



**Department of Kinesiology, Leisure &  
Sport Sciences**

**Graduate Student Handbook  
2006-2007**



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## PREFACE

This handbook has been developed as a guide for assisting you in completing your graduate education in the Department of Kinesiology, Leisure and Sport Sciences (KLSS) at East Tennessee State University (ETSU). Information in this document may not be complete.

The materials in this handbook are not intended to supersede any Graduate School policies or to duplicate material already in print, but rather to provide clarification of policies and procedures that are specific to the Department of KLSS. This handbook is to be used in conjunction with the ETSU Graduate Catalog and the ETSU Guide for Preparation of Theses and Dissertations. Usually discrepancies between this handbook and the two documents listed above are to be resolved in favor of the Graduate School Policies.

It is our intent that this handbook addresses the questions most frequently asked by our graduate students. We encourage you to offer any suggestions for deleting, adding, or modifying material to aid KLSS future graduate students. We welcome you to our program and look forward to working with you!

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## INTRODUCTION

Welcome to the Graduate Program in the Department of Kinesiology, Leisure and Sport Sciences (KLSS). This handbook provides you with an overview of our programs and to assist you as you progress through the graduate program. We hope this handbook, in conjunction with the ETSU Graduate Catalog, provides answers to your questions regarding the graduate experience at ETSU in the Department of KLSS. If you need additional information or simply want to speak with someone about our graduate programs, do not hesitate to contact the Program Coordinator for the concentration you are interested in.

The mission statement of ETSU is summarized in four goal statements:

- To educate students to become responsible, enlightened, and productive citizens;
- To conduct scholarship that improves the human condition;
- To serve organizations, agencies, and the community;
- To enhance the cultural environment of the region.

The mission of the School of Graduate Studies is to foster post-baccalaureate programs of study and scholarship that are recognized for their excellence and contributions to society.

The mission of the Department of KLSS is inextricably linked to the achievement of these missions. The mission of the Department of KLSS is **to enhance the quality of life through the promotion of healthy, active lifestyles, and to prepare students for leadership roles in the development and administration of movement, exercise, fitness, leisure, and sports programs**. The overarching goal for the Graduate Programs in KLSS is to train competent and committed professionals, who are capable of contributing to the professional body of knowledge in movement education, sport management, and exercise physiology, and to improve the human condition through teaching, research, and service. This overarching goal places the KLSS Graduate Programs in the mainstream of the University mission.

To accomplish this mission, graduate programs in KLSS have been designed to provide advanced skills and discipline knowledge in the areas of K-12 physical education, exercise physiology and performance, and sport management. Although these options have different content orientations, different instructional paradigms, and different learning outcomes, they are bound together by a focus on the study of sport, exercise, fitness, and human movement. Given this common focus, the KLSS graduate faculty has established eight learning outcomes for KLSS graduate students completing one of the KLSS Graduate Programs. Graduates of KLSS graduate programs should:

- Develop strong content knowledge in the discipline.
- Speak and write in a professional manner.
- Apply content knowledge through appropriate culminating experiences.
- Understand and apply current research.
- Demonstrate technological proficiency.
- Collaborate with others to solve problems.
- Appreciate the cultural diversity and special needs of others.
- Become lifelong learners.

The KLSS Graduate Program is committed to producing professionals who are committed to practicing their professions at the highest level. Our programs are predicated on the belief that graduate study involves mastering levels of complexity and generalization that extend the knowledge and intellectual maturity of accomplished baccalaureate degree holders. By doing this, we produce professionals who are capable of participating in and leading the change process in their respective professions, rather than becoming users of the process. Moreover, graduate study must occur in the company of students interested in and capable of analyzing, exploring, questioning, reconsidering, and synthesizing old and new knowledge and skills. Graduate education is, therefore, much more than the passing of a particular number of courses and the fulfillment of certain minimum requirements. Students should consider themselves co-workers with other students, scholars, and teachers in cooperative intellectual endeavors.

To assist you in making the transition to graduate school, we have listed several items that should distinguish your graduate experience from your undergraduate experience. As a graduate student, you will

- Work with less personal supervision, assume greater responsibility, and show greater initiative.
- Cover more material at a greater speed with greater comprehension of fundamental principles.
- Organize a plan of action for problems presented in coursework/culminating experience, using your own initiative.
- Use the library, textbooks, internet, and other appropriate sources for solving course problems.
- Focus on understanding underlying principles and significance of information, rather than mere acquisition of skills and information.
- Critically evaluate all evidence and constantly challenge old knowledge.
- Be tested on judgment, analysis, and reasoning rather than memory.
- Produce work that is organized around principles and abstract reasoning rather than concrete instances.
- Develop an awareness of available research literature (other than textbooks) related to your chosen course of study and develop a habit of consulting this literature to attack problems related to that course of study.

We are committed to providing you with a quality graduate education and eagerly invite you to share in this experience with us as colleagues and co-investigators seeking to improve the human condition.

## KLSS GRADUATE PROGRAM

The graduate program in the Department of KLSS enjoys an excellent reputation because of the quality of its faculty and the accomplishments of its alumnae. The graduate faculty is committed to helping students become excellent scholars and practitioners in their respective fields. Graduate students are encouraged to work with faculty in teaching, research, and service to the university, profession, and community. The graduate program is grounded in scientific inquiry and is designed to help students become critical thinkers who will emerge from the program as more effective scientific practitioners.

The Department of KLSS currently offers the **Master's of Arts (M.A.) in Physical Education**. The M.A. is divided into three concentration areas: **Exercise Physiology and Performance**, **Sport Management**, and **K-12 Teaching**. All graduate concentrations are **two-year programs**. Faculty advisors help students plan their academic schedules so they can take advantage of the formal coursework as well as independent studies, readings courses, and research groups.

### **General Requirements**

Each program requires completion of 36 hours of graduate coursework. Coursework in each program is divided into four parts: KLSS Core Requirements, Program Requirements, Program Electives, and/or a Culminating Experience. The KLSS core is common to all programs, while the program requirements, program electives, and culminating experience vary across programs according to the objectives of the particular concentration area.

### **Program Descriptions**

To maintain integrity and purpose of each degree and to maximize recruitment of quality students, a distinction is made between the concentration areas within the Master of Arts in Physical Education. The various concentrations differentiate a career purpose, not student quality. Therefore, you should select the concentration you wish to pursue based on your desired employment and career goal(s) upon graduation. To aid you in this selection, each concentration will be described in more detail on the following pages. Curriculum check sheets for each program are found in Appendix A and on the KLSS homepage.

**K-12 Teaching Concentration:** This program is designed for students who are currently licensed to teach physical education. This is a “master teacher” program, designed to enhance the quality of teaching through a diversity of innovative courses and clinical work. The master teacher program integrates theoretical foundations with diverse project-based learning activities in the community. The curriculum focuses on the broad scope of what defines reflective teaching in physical education by emphasizing how physical education is an integral part of the total education of the child. Developmentally appropriate pedagogy is the framework for all activities within K-12 courses. Students are expected to demonstrate various combinations of physical education teaching skills in peer and school-based settings. Microteaching physical education lessons with audio and videotaped recordings reinforce the importance of self-evaluating one’s teaching to the lifelong growth of a reflective teacher. All students in this program may complete comprehensive written and oral examinations or a thesis as the culminating experience.

**Exercise Physiology and Performance Concentration.** This concentration is designed to provide students with advanced study of the effects of physical stress on body functions. Students choose to participate in one of three tracks; 1) Research; 2) Wellness; 3) Coaching and Sports Performance. Students are provided with learning experiences in the classroom and laboratory through KLSS courses as well as external electives in the Department of Applied Human Sciences or The James H. Quillen College of Medicine. Students completing this program should be able to successfully take either the Health/Fitness Instructor or the Exercise Leader Certifications in the Health/Fitness Track offered by the American College of Sports Medicine (ACSM). Students pursuing a clinical track certification should have the knowledge and skills to complete the ACSM Exercise Specialist Examination with some additional practical experience in a clinical exercise program. An internship or thesis research is required as an integral part of this concentration. Finally, all exercise physiology students are strongly encouraged to participate in on-going funded faculty and student research projects. An oral and written “defense” component of the thesis or internship serves as the culminating experience.

