



Human Movement Science Curriculum Handbook

**Department of Allied Health Sciences
School of Medicine
The University of North Carolina at Chapel Hill**

Fall 2023

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PROGRAM DESCRIPTION

The interdisciplinary program of study in Human Movement Science is designed to provide students from various fields an opportunity to pursue doctoral studies in Human Movement Science. The Department of Allied Health Sciences grants the degree in the Curriculum in Human Movement Science. Unique foci of the program are on maintaining health, preventing disability, and improving movement ability in persons with movement problems. The program provides training through a rigorous research curriculum of didactic and research experiences, and an interdisciplinary emphasis provided by faculty, coursework, and students. The curriculum combines core requirements for all students in the program while allowing for considerable flexibility in designing programs of study to meet the needs of a specific students' interests. The program is committed to developing leading researchers, teachers, and scholars in academe who will interweave the cutting edge of scientific knowledge with clinical practice for maintaining and improving human movement.

Mission:

To prepare scholars to be exceptional interdisciplinary researchers, educators, and leaders in the field of human movement.

Goals & Objectives

1. Prepare doctoral research scholars who will create and disseminate knowledge in Human Movement Science. Program graduates will excel as independent researchers and future leaders in addressing scientific problems related to human movement in a global, integrated manner for the benefit of society.
 - Seek excellent students and support them in all aspects of doctoral training.
 - Respond to the growing health care needs of the state and nation through innovative research, training, and outreach.
 - Foster mentored professional development via publication, presentation, grantsmanship, networking, and teaching.
2. Employ interdisciplinary human movement research approaches focused on diverse healthy and impaired populations. Research conducted through our program will reflect the complexity and interdependence of the multiple systems underlying movement, and ultimately will promote health and physical well-being.
 - Engage the participation of innovative and productive faculty.
 - Provide excellent, state-of-the-art facilities.
 - Provide financial resources to support student research.

Areas of Interest

Students in our program study several areas of interest in human movement, including: Biomechanics, Brain injury / concussion, Exercise physiology, Injury prevention, Neuromuscular control and motor learning, and Rehabilitation (musculoskeletal, neurological).

To develop expertise in one (or more) of these areas of interest, students may choose courses and research experiences from a wide variety of classes and labs offered in various departments at The University of North Carolina at Chapel Hill, or at other universities.

Key Features

1. Mentor-driven: We believe creating a mentor and student learning environment will assure a successful research training experience. Each member of our faculty strives to provide optimal training, support, and time for each student accepted into our program.
2. Interdisciplinary: Combining the efforts of several successful programs on the UNC-Chapel Hill campus. We believe that the advancement of the science of human movement can best be accomplished with methods and researchers across disciplines. Human movement is inherently complex and dynamic and the dynamic and complex nature of human movement provides an organizational perspective for the curriculum. Specific features of this organizing perspective include:
 - Developing and testing theories of normal and dysfunctional human movement;
 - Applying these and other theories to maintaining and improving human movement;
 - Recognizing the multifactorial nature of human movement;
 - Using an interdisciplinary approach to solve problems of human movement;
 - Studying movement at multiple levels of analysis; and
 - Addressing the unique movement problems associated with injury, disease, development and aging.

Student Learning Outcomes

Expected Student Learning Outcomes	Assessment Methods To Be Used	Performance Targets	Implementation Schedule
Mastery of knowledge within Human Movement Science.	Evaluation of written and oral components of the comprehensive examination	100% 1st time pass rate	Every 2 years
	Final grade in the student's chosen grant writing course	100% receives a grade of $\geq P$	Every 2 years
	Evaluation of Dissertation Proposal	100% 1st time pass rate	Every 2 years
Competence in planning (e.g. question development, design, and analytic plan) Human Movement Science related research.	Final grade in the student's chosen grant writing course	100% receives a grade of $\geq P$	Every 2 years
	Evaluation of Dissertation Proposal	100% 1st time pass rate	Every 2 years
Ability to synthesize and interpret results to drive the field of Human Movement Science forward.	Evaluation of Dissertation Defense	100% 1st time pass rate	Every 2 years
Ability to disseminate scientific knowledge in written and oral mediums.	Evaluation of Dissertation Defense	100% 1st time pass rate	Every 2 years
	Submission of first-author manuscript to peer-reviewed journal	100% of students will submit such a paper by their proposal	Every 2 years
Obtain instructional experiences in formal didactic settings.	Completion of two independent teaching experiences	100% completion of teaching experiences by graduation.	Every 2 years

COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

The HMSC at the University of North Carolina Chapel Hill supports the University's core values encouraging diversity, equality, and inclusivity throughout our community. We unequivocally denounce racism and other forms of hateful and discriminatory behavior with regard to culture, ethnicity, gender, sexual orientation, socioeconomic status, disability, and age, among others. We are strongly committed to promoting diversity in our program as we consider an ideal scientific community to be one that includes a diverse representation of individuals at all academic levels. We are especially committed to training doctoral students of diverse backgrounds, and we encourage students from all backgrounds to reach out to potential faculty mentors if interested in our program. Our views reflect University policy as reflected in the [UNC Non-Discrimination Policy](#) and the policy of [Office of Diversity and Multicultural Affairs](#).

HMSC CODE OF CONDUCT

Professional behavior is required for all individuals participating in the HMSC program. This requires exercising good judgment, ethical behavior, and treating others with courtesy and respect. Specific requirements of all HMSC members include:

- Adhering to pertinent UNC, Graduate School, and HMSC policies, including the [UNC non-discrimination policy](#).
 - Conduct an annual review of the HMSC handbook.
- Accepting consequences for his or her actions without redirecting blame.
- Interacting with fellow students, faculty and staff members, research team members, research participants, and health care providers from all backgrounds with integrity, maturity, safety, honesty, civility, and respect for dignity.
- Recognizing that other professions, labs, and personnel have different approaches, challenges, and focus specific requirements. To this end, we must:
 - Respect and defend the free inquiry of faculty and students as well as the contributions and expertise of all members of the HMSC community.
 - Respect the academic freedom of HMSC members to express differing opinions.
 - Prevent personal disagreements / rivalries with peers from interfering with the experiences and duties of other members of the HMSC community.
 - Respect everyone's need to allocate their time and resources to best suit their professional needs and the balance between their professional and personal life.
 - Adhere to the [Boundaries of RA / TA Requirements](#)
- Demonstrating empathy for HMSC students, faculty and staff.
- Reporting or addressing unprofessional and unethical behaviors in the moment.
 - [Reporting Options are provided here](#).

DEGREE REQUIREMENTS

Core Requirements

The framework below illustrates the three pillars of the HMSC and represent minimal degree requirements. All students are required to complete courses and/or credits in all three areas. Students and their mentors plan an individualized course of study and such plans may need additional coursework / experiences.



HUMAN MOVEMENT SCIENCE (16 credit hours)

1. 6 credits of the Core Sequence (HMSC 700, 701, 702)
 - 3 Credits can be waived with permission of program leadership. A waived core course meets the content requirement but not the credit hour requirement. The credit hours from a waived course must be used to take an additional Advanced HMSC content course. See *Exemplar Pathways* below
 - If one of the core courses is not available, the student may get approval to complete an independent study or other course in that content area by program leadership. *Approval must be given in advance.*
2. 6 credits of Advanced Content
 - Examples include *but are not limited to*:
 - BMME 405: Biomechanics of Movement, BMME 701: Biomedical Instrumentation, BMME 621: Digital Signal Processing, HMSC 790: Advanced Biomechanics and Kinesiology, HMSC 791: Analysis of Human Motion, HMSC 743: Topics in Motor Control and Motor Learning, HMSC 795: Kinetics, EXSS 874: Advanced Topics in Exercise Phys, SPHS 741: Neuroanatomy, PATH 724: Cancer Pathobiology, PATH 766: Current Topics in Cardiovascular Biology, PATH 767: Molecular and Cellular Biology of Cardiovascular Disease, HBEH 730: Theoretical Foundations of Behavioral and Social Science, HBEH 802: Social Determinants of Health: Theory, Method, and Intervention, PSYC 743: Cognitive Aging, HMSC 877, Independent Study***

*** Only 3 credit hours of HMSC 877 will count towards the Advanced Human Movement Science Content requirement.

If students and/or mentors are unsure if a course will meet the Advanced Human Movement Science requirement, they should ask program leadership prior to enrolling in the course.

Exemplar Pathways

Pathway	Core Sequence	Advanced Courses
Traditional	HMSC 700 & 702	Advanced #1, Advanced #2
Waiver Option	HMSC 700 w/ 702 waived*	Advanced #1, Advanced #2, Advanced #3

3. 4 credits of Doctoral Seminar in Human Movement Science (IHMS 870)

In the seminar, students and faculty present and discuss research, research ideas, and professional issues related to Human Movement Science and career development. Participation by faculty and students helps to ensure the interdisciplinary thrust of the program. Each student is required to register for 4 credits of Doctoral Seminar over the course of their time in the program. Participation in all seminar courses, over the course of the student's entire program, is encouraged.

RESEARCH & INQUIRY

1. A research design course or course sequence

- Course and Course Sequence options:
 1. AHSC 902 & 904, HMSC 886 Research Design, EXSS 705, EPID 600, EPID 700
- Other research design courses or course sequences (minimum of 2 credit hours) are acceptable.

1. Two graduate level statistics courses

- Must be in addition to pre-requisite statistics course required for admission and there should be minimal content overlap between the statistics courses taken.
- Examples include *but are not limited to*
 - BIOS 600: Principles of Statistical Inference, BIOS 635: Introduction to Machine Learning, BIOS 665: Analysis of Categorical Data, EDUC 784: Intermediate Stats Methods, EPID 710: Causal Inference, EPID 716: Epidemiologic Data Analysis, NURS 918: Regression Analysis, NURS 972: Statistical Models for Health, PSYCH 834: Machine Learning in Psychology,
 - **EPID 600 will not count.
- Additional exposure to statistics is encouraged (e.g., through additional coursework, research experiences)

3. A grant writing course

- Recommended Courses
 - AHSC 909, UNCG: KIN 798 (Co-Requisite is an independent study with your advisor), HBEH 860: Research Proposal Development, DPOP 872: Proposal Writing
- Other grant writing courses are acceptable.

If students and/or mentors are unsure if a course will meet any of the Research Inquiry requirements, they should ask program leadership prior to enrolling in the course.

4 Research Ethics Training

- Complete the required CITI training as well as the CITI modules on the Responsible Conduct of Research and Good Clinical Practice. *This should be completed by the First Year Review.*

Other Recommended Courses: AHSC 914 Academic Writing, EDUC 757 College Teaching

PRACTICAL EXPERIENCE

1. **Research Experiences** (2 structured experiences; 1 can be in the mentor's lab)
 - These will vary in length, typically lasting one semester or less (6-12 weeks), depending on the project agreed upon by the student and the faculty member(s) offering the experience. The research experiences are meant to add depth as well as breadth to student learning. To ensure interdisciplinary training, only one research experience should be conducted in the mentor's lab. We expect that requirements and expectations will vary across projects. Students are expected to learn methods and/or assist with data collection and analysis. For example, students may assist in data collection or analysis with an ongoing project with a mentor, learn a method of data reduction or analysis, conduct secondary analyses, develop a pilot project, or write a grant. Depending on the experience, students may conduct a well-defined study that culminates in an abstract submitted to a scientific meeting or a paper for publication.
 - The faculty mentor and student should meet and develop a written contract that identifies the project goals, expectations of the student, and the requirements for completing the research experience as well as a time period for completion. *The student is responsible* for providing a signed copy of this [contract](#) to the program registrar ([See Staff Assignments](#)). The form is included towards the end of this document and can also be found on the HMSC website. Your mentor can also access the form on the HMSC SharePoint site. Students should discuss with and gain prior approval from their mentor for all structured research experiences. *We encourage students to complete these experiences by the end of the second year.*
2. **Teaching Experiences** (2 structured experiences; 1 experience can be waived)
 - Waiver can occur with permission of program leadership, if adequate previous teaching experience is demonstrated. Students considering a waiver should notify program leadership during their first semester within the program.
 - Teaching experiences can be completed within the same course or different courses (preferred). For all teaching experiences:
 - Students should work with their mentor to identify potential teaching experiences and then contact faculty instructors about the potential for a teaching experience in the semester prior to completing the experience.
 - All teaching experiences must be approved a priori by the student's advisor. We expect students will have an increase in teaching/learning responsibility across teaching experiences.
 - A specific experience plan and learning objectives should be developed by the student and faculty instructor. Faculty instructors will then monitor all aspects of the experience and provide feedback to the student.
 - Plans should clearly identify the teaching responsibilities, method of evaluation, and any other expectations. This contract should be signed by the student, course instructor (preceptor), and the student's advisor. *The student is responsible* for providing a signed copy of the completed form to the program registrar ([See Staff Assignments](#)). The [form](#) is included in the Appendices, on the website, and on the HMSC SharePoint site.
 - Students engaged in a teaching experience may be enrolled in a concurrent course for credit (2-3 units per course). Course credit enrollment is not required.
 - Students may not receive financial compensation for a teaching experience if they are receiving course credit.

Doctoral Examination (Comprehensive Exam)

The purpose of these examinations is to ensure that students have achieved a satisfactory level of knowledge in Human Movement Science. Successful completion of this exam is required for the student to continue in the program. This exam should be completed after required class work is completed and typically within their 4th or 5th semester in the program.

Dissertation Prospectus Presentation and Approval

It is required that the student prepare, with guidance and assistance from the dissertation advisor and dissertation committee, a formal proposal. The format of the proposal should be decided upon by the student and his or her advisor and committee. The proposal should be presented at a formal meeting of the dissertation committee. The student must have passed the doctoral examination, submitted a first-author manuscript to a peer-reviewed scientific journal, and have the dissertation committee approved, by HMSC leadership and the Graduate School prior to presenting the dissertation proposal.

It is required that the student and/or their mentor reserve a room for their proposal and submit the location/timing information to the appropriate [HMSC Staff member](#) for an [announcement](#) to be made to the HMSC community at least 2 weeks prior to the proposal.

It is required that the student and/or their mentor bring the appropriate forms (see hyperlinks in [Record of Progress](#)) to the proposal for the requisite signatures and subsequent submission to the [HMSC Staff](#) for filing within the students e-folder on the SharePoint site.

It is recommended that preliminary approval of the dissertation topic be obtained from the committee during a *pre-proposal meeting*. As the topic develops, the student should receive advice and consultation from the advisor and the committee members. The student may arrange a *pre-proposal meeting* with the doctoral dissertation committee either as a group or individually, to present the project for feedback and approval. If the student chooses to present the dissertation topic at a *pre-proposal meeting* of the dissertation committee, he/she should prepare a brief description of the project to include the aims/questions and methods in 2-3 pages and/or a 10-20 minute presentation prior to the committee members providing feedback for revisions. Once the committee supports the student's general plan, the student may begin writing the formal dissertation prospectus.

It is also recommended that directed research providing preliminary data for the dissertation topic be completed prior to the formal proposal.

Written Dissertation in thesis or manuscript format

After acceptance of the proposal, the student completes the dissertation project and writes a doctoral dissertation for presentation to the committee for approval (i.e. thesis defense). The dissertation may be written in one of three formats (traditional thesis, manuscript or an alternative format), and must follow the guidelines for dissertations prescribed by the Graduate School. The decision for format should be discussed and approved at the time of the proposal presentation. If the manuscript format is selected, the student and committee should agree on a journal style that the student will follow in writing the final document. If an alternative approach is desired (by student and committee), then the alternative format must also be approved by HMSC leadership at the time of the dissertation proposal. The dissertation document may be a series of manuscripts prepared for submission, submitted, and/or published. Two to three

manuscripts are expected but not required from the dissertation project. See *Guidelines for Dissertation Completion* in this manual for additional details.

It is important to note that membership on a dissertation committee is separate from authorship on a manuscript (i.e. Being a committee member does not automatically mean authorship on the resulting manuscripts). However, we strongly recommended that the student, in consultation with their advisor, have conversations regarding authorship throughout the dissertation process and communicate with committee members sooner rather than later to avoid potential problems.

It is also important to note that one or more of your previously published papers may be part of your formal dissertation and that not all committee members may be an author on that paper(s). In such a situation, it is within the committee members rights and responsibilities to critique those published papers and request changes to the dissertation document.

Academic Eligibility

Under certain circumstances a student will not be allowed to continue in the HMSC program. Registration in following semesters for academically ineligible students will be canceled automatically.

A student becomes academically ineligible to continue for the following reasons:

1. Receives a grade of F, F*, XF, or nine or more hours of L.
 - The computation of hours taken will include courses for which the student has received a grade of H, P, L, or F, as well as equivalent grades for courses taken through [inter-institutional registration](#) where other permanent letter grades may be assigned.
 - If a student completes or withdraws from one academic program and begins study in another academic program, all grades remain part of the permanent record. The grades for any courses to be credited toward the new program will be included in the calculation of academic eligibility.
 - Students may refer to [Graduate Grading](#) for a more detailed description of grading policies.
2. Fails a written or oral examination for the second time.
 - Once a student is notified of failing a written or oral exam for the second time, the student automatically becomes ineligible for further graduate work.
 - See [Failure of Examinations for Doctoral degree](#).

