



The University of British Columbia
School of Kinesiology

KIN 499 POLICIES AND PROCEDURES

CALENDAR DESCRIPTION

KIN 499(3) Projects in Kinesiology. Provides opportunities for students to perform research pertaining to a chosen area of Kinesiology. Pre-requisite: Fourth-year standing and permission of the Associate Director, Undergraduate Program.

CURRENT OPERATING POLICIES

1. The goal of this course is to provide a student with the opportunity to conduct a research project under the supervision of a KIN Faculty Member. Projects may cover a variety of designs and topics including, but not limited to, program (curricula) design, historical reviews, analysis of current health topics, health promotion, and empirical research involving human subjects.
2. While the form and format of the project is to be determined by the supervisor and the student, empirical research should include the development of the hypothesis, the design of the study, completion of ethics and development of the human subjects form (see item 6 below), subject recruitment and data collection, analysis and completion of the final report.
3. KIN 499 is **not** an opportunity to gain credit for volunteer work in a research/teaching lab.
4. A KIN 499 project must be supervised by a KIN faculty member. Sessional instructors may act as supervisors with the approval of the Associate Director, Undergraduate Program.
5. Projects are restricted to KIN students who are in their fourth year of study.
6. Before a student can be registered in KIN 499, a contract must be completed and signed by:
 - a. the KIN student,
 - b. the supervising faculty member, and
 - c. the Associate Director, Undergraduate Program (If the supervisor is a sessional instructor – see 1 above).
7. Students cannot receive remuneration for work completed as part of the KIN 499 experience.
8. In the case where human subjects are involved, University Policy 89 specifies that ethics approval must be obtained prior to any data collection, as outlined in the University Policy statement at <http://www.universitycounsel.ubc.ca/policies/policy89.pdf>.

OPERATING PROCEDURES

1. Students must contact an appropriate KIN faculty member to discuss their proposal, faculty expectations, completion date, and evaluation.
2. Once a verbal arrangement has been made, the student should present the proposal, in writing, to the supervising faculty member. A 499 contract should then be signed by the supervising faculty member and the student, and forwarded to the Associate Director, Undergraduate Program. (Faculty members are encouraged NOT to participate in 499 projects until the contract has been signed). Contracts are available in the Undergraduate Advising Centre or from the School's website.
3. Once the Contract has been signed by the student, the supervising faculty member, and the Associate Director, Undergraduate Program, the student will be registered by the advising office into KIN 499. After approval by the Associate Director, Undergraduate Program, a copy of the contract will be returned to the supervising faculty member.
4. Students are advised to meet regularly with their supervisor during the term.
5. Final grades should be submitted by the supervising faculty member to the advising office.