**Sport Management Concentration.** This concentration is designed to prepare professionals for managerial positions in the sport industry. The Sport Management concentration is rooted in both the historical study of management and in the application of modern theories of management to the sport setting. The Sport Management curriculum was designed to provide instruction and training in planning, organizing, controlling, leading, motivating, directing, and decision-making skills as they relate to the field of sport management. Students are prepared to work in the participant, consumer, and spectator segments of the sporting industry. Interested students may choose to study in the Motorsport Operations track that is designed to prepare students to enter the growing field of motorsports. With the current ETSU-Bristol Motor Speedway (BMS) Partnership, these students may apply for one of the graduate assistantships usually funded by BMS and work at BMS during the semester.

Internship experiences or thesis research may be integral parts of the Sport Management curriculum. Students generally participate in either on and off campus field or data collection experiences. Students are encouraged to select a focused area of sport management (e.g., intercollegiate administration, motorsports, professional baseball, etc.) for the internship or thesis

that is directly related to the students' career plans. An oral and written "defense" component of the thesis or internship serves as the culminating experience.

**Financial Assistance**

The Department of KLSS offers two types of financial assistance to qualified students: graduate assistantships and tuition scholarships. Master's level graduate assistantships typically receive a \$6000 stipend and a tuition waiver for 9 months (August - May) in exchange for working 20 hours per week. Graduate assistants usually teach physical activity courses in Active Lifestyles and Wellness Program, or work in the Exercise and Sport Sciences Laboratory. Tuition scholarship recipients receive a tuition waiver for nine months in exchange for working 8 hours per week in the department. These students usually work for individual faculty members on research, teaching, or service projects, or may be assigned to instruct activity courses. Students receiving either of these awards are responsible for paying for Summer tuition (at in-state rates), student fees), books, and room and board. If you are interested in obtaining a graduate assistantship or a tuition scholarship in the Department of KLSS, please submit a letter of application, with a resume and a completed Graduate Student Questionnaire.

Graduate assistantships are also available in the areas listed below. If you are interested in any of these assistantships, please contact the person(s) indicated.

- Fit Kids – Teaching physical fitness and physical activities in public elementary schools. (Contact Ms. Ani Boyd, 423-439-6714).
- Intramurals and Leisure Service – Working with intramurals and sport clubs in the Campus Recreation Department (Contact Mr. Jon Walker, 423-439-7984).
- Athletic Training – Serving as an athletic trainer at the high school and/or university. Must be eligible for NATABOC certification (Contact Mr. Brian Johnson, 423-439-4208).
- Sport/Athletic Management – Working in athletic management with the ETSU Department of Intercollegiate Athletics (Contact Mr. Dave Mullins, 423-439-4343).
- Coaching – Assisting a head coach in intercollegiate sports (Contact Mr. Dave Mullins, 423-439-4343).

**GA/TS Workload Guidelines**

Class meetings hours per week	Office & Preparation Time hours	GA hours per week to work with Faculty	TS hours per week to work with Faculty
10	2	8	-
8	2	10	-
6	2	12	-
4	1	15	3
2	1	17	5
No teaching	-	20	8

Graduate Students who teach 3 or more courses must fulfill 2 hours of office/preparation time per week. Graduate Students who teach 1 or 2 courses must fulfill 1 hour of office/preparation time per week.

## **Requirements for Completing the Master's Degree**

The Graduate Catalog describes all requirements for completing the Master's degree. You are responsible for reading and adhering to the policies and procedures described in this catalog. In this section, are presented the most common steps necessary for completion of the degree.

1. **Remove conditional status.** If you were admitted conditionally, you must remove your conditional status by completing your requirements as specified in your admissions notification letter. If you do not complete these requirements, you will be dismissed from the program and required to reapply for admission. Once you have completed the specified requirements, you must submit a request for unconditional status by filing the "Application for Change from Conditional Admission to Unconditional Admission" Form. You will not be allowed to apply for candidacy until you have been granted unconditional status.
2. **Register for classes.** Registration for classes usually occurs several weeks prior to the end of the preceding semester. The Department of KLSS **requires** you to meet with your Program Coordinator before you may register for classes. Consult the Academic Calendar to determine when registration begins, and **make an appointment** with your advisor prior to this date. It is important that you register early for the following reasons:
  - 1) The Department of KLSS needs to know how many students will be registered for each course so decisions regarding cancellations of courses can be made.
  - 2) Classes may reach maximum enrollment and you may not be able to get into the classes you desire.
  - 3) Second year contracts for graduate assistantships and tuition scholarships cannot be processed until you are registered for 9 credit hours. It is important that students returning for a 2<sup>nd</sup> year Graduate Assistantship register early so these contracts can be processed.

Before your first individual meeting with your advisor, you should plan a tentative program of study. Use the program description document for your program to assist you with this task. By doing this in your first semester, you will accomplish two tasks:

- You will be more likely able to take the elective courses you want and complete the required courses within the desired time frame. Some courses are offered once every two years, so you need to make sure you take them when they are offered. If a course is offered only once within your 2-year time frame and you fail to take it because you did not plan ahead, your graduation could be delayed. Please take the time to carefully plan your graduate schedule.
- You will be able to schedule a reasonable course load each semester. Our graduate programs are 36-hour programs, but students who have undergraduate deficiencies may also be required to take an additional three to twelve hours. Nine (9) graduate hours is considered a reasonable course load during the Fall and Spring semesters. Some students may be able to take 12 hours, depending on their academic abilities and other outside commitments. Graduate Assistants and students receiving tuition remission are required to enroll in and complete at least nine (9) credit hours each

semester. You should consult your advisor about the number of hours you can handle each semester and plan accordingly.

**You should meet with your advisor/program coordinator each semester** to review your planned schedule **before you register**.

- 3. Submit your Program of Study, Culminating Experience Committee, and Application for Candidacy.** Students should form their graduate advisory committee no later than the second semester (or completion of 12 credit hours, for part-time students) in which course work is undertaken. Your Culminating Experience Committee will aid you in planning your and completing your culminating experience. You should select faculty members who have expertise in your program area, and in the topic area in which you plan to complete your culminating experience. Three advisory committee members must be selected who have graduate faculty status at ETSU (the committee director and at least one other committee member must be KLSS Graduate Faculty). Any faculty (inside or outside the Department of KLSS) may serve on the committee in a consulting role if the Graduate Dean deems his/her expertise necessary.

Your Program Coordinator will help you plan your program of study. The program of study will serve as a contract between you, the Program Coordinator, and School of Graduate Studies regarding the coursework and culminating experience option you will complete to fulfill requirements towards the Master's degree. Once your program of study is submitted, you will not be allowed to make changes to the program of study unless extenuating circumstances can be demonstrated (e.g., departmental cancellation or rescheduling of a course that would delay a timely graduation). Scheduling problems due to academic probation or academic difficulties are not deemed extenuating circumstances. Changes in the planned program of study will not be approved if they are not made prior to enrollment in courses.

Students may apply for admission to candidacy after conditional status has been removed and one semester (or 12 hours) of resident study has been completed. To appoint your Culminating Experience Committee and apply for candidacy, submit the "Program of Study," "Thesis/Internship/Capstone Project Committee Membership Report," and "Application for Candidacy" forms to your KLSS Program Coordinator before the end of your second semester (or completion of 12 hours for part-time students) of graduate coursework.

- 4. Submit your Intent to Graduate form.** You must file an "Intent to Graduate" Form no later than the end of the 2<sup>nd</sup> week of the semester in which you expect to graduate (see specific deadlines for this academic year). You must also be enrolled in at least one hour of graduate coursework during that semester. Failure to submit this form will delay your graduation one semester. If you do not graduate that term, you must complete and submit a new form in the semester you plan to graduate and enroll in at least one hour of coursework.
- 5. Schedule Defense of Culminating Experience.** Thesis, internship, and capstone project experiences require both a written and oral component. With the approval of your thesis or internship director, you must schedule an oral defense of your thesis, internship, or capstone

project at the appropriate time. Dates for written and oral examinations for K-12 physical education students will be announced each semester. Refer to the Culminating Experience section of this manual for detailed instructions on completion.

### **Academic Policies and Procedures**

The Graduate Catalog describes all academic policies and procedures necessary for completing requirements for the Master's degree. You are responsible for reading and adhering to the policies and procedures described in the catalog. This handbook does not intend to duplicate the Graduate Catalog, but rather to expand on the catalog and explain procedures that are specific to the Department of KLSS.