GENERAL TIMELINE

Arrival in Chapel Hill

ONBOARDING CHECKLIST AND NOTEBOOK

Our own HMSC students have put together an [onboarding materials](#) to help guide you through the numerous different elements needed.

CONNECT WITH HMSC Buddy

All incoming students are assigned to a “Buddy” that is a 3rd year student from a different lab group. Communication between buddies is organic and each pair will have a different cadence of meeting and communication. This information is emailed to participating students prior to the start of the fall term. It is recommended that you begin communicating with your buddy early.

RESIDENCY

If you are not a North Carolina resident but eligible to become a resident, it is imperative that you begin to work towards residency immediately and complete all aspects as soon as possible. First year students are prioritized for a tuition remission (TR) which covers the difference between out-of-state and in-state tuition. However, the program and your mentor cannot guarantee a TR during your subsequent years of the program nor can they guarantee the ability to pay for the tuition difference via grants and contracts. The only way to guarantee that you will not have out of state tuition expenses while part of the HMSC program is to obtain NC residency. [Those who do not apply for residency will not be eligible for a TR.](#)

The UNC Chapel Hill Grad School [webpage](#) outlines the process and steps to being taking. Additional information is available within the prepared [onboarding materials](#).

Beginning of Year (Annually)

Students should develop, modify, and/or review the following, with their mentor as needed:

INDIVIDUAL DEVELOPMENT PLAN

During the fall semester, students will generate / revise their Individual Development Plan (IDP). An IDP will help you assess your skills, make a plan for achieving goals, and communicate your plans and needs with your mentor(s). Constructing an IDP is a four-step process. The first step is to evaluate your own skills, values, and interests. The second step is to use this self-assessment as a guide for exploring and evaluating career opportunities in your field and, ultimately, identifying your preferred career, as well as an alternative option that you think you’d be happy with. Step three is to set some specific goals to prepare you for the career paths to which you aspire. After discussing these goals and outlining strategies with your mentor and, it’s time to put the plan into place. You do this in step four. This process should not be rushed, especially if this is the first time you are completing an IDP. Thus, we are recommending that the IDP process be completed by the end of the fall semester. That said, we strongly encourage you to start the reflective process as soon as possible. HMSC does not require any particular IDP form or website. An exemplar form and weblink can be found in the forms section of this document: [Individual Development Plan \(IDP\)](#). Your mentor and/or peers may have another option that they like. It is the process that is most important. Skills and goals will change throughout the year and your academic career, so think of the IDP as a living document and use it as a benchmark for your end of year evaluations.

PLAN OF STUDY

Prior to the beginning of classes, the student should meet with their mentor to develop a curricular plan of study while consulting the student's IDP. It is anticipated that the plan of study may not address all aspects of the IDP and/or will change based on course availability and/or a shift in plans. Thus, the student and mentor should meet to modify the Plan of Study as needed.

As the Plan of Study is carried out (i.e. courses and requirements are being completed), students should continually update the [Course of Study Form](#) and [Degree Completion Form](#) and submit those portions (see [Checklist](#)) to [HMSC Staff](#) for filing in your e-folder on the HMSC SharePoint site by the end of the semester in which the work was completed.

Additionally, the timing and subsequent preparation for upcoming milestones (e.g. selecting comp exam committee, dissertation proposal, etc) should be discussed. Students, mentors, and advisors are responsible for understanding pertinent rules outlined in this handbook.

CONTRACT OFFER LETTER REVIEW

Prior to the beginning of classes, the student will meet with their mentor to review the details of the RA, TA, or RA/TA offer for the year. The service requirements for any RA and/or TA roles as well as the compensation (i.e. stipend + tuition + insurance + fees) for RA, TA, and student (i.e. your own classes) requirements must be reviewed. Additionally, the time dedicated to each role should be reviewed and align with the [Boundaries of RA / TA Requirements policy](#).

End of Year (Annually)

Complete the year-end review forms focused on evaluating performance and growth of both students and faculty over the course of the year in question. These forms will be emailed to students and/or faculty in mid-April.

End of First Year: First Year Review

The purposes of the First Year Reviews are to:

- Ensure that the student is on track to meet all [degree requirements](#)
- Provide suggestions for academic resources that might be helpful to the student, such as particular courses, websites, professional connections, etc.
- Check in with the student concerning their adjustment to life as a graduate student, their relationship with their mentor and/or advisor, their perspectives on their progress toward meeting professional and personal objectives, etc.
- Support the student with respect to any issues/difficulties the student is experiencing, within the scope of the ERC's role within HMSC

[First Year Review](#) procedures are outlined below but include a meeting with members of the Educational Review Committee during the spring of the respective year that reviews and discusses the student's [Course of Study Outline](#) and various discussion topics.

End of Second Year: Second Year Reviews

The purposes of the Second Year Reviews are to:

- Ensure that the student is on track to meet all [degree requirements](#)
- Provide suggestions for academic resources that might be helpful to the student, such as particular courses, websites, professional connections, etc.

- Check in with the student concerning their adjustment to life as a graduate student, their relationship with their mentor and/or advisor, their perspectives on their progress toward meeting professional and personal objectives, etc.
- Support the student with respect to any issues/difficulties the student is experiencing, within the scope of the ERC's role within HMSC

[Second Year Review](#) procedures are outlined below but include a meeting with members of the Educational Review Committee during the spring of the respective year that reviews and discusses the student's [Course of Study Outline](#) and various discussion topics.

Comprehensive Exam (Year 2 / 3)

As described above, this examination typically occurs during a student's 4th or 5th semester of enrollment. A student must be enrolled during the semester that the exam is taken. However, the formation of the Comprehensive Examination Committee should begin, at least, in the semester prior to the exam. Members of the Comprehensive Exam Committee (n=3) can be independent from the Dissertation Committee. For more information, please see the Guidelines section below.

Dissertation Committee & Process (Year 3 and 4)

The student's Dissertation Committee will be responsible for guiding the student in the dissertation process, approving the dissertation project (preliminary oral dissertation exam), and administering the final oral exam (defense of the Dissertation).

Each student identifies a faculty member in the Human Movement Science Curriculum who is willing to guide his/her dissertation studies. That faculty member will serve as the dissertation mentor and Chair the Dissertation Committee. The student and dissertation mentor together formulate a Dissertation Committee of at least five members. The committee must be comprised of faculty from at least two different departments to reflect and assure the interdisciplinary nature of the academic and research experience. Current Graduate School requirements are that the Dissertation Committee will be made up of a majority of regular members of the Graduate School Faculty in the student's academic program (Core HMSC Faculty). Committee members from other institutions must have an appointment as fixed-term members of the Graduate School Faculty. The student is expected to consult with HMSC leadership about graduate faculty status of potential committee members and to complete the Committee Approval Form (approved by the Graduate School) prior to their Dissertation Proposal. See *Guidelines for Dissertation Completion* in this manual for more information.

Length of Study

Anticipated time to completion is three to five years, depending on background education and experience of the student. In compliance with Graduate School requirements, all work must be completed within eight calendar years from the date of first registration in the doctoral program.

STUDENT FAQs

Please note that the answers to several of the FAQs are here and in the [onboarding materials](#).

Who do I contact for questions not listed in this FAQ?

See the “[Staff Assignments](#)” below. You can also reach out to your buddy. A list of [other resources](#) is also included at the conclusion of this document.

How do I obtain In-state residency?

Students who are eligible for in-state residency are encouraged to apply upon living in the state for 1 year (not just being in the program for 1 year). During the year of residence (prior to application), students are strongly encouraged to complete many of the items necessary for residency (driver’s license, vehicle registration, voter registration, etc.). We recommend that you **start the process as soon as you move to the state of NC and apply immediately after being in the state for 1 calendar year**. Information about the application process can be obtained at the [Grad School webpage](#) and the [onboarding materials](#). Please work with the HMSC Director when navigating this application process.

As a new student in HMSC and at UNC, what non-academic items do I need to set up or take care of prior to starting my first semester in the program?

We recognize that starting a new program at a new university always presents challenges. Our goal is to assist you with this transition. Our own HMSC students have put together an [Onboarding checklist and Onboarding notebook document to guide you](#). Please also seek assistance from your mentor, advisor, and/or peer colleagues. Also review the [General Timeline](#) above for curricular items that need to be addressed.

- Public transportation is also available for students and faculty. Information regarding local transit can be obtained at: (for Chapel Hill) <https://www.townofchapelhill.org/government/departments-services/transit/routes-schedules> (for Durham) <http://www.gotriangle.org/>

What should I know regarding payroll for my assistantship?

- Students are on a 9 month pay cycle, paid monthly over 10 months (last business day of the month in August – May). 8 full month pay periods include September through April, while the 9th month is split between the August and May pay periods.
- Setting up Direct Deposit for your monthly pay – Both PT (Allied Health Sciences) and EXSS have designated payroll officers. Please see your designated payroll officer (based on the primary department of your mentor: [HMSC Administrative Staff](#)). Additional information can also be obtained [here](#).

How do I register for my classes?

Connect Carolina now allows course registration to be completed by the student. However, the [HMSC Administrative Staff](#) can assist with this process. Registration schedules and deadlines are typically provided by the University. When registering, it is VITAL that you always register for at least 9 credits (or, if in dissertation phase, for a minimum of 3 dissertation credits), even if you plan to make changes to your schedule so that you are listed as a full-time student. Please refer to the current course calendar on Connect Carolina for the most up-to-date listing of courses that are available for registration.

How should I balance my time among my various duties (e.g. RA, TA), coursework, and dissertation progression?

As a full time student in the HMSC program, it is anticipated that you will dedicate, on average, 40 hours a week towards all duties. This should be roughly 20 hours a week, on average, towards your service duties (i.e. being an RA, TA, etc) and roughly 20 hours a week, on average, towards your own courses and dissertation work. However, setting a simple number is difficult as your educational training and service duties may often overlap and the week to week demands of duties are not consistent across the semester. Please refer to the [Boundaries of RA / TA Requirements](#) for more information.

The Grading System at UNC appears to be unique compared to my previous institution(s). How does this affect GPA?

You are correct. Rather than the traditional ABC grading scale, UNC utilizes an H (high pass), P (pass), L (low pass), and F (fail) scale. Because of this unique scale, there is no GPA associated with graduate studies at UNC. Additional information can be obtained [here](#).

What resources are available about the UNC graduate student community?

The UNC Graduate School website has vast amounts of information regarding campus life and being a graduate student at UNC. The Graduate Student Center offers many resources and seminars to facilitate graduate student success. Please see the links below for a great list of resources for graduate students

- <http://gradschool.unc.edu>
- <http://gradschool.unc.edu/studentlife/>
- <http://gradschool.unc.edu/studentlife/guide/>

Please feel free to ask program leadership, your mentor, and your peer group for assistance.

How should I keep track of my progress in the program?

Each student should keep his/her Record of Progress up-to-date, and should submit the accompanying forms as indicated on the Annual Forms Checklist. At the end of each semester, you should record any milestones you have completed during that semester (e.g., coursework, research/ teaching experiences, [First Year Review](#), comprehensive exam, proposal presentation, etc.), obtain any necessary signatures and approvals, and submit via email to the [Chair of the Educational Review Committee](#) and copy your mentor. It is vital that this information be maintained so that HMSC administration and leadership can continually review student progress within the program, a metric for prioritizing students for tuition remission. Correct and timely documentation is also used to certify that the student has met all requirements for degree clearance (for graduation). See Forms for all needed documentation. Students can also track what is in their folders via the HMSC Program site on SharePoint.

Are their resources available to those with a teaching assistantship (TA)?

Both HMSC faculty and students have found the seminars, resources, and services offered by the Center for Faculty Excellence to be very helpful. The primary purpose is to prepare course instructors on how to succeed in the classroom. Information can be found: <http://cfe.unc.edu>

As a TA, how do I access the necessary course administrative information (class rosters, grade rosters, etc.) on Connect Carolina?

In order to assess class rosters, grade rosters, submit final grades, etc. for your course, you go to the Connect Carolina entry site (<https://connectcarolina.unc.edu>). On the home screen, please choose "Login to Connect Carolina (Faculty, Staff, Alumni)". Your onyen and password

will be needed. Upon entering Connect Carolina as faculty, choose the “student administrative” tab on the left. All necessary information regarding course administration will be available to you. For other course materials, please speak with the instructor of record for the course.

As a TA, how do I handle potential Honor Code violations by a student?

Teaching assistants who are assigned instructional responsibilities here at UNC should enlist the aid of both the faculty mentor assigned to the course and your primary mentor. These situations require guidance from faculty. Additionally, the department may have an Honor Court liaison in place to guide both the TA and faculty mentors through this process. A primary responsibility of the TA is to DOCUMENT all relevant information for a pending case, secure all documentation related to the case (exam, answer sheet, essay, paper, etc.), and obtain any other evidence that would support the case (pictures, videos, witness accounts, etc.).

Information for instructors about the UNC Honor System can be obtained at:

<https://studentconduct.unc.edu/instructors>

Are there additional funding opportunities available to PhD Students?

There are a number of additional funding opportunities available to HMSC students that are offered through HMSC, UNC Graduate School, and outside the university. These include dissertation-specific awards, summer funding, and assistance with travel.

- **Louis and Eleanor Duquette Scholarship.** This scholarship was created to honor the Duquette family’s commitment to higher education by assisting a doctoral student in the field of human movement science. The mission of this award is to recognize a student who shows excellence in research and academic scholarship and whose research will lead to reduced injury and/or improved health. Doctoral students who have passed their comprehensive examination are eligible. Application materials are provided annually via the listserv.
- The UNC Graduate School offers a number of awards, scholarships, and grants geared toward supplemental funding. For more information, please refer to:
<http://gradschool.unc.edu/funding/gradschool/fellowshipsandgrants.html>

Many Graduate School opportunities allow only 2-3 nominations per program. Thus, HMSC has a selection process (led by the [Program Director](#)) to determine those nominations and accompanying rank order.

- Grants and scholarships from outside sources:
 - Department of Health Sciences - [Student Research Ambassador Award](#)
 - [NATA Research and Education Foundation](#)
 - American College of Sports Medicine – [Doctoral Student Research Grant](#)
 - American College of Sports Medicine Biomechanics Interest Group – [Student Research Award](#)
 - [American Physical Therapy Association](#)
 - [Foundation for Physical Therapy Research](#)
 - National Strength and Conditioning Association- [Doctoral Graduate Research Grant](#)
 - [LSVT Global Student Small Grants](#)
 - [North Carolina Translational and Clinical Sciences Institute \(NC TraCS\)](#)

If I receive funding that includes health insurance, how do I set up the insurance?

In late summer, the graduate school and HMSC administration will send out an email announcement regarding the proper procedures for enrolling in the health insurance plan associated with being a Teaching/Research Assistants, and opting out of the state-wide student plan that all students are provided (but not needed given the insurance that HMSC students are provided). It is imperative that HMSC students are diligent about reading the informational emails and acting accordingly. Information regarding student insurance can be obtained [here](#).

What is “HMSC Research Day” and how can I get involved?

Students within HMSC organize and host the HMSC Annual Research Symposium in the spring. This is a student-run conference where students from across HMSC, the UNC system, and other regional universities can present their research. HMSC students can be involved on a number of levels including: 1) submitting an abstract to present, or 2) being part of the organizing group. Email requests for involvement are sent out annually.

Where do I go if I have problems with my mentor or someone in HMSC / UNC?

We strongly encourage all students to communicate with their mentor and advisor early and often to prevent problems from arising and/or to resolve problems. However, we realize that sometimes, an issue has arisen that requires a different approach. Our [Policy on Learner Mistreatment](#) is outlined in greater detail elsewhere in this handbook but is summarized below. While the program has several formal reporting mechanisms, we recognize that sometimes a conversation with a trusted peer and/or colleague to listen and validate a student's concerns are what is needed most and encourage students to pursue these opportunities as needed.

