



Undergraduate Program Student Handbook

Revised: February 2021

*This document is intended 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 departmental advisor.*

Introduction

Welcome to the Department of Kinesiology at the University of Wisconsin-Madison. The faculty and staff are committed to creating an enriching and rewarding experience during your time on campus.

The Department of Kinesiology currently offers three undergraduate majors:

- **BS in Athletic Training (AT):** prepares students to be professional athletic trainers. *(The last cohort for this major will graduate in May of 2021. A new Masters in Athletic Training is being introduced during Summer of 2021.*
- **BS in Kinesiology (Exercise and Movement Science-EMS):** prepares students for careers in Kinesiology and/or graduate school or professional training in Kinesiology or health-related fields.
- **BS in Physical Education (PE):** prepares students for certification as a physical education teacher.
- **BS in Health Promotion and Health Equity (HPHE):** prepares students for careers in health promotion or community/public health education.

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 department's website @ kinesiology.education.wisc.edu. If you have any questions about your degree plan, see your kinesiology advisor. Please note: some programs may have additional handbooks with more in-depth information.

Undergraduate Degree Program

Department Chair:	Gary Diffie, Ph.D. 289A Medical Science
Department Administrator:	Greg Dierks 289B Medical Science
Program Coordinator:	Morgan Shields, Ph.D. 285B Medical Science 263-2609
Program Associate:	Lisa Cappabianca 285A Medical Science 262-0259

Undergraduate Program Advisors:

<u>Program</u>	<u>Advisor</u>	<u>Office</u>	<u>Phone</u>
Athletic Training	Andrew Winterstein, Ph.D.	205 SMI	265-2503
EMS (Last name A – L)	Nancy Krattiger-Ziltener	253B Bardeen	265-0471
EMS (Last name M – Z)	Morgan Shields, Ph.D.	285B Med Sci	263-2609
Health Promotion & Health Equity	Zoe Hurley	285C Med Sci	262-0257
PE Teacher Education	Nancy Krattiger-Ziltener	253B Bardeen	265-0471
	Dan Timm	319 SMI	262-7714

Teacher Certification Areas of Concentration

Adapted PE	Tim Gattenby	B83 MSC	262-9562
Health Minor	Cindy Kuhrasch	203 SMI	262-4348
Physical Activity for Diverse Abilities Certificate	Tim Gattenby	B83 MSC	262-9562

*Until campus returns to normal, in-person operations it is recommended that students contact advisors via email rather than phone. Voice mails may not be monitored as frequently.

Faculty Directory

NAME	EMAIL	OFFICE	POSITION
Altschaf, Beth	altschaf@wisc.edu	2385 MSC	Physiology
Andreae, Susan	sandreae@wisc.edu	201A SMI	Health Equity & Promotion
Barnes, Jill	jnbarnes@wisc.edu	253 Bardeen	Exercise Physiology
Bell, David	drbell2@wisc.edu	323 SMI	Athletic Training
Branchaw, Janet	branchaw@wisc.edu	351A Bardeen	Physiology
Cadmus-Bertram, Lisa	lisa.bertram@wisc.edu	253A Bardeen	Epidemiology
Cappabianca, Lisa	lcappabianca@wisc.edu	285A Med Sci	Undergraduate Office
Carda, Ronnie	carda@education.wisc.edu	283 Med Sci	Kinesiology
Clark, Shari	svclark1@wisc.edu	219 SMI	Athletic Training
Columna, Luis	lcolumna@wisc.edu	201B SMI	Health Equity & Promotion
Cook, Dane	dane.cook@wisc.edu	327 SMI	Exercise Psychology
Dierks, Greg	ghdierks@wisc.edu	289B Med Sci	Department Admin
Diffie, Gary	gary.diffie@wisc.edu	289A Med Sci	Exercise Physiology
Gattenby, Timothy	gattenby@education.wisc.edu	B83 MSC	Adapted Fitness
Gruben, Kreg	Kreg.gruben@wisc.edu	325 SMI	Biomechanics
Haynes-Manogue, Jonanne	haynesmanogu@wisc.edu	321 SMI	PE Teacher Education
Hills-Meyer, Patrick	prhillsm@wisc.edu	302B SMI	Anatomy
Hurley, Zoe	zehurley@wisc.edu	285C Med Sci	HPHE Advisor
Koltyn, Kelli	kelli.koltyn@wisc.edu	201 SMI	Exercise Psychology
Krattiger-Ziltener, Nancy	nziltener@education.wisc.edu	253B Bardeen	PE Teacher Education
Kuhrasch, Cindy	ckuhrasch@education.wisc.edu	203 SMI	PE Program Coordinator
Lee, Grace	grace.lee@wisc.edu	2385 MSC	Physiology
Lokuta, Drew	ajlokuta@wisc.edu	2240 MSC	Physiology
Mason, Andrea	amason@education.wisc.edu	251 Bardeen	Motor Behavior & Control
McCurdy, Martha	mccurdy@wisc.edu	321 SMI	Kinesiology
Schrage, William	william.schrage@wisc.edu	295 Med Sci	Exercise Physiology
Shields, Morgan	mrshields@wisc.edu	285B Med Sci	Program Coordinator
Stamm, Julie	stamm3@wisc.edu	302C SMI	Anatomy
Timm, Dan	dtimm@education.wisc.edu	319 SMI	PE Teacher Education
Trigsted, Stephanie	stephanie.trigsted@wisc.edu	285D Med Sci	Graduate Coordinator
VanKan, Peter	peter.vankan@wisc.edu	2175 MSC	Motor Control
Winterstein, Andrew	andrew.winterstein@wisc.edu	205 SMI	AT Coordinator