**Incomplete Grades.** A grade of 'I' (incomplete) indicates that you were passing the course at the end of the semester, but due to circumstances beyond your control, you were unable to complete the course requirements. If an instructor assigns an 'I' grade, s/he will specify in writing the requirements that must be completed as well as a deadline for completion. You should not re-register for a course in which you have received an 'I' grade. Failure to complete the requirements as specified by the instructor will result in an 'F' for the course. If no deadline is specified by the instructor, you will be allowed one year to remove the 'I' grade. Incomplete grades will not be given to students who are failing a course to allow them to complete work to raise a deficient grade.

**Withdrawal from a Course.** Please refer to the Graduate Catalog for policy regarding withdrawal from a course. Students will not be allowed to withdraw from a course after the 8<sup>th</sup> week of the semester, except where verifiable extenuating circumstances can be demonstrated.

Verifiable extenuating circumstances may include illness, accidental injury, or other appropriate reasons, but **does not include failing a course**. If you are worried about failing a course, please consult your instructor and your Program Coordinator as to the appropriate action. Consult the schedule of courses for specific dates each semester.

**Academic Probation.** If your graduate GPA falls below a 3.0, you will be placed on academic probation. You will receive a letter from the Graduate School, notifying you of your probationary status. If your GPA is still below 3.0 at the end of the first probationary semester, the Dean of Graduate Studies and your KLSS Program Coordinator will determine whether you should be granted a second semester of probation. If you are granted a second semester and are unable to raise your GPA above a 3.0, you will be dismissed from the program.

Whether a student is granted a second semester of academic probation is determined on a case-by-case basis. To simplify this process and to make you aware of the criteria that will be used in your case, your KLSS Program Coordinator will send you a letter once s/he has been notified by the Graduate School that you have been placed on your first semester of academic probation. The letter will contain the following information:

- The GPA that you must obtain to remove your probationary status. The number of credit hours used to make this GPA determination will be based on your enrollment history at ETSU and your financial aid status.

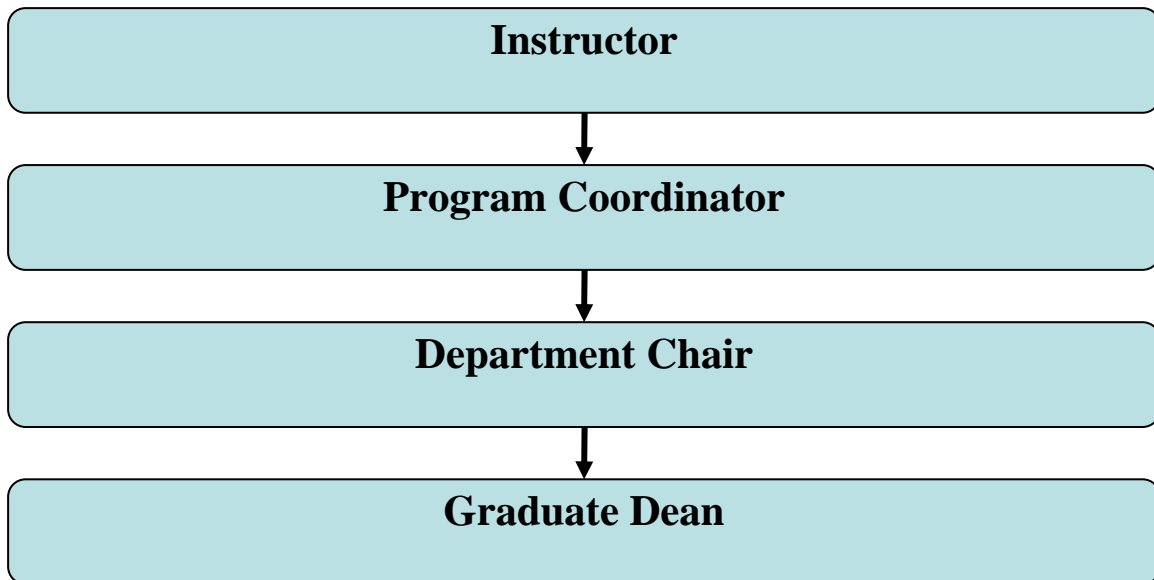
- The GPA that you must obtain to be granted a second semester of academic probation if you are not able to raise your GPA by the end of the first semester. Again, the number of credit hours used to make this GPA determination will be based on your enrollment history at ETSU and your financial aid status.

If you decide to enroll in more or less credit hours than that specified in the letter, you should schedule a meeting with your Program Coordinator to make adjustments to your GPA requirements. Upon receipt of this letter, you should make an appointment with your Program Coordinator to determine your best course of action.

Students who enter their second year on academic probation risk the possibility of losing their graduate assistantship or tuition scholarship. Decisions regarding renewal will be made by the Graduate Dean, in consultation with your Program Coordinator. Students on academic probation will not be allowed to register for thesis or internship hours.

**Academic Misconduct.** Academic misconduct is taken very seriously by the Department of KLSS and the Graduate School. Policies regarding academic misconduct are identified by individual instructors in their syllabi. Where these policies may not be identified in the syllabus, the policies are outlined in the student handbook. The procedures for handling cases of academic misconduct are also outlined in the student handbook. Please review these policies and procedures to understand what constitutes academic misconduct. We encourage all students to abide by and respect the honor code. Academic integrity is integral to the academic process.

**Appeals Process.** Through the course of your graduate study, there is the possibility that you will disagree with decisions that are made regarding your graduate education. The chart below represents the order in which you should consult individuals in the appeals process. For example, if you disagree with a decision by your Program Coordinator regarding your probationary status, you should discuss your concerns with the Department Chair. If, after discussion with the Department Chair, you believe that your situation has not been resolved fairly, you may consult with the Dean of the School of Graduate Studies.



Additionally, for issues that concern you that are not addressed in this handbook or in the ETSU Graduate Catalog, please consult your instructor or Program Coordinator for assistance. If they are not able to assist you, then consult the appropriate individuals in the order specified. Finally, if for some reason you do not feel that you are able to discuss a situation with the specified individual, please consult the next individual listed.

### **Miscellaneous Policies & Procedures**

**Keys.** Keys will be issued to graduate students on an as-needed basis. Permission to have keys to a faculty office, a laboratory, the outside building doors, etc., must be secured from the appropriate faculty member and the Department Chair.

**Computer Resources.** Computer labs are available on campus for graduate students. Graduate students **should not** expect to use faculty, staff, or laboratory computers for their own academic work. Special permission may be given for use of a faculty, staff, or laboratory computer to complete work specifically for a faculty or staff member, but students should always consult appropriate authority before working on any computer other than those provided in the campus computer labs. Operating hours for campus computer labs may be obtained from the Office of Instructional Technology, or the Sherrod Library.

**Secretarial Services.** Graduate students **should not** request departmental secretaries complete work not related to a faculty request, a KLSS graduate assistantship, or a KLSS student organization. Please do not ask secretaries to type, copy, or mail anything for you, or to make phone calls for you.

**Copy, Phone, Fax, and Mail Privileges.** Graduate students may **not** use departmental copiers, phones, fax, or mail (or request that faculty or secretaries to do so) for their own academic work or for personal use. This includes theses, projects, proposals, papers, or readings for classes.

## CULMINATING EXPERIENCES

The culminating experience is an integrating activity required by the School of Graduate Studies for all Master's degree programs. It is designed to help you synthesize knowledge and skills acquired throughout your graduate coursework and to evaluate whether you have achieved mastery of your discipline. The Culminating Experience Committee monitors and evaluates the culminating experience.

### **Comprehensive Written and Oral Examinations**

Comprehensive written and oral examinations are required for K-2 Physical Education students not choosing the thesis option. The purpose of the written comprehensive examination is to have you demonstrate good content knowledge and an ability to synthesize information within your concentration area. You are also expected to demonstrate an above-average ability to communicate ideas in writing. The purpose of the oral examination is to have you demonstrate the ability to verbalize content knowledge and to speak intellectually about your concentration area. You will be tested in the three core areas (Research Methods, Administration, and Legal Issues) and your concentration core.