Formal reporting mechanisms include:

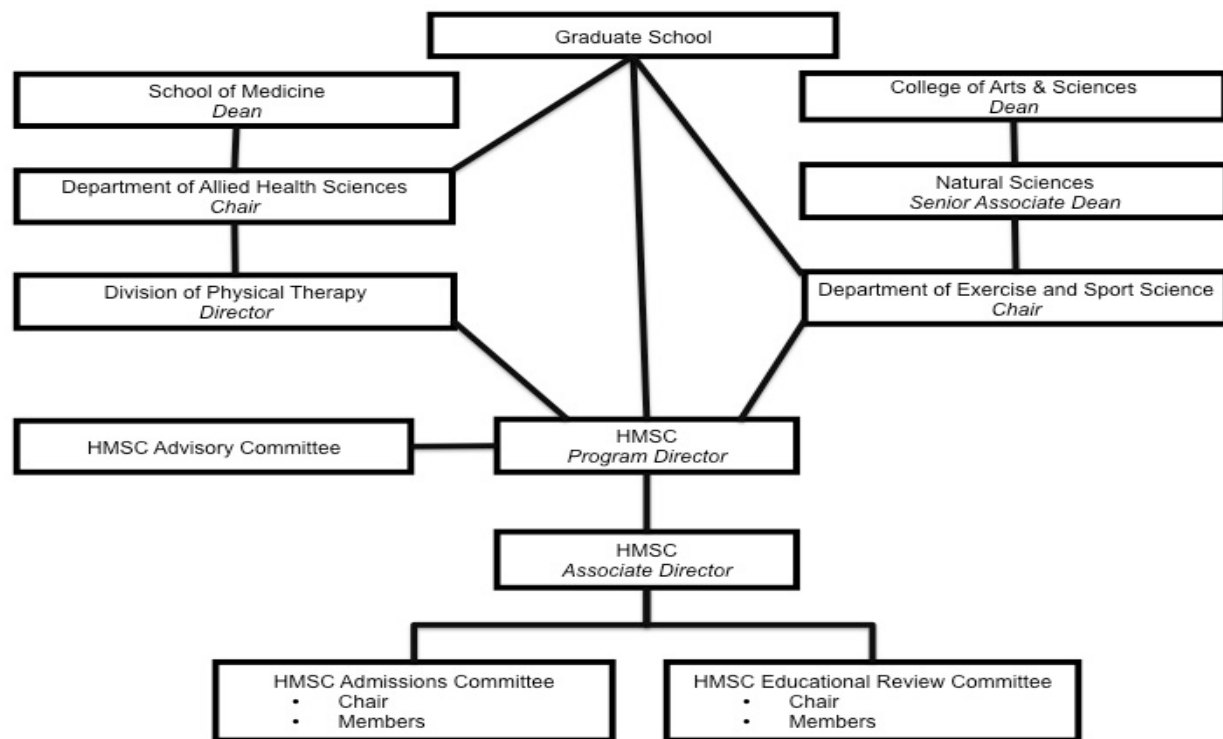
An anonymous report to the [HMSC Program Director](#). This mechanism is for anything that the student wishes to pass along to program leadership, no matter how big or how small they perceived the issue to be and regardless of who (i.e. student, staff, faculty) the issue is with. The HMSC Program Director is considered a responsible employee and will be required to report certain reports to university offices.

Reports of discrimination or harassment based on protected status, should be made to the [Equal Opportunity and Compliance Office](#).

The University also has an impartial [Ombudsman](#) available for consultation.

ADMINISTRATIVE STRUCTURE

The HMSC program is administered through the cooperation of the Division of Physical Therapy and the Department of Exercise and Sport Science. The administration of the program is conducted by the Director, Associate Director, Advisory Committee, Admissions Committee, Educational Review Committee, and other committees and officers necessary to conduct the functions of the program. Administrative support for the HMSC program will be provided by the Division of Physical Therapy and the Department of Exercise and Sport Science. Type and amount of administrative support contributed by each unit may vary.



Director

The HMSC Director is elected/recommended by a vote of HMSC core faculty and appointed by the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. The term of the Director will be five years, and may be subject to renewal. The Director assumes overall responsibilities for the conduct of the curriculum and reports directly to the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. The Program Director serves at the discretion of the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. Upon recommendation by a majority of HMSC faculty, the Program Director may be removed from his/her position by the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. If the Program Director cannot or does not complete a term, the Director of Physical Therapy and the Chair of Exercise and Sport Science will appoint an interim Director for 1 year of service while an appointed Search Committee determines the recommendation for a new Director. Procedures for selection of a Director are described in the "Procedures for Director Nominations" document.

He/she serves as the key representative and executive officer of the program, and holds administrative authority over program affairs. The Program Director exercises leadership in the formulation of program policies and procedures and in activities directed toward fulfilling the

program's mission. Responsibilities of the Director include: serving as administrative officer between the program and other administrative organizations of the University; consulting with the Advisory Committee; attending meetings of and providing input to the Admissions Committee and the Educational Review Committee as requested; making recommendations to the HMSC faculty for major changes in program policies or procedures; planning regular meetings of the full HMSC faculty (once per semester); communicating with all constituencies, and publicizing the program and assisting with recruitment of qualified HMSC faculty and students. The Program Director shall be apprised of all recommendations of ad hoc and standing committees or appointed representatives, and shall have an opportunity to respond to these recommendations prior to any vote by HMSC faculty.

Associate Director

The Associate Director is appointed by the Program Director, with approval from the Director of the Division of Physical Therapy and the Chair of the Department of Exercise and Sport Science. The Associate Director may not be from the same home Department/Division as the Program Director. The term of the Associate Director will be 5 years. If the Associate Director cannot or does not complete his/her term, then the Program Director will appoint an Associate Director for the remainder of the original term.

The Associate Director helps the Director as needed, with primary responsibility for coordinating the activities of the Admissions and Educational Review Committees. The Associate Director will attend meetings of these committees as requested, and will provide input to the Program Director as a member of the Advisory Committee.

Advisory Committee **RESPONSIBILITIES**

The Advisory Committee is responsible for maintaining the high quality of academic and research activities of the HMSC Program. The responsibilities of the committee include making recommendations to the Director concerning policies, and creation of additional committees, task forces, or other administrative units required to conduct program business. The Advisory Committee will also a) review matters related to academic standards, courses, and curricula to assure quality and consistently high standards, and b) serve as a review board to assist in resolution of any problems/conflicts that arise among students or faculty within the program.

COMPOSITION

The composition of the committee reflects the interdisciplinary focus of the program. The Advisory Committee is composed of seven to eight members: at least one faculty member from the Division of Physical Therapy, the Department of Exercise and Sport Science, and the Department of Biomedical Engineering when possible (who will serve renewable 1-year terms), the Associate Director; the Admissions Committee Chair; and the Educational Review Committee Chair. Members of the Advisory Committee will be appointed by agreement of the Director and Associate Director, with consent of the EXSS Chair and Director of PT.

Admissions Committee **RESPONSIBILITIES**

The committee shall do the following:

- Respond to requests for information from potential program applicants that cannot be handled by HMSC administrative staff.
- Participate in applicant interviews and solicit feedback from other faculty members involved in interviews.

- Identify candidates for Merit Awards or other recruitment scholarships, and complete the nomination process.
- Process and review all applications to the program and notify the HMSC Director and Associate Director of admissions decisions. A Director or Associate Director serving as an applicant's identified mentor will not be involved in the final admissions decision for his or her candidate.
- Complete or coordinate any other admissions paperwork (justifications, etc.) required by the Graduate School.

COMPOSITION

The committee is composed of three members of the faculty, not including the Chair. Faculty members serve staggered 3-year terms. New members rotate on to the Committee each year (and other members rotate off) to help ensure continuity in program administration. In the event of an unusually large number of applications or other increases in workload, additional ad hoc committee members may be added as needed for a term no longer than 1 year. The committee represents the interdisciplinary focus of the program, with no more than two standing faculty members serving from the same home Department/ Division. Deviations from this membership rule can be approved by the Director and Associate Director in special situations. The Director and the Associate Director will appoint the Admissions Committee Chair, who will serve for a renewable two-year term. If a new Chair is appointed from among the existing Admissions Committee members, an HMSC faculty member will be appointed to fill the vacated committee position and the remaining time in the original term.

Educational Review Committee

RESPONSIBILITIES

The committee shall do the following:

- Conduct formal first year reviews.
- Review the progress of all students yearly, in consultation with the student's advisor, and schedule face-to-face meetings with the student as needed.
- Make decisions about program nominations for Graduate School awards or scholarships for enrolled students.
- Provide a brief student progress reports annually to program leadership.
- Review student evaluations of the program and provide a report to the Director.

COMPOSITION

The committee is composed of three members of the faculty, not including the Chair. Faculty members serve staggered 3-year terms. New members rotate on to the Committee each year (and other members rotate off) to help ensure continuity in program administration. In the event of an unusually large number of first year reviews or other increases in workload, additional committee members may be added as needed. The committee represents the interdisciplinary focus of the program, with no more than two standing members serving from the same home Department/Division. Deviations from this membership rule can be approved by the Director and Associate Director in special situations. The Director and the Associate Director will appoint the Admissions Committee Chair, who will serve for a renewable two-year term. If a new Chair is appointed from among the existing Admissions Committee members, an HMSC faculty member will be appointed to fill the vacated committee position and the remaining time in the original term in order to maintain the interdisciplinary nature of the committee composition.

Faculty

The Faculty of the HMSC Program includes both Core and Affiliate Faculty members. HMSC Faculty membership status will be reviewed every 5 years.

CORE FACULTY

Core Faculty, as a body and through designated committees, has responsibility for fulfilling the program's mission. Core Faculty members have voting privileges, which are exercised in the event of proposed leadership changes or changes to other major program components (e.g., organizational structure, curricular requirements), or whenever the Advisory Committee makes a recommendation for a Faculty vote. Voting typically will take place at regularly scheduled (biannual) HMSC Faculty meetings. Any issues that may require a vote will be included on the agenda distributed in advance of the meeting.

Core Faculty will have expertise related to human movement science, and will hold a full-time appointment and Regular Graduate Faculty status at The University of North Carolina at Chapel Hill. Any UNC Chapel Hill faculty member who is interested in becoming a part of the HMSC Core Faculty should submit a written request (**using the [Request for HMSC Core Faculty Membership](#) form which is also posted on the HMSC website**) and a copy of his/her CV to the Director. Such requests will be brought up for consideration at the next HMSC Faculty meeting. New hires, who wish to bring doctoral students with them, may have a HMSC Core Faculty Membership request reviewed prior to their start at UNC Chapel Hill so that their prospective doctoral students can be evaluated via the admissions committee. In such a case, Core Faculty membership would not start until the first day of the new hire's appointment. Membership will be granted by consensus or, in the event of lack of consensus, by a majority vote of the Core Faculty. A faculty member may be granted temporary Core Faculty membership by agreement of the Director and Associate Director, until the matter can be decided at the next HMSC faculty meeting.

Responsibilities of the core faculty include:

- Contribute to the maintenance and advancement of the HMSC program by attending HMSC Faculty meetings and participating in topics of discussion at meetings or through email discourse.
- Adhere to HMSC [Code of Conduct](#).
- Contribute to the training of HMSC doctoral students by consistently:
 - Teaching courses taken by HMSC students,
 - Mentoring research and/or teaching experiences,
 - Serving on HMSC Committees
 - Serving on HMSC student committees
 - Serving as a mentor/primary advisor for HMSC students

AFFILIATE FACULTY

Affiliate Faculty will have expertise related to human movement science, and will request designation as a part of the HMSC Faculty. Affiliate Faculty members do not meet the criteria for designation as Core Faculty and do not have voting privileges, but are encouraged to attend Faculty meetings and contribute to the Program. With approval of the Advisory Committee, Affiliate Faculty may serve as mentors/ primary advisors for HMSC students.

Students

The Students of the HMSC Program include all enrolled students. From the enrolled students, up to two representatives will be elected to attend, if possible, open portions of all HMSC faculty meetings.

HMSC COMMITTEE ASSIGNMENTS

Name	Assignment	Role	Term	End of Current Term (Summer of...)
Erik Wikstrom	Director		1	2026
Mike Lewek	Associate Director		1	2026
TBD	Admission Committee	Chair	1	2024
TBD		Member	1	2026
Karen McCulloch		Member	2	2024
TBD		Member	1	2025
Vicki Mercer	Educational Review Committee	Chair	1	2024
Jimikaye Courtney		Member	1	2026
Jessica Cassidy		Member	1	2024
Adam Kiefer		Member	1	2025
Mike Lewek	Advisory Committee	Chair	1	2026
TBD		Member	1	2024
Vicki Mercer		Member	1	2024
Debby Givens		Member	1	2024
Malia Blue		Member	1	2024
Jason Mihalik	HMSC Day	Supervisor		

HMSC STAFF ASSIGNMENTS

Topic	Contact	Email
Admissions, Student Files/Progress, & Graduate School Forms, EXSS room reservations. Student Listserv, Independent Study Tracking, Dissertation Proposal & Defense and General Announcements	Jennifer Canders	jcanders@email.unc.edu
GSHIP Enrollment	Tin Lay Nwe	Tinlay_nwe@med.unc.edu
Human Resources	Chris Edwards (DAHS) and Ashley McCullen (EXSS)	Chris_edwards@med.unc.edu amcculle@email.unc.edu
Tuition Remission	Adam Shirey	Adam_shirey@med.unc.edu
Course Registration, Class Scheduling, DPT room reservation, and General Financial Aid Questions (not related to tuition remission / fellowships)	Carolyn Oakes	carolyn_oakes@med.unc.edu
Fellowships	The Graduate School	gradfunding@unc.edu
Service Stipends (work-based)	Payroll or Chris Edwards	payroll@unc.edu chris_edwards@med.unc.edu
Non-service stipends (no work required to earn stipend)	Student Account Services	cashier@unc.edu

FACULTY FAQs

Who do I contact for questions not listed in this FAQ?

See the "[Staff Assignments](#)" below.

What are the current Admissions Policies & Procedures to share with potential students?

See [Admissions Procedures](#)

What is the minimum and average stipend for a PhD student?

Students within HMSC must receive at least \$20,000 for a 9-month period per [Graduate School Policy](#) starting Fall 2023.

How should I balance my student's time among the various duties of their assistantship (e.g. RA, TA) and their own studies (i.e. coursework, dissertation)?

A full time student is anticipated to dedicate, on average, 40 hours a week towards all duties. This should be roughly broken down to 20 hours a week towards service duties (i.e. being an RA, TA, etc) and 20 hours a week towards their own courses and dissertation work. Setting a simple number is difficult as educational training and service duties may often overlap. Please note that the HMSC policy on [Boundaries of RA / TA Requirements](#) means that students who accept a TA position, will spend less time on RA duties.

What are the in-state and out-of-state tuition costs?

Both in-state and out-of-state tuition and fee costs are published yearly on the UNC Graduate School website. Refer to the [general graduate degree costs for the medical school](#) when determining HMSC costs.

For students in need of out-of-state tuition, how is this financial assistance provided?

HMSC has an out-of-state tuition remission budget that is utilized to cover the out-of-state portion of the tuition costs associated with attending UNC. Eligible students (i.e. US citizens) must apply for residency (annually if needed) to be included in the priority list per the HMSC [policy](#). HMSC procedure for establishing the annual priority list can be [found here](#).

While we have been extremely fortunate to be able to provide tuition remission for those students who qualify, it is important that the student understands that there is no guarantee that this portion of the assistantship is available each year. When out-of-state tuition remission is not provided to the student, the student is responsible for paying this portion of his/her tuition.

Who pays the in-state tuition portion of the assistantship?

The in-state portion of tuition is provided by the funding source/department that is providing the student's stipend, as long as the stipend value meets the [minimum value](#) required by the university. The amount provided by all funding sources is prorated to reflect the percent effort associated for each source. For example, if a student receives a stipend of 20K, of which 75% comes from research funding and 25% comes from Teaching Assistantship responsibilities, then 75% of the in-state tuition will be charged to that research funding source while 25% of the in-state tuition is covered by the Teaching Assistantship home department.

What are the fringe benefit / insurance costs for students?

[Office of Sponsored Research Resource page](#) publishes updated fringe and insurance costs.

What is the process for determining if a student receives a scholarship/fellowship?

The Graduate School offers both 1-year merit and 5-year fellowships to the best and brightest of the incoming UNC graduate class. Typically, HMSC can nominate two individuals applying to HMSC for consideration. HMSC has [procedures in place for the Admissions Committee to choose these nominees](#). All applications received by the December deadline are eligible for consideration. Potential applicants must also interview with the admissions committee and other HMSC faculty prior to being considered. The admissions committee considers a number of factors when determining which applicants give HMSC the best chance to receive Graduate School funding. Additional information regarding these [merit/fellowships](#).

There are also a number of [UNC specific scholarships](#) that HMSC students can apply for during their time at UNC. Many of these opportunities allow only 2-3 nominations per program. Thus, HMSC has a selection process (led by Program Director) to determine those nominations and accompanying rank order. Faculty should encourage their students to reach out to program leadership to identify when the internal (HMSC) submission deadline is. This internal deadline is usually several weeks in advance of the scholarships posted deadline.

Can an HMSC student who is unfunded be admitted?

While we strive to fund all students admitted to HMSC, on occasion there are special circumstances when a faculty member may opt to bring in a student and not provide a funding package. For example, the student may already have funding provided by the military, the government, or his/her current employer. In this scenario, the faculty member recruiting this student must work with the Admissions Committee and HMSC leadership to ensure that it is an optimal situation for both the student and the faculty mentor.

What do new students in HMSC need to set up or take care of prior to starting their first semester in the program?

There are numerous items required for a quick and successful onboarding process. Our own HMSC students have prepared [onboarding materials](#) that can get new students up and running quickly.

MENTORING CONSIDERATIONS FOR STUDENTS & FACULTY

The HMSC Program is a mentor-based program and thus depends primarily on the establishment of an intellectual relationship between a student and mentoring faculty members. Mentors most frequently serve as trusted advisors, supporters, tutors, challengers, guides, advocates, and models. Successful relationships are based on trust, openness, and respect.

Overall Considerations

Student's should:

- promote the values of the HMSC program and adhere the [code of conduct](#).
- take the initiative to communicate regularly with faculty advisors, especially in matters related to program values and degree progress.
- devote an appropriate amount of time and energy toward achieving academic excellence and earning an advanced degree in a timely fashion.
- achieve an [appropriate balance](#) between your own studies, assigned RA duties, and assigned TA duties as applicable.
- recognize the constraints and other demands imposed on faculty members and program staff.

