

## **Honours Program Guidelines**

### **School of Kinesiology**

#### **Thinking of doing an Honours Program? An Overview**

The Honours is a challenging program for students who have a particular interest and desire to pursue further learning in a specialty area. Through the honours process, students gain research, problem-solving and writing skills beyond the scope of the regular four year undergraduate degree. The honours degree includes all the conceptual elements of the Bachelor's degree plus a major honours thesis/research project typically completed throughout the third and fourth years. It provides a tremendous opportunity to work one on one with a faculty supervisor.

The Honours Degree acts as Acadia University's official recognition of exceptional accomplishment. This opportunity may be used to prepare for graduate work, to acquire a further qualification in the profession, or to provide a structured avenue for pursuing a chosen area for academic curiosity and to pursue a passionate interest. Honours students are academically successful students who carry out a challenging research project with rigour, depth and excellence.

If you are interested in honours but are not clear on the sort of research project you might like to pursue, talk to a faculty member who broadly shares research interests with you. Do this in your second year or at the start of your third year.

#### **Degree Requirements**

1. You need a faculty member to supervise your honours program work. That person's ability to supervise your honours program will depend upon the number of students already working with that faculty member, and the match between your proposed topic and the faculty member's expertise and research program.
2. The academic requirements which you must meet are:
  - a) obtaining an entering and a final program GPA of 3.0, as well as a minimum grade of B- in all core courses,
  - b) for Kinesiology students - completion of KINE 3163 Applied Research Methods in Kinesiology (in addition to KINE 1113 Research Methods in Kinesiology) and KINE 4996 Honours Thesis and while not required, most students will also complete either KINE 3883 – Directed Readings or KINE 4083 – Independent Study with their thesis supervisor.
3. You must complete a change of program form from BKin to BKin (Honours). This is done by first confirming your thesis supervisor and then contacting one of the School's administrative assistants who will set up a meeting with the Director.

#### **An Honours Program: The Process**

**1. Identifying a Supervisor and a Topic:** *All prospective honours students must recognize that acceptance in to the honours program is a privilege and is not automatic based on academic performance.* You must have a faculty member agree in writing to supervise your thesis research. The

topic of your research must match the research expertise and interests of the faculty member. Thus, you need to do some advanced work to identify which faculty member(s) to approach; and you need to recognize that your topic of interest may be modified to match the expertise and interests of the supervisor.

*Note* - You should approach the faculty member working in your area of interest as early as possible, at the latest by the fall term of your third year, so that your course work in the winter term will complement your honours program – including the appropriate research methods courses and any directed readings or independent studies courses that are recommended.

**2. Change of Degree:** You must complete a change of program form from BKin to BKin (Honours). This is done by contacting one of the School's administrative secretaries and must be approved by your supervisor and the Director of the School.

**3. Proposal:** The plan for your research is developed in consultation with your supervisor. For Kinesiology honours students no formal, separate proposal is required; however, all Kinesiology honours students must complete a proposal presentation as part of the required KINE 3163 Applied Research Methods course. These presentations are graded by the instructor of the course, are attended by faculty and interested students and offer both honours students and supervisors an opportunity to receive feedback on the research project being proposed.

**4. Thesis Work:** With the guidance of your supervisor, you will carry out your research program after your research plan has been approved by the appropriate ethics review board(s)/ animal care and use committee(s). While each supervisor and each research area are different, in general each program includes the following stages: concept development (the research proposal), ethics approval, data collection, data analysis, writing of the thesis in a format determined in consultation with your supervisor – either the classic format or the manuscript for publication format (see guidelines provided by Acadia's Research Office [http://research.acadiau.ca/Undergraduate\\_Student\\_Honours\\_Research.html](http://research.acadiau.ca/Undergraduate_Student_Honours_Research.html)).

*Note* - While data collection differs from thesis to thesis, you should expect to commit a substantial part of the summer after third year to collecting and analyzing your data.

**5. Lay Summary and BioSketch:** To highlight the exceptional work of our honours students and to foster a research-friendly culture within the School, you are to provide the School's administrative secretaries with a non-technical summary of your thesis work, a brief biosketch of who you are (e.g., name, hometown, supervisor, future plans), and a basic photo. The biosketch, in total, should be no longer than 250 words. This material will be posted on a wall in the School and featured on the School's website (<http://kinesiology.acadiau.ca/>).