**Scheduling and Format of Written Examination.** The exam must be taken during the last semester of graduate coursework. The examination will be administered one time per semester, usually during the latter time period of the semester. **You must complete all KLSS Core Requirements and all courses over which you will be tested prior to the semester of the written comprehensive examination.** At the beginning of each semester, your Program Coordinator will announce the dates for the written comprehensive examinations. If you plan to take the exams during that semester, you must register with the Program Coordinator by completing the "Written Comprehensive Examination Registration" Form during the first two weeks of the semester. The written comprehensive examinations may be administered over a specified 1-2 day period and consist of 8 hours or more of writing.

**Evaluation of Written Examination.** Each comprehensive examination question will be evaluated for content knowledge and for writing ability. For the content knowledge, each written comprehensive question will be given a grade of 'P' (pass), 'PC' (pass conditionally), or 'F' (fail). The following criteria will be used for administering these grades:

- **Pass** – Student exhibits a good-to-superior understanding of the area and an ability to synthesize information within the area.
- **Pass Conditionally** – Student exhibits some deficiencies in the content knowledge of the area and an average ability to convey information and meaning in the correct context. This grade indicates that passing the written portion of this area is dependent on the student's ability in the oral examination to demonstrate knowledge in the deficient areas in the content knowledge and/or to convey information in the correct context.
- **Fail** – Student exhibits poor to unsatisfactory level of content knowledge in the area and an inability to synthesize information in the area.

You must receive a grade of 'P' or 'PC' on content knowledge in all areas before you are eligible to proceed with your oral examination. You will be notified, in writing, of your results on the written comprehensive examinations usually within two weeks of the date the written comprehensive examinations were completed. At that time, you will also be notified of the date and time of your oral examination, if you are eligible to proceed.

If you fail one or more area(s) in content knowledge, you will be required to rewrite over the failed area(s). You may elect to complete the re-write within three weeks of the initial exam date, or wait until the following semester. If you fail the first re-write, your advisory committee may require you to complete additional courses before a second re-write of the exam may be scheduled. You will be required to wait a minimum of one semester before a second re-write can be scheduled. If you fail the second re-write, you will be dismissed from the program.

**Format of the Oral Examination.** The oral examination will be administered by your Program Coordinator and the faculty responsible for developing the questions for your written exam. However, all graduate faculty are invited to the oral exam, and may also ask questions at any time. Faculty will question you over the content of the written exam, and may also question you over any other content that was covered in your program of study.

**Evaluation of the Oral Examination.** You will receive a single grade of 'P' (pass) or 'F' (fail) for the oral examination. A 'P' grade means that you have demonstrated a good-to-superior ability in verbal communication. An 'F' grade means that you have demonstrated an average-to-unsatisfactory ability to communicate verbally. The grade will be determined by your advisory committee and area faculty at the conclusion of the oral exam. You will be asked to leave the room while the faculty discusses the grade. You will be notified of the grade at the end of the discussion.

If you pass the oral exam, you should complete the "Results of Examination, Report, and/or Culminating Experience" Form, have your committee sign the form, and submit the form to your Program Coordinator. If you fail the oral exam, you may elect to re-take the oral exam after 2 weeks. Otherwise, you must wait until the next semester to schedule the oral exam. You must contact your Program Coordinator to schedule the re-take of the oral exam. If you fail the first re-take, your advisory committee may recommend that you complete additional requirements before a second re-take of the exam may be scheduled. You will be required to wait a minimum of one semester before a second re-take can be scheduled. If you fail the second re-take, you will be dismissed from the program. If you have to re-take the exam in a subsequent semester, you must be enrolled for at least one credit hour every semester until you successfully pass the written and oral examinations (including one Summer term). These subsequent enrollments will be in PEXS 5990 if all other coursework has been completed. If your graduate assistantship or tuition scholarship has expired, you will be charged tuition and fees for subsequent enrollments (out-of-state students will be charged out-of-state rates).

<b>Usual Timeline for Written &amp; Oral Examinations</b>	
<b>Task</b>	<b>General Deadline (See Appendix A for specific deadlines)</b>
1. File “Intent to Graduate” Form	2 <sup>nd</sup> week of final semester
2. File “Comprehensive Written Examination Registration” Form	2 <sup>nd</sup> week of final semester
3. Take Written Exam	7 <sup>th</sup> –8 <sup>th</sup> week of final semester
4. Receive Results of Written Exam	10 <sup>th</sup> week of final semester
6. Schedule & complete Oral Examination	11 <sup>th</sup> week of final semester
7. File “Results of Examination, Report, and/or Culminating Experience” Form	At completion of oral exam

If a second re-write is necessary, or if you elect to wait a semester to complete your first re-write, you must take the re-writes at the scheduled written exam date/time for the next semester (step 3), and meet the subsequent deadlines (steps 4-7) specified for that semester.

### **Thesis Option**

The thesis option is designed to provide you with the opportunity to design and conduct an empirical research study. During your coursework, you are taught the fundamentals of the research process and the significant contribution it makes to your field of study. You will learn to read research articles and to critically evaluate research methods and the conclusions based on these methods. In some courses, you even gain experience developing your own research question and designing and conducting experiments or studies to examine the question. In the thesis option, you further develop these skills while making a significant contribution to your field of study through original research. The thesis attempts to advance knowledge through theory development (basic research) or through examination of some practical problem (applied research). The thesis adheres to rigorous and controlled methods of research. Students who plan to pursue doctoral work are strongly encouraged to select the thesis option. However, all students are encouraged to choose the thesis option.

Before you begin the thesis process, you should review the copy of the ETSU Graduate School’s Guide for Preparation of Theses and Dissertations provided online at the Graduate Studies web site. It can be found at [www.etsu.edu/gradstud/forms](http://www.etsu.edu/gradstud/forms). You are also encouraged to attend the thesis workshop conducted by the Graduate School (preferably in your 1st semester of coursework). A third useful resource is the textbook you will use in your research design and analysis course. Generally, the thesis takes 2 semesters to complete, depending on the type of study you design. A thesis involves multiple steps, beginning with a comprehensive review of the literature in a specific area. After the review, a research question (or hypothesis) is developed, and a research study is designed to “answer” the question. You write a proposal,

outlining the rationale and methods for your study, and present it (in written and oral form) to a committee (that you select) for review and approval. Once approved, you conduct the study, and prepare a written presentation and discussion of your results. You then submit this written document to your committee, and make an oral defense. Once your committee approves the written and oral presentation of the thesis, you submit it to the Graduate School for approval. The thesis is complete when the Graduate School approves the thesis document.

Completing a thesis requires self-initiative and self-discipline. To complete the thesis in a timely manner, it is imperative that you understand the process involved and that you develop a timeline to which you adhere. The process is described below, using a 10-step outline. At the end, a suggested timeline for completing the thesis is presented in the format of a checklist for you to follow and use.

**1. Select a topic.** This step is probably the most difficult part of the thesis process. You should begin thinking about a topic during your first semester of graduate coursework. The primary rule for selecting a topic is that you choose something that interests you! You will spend many hours working on your thesis, so you definitely want to get involved in something that interests you. You also need to select a topic that aligns with the interests of one of the faculty members in your area of study. Your thesis experience will be most rewarding if you tap into the expertise and the resources that are readily available to you in the Department of KLSS. To aid you in selecting a topic, it is recommended you do several tasks during your first semester:

- Meet with each faculty member in your area of study during your first semester to discuss ideas and interest areas (you may want to meet with them more than once, especially if one has ideas that especially appeal to you).
- Spend time reading through research and peer-reviewed journals, and previous KLSS theses related to your field of study to see what kinds of research have been conducted and what kinds of problems have been identified.
- Get involved in a faculty member's research project.
- You are strongly urged to attend thesis proposals and final defenses being conducted by second year graduate students in your area of study.
- Get involved as a subject or volunteer in thesis studies being conducted by second year graduate students in your area of study.
- When appropriate, use class projects to explore ideas and interest areas; if a class project leads to a thesis topic, you will have gotten a head start on the process.
- Attend professional meetings and learn what types of problems are being addressed by other researchers and practitioners in your field.

To complete your graduate degree in 2 years, we recommend that you have a fairly general topic defined by the end of your first semester of graduate coursework. With a general topic in mind, you can easily proceed with the next step during your second semester.

**2. Select a thesis director, thesis committee members, and develop a proposal.** Once you have a general topic in mind, you need to select a thesis director and committee to assist you in completing the thesis.