Advising and Academic Information

Education Academic Services Advising

Students will continue to have an assigned EAS/OURR advisor (109 Education Building, 1000 Bascom Mall (262-1651). You should meet regularly with your EAS advisor regarding Liberal Studies requirements, all non-major course substitutions and transfer courses, Independent Learning courses, study abroad and academic policies (including senior residency).

Kinesiology Advising

A typical advising landscape requires students to meet with their Kinesiology department advisor at least once each semester, during a **MANDATORY** group advising meeting prior to registration. At this meeting, you and your kinesiology advisor will review your progress and plan your coursework for the next semester. You will receive an email from the Undergraduate Office notifying you of the advising sessions.

When you attend a meeting, you will update your online degree planner in the Course Search & Enroll app. After you have completed the update, a kinesiology advisor will review it. You will receive a schedule worksheet to complete. It must be turned into the Undergraduate Program Associate 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 kinesiology 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 until you see your advisor and complete a schedule worksheet.

During a COVID advising situation, materials will be accessed via a Canvas site and there will be no in-person group advising sessions.

Registration

The Search & Enroll App contains 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 the Undergraduate office if you are unable to register for a Kinesiology class as soon as possible.

Practicum

Every degree option (except for HPHE) 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 departmental 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 Basic Life Support for Healthcare Providers and First Aid can be used to substitute for Kines 116 (bring or email photocopies 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 in the department website: <https://kinesiology.education.wisc.edu/ems/about/kines-116-course-substitutions/> Paperwork for a course substitution IN THE MAJOR is submitted to the School of Education for a DARS update. **DO NOT** wait until the end of your last semester to discuss a course substitution. The School of Education requires adequate time to process course substitutions and delaying this could affect your graduation.

Transferring Courses

Transferology: <https://www.wisconsin.edu/transfer/>

For courses taken outside the UW system, best practice would be to connect with your EAS/OURR advisor.

Graduation Requirements

Students must complete the following:

- At least 120 credits
- General education and liberal studies requirements
- Kinesiology program requirements
- Maintain a cumulative GPA of 2.75 during the program
- Maintain a cumulative GPA of 2.5 to be eligible for graduation. (SoE puts holds on your account if GPA drops below 2.5.)
- Last 30 credits in residence at UW-Madison
- Major residency: Students must complete a minimum of 15 credits from the Department of Kinesiology while enrolled on the UW-Madison campus

Make it a point to see your departmental advisor the semester before graduation to evaluate any outstanding issues and make sure you are on track to graduate. Education Academic Services requires adequate time to process course substitutions and transfers, so make sure these are submitted as early as possible and monitor your DARS. In your last semester, EAS also sends out *Warning Letters* to students who expect to graduate but whose records are incomplete. Meet with departmental 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 departmental advisor for degree-related courses. For issues with transfer courses or AP credits, please contact your EAS/OURR 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 currently be found online at <https://wisc.academicworks.com/>

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 academic probation for the following semester. Students whose cumulative GPA remains below 2.75 after the one-semester probation will meet with the Associate Dean for Student Services and Dept. Advisor to discuss continuation. *See your departmental advisor promptly if you are concerned about your grades.*

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://guide.wisc.edu/undergraduate/education/#policiesandregulationstext>

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 monthly to review program requirements and policies, set goals, develop new courses and curricula, and nominate students for special honors. Two undergraduate student positions are available with voting privileges. See the Coordinator for more information about the Committee or to inquire about potentially serving on the committee.

Kinesiology Club

The Kinesiology Club is a student-run organization for kinesiology majors. The club sponsors group activities and fundraising events throughout the year. Watch for flyers announcing meeting dates. The Club's mission 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. Go to <https://kinesiology.education.wisc.edu/home/student-orgs/kines-club/> for more information.

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 labs you are interested in to learn about available opportunities.

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

<https://www.wisc.edu/campus-life/>

Counseling Center

<http://www.uhs.wisc.edu/mental-health/>

UHS

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

Writing Center

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

School of Education Career Center

<https://careercenter.education.wisc.edu/>