Faculty should:

- promote the values of the HMSC program and adhere the [code of conduct](#).
- recognize that student's are unique individuals with a range of aspirations that may be different from our own.
- support the student's desired pathway through the program and career aspirations without being prescriptive.
- respect the time [boundaries of a full and/or part-time](#) RA appointment when assigning duties
- provide clear expectations for the requirements each student must meet, including program values, coursework, languages, research tools, program milestones, delineating the estimated amount of time expected to complete each step. See [Boundaries Policy](#) for more information regarding time demands.
- evaluate and discuss with the student, progress and performance, in regular and informative ways consistent with the [Code of Conduct](#).
- offer fair opportunities for students to correct deficiencies in their work.
- provide oral or written comments and evaluation of students' work in a timely manner.
- help students develop the didactic, writing, and quantitative skills that will not only help them progress through the program but also to help them develop the skills identified on their IDPs.
- offer adequate, and when possible, flexible time to meet with students for 1:1 and small group meetings as well as committee meetings and examinations.
- take reasonable measures to ensure that students initiate a dissertation in a timely fashion.
- encourage students to participate in professional meetings
- prepare students for employment, which includes providing current information about the field and the market, making use of professional contacts for the benefit of students, and supporting students' employment goals without being prescriptive

Teaching Considerations

Experience in teaching will be useful for presentations, evaluation and assessment, leading discussions, and the like. Teaching includes interactions with students about instructional issues, such as holding office hours, reviewing tests or paper scores/evaluations with students, answering questions in special teaching centers in the discipline, tutoring, conducting labs, leading discussions, assisting students to solve problem sets, commenting on studio work, or lecturing. Graduate students and faculty should work together to enhance student learning and achieve professional development for the graduate teaching assistant.

Student's should:

- work cooperatively with supervising faculty and other teaching assistants to accomplish the tasks set out by the TA or Teaching Experience assignment.
- give adequate attention to the teaching role by conscientious efforts in planning, preparation, and implementation of TA or Teaching Experience assignments.
- achieve an [appropriate balance](#) between teaching and other duties.
- proactively seek varied teaching opportunities
- engage in reflective analysis of teaching activities

Faculty should:

- provide adequate training for teaching assistants and/or students engaged in a teaching experience appropriate for the responsibilities they will assume; in some cases training will be provided by departmental training programs
- provide appropriate communication with and mentorship for teaching assistants and/or students engaged in a teaching experience to enhance their professional development and to ensure the quality of student learning
- develop a clear understanding with graduate students about their specific TA and/or students engaged in a teaching experience responsibility, including division of authority and labor, expectations for performance, and the like
- observe the student's teaching in order to provide feedback on, and assistance for, current activities and recommendations for the student's future opportunities
- identify appropriate departmental and campus resources to assist graduate students in their professional development as teaching scholars
- respect the time [boundaries of a full and/or part-time TA](#) appointment when assigning duties

POLICIES

UNC Chapel Hill Graduate School Policies

The Graduate School has a number of policies that all graduate students and faculty must adhere to as part of the HMSC Code of Conduct. Information on these policies can be found here: <https://gradschool.unc.edu/policies/>

Learner Mistreatment, Learning Environment and Learner Professionalism

It is the goal of the HMSC program to provide an environment for all students, staff, and faculty that is conducive to excellence in learning, research, teaching, and service and free of all forms of mistreatment. Mistreatment can take many forms, ranging from subtle belittlement to blatant hostility. Mistreatment may cause a variety of emotional responses in the recipient, from anger to isolation and embarrassment. Fear of retaliation can be a major component. It can be difficult for anyone, but particularly students, to report mistreatment. The School of Medicine, where HMSC is administratively housed, has created several pathways to report mistreatment for students. Students should be familiar with the SOM resources on learner mistreatment which are available [here](#). Importantly, this website contains an anonymous reporting mechanism.

Students can also make an anonymous report about mistreatment, in any form, to the HMSC Director via this [link](#). This reporting mechanism can also be found on the HMSC webpage.

The University, as a whole, also maintains a [policy](#) on prohibited discrimination, harassment, and related misconduct. This policy is in place to promote a safe, diverse, and equitable environment to all members of the Carolina community, and specifically addresses acts that are contrary to these values. These acts include discrimination, harassment, sexual assault or sexual violence, interpersonal (relationship) violence, sexual exploitation, stalking, and retaliation. Reports of discrimination or harassment based on protected status, including sexual assault or violence, interpersonal violence, or stalking, should be made to the [Equal Opportunity and Compliance Office](#).

The Title IX and Violence Against Women Act (VAWA) are two of the federal laws that are focused on providing safe, inclusive, and welcoming learning and work environments on campus. Title IX prohibits sex discrimination and sexual harassment. Sexual assault and sexual violence are forms of sexual or gender-based harassment that are prohibited by Title IX. VAWA also requires Universities to address sexual violence, interpersonal violence, and stalking. For more details please read [this document](#).

Finally, the University makes available an impartial [Ombudsman](#) who is available for consultation for all members of the Carolina Community.

Boundaries of RA / TA Requirements

The Graduate School and HMSC recognizes that graduate students are first and foremost students and their making continual significant progress toward their degree is paramount to the ethical training and education of graduate students. Students enrolled in the HMSC program as full-time students should expect to dedicate, on average, 40 hours a week to all aspects of the program (i.e. RA duties, TA duties, course work, dissertation). [The Graduate School and HMSC recommends that students should not normally conduct service work \(RA, TA, or combination of RA/TA\) in excess of 20 hours per week on average for doctoral students.](#) This recommendation

enables them to work on their own studies (i.e. coursework in year 1 and 2, dissertation in year 3 and 4) and research for the remaining 20 hours per work week, on average. However, it is not simple to set maximum service work hours due to the complexity inherent in the education and training of graduate students. Often, graduate students perform work that is simultaneously both training and service. Their training may take various forms, including apprentice-type training under faculty mentors within the research lab, classroom or community, as well as more traditional coursework. This training often is the primary way in which students learn the core skills, expectations, norms, ethics, and content of their graduate disciplines/fields. However, when examining a particular student's educational/training program, it may be seen that while initial training is requisite to acquiring appropriate knowledge and skills, additional similar training may add only incrementally to their development. In such cases, the standard of not exceeding 20 hours per week for doctoral students should apply.

Within HMSC, an instructor of record position (e.g. teaching EXSS 288) equates to ~6 hours a week. Serving as a TA (e.g. EXSS 385) equates to ~4 hours a week.

Program Branding Policy

To promote the HMSC program, students should appropriately highlight their association (i.e. enrollment) in the program. Therefore,

- On all applications for grants, scholarships, etc., students must indicate that they are an HMSC student because the HMSC program is housed in the Department of Allied Health Sciences.
- On research papers, abstracts, and presentations, students should list the HMSC program first, as well as their research laboratory affiliation(s), if relevant.

Tuition Remission Eligibility Policy

First year students are automatically eligible for a tuition remission. In all subsequent years, a student must make a good faith effort to apply for residency (if a US citizen) in order to be considered for a tuition remission.

From the eligible pool, HMSC policy prioritizes 1st year students based on the rank order provided by the Admissions Committee. 2nd year students are the next prioritization tier based on the rank order provided by the Educational Review Committee. 2nd year students are reviewed based on the materials submitted for the first year review. Finally, 3rd and 4th year students represent the final priority tier because their tuition costs are lower. Rank order of 3rd and 4th year students are again done by the Educational Review Committee based on program progression. Procedures for rank ordering eligible students in all tiers are described in the [Procedures section](#).

PROCEDURES

Admissions Procedures for New Students

General Considerations

This program is a mentor-driven program. Therefore, students who meet minimum academic requirements are not guaranteed admission. Students should complete their written applications and the interview process by the posted Graduate School deadline (typically early- to mid-December) to be considered for graduate school funding. [Admission application forms are available online.](#)

All applications are completed online.

Specific HMSC Admission Requirements

Students will be admitted to the program based upon enrollment availability and their ability to meet the following minimum recommended entrance requirements:

- At least one core HMSC faculty member has agreed that he/she may serve as the applicant's mentor if the applicant is admitted to the program. This is not a guarantee of admission, but an indication that the faculty member has endorsed the application.
- A master's degree or a professional doctorate (i.e. DPT) in a field related to human movement is preferred. Under rare circumstances, qualified candidates with a bachelor's degree will be considered for admission.
- A grade point average of 3.0 or better in the most recent degree program.
- Prerequisites include:
 - Statistics, Human Anatomy, and Human Physiology **AND**

At least one of the following courses

- Physics
- Biomechanics
- Chemistry
- Psychology
- Exercise Physiology
- Motor Learning/ Motor Control/ Neuromuscular Control
- Neuroanatomy

Application Processing

The admission process is completed as follows:

1. If an interested applicant relays a general interest in HMSC to the Director, Associate Director, Admissions Committee Chair, or any other faculty member, the student should be directed to <http://hmsc.unc.edu/> and **should contact a prospective mentor prior to applying to the program.**
2. When an application is submitted, the [HMSC Administrative Staff](#) in charge of admissions will forward the application to the Admissions Committee Chair, who will verify that the specific admission requirements are met.

3. The Admissions Committee Chair will forward the application package to the faculty mentor(s) identified on the application. The Admissions Committee Chair will ask the faculty mentor(s) to confirm their interest in considering the applicant as a mentee.
4. If the identified faculty mentor(s) is/are interested in the applicant:
 - a. The applicant's materials shall be distributed to the Admissions Committee at this time for review.
 - b. The faculty mentor shall schedule interviews they feel are necessary to vet the prospective candidate. *Interviews with the Director/ Associate Director and at least two members of the Admissions Committee are recommended in addition to other faculty, staff, or students the mentor deems important.* These may be in person, or over an appropriate video teleconference platform (e.g. Zoom, Skype, GoToMeeting, etc.). It is **also recommended** that these interviews occur prior to the applicant applying and that a copy for the potential applicant's most recent CV be sent to all individuals meeting with the candidate in advance of the meeting.
 - i. Admissions committee members may meet with the candidate at the same time as others or as part of larger admissions committee scheduled interview sessions.
 - ii. For candidate's to be considered for merit awards (i.e. Grad School Funding), these processes will need to take place (including submission of the full application) prior to the merit deadline for a given year. In the case of merit consideration, the admissions committee interviews would take place as part of the larger merit interview session and would not need to be scheduled separately.
 - c. The Admissions Committee member(s) who meet with the applicant will provide feedback directly to faculty mentors, and Admissions Committee members on this correspondence. Program leadership will be informed if issues arise.
 - d. Faculty mentor(s) will inform the Admissions Committee of their decision to mentor the applicant.
 - i. If the faculty member agrees to mentor the applicant, all other members of the Admissions Committee will review the applicant's materials and make a recommendation.
 - ii. If the faculty mentor is unable or unwilling to admit an applicant after the interview process is completed, the Admissions Committee Chair reserves the right to send the application to other potential mentors.
5. If no faculty members express interest in a particular applicant, the Admissions Committee will not complete a formal review of the materials, and a decision to reject will be made.
6. Once the admissions committee makes a decision about potential admission(s), relevant information will be forwarded to the Director and Associate Director for review, prior to the admissions process confirmation/rejection information is sent to the graduate school.
7. Applications are processed as they are completed. The Admissions Committee will submit all recommendations for admission to the Graduate School, and will notify the HMSC Director and Associate Director of the admissions decisions.

Admissions Procedures for Transfer Students

General Guidelines

The following should be considered if students wish to transfer to the HMSC program because their faculty mentor has accepted a faculty position as UNC Chapel Hill:

- Before formal consideration of any prospective transfer student can begin, the faculty mentor must be given HMSC Core faculty status. The faculty mentor can request Core faculty status at the time that they accept a position at UNC Chapel Hill and a review of their request will be immediately conducted to facilitate an admissions review of the prospective student(s).
- UNC Chapel Hill and HMSC Admissions Requirements are the same for transfer students as they are for new students (see above).
- HMSC will attempt to be accommodating to the prospective transfer student while protecting the quality and rigor of the HMSC program.

HMSC Specific Materials

Prospective transfer students should, as part of their application personal statement, include a list of courses they wish to be transferred. They should also provide syllabi for those courses. The HMSC Admissions Committee, in consultation with program leadership and/or the Educational Review Committee, will make an initial recommendation about which courses could transfer and meet HMSC degree requirements. However, the final decision about transfer credits lies with the [Graduate School](#).

HMSC Recommendations

- 1) Core HMSC classes should be completed at UNC Chapel Hill. While this is not a requirement, it is unlikely that the admissions committee and HMSC leadership will recommend a transferred course would meet a HMSC Core class requirement.
- 2) Students who have completed coursework but have not yet taken their comprehensive exams are encouraged to take additional coursework at UNC Chapel Hill before taking their exams.
- 3) Students who have completed their coursework and comprehensive exams at their original institution are encouraged to consider the pros and cons of enrolling at UNC Chapel Hill vs. being a staff Research Assistant at UNC Chapel Hill while remaining enrolled at their original institution. The latter allows a student to continue working directly with their mentor at UNC Chapel Hill while not having to worry about UNC Chapel Hill specific requirements such as semesters in residence (n=4) and the need for out-of-state tuition.
- 4) Students who have completed their dissertation proposal at their original institution will need to complete a new dissertation proposal at UNC Chapel Hill with a committee that meet the requirements of the Grad School and HMSC. Such students should strongly consider the options presented in #3.

Important Admissions-Related Dates

- September → Online applications portal opens
- Late September, early October → The Admissions Committee Chair will contact all core HMSC faculty in early fall, and identify all core faculty members interested in recruiting applicant(s) into the curriculum.

- Early- to mid-December → Applications and interviews must be completed by the Graduate School deadline to be considered for merit award scholarships. The HMSC core faculty will be reminded of this deadline earlier in the fall semester. Interested HMSC core faculty members will submit to the Admissions Committee Chair a written statement describing why his or her potential candidate would be a viable merit nominee.
- January → Admissions Committee evaluates applicants who have completed the entire application process (submitted materials, completed interviews, and faculty mentor has made a decision on candidacy). The Admissions Committee will meet to rank the eligible applicants for the purpose of Graduate School merit awards. Factors influencing the ranking decisions will include the following: 1) A recommendation to admit is supported by a faculty mentor; 2) the applicant's academic standing; 3) the applicant's diversity; and 4) a strong indication that the applicant will accept an offer of admission.
- 3rd Monday in January → Faculty mentors notified of Admissions Committee decision for merit award scholarships.
- May → All applications must be complete in order for applicant to be admitted to the program. Exceptions can be made for special circumstances.
- Early June → All admission decisions complete.

Procedures to Select Merit and Royster Award Nominees

For applicants to be considered for Merit/Royster and other graduate school—based awards, they must complete all application procedures prior to the determined merit deadline for a given year. The following outlines the specific procedures. Appendices XX and XX outline the current standardized interview questions and the rubric used to guide decision-making discussions and considerations.

- Applicants complete the online application process by the deadline (this includes all aspects of the application including letters of recommendation and mentor letter inclusion)
- Applicants complete an interview with the admissions committee as part of the scheduled merit admissions interview session.
- Admissions committee members will use a standardized set of questions for all applicants as outlined below (this is subject to change each year and will be updated accordingly)
- Admissions committee members review applicants' full/complete applications and interview information and complete a rubric for each applicant.
- Admissions committee members provide the admissions committee chair with their rubric and initial applicant feedback.
- Admissions committee meets to discuss applicants and to rank participants utilizing the rubric and overall admissions committee discussions.
- Admissions committee notifies the Director and Associate Director of Merit/Royster Ranking and decisions.
- Admissions committee chair notifies mentor's of selected applicants and requests information from the mentors of applicants selected for merit/Royster nomination.

- Admissions committee chair submits information for nomination based on the selected mentor's provided information and information from the applicant's application.
- Admissions committee chair notifies admissions committee and mentors' of selected applications of the Graduate School's decision.

Procedures to Rank Order 1st year students for a Tuition Remission

Upon completion of the admissions process for a given year, HMSC leadership will rank-order 1st year students for tuition remission purposes, for cases in which there are insufficient tuition remission credits offered to the program for all non-resident non-first year students. The Admissions Committee will use materials from the admissions process to make decisions.

Criteria considered for the rank-order will include (subject to change):

- Applicant has the academic abilities and background knowledge needed for success in the program.
- Applicant has diverse experiences, background, viewpoints, and/or contributions that would broaden and deepen the diversity of the HSMC program.
- Applicant has experience with or expresses clearly interdisciplinary nature of previous and future educational and research experiences.
- Applicant has previous research and/or teaching experience, with evidence (e.g., lab assistant experience, publications, teaching awards) of potential to become an independent researcher and academician.
- Applicant has a clear understanding of the basic structure and expectations of the program, and is familiar with the types of research being conducted by program faculty.
- Applicant is able to articulate an area of research interest, with an appropriate degree of focus (not too broad or too narrow).
- Applicant is able to explain how his/her research interests align with those of the proposed faculty mentor.
- Applicant communicates with credibility and confidence, and interacts in a professional, respectful, and appropriate manner
- Applicant expresses professional goals consistent with the mission of the HMSC program to prepare researchers/academicians

Rank-orders will be reviewed, and final approval given by HMSC leadership.