You should already have a good idea of who will direct your thesis if you have followed the advice given in Step 1. The primary prerequisite for selecting the director is that he/she should be knowledgeable in the area in which you will conduct your research. Asking someone to direct your thesis simply because you like them may be unwise. Most faculty members will not direct a thesis in which they cannot offer expertise. When requesting that a faculty member serve on your committee, you should provide the faculty member with a statement of the problem that you wish to examine. Once you have received a “yes” from a faculty member to direct your thesis, you should select (in consultation with your thesis director) at least 2 other faculty members to serve as your advisory committee. Again, selection of your committee members should be based on their competencies and abilities to contribute to your thesis. One committee member may be an ETSU graduate faculty member outside of the Department of KLSS. The ETSU Guide for Preparation of Theses and Dissertations (provided at the end of this manual) describes the duties of the thesis director and the advisory committee. Consult these lists when deciding which faculty members you would like on your advisory committee.

You will develop the proposal in consultation with your thesis director. Start on the proposal early in the semester so you can take advantage of your proposal assignment for the research and design course to develop a good working draft of your thesis proposal by the end of the semester. The earlier you start on the proposal, the better off you are! The proposal is a 1-3 page document that includes a statement of the problem, a brief rationale for the problem (significance of the problem), and summary of the literature that will be reviewed in developing the problem. To develop the proposal, plan to meet with your project director every 1-2 weeks. As you develop your ideas, consult with other committee members as needed. Discuss with your director a list of areas that you should study to assist you in developing a statement of the problem. Decide on key words that you should use to conduct a literature search. Conduct the literature search and read all relevant literature. Make notes on what you read – identifying the purpose of the article, summarizing the methods used, summarizing the results (get specific numbers, not just general words) and conclusions, listing discussion points, and listing criticisms of the article. Many articles will make suggestions for future research. Keep an ongoing list of these as well as any questions you may have as you read. **Meet regularly with your thesis director and discuss the articles that you are reading – bring your notes and question lists to the meetings.** Once you have read exhaustively, you should be able to develop a feasible statement of the problem for your proposal.

You will schedule a meeting of the committee to discuss the proposal. You must allow the director and committee members at least **one week (5 school days)** to read the proposal before the meeting. You will work with the committee director to revise the proposal according to the committee’s recommendations. Once approved by the committee, you will submit the proposal, with committee signatures, to your Program Coordinator. Your Program Coordinator will place a copy of the proposal in your graduate file. The problem identified in the proposal may be changed after the semester, but if done correctly, you should be well on your way to developing an acceptable proposal.

- 3. Develop a proposal.** Now you are ready to develop your thesis proposal. This step is an important one in the thesis process. A properly developed and well-written proposal will save

you time later in the process. You should take the time necessary to develop a good question and study.

Every thesis director has his/her own style and procedures for guiding you in your proposal development. However, the following steps are suggested:

- **Develop a timeline for writing your proposal and completing your thesis.** Identify a date on which you plan to defend your proposal, and then work backward to set deadlines for yourself. **Most students underestimate the time it takes to write a good proposal.** The proposal may require numerous drafts, depending on your ability to write and to synthesize material. When developing your timeline, remember you must give the proposal to the thesis director **first** so s/he can comment and approve it. Then, copies may be sent to the other committee members. Also note that **the Department of KLSS requires that a one-week period (5 school days) be granted to your thesis director and to your committee members for reading drafts (whole or in part) and final copies of proposals and theses.**
- Continue with your literature search, incorporating the suggestions from your committee during your proposal meeting.
- Work with your thesis director to develop a detailed outline for your proposal document based on feedback you received from your committee during your proposal meeting.
- Again, plan to meet with your thesis director every 1-2 weeks. As you develop your ideas, consult your other committee members as needed. Students who do not successfully defend their proposals usually do so because they have not consulted with their thesis committee properly during the proposal development stage. Please make sure that the thesis director has given final approval of the proposal before the other committee members are given a copy.

Write your proposal in sections, using your outline to guide you. At this point, you should again consult the ETSU Guide for Preparation of Theses and Dissertations for writing the proposal. The format for electronic format and filing of your thesis is described on the School of Graduate Studies web site.

To complete your graduate degree in 2 years, it is recommended that you complete your proposal by the 3<sup>rd</sup>-5<sup>th</sup> week of your third semester of graduate coursework.

4. **Schedule & complete an oral defense of your proposal.** The proposal is ready to be submitted and defended to your committee once the thesis director has approved the proposal in its entirety. The purpose of the proposal defense is to present (in written and oral form) your study to the committee for approval. In doing so, you must present a rationale (defense) for why your question needs to be examined and why the methods you have developed are appropriate for examining the question. You should also demonstrate or provide evidence of proficiency in special data collection procedures or statistical analyses that are described in the Methods section of the proposal.

To schedule the defense, you should contact the committee director and each committee member and identify a time at which the defense can be held. Then schedule a room for the defense. You should then complete a Notification of Proposal Defense Form and submit it to your Program Coordinator announcing the proposal defense, inviting all KLSS faculty and

KLSS graduate students to attend. You must then provide each committee member (including the director) with a **clean copy** of the proposal at least **one week (5 school days) before the scheduled oral defense**.

**No oral defenses may be scheduled during the first week of a semester, during exam week of a semester, or during between-semester and in-semester breaks. Exceptions to this policy may be made in extenuating circumstances with approval of the entire committee.**

At the meeting, you will complete an oral presentation of the proposal, providing the following information:

- A statement of the research question or hypothesis.
- A rationale and review of literature for your study.
- An explanation of the methods that will be used to examine the hypothesis.

You should work with your thesis director in preparing the presentation. Use of presentation software (such as PowerPoint) and other audiovisual aids (e.g., videotape footage from data collection, software demonstrations, handouts, etc.) are necessary. At the completion of the presentation, anyone in the audience will be allowed to ask questions and/or make suggestions. Once all questions from the general audience are addressed, everyone but the thesis committee will be asked to leave. The committee will continue to ask you questions regarding your proposal. At the end of the questioning period, you will be asked to leave the room while the committee discusses your proposal. You will then be informed of one of three decisions: to accept your proposal outright, to accept your proposal with modifications, or to reject your proposal. You must make changes and/or incorporate any suggestions made by the committee before final approval can be granted. If your proposal is rejected, you must work with your committee on re-writing the proposal and scheduling another oral defense. Proposals are rejected when the student fails (either in writing or verbally) to (This list is not comprehensive.):

- Develop a question that is relevant or necessary to examine.
- Develop research methods that are appropriate for examining the question.
- Demonstrate an understanding of the need for the study based in his/her review of the literature.
- Demonstrate an understanding of why the proposed methods are appropriate.
- Demonstrate the ability to carry out the proposed study in terms of data collection and data analysis procedures.
- Demonstrate an understanding of the data that are to be collected and how these data will be interpreted.

Once all changes have been made and suggestions have been incorporated, you must complete the Thesis Proposal Approval Form secure the signatures of the advisory committee, and submit the form to your Program Coordinator with a Microsoft Word file of the proposal. A copy of the form will be returned to you and your thesis committee director. Your Program Coordinator will distribute the Word file to the committee and keep the file archived with the graduate files. At this point, the proposal serves as a contract between you and your committee regarding the requirements that you must meet in conducting your thesis.

Changes to the proposal may be made with the approval of the entire committee and your Program Coordinator. Changes should be submitted to the committee in writing. Once they are approved, the document indicating the changes (with committee signatures) should be submitted to your Program Coordinator for final approval.

To continue to proceed in a timely manner, bring the Thesis Approval Form and a disk copy of your proposal to the proposal meeting. If the committee approves your proposal outright, you can obtain necessary signatures on the Thesis Approval Form and submit it to your Program Coordinator immediately.

- 5. Obtain IRB and agency approvals for your study.** If you will be using human or animal subjects, you must obtain permission from the Institutional Review Board (IRB) and any non-university agencies before collecting data. To secure IRB approval, obtain an IRB application packet from the Office of Research and Sponsored Programs and follow the directions in the packet. Your thesis director can provide you with help in completing the forms. Once you have completed the IRB application, submit it to your thesis director for his/her final approval. S/he will then forward it to the Department Chair for his/her signature. Note that **this approval can take 1-3 months**, so submit this application as quickly as possible. Keep original copies of IRB paperwork, including the approval letter that you receive. You must submit a copy of the approval letter to your Program Coordinator upon receipt, and must also include a copy of the letter when you submit your thesis to the Graduate School for review.

