculty and graduate students from other institutions who are doing the same. When ever possible, graduate students who are in his/her second year of enrollment are expected to present the data they have collected as part of his/her thesis at a minimum of one state/regional or national meeting. Students should remember that they are representing his/her laboratory, Division, School and University at these research meetings, so they should be well prepared, and his/her professional behavior and conduct should be appropriate.

D.3 Graduate students are reminded that all data and laboratory manuals used in his/her research is the property of the Principal Investigator/ Chair of the student's thesis committee. This is usually the Principal Investigator in whose laboratory the student worked and collected the data. Therefore, the graduate student must obtain the approval of the laboratory Principal Investigator/ Chair of the student's thesis committee prior to any data submission for purposes of presentation or publications including abstracts generated from the research.

E. Funding for graduate stipends

E.1 A few clinical track students will receive a stipend from the Division of Exercise Physiology. Students with a graduate assistantship (GA) may be assigned duties in the clinical exercise physiology laboratory, strength training instruction or research laboratory duties for up to but not exceeding 20 hours/week as part of his/her responsibilities for receiving a graduate stipend and fee waver. These activities maybe outside of the student's own educational responsibilities for graduation.

E.2 Renewal of any stipend is dependent upon maintaining academic good standing, making suitable progress towards graduation, and the availability of adequate funding.

E.3 Divisional funding for graduate research projects is usually not feasible. However, clinical track students who wish to conduct clinical research should work with faculty to secure funding for any research that will be conducted.

F. Professional conduct in a Professional School

F.1 Graduate training is a privilege, not a right. The graduate student should strive to obtain a cohesive working arrangement with other graduate students, faculty and departmental staff. Unprofessional behavior and attitudes by a graduate student will not be tolerated in the Division, Department, School or University, and may, at the recommendation of the student's thesis Chair, and after review by the graduate faculty at large and if approved by the Division Chair, result in termination of the Division stipend funding and/or dismissal of the graduate student from the graduate program in the Division of Exercise Physiology [1].

F.2 The graduate student should recognize that he/she might have additional tasks, research presentations, preparations and projects assigned to them as part of his/her graduate education process by the student's major advisor. Although the number and type of additional tasks may vary from student to student, all of the tasks are expected to be completed by the student in a timely manner. A graduate student, who believes that a task is inappropriate, can appeal an assignment in writing to the Division Chair who will review the assigned tasks[2].

F.3 Graduate stipends are for 12 months and the graduate student is expected to be in the laboratory and/or conducting appropriate research/educational activities each day as part of his/her obligation to receiving the graduate stipend and being enrolled in the graduate program. There are times in the year when didactic classes are not taught (e.g., spring break, at the end of the fall semester and before the New Year etc.). However, unless otherwise arranged with the student's advisor, all graduate students are expected to be in the laboratory and/or working on their clinical responsibilities at these times.

F.4 Students must obtain permission from their faculty advisor for taking any days as vacation other than the days that the university is closed.

G. FACULTY EVALUATION OF STUDENT PERFORMANCE

Faculty with whom they work and members of their graduate committee will evaluate graduate students. The graduate committee will consist of a minimum of three faculty members including the primary thesis advisor. To participate on a masters committee, the faculty member must have a minimum of a Master's degree, be an Assistant Professor or above and be willing to contribute to the overall development of the graduate student's academic progress. Adjunct members of the thesis committee may be at the rank of Instructor.

G.1 The student's graduate Chair will maintain a yearly evaluation of student progress that may be submitted to the Graduate School as requested. Unsatisfactory progress in research and/or other activities that have been requested by the student's thesis Chair and/or failure to meet Divisional, Departmental or University expectations for conduct and behavior and/or failure to meet Division, Departmental or University academic requirements may result in one of the following actions:

G.2. The student will be placed on academic probation with a GPA less than 3.0 and given the opportunity to improve his/her academic performance by the end of one semester.

G.3 The student may be given additional research, teaching and/or other academic activities (e.g., primary literature reviews) that will facilitate improvement of the area of identified deficit.

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[1] The student may appeal a dismissal from the graduate program for non-academic reasons according to approved channels of due process through the Graduate Office of the Health Science Center and West Virginia University.

[2] The normal due process for appeals is available to the student according to the procedures of operation for West Virginia University.

G.4 The student may lose tuition fee waivers and stipend support from the Division, but be allowed to continue to study and work in the graduate program (This results in the 20 hours of week of time that would otherwise be spent working on a graduate assistantship be directed to improving student performance).

G.5 The student may be denied permission for subsequent enrollment in graduate courses and denied access to research facilities until the deficit and/or problem is corrected.

G.6 The student may be dismissed from the graduate program for unsatisfactory performance academically or for unprofessional behavior.

Appendix 1

PLAN OF STUDY / COMMITTEE APPROVAL FORM
MS in EXERCISE PHYSIOLOGY-Clinical Track

TO: Health Sciences Graduate Program Office
2271 Health Sciences Center South
PO Box 9024 Morgantown, WV 26506-9024

Graduate Student _____ WVU ID# _____

My degree began on _____/_____ Expected graduation date _____/_____

_____ _____
Signature of Student **Signature of Committee Chairperson**

MASTERS OF SCIENCE COURSES - CLINICAL TRACK				
	Required Courses			
COURSE	**COURSE TITLE**	**Semester**	**HOURS**	**Grade**
PSIO 743	Fundamentals of Physiology	Fall	5	
EXPH 670	Lab Techniques & Methods 2	Fall	3	
STAT 511	Statistical Methods 1	Fall	3	
EXPH 567	Exercise Physiology 2	Spring	4	
PCOL 549	Applied Pharmacology	Spring	4	
EXPH 682	Research Design and Methods	Spring	4	
EXPH 680	Advanced Clinical Exercise Physiology	Summer	3	
EXPH 681	Clinical Exercise Prescription	Fall	4	
EXPH 696	Graduate Seminar	Fall	1	
EXPH 672	Professional Field Placement	Fall	2	
EXPH 673	Exercise Prescription	Spring	3	
EXPH 672	Professional Field Placement	Spring	2	
EXPH 696	Graduate Seminar	Spring	1	

Total credits of required courses _39_ **Total credits of required courses listed above _____**

	Elective Courses			
COURSE	**COURSE TITLE**	**Semester**	**HOURS**	**Grade**

Total elective credits needed 6 **Total elective credits listed above _____**

Signatures of Graduate Student Research Advisory Committee: **Names typed:**

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Chairperson

Approved by:

_____ Date: _____

Advisor (if not committee chair)

_____ Date: _____

Graduate Program Director

_____ Date: _____

Dean of School or Designate

_____ Date: _____