Procedures to Rank Order 2nd through Final year students for a Tuition Remission

Upon completion of the First Year Review, HMSC leadership will rank-order 2nd through final year students for tuition remission purposes, for cases in which there are insufficient tuition remission credits offered to the program for all non-resident, non-first year students. The Educational Review Committee will use materials from the First Year Review to make such evaluation for 2nd year students. Third and fourth year students will be asked to submit their CV.

Criteria considered for the rank-order will include (subject to change):

- Student has attempted to apply for NC residency
 - Students that have failed to submit residency applications will be ranked lower than all other students
 - Students will not be penalized in rank-ordering if they have made a good faith effort to obtain residency and applied for residency in a timely manner (i.e.,

initiated all necessary procedures upon entrance into the program) but have not successfully obtained it

- Student has begun to demonstrate the academic abilities and background knowledge needed for success in the program
- Student has diverse experiences, background, viewpoints, and/or contributions that would broaden and deepen the diversity of the HSMC program
- Student has experience with or expresses clearly interdisciplinary nature of previous and future educational and research experiences
- Student is beginning to develop a research direction with an appropriate degree of focus (not too broad or too narrow) that is aligned with the faculty mentor
- Student communicates with credibility and confidence, and interacts in a professional, respectful, and appropriate manner
- Student expresses professional goals consistent with the mission of the HMSC program to prepare researchers/academicians

Rank-orders will be reviewed, and final approval given by HMSC leadership.

Procedures for Beginning of Year Meeting & Document Submission

First, the student should meet with their mentor and review the [IDP process](#), [Plan of Study](#), contract letter, and pertinent portions of the HMSC handbook. It is recommended that all parties have copies of the materials before the meeting to provide time to review them and consider changes and/or suggestions. Significant concerns, not differences in opinion, should be discussed and a solution agreed upon.

Procedures for First Year Review

The purposes of the First Year Review is to: ensure that the student is on track to meet all [degree requirements](#), provide suggestions for academic resources that might be helpful to the student, and check in with the student concerning their adjustment to life as a graduate student, their relationship with their mentor, their perspectives on their progress toward meeting professional and personal objectives, and support the student with respect to any issues/difficulties the student is experiencing, within the scope of the ERC's role within HMSC

To complete the 1st Year Review:

- Each student will meet with 2 members of the Educational Review Committee during the spring of their 1st year. These committee members will represent diversity in terms of sex, academic unit, research area, etc.
- The meeting will be in person (if possible) at a neutral, private location (i.e. not in EXSS or PT offices or labs) for ~30 minutes but longer meetings are allowed if the student has significant questions or concerns that should be discussed.
- Students will submit the following materials to the Educational Review Committee prior to their meeting: 1) [Course of Study Outline](#) (i.e. completed and proposed coursework, with notes on research experiences, teaching experiences), 2) Certificate verifying CITI training, and 3) CV.
- Students will be given discussion topics beforehand and encouraged to share thoughts and ask questions related to these topics at the meeting (e.g. progress on Individual Development Plan).
- Committee members will provide a brief summary of the student's academic progress (e.g., "student is on track", "you might want to consider X course or having the student

connect with X person at UNC or elsewhere”) to the student’s mentor following the meeting.

Procedures for End of Year Meeting & Document Submission

Students and mentors should complete the End of Year Review forms that will be emailed to them and then meet to discuss the documents. All critiques and discussions must be held in a respectful manner that aligns with the HMSC [Code of Conduct](#). Both the mentor and student must sign pertinent documents indicating that the discussion has occurred and each will be permitted to write a response paragraph before the materials are submitted.

Procedures for Second Year Review

The purposes of the Second Year Review is the same as the 1st year review.

To complete the 2nd Year Review:

- Each student will again meet with 2 members of the Educational Review Committee that represent diversity within the program. This meeting will occur during the spring / summer of their 2nd year. Meeting parameters will mimic those of the 1st year review.
- Students will submit the following materials to the Educational Review Committee prior to their meeting: 1) Updated [Course of Study Outline](#), and 2) Updated CV with changes from the First Year Review highlighted on both documents.
- Students will be again given discussion topics beforehand and encouraged to share thoughts and ask questions related to these topics at the meeting.
- Committee members will again provide a brief summary of the student’s academic progress to the student’s mentor following the meeting.

Procedures for Comprehensive Examination

The purpose of this examination is to ensure that students have achieved a satisfactory level of knowledge in Human Movement Science. Successful completion of this exam is required for the student to continue in the program. The comprehensive examination will not be allowed to take place until the student has submitted a first-author manuscript for publication in a peer-reviewed journal, with the manuscript reflecting work completed in HMSC. The student will not be allowed to schedule a preliminary oral exam for the dissertation project until satisfactorily completing the exam.

The following describes the components of the process:

Part I: area-specific questions

Part II: oral examination (may be omitted in exceptional circumstances – see below)

The following describes the order of events for this process:

1. The student formally establishes a Comprehensive Examination Committee. This committee should be established at least three months prior to beginning the Doctoral Examination process.
1. The student schedules on-site written (Part I) and oral (Part II) doctoral examination dates. These dates should be after all required course work is completed or during the semester in which this course work will be completed. Part II should be scheduled to

occur no later than three (3) weeks from the scheduled Part I. Students are advised to start the planning process early.

2. Part I: Area-specific questions

- a. Part I will consist of **at least** two questions that test the student's knowledge in his/her field of study. This examination will be completed on-campus while under the supervision of a proctor. No reference materials will be available to the student while taking Part I.
- b. The purpose of Part I is to probe the student's general problem-solving ability as well as establish the breadth and depth of his/her area-specific knowledge base drawn from coursework and research experiences.
- c. The advisor, with input from the Comprehensive Examination committee and the student, will generate a GENERAL list of topic areas or a body of literature that will serve as a study guide for Part I of the process. Students will not be provided with specific, potential exam questions as part of the study guide.

Suggested timing:

- 3 hour Morning session: 1-2 questions
- 1 hour break
- 3 hour Afternoon session: 1-2 questions

3. Feedback

- a. All Comprehensive Examination committee members will critique Part I prior to the oral examination date. The Comprehensive Examination Grading Form (included in the HMSC Documents and Forms section of this manual) will be used to grade the exam. Upon completion, please return it to the Chair of the student's Comprehensive Examination Committee. If, at this point, all members of the committee agree that the student has passed all questions, and that there are no clarifying questions for the student, then the committee may decide to omit the oral examination component (Part II). This is expected to be a very rare occurrence. In this case, the student's presentation of the dissertation proposal will be considered as the oral examination (and will be documented under Part II of the Doctoral Exam Report Form submitted to the Graduate School).
- b. Prior to the oral exam date, the student will be able to review all of his/her submissions for Part I, but will not see specific feedback or comments from committee members. The committee members, along with the advisor, will discuss and determine GENERAL feedback for the student, which the advisor will then relay to the student.
- c. It is expected that a student should be able to identify weaknesses in his or her answers and be able to address those weaknesses during the oral examination; therefore, the feedback from the committee should be general but informative. For example:
 - Question 1: Not enough depth/breadth in...
 - Question 2: Needs clarification for...
 - Question 3: More integration needed
 - Question 4: Incomplete discussion of the theories

4. Part II: Oral Examination

The purpose of the oral doctoral exam is:

- To provide the student with a chance to clarify or explain any weaknesses within any of the written work.
- To examine the student's ability to directly answer specific questions orally.
- To evaluate how well the student understands the topics by allowing her/him to expand on what she/he has written.

5. Committee Decision

- a. Comprehensive Examination Committee will meet privately to determine whether the student has passed or failed the doctoral examination process. If additional work is required, the committee identifies the specific requirements the student must complete to pass the doctoral exam process. Those requirements must be conveyed to the student at the conclusion of the oral examination. These requirements should be written and signed by the student and the majority of the Comprehensive Examination Committee to indicate agreement with and understanding of these requirements.
- b. Upon completion of the doctoral exam process, the Chair of the Comprehensive Examination committee (typically the mentor) will sign a document indicating approval or disapproval. At this point, the student's Comprehensive Examination Committee is officially dissolved.

Procedures for Remote Administration of HMSC Comprehensive Exam Part I*

**This document (honor code and checklist) outlines procedures to be followed in the event that remote administration of the comprehensive exam becomes necessary because of reduction or suspension of UNC campus operations. Remote exam administration must be approved by the HMSC Director/Associate Director. Such approval typically will be granted only when severe adverse weather or an emergency event such as a disease pandemic makes on-campus exam administration unsafe for the student and/or faculty and/or staff.*

Advisor and student, please review this document in preparation for the exam.

Student, on day of administration, please initial to the left of each action item as you complete. Sign your name for each specific honor code statement. Upon completion of the checklist, please sign and date the document, and email to your advisor. Images of your signature are acceptable.

At times, it may be beneficial for advisor and student to be on the phone in case there are any issues (e.g., delivering exam questions and sending exam responses). We defer to the advisor.

PRIOR TO EXAM DAY

Select the location to take the exam. (Please make sure it is quiet and distraction-free!)

PRIOR TO AM EXAM SESSION

About 5-10 minutes prior to 9AM (start of AM exam session):

- OPTIONAL: Have scratch paper available to write notes.
- Place all notes/study materials outside of the room in which you will take the exam (The only thing that should be within reach is your laptop, writing utensil, and scratch paper)
- Your phone can be within the same room, but should be turned onto silent mode. It should be used only to call the advisor for questions related to exam questions.
- The advisor emails a Word document with the AM session question(s) from their UNC email to student's UNC email
- Student opens the Word document that contains the AM session question(s) and emails advisor to confirm receipt of AM session question(s)
- After sending email, student turns off internet access and closes all computer programs except for word processor

Honor code statement: *I certify that I have completed the above actions and will have no access to the internet or outside resources/help while completing the AM exam session.*

SIGNATURE: _____

AM EXAM SESSION (9AM-12PM)

- Student writes AM session response(s) on the received Word document and saves document
- By 12PM, student turns on internet access and emails Word document to advisor. (Do not delete the Word document until you ensure that your advisor has received the document). **The email should explicitly include the following honor code pledge:**

I certify that no unauthorized assistance has been received or given in the completion of this work. I will not discuss the exam questions or my responses with anyone other than my advisor and comprehensive exam committee members.

SIGNATURE: _____

LUNCH BREAK (12PM-1PM)

PRIOR TO PM EXAM SESSION

About 5-10 minutes prior to 1PM (start of PM exam session):

- OPTIONAL: Have scratch paper available to write notes.
- Place all notes/study materials outside of the room in which you will take the exam (The only thing that should be within reach is your laptop, writing utensil, and scratch paper)
- Your phone can be within the same room, but should be turned onto silent mode. It should be used only to call the advisor for questions related to exam questions.
- The advisor emails a Word document with the PM session question(s) from their UNC email to student's UNC email
- Student opens the Word document that contains the PM session question(s) and emails advisor to confirm receipt of PM session question(s)
- After sending email, student turns off internet access and closes all computer programs except for word processor

Honor code statement: *I certify that I have completed the above actions and will have no access to the internet or outside resources/help while completing the PM exam session.*

SIGNATURE: _____

PM EXAM SESSION (1PM-4PM)

- Student writes PM session response(s) on word document and saves document
- By 4PM, student turns on internet access and emails Word document to advisor. (Do not delete the Word document until you ensure that your advisor has received the document). **The email should explicitly include the following honor code pledge:**

I certify that no unauthorized assistance has been received or given in the completion of this work. I will not discuss the exam questions or my responses with anyone other than my advisor and comprehensive exam committee members.

SIGNATURE: _____

COMPLETION OF EXAM DAY

- Student takes photos of all used scratch paper and emails the files to advisor. (Can be included with this completed form). Upon sending email, student throws away paper.
- Student signs and dates below and emails this completed form to advisor. **The email should explicitly include the following honor code pledge:**

I certify that no unauthorized assistance has been received or given in the completion of this work. I will not discuss the exam questions or my responses with anyone other than my advisor and comprehensive exam committee members.

STUDENT NAME: _____

Signature: _____ **Date:** _____

Procedures for Dissertation Completion

Dissertation

A dissertation is a research project independently designed and completed by a PhD candidate under the direction of a dissertation committee chair and the supervision of a dissertation committee. A dissertation should make significant and unique contributions to science and clinical practice. The research design of a dissertation should be scientific and hypothesis driven. The presentation of the results of a dissertation should be honest and objective. The conclusion of a dissertation should be unbiased with a comprehensive consideration of all results and limitations. A replication of existing literature is not acceptable as a dissertation.

A dissertation can be written in one of three acceptable formats: (1) traditional five-chapter format, (2) manuscript format, and (3) alternative manuscript format. To facilitate publication in refereed journals, choice of a manuscript format rather than the traditional format is encouraged. The format should be determined by the student, chair, and committee during the prospectus. After a format is chosen, the student can use the following dissertation guidelines for reference.

A dissertation in the traditional five-chapter format should contain

- 1) a dissertation title page
- 2) a dissertation abstract
- 3) a list of contents
- 4) a list of tables
- 5) a list of figures
- 6) Chapter I, Introduction
 - Background and rationale of the dissertation
 - Statement of the problem
 - Hypotheses
 - Operation definitions
- 7) Chapter II, Review of Literature
 - Review of literature related to the background and rationale of the dissertation
 - Review of literature related to the hypotheses of the dissertation
 - Review of literature related to the methods used in the dissertation
- 8) Chapter III, Methods
 - Subjects
 - Research design
 - Equipment
 - Data collection
 - Data processing
 - Data reduction
 - Data analysis
- 9) Chapter IV, Results
 - List of all results
- 10) Chapter V, Discussion
 - Interpretation of results
 - Indication of major findings to the hypotheses of the dissertation
 - Comparison of results to literature
 - Limitations and the possible effects of limitations on the interpretation of results
 - Future studies
 - Conclusions

- 11) a list of references
 - All references cited in the dissertation
- 12) a list of appendices
 - Pilot studies and results
 - Details in methods that may not be directly related to data collection, and directly affect the understanding of Chapter III.

A dissertation in the manuscript format should contain

- 1) a dissertation title page
- 2) a dissertation abstract
- 3) a list of contents
- 4) a list of tables
- 5) a list of figures
- 6) Chapter I, Introduction
 - Background and rationale of the dissertation
 - Statement of the problem
 - Hypotheses
 - Operational definitions
- 7) Chapter II, Review of Literature
 - Review of literature related to the background and rationale of the dissertation
 - Review of literature related to the hypotheses of the dissertation
 - Review of literature related to the methods used in the dissertation
- 8) Chapter III, Methods
 - Subjects
 - Research design
 - Equipment
 - Data collection
 - Data processing
 - Data reduction
 - Data analysis
- 9) Chapter IV, Summary of Results (Synthesis)
 - A brief summary of major findings related to the hypotheses of the dissertation
 - A discussion of limitations of the research design
 - An outline of future studies
 - Conclusions
- 10) At least two manuscripts approved by the dissertation committee in the proposal and written in the formats required by the journals to which the manuscripts will be submitted. Each manuscript should have detailed discussion of the results included, and its own list of references cited in the manuscript.
- 11) a list of references
 - A list of all references cited in the dissertation
- 12) a list of appendices
 - Pilot studies with detailed research designs and results
 - Details in methods that may not be directly related to data collection, and directly affect the understanding of Chapter III.

A dissertation in the alternative manuscript format should contain

- (1) a dissertation title page
- (2) a dissertation abstract
- (3) a list of contents
- (4) a list of tables
- (5) a list of figures
- (6) Chapter I, Introduction
Background and rationale of the dissertation project
- (7) Chapter II, Manuscripts
At least two manuscripts approved by the dissertation committee in the proposal, and written in the quality, length, and format expected for publication in a peer-reviewed journal.
- (8) Chapter III, Synthesis
Overview of major findings of all manuscripts.
Discussion of significance, the ways in which the project contributes to the field; that is, how it confirms previous work or breaks new ground, or the context in which the research should be placed, and the applications to practice the work suggests.
Discussion of major strengths and weakness (limitations) of the work; directions for future research.
The synthesis should reflect the entire research agenda reflected in the dissertation; that is, it should synthesize across the individual manuscripts.
- (9) a list of references
A list of references cited in the introduction and synthesis
Each manuscript should contain its own list of references.
- (10) a list of appendices
Literature review
As needed, additional details of methods or results that may not have been included in the manuscripts

Dissertation Committee

A dissertation committee is a group of faculty who will direct and supervise a candidate to propose a research project for a dissertation, conduct the research project, and write the completed dissertation. A dissertation committee should be formed before a dissertation proposal is written. The minimum number of faculty in a dissertation committee is five and the maximum number is six.

The dissertation committee chair and mentor may or may not be the same individual. It is also possible for the committee to be co-chaired by two faculty members. A dissertation committee chair and mentor should be experts in the major interest areas of the dissertation.