To secure approval from non-university agencies, you simply need a letter from the agency (on their letterhead) listing the conditions of their participation and indicating their agreement. Copies of contractual agreements with non-university agencies must be submitted to your Program Coordinator as well.

**IRB applications cannot be submitted, and agency approvals cannot be obtained until your committee has approved your proposal. Exceptions to this may be made with approval of the entire committee.**

- 6. Conduct the study.** Once approval has been obtained from your advisory committee, the IRB, and all non-university agencies, you may begin data collection. **No data should be collected until all approval forms have been submitted to your Program Coordinator.** Pilot work may be carried out before approval is received, but thesis data cannot be collected before Steps 4 and 5 have been completed.

While waiting for IRB approval, use the time to carefully organize the data collection, reduction, and analysis, and to develop a timeline for completion. Good data requires careful planning. You should work very closely with your thesis director in this process. The primary mistake that students make during data collection is failing to work closely with the thesis director. S/he has much experience in this process and will help you avoid mistakes that might corrupt your data and require you to complete a second data collection, or keep you from completing this part of the process in a timely manner.

Consult your committee members as needed during this stage. You have selected them to be on your committee because of the expertise they bring to your study. Utilize them as resources. Doing this will minimize surprises at the final thesis defense. Also, please note that all thesis data must be stored in a laboratory or in your director's office. You may not take data home with you; this is a violation of IRB procedures.

To complete your graduate degree in 2 years, it is recommended that you complete your data collection, reduction, and analysis by the beginning of your fourth semester of graduate coursework.

7. **Write the next draft of the thesis.** Once the data analyses are complete, begin working on your final thesis manuscript. If you did a good job on your proposal, the work needed on should be minimal. At this point, you should again consult the [ETSU Guide for Preparation of Theses and Dissertations](#). Again, you will use the style format described on the Graduate Studies web site for writing and electronically submitting your final thesis.
  
8. **Schedule & complete a defense of the thesis.** The thesis is ready to be submitted and defended to your committee once the thesis director has approved the manuscript in its entirety. Once again, please do not give theses to committee members until the director has made his or her final approval. The purpose of the final thesis defense is to present (in written or oral form) your study to the committee for approval. In doing so, you must present the results of the study, discuss these results, and present a justification (defense) of your interpretation and the conclusions that you have made. **To schedule the final defense, you should contact the thesis director and each committee member and identify a time at which the defense can be held. Then, schedule a room for the defense. You should then complete a Notification of Oral Examination Form and submit it to your Program Coordinator. Your Program Coordinator will submit the form to the Graduate School and announce the thesis defense and inviting all KLSS faculty and KLSS graduate students to attend. You must then provide each committee member (including the director) with a clean copy of the thesis at least one week (5 school days) before the scheduled oral defense. The Graduate School may assign a faculty member from outside the department to attend and observe the final defense. The Graduate School will notify you about who this person will be; you are responsible for sending a copy of your abstract to the external observer.**

**No oral defenses may be scheduled during the first week of a semester, during exam week of a semester, or during between-semester and in-semester breaks. Exceptions to this policy may be made in extenuating circumstances with approval of the entire committee.**

At the meeting, you will complete an oral presentation of the thesis, providing the following information:

- A statement of the problem, and specific hypotheses that were tested in your thesis.
- An overview of the rationale, review of literature, and methods used for your study.
- A presentation of the results from your thesis.
- A discussion of the results.
- A summary of the conclusions and recommendations from your thesis.

You should work with your thesis director in preparing the presentation. Use of presentation software (such as PowerPoint) and other audiovisual aids (e.g., videotape footage from data collection, software demonstrations, handouts, etc.) are necessary. At the completion of the presentation, anyone in the audience will be allowed to ask questions and/or make suggestions. Once all questions from the general audience are addressed, everyone but the advisory committee will be asked to leave. The committee will continue to ask you questions regarding your thesis. At the end of the questioning period, you will be asked to leave the room while the committee discusses your thesis. You will then be informed of one of three decisions: to accept your thesis outright, to accept your thesis with modifications, or to reject your thesis. You must make changes and/or incorporate any suggestions made by the committee before final approval can be granted. If your thesis is rejected, you must work with your committee on re-writing the thesis and scheduling another oral defense. Theses are rejected when the student fails (either in written or oral form) to:

- Conduct the thesis in adherence to the procedures approved at the proposal meeting.
- Demonstrate an understanding of the results and how they were obtained.
- Interpret and discuss the results appropriately.
- Demonstrate an understanding of the significance of their results to the literature.

**9. Revise & re-write thesis.** You must make changes and/or incorporate any suggestions made by the committee before final approval can be granted. Work with your thesis director to revise and correct the manuscript. Consult the [ETSU Guide for Preparation of Theses and Dissertations](#) for preparation of the final draft of the thesis.

Once all changes have been made and suggestions have been incorporated, you must complete the Report of Examination Form and Thesis or Dissertation Review Form, secure the signatures of the advisory committee, and submit the forms to your Program Coordinator with the final draft of the thesis. Use the Checklist for Submission of Review Copies (and accompanying instructions to assist you in putting together the final draft. Make an appointment with your Program Coordinator to pick up your paperwork after s/he has reviewed the document.

**10. Submit to Graduate School for review.** Once your thesis director and committee have signed the final draft of your thesis, submit the final copy and forms to the School of Graduate Studies. Once they have completed their review, they will contact you with any revisions or corrections. Discuss any corrections or questions from the School of Graduate Studies with your thesis director. Submit your final copies with the Thesis Approval page to the School of Graduate Studies by the deadlines specified in School of Graduate Studies published deadlines for each semester. **Carefully follow the instructions found online at the School of Graduate Studies web site for electronically filing and paying necessary fees.**

**Registration for Thesis Hours.** You may register for 3 hours of thesis credit within a semester. Once you enroll in thesis, you must be continuously registered for at least one credit hour every semester until you complete the thesis (including one Summer term). These subsequent enrollments will be in PEXS 5990, if all other coursework has been completed. If your graduate

assistantship or tuition scholarship has expired, you will be charged tuition and fees for subsequent enrollments (out-of-state students will be charged out-of-state rates).

**Grading.** Once you are enrolled in thesis, you will receive an 'SP' until you have successfully completed the thesis. At the completion of the thesis, you will receive a grade of 'S'. A 'U' grade will be given if you do not make progress toward completion of your thesis during the semester of registration. If a "U" is given for thesis, you must register the following semester for PEXS 5990 for 3 hours credit. If you receive 2 'U's, the thesis grade will become an 'F'. Completion of the oral examination and approval of the manuscript by the advisory committee constitute the conclusion of your thesis, contingent upon approval of the thesis by the School of Graduate Studies. Failure to meet the academic expectations of writing the thesis or failure to adequately defend the thesis orally may result in re-writing all or part of the thesis, additional oral examinations, or some combination of the two. Gross failure will result in an 'F' for the thesis grade.

**Thesis Work during Summer Terms.** Many graduate faculty are not on contract during the Summer terms and, therefore, are not required to work with you or conduct defenses during this time. Please work closely with your thesis director and committee members to determine whether you will be able to schedule a Summer defense, should you not complete your proposal or final thesis during the normal academic year. Faculty are not obligated to work on theses during the Summer terms, though many are on contract for at least one term. Substitutions may be made for committee members that may not be available for an entire Summer, but no substitutions will be made for committee directors unless extenuating circumstances exist.

### **Internship Option**

The basic purpose of the graduate internship program is to provide a planned transition from the university curriculum to a professional setting. During the internship, the student will test the practical application of the theories in a setting under the guidance, observation, and supervision of a professional and a departmental internship director. As part of the leadership experience, the professional and the internship director will evaluate the student. In addition, he/she continually reviews his/her knowledge, skills, accomplishments, and professional growth as they apply to this preparation for entry into the chosen profession.

The internship experience requires both a written and oral component. With the approval of your internship director, you must schedule an oral defense of your internship at the appropriate time. Be sure to complete the appropriate Departmental and School of Graduate Studies forms necessary for participating successfully in an internship.

## **APPENDICES**

# **Appendix A**

## **Curriculum Check sheets**

(All check sheets and forms are subject to change.)

