



Kinesiology

**University of Wisconsin-Madison
Department of Kinesiology
Undergraduate Program
Student Handbook**

Revised: March 2017

*This document is to help answer questions and guide students who have been admitted to the Undergraduate Program in the Department of Kinesiology. Read these documents carefully: **you are ultimately responsible for your own program.** If you have questions, see your advisor.*

Other Resources

School of Education

<http://www.education.wisc.edu/>

EAS

<http://www.education.wisc.edu/soe/academics/undergraduate-students/academic-advising>

UW-Madison Student Services

<http://www.wisc.edu/student-life/student-services.php>

DARS Information

<http://www.education.wisc.edu/soe/academics/undergraduate-students/graduation-and-degree-audit-%28dars%29>

Kinesiology FAQ Site

<http://kinesiology.education.wisc.edu/kinesiology/academics/undergraduate-programs/frequently-asked-questions>

Red Cross Certification Tips

<https://kinesiology.education.wisc.edu/kinesiology/academics/undergraduate-programs/frequently-asked-questions/red-cross-certification-tips>

Counseling Center

<http://www.uhs.wisc.edu/services/counseling/>

UHS

<http://www.uhs.wisc.edu/>

Writing Center

<http://www.writing.wisc.edu/>

Education Portfolio & Career Services

<http://epcs.education.wisc.edu/>

EPCS' primary mission is to support students & alumni through:

- comprehensive **Career Services**
- the **Portfolio Project**, to create and support a portfolio that develops student reflective practice.

This is the most recent version of the Student Handbooks. As updates come, new versions will be posted on the FAQ page.

<http://kinesiology.education.wisc.edu/kinesiology/academics/undergraduate-programs/frequently-asked-questions>

Nearby Food & Relaxation

- Dejope
 - Four Lakes Market: 7:00 am - 11:00 pm
 - The Bean and Creamery: 7:00 am - Midnight
 - Flamingo Run: 10:30 am - Midnight
- Feed Bag Deli - Vet School: 7:45 am - 1:45pm
- Frank's Place - Holt Commons: 7:00 am - 8:30 pm
- Babcock Hall Dairy Store: 9:30 am - 5:30 pm
- Health Sciences Learning Center
- Microcosm- Microbial Sciences

Operating hours for individual areas may vary around holidays and break periods.

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Introduction

Welcome to the University of Wisconsin-Madison Department of Kinesiology. The faculty and staff are committed to enabling you to have an enriching and rewarding experience at UW-Madison.

The Department of Kinesiology offers three undergraduate majors:

BS in Athletic Training: prepares student to be professional athletic trainers.

BS in Kinesiology (Exercise and Movement Science): prepares students for careers in Kinesiology and/or graduate school or professional training in Kinesiology or health-related fields.

BS in Physical Education: prepares student for certification as a physical education teacher.

This handbook provides basic information about the Kinesiology Undergraduate Program. Students are responsible for knowing the requirements of the program. Specific major/degree requirements and suggested course sequences can be found in orientation handouts, or online on the departments [FAQ](#)* page. If you have any questions about your degree plan, see your advisor. Please note: some programs may have their handbooks with more in-depth information.

Beyond the Classroom

Undergraduate Studies Committee

The Department's Undergraduate Studies Committee includes faculty, staff, and students from the Department, and is chaired by the Undergraduate Program Coordinator. The Committee meets once or twice monthly to review program requirements and policies, set goals, develop new courses and curricula, and nominate students for special honors. See the Coordinator for more information about the Committee.

Kinesiology Club

The Kinesiology Club is a student-run organization for majors in the Department of Kinesiology. The club sponsors group activities and fund-raising events throughout the year. Watch for flyers announcing meeting dates.

The mission of the Kinesiology Club of UW-Madison is to investigate career opportunities within the fields of exercise science, movement science, and physical education. It also wishes to promote physical activity within the club, department, campus, and community.