Dissertation committee members should be experts in the major interest area of the dissertation or supporting areas related to the dissertation. A majority of the committee members (3 of 5 or 4 of 6) must be from the Human Movement Science Curriculum. Committee members from outside of the university are permissible with approval from the HMSC Director and the Graduate School. Please contact the HMSC Director to seek the necessary approvals.

Pre-proposal Meeting

A pre-proposal meeting between a candidate and dissertation committee is recommended. The candidate should clearly present the general idea for a dissertation including (1) topic, (2) scope, and (3) methods. The committee should decide if the general topic, scope, and methods are sufficient and realistic for a dissertation.

Dissertation Proposal

A dissertation proposal is a contract between a PhD candidate and dissertation committee on what the candidate will do and how the candidate will do what he or she is planning to do. A dissertation proposal for a dissertation that will be written in a traditional five chapter format should contain

- 1) a proposal title page
- 2) a proposal abstract
- 3) a list of contents
- 4) a list of tables
- 5) a list of figures
- 6) Chapter I, Introduction
- 7) Chapter II, Review of Literature
- 8) Chapter III, Methods
- 9) a list of references, and
- 10) a list of appendices

Dissertation Proposal Defense

A dissertation proposal defense is an oral examination of a PhD candidate's comprehensive understanding of the basic knowledge related to the proposed research project, and preparation of the proposed research project. A PhD dissertation proposal defense may not take place until after the student has done both of the following:

- passed the comprehensive exam

The dissertation proposal defense may be open to the public.

A copy of the dissertation proposal should be submitted to each committee member at least two (2) weeks before a scheduled dissertation proposal defense.

Meetings between the candidate and individual committee members may be arranged to help the dissertation committee members understand the background, purpose, measurement, and research design of the proposal after a dissertation proposal has been submitted to the committee. No subsequent changes should be made in the written document after the proposal is submitted to the committee and before the proposal defense is completed. The dissertation committee has the right to request rescheduling of a dissertation proposal defense if the candidate makes a significant change in the dissertation proposal before the defense. A significant change is defined as a change that affects a committee member's understanding of the proposal.

A dissertation proposal defense should have five sections: (1) candidate's presentation of background, purpose, and research design, (2) limited questions and comments from audience, (3) questions and comments from the committee, (4) a closed-door committee meeting to

evaluate and grade the defense, make decisions for re-defense if necessary, and have an agreement on required revisions, and (5) a meeting between the candidate and the committee chair for the committee chair to inform candidate of the committee's decisions. The entire dissertation proposal defense should not be longer than three hours.

The committee chair should summarize all the required revisions from all committee members, inform all committee members, and get all committee members' agreement on the required revisions before informing the candidate of required revisions to the proposal. The revised proposal should be submitted to the committee for final approval. The candidate should not start collecting data before the final approval of the proposal revision.

Any changes in the methods of the approved proposal should be communicated to the committee and approved by the committee. Any changes in the proposal without the committee's approval may result in a re-defense of the proposal upon the request of the committee.

A re-defense of a dissertation proposal should take place if (1) the research project is not well justified, (2) the research design has one or more major flaws, (3) the candidate fails to show appropriate depth of understanding in the scientific areas associated with the dissertation proposal, (4) the candidate fails to show that the proposed dissertation research project is feasible, or (5) the candidate fails to clearly describe the proposed research project.

Dissertation Defense

A dissertation defense is an oral examination of a PhD candidate's comprehensive understanding of the contents of his or her dissertation. The examination nature of a dissertation defense should be emphasized and reflected in the preparation of a dissertation defense. A dissertation defense should be open and advertised to the public.

A copy of a dissertation should be submitted to each dissertation committee member at least two (2) weeks before the scheduled dissertation defense.

Meetings between the candidate and individual committee members can be arranged to help the dissertation committee members understand the results, discussion, and conclusion of the dissertation after a dissertation has been submitted to the committee. No changes should be made in the dissertation document after it is submitted to the committee and before the dissertation defense is completed. The committee has the right to request rescheduling of a dissertation defense if the candidate makes a significant change in the dissertation before the defense. A significant change is defined as a change that affects a committee member's understanding of results, discussion of the results, and conclusion, or raises major concerns about the content of the dissertation.

A dissertation defense should have five sections: (1) candidate's presentation of the rationale, hypotheses, methods, and major results of the dissertation, (2) limited time for questions and comments from audience, (3) questions and comments from the committee, (4) a closed-door committee meeting to evaluate and grade the defense, make decisions for re-defense if necessary, and reach agreement on required revisions, and (5) a meeting between the candidate and the committee chair for the committee chair to inform the candidate of the committee's decisions.

A re-defense of a dissertation may be requested if (1) results are questionable due to errors in data collection, reduction, and/or analyses, (2) results are inconclusive because of inadequate sample size, (3) results are not appropriately reported, (4) methods are not consistent with the approved methods in the proposal, (5) the candidate fails to appropriately interpret results, (6) the conclusions are not supported by the results, or (7) the candidate fails to show appropriate depth of understanding in the scientific areas associated with the dissertation.

Dissertation Revision

Committee members should submit their required revisions to the committee chair during the closed-door committee meeting. An agreement on required revisions should be made during this meeting. The committee chair should summarize all the required revisions from all committee members, inform all committee members, and obtain all committee members' final approval on the required revisions before informing the candidate of the required revisions.

The revised dissertation with clearly marked revisions should be submitted to all committee members or, if the committee is in agreement, to the committee chair only. The candidate should justify any disagreement with required revisions in writing for the committee to review. Committee members have one (1) week to review the revised dissertation and respond. The committee has the right to request further revision if the completed revisions do not meet the committee's requirements.

Procedures for Programmatic Exit Interview

An exit interview will occur after the student has completed their dissertation examination and the revised document as well as other pertinent forms have been submitted to, and accepted, by the graduate school. This will be a one on one meeting with the HMSC Program Director.

Procedures to Make Programmatic and Curricular Changes

The maintenance of the HMSC Handbook is the responsibility of the Director and Associate Director. To this end, copy editing, and organizational changes shall be completed as needed and without prior approval from the HMSC faculty. All Core and Affiliate faculty can provide feedback, at any time, on the text and organization of the Handbook to the leadership team.

Substantive changes to the governing structure, curriculum, policies, procedures, etc. of the HMSC program shall adhere to one of the following procedural pathways:

- **Executive Resolution (i.e. temporary changes)**
HMSC Leadership may, by resolution, make temporary programmatic or curricular changes that regulate the activities or affairs of the HMSC program. Any such temporary programmatic or curricular changes shall be effective from the date of the leadership's resolution until the next meeting of the HMSC faculty where the changes will be confirmed, rejected, or amended by the voting members of the HMSC faculty. If the programmatic or curricular changes are confirmed, the changes will remain in effect in the form in which they were confirmed. The programmatic or curricular changes cease to have effect if they are not submitted to the voting members of the HMSC faculty at the

next regular meeting of the HMSC faculty, or if they are rejected by the voting members at the next meeting of HMSC faculty.

- **Core Faculty Approval (i.e. permanent changes)**
Any Core faculty member can recommend a substantive change via communication with program leadership. The proposed change will be discussed by program leadership and the HMSC Advisory Committee. The recommendation, if supported after the initial discussion, will be placed on the agenda of the next regular HMSC faculty meeting.
 - If HMSC faculty believe there is potential merit in the recommendation, the Program Director will either:
 - a. Call for a vote on the recommendation (proposed or amended), or
 - b. Assign a standing or Ad Hoc committee to further investigate the recommendation and the implications.
 - A Committee report will be sent to the Director for review prior to dissemination to the HMSC faculty (per Committee responsibility listed above). The report and recommendations must be disseminated to the faculty at least 7 days prior to the HMSC meeting at which the vetted recommendation will be discussed. Following further discussion, the recommendation will be confirmed, rejected, or amended by the voting members of the HMSC faculty.

VOTING

Voting can be done via: 1) Show of hands and/or 2) electronically should a Core faculty member not be able to attend the meeting. Voting electronically is only available to Core faculty members who have a legitimate conflict and have notified the Program Director of their inability to attend prior to the meeting.

The original (or amended) recommendation will be communicated to all Core faculty who could not attend. Electronic votes will be accepted for one week after the meeting.

APPROVAL

For a substantive change to be approved, a quorum of HMSC Core faculty must be achieved at the meeting during which the vote will occur. A substantive change will be approved with a majority favorable vote from the HMSC Core faculty in attendance and Core faculty that submit an electronic vote within one week following the meeting.

QUORUM

A majority of the HMSC Core faculty. Quorum will be achieved via: 1) HMSC Core faculty in attendance and 2) a count of the Core faculty indicating an inability to attend the meeting.

Procedures for Naming a Director

The Director of the Human Movement Science Curriculum (HMSC) is nominated by the core HMSC faculty to the Director of the Division of Physical Therapy (PT Director) and Chair of the Department of Exercise and Sport Science (EXSS Chair), who appoints the Director (typically to a five-year term). Nomination may be only from the ranks of current core HMSC faculty, including an incumbent Director. The PT Director and EXSS Chair have sole authority, not bound by core HMSC faculty recommendations or votes, to appoint a Director. The HMSC procedures described herein are for the purpose of presenting to the PT Director and EXSS Chair individuals

for possible appointment. Formation of a HMSC Director Search Committee (DSC) is central to accomplishing this purpose. The collective and individual advice of core HMSC faculty through the DSC will assist the PT Director and EXSS Chair in making an appointment that is in the best interests of HMSC, the Division of Physical Therapy and Department of Exercise and Sport Science, and the University. Only core HMSC faculty may participate in the Director nomination-voting process. Voting will be by individual ballot (in-person or electronic). All DSC members must agree to hold all information received from individual faculty as confidential within the committee.

Formation of the Director Search Committee

Please refer to Section II (Administration—Administrative Structure of the Curriculum), Subsection A (Director), of the HMSC Policies & Procedures manual for a description of the formation of the DSC. Additionally, the DSC will elect a Chair or co-Chairs from its membership. The DSC is charged with gathering information and recommendations from the core HMSC faculty, and with identifying potential nominees for the PT Director and EXSS Chair to consider for HMSC Director.

Procedures for the Director Search Committee

ANNOUNCEMENTS

The membership and DSC Chair(s) will be announced to all core HMSC faculty by either the incumbent or interim Director or the DSC Chair(s), along with procedures and dates for DSC actions.

SOLICIT NOMINATIONS – DETERMINATION OF THE BALLOT

The DSC Chair(s) will invite all core HMSC faculty to nominate persons; self-nomination is permissible. Nominators will be invited and encouraged to provide reasons for nominating each individual, including a ranking of nominees and supporting statements in the event one person nominates multiple candidates. Completed nomination forms are submitted to the DSC Chair(s) by the date specified. After nominations are received the DSC Chair(s) will seek acceptance of the nomination from each nominee. The DSC Chair(s) will present all nominees and all accompanying information to the DSC. Through a careful, deliberative process—focusing on the number of nominators and persuasive supporting information for each nominee—the DSC will develop a ballot listing nominees who have substantial faculty support. The DSC Chair(s) will announce to the core HMSC faculty the names to be on the ballot.

FACULTY RESPONSE TO DSC

The DSC Chair(s) will require all nominees to submit, in writing, their vision, direction and goals for HMSC under their leadership if they were to become Director. All written statements received will be provided to all voting faculty and will be included in all information submitted to the PT Director and EXSS Chair. If requested by the DSC, nominees will address and respond to questions from core HMSC faculty. The DSC reserves the right to waive these requirements should only one faculty member be nominated by core HMSC faculty.

VOTING

The DSC Chair(s) will prepare and distribute the ballot to all core HMSC faculty. The ballot will list, in alphabetical order by last name, all nominees under consideration. Voters will be instructed to rank all candidates for HMSC Director with “1” indicating their first choice, “2” second choice, etc. Space will also be provided on the ballot for comments on each nominee with respect to perceived strengths and weaknesses, or to indicate that the nominee is unacceptable as a potential Director. Voting will take place in either 1) a meeting of assembled core HMSC faculty by written, secret ballot and conducted by the DSC Chair(s) acting

independently of the incumbent or interim Director, or 2) by electronic ballot. Votes will be tabulated and reported by the DSC Chair(s) to the DSC.

DSC DETERMINES NOMINEES TO BE SUBMITTED TO THE UNIT HEADS

The DSC, duly weighing the vote results, all nomination information, all other input/feedback received from core HMSC faculty, and preserving the intent of the HMSC Policies & Procedures encouraging inter-department leadership transitions, will develop a list of nominees to submit to the PT Director and EXSS Chair. During this process, any core HMSC faculty member may seek further discussion with the DSC. The DSC Chair(s) will announce to the core HMSC faculty the names to be submitted to the PT Director and EXSS Chair.

CHAIR OF DSC REPORT TO THE UNIT HEADS

The DSC Chair(s) will write a confidential report to the PT Director and EXSS Chair that summarizes the findings of the DSC, including the following information:

The final list of nominees as determined by the DSC. Detailed results of the formal faculty ballot including the number of votes each nominee received from core HMSC faculty, all statements of strengths and weaknesses, and any indications that a prospective Director is found unacceptable by any core HMSC faculty members. All written statements from the nominees received by the DSC. An integrated discussion of the comments the DSC received from faculty concerning the nominees. A ranking of the nominees and/or recommendations should the DSC wish to do so. The DSC Chair(s) will meet with the PT Director and EXSS Chair as needed to express the will of the DSC and the core HMSC faculty.

SPECIAL CIRCUMSTANCES

If at any point a member of the DSC begins to be seriously considered as a nominee, that person must resign from the DSC and be replaced, by appointment from PT Director and EXSS Chair, with another core HMSC faculty member—as much as is possible—from the same area of specialization. Any core HMSC faculty member who will be away or unavailable during any part of the nomination-voting process may arrange a specific individual strategy for nominating, providing input, and voting by contacting the DSC Chair(s).

DIRECT COMMUNICATION WITH THE UNIT HEADS

Consistent with University policy, at any time anyone can write to or meet with the PT Director or EXSS Chair with his or her opinions in this or any other matter. NOTE: Written communications about a faculty member become a part of that faculty member's permanent file, and may be viewed by the faculty member.

UNIT HEAD'S PREROGATIVE

The PT Director and EXSS Chair may request, at any time, confidential individual meetings with core HMSC faculty to discuss the nominees, the outcome of the vote, and to seek additional, pertinent information.

STUDENT FORMS

The checklist below shows the forms that should be completed and submitted as you progress through the HMSC program. Forms should be submitted by the end of the semester in which the work is completed. All forms (indicated by a checkmark below) must be submitted for clearance for graduation. The Record of Progress is a planning document for you and your mentor to use to track your progress.

Form Submission Table

Form	Complete	Submit By
IDP	Fall - Annually	-
Contract Letter	Fall - Annually	Start of Classes
Plan of Study	Fall - Annually	-
Program and Mentor Evaluations	Spring - Annually	Spring
First Year Review Coursework in Fulfillment of Degree Planned Coursework CITI Training CV	Spring – Year 1	Spring – Year 1
Second Year Review Coursework in Fulfillment of Degree Planned Coursework CV	Spring – Year 2	Spring – Year 2
Research Experience x2	Year 1 or Year 2	At time of completion
Teaching Experiences	Year 1 or Year 2	At time of completion
Comprehensive Exam & Report	Spring – Year 2 +/- a semester	At time of completion
Dissertation Committee Form	Semester before Proposal	Upon committee formation
Dissertation Proposal Report	Year 3 or 4	At time of completion
Dissertation Exam Report (part III and IV)	Year 4	At time of completion
Coursework in Fulfillment of Degree (For Final Review of Degree Requirements)	At time of Defense	At time of completion

Ph.D. Record of Progress

THIS RECORD OF PROGRESS IS YOUR RECORD OF COMPLETING MAJOR MILESTONES WITHIN THE HMSC PROGRAM. THIS RECORD SHOULD BE UPDATED REGULARLY, AND THE ASSOCIATED FORMS SUBMITTED AS YOU PROGRESS THROUGH THE DOCTORAL PROGRAM.

NAME: _____

PID#: _____

MENTOR: _____

<u>EVENT</u>	<u>COMPLETION DATE</u>
First Year Review	_____
2 ND YEAR REVIEW	_____
3 RD YEAR REVIEW	_____
4 TH YEAR REVIEW	_____
SUBMISSION OF RESEARCH EXPERIENCE 1	_____
SUBMISSION OF RESEARCH EXPERIENCE 2	_____
SUBMISSION OF TEACHING EXPERIENCE 1	_____
SUBMISSION OF TEACHING EXPERIENCE 2	_____
COMPREHENSIVE EXAM: WRITTEN #	_____
COMPREHENSIVE EXAM: ORAL #	_____
Dissertation Committee Approved #	_____
Dissertation Proposal** #	_____
Application for Graduation	_____
Dissertation Defense** #	_____

All forms can be found within the handbook or on the [Graduate School Resources page](#).

**Proposals and Defenses must be announced using the [Announcement Form](#).

Individual Development Plan (IDP)

Exemplar IDP form from [University of Wisconsin](#)

Exemplar webpage: <https://myidp.sciencecareers.org>.