**East Tennessee State University**  
**Department of KLSS Graduate Program**  
**M.A. in Physical Education – Concentration in Exercise Physiology and Performance**

**Core Requirements (9 hours)**

Semester	Grade	
_____	_____	SALM 5230 - Legal Issues in Physical Education & Sport (3 hrs)
_____	_____	PEXS 5430 - Administration of Phys.Edu. & Athletics (3 hrs)
_____	_____	PEXS 5670 - Research Design and Analysis (3 hrs)

**Program Requirements (15 hours)**

_____	_____	PEXS 5520 - Instrumentation (3 hrs) <b>(0r)</b>
_____	_____	PEXS 5540 - Ex. Testing & Prescription (3 hrs)
_____	_____	PEXS 5610 - Muscle Metabolism & Hormonal Control (3 hrs)
_____	_____	PEXS 5620 - Cardiovascular and Respiratory Physiology (3 hrs)
_____	_____	PEXS 5800 - Internship in Exercise Physiology (3 hrs)
_____	_____	SALM 5243 - Sport Marketing (3 hrs)

**Program Electives (Select 12 hours from the following :)**

_____	_____	PEXS 5467 - Nutrition & Exercise/Metabolic Disease (3 hrs)
_____	_____	PEXS 5655 - Sport Nutrition (3 hrs)
_____	_____	PEXS 5656 - Sport Conditioning /Training (3 hrs)
_____	_____	PEXS 5977 - Ex. Mgmt for Persons with Chronic Disease (3 hrs)
_____	_____	SALM 5245 - Sport Finance (3 hrs)
_____	_____	SALM 5240 - Risk Management (3 hrs)
_____	_____	MDED 5040 - Biometry Biomedical Computing (3 hrs)
_____	_____	BIOL 5647 - Molecular Biology (3 hrs)
_____	_____	BIOL 5147/5157 - Biochem of Macromolecules (5 hrs)
_____	_____	BIOL 5167/5177 - Biochem of Metabolism (5 hrs)
_____	_____	MICR5300/6300 - Immunology (2 hrs)
_____	_____	PHAR5000/6000 - Medical Pharmacology (7 hrs)
_____	_____	PHAR5340/6340 - Cardiovascular Pharmacology (4 hrs)
_____	_____	ANCB5050/6050 - Cell Biology (4 hrs)
_____	_____	AHSC 5427 - Diet in Disease (3 hrs)
_____	_____	PUBH 5607 - Gerontology and Health (3 hrs)
_____	_____	PUBH 5937 - Stress Management (3 hrs)
_____	_____	PEXS5960 – Thesis (3 hrs)

Total Hours: 36

Revised Summer 2006.

**East Tennessee State University  
 Department of KLSS Graduate Program  
 M.A. in Physical Education- Concentration in K-12**

**Core Requirements (9 hours)**

Semester	Grade	
_____	_____	SALM 5230 - Legal Issues in Physical Education and Sport (3 hrs)
_____	_____	PEXS 5430 - Administration of Physical Education/ Athletics (3 hrs)
_____	_____	PEXS 5670 - Research Design and Analysis (3 hrs)

**Program Requirements (12 hours)**

_____	_____	PEXS 5040 - Motor Control & Learning (3 hrs)
_____	_____	PEXS 5110 - Curriculum Development (3 hrs)
_____	_____	PEXS 5460 - Inclusion in PE, Sport, & Leisure Activity (3 hrs)
_____	_____	PEXS 5470 - Systematic Observation & Analysis of Instruction (3 hrs)

**Program Electives (Select 15 hours from the following :)**

_____	_____	PEXS 5032 - Motor Dev. Assessment, Programming (3 hrs)
_____	_____	SALM 5107 - Alpine Tower Leadership (3 hrs)
_____	_____	SALM 5127 - Rocky Mountain Experience (3 hrs)
_____	_____	SALM 5137 - Wilderness Education Stewardship Program (3 hrs)
_____	_____	SALM 5215 - Sport in Society (3 hrs)
_____	_____	SALM 5220 - Issues and Trends in Sport Management (3 hrs)
_____	_____	SALM 5225 - Planning and Operating Facilities (3 hrs)
_____	_____	SALM 5240 - Risk Management (3 hrs)
_____	_____	PEXS 5960 Thesis (3 hrs)

**Total Hours: 36**

*Revised Spring 2003*

**East Tennessee State University**  
**Department of KLSS Graduate Program**  
**M.A. in Physical Education – Concentration in Sport Management**

**Core Requirements (9 hours)**

Semester	Grade	
_____	_____	SALM 5230 - Legal Issues in Physical Education & Sport (3 hrs)
_____	_____	PEXS 5430 - Administration of Physical Education & Athletics (3 hrs)
_____	_____	PEXS 5670 - Research Design and Analysis (3 hrs)

**Concentration Requirements (21 hours)**

_____	_____	SALM 5200 - Issues Sport. Management (3 hrs)
_____	_____	SALM 5215 - Sport in Society (3 hrs)
_____	_____	SALM 5232 - Sport Communication & Media Relations (3 hrs)
_____	_____	SALM 5245 - Sport Finance (3 hr)
_____	_____	SALM 5243 - Sport Marketing (3 hrs)
_____	_____	SALM 5250 - Internship in Sport Management (6 hrs)

**Concentration Electives (6 hours)**

_____	_____	SALM 5107 - Alpine Tower Leadership (3 hrs)
_____	_____	SALM 5225 - Planning/Operating Facilities (3 hrs)
_____	_____	SALM 5240 - Risk Management & Assessment in Sports (3 hrs)
_____	_____	PEXS 5655 - Sport Nutrition (3 hrs)
_____	_____	PEXS 5656 - Sport Conditioning & Training (3 hrs)
_____	_____	PEXS 5960 - Thesis (3 hrs)
_____	_____	ACCT 5000 - Essentials of Accounting (3 hrs)
_____	_____	FINC 5000 - Essentials of Finance (3 hrs)

**Total Hours: 36 hours**

*Revised: Summer 2006*

## **Appendix B**

### **Graduate School Forms**

**Can also be obtained online at:**

**<http://www.etsu.edu/gradstud/forms/>**

The forms contained in this section are the forms that must be completed by the graduate students throughout the course of his/her course of study. If you need forms other than what is provided here, please request these from your KLSS Program Coordinator.

Office Use Only
Changed on SIS: _____
Date: _____ Initials: _____

## EAST TENNESSEE STATE UNIVERSITY SCHOOL OF GRADUATE STUDIES

### Application for Change from Conditional Admission To Unconditional Admission

TO: Associate Dean, School of Graduate Studies

FROM: \_\_\_\_\_  
Student's Name (please type) Social Security Number

DATE: \_\_\_\_\_

I was admitted conditionally to \_\_\_\_\_ for the \_\_\_\_\_, \_\_\_\_\_.  
Program Semester Year

Having met the following conditions, I now request that my conditional status be changed to unconditional:

Course Number	Course Title	Grade	Credit Hours	Semester Completed	Office Use Only

#### Other Conditions

GPA:	Proof of Degree:
GMAT:	PPST:
GRE:	Other:
Letter of Recommendation:	Other:

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Program Coordinator Date

\_\_\_\_\_  
Associate Dean, School of Graduate Studies Date

FOR OFFICE USE ONLY:  
 Input on SIS: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Catalog of Record: \_\_\_\_\_

**EAST TENNESSEE STATE UNIVERSITY**  
**SCHOOL OF GRADUATE STUDIES**  
 Program of Study

Name: (Please Type) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Field of Study: M.A. in Physical Education Concentration: Exercise Physiology and Performance

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer * Credit	Substitute For Course #	Office Use Only
SALM 5230	Legal Issues		3				
PEXS 5430	Administration		3				
EDFM 5950	Methods of Research		3				
PEXS 5520	Instrumentation <b>OR</b>		3				
	PEXS 5540 Exercise Test Prescription						
PEXS 5610	Muscle Metab. & Hormonal Control		3				
PEXS 5620	Cardiovascular & Respiratory Phys.		3				
PEXS 5800	Internship		3				
SALM 5243	Sport Marketing		3				
	Concentration Electives (12 hrs)						
Total number of hours required for degree			36				

\* Transfer credit must be approved before it can be shown on the program of study.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program Coordinator

FOR OFFICE USE ONLY:  
 Input on SIS: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Catalog of Record: \_\_\_\_\_

