

MINNESOTA STATE UNIVERSITY, MANKATO

SPORT AND EXERCISE PSYCHOLOGY GRADUATE PROGRAM

These project deadlines should be met in order to most ensure your timely graduation. These deadlines will help us ensure that students progress at an appropriate pace, as well as help us keep everyone moving forward. Of course, your work ethic and own determination will be the most necessary ingredient to your success. Please be sure to regularly communicate with your capstone project chair and your committee members on your project status and scheduled meetings.

Deadlines for Capstone Projects:

Manuscript Option:

Proposal by **9/30***. (*Must bring* Application for Graduation Form **completed**)

Defense by **4/24**. (*Must bring* Recommendation for Awarding Degree Form **completed**)

*Those unable to propose their manuscript by 9/30 may be asked to complete an APP. The committee chair along with the committee members will make this decision.

APP Option:

Proposal by **11/26**. (*Must bring* Application for Graduation Form **completed**)

Defense by **4/24**. (*Must bring* Recommendation for Awarding Degree Form **completed**)

Internship Option:

Must propose during semester PRIOR to beginning internship.

(*Must bring* Application for Graduation Form **completed**)

For example, if you are completing a summer internship, you must propose by 4/24.

Must defend during semester that you complete Internship.

^See website/syllabus for more information.

Manuscript Option Expectations:

Proposal Draft Includes: [9-15 pages]

- A thorough, succinct, introduction that carefully and critically reviews relevant literature.
- A solid methods section identifying *exactly* how the data will be collected.
- A data analysis plan describing how the student will treat the data.
- Prepared IRB application - students should *ideally* be ready to sign and submit their project through IRBNet.org within an hour of finishing their proposal meeting

Defense Draft Includes: [20-35 pages; depends on anticipated journal for submission]

- Expertly written manuscript, including introduction, methods, results, and discussion section.
- Formatted/Prepared for submission to identified/chosen journal (bring author guidelines).
- Students should be able to submit their paper for consideration to be published within one month's time from the defense meeting.

APP Option Expectations:

Proposal Draft Includes:

- A thorough, succinct, Chapter 1 (introduction) that includes a relevant dictionary of terms (appropriately cited) [5-8 pages]
- A thorough outline of Chapter 2 displays the organization of reviewed literature, cites relevant seminal papers/key findings, and describes how each section will be lengthened. [3-7pages]
- A summary of Chapter 3 (the project) describing target market, rationale, and a brief outline of expected contents. [length varies – should overtly and clearly describe anticipated project]

Defense Draft Includes:

- Finalized Chapter 1 along with Dictionary [5-8 pages]
- Finalized Chapter 2: Thorough review of literature covering theoretical and empirical support with adequate description of how a practitioner has (or could) apply findings. [15-25pages]
- Unique, distinctive, and professional Chapter 3 that contains the project in a format ready for public release. [length varies – projects must be high-quality]

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It is highly suggested that students follow the example timeline below. The inability to meet these dates may result in requiring the student to enroll in additional semesters to complete a quality project.

Manuscript		APP	
Defense	April 24 th	Defense	April 24 th
Paper to Committee <i>*Must give 14-days in advance</i>	April 10 th	Paper to Committee <i>*Must give 14-days in advance</i>	April 10 th
Set Defense Date	April 1 st	Set Defense Date	April 1 st
Contact Committee to schedule defense	March 25 th <i>Include 5-7 days worth of options</i>	Contact Committee to schedule defense	March 25 th <i>Include 5-7 days worth of options</i>
Final Draft to Committee Chair	March 22 nd	Final Draft to Committee Chair	March 22 nd
End Data Collection	March 1 st		
Begin Data Collection	January 15 th <i>Or as soon as you receive IRB approval</i>		
Submit IRB application	October 1 st		
Proposal	September 30 th	Proposal	November 25 th
Paper to Committee <i>*Must give 14-days in advance</i>	September 16 th	Paper to Committee <i>*Must give 14-days in advance</i>	November 11 th
Set Defense Date	September 10 th	Set Defense Date	November 5 th
Contact Committee to set date	September 1 st <i>*Offer 5-7 days worth of options</i>	Contact Committee to set date	October 29 th
Final Draft to Chair	August 31 st	Final Draft to Chair	October 28 th
3 rd draft to Chair	August 5 th	3 rd draft to Chair	October 1 st
2 nd draft to chair	July 1 st	2 nd draft to chair	September 16 th
Invite Committee Members to Project	June 15 th	Invite Committee Members to Project	September 1 st
1 st draft to chair	June 1 st	1 st draft to chair	August 19 th
Begin Writing Paper	April 1 st	Begin Writing Paper	August 1 st