**6. Submission of the thesis:** A copy of your thesis **must** be given to the second reader at least two weeks before the finished thesis is to be submitted to the Acadia University Honours Committee. The University's Regulations for Honours Theses are published by the Honours Committee of Senate. The regulations are available at [http://research.acadiau.ca/Undergraduate\\_Student\\_Honours\\_Research.html](http://research.acadiau.ca/Undergraduate_Student_Honours_Research.html). A final copy of the thesis is to be submitted to the Acadia University Honours Committee by the date listed in the University calendar for this year. *This final deadline date is set by the University and is not negotiable*

*Note* – The second reader of the thesis is agreed upon by the student and his/her supervisor. Typically this is a faculty member within the program in which the student is completing an honours degree, but may be a faculty member outside the program who has particular expertise relevant to the thesis topic. Students should confirm the involvement of their second reader by the last day of classes in the fall term of their 3<sup>rd</sup> year.

**Thesis Grade:** The grade for the thesis (KINE 4996) will be determined by the supervisor and the second reader. The grade is determined using the following formula and taking the noted criteria into consideration:

a. *Thesis Manuscript* (**50%** = 25% from supervisor, 25% from 2nd reader)

Criteria: the quality of the project concept and research question (if applicable); the quality of the finished project, research and writing.

*Note* – Should the grades assigned by the supervisor and 2nd reader differ by more than 15 percentage points both faculty members will meet to discuss the points of concern and come to a consensus as to the overall grade for the thesis manuscript.

b. *Thesis Process* (**50%** from supervisor)

Criteria: the student's engagement in the "process" including evidence of initiative; the amount of intervention needed from the supervisor; involvement in the conceptualization, data collection, analysis, interpretation; critical thinking; independent/self-directed learning; and ability to meet deadlines.

**7. Final Thesis Presentation:** All students will complete a final thesis presentation. This is not a formal defense (i.e., it is not marked), but is meant to be a "celebration" of the student's work offering students an opportunity to gain important research dissemination skills while, at the same time, highlighting their work for faculty and students within the School. Students will be required to present their research findings to faculty and interested students through a conference format presentation (10-12 minute presentation with 3-5min for questions). *This presentation is a mandatory requirement of the thesis for students enrolled in an honours degree in KINE (i.e., it must be completed before your supervisor is to submit the final thesis grade).* When possible, the thesis presentations of all KINE presentations will be scheduled on the same day and interested faculty and students will be invited to attend. The scheduling of thesis presentations will be done with assistance from thesis supervisors and the honours coordinator for the Kinesiology program. These presentations are typically scheduled for the exam study day that occurs after the last day of classes in the winter term.

**Other Points to be Aware of.**

- While not a requirement of an honours degree, completion of a directed readings or independent study is often useful in preparing students for the thesis work. These courses are often completed in the winter term of 2nd year or fall term of 3rd year by prospective honours students.

- Honours students have the opportunity to apply for specialized university honours scholarships to support their research efforts, giving them support to conduct their honours project in the summer between their third and fourth years.
- The Honours thesis option is not for everyone. The work for an Honours thesis requires a significant commitment of time and energy during your third and fourth years in the program. An Honours thesis is NOT required to enter a graduate program at most universities, but it is very helpful in demonstrating your ability to carry out advanced research. If a school's prerequisites mention an "honours degree", that usually means a four-year undergraduate degree such as the Kinesiology degree from Acadia. As well, students who complete the BKin may subsequently complete additional studies that fulfil the honours degree requirements and be issued an honours conversion certificate.

## Process – Degree Checklist

**Required steps/hard deadlines bolded. Required steps must be dated and initialed by instructor once completed.**

<i>Date/Timeline</i>	<i>Action</i>	<i>Completed</i>
Fall term 3 <sup>rd</sup> year	Convert to BKinH	
Last day of classes fall term in 3 <sup>rd</sup> year	Meet with supervisor to map out project	
March-April of 3 <sup>rd</sup> year	Research proposal as part of KINE 3163	
April of 3 <sup>rd</sup> year	Meet with supervisor to map out summer work plans	
September of 4 <sup>th</sup> year	Meet with supervisor to discuss progress over summer and plans for fall	
Last day of classes fall term in 4 <sup>th</sup> year	Data collection completed	
<b>Last day of classes in fall term of 4<sup>th</sup> year</b>	<b>Confirm participation of 2<sup>nd</sup> reader</b>	
<b>Last day of classes in fall term of 4<sup>th</sup> year</b>	<b>Lay summary of thesis, bio-sketch and photo due to KINE admin assistant</b>	
<b>March of 4<sup>th</sup> year (2 weeks before goes to 2<sup>nd</sup> reader)</b>	<b>Submit first draft of entire thesis to supervisor</b>	
<b>March of 4<sup>th</sup> year (2 weeks before deadline for external reader)</b>	<b>Submit final thesis to 2<sup>nd</sup> reader for grading as well as to supervisor for editing</b>	
<b>March of 4<sup>th</sup> year (1 week before deadline for external reader)</b>	<b>2<sup>nd</sup> reader and supervisor to provide thesis edits/suggested revisions to student</b>	
<b>End of March of 4<sup>th</sup> year (consult RGS for exact date)</b>	<b>Last day to submit honours thesis to external reader process</b>	
<b>April of 4<sup>th</sup> year</b>	<b>Final thesis presentation</b>	
<b>April of 4<sup>th</sup> year (consult RGS for exact date)</b>	<b>Last day to submit final honours thesis to research and graduate studies. Supervisor to submit final grade.</b>	

