



The University of British Columbia
School of Human Kinetics

HKIN 499 POLICIES AND PROCEDURES

CALENDAR DESCRIPTION

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

CURRENT OPERATING POLICIES

1. Projects must be supervised by an HKIN faculty member. Sessional instructors may act as supervisors with the approval of the Associate Director, Undergraduate Program.
2. Projects are restricted to HKIN students who are in their fourth year of study.
3. Before a student can be registered in HKIN 499, a contract must be completed and signed by:
 - a. the HKIN student,
 - b. the supervising faculty member, and
 - c. the Associate Director, Undergraduate Program (If the supervisor is a sessional instructor – see 1 above).
4. Students cannot receive remuneration for work completed at part of the HKIN 499 experience.

OPERATING PROCEDURES

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