GA Contract Letter Template

Monday, August 21, 2023

INSERT STUDENT NAME & ADDRESS

Re: Graduate Assistantship in the Human Movement Science Doctoral Program
Academic Year: 2023 - 2024

Dear **INSERT STUDENT NAME**:

I am pleased to offer you a Graduate Combination **Teaching/Research Assistantship** in the Human Movement Science Curriculum ("HMSC") Doctoral Program at The University of North Carolina at Chapel Hill (the "University") for the academic year 2023 - 20_24. Conditions for this assistantship are as follows:

Assistantship duties are determined in conjunction with the designated doctoral mentor, and the unit Head of the academic department / division providing financial assistance. Your assistantship is provided by the following funding source(s) with the responsibilities associated with each funding source included below:

Responsibility	Timeframe	Approximate % of Total Stipend	Approximate % of Average Weekly Time in the Fall	Approximate % of Average Weekly Time in the Spring
TA for XXX	Fall		5 hours (25%)	
TA for XXX	Spring			5 hours (25%)
RA for Project XXX	Fall / Spring		15 hours (75%)	15 hours (75%)
RA for Project XXX	Fall / Spring			

Note: These items are a direct source for your stipend (see Section 6 below), student health insurance, in-state tuition and certain graduate student fees if you meet the necessary graduate student qualifications at this time. Specific responsibilities may be modified, and additional responsibilities may be assigned, depending on changes in funding sources. Although we have been able to previously secure summer salary support, a commitment towards summer salary support can only be made later in the academic year. This assistantship support covers your work towards service (teaching and research) efforts. For teaching, a TA equals ~4/5 hours a week while an instructor of record equals ~5/6 hours a week. **Total activities should constitute ~20 hrs per week (on average).** Personal work (coursework, dissertations, other projects, etc.) are considered a part of your educational training. Please note, that there may be overlap between service activities and personal work.

Specific responsibilities may be modified, and additional responsibilities may be assigned, depending on departmental needs and changes in funding sources, at the discretion of the doctoral mentor; however, individuals will be assigned to areas for which they are qualified.

Any extension of an assistantship or appointment not covered in this offer letter will require a new offer letter. Extensions or new appointments of assistantships are not guaranteed, are offered solely at the discretion of the University, and are based on a review of your academic performance, teaching, research, service, or other previous duties assigned in item 1.

Assistantships, or any extensions of assistantships, are contingent upon the continuing availability of funds. Inadequate funding may result in the termination of this assistantship.

This assistantship is at-will, which means it is subject to continuation or discontinuation at any time (including prior to the end of the academic year) at the discretion of the University, consistent with the University's applicable policies and applicable law. Assistants are expected to abide by the policies of the HMSC, The Graduate School and the University. You must maintain full-time enrollment in the graduate program in HMSC during each semester, or as otherwise approved by the Director of Graduate Studies of HMSC. You must also maintain your academic course and dissertation work at a satisfactory quality level in accordance with The Graduate School academic eligibility requirements. Additional information regarding The Graduate School academic eligibility requirements is available at:

<http://handbook.unc.edu/eligibility.html>

Accepting this assistantship constitutes a primary commitment to the HMSC in the assigned duties and areas of responsibility described above, and prohibits the assuming and acceptance of other significant obligations or employment without explicit prior approval of the HMSC Director of Graduate Studies and your faculty advisor. Acceptance of and engagement in other obligations or employment during your assistantship, without prior approval of the HMSC Director of Graduate Studies and your doctoral mentor, may result in the termination of your assistantship.

The estimated funding for this assistantship is a total stipend of \$ [REDACTED] (paid in monthly increments). In addition, you will be eligible for graduate student health insurance, subject to the eligibility terms and conditions of the applicable health plan. You will also be eligible for in-state tuition award which are provided by the various sources of funding listed above. Your total compensation package (stipend, in-state tuition, insurance, and covered fees) is [REDACTED]. You may also be eligible for a remission of nonresident tuition (where applicable) for the academic year, assuming adequate funding has been made available to HMSC by The Graduate School, and subject to the eligibility terms and conditions as provided by The Graduate School and University policy. If received, a tuition remission is worth \$18,292. Additional information concerning tuition remission and in-state tuition awards is available at:

<http://gradschool.unc.edu/funding/basics/tuitionremission.html>

All awards and remissions may be applied to tuition, as well as to certain graduate student fees if you meet the necessary graduate student qualifications. All assistants are expected to pay any remaining non-covered student fees each semester. Tuition awards are for the academic year only, and do not cover summer session enrollment. The policy surrounding mandatory graduate student fees is available at: <https://research.unc.edu/sponsored-research/forms/graduate-student-fees-allowable-on-federal-funding-sources/>

Your resignation from or the termination of your assistantship by the University for any reason will result in the concomitant loss of any stipend, and may impact your eligibility for any tuition remission, in-state tuition award and/or health insurance (if applicable), subject to the terms and conditions of any applicable policies and plans. No stipend shall be paid to you after resignation

from or termination of your assistantship, except for stipend payments earned prior to the date of termination.

This assistantship is subject to all applicable state and federal laws, as well as the policies, regulations and rules of the Board of Governors of the University of North Carolina, the University, The Graduate School of the University, as written, and may be amended from time to time. You should consult the University and Administrative Policies web site at <http://www.policies.unc.edu> for more information and copies of individual policies. The Graduate School policies are available at: <http://gradschool.unc.edu/policies>

Should you choose to accept this assistantship, please print and sign your name below and return the document to **Ms. Jennifer Canders by e-mail (jcanders@email.unc.edu)** by August 18, 2023. If you have any questions concerning the assistantship, please contact your mentor.

We look forward to your work with us. If you need additional information please contact me at **INSERT FACULTY EMAIL.**

Sincerely,

INSET FACULTY NAME
INSERT FACULTY TITLE

On behalf of
Laurie Ray, PhD, PT*
Director, Division of Physical Therapy

Troy Blackburn, PhD, ATC*
Chair, Department of Exercise and Sport Science

*Select the appropriate unit head

By my signature below, I accept the Assistantship in the Human Movement Science Curriculum Doctoral Program at The University of North Carolina at Chapel Hill. Furthermore, my signature confirms that I have read, understand and agree to the terms and conditions of the Assistantship as specified.

Name:

Typed or Printed

Signature

Date

Return the signed offer letter by e-mail, to:

Ms. Jennifer Canders, Executive Assistant
Human Movement Science Curriculum
jcanders@email.unc.edu

The University of North Carolina at Chapel Hill is an Affirmative Action/Equal Opportunity Employer

Course of Study Outline

Student: _____ Mentor: _____

Latest Revision Date: _____

This document shows the courses, teaching experiences, lab rotations, etc. you have taken and/or plan to take by year/semester. This document, as well as the Coursework in Fulfillment of Degree Requirements Form should be considered working documents that will need to be updated each semester. Both documents can help you plan as well as track the courses and experiences needed to graduate.

If you plan to take one or more independent study (HMSC 877) courses, be certain to include the area of study and the instructor's name for each course. Note that you must complete an Independent Study tracking form for each HMSC 877 course.

YEAR 1

Semester	Requirement	Course #	Title	Instructor	Credits	Grade

YEAR 2

Semester	Requirement	Course #	Title	Instructor	Credits	Grade

YEAR 3

Semester	Requirement	Course #	Title	Instructor	Credits	Grade

YEAR 4

Semester	Requirement	Course #	Title	Instructor	Credits	Grade

YEAR 5

Semester	Requirement	Course #	Title	Instructor	Credits	Grade

Coursework in Fulfillment of Degree Requirements Form

Student:

Mentor:

YEAR OF ENROLLMENT:

Fill in the body of the tables only - do not check any of the boxes indicating that requirements have been met.

Human Movement Science Core Sequence (*6 credits required; check here ☐ if met)

Semester	Year	Course #	Title	Instructor	Credits	Grade

*For a waived course, fill in course information in the table above and enter "waived" under grade.

Advanced Human Movement Science Content (6 credits required; check here ☐ if met)

Semester	Year	Course #	Title	Instructor	Credits	Grade

Doctoral Seminar (4 credits required; check here ☐ if met)

Semester	Year	Course #	Title	Instructor	Credits	Grade
		IHMS 870	Doctoral Seminar			
		IHMS 870	Doctoral Seminar			
		IHMS 870	Doctoral Seminar			
		IHMS 870	Doctoral Seminar			

Research Design Course (one course or course sequence; check here ☐ if met)

Semester	Year	Course #	Title	Instructor	Credits	Grade

Graduate Level Statistics (two courses beyond prerequisite courses; check here ☐ if met)

Semester	Year	Course #	Title	Instructor	Credits	Grade

Grant Writing Course (one course; check here ☐ if met)

Semester	Year	Course #	Title	Instructor	Credits	Grade

CITI Training (including module on Responsible Conduct of Research; check here ☐ if met)

For administrative use only: This student has met all course requirements. ☐

Research Experience Form

1. Student: _____ Experience # _____

2. Dates: _____ to _____
(Include your best estimate of weeks/ semester/years)

Experience Mentor:

Topic/Subject/Course:

Expected outcomes/goals (Research/Teaching):

Student signature: _____

Experience Mentor signature: _____

Primary Mentor approval: _____

Brief Description of the Experience: (Fill in after completion)

Based on expectations agreed upon by the student and mentor, what were the results?

- **Student's assessment:**

- **Faculty assessment of student performance/suggestions:**

Overall the student's performance was: satisfactory Y unsatisfactory Y

Student signature: _____

Mentor signature: _____

Teaching Experience Form

1. Student: _____ EXPERIENCE # _____

2. Dates: _____ to _____
(Include your best estimate of weeks/ semester/years)

Experience Mentor:

Topic/Subject/Course:

Expected outcomes/goals (Research/Teaching):

Student signature: _____

Experience Mentor signature: _____

Primary Mentor approval: _____

Brief Description of the Experience: (Fill in after completion)

Based on expectations agreed upon by the student and mentor, what were the results?

- **Student's assessment:**

- **Faculty assessment of student performance/suggestions:**

Overall the student's performance was: satisfactory Y unsatisfactory Y

Student signature: _____

Mentor signature: _____

Independent Study Tracking Form

STUDENT NAME: _____ **PID:** _____

COURSE INFORMATION:

_____ Fall _____ Spring _____ SS1 _____ SS2 Year: 20__ __

HMSC 877 INDEPENDENT STUDY

NUMBER OF CREDITS: _____

INSTRUCTOR: *The instructor's name and contact information should be listed here.*

TARGET AUDIENCE: Advanced (at least second year) PhD students who seek to obtain more in-depth knowledge and/or experience in a particular content area. The independent study should focus on knowledge and skills that cannot be acquired through other course work or research/teaching experiences, and should reflect a match between the student's objectives and the instructor's area of expertise.

COURSE PREREQUISITES: Core course in the student's specialty area (HMSC 700, 701, 702 or equivalent).

LEARNING PLAN

COURSE GOALS:

This should be a brief statement of the topical area to be studied and the rationale for undertaking an independent study.

SPECIFIC LEARNING OBJECTIVES:

This should be approximately 3-5 specific measurable learning objectives written by the student and addressing the specific areas the student wishes to study.

COURSE REQUIREMENTS:

Students are expected to:

- Develop a learning contract with objectives and planned learning activities, and submit it to the instructor for approval **at least one week before the start of classes.**
- Record the number of hours spent on independent study activities throughout the semester/summer session.
- Submit a final, signed learning contract, including actual time spent on each learning activity and completion of the "Final Status" component of the learning contract. The final learning contract should be submitted no later than **the last day of classes for the term.**
- Complete either a final "evaluation" (such as a practical examination demonstrating mastery of one or more specific laboratory skills) or a final "product" (such as a manuscript, prototype device, set of statistical analyses, computer model, instructional module, VoiceThread, grant application, etc.) that represents the knowledge/skills gained as a result of the independent study.

LEARNING ACTIVITIES:

Please list the specific learning activities in which the student will participate. The total hours should reflect how much time will be spent with each activity. Students should plan to spend a total of 45-60 hrs of time per credit hr or 135-180 hrs for a 3 credit hour class. Greater time may be warranted when the experience is highly focused on lab experiences as opposed to didactic experiences.

LEARNING ACTIVITY	TOTAL PLANNED HOURS	COMPLETED HOURS MIDTERM	COMPLETED HOURS FINAL

EVALUATION METHODS:

This section should outline how the student's learning and performance will be evaluated by the instructor. Evaluation methods should clearly assess the student's accomplishments related to the learning objectives listed above. A self-assessment component is strongly encouraged.

MEETING SCHEDULE:

This area should provide a plan for when the student will meet with the independent study instructor.

Student Signature: _____

Date: _____

APPROVALS:

Instructor Name (printed): _____

Instructor Signature: _____

Date: _____

HMSC Director Signature: _____

Date: _____

FINAL STATUS:

Date: _____

LEARNING ACTIVITIES:

*Please identify on your Learning Plan how many hours have been completed for each activity.
Please indicate any additions or subtractions from the activities identified in the Learning Plan.*

OUTCOMES REPORT:

Please summarize the outcomes of your learning experience in relation to the learning objectives identified in your Learning Plan.

FEEDBACK FOR INSTRUCTOR:

Please provide constructive feedback for the instructor about the things in this experience that were helpful, and areas that could be improved for future students.

Student Signature: _____ Date: _____

APPROVALS:

- ☐ The student has completed all course requirements.
- ☐ The student has not completed all course requirements.

GRADE:

- ☐ High Pass
- ☐ Pass
- ☐ Low Pass
- ☐ Failure
- ☐ Incomplete
- ☐ No grade, assign at a later time

Instructor Name (printed): _____

Instructor Signature: _____ Date: _____

HMSC Director Signature: _____ Date: _____

Independent Study Grading Rubric

	Excellent (H)	Satisfactory (P)	Unsatisfactory (L or F)
Learning contract ____/ 10	Completes and submits initial and final versions of learning contract by due dates or negotiated dates. All components of learning contract completed correctly. <input type="checkbox"/>	Completes and submits initial and final versions of learning contract by due dates or negotiated dates. Minor portions of learning contract may be completed incorrectly, but are revised promptly with feedback. <input type="checkbox"/>	Fails to submit contract by due dates or negotiated dates. Does not communicate with advisor regarding need for extended time. Major portions of learning contract missing or completed incorrectly. <input type="checkbox"/>
Objectives (as described in learning contract) ____/ 5	Clearly has met all objectives. Activities link to specific objectives and/or relate to each other to create a central focus. <input type="checkbox"/>	Provides evidence of having met most objectives. Activities are related to independent study topic. <input type="checkbox"/>	Activities not clearly related to objectives, or objectives revised without input and approval of advisor. <input type="checkbox"/>
Communication ____/ 20	Consistently communicates with advisor/ community partner(s)/ other team member(s) in a professional, respectful, and timely manner. Takes responsibility for initiating communication. <input type="checkbox"/>	Minimal initiation of communication. Responds appropriately to communication initiated by others. Facilitates positive interactions. <input type="checkbox"/>	Demonstrates unacceptable communication skills (e.g., is unprofessional or disrespectful, does not initiate communication, does not respond to emails) <input type="checkbox"/>
Initiative/ independence ____/ 15	Able to complete most of the project independently, but seeks guidance/assistance when needed. Responds positively to feedback and makes revisions based on feedback received. <input type="checkbox"/>	Needs considerable guidance, but able to complete parts of the project independently. Seeks guidance/ assistance when needed. Makes revisions based on feedback received. <input type="checkbox"/>	Unable to work independently. Needs guidance for completing the majority of the project. Responds negatively to feedback or does not make revisions based on feedback. <input type="checkbox"/>
Completion of learning contract activities ____/ 15	Completes all aspects of learning contract on time. Provides honest representation of hours spent on activities. Devises strategies to resolve logistical problems. <input type="checkbox"/>	Completes all or most aspects of learning contract on time. Provides honest representation of hours spent on activities. Demonstrates flexibility when logistical problems arise; resolves issues with guidance from advisor/others. <input type="checkbox"/>	Fails to fulfill most aspects of learning contract. Inflates estimates of hours spent on activities. Is inflexible; has difficulty dealing with logistical problems. <input type="checkbox"/>
Products/outcomes ____/ 35	Quality of work exceeds expectations for doctoral level students. Products are likely to be useful to others over time. Uses appropriate references or supporting documents. <input type="checkbox"/>	Quality of work meets expectations for doctoral level students. Uses appropriate references or supporting documents. <input type="checkbox"/>	Work is clearly deficient. Does not use references or supporting documents. Plagiarizes. <input type="checkbox"/>
Total ____/ 100	Comments:		

Written Comprehensive Examination Grading Form

Student:

Evaluator:

Date:

Question

	PASS (≥80%)	BORDERLINE (P-) (75% - 79.9%)	FAIL (<75%)
Content – knowledge (50 points) / 50	Clearly addresses all parts of the question, with no irrelevant information. Demonstrates adequate breadth and depth of knowledge on the topic. Facts are accurate. <input type="checkbox"/>	Addresses most parts of the question. May include some irrelevant information. Demonstrates limited breadth or depth of knowledge, but facts are accurate. <input type="checkbox"/>	Does not answer the question or clearly demonstrates limited understanding of the issue. Demonstrates inadequate breadth or depth of knowledge. Lacks accuracy. <input type="checkbox"/>
Content – support for answer (30 points) / 30	Provides accurate presentation of the research literature (as appropriate for the question). Appropriately cites (may be with author's name only or with name and date) major sources on the topic. Assesses quality of the research evidence available. Provides strong logical arguments and/or demonstrates problem solving. <input type="checkbox"/>	Provides limited research evidence. May omit 1-2 important references on the topic. Demonstrates adequate use of logic and/or problem-solving, but arguments could be stronger. <input type="checkbox"/>	Misunderstands major issues or misuses the literature. Uses incorrect citations. Provides weak logical arguments and/or demonstrates little or no problem solving. <input type="checkbox"/>
Organization (20 points) / 20	Organizes answer in a way that is clear and easy to follow. Creates smooth transitions from one paragraph to the next. Any spelling or grammatical errors are minor and do not interfere with the reader's understanding of the content. May provide brief introductory and concluding paragraphs (if appropriate for the question). <input type="checkbox"/>	Organizes answer in a way that enables the reader to understand major points, but may be unclear on specifics or supporting arguments. Makes several spelling and/or grammatical errors which may be distracting to the reader. <input type="checkbox"/>	Organizes answer in a way that is difficult to follow. Makes major spelling and/or grammatical errors that obscure meaning and could reflect misinterpretation of key concepts. <input type="checkbox"/>
Comments	Strengths: Weaknesses:		
Total Points: /100 Overall Rating	Pass <input type="checkbox"/> (≥80%)	Borderline (P-) <input type="checkbox"/> (75% - 79.9%)	Fail <input type="checkbox"/> (<75%)

Announcement Form



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL



The University of North Carolina at Chapel Hill Interdisciplinary Curriculum in Human Movement
Science

Invites you to attend a Dissertation Proposal presentation by

Click here to enter text.