**EAST TENNESSEE STATE UNIVERSITY**  
**SCHOOL OF GRADUATE STUDIES**  
 Program of Study

Name: (Please Type) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Field of Study: M.A. in Physical Education Concentration: Sport Management

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer * Credit	Substitute For Course #	Office Use Only
SALM 5230	Legal Issues in PE and Sport		3				
PEXS 5430	Administration		3				
EDFM 5950	Methods of Research		3				
SALM 5200	Issues/Trends in Sport Management		3				
SALM 5215	Sport in Society		3				
SALM 5232	Sport Communication and Media		3				
SALM 5243	Sport Marketing		3				
SALM 5245	Sport Finance		3				
SALM 5250	Internship		6				
	Concentration Electives: (6 hrs.)						
			3				
			3				
Total number of hours required for degree			36				

\* Transfer credit must be approved before it can be shown on the program of study.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Program Coordinator

**FOR OFFICE USE ONLY:**  
 Input on SIS: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Catalog of Record: \_\_\_\_\_

**EAST TENNESSEE STATE UNIVERSITY**  
**SCHOOL OF GRADUATE STUDIES**  
 Program of Study

Name: (Please Type) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Field of Study:     M.A. Physical Education     Concentration:     K-12 Teaching    

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer * Credit	Substitute For Course #	Office Use Only
SALM 5230	Legal Issues		3				
PEXS 5430	Administration		3				
PEXS 5950	Methods of Research		3				
PEXS 5040	Motor Control and Learning		3				
PEXS 5110	Curriculum Development		3				
PEXS 5460	Inclusion in PE/Sport & Leisure		3				
PEXS 5470	Systematic Observation		3				
	Concentration Electives (15 hrs)						
			3				
			3				
			3				
			3				
			3				
Total number of hours required for degree			36				

\* Transfer credit must be approved before it can be shown on the program of study.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator

**EAST TENNESSEE STATE UNIVERSITY  
SCHOOL OF GRADUATE STUDIES**

Application for Candidacy

I, \_\_\_\_\_, hereby  
Student's Name (please type) Social Security Number

apply for admission to candidacy for the Master of \_\_\_\_\_ degree at East Tennessee State University. To the best of my knowledge, I have completed all of the prerequisites for admission to candidacy.

I intend to do my graduate work under the \_\_\_\_\_ Option.  
Thesis or Non-thesis

Graduate Major: \_\_\_\_\_ Catalog of Record: \_\_\_\_\_

Concentration: \_\_\_\_\_

Conditional Admission: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Conditions Met: Yes: \_\_\_\_\_ No: \_\_\_\_\_

(Conditions for admission must be met before student can be admitted to candidacy).

The attached program of study has been planned with the guidance of the chair of my advisory committee or with your Program Coordinator in my program. In addition, I have met all the conditions of my admission.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Committee Director

\_\_\_\_\_  
Signature of Program Coordinator

\_\_\_\_\_  
-For Graduate School Office Use Only-

Program checked against catalog requirement \_\_\_\_\_ Graduate grade point average \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Analyst

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Dean, School of Graduate Studies

**EAST TENNESSEE STATE UNIVERSITY  
SCHOOL OF GRADUATE STUDIES**

Office Use Only
Input on SIS: _____
Initials: _____

Notice of Intention to Graduate

**\*\*Notice of Intention to Graduate will not carry over to the next semester\*\***

On line below, clearly type your name as you wish it to appear on your diploma.

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Your present local address. This should be the address to which you wish to receive correspondence relating to your graduation from ETSU. If this address changes before you graduate, please give us your new local address.

\_\_\_\_\_

Street	City	State	Zip
--------	------	-------	-----

\_\_\_\_\_

Campus Box Number	Telephone number where you can be reached concerning graduation
-------------------	-----------------------------------------------------------------

Include parents name and address below if you would like them to receive an invitation to your graduation. (Optional)

\_\_\_\_\_

Parents' Name(s)	Street
------------------	--------

\_\_\_\_\_

City	State	Zip
------	-------	-----

**GRADUATE DEGREE**

- |                                         |                                                 |
|-----------------------------------------|-------------------------------------------------|
| _____ Master of Accountancy             | _____ Master of Public Health                   |
| _____ Master of Arts                    | _____ Master of Public Management               |
| _____ Master of Arts in Teaching        | _____ Master of Science                         |
| _____ Master of Business Administration | _____ Master of Science in Environmental Health |
| _____ Master of City Management         | _____ Master of Science in Nursing              |
| _____ Master of Education               | _____ Specialist in Education                   |
| _____ Master of Fine Arts               | _____ Doctor of Education                       |
| _____ Master of Music Education         | _____ Doctor of Philosophy                      |

Requirements for the degree to be completed \_\_\_\_\_, 20 \_\_\_\_\_

**FIELD OF STUDY:** \_\_\_\_\_

**CONCENTRATION:** \_\_\_\_\_

**I have read the Notice of Intention to Graduate and understand that if I do not satisfy the degree requirements for the above stated semester, I must submit a new form.**

\_\_\_\_\_

Signature	Date
-----------	------

\_\_\_\_\_

Program Coordinator	Date
---------------------	------

**EAST TENNESSEE STATE UNIVERSITY  
SCHOOL OF GRADUATE STUDIES**

RESULTS OF EXAMINATION, REPORT, AND/OR CULMINATING EXPERIENCE

\_\_\_\_\_  
Student's Name (please type)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Field of Study

\_\_\_\_\_  
Concentration

\_\_\_\_\_  
Degree

The above candidate has completed the required examination(s) as checked below:

	<u>Date Held</u>	Passed	Failed
1. Written Comprehensive Examination	_____	_____	_____
2. Oral Comprehensive Examination	_____	_____	_____
3. Master's Thesis Defense	_____	_____	_____
4. Doctoral Defense	_____	_____	_____
5. Doctoral Qualifying Examination	_____	_____	_____
6. Doctoral Preliminary Examination	_____	_____	_____
7. Capstone Written Project: (explain)	_____	_____	_____

Date Bound Copy was turned in: \_\_\_\_\_  
\_\_\_\_\_

8. Culminating Experience: (explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Examining Committee

Director, Advisory Committee \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Remarks or Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Program Coordinator: \_\_\_\_\_

**Return Original to Program Coordinator**

**EAST TENNESSEE STATE UNIVERSITY  
DEPARTMENT OF PHYSICAL EDUCATION,  
EXERCISE AND SPORT SCIENCES**

Written Comprehensive Examination Registration

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Semester of Registration: \_\_\_\_\_

Field of Study: MA in Physical Education Concentration: \_\_\_\_\_

Please identify your instructor and the semester that you took the following KLSS Core Courses:

	Instructor	Semester/Year Taken
PEXS 5330 – Legal Issues	_____	_____
PEXS 5430 – Administration	_____	_____
PEXS 5950 – Research Methods	_____	_____

Please identify the elective areas, including the instructor you had and the semester that you took the course:

Course Title	Instructor	Semester/Year Taken
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that the written comprehensive examinations will be given on \_\_\_\_\_ and will not be given again until next semester. I further understand that failure to return this registration form by \_\_\_\_\_ will delay my eligibility to take those examinations until the next time they are offered

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EAST TENNESSEE STATE UNIVERSITY  
SCHOOL OF GRADUATE STUDIES

MEMORANDUM

**TO:** School of Graduate Studies  
**FROM:** Your Program Coordinator  
**SUBJECT:** Notification of Oral Examination for Thesis or Dissertation

**DATE:** \_\_\_\_\_

Student's Name (Please Type): \_\_\_\_\_ SS#: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Degree: \_\_\_\_\_

**The department is responsible for sending a copy of the student's abstract to Faculty Representative at least ten days before the defense. In case of cancellation, the department is responsible for notifying the Faculty Representative and Graduate Studies.**

**The Graduate Faculty Representative is not considered a part of the examining committee, does not vote, but must complete the NARRATIVE REPORT form and return it to the School of Graduate Studies immediately upon completion of the exam.**

Date of Exam: \_\_\_\_\_ Time: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

\_\_\_\_\_  
Director, Advisory Committee Phone Box

\_\_\_\_\_  
Program Coordinator Phone Bo

**-For Graduate Studies Use Only-**

The Graduate Faculty Representative is: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_

\_\_\_\_\_  
Graduate Program Liaison

\_\_\_\_\_  
Phone5