Adapted Physical Activity

The Adapted Fitness and Personal Training classes are designed to accommodate students with permanent as well as temporary disabilities. In addition to health and fitness, some students work on improving activities of daily living and as a result become more independent from both physical and personal assistance. It is only through the many volunteers, field experience students and interns that we are able to serve the growing number of clients that participate each semester. It is also strongly encouraged for individuals who are looking to fulfill service learning requirements and gain graduate school and employment experience. Contact Tim Gattenby (gattenby@education.wisc.edu) if you are interested in working with this program.

Research Opportunities

There are various research opportunities within the Kinesiology Program. Students interested in research in Kinesiology Labs are encouraged to go to the [Research](#) tab of the Kinesiology webpage. From there you can browse through the different labs and research projects. Contact the directors of the labs you are interested in to find out about available opportunities.

Undergraduate Degree Program

Department Chair: Gary Diffie, Ph.D.
Room 2003 Gymnasium-Natatorium

Department Admin: Greg Dierks
Room 2015 Gymnasium-Natatorium

Program Coordinator: Morgan Shields, Ph.D.
Room 1007 Gymnasium-Natatorium
263-2609

Program Associate: Zoe Hurley
Room 1001 Gymnasium-Natatorium
262-0259

Undergraduate Program Advisors:

<i>Program</i>	<i>Advisor</i>	<i>Office</i>	<i>Phone</i>
Athletic Training	Andrew Winterstein, Ph.D.	1037 Gym-Nat	265-2503
EMS (Last name A – L)	Nancy Krattiger-Ziltener	2037 Gym-Nat	265-0471
EMS (Last name M – Z)	Morgan Shields, Ph.D.	1015 Gym-Nat	263-2614
PE Teacher Education	Nancy Krattiger-Ziltener	2037 Gym-Nat	265-0471
	Dan Timm	1043 Gym-Nat	262-7714
Teacher Certification Areas of Concentration			
Adapted PE	Tim Gattenby	1039 Gym-Nat	262-9562
Health	Bonnie Klassy	1021 Gym-Nat	

Faculty Directory

NAME	EMAIL	OFFICE	POSITION
Barnes, Jill	inbarnes@wisc.edu	1141 Gym-Nat	Exercise Physiology
Bell, David	drbell2@wisc.edu	2031 Gym-Nat	Athletic Training
Branchaw, Janet	branchaw@wisc.edu	2039 Gym-Nat	Physiology
Cadmus-Bertram, Lisa	cadmusbertra@wisc.edu	2035 Gym-Nat	Epidemiology
Carda, Ronnie	carda@education.wisc.edu	1011 Gym-Nat	Kinesiology
Clark, Shari	svclark1@wisc.edu	1035 Gym-Nat	Athletic Training
Cook, Dane	dcook@education.wisc.edu	2033 Gym-Nat	Exercise Psychology
Dierks, Greg	ghdierks@wisc.edu	2015 Gym-Nat	Department Admin
Diffie, Gary	diffee@education.wisc.edu	1155 Gym-Nat	Exercise Physiology
Edwards, Dorothy	dfedwards@education.wisc.edu	2001 Gym-Nat	Department Chair
Gattenby, Timothy	gattenby@education.wisc.edu	1039 Gym-Nat	Adapted Fitness
Gruben, Kreg	gruben@education.wisc.edu	1081 Gym-Nat	Biomechanics
Hageman, John	kinesgrad@education.wisc.edu	1013 Gym-Nat	Graduate Office
Haynes-Manogue, J.	haynesmanogu@wisc.edu	1015 Gym-Nat	PE Teacher Education
Helwig, Janet	jkh@athletics.wisc.edu	1035 Gym-Nat	Athletic Training
Hurley, Zoe	zehurley@wisc.edu	1001 Gym-Nat	Undergraduate Office
Klassy, Bonnie	bjklassy@wisc.edu	1021 Gym-Nat	Health Education
Koltyn, Kelli	koltyn@education.wisc.edu	2029 Gym-Nat	Exercise Psychology
Krattiger-Ziltener, N	nziltener@education.wisc.edu	2037 Gym-Nat	PE Teacher Education
Kuhrasch, Cindy	ckuhrasch@education.wisc.edu	2027 Gym-Nat	PE Program Coordinator
Larson, Elizabeth	blarson@education.wisc.edu	2180 MSC	Occupational Therapy
Lively, Kathy	klively@wisc.edu	1021 Gym-Nat	Health Education
Mason, Andrea	amazon@education.wisc.edu	2041 Gym-Nat	Motor Behavior & Control
McCurdy, Martha	mmccurdy@education.wisc.edu	2146 MSC	Kinesiology
Pickett, Kristen	kpickett2@wisc.edu	3176 MSC	Biomechanics / Occ. Ther.
Schrage, William	wshrage@education.wisc.edu	1149A Gym-Nat	Exercise Physiology
Shields, Morgan	mrshields@wisc.edu	1007 Gym-Nat	Program Coordinator
Stamm, Julie	stamm3@wisc.edu	1041 Gym-Nat	Anatomy
Timm, Dan	dtimm@education.wisc.edu	1043 Gym-Nat	PE Teacher Education
VanKan, Peter	vankan@education.wisc.edu	3195 MSC	Motor Control
Winterstein, Andrew	winterstein@education.wisc.edu	1037 Gym-Nat	AT Coordinator