NB - This form is to be submitted to the director with a final copy of your thesis at the end of your 4<sup>th</sup> year

## **Regulations for honours theses**

The University's Regulations for Honours Theses are published by the Honours Committee of Senate. The regulations are available at

[http://research.acadiau.ca/Undergraduate\\_Student\\_Honours\\_Research.html](http://research.acadiau.ca/Undergraduate_Student_Honours_Research.html)

All students intending to complete an honours thesis must register in the appropriate 4996 course for their programs (see calendar). Students normally register for their thesis in the last year of full-time studies. If the thesis is not completed for the May graduation, you may move your application to graduate to fall convocation with no further charges incurred. However, if you do not complete the thesis in time for fall convocation, you must register for 4996 and pay the continuing fee in order to remain in the honours program.

### **DEFINITION**

A thesis is a written piece of work documenting scholarly activity. The request for co-authorship is subject to individual department approval. A form requesting permission can be found at [http://research.acadiau.ca/tl\\_files/sites/research/Request%20for%20Co-authorship%20of%20Honours%20Thesis.pdf](http://research.acadiau.ca/tl_files/sites/research/Request%20for%20Co-authorship%20of%20Honours%20Thesis.pdf). In terms of effort, content, and presentation, a thesis goes well beyond the level of a normal term project or essay; however, sheer bulk is not to be regarded as equivalent to scholarship. The decision whether a topic is suitable for an honours thesis is made by the department or school.

Further information on thesis practices may be obtained from the university calendar and the individual units. Research must be approved by the [Research Ethics Board](#).

### **PRESENTATION**

#### **(1) Style**

The Honours Committee recognizes that each discipline has a style manual or procedures that are recognized by professional or learned societies associated with that discipline. The methods outlined in these style manuals are acceptable to the Committee as long as they are consistently applied. If the subject area is in such a stage of development that no style manual exists, then it is suggested that W. G. Campbell's *Form and Style in Thesis Writing* should be consulted. It can be purchased at the University Bookstore.

#### **(2) Arrangement**

A thesis consists of three main parts: preliminary pages; thesis proper; appendices and references. The first part consists of:

Title page  
Approval page  
Permission for duplication page  
Acknowledgement page  
Table of contents  
List of tables  
List of figures  
Abstract page

Samples of the first three pages are attached to these regulations. Their format should be followed exactly. The acknowledgement page is optional. If it is included, its tone should be formal. The abstract should state concisely and lucidly the objectives, the method of procedure, and the findings or conclusions of the thesis. It should not exceed one page in length.

### (3) Preparation of the Manuscript

Any factual material or quotation taken from other sources must be properly cited in the text and the source listed in the bibliography. The bibliography should list only those materials actually referred to in the thesis. Additional works that have been consulted may be listed, but their secondary nature should be clearly indicated. Footnotes may be at the bottoms of pages, at the ends of chapters, or at the end of the thesis.

One type of paper with a hard bright even surface must be used for the final copy. Charts and graphs may be prepared on the same paper as used for text or may be on a cross-sectional paper with the requisite margin. Photographs can be adequately mounted on this paper. Heavy grades of paper and cardboard must not be used for mounting illustrative material.

Charts, graphs, maps and tables that are larger than the standard size can be reduced to an 8 1/2 x 11" format using a reducing photocopier. It is recommended that oversize pages be avoided unless absolutely necessary; when used, they should be folded. Observing the style guidelines of the discipline, charts, graphs and maps can be inserted into the body of the text, provided they can fit on one page. All figure and table legends should begin with a short title sentence. The title sentences appear in the list of figures and list of tables in the introductory pages of the thesis.

The manuscript should be computer-generated and pages printed back-to-back. Size and style must be consistent throughout. All typing must be double spaced except for those disciplines which allow quotations, footnotes, and bibliographical entries to be single spaced. Margins must be 1 1/2" on the binding edges and 1" along all other edges of the page. All pages, including illustrations, must be numbered (numbering can be done in the upper right-hand corner, or centre top/bottom). The material before the thesis proper should be numbered with small Roman numerals. The second copy of the thesis must be clean and of high contrast. It may be a xerographic copy. Students must use a standard font, no smaller than 11 point in the body of the text, footnotes, and bibliography. Spelling usage must be consistent within the thesis.