Doctoral Candidate

The proposed dissertation is entitled

Click here to enter text.

Click here to enter a date.

Click here to enter text.

The University of North Carolina at Chapel Hill

Choose an item.

Advisor:

Click here to enter text.

Committee Members:

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Request for HMSC Core Faculty Status Form

In accordance with HMSC Policies and Procedures, full-time faculty members who have expertise related to human movement science and hold Regular Graduate Faculty status at The University of North Carolina at Chapel Hill may request consideration for appointment as HMSC Core Faculty. Core Faculty, as a body and through designated committees, has responsibility for fulfilling the program's mission.

Core Faculty members will:

- A.** Attend regularly scheduled HMSC Faculty meetings, or provide input in writing about issues to be addressed at the meeting, **AND**
- B.** Perform at least 2 of the following functions:
- Teach or co-teach courses in the HMSC curriculum
 - Mentor HMSC student research experiences
 - Serve on HMSC program committees (Admissions Committee, Educational Review Committee, Advisory Committee, or other ad hoc committees and task forces)
 - Serve on HMSC student comprehensive examination and/or dissertation committees
 - Serve as mentor/primary advisor for HMSC students

I, _____ (print name), have read and understand the requirements for and responsibilities of HMSC Core Faculty membership. I request appointment as a member of the HMSC Core Faculty. If so appointed, I intend to fulfill the responsibilities described above.

(Signed)

(Date)

OTHER RESOURCES

Onboarding Materials

[Onboarding Checklist as a stand-alone document](#)

[Onboarding Notebook as a stand-alone document](#)

HMSC ONBOARDING CHECKLIST FOR INCOMING STUDENTS See HMSC Onboarding Notebook for details instructions related to each item			
Activity	Details		Done
Connect Carolina	Log in with the one time code and check PID Number		<input type="checkbox"/>
Create Onyen	Required for all UNC employees/students PID needed when creating Link with instructions can be found in HMSC acceptance letter/email		<input type="checkbox"/>
UNC Email Address Setup	Requires an ONYEN for setup		<input type="checkbox"/>
Set up Duo Two-Step Verification	To protect sensitive information, UNC uses a security method called Duo 2-Step Verification to access applications remotely Duo is required to authenticate both UNC-CH & UNC HCS access To get started, visit onyen.unc.edu and click on "2-Step Verification for Duo." You'll need your PID and mobile phone to complete registration		<input type="checkbox"/>
Obtain UNC One Card	Located on the third floor of Student Stores Building DUO set up required to login		<input type="checkbox"/>
SOM ID Badge Access	<u>Check with advisor if you need School of Medicine badge access</u> See Instructions here <ol style="list-style-type: none"> 1. Email form, mailing address, and passport quality photo to advisor and they will forward to Dept Head signature and approval 2. Dept Head will forward it to badge office (photoidbadge@med.unc.edu) 		<input type="checkbox"/>
CISCO VPN Connect	VPN provides off campus access to remote desktop, shared drives, and some features to Connect Carolina		<input type="checkbox"/>
Parking Permit	Recommend S10 or RD for students in EXSS (Fetzer Hall and Gfeller Center). Check with advisor if not working in these buildings.		<input type="checkbox"/>

	Need ONYEN to login and must register car with university to apply for a permit		
Graduate Student Health Insurance Program (GSHIP)	Graduate students functioning as Research Assistants (RA), Teaching Assistants (TA), Fellows, or Trainees are eligible Contact Tin Ley Nwe (tinlay_nwe@med.unc.edu) Note: PhD students must enroll in GSHIP not Student Blue		<input type="checkbox"/>
Non-US Residents and International Students	Report to International Student and Scholar Services FedEx Global Education Center, 301 Pittsboro Street, Room 2004, Telephone: 919-962-5661; Email: oisss@unc.edu		<input type="checkbox"/>
Tasks to complete with Department HR EXSS: Ashley McCullen, amcculle@email.unc.edu PT: Chris Edwards, chris_edwards@med.unc.edu			
Complete I-9 (If applicable)	Completed before first day of work		<input type="checkbox"/>
List of acceptable documents to bring	You can bring in one from list A or one from both B and C. They must be the original document and unexpired.		<input type="checkbox"/>
Tasks to complete with Department Office (if applicable)			
Facility Keys	Advisor request facility keys from departmental point person.		<input type="checkbox"/>
Tasks to complete with Department IT (if applicable) EXSS: Victor Anderson, techguy@unc.edu			
One Card Access	<u>Check with advisor for specific labs you need access to</u> Email IT to request door swipe access to Fetzer labs (include ONYEN/PID)		<input type="checkbox"/>
Add to lab computers	<u>Check with advisor and lab mates for lab-specific details</u> Email IT to request sign in access for lab computers if needed		<input type="checkbox"/>
Access to Photocopier	Advisor request facility keys from departmental point person.		<input type="checkbox"/>
EPIC ACCESS/IRB			
Complete CITI Trainings	1. Human Subject Protection (HSP) - Group 1 2. GCP-Clinical Trials with Investigational Drugs, Biologics, and Devices Course 3. Group 1 Biomedical		<input type="checkbox"/>

https://research.unc.edu/clinical-trials/training/citi/	4. Responsible Conduct of Research (RCR) <u>Save and send your supervisor the certificates upon completion</u>		
Conflict of Interest (COI) Training	Required for all research employees		<input type="checkbox"/>
Add to study IRBs *Advisor should do this as soon as CITI training is completed	CITI HSP and GCP training must be completed before staff can successfully be added by the IRB to a study IRBIS will automatically update with training information once complete *Student may receive email from UNC AIR–COI, please complete these immediately		<input type="checkbox"/>
Sign the Confidentiality Agreement	Scroll down to Other -> Confidentiality Statement <u>Complete this form, save a copy, and send to advisor</u>		<input type="checkbox"/>
UNC HIPAA Training	Click link to access training or download copy of certificate if already completed <u>Save and send your advisor the certificates upon completion</u>		<input type="checkbox"/>
Complete EPIC access request form *Supervisor task	<u>Check with advisor if need EPIC access for studies</u> <i>Not all PhD students need EPIC access; lab-specific</i> Must be signed by Dept Head & PI 1. HIPAA training and Confidentiality agreement (see above) must be submitted with this form 2. Send form/documentation to Joe Baker in HIM (Joseph.Baker@unchealth.unc.edu) or Maria Strubbe (Maria.Strubbe@unchealth.unc.edu) for processing Note: If you don't receive an email with U#/domain account within 2 days, follow-up with Joe Baker/Maria Strubbe. *This is required before you can take LMS/EPIC trainings		<input type="checkbox"/>
Epic Research Trainings	<u>Do not need this training if not using EPIC in your lab</u> Once you receive a UNCH Domain account (U#), staff will register through LMS and complete Epic trainings Complete Research Assistant (Read Only Access) Note: Once EPIC trainings are complete, EPIC access will be granted		<input type="checkbox"/>
Research Central	Once ONYEN is approved, student should log in to Research Central and review where forms are located (will be used extensively in steps below) UNC online resource for SOPs, Epic tip sheets, and other useful training documents		<input type="checkbox"/>
MRI Training – Check with advisor to determine if MRI training is required			

Complete MRI Training and Orientation	a. Annual Training with Post Test b. Review MRI Screening form c. Videos that replace in person training i. BRIC Marsico Overview ii. Prisma Tour		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Notify advisor when complete	Send a copy of the MRI safety training confirmation		<input type="checkbox"/>
Advisor will email Amber Abernethy	Getting access to BRIC Send a copy of the MRI safety training confirmation		<input type="checkbox"/>
Request access to schedule on iLAB	Advisor/PI will need to approve this You will receive a welcome email to iLab at UNC		<input type="checkbox"/>
Fill out Badge Request Form for SOM badge (see above)	Email badge request and home address; the badge office can mail it to you		<input type="checkbox"/>
REDCap Training – Check with advisor to determine if REDCap training is required			
REDCap Training	Research Electronic Data Capture (REDCap) is a secure web application used to build and manage case report forms, surveys, and other data capture mechanisms for clinical research. *Coursera has free classes; you just need to create a login		<input type="checkbox"/>
Vanderbilt Training	Scroll down to see videos. You do not need a login information		<input type="checkbox"/>
Other tasks to complete on your own			
Update Contact Info in Connect Carolina	Personal info and emergency contacts		<input type="checkbox"/>
UEOHC Vaccination and TB Surveillance Requirements	Schedule an appointment with UEOHC for vaccine review Required for all new UNC employees If UNC Student- check Connect Carolina for instructions (will be done at Campus Health)		<input type="checkbox"/>
Update email signature	Should match your advisor's or lab's format		<input type="checkbox"/>
Download GET Mobile app	Onyen set up to log in Mobile Access to doors/labs that have badge access to		<input type="checkbox"/>
Start in-state residency process	UNC Grad School Resource: https://gradschool.unc.edu/studentlife/resources/residency/		<input type="checkbox"/>

	Link to RDS Website: https://ncresidency.cfnc.org/residencyInfo/guide lines		
Helpful trainings and information			
EHS training requirements	<u>EHS trainings may be relevant or department/lab-specific</u>		<input type="checkbox"/>
ITS Training	Security Awareness Training		<input type="checkbox"/>
Helpful links to bookmark	- REDCap - Connect Carolina (TIM, W2, paystubs, etc.) - IRBIS - Office 365 - UNC Zoom - My apps (EPIC, LMS, ARC) - CRMS		<input type="checkbox"/>
Enroll in TraCS Orientation for New Clinical Research Personnel (If applicable)	Only offered twice per year, sign up when available		<input type="checkbox"/>
i2b2 Training (If applicable)	i2b2 provides a de-identified view of UNC Health Care data so staff can determine feasibility for trials and explore potential cohorts		<input type="checkbox"/>
EMERSE Training (If applicable)	EMERSE (Electronic Medical Record Search Engine) allows users to search free text (unstructured) clinical notes from the electronic health record (EHR)		<input type="checkbox"/>
LinkedIn Learning	Access free trainings through Carolina Talent - UNC Human Resources		<input type="checkbox"/>
Coursera	Free Learning resources – includes REDCap, Clinical research classes, etc. Must create an account for free access.		<input type="checkbox"/>
NRP Best Practice Resources	Includes compilation of local and federal guidelines and access to the UNC clinical research “LibGuide”		<input type="checkbox"/>
Team Building & Personal Growth	UNC HR offers several courses to help teams grow and individual staff advance		<input type="checkbox"/>
NRP Seminars	The NRP hosts a variety of education seminars to support continuing education for research professionals on campus.		<input type="checkbox"/>

NC TraCS Seminars & Trainings	NC TraCS hosts trainings for REDCap and EMERSE as well as seminar series like the New Coordinator Orientation		<input type="checkbox"/>
Research Hub Seminars & Events	Research Hub offers hands on training in new technologies for researchers at all levels		<input type="checkbox"/>
Odum Institute Seminars & Events	The Odum Institute supports social science teaching and research at UNC		<input type="checkbox"/>
PCORI Meetings & Events	PCORI was established to fund research that can help patients and those who care for them make better-informed decisions about the healthcare choices they face every day		<input type="checkbox"/>
CLIC Events	The Center for Leading Innovation & Collaboration has events across the country for researchers to present and discuss together		<input type="checkbox"/>

Complete Lab-Specific Study Protocol Trainings (see next page)

Explain: The task is explained thoroughly by the supervisor, allowing for time to ask questions. If SOPs are available on the topic, those should be reviewed by new student/staff.

Observe: The new student/staff observes the supervisor perform the task

Practice: The new student/staff practices the task (where appropriate)

Perform: The new student/staff performs the task under supervision

Training	Explained	Observed	Practiced	Performed
Protocol Training				
Informed Consent Process				
Review of Subject Eligibility				
Lab-specific Data Collection Methods				
Good documentation practices (ALCOA-C)				
IRB process: Amendments/modifications – IRB SOP Review				
Using EPIC in Research				
Data Quality Checks				

Staff member signature

Supervisor signature

PI signature

Skill Development

[UCLA Institute for Digital Research and Education](#) – Great resource that provides advice and resources to develop and extend statistical computing skills. Guides are available for SAS, STATA, SPSS, and R, which may help you to independently use common statistical packages for the analysis of research data.

[The Writing Center](#) – A great resource to get the opportunity for an additional set of eyes to review your writing and offer feedback. Numerous handouts are available to download as well.

[UNC TraCS](#) – UNC's grant-funded institute which aims to assist researchers in a variety of topics, including implementation science and clinical trials and regulatory approval.

[Odum Institute](#) – Odum's website was recently revamped and provides easy access to help related to topics such as proposal support, support with survey research (including Qualtrics), and statistics. Odum also provides short courses that are offered at free or reduced prices for students.

[LinkedIn Learning](#) – UNC wants to ensure faculty, staff, and students have as much exposure to trainings. This is a great resource that provides trainings from numerous experts related to a range of topics including computer software, leadership training, diversity, conflict resolution, etc.

Diversity, Equity, & Inclusion

[Accessibility Resources and Service \(ARS\)](#) – Provides support to help applicants and current students with disabilities and medical conditions as they relate to academics, residences, dining, and co and extra-curricular campus activities. As instructors and teaching assistants, it may be good to get familiar with services rendered by ARS.

[Digital Accessibility Office](#) – Offers services, tools, and trainings to help improve the accessibility of digital content, including websites, PDFs or Word documents, videos, social media, and more. This is especially important to consider as teaching requires us to work with a diverse range of students, who may require accommodations.

[UNC List of Diversity Trainings](#) – As many jobs -- both academic and private -- want applicants to discuss their exposure to and investment in diversity, take advantage of the trainings offered free-of-charge to UNC faculty, staff, and students:

- *Green Zone Training* – Learn about the military-affiliated student experience
- *Haven Training* – Learn about listening, responding compassionately, and connecting survivors of sexual/interpersonal violence or stalking to resources on campus and in the community
- *Mental Health First Aid* – Learn about the skills to help someone who is developing a mental health problem or experiencing a mental health crisis
- *Standard Safe Zone Training* – An introduction to concepts, terminology and resources related to sexual orientation, gender identity, and gender expression
 - *Follow-up Safe Zone Gender Identity and Gender Expression Training* – Course that can be completed after Standard Safe Zone Training that focuses on transgender and intersex issues
- *UndocuCarolina* – Examine and better appreciate the contours of present-day immigration policy and the causes and consequences of living undocumented

When You Need A Helping Hand

Below you will find a variety of mental health resources. If you or someone you know are experiencing mental health issues, we strongly encourage you to engage these resources.

[Dean of Students – Empowering Students \(unc.edu\)](#)

[UNC CAPS](#)

[UNC Peer2Peer](#)

[Student Wellness \(unc.edu\)](#)

National Suicide Hotline: 1-800-273-8255; or the Crisis Text Line by texting HOME to 741741. This service is available 24/7. It is free and confidential.

[Suicide prevention resources | AFSP](#)

[NAMI North Carolina – NAMI North Carolina \(naminc.org\)](#)

Additional UNC mental health resources, courtesy of UNC School of Social Work:

[11JUN_Mental-Health-Resources.pdf \(unc.edu\)](#)

[Open Path Psychotherapy Collective](#) is a nonprofit nationwide network of mental health professionals dedicated to providing in-office and online mental health care—at a steeply reduced rate—to individuals, couples, children and families in need.

[Melanin Therapy](#) is a comprehensive directory of treatment options designed to meet the unique mental health needs of African-Americans and people of color.