Grievance Policy

Any student at UW–Madison who feels that he or she has been treated unfairly has the right to voice a complaint and receive a prompt hearing of the grievance. The basis for a grievance can range from something as subtle as miscommunication to the extreme of harassment.

Each school or college has a procedure to hear grievances.

School of Education Grievance Policy

Any student who feels that he or she has been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, program admission, or other issues. To insure a prompt and fair hearing of any complaint, and to protect both the rights of the student and the person at whom the complaint is addressed, the procedures below are used in the School of Education.

The person whom the complaint is directed against must be an employee of the School of Education. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts. The following steps are available within the School of Education when a student has a grievance:

The student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant, and the student is not satisfied, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is not resolved satisfactorily, the student may continue to step 2.

If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.

On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a timely written decision to the student on the action taken by the committee.

If either party is not satisfied with the decision of the department, he or she has five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.

In either case, there will be an attempt to resolve the issue informally by the associate dean. If this cannot be done, the complaint can be filed in writing with the dean's office. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

On receipt of such a written complaint, the associate dean will convene a subcommittee of the school's Equity & Diversity Committee. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Education who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from the date when the grievance was filed with the dean's office.

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

http://pubs.wisc.edu/ug/education_policy.htm#grievancepolicy

Graduation Requirements

Students must complete the following:

- At Least 120 credits

- General education and liberal studies requirements

- Kinesiology program requirements

- Last 30 credits in residence at UW-Madison

- Maintain a cumulative GPA of 2.75

Make a point to see your advisor the semester before graduation. It is not uncommon for Education Academic Services to take several weeks to process course substitutions and transfers, so audit these in particular. In your last semester, EAS also sends out *Warning Letters* to students who expect to graduate but whose records are incomplete. Meet with your advisor immediately if you receive a warning, and bring your letter to the meeting.

DARS

DARS is an official Registrar's Office report that indicates what courses apply toward graduation and what requirements are still incomplete. You are encouraged to run a DARS report regularly. It is helpful if you run a report before advising, so you know what requirements still need to be met, and after you register to ensure that your courses are appearing properly on your DARS. If you have any concerns about your DARS report, contact your advisor.

Scholarships and Awards

The Department and School of Education offer many scholarships and awards. An announcement is emailed to undergraduate majors when scholarship applications are available, usually during the spring semester. Information on scholarships can be found online at Scholarships.wisc.edu.

Continuation Policy

Students must maintain a cumulative GPA of 2.75 based on UW-Madison course work. Students who fall below 2.75 for their cumulative GPA will be placed on probation for the following semester. Students whose cumulative GPA remains below 2.75 after the one-semester probation will be discontinued from the program. See *your advisor promptly if you are concerned about your grades*.