Illustrated material will reproduce well if drawn in dark, opaque ink. Students should bear in mind the need to choose sharply contrasting colours to allow for clear xerographic reproduction in black and white.

Coloured photographs may be used. Black and white photos with a full range of contrast reproduce better. Those with limited contrast reproduce satisfactorily on positive microfilm but are unclear in xerographic copies made from microfilm. Avoid glossy photographs and photographs with dark background.

Overlays must be carefully aligned with underlying maps or charts. In order to produce the most legible image, the underlying sheet is filmed alone. The overlay is then placed on the underlying sheet and both are filmed together.

Slides may not be used.

Submit the thesis unstapled and not hole-punched. Ensure that all required pages are prepared correctly and submitted with the thesis (see Appendices A-D).

### COPYRIGHT

Students are reminded that any material protected by copyright can be reproduced in a thesis only with permission of the owner of the copyright. The authorization(s) obtained from the copyright owner must be submitted with the thesis and put in an appendix to the thesis.

### HONOURS COMMITTEE PROCEDURES

The Honours Committee checks theses for conformity in mechanical matters (such as style, format, grammar, spelling), as well as structure, logic, consistency, and clarity of argument. DO NOT submit your thesis without ensuring it is problem-free in these areas first. If you do, you will be required to make corrections, which could delay your graduation.

(a) Following departmental approval, you must hand in **one** copy of your thesis to the Office of Research and Graduate Studies, in accordance with deadlines published in the university calendar. A Thesis Check Form (Appendix D), confirming that your text has been proofread and naming the style used must also be submitted.

(b) A faculty member appointed by the Honours Committee will check your thesis. This reader will return the thesis to the Office of Research and Graduate Studies, along with a "Reader's Comments" form.

(c) **If corrections are required**, you and your supervisor will be notified by the Office. **Stay in touch with your supervisor during this period**, so that you promptly deal with any necessary corrections. Make any necessary corrections and have your supervisor confirm that they have been made by initialling the "Readers Comments" form.

(d) **If no corrections are required**, you will be notified of this by the Office. You must then submit a second copy of the complete thesis to the Office of Research and Graduate studies along with the initialled "Readers Comments" form. One copy may be photocopied, but all signatures on both copies of the thesis must be original.

(e) **Final copies and deadlines.** Two final, corrected versions of the thesis must reach the Office of Research and Graduate Studies as stated in the University Calendar. One copy may be photocopied, but all signatures on both copies of the thesis must be original.



## BINDING

The University pays for the binding of the two copies of your thesis. One of these is sent to the department or school and the second is kept in the library. If you wish to have copies bound for yourself, your supervisor, or others, you can arrange to pay for binding by getting in touch with:

*Wallaceburg Bookbinding &  
Manufacturing Co. Ltd.  
PO Box 104  
Wallaceburg, ON  
N8A 4L5  
519-627-3552*

*Appendix A*

PROFESSIONAL EFFICACY AMONG DIRECT CARE PROVIDERS  
IN NURSING HOMES

by

Phyllis L. Harvie

Thesis

submitted in partial fulfillment of the  
requirements for the Degree of  
Bachelor of Kinesiology with  
Honours

Acadia University

April, 2016

© Copyright by Phyllis L. Harvie, 2016

*Appendix B*

This thesis by Phyllis L. Harvie  
is accepted in its present form by the  
School of Kinesiology  
as satisfying the thesis requirements for the degree of  
Bachelor of Kinesiology with Honours

Approved by the Thesis Supervisor

---

(typed name) Date

Approved by the Director of the School

---

(typed name) Date

Approved by the Honours Committee

---

(typed name) Date

## *Appendix C*

I, NAME, grant permission to the University Librarian at Acadia University to reproduce, loan or distribute copies of my thesis in microform, paper or electronic formats on a non-profit basis. I however, retain the copyright in my thesis.

---

Signature of Author

---

Date

## THESIS CHECK FORM

I, \_\_\_\_\_, \_\_\_\_\_, confirm the following:  
(name) (ID number)

The style reference used is: \_\_\_\_\_

- Margins: Left & Right - 1.5" (3.75cm)  
Top & bottom - 1" (2.5cm) consistent through thesis including appendices.
- Introductory pages: Conform EXACTLY to examples in the regulations. No page numbers on the title page
- Proofreading: The thesis has been thoroughly proofread and spell-checked
- Signatures: All required signatures are included
- Graphs: Any graphs used are formatted so that they will present a clear image when photocopied
- Font: The font is consistent throughout the thesis
- Spacing: The thesis is double-spaced except where disciplines require that long citations be single-spaced
- Second reader: All changes required by the second reader have been made
- Supervisor: All changes required by the second reader have been made

Second reader	Date
---------------	------

Supervisor	Date
------------	------

---

Student \_\_\_\_\_
Date \_\_\_\_\_