Department Policies and Procedures

Natatorium Entry

The Natatorium is home to the Kinesiology Department and several Rec Sports offices. The facility has controlled entry. This means you will need to present your ID card every time you enter the building. Please have your card on hand and ready to hand to the front office when you come in the front door. This will help prevent lines.

Study Room

The Kinesiology Department has designated room 1168 Gym-Nat for student use. It is for studying, relaxing, informal meetings, posting notices for fellow undergraduate majors, and other university-related activities. Please note, this is not a mandatory quiet room.

Faculty Only Spaces

Copy Machine Use Policy & Procedures

The "Copy/Mail Room" is off limits to all students. When students are responsible for a class presentation, any accompanying handouts are also the responsibility of the student.

Supply Room

The "Supply Room" is off limits to all students, No Exceptions. The Department will reprimand students caught in the supply room, and any supplies taken, considered theft.

Seminar Hospitality

The Seminar Hospitality room is off limits to all students. This room is used by faculty and visiting lecturers/guest speakers.

Advising and Academic Information

Frequently Asked Questions

The Undergraduate Office maintains a Frequently Asked Questions webpage. Please be sure to visit the [FAQ](#) page before contacting your advisor. Do not be surprised if you receive an email, in response to a question, directing you to this site. If something on the FAQ site is unclear, or if there is a topic you think should be added, please contact the Undergraduate Office.

<http://kinesiology.education.wisc.edu/kinesiology/academics/undergraduate-programs/frequently-asked-questions>

Education Academic Services Advising

Staff at the School of Education's Academic Services Office (109 Education Building, 1000 Bascom Mall (262-4917)), process important documents and provide information about admission and School requirements. You should meet with your EAS advisor regularly. They will assist you with concerns on Liberal studies requirements, and course work outside of the Kinesiology Department.

Kinesiology Advising

Students meet with their Kinesiology advisor at least once each semester, during a **MANDATORY** advising meeting prior to registration. At this meeting, you and your advisor review your progress and plan your coursework for the next semester. You will receive an email notice from the Undergraduate Office on the advising period.

When you attend a meeting, you will update your online degree planner. After you have completed the update, an advisor will review it. You will receive a schedule worksheet to complete. It must be turned into the Undergraduate Program Assistant before you leave the meeting.

The Undergraduate Program Office uses the schedule worksheets to manage enrollment. These worksheets also confirm that you have seen your advisor. If you do not turn in a worksheet, a *hold* will be placed on your record and you will not be able to register.

Registration

The online Schedule of Classes is the most up-to-date source of information on registration. Check it for answers to questions on classes before contacting your advisor, the department, or the Registrar's Office. Some courses require special authorization to register. If you are interested in enrolling in one of these courses, contact the Undergraduate Office. Email your advisor or the Undergraduate office if you are unable to register for a Kinesiology class as soon as possible.

Practicum

Every degree option requires at least one practicum. The practicum is a lab or field experience that lets you put what you learn into practice. The practicum experience varies depending upon your degree option and personal goals. This is always discussed during advising meetings. See your advisor if you have questions.

Course Substitutions

Do not assume that a course can be substituted for a requirement without checking with an advisor. Do not go on the advice of a fellow student!

Red Cross Professional Rescuer CPR and First Aid for Kines 116 (bring photocopy of certification cards to the Undergraduate office). Certification must be valid during all or part of the time a student is a Kinesiology major. More information on Red Cross certification as a substitute for Kines 116 can be found on the department's [Tips for Red Cross Certification](#) webpage.

<https://kinesiology.education.wisc.edu/kinesiology/academics/undergraduate-programs/frequently-asked-questions/red-cross-certification-tips>

Paperwork for a course substitution is submitted to the School of Education for a DARS update. Please be aware that it can take several weeks for a DARS update to be completed. For this reason, we encourage you to get your information to the department as soon as possible. **DO NOT** wait until the end of your last semester to discuss a course substitution. This could affect your graduation.

Transferring Courses From Other Universities

Courses at a UW System School: Transfer Information System (TIS): <http://www.uwsa.edu/tis>
For courses taken outside the UW system, best practice would be to connect with your EAS/